**Palomar College – Program Review and Planning**

**Instructional Programs**

**YEAR 1**

**Academic Year** **2010-11**

**Purpose of Program Review and Planning:** The institution assesses progress toward achieving stated goals and makes decisions regarding the improvement of institutional effectiveness in an on-going and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation. Evaluation is based on analyses of both quantitative and qualitative data (ACCJC/WASC, Standard I, B.3.)

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| **Discipline: Dental Assisting** | **03/10/11** |
| **Instructional Discipline Reviewed (Each discipline is required to complete a Program Review)** | **Please Add Date (00/00/2011)** |

**STEP I. ANALYSIS**

|  |  |  |  |  |  |  |  |
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|  |  |  |  |  | **<<Prelim>>** | ◄▬ Preliminary Fall 2010 data are as of 1/30/2011 |  |
|  |  | **Fall 2007** | **Fall 2008** | **Fall 2009** | **Fall 2010** | **Definitions** | |
| **Enrollment at Census** | | 311 | 336 | 338 | 348 | *Self Explanatory* | |
| **Census Enrollment Load %** | | 84.28% | 95.18% | 96.85% | 95.08% | Enrollment at Census Divided By Sum of Caps (aka "Seats") | |
| **WSCH** | | 827 | 820 | 825 | 848 | Weekly Student Contact Hours | |
| **FTES** | | 27.55 | 27.32 | 27.50 | 28.27 | One Full-Time Equivalent Student = 30 WSCH | |
| **Total FTEF** | | 2.00 | 2.80 | 2.80 | 2.80 | Total Full-Time Equivalent Faculty | |
| **WSCH/FTEF** | | 413 | 293 | 295 | 303 | WSCH Generated per Full-Time Equivalent Faculty Member | |
| **Full-time FTEF** | | 1.19 | 1.60 | 1.60 | 1.60 | FTEF from Contract Faculty | |
| **Hourly FTEF** | | 0.81 | 0.73 | 0.73 | 0.73 | FTEF from Hourly Faculty | |
| **Overload FTEF** | | - | 0.47 | 0.47 | 0.47 | FTEF from Contract Faculty Overload | |
| **Part-Time FTEF** | | 0.81 | 1.20 | 1.20 | 1.20 | Hourly FTEF + Overload FTEF | |
| **Part-Time/(Total FTEF) %** | | 40.48% | 42.86% | 42.86% | 42.86% | Percent of Total FTEF Taught By Part-Time Faculty | |
| Student Achievement: **Non Distance Education Courses** | | | |  |  | Those NOT taught via Distance Ed (see below) methods of instruction | |
| **● Retention Rate** | | 97.49% | 100.00% | 98.97% | 97.55% | Non-W Eligible Grades (see next line) Divided by All Eligible Grades | |
| **● Success Rate** | | 88.44% | 90.91% | 86.08% | 82.35% | A,B,C,CR/P Grades Divided By A,B,C,CR/P,D,F,FW,NC/NP,W Grades | |
| Student Achievement: **Distance Education Courses** | | | |  |  | Those taught via Internet, TV or non line-of-sight interactive methods | |
| **● Retention Rate** | | - | - | - | - | Non-W Eligible Grades (see next line) Divided by All Eligible Grades | |
| **● Success Rate** | | - | - | - | - | A,B,C,CR/P Grades Divided By A,B,C,CR/P,D,F,FW,NC/NP,W Grades | |
| **Degrees Awarded** | | 6 | 9 | 6 | N/A\* | Degree Counts Are for the Full Academic Year (thus, \*N/A for 2010-11) | |
| **Certificates Awarded:** | | 23 | 25 | 22 | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2010-11) | |
| **- Under 18 Units** | | - | - | - | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2010-11) | |
| **- 18 or More Units** | | 23 | 25 | 22 | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2010-11) | |

