

**Advisory Committee Meeting Minutes Fall 2023**

**Dental Assisting**

11:30am – Thursday, September 21, 2023 – Vernon College  
Century City Center, Joe Chat Sumner Conference Room 115

**Members present:**

Sarah Long – MSU - AHEC  
Dr. Mindy Moser – Dr. John Hempfling Office  
Joel Richie – Midwest Dental  
Amanda Moore – Workforce Solutions  
Melinda Lee – Children’s Dentistry of WF  
Brittany Miles – Workforce Solutions  
Ashley Eubanks – Community Health Care Center

**Vernon College Faculty/Staff**

Shani Page  
Bettye Hutchins  
Zachary Nguyen-Moore  
Karen McClure  
Delilah Fowler

**Members not Present:**

Dr. Robert Evans – Retired DDS, Children’s Dentistry of WF  
Hillary Moore – Spearmint Dental  
Dr. Landon Baird – Baird Family Dentistry

*Shani Page started by welcoming the committee to the Fall 2023 Dental Assisting Advisory Meeting. Bettye Hutchins started the introductions and thanked the committee members for their service. She reviewed the purpose and importance of input from local industry professional’s as well as community participation. Bettye asked for volunteers or nominations for vice-chair and recorder; Sarah Long volunteered for vice-chair and Ashley Eubanks volunteered for recorder.*

*Chair: Ashley Eubanks  
Vice-Chair: Sarah Long  
Recorder: Ashley Eubanks*

Old Business/Continuing Business.....Ashley Eubanks

*None*

New Business .....Ashley Eubanks

*No old business listed on the agenda. Ashley Eubanks continued to New Business.*

‡ **Review program outcomes, assessment methods/results, and workplace competency**

*Ashley Eubanks asked the faculty member, Shani Page, to review the program outcomes with the committee.*

*Shani Page reviewed the following program outcomes.*

**Program outcomes**

1. Demonstrate the rules, regulations, and procedures of the dental assisting profession.
2. Demonstrate solid knowledge of infection control in the dental profession.
3. Apply a working knowledge of jurisprudence and the ability to apply these policies and ethical procedures as it relates to the dental assisting profession.
4. Identify and differentiate body systems with a working knowledge of how the body works during dental procedures.
5. Demonstrate proficiency in applications of techniques, utilization of tools, and handling of instruments, patients, and all other procedures to assist the dentist.
6. Demonstrate understanding of x-ray procedures and ability to utilize x-ray equipment proficiently.
7. Application of skills in general practice dentistry, orthodontist dentistry, pediatric dentistry, and oral surgery in assisting the dentist.

† **Approve program outcomes**

*After review of the program outcomes, Ashley Eubanks asked the committee for a motion to approve the program outcomes as presented.*

*Sarah Long made a motion to approve the program outcomes as presented. Joel Richie seconded the motion.*

*The motion passed and the committee approved the program outcomes as presented.*

† **Approve assessment methods and results**

*Ashley Eubanks asked the faculty member, Shani Page, to explain in more detail the assessment methods and results. Shani Page reviewed the information below.*

- Achieve an overall course average of 70% or higher (weekly assignments, quizzes, projects, exams)
- Attendance is essential
- Completion of clinical rotation hours (timesheet logs and clinical evaluation forms completed by dentist/office)
- The following grading scale is used
  - A = 90 – 100
  - B = 80 – 90
  - C = 70 – 80
  - F = <70

*Ashley Eubanks asked the committee for a motion to approve the assessment methods and results as presented.*

*Sarah Long made a motion to approve the assessment methods and results as presented. Dr. Mindy Moser seconded the motion.*

*The motion passed and the committee approved the assessment methods as presented.*

† **Approval of workplace competency (course or exam)**

Ashley Eubanks asked the faculty member, Shani Page, to tell the committee about the workplace competency and how the students have performed on the competency.

Shani Page reviewed the information with the committee.

