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| **Discipline: Dental Assisting** | **Date 01/08/2015** |
| **Instructional Discipline Reviewed (Each discipline is required to complete a Program Review.)** | **Add Date   (00/00/0000)** |

**DEFINITION**

Program Review and Planning is the means by which faculty, staff, and/or administrators complete a self-evaluation of an academic discipline, program, or service.  The self-evaluation includes an analysis of both quantitative and qualitative data on how the academic discipline, program, or service is supporting the mission and strategic planning of Palomar College in meeting the educational and career interests of students.  Through the review of and reflection on key program elements, such as program data and student learning outcomes, Program Review and Planning defines the curriculum changes, staffing levels, activities, and/or strategies necessary to continue to improve the academic discipline, program, or service in support of student success.  The Program Review and Planning process also ensures short-term and long-term planning and identification of the resources necessary to implement identified goals and priorities.  (ACCJC Standard I.B3; AB-1725, 10+1)

**Purpose of Program Review and Planning:**

Program Review and Planning for Years 2 and 3 provides a “check-in” on the Year 1 Comprehensive PRP. The PRP documents the vision and planning for a program or discipline. It also provides information for the development of the College’s Strategic Plan goals and annual objectives, documents overarching themes/issues occurring across academic programs and instruction, identifies the needs for resource allocations, and identifies department needs for developing the annual Staffing Plan update.

[**Palomar College Mission**](http://www.palomar.edu/about/goals.aspx)

Our mission is to provide an engaging teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. As a comprehensive community college, we support and encourage students who are pursuing transfer-readiness, general education, basic skills, career and technical training, aesthetic and cultural enrichment, and lifelong education. We are committed to helping our students achieve the learning outcomes necessary to contribute as individuals and global citizens living responsibly, effectively, and creatively in an interdependent and ever-changing world.

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| **List everyone who participated in completing this Program Review and Planning Document.**  **Denise Rudy, Adelina Acevedo, Michelle Tucker** |

**STEP I. Evaluation of Program & SLOAC Data.** In this section, examine and analyze updated program data, the results of SLOACs, and other factors that could influence your program/discipline’s plans for the current year. Consider trends and any changes in the data as they relate to this year’s analysis.

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| 1. **Analysis of Program Data. Review and comment on any significant changes or noted concerns since last year’s PRP.**   **(For enrollment, WSCH, & FTEF data, use Fall term data only).**   * + Enrollment, Enrollment Load, WSCH, and FTEF (<http://www.palomar.edu/irp/PRP_WSCH_FTEF_Load.xlsx>) **(Use Fall term data only).**   + Course Success and Retention rates (<http://www.palomar.edu/irp/PRP_Success_Retention.xlsx>**). Note, this file is very large and there will be a delay both when you open the file and again when you initiate the first search.**   + Degrees and Certificates (<http://www.palomar.edu/irp/PRP_Degrees_Certs.xlsx>).   No significant changes due to program capacity limitations determined by outside accreditation. |

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| 1. **SLOACs. Using the comprehensive SLOAC reports and faculty discussions as a guide, summarize your planned SLOAC activities for courses and programs for the current academic year. Link to SLOAC resources:** <http://www2.palomar.edu/pages/sloresources/programreview/>   During the 2013-2014 academic year, the DA program assessed and posted results for student learning outcomes for all dental assisting courses. In addition to assessing course SLOs, the department also assessed all program goals.  For the 2013-14 year, students met the criteria for learning outcomes in all program courses, but one program learning outcome was not met. The program outcome , "Upon successful completion of this program, the majority of students will be able to pass the California Registered Dental Assistant examination" was not met. The pass rate for the 2014 students was only 28%. The statewide pass rate was only 38%. After much discussion with other RDA Program Directors it was determined that there was a problem with grading criteria or technical issues related to dental equipment at this particular state board examination. Solutions will be disscused at the California Dental Assistants Conference in April 2015.  Since all other SLOAC activities have produced sucessful results, and have met program goals the department will continue course and program assessment for the 2014-2015 academic year. |