| **I. A. Reflect upon and provide an analysis of the four years of data above (for a sample analysis see** <http://www.palomar.edu/irp/11PRYear1/sampleforIA.pdf>) |
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| **The numbers above show that that the Dental Assisting Department has been at over 95% capacity for the past 3 years. Retention rates are almost 100% (97.5%-100%) and success rates are all high as well (82% - 88%) It appears that the goals set for the program over the past few years have been met. In addition, this data does not reflect that there is usually a "waitlist" to enter the Dental Assisting Program. The program is taught by both full-time faculty and part-time faculty. This data does not reflect the total numbers of students that receive an AA degree, since most of the students pursue this degree after completion of the Registered Dental Assisting Program.** |

| **I. B. Please summarize the findings of a Course or Program SLO assessment conducted by your discipline. (For examples, see** <http://www.palomar.edu/irp/11PRYear1/PRPsloExamples.pdf>) |
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| **Program Outcome: Upon successful completion of this program, the majority of students will be able to pass the California Registered Dental Assistant examination.**  **This goal has been met for years, on the first attempt at the exam: 95% pass rate in 2009, 95% pass rate in 2008, 88% pass rate in 2007. 100% pass rate on the second attempt and we are still waiting on the statistics for 2010 but we expect the same outcome. All of our program goals are consistently met.** |

| **I. C. Reflect upon the SLO assessment findings in Box B above. Discuss overall observations and any areas of concern or noteworthy trends.**  **(For examples of such analysis, see** <http://www.palomar.edu/irp/11PRYear1/PRPsloExamples.pdf>) |
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| **Reflect upon the SLO assessment findings in Box “B” above. Discuss overall observations and any areas of concern or noteworthy trends.**  **The state examination pass rates are of utmost concern for us, since this is the main goal of our students and faculty. Our pass rates are higher than the state average (79-81%).** |

| **I. D. For Career Technical disciplines only, please provide a brief summary of the labor market outlook. This data can be found at** [**http://www.labormarketinfo.edd.ca.gov/**](http://www.labormarketinfo.edd.ca.gov/) **Please include job projections and trends that may influence major curriculum revisions.** |
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| **According to EDD statistics, Dental Assisting is listed in the "fastest growing occupations" from 2008-2018 with a job increase of 25.7%. In San diego county job inceases were up by 24.4% with a median wage of $17.38 per hour. There are job projections of 11,900 jobs in california from 2008-2018. In San Diego county, the job projections were listed at 920.** |

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| **STEP II. PLANNING**  **Reflecting on the 4-year trend data, the SLO assessment results, and the college’s** [**Strategic Plan 2013**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**, describe/discuss the discipline planning related to the following: (For sample reflections, see** <http://www.palomar.edu/irp/11PRYear1/samplesforII.pdf>) |

| **II. A. Curriculum, programs, certificates and degrees (consider changes due to Title 5 or other regulations, CSU/UC transfer language updates, articulation updates, student retention or success rates, workforce and labor market projections, certificate or degree completions, etc.)** |
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| **Statues the define educational programs for Registered Dental Assisting have changed significantly over the past 2 years. The department has spent time reviewing and updating curriculum to comply with these new regulations. In addition, the scope of practice for RDA duties has increased and the state has mandated that RDA programs teach those new duties as well. There is also a mandated supply and equipment requirement that the college agreed to purchase for continued accreditation by the state.** |

| **II. B. Class scheduling (consider enrollment trends, growth, course rotation, sequencing, Center/Site offerings, comprehensiveness, etc.)** |
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| **During the past three years the department has had a "wait list" to enter the dental assisting program. We are considering offering some continuing education classes as well to meet the needs of the new laws that are required for dental assistants and registered dental assistants.** |

| **II. C. Faculty (Briefly discuss the faculty hiring needs for this discipline. This discussion does not replace the requirement to submit a Rationale Form for Faculty Hiring to IPC.)** |
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| **none at this time** |