RDA licensure exam through the Texas State Board of Dental Examiners

Program Outcome	Number of students who took the course or licensure exam	Results per student	Use of results
1. RDA Exam	5	5 passed	State reporting

Placement Rate of Program Completers by Reporting Year [1]												
Program	2016-2017			2017-2018			2018-2019			3-Year Average		
	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%
51060000-Dental Support Services and Allied Professionals	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A

Ashley Eubanks asked if any one had recommendations from the committee, hearing none the meeting moved forward. Ashley asked for a motion to approve the workplace competency as presented.

Sarah Long made a motion to approve the workplace competency as presented. Dr. Mindy Moser seconded the motion.

The motion passed and the committee approved the workplace competency as presented.

† **Program Specific Accreditation Information and Requirements (if applicable)**

N/A

† **Review program curriculum/courses/degree plans**

Ashley Eubanks asked the faculty member, Shani Page, to review the program curriculum/courses/degree plans with the committee.

Shani Page reviewed the following program curriculum/courses/degree plans stating that there are no revisions for the 2023-2024 academic year.

# Dental Assisting, Level 1 Certificate

CIP 51.0601

**Major Requirements (23 SH)**

*Fall I Block*

LEAD 1100	Workforce Development with Critical Thinking	1
DNTA 1311	Dental Science	3
DNTA 1415	Chairside Assisting	4

*Fall II Block*

DNTA 1301	Dental Materials	3
DNTA 1347	Advanced Dental Science	3

*Spring I Block*

DNTA 1205	Dental Radiology	2
DNTA 1353	Dental Assisting Applications	3

*Spring II Block*

DNTA 1160	Clinical-Dental Assisting/Assistant	1
DNTA 1241	Dental Laboratory Procedures	2
DNTA 1245	Preventive Dentistry	2
DNTA 1249	Dental Radiology in the Clinic	2
	<b>Total Credit Hours:</b>	<b>26</b>

Course descriptions and learning outcomes provided as a separate document.

*Ashley Eubanks asked for any recommendation or discussion for the program curriculum/course/degree plans. Hearing none incorporated with no revisions she moved the meeting forward.*

† **Approve program revisions (if applicable)**

*There are no changes for the 2024-2025 year.*

† **Approve 2022-2023 SCANS, General Education, Program Outcomes, and Institutional Outcome Matrices.**

Ashley Eubanks asked the faculty member, Shani Page, to explain the meaning of the different sets of SCANS matrices.

Shani Page reviewed the various SCANS listed below; Federal, General Education, Program Outcomes, and Institutional Outcome Matrices. The program works under three umbrellas: 1. Local or Vernon College, 2. State or THECB Texas Higher Education Coordinating Board, and 3. Federal. To ensure the Program is following all rules and regulations, Vernon College utilizes matrices to map the requirements back to the courses.

**SCANS Matrix: The SCANS (Secretary’s Commission on Achieving Necessary Skills) Matrix represents the 8 Federal requirements that must be taught. The matrix shows how we are mapping them back to each of the courses in the program.**

<b>Program: Dental Assisting</b>								<b>Credential: Certificate of Completion</b>	
Award: Dental Assisting									
Cip: 51.0601									
<b>LIST OF ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES</b>									
<b>SCANS COMPETENCIES</b>								<b>Course Number</b>	<b>Course Title</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>		
x	x		x	x	x	x		LEAD 1100	Workforce Development with Critical Thinking
x	x		x	x	x	x		DNTA 1311	Dental Science
x	x		x	x	x	x		DNTA 1415	Chairside Assisting
x	x	x	x	x	x	x		DNTA 1301	Dental Materials
x	x		x	x	x	x		DNTA 1347	Advanced Dental Science
x	x		x	x	x	x	x	DNTA 1205	Dental Radiology
x	x		x	x	x	x		DNTA 1353	Dental Assisting Appl
x	x		x	x	x	x		DNTA 1245	Preventive Dentistry
x	x		x	x	x	x		DNTA 1241	Dental Lab Procedures
x	x	x	x	x	x	x	x	DNTA 1160	Clinical-Dental Assisting
x	x		x	x	x	x	x	DNTA 1249	Dental Radiology in the Clinic
								<b>PROGRAM COMPETENCIES (as determined by the advisory committee)</b>	
								8. BASIC USE OF COMPUTERS	
								7. WORKPLACE COMPETENCIES	
								6. PERSONAL QUALITIES	
								5. THINKING SKILLS	