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| 1. **Other Relevant Data and Information.** 2. **Review other data and/or information that you included in last year’s assessment of your program (see Step II.C). (Examples of other data and factors include, but are not limited to: external accreditation requirements, State and Federal legislation, four-year institution directions, technology, equipment, budget, professional development opportunities). Describe other data and/or information that you have considered as part of the assessment of your program. If there is additional information you are using to assess your program this year, also describe that information here.**   There are many factors that affect assessment and curriculum development in the dental field. Examples are: external accreditation requirements, State and Federal legislation, the needs of the local and national dental community, and new advances in dental equipment and technology.   1. **Given this updated information, how are your current and future students impacted by your program and planning activities? Note: Analysis of data is based on both quantitative (e.g., numbers, rates, estimates, results from classroom surveys) and qualitative (e.g., advisory group minutes, observations, changes in legislation, focus groups, expert opinion) information.**   Based on quantitative data collected and labor market data, our students in the past were able to pass State and National examinations and to find work as a Registered Dental Assistant. At this time, we do not have data to know how low passing rates on the state examination have affected employment for the 2014 graduates. At this time the department does not have the results from the 2014 alumni survey. |

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| 1. **Labor Market Data. For Career/Technical disciplines only, review and comment on any significant changes or concerns since last year’s PRP. (See Step II.D). This data is be found on the CA Employment Development website at** [**http://www.labormarketinfo.edd.ca.gov/**](http://www.labormarketinfo.edd.ca.gov/)**. Go here and search on Labor Market Information for Educators and Trainers (http://www.labormarketinfo.edd.ca.gov/Content.asp?pageid=112). Click on summary data profile on right side of page to search by occupation. (Check other reliable industry or government sources on Labor Market Data websites that support findings and are relevant to Region Ten – San Diego/Imperial Counties. Include job projections and trends that may influence major curriculum revisions.)**   Although dental assisting is no longer listed as one of the “fastest growing" jobs in California there are still jobs in the field. There are job projections of 1640 annual average job openings in California from 2012-2022. In San Diego County, the job projections were listed at 730, Imperial county 140 jobs and 2160 jobs in Los Angeles County. |

**STEP II. Progress on Previous Year’s Goals and Plans** (See ”Step III - Updated Goals and Plans” in your completed 2013-14 PRP at <http://www.palomar.edu/irp/PRPCollection.htm>).

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| **Discuss/Summarize progress on last year’s goals. Include**   1. **the impact on resources allocated and utilized;** 2. **any new developments or concerns that are affecting the program;** 3. **any new goals for the program; and** 4. **other information you would like to share.**   From comments and observations by the local dental community it was determined that having the CAD/CAM dental technology as an integral part of the curriculum was beneficial for students enrolled in the DA90 Clinical Rotation class. Instructors also commented that using updated dental equipment such as, radiography and instructional manikins provided an excellent laboratory experience for students.  Again, the department is very concerned about the specifics and outcomes of the 2014 RDA practical examination. The department plans to work closely with other California Community College RDA Programs to solve these problems. |

**STEP III. Resources Requested for FY 2014-15:** Now that you have completed Steps I and II, Step III requires you to identify all additional resources you will need to achieve goals, plans and strategies for Step II. First, identify all resource needs in each budget category. You may have up to five (5) requests per budget category. Provide a meaningful rationale for each request and how it links to your Goals, Plans, and Strategies. Resource requests to simply replace budget cuts from previous years will not be considered. Negotiated items should not be included in any resources requested. PLEASE NOTE THAT ALL FUNDING ALLOCATED BY IPC IS ONE-TIME AND MUST BE SPENT WITHIN THE DEFINED TIMELINE. Requests that support more than one discipline should be included on the “Academic Department Resource Requests” PRP form only. [*Click here for examples of each budget category.*](http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf)

Prioritize within each category and then prioritize across categories in Step IV.