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| **STEP III. RESOURCE REQUESTS FOR DISCIPLINE:** |
| **III. A. Describe the resources necessary to successfully implement the planning described above. Provide a detailed rationale for each request by referring to the analyses of data and SLO assessment results in Step I and/or to any other evidence not apparent in the data or SLO Assessment** results.  NOTE: Do **NOT** include Resource Requests that duplicate requests from other disciplines In your department. Place requests common to two or more disciplines on the form: ACADEMIC DEPARTMENT RESOURCE REQUESTS. |

| **a. Equipment (per unit cost is >$500) *Enter requests on lines below.*** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe Resource Requested** | **Prioritize these requests**  **1,2,3, etc.** | **Strategic Plan 2013 Goal/**  **Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | **Estimated Amount of Funding Requested** | **Will this be one-time or on-going funding?** | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **a1.** | **(1) Day Light Loader Air Techniques (replace missing darkroom in new building)** | **1** | **goal 1** | **SLO reflecting this request: DA 71: "After gaining skills learned throughout this course, students will be able to demonstrate the ability to expose one full dental radiographic survey on a "human patient" at a "diagnostically acceptable" level"**  **Rationale:This piece of equipment allows students to develop x-rays without a dark room. There was no darkroom in the new HS building, so there is a developer that can not be used at this time** | **$1545** | **one time** | **no** |
| **a2.** | **USB CAM2 Intraoral Camera Kit (3)**  **USBCam Cable** | **2** | **goal 6** | **SLO reflecting this request: DA70 "After gaining skills learned throughout this course, students will be able to demonstrate the ability to take three intraoral photos on DEXTER (one maxillary arch, smile, mandibular arch) at a "Clinically acceptable level".**  **Program SLO: Upon successful completion of this program graduates will be prepared for employment as a dental health care professional.**  **Rationale:**  **This piece of equipment is use on a daily basis in modern dental practices. As a marketing tool, as well as patient education and dental insurance documentation.**  **Rationale:**  **3 intraoral cameras are needed in order to use the 3 additional treatment rooms in the new building. This procedure is required by state and national accreditation and these can not be shared because they go into a patient's mouth.** | **(3) of them at $4783=**  **$14140.00** | **one tme** | **no** |
| **a3.** | **(3) Midwest Caries ID Detector( for ensuring the tooth is cavity free before placing dental sealants)** | **3** | **goal 1.1** | **SLO reflecting this request: DA83 "After gaining skills learned throughout this course, students will be able to demonstrate the ability to place pit and fissure sealants on four live patients at a clinically acceptable" level."**  **Rationale:**  **We need to provide Cavity ID detectors for all students to obtain suffient opportunity to develop minimum competence in the application of pit and fissure sealants.This procedure is required by state accreditation.There are now 3 additional treatment rooms in the new building so in order to use these rooms for placing dental sealants, this equipment must be present. It can not be shared because it is used in each patient's mouth must be sterlized.** | **(3) at $3587=total**  **$10763.00** | **one time** | **no** |
| **a4.** | **Dental Handpeices (drills) for 3 new rooms**  **(3) RDH Hygiene Handpiece Midwest**  **Pack and Tradition**  **(4) LHigh-Speed Handpiece with Power Lever** | **4** | **goal 1.1** | **SLO reflecting this request: DA83 "After gaining skills learned throughout this course, students will be able to demonstrate the ability to perform coronal polishing on two patients at a clinically acceptable level"**  **Rationale:**  **low speed handpieces (drills) are needed for all students to do coronal polishing and place and finish dental sealants, as required by state accreditation.**  **AND Program SLO reflecting this request: "Upon successful completion of this program graduates will be prepared for employment as a dental health care professional".**  **Rationale:**  **High speed the handpiece is used almost in every dental procedure. Students need to be trained in the operation and maintenance of this important piece of equipment used in every dental practice.**  **Rationale:**  **In order to use the additional 3 treatment rooms in the new building, 3 additional high speed hand pieces (drills) are needed** | **three pack = $2261.00 for low speed handpeices and**  **The high speed handpeices(4) of them at 750.75=**  **total for both $3003.00** | **one time** | **no** |
| **a5.** | **Dental CADCAM (Computer Aided Design and Computer Aided manufacturing device)** | **5** | **goal 6** | **Program SLO reflecting this request: "Upon successful completion of this program graduates will be prepared for employment as a dental health care professional".**  **Rationale: Program SLO reflecting this request: "Upon successful completion of this program graduates will be prepared for employment as a dental health care professional".**  **Rationale: CA state law and accreditation states that**  **"CAD machine or simulated device” must be part of the mandatory equipment in RDA programs. Even though this is an extremely expensive piece of equipment, it is rapidly becoming the industry standard. Very soon, RDA's that do not have this training will not be employable. By Jan 2012 all RDA programs must have this machineor a simulated device for compliance with state accreditation.** | **$60,000.00** | **one time** | **no** |