		4. SPEAKING AND LISTENING
		3. ARITHMETIC OR MATHEMATICS
		2. WRITING
		1. READING

**General Education Matrix: The General Education Matrix is state-mandated. You will see the 6 requirements that the college is tasked with teaching and how they map back to the courses.**

<b>Program: Dental Assisting</b>						<b>Credential: Certificate of Completion</b>	
Award: Dental Assisting Certificate of Completion							
Cip: 51.0601							
<b>LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES</b>							
<b>GENERAL EDUCATION CORE OBJECTIVES</b>						<b>Course Number</b>	<b>Course Title</b>
1	2	3	4	5	6		
x	x		x	x	x	LEAD 1100	Workforce Development with Critical thinking
X	x	x	x		x	DNTA 1311	Dental Science
x	x	x	x	x	x	DNTA 1415	Chairside Assisting
x	x	x	x		x	DNTA 1301	Dental Materials
x	x	x	x		x	DNTA 1347	Advanced Dental Science
x	x	x	x	x	x	DNTA 1205	Dental Radiology
x	x	x	x		x	DNTA 1353	Dental Assisting Applications
x	x	x	x	x	x	DNTA 1245	Preventive Dentistry
x	x	x	x		x	DNTA 1241	Dental Lab Procedures
x	x	x	x	x	x	DNTA 1160	Clinical
x	x	x	x	x	x	DNTA 1249	Dental Radiology in the Clinic
						6. Personal Responsibility	
						5. Social Responsibility	
						4. Teamwork	
						3. Empirical and Quantitative Skills	
						2. Communication Skills	
						1. Critical Thinking Skills	

**Program Outcomes Matrix: The Outcomes Matrix represents the Vernon College mandated requirements. They are the Program outcomes just approved and how they map back to the courses.**

<b>Program: Dental Assisting</b>		<b>Credential: Certificate of Completion</b>
Award: Dental Assisting Certificate of Completion		
Cip: 51.0601		
<b>LIST OF ALL COURSES REQUIRED AND OUTCOMES</b>		

OUTCOMES							Course Number	Course Title
1	2	3	4	5	6	7		
							LEAD 1100	Workforce Development with Critical Thinking
x	x		x	x		x	DNTA 1311	Dental Science
x	x	x	x	x		x	DNTA 1415	Chairside Assisting
x	x		x	x		x	DNTA 1301	Dental Materials
x	x		x	x		x	DNTA 1347	Advanced Dental Science
x	x	x	x	x	x	x	DNTA 1205	Dental Radiology
x	x	x	x	x		x	DNTA 1353	Dental Assisting Applications
x	x		x	x		x	DNTA 1245	Preventive Dentistry
x	x		x	x		x	DNTA 1241	Dental Lab Procedures
x	x	x	x	x	x	x	DNTA 1160	Clinical
x	x	x	x	x	x	x	DNTA 1249	Dental Radiology in the Clinic
							7. Have a working knowledge of general practice dentistry, orthodontist dentistry, pediatric dentistry, and oral surgery.	
							6. Demonstrate understanding of x-ray procedures and ability to utilize x-ray equipment proficiently.	
							5. Demonstrate proficiency in applications of techniques, utilization of tools, and handling of instruments, patients, and all other procedures to assist dentists.	
							4. Identify and differentiate body systems with a working knowledge of how the body works during dental procedures.	
							3. Knowledge of jurisprudence and ability to apply these policies and ethical procedures as it relates to the dental assisting profession.	
							2. Demonstrate solid knowledge of infection control in the dental profession.	
							1. Demonstrate the rules, regulations, and procedures of the dental assisting profession.	