\*Refer to Strategic Plan 2016 Objectives at http://www.palomar.edu/strategicplanning/StrategicPlan2016-Year2.pdf

**Budget category a. Equipment (acct 600010 and per unit cost is >$500). Enter requests on lines below. Click here for examples of equipment:** [**http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf**](http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf)

| **Priority Number for Resource Requests** | **Resource Item Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include tax, shipping, etc.)** |
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| **a1.** | **Digital radiography replacement CDR wire kits (4)**  **Digital radigraphy CDR sensors (2)** | **600010** | **3** | **4** | **Rationale: Students must become competent on digital radiography techniques. The digital wires and sensors necessary to expose a digital radiograph deteriorate from normal usage and need to be replaced. Without digital sensors that work properly, it would be impossible to teach the digital radiography technique.**  **Course SLO reflecting this request:DA-70,71 "After gaining skills learned throughout this course, students will be able to demonstrate the ability to expose a full mouth survey of radiographs on manikin (DA-70,71) and on a patient (DA-71) at diagnostically acceptable level.** | **$900x 4=**  **$3,600.00**  **$10498.00x2=**  **$20,996.00** |
| **a2.** | **(6) High speed handpieces** | **600010** | **3** | **4** | **Rationale: High speed handpieces (drills) are needed for a variety of procedures in dentistry and in the majority of them. Currently we only have 6 high speed hanpieces (one per operatory). To efficiently train students in the usage, maintanence, and sterilization techniques of dental handpieces we need at least 6 more.**  **Six additional high speed handpieces are needed to ensure they are autoclaved between patients that are scheduled consecutively.**  **Program SLO reflecting this request: "Upon succesful completion of this program graduates will be prepared for employment as a dental health care provider.** | **$680x6=**  **$4,080.00** |
| **a3.** |  |  |  |  |  |  |
| **a4.** |  |  |  |  |  |  |
| **a5.** |  |  |  |  |  |  |

**Budget category b. Technology (acct 600010, examples: computers, data projectors, document readers). Enter requests on lines below. Click here for examples of technology:** [**http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf**](http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf)

| **Priority Number for Resource Requests** | **Resource Item Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include tax, shipping, etc.)** |
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| **b1.** |  |  |  |  |  |  |
| **b2.** |  |  |  |  |  |  |
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| **b5.** |  |  |  |  |  |  |

**Budget category c. Supplies (acct 400010 and per unit cost is <$500). Enter requests on lines below. Click here for examples of supplies:** [**http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf**](http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf)

| **Priority Number for Resource Requests** | **Resource Item Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include tax, shipping, etc.)** |
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| **c1.** |  |  |  |  |  |  |
| **c2.** |  |  |  |  |  |  |
| **c3.** |  |  |  |  |  |  |
| **c4.** |  |  |  |  |  |  |
| **c5.** |  |  |  |  |  |  |

**Budget category d. Operating Expenses (acct 500010; examples: printing, maintenance agreements, software license) Enter requests on lines below. Click here for examples of operating expense:** [**http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf**](http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf)

| **Priority Number for Resource Requests** | **Resource Item Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already partially funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include tax, shipping, etc.)** |
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| **d1.** | **State of CADepartment of Health Radiation Machine registration** | **500010** | **4** | **4** | **Rationale: State law mandates radiation machine registration. Program SLO reflecting 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.** | **750.00** |
| **d2.** | **Radiation Detection badges for staff and students** | **500010** | **4** | **4** | **Rationale: State law mandates wearing dosemitry badges when exposing radiograhic images and film. Program SLO reflecting 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.** | **1,550** |
| **d3.** | **Commission on Dental Accreditation annual fee** | **500010** | **4** | **4** | **Rationale: Students cannot qualify for the Dental Assisting National Board examinations without ADA accreditation. Program Goal reflecting this request: To prepare the dental assisting student with academic knowledge and skill competence to qualify for both the California Registered Dental Assistant Examinations and the Dental Assisting National Board examinations.** | **1,500** |
| **d4.** | **Continuing Education Permit from the Dental Board of CA** | **500010** | **4** | **4** | **Rationale: Keeping a permit to offer continuing education classes for Registered Dental Assistants is important for the community. Program Goal reflecting this request:To prepare the dental assisting student with academic knowledge and skill competence to qualify for both the California Registered Dental Assistant Examinations and the Dental Assisting National Board examinations.** | **300** |
| **d5.** |  |  |  |  |  |  |