| **b. Technology (computers, data projectors, document readers, etc.) *Enter requests on lines below.*** | | | | | | | |
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| **Resource** | **Describe Resource Requested** | **Prioritize these requests**  **1,2,3, etc.** | **Strategic Plan 2013 Goal/**  **Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | **Estimated Amount of Funding Requested** | **Will this be one-time or on-going funding?** | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **b1.** | **Dr. Christensen's Instructional DVD Collection Packages (4)**  **Dental Assisting Package**  **Fixed Prosthodontics Package**  **Oral Surgery Package**  **Endodontic Package** | **6** | **6** | **Program SLO reflecting this request: "Upon successful completion of this program graduates will be prepared for employment as a dental health care professional."**  **Rationale:**  **These instructional DVD's expose students to the most common procedures performed at dental offices on a daily basis, before they go into the intern offices these DVD's will provide them with a visual idea and training on how these procedures are executed in a dental office setting.**  **It Is required by state and national acrreditation to provide students with adequate instructional aids to support teaching and student learning.** | **Each Package from $420- $519.00**  **Total**  **$1935** | **one time** | **no** |
| **b2.** |  |  |  |  |  |  |  |
| **b3.** |  |  |  |  |  |  |  |
| **b4.** |  |  |  |  |  |  |  |
| **b5.** |  |  |  |  |  |  |  |

| **c. Budget for 4000s (per unit cost is <$500 supplies) *Enter requests on lines below.*** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe Resource Requested** | | **Prioritize these requests**  **1,2,3, etc.** | | **Strategic Plan 2013 Goal/**  **Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | | **Estimated Amount of Funding Requested** | | **Will this be one-time or on-going funding?** | | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **c1.** | **(15) Dremels( for making temporary crowns, a procedure on the state board exam)** | **1** | | **1.1** | | **SLO reflecting this request :DA85 "After gaining skills learned throughout this course, students will be able to produce a provisional crown on tooth number 8, at a clinically acceptable level in a timed "mock board"."**  **Rationale:**  **Graduates take a state practical exam that entails using a Dremmel to make a crown. This is one of 2 procedures on the state board exam so replacement of non-functional Dremmels is needed at this time so students may obtain sufficient experience on this procedure.** | | **(15) of them at $48.93=**  **$734.00** | | **one time** | | **no** | |
| **c2.** | **(6 Kits) Rinn Holders CDR System, (necessary for taking digital x-rays)** | **2** | | **1.1** | | **SLO reflecting this request: DA70 "After gaining skills learned throughout this course, students will be able to demonstrate the ability to expose one full dental radiographic survey on a "human patient" at a diagnostically acceptable level."**  **Rationale:**  **These digital sensor holding devices are used to expose both traditional film and digital radiography on manikin and live patient.**  **Rationale:**  **Additional sensor holders are needed for students to be able take x-rays using digital radiograpy applications in the new building.** | | **6 kits at $216.49= total $1299.00** | | **on going every few years for replacement** | | **no** | |
| **c3.** | **Removable Prosthodontic appliances (samples or models )for student education**  **(2) Partial Denture**  **(4) Full Denture**  **(1) Hader Bar Overdenture Mandibular Model** | **3** | | **1.1** | | **SLO reflecting this request: DA85**  **"After gaining skills learned throughout this course, students will be able to identify and named all the different parts of a removable partial denture, and pass a laboratory evaluation at a 75% proficiency."**  **Rationale:This Is required by state and national acreditation to provide students with adequate instructional aids to support teaching and student learning. A photograph of these items will not give students the same hands on experience as these models.** | | **7 = $174-$330 =**  **total**  **$1690.00** | | **one time** | | **no** | |
| **c4** | **(6) Kits of Retractors and Biteblocks**  **E-Bite System (necessary for placing Pit and Fissure Dental Sealants** | **4** | | **1.1** | | **SLO reflecting this request: DA83**  **"After gaining skills learned throughout this course, students will be able to demonstrate the ability to place pit and fissure sealants on four live patients at a clinically acceptable" level".**  **Rationale:**  **We need to provide students with adequate amount of retractors and bite blocks for all students to place dental sealants on live patients. These pieces of equipment are essential for the succesful isolation of the teeth. This will also ensure patient health and safety. This procedure is required by State accreditation and results license for the student..** | | **6 kits at $129.41=**  **total $776** | | **on going** | | **no** | |
| **c5.** | **additional funds for the 4000 account** | **5** | | **goal 6** | | **Program SLO #1 for this request: Upon completion of this program, graduates will be safe and competent dental health care professionals by being in compliance with both California State and Federal regulations and standards.**  **Program SLO#2 Upon successful completion of this program graduates will be prepared for employment as a dental health care professional.**  **Rationale: The supply budget has decreased by 10 percent but prices are rising and especially for our department with the expansion of the treatment areas in the new building, students now have 6 treatment areas to use rather than 3, so for each treatment area there are more supplies needed. The materials for infection control (health and safety for our students and patients) for 3 rooms has increased about $500 in the 2010-2011 year so far. Even though the same number of students ae enrolled, the goal of having 6 rooms was to enable students with more practice time and clinical experience. The total cost of this increase will not be determined until ths academic year is completed but so far infection control materials have nearly doubled (50%) due to the addition of 3 treatment rooms. The department no longer provides gloves for the students; they bring their own.**  **We also spent additional funds to purchase supplies necessary to operate newly purchased equipment which is about $1700 so far this year. In addtion, next fall, for example, we expect a significant increase due to the addition of one extra film processor (AT2000) which will double the cost for x-ray chemicals and cleaning/servicing supplies. This new equipment is fantastic but with it comes extra costs to maintain, support and use the equipment.** | | **$2200** | | **on going** | | **no.** | |