**Institutional Outcomes Matrix:** The Institutional Outcomes Matrix represents the Vernon College mandated requirements. This matrix represents how the program outcomes map back to the institutional outcomes/general education outcomes.

<b>Program: Dental Assisting</b>							<b>Credential: Certificate of Completion</b>	
Award: Dental Assisting Certificate of Completion								
Cip: 51.0601								
<b>LIST OF ALL COURSES REQUIRED AND OUTCOMES</b>								
<b>OUTCOMES</b>							<b>General Education Outcomes</b>	
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>		
x	x	x	x	x	x	x		1. Critical Thinking Skills
x	x	x	x	x	x			2. Communication Skills
x		x	x	x	x	x		3. Empirical and Quantitative Skills
x	x	x	x	x	x			4. Teamwork
x	x	x	x	x	x	x	5. Social Responsibility	

x	x	x	x	x	x	x	6. Personal Responsibility
							7. Have a working knowledge of general practice dentistry, orthodontist dentistry, pediatric dentistry, and oral surgery.
							6. Demonstrate understanding of x-ray procedures and ability to utilize xray equipment proficiently.
							5. Demonstrate proficiency in applications of techniques, utilization of tools, and handling of instruments, patients, and all other procedures to assist dentists.
							4. Identify and differentiate body systems with a working knowledge of how the body works during dental procedures.
							3. Knowledge of jurisprudence and ability to apply these policies and ethical procedures as it relates to the dental assisting profession.
							2. Demonstrate solid knowledge of infection control in the dental profession.
							1. Demonstrate the rules, regulations, and procedures of the dental assisting profession.

Ashley Eubanks asked for a motion to approve all matrices as presented.  
Sarah Long made a motion to approve the program matrices as presented. Joel  
Richie seconded the motion.

The motion passed and the committee approved all matrices as presented.

† **Program statistics: Graduates (from previous year/semester), current majors, current enrollment**

Shani Page discussed the current program statistics with the committee. Ashley Eubanks asked the committee for any recommendations for program statistics hearing none she moved forward.

- Program Statistics:
- Graduates 2022-2023 (5)
- Enrollment Summer 2022: N/A
- Majors Fall 2023-2024: (11 females)
- Enrollment Fall 2022: (11)

† **Local Demand/CLNA Survey**

† Distribute and discuss survey

Occupation	National Median Wage	State Median Wage	Local Median Wage	Current /Projected Job openings (annual)	Projected Growth (annual)
Dental Assistant	\$21.20 /hr. \$40,704/annual	\$20.40/hr. \$39,171/annual	\$18.60/hr. \$35,715/annual	4,958 (state) 21 (local)	1.07% (state) .54% (local)



\*Labor Market Outlook (O\*NET)

*Betty Hutchins distributed the Comprehensive Local Needs Assessment (CLNA) survey to the committee members. Betty explained, to remain compliant, the purpose of the CLNA survey to the members (administered to all program's annual advisory committee meetings, every two years, for use in required reporting) and then administered the survey. Discussion took place with great feedback from the Dental Assisting committee. Consensus for contributing factors were as follows; A huge testament to Shani's willingness to work with the students, program pass rate, changing courses to hybrid modality, increase in wages and definite community need. Brittany Miles included that the college and workforce need to meet the students "where they are" since the students have access to a limited amount of transportation.*

*Ashley asked the committee for discussion on local demand. Brittany Miles, from workforce solutions stated that currently there are 20 jobs posted for dental assisting on indeed in Wichita Falls. Shani Page has been contacted by several different dental offices seeking full time positions locally. Melinda Lee stated that currently Children's Dentistry of WF only has openings at the front desk. Ashley Eubanks stated that students coming from Vernon College Dental Assisting Program are coming in well prepared, fit in nicely.*

*Ashley Eubanks asked the committee for any further discussion on local demand hearing none she moved forward.*

† **Evaluation of facilities, equipment, and technology. Recommendation for the acquisition of new equipment and technology.**