**Budget category e. Travel Expenses for Faculty (acct 500010: faculty travel only)**

| **Priority Number for Resource Requests** | **Resource Item Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include benefits if applicable)** |
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| **e1.** |  |  |  |  |  |  |
| **e2.** |  |  |  |  |  |  |
| **e3.** |  |  |  |  |  |  |
| **e4.** |  |  |  |  |  |  |
| **e5.** |  |  |  |  |  |  |

**Budget category f. Short-term hourly (temporary and student worker). Enter requests on lines below.**

| **Priority Number for Resource Requests** | **Resource Item Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include benefits if applicable)** |
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| **f1.** |  |  |  |  |  |  |
| **f2.** |  |  |  |  |  |  |
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| **f5.** |  |  |  |  |  |  |

**STEP IV. Prioritize Resource Requests.** Now that you have completed Step III, prioritize all of your resource requests as one group; not prioritized within each budget category. This means you could have your #1 priority in technology, your #2 priority in short-term hourly, and your #3 priority in equipment, etc. If you actually have five (5) requests in each of the six (6) budget categories, you would end up with 30 prioritized requests**. IPC will not consider requests that are not prioritized.** Note that all funding allocated by IPC is one-time and must be spent within the defined timeline.

| **Priority Number for all Resource Requests in Step III** | **Resource Item Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include tax, shipping, benefits, etc.)** |
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| **1.** | **Digital radiography replacement CDR wire kits (4)**  **Digital radigraphy CDR sensors (2)** | **12** | **3** | **3** | **Rationale: Students must become competent on digital radiography techniques. The digital wires and sensors necessary to expose a digital radiograph deteriorate from normal usage and need to be replaced. Without digital sensors that work properly, it would be impossible to teach the digital radiography technique.** | **$24,596.00** |
| **2.** | **State of CADepartment of Health Radiation Machine registration** | **500010** | **4** | **4** | **Rationale: State law mandates radiation machine registration. Program SLO reflecting 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.** | **$750.00** |
| **3.** | **Radiation Detection badges for staff and students** | **500010** | **4** | **4** | **Rationale: State law mandates wearing dosemitry badges when exposing radiograhic images and film. Program SLO reflecting 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.** | **$1,550.00** |
| **4.** | **Commission on Dental Accreditation annual fee** | **500010** | **4** | **4** | **Rationale: Students cannot qualify for the Dental Assisting National Board examinations without ADA accreditation. Program Goal reflecting this request: To prepare the dental assisting students with academic knowledge and skill competence to qualify for both the California Registered Dental Assistant Examinations and the Dental Assisting National Board examinations.** | **$1,500.00** |
| **5.** | **Continuing Education Permit from the Dental Board of CA** | **500010** | **4** | **4** | **Rationale: Keeping a permit to offer continuing education classes for Registered Dental Assistants is important for the community. Program Goal reflecting this request: To prepare the dental assisting student with academic knowledge and skill competence to qualify for both the California Registered Dental Assistant Examinations and the Dental Assisting National Board examinations.** | **$300.00** |
| **6.** | **(6) High speed handpieces** | **12** | **3** | **3** | **Rationale: High speed handpieces (drills) are needed for a variety of procedures in dentistry and in the majority of them. Currently we only have 6 high speed handpieces (one per operatory). To efficiently train students in the usage, maintanence, and sterilization techniques of dental handpieces we need at least 6 more handpieces.** | **$4080.00** |
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**STEP V. Contract Position Requests.** Prioritize all contract positions you feel are needed to achieve goals, plans and strategies identified in Step II. Include all requests for Classified, CAST, and Administrator positions that either replace a vacancy due to retirements, resignations, lateral transfers, etc., or any new positions. You may request up to ten (10) positions and they must be prioritized to be considered by IPC. Please note that only these position requests will be prioritized by IPC when developing the annual Staffing Plan for Instruction.   (Do not include faculty positions.)

| **Priority Number for Contract Position Requests** | **Position Title/Category**  **Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide a detailed rationale for the each position. The rationale should refer to your discipline’s goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If position is already funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include benefits)** |
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**Department Chair/Designee Signature Date**

**Division Dean Signature Date**