| **d. Budget for 5000s (printing, maintenance agreements, software license etc.) *Enter requests on lines below.*** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe Resource Requested** | | **Prioritize these requests**  **1,2,3, etc.** | | **Strategic Plan 2013 Goal/**  **Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | | **Estimated Amount of Funding Requested** | | **Will this be one-time or on-going funding?** | | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** | |
| **d1.** | **Printing and postage for Accreditation 2012** | **3** | | **goal 1** | | **Program SLO #1 for this request: Upon completion of this program, graduates will be safe and competent dental health care professionals by being in compliance with both California State and Federal regulations and standards.**  **Program SLO#2 Upon successful completion of this program graduates will be prepared for employment as a dental health care professional.**  **rationale: to print and mail copies of the self-study report to site visitors and ADA** | | **$477** | | **every 7 years** | | **no** | |
| **d2.** | **install and monitor security alarm** | **2** | | **goal 1** | | **To protect expensive equipment and computers in HS building** | | **$1192 install fee $28.90 per month** | | **ongoing for monthly feeof $28.90 only** | | **no** | |
| **d3.** | **STATE of CA dept. of health** | **1** | | **goal 1** | | **Program SLO #1 for this request: Upon completion of this program, graduates will be safe and competent dental health care professionals by being in compliance with both California State and Federal regulations and standards.**  **Program**  **Rationale: Radiation Machine Registration increase due to having additional machines in new buildng** | | **$316 every 2 years** | | **on going** | | **no** | |
| **d4.** | **Window coverings** | **4** | | **Objective 5.2:** | | **Rationale: for patient privacy (HIPAA) a window covering in the patient waiting area is needed as well as the department office in the community waiting area.** | | **$573.02** | | **one time** | | **no** | |
| **d5.** |  |  | |  | |  | |  | |  | |  | |