*Shani Page stated that the program purchased through Perkins Grant funding patient education tools, adult oversized anatomically correct teeth and toothbrush for recruiting. Several rubber molds for study models and hands on visuals for student labs. She absolutely loves the adult DXTTR, has made instruction and learning much more convenient for the students.*

*Ashley Eubanks asked the committee for discussion or recommendations for new equipment hearing none she moved forward.*

† **External learning experiences, employment, and placement opportunities**

*Ashley Eubanks asked the faculty, Shani Page, to brief the committee on external learning experiences.*

**Faculty:** "Vernon College offers a job board on the website. Businesses can contact Career Services. VC also subscribes to a service called GradCast. Within this program, over 600,000 business and industry contacts are available to the graduates to send up to 100 free resumes within a set zip code. If you would like to have your business as part of that database, please contact Betty Hutchins at, [bhutchins@vernoncollege.edu](mailto:bhutchins@vernoncollege.edu)."

Placement Rate of Program Completers by Reporting Year [1]

Program	2016-2017			2017-2018			2018-2019			3-Year Average		
	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%
<b>51060000-Dental Support Services and Allied Professionals</b>	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A

*Ashley asked for any discussion on external learning experiences, employment and placement opportunities, hearing none she moved forward.*

† **Professional development of faculty and recommendations**

*Ashley Eubanks asked the committee to review the profession development opportunities that the faculty has taken advantage of during the year.*

Shani completed the following

- 14.5 Dental CE hours
- 24 faculty PD hours

*Bettye Hutchins stated that Shani is going to the TACTE conference in the Spring of 2024.*

*Ashley Eubanks asked if the committee had any further recommendations for professional development for the staff. The committee offered none, she moved forward.*

† **Promotion and publicity (recruiting) about the program to the community and business and industry**

*Ashley Eubanks asked the faculty, Shani Page, to elaborate on the promotion and publicity for the dental assisting program. Shani Page shared the promotions and publicity listed below herself or students were able to attend for our community.*

Participated in career fairs at CEC  
 Vernon Boys and Girls Club Adulting Day  
 Facebook page now being utilized

*Ashley Eubanks asked for any discussion or recommendations, hearing none she moved forward.*

† **Serving students from special populations:**

*Ashley Eubanks asked the faculty member, Shani Page, to review special populations. Shani reviewed special population. Bettye Hutchins explained what needs Vernon College has the ability to help students with, as well as the federal guidelines.*

Vernon College is an open-enrollment college. The Proactive Assistance for Student Services (PASS) department offers many services for documented disabilities such as but not limited to quiet testing, longer testing times, interpreters, and special equipment.

Vernon College has a program titled “New Beginnings” for students who qualify to receive transportation, childcare, and/or textbook loans. Perkins funding is also offering assistance to break down barriers such as uniform, supply, and equipment costs.

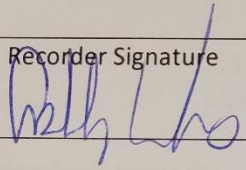
Peer to Peer mentoring, tutoring (online and in-person), resume building, student success series, and counseling are just a few of the other options/services available to students.

1. Special populations’ new definitions:
  - a. Individuals with disabilities;
  - b. Individuals from economically disadvantaged families, including low-income youth and adults;
  - c. Individuals preparing for nontraditional fields; 0 male/5 females ratio
  - d. Single parents, including single pregnant women;
  - e. Out-of-workforce individuals;
  - f. English learners;
  - g. Homeless individuals described in section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
  - h. Youth who are in, or have aged out of, the foster care system; and
  - i. Youth with a parent who—
    - i. Is a member of the armed forces (as such term is defined in section 101(a)(4) of title 10, United States Code); ii. Is on active duty (as such term is defined in section 101(d) (1) of such title

*Ashley Eubanks asked if the committee had any further discussion or recommendations. The committee offered none.*

Adjourned

*Ashley Eubanks adjourned the meeting at 12:55PM.*

Recorder Signature 	Date 11/21/24	Next Meeting: Fall 2024
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