| **e. Classified staff position (permanent/contract position requests unique to this discipline) *Enter requests on lines below.*** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe Resource Requested** | | **Prioritize these requests**  **1,2,3, etc.** | | **Strategic Plan 2013 Goal/**  **Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | | **Estimated Amount of Funding Requested** | | **Will this be one-time or on-going funding?** | | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **e1.** | **Academic Dept. Assistant /Health Program Specialist** | **1** | | **goal 4** | | **Rationale: Commission on Dental Accreditation in standard 3-14 states:**  **"Services of institutional support personnel must be adequate to facilitate program operation. Secretarial and clerical staff are assigned to assist the administrator and faculty in preparing course materials, typing correspondence, maintaining student records, and providing supportive services for student recruitment activities and admissions.**  **The secretarial personnel are located in an area which is readily accessible to the faculty. There are support services to assist the faculty in ordering supplies and equipment, maintaining and distributing equipment and providing other instructional aid assistance. "**  **In the 1998 site visit report the site visitors noted that any further reduction in support services would not be acceptable. This was in reference to the department ADA position being reduced from 30 hours per week to 18 hours per week. Since the 2005 site visit an additional 8 hour per week Health Program Specialist position has also been removed from the department. Since 2006, those duties are being performed by a temporary employee, and now an additional temporary employee has been hired in the department to work on the 2012 self-study for the next site visit. Students and faculty would be better served, and meet the accreditation standard more consistently, if the 2 temporary positions and the 45% 10 month position were combined into a full-time year round position. The consistent lack of phone coverage is just one of the major obstacles of having part-time employees, rather a full-time employee. For example, enrollment in the Dental Assisting Department can be very difficult because the Health Program Specialist only works a few hours a week and is not always able respond to studentsrequests in a timely manner.** | | **$44,001.37 per year 100% 12 months minus current expenses of 45% salary and 2 short term hourly employees** | | **on-going** | | **2 short term temporary employees in combination with a 45%10 month ADA are currently funded in part by the department budget, tech-prep grant and instruction office.** | |
| **e2.** |  |  | |  | |  | |  | |  | |  | |
| **e3.** |  |  | |  | |  | |  | |  | |  | |
| **e4.** |  |  | |  | |  | |  | |  | |  | |
| **e5.** |  |  | |  | |  | |  | |  | |  | |

| **f. Classified staff position (temporary and student workers position requests unique to this discipline) *Enter requests on lines below.*** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe Resource Requested** | | **Prioritize these requests**  **1,2,3, etc.** | | **Strategic Plan 2013 Goal/**  **Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | | **Estimated Amount of Funding Requested** | | **Will this be one-time or on-going funding?** | | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **f1.** |  |  | |  | |  | |  | |  | |  | |
| **f2.** |  |  | |  | |  | |  | |  | |  | |
| **f3.** |  |  | |  | |  | |  | |  | |  | |
| **f4.** |  |  | |  | |  | |  | |  | |  | |
| **f5.** |  |  | |  | |  | |  | |  | |  | |

| **III. B. Are there other resources (including data) that you need to complete your discipline review and planning?** |
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| **STEP IV. SHARE YOUR ACCOMPLISHMENTS (AKA Brag, Toot your horn) Please include at least one discipline accomplishment that you’d like to share with the college community.** |
| **2009 Dental Assisting graduates achieved a passing rate of 95% on the California State Exam** |

| **STEP V. ACCREDITATION For programs with an external accreditation, indicate the date of the last accreditation visit and discuss recommendations and progress made on the recommendations.** |
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| **December 2005, no recommendations, 2 commendations for our academic program and community relations, and 1 suggestion, to equalize DA teaching hours to be the same as the other faculty in the MNHS division which has been accomplished.** |

| **STEP VI. COMMENTS Other comments, recommendations: (Please use this space for additional comments or recommendations that don’t fit in any category above.)** |
| --- |
| **it would be better if this form would allow more lines than just 5 for each section, since the instructions were to include all possible future needs in each category. This does not provide enough space to do that, but instead it creates a situation where the minimum needs are dedicated to this form.** |

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| **Please identify faculty and staff who participated in the development of the plan for this department:** | | |
| **Denise Rudy *Name*** | **Adelina Acevedo *Name*** | **Kellis Neidiffer *Name*** |

|  |  |  |
| --- | --- | --- |
| ***Name*** | ***Name*** | ***Name*** |

**Department Chair/Designee Signature Date**

**Division Dean Signature Date**

* **Provide a hard copy to the Division Dean no later than March 11**
* **Provide a hard copy with the Dean’s sign-off to Instructional Services by March 18**
* **Email an electronic copy to** [**jdecker@palomar.edu**](mailto:jdecker@palomar.edu) **by March 18**