



Substantive Change Proposal

College of Marin Dental Assisting Program

**College of Marin
835 College Avenue
Kentfield, CA 94904-2590**

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A. A concise description of the proposed change and the reasons for it.

1. A brief description of the change.

The Dental Assisting Program will move the location from Kentfield Campus to Indian Valley Campus.

2. Evidence of a clear relationship to the institution's stated mission.

A clear relationship exists between the program and College of Marin's mission statement listed below – in particular, in reference to the *workforce education* bullet.

College of Marin's commitment to educational excellence is rooted in our mission to provide excellent educational opportunities for all members of our diverse community by offering:

- preparation for transfer to four-year schools and universities;
- workforce education;
- basic skills improvement/English as a Second Language
- intellectual and physical development and lifelong learning; and
- cultural enrichment.

College of Marin is committed to responding to community needs by offering student-centered programs and services in a supportive, innovative learning environment with a strong foundation of sustainability, which will instill environmental sensitivity in our students.

3. Discussion of the rationale for the change.

The facility for the Dental Assisting Program in Kentfield was in need of extensive equipment, and an upgraded new facility. No new buildings in the Kentfield Modernization plan included space for the Dental Assisting Program. There was, however, space available in the new building plan at the Indian Valley Campus for the Dental Assisting Program.

B. If the substantive change involves a new educational program, a description of the program to be offered including evidence that:

The Dental Assisting Program is not a new educational program. It is an existing program.

C. A description of the planning process which led to the request for the change, including:

1. How the change relates to the institution's planning process and stated mission.

The change does not impact the institution's planning process and does not impact stated mission.

2. The assessment of needs and resources which has taken place.

All resources provided at the Kentfield Campus would follow the program to the Indian Valley Campus. In addition, additional administrative support would be provided when the program moved to IVC. When the Dental Assisting Program moves to IVC, an additional .5 FTE Department Assistant time will be assigned to support Dental Assisting, Medical Assisting and Emergency Medical Technician program that was currently included in the Department Assistant's workload for Nursing.

The Planning and Recourse Allocation Committee (PRAC) as recommended that a full 1.0 FTE be added for the Indian Valley Campus Allied Health programs when additional funds become available.

3. The anticipated effect of the proposed change on the rest of the institution.

The anticipated effect of the proposed change on the rest of the institution is expected to be minimal.

4. A clear statement of the intended benefits that will result from the change.

It is anticipated that consolidating the Allied Health programs at the Indian Valley Campus where the District career programs are focused, the Dental Assisting program will enjoy enhanced support by the additional administrative staff and the proximity to the Dean responsible for the Dental Assisting Program.

Additionally, the investment in a brand new facility and fully equipped state-of-the-art lab will be provided to the Dental Program.

5. A description of the preparation and planning process for the change.

At the direction of the Board of Trustees, the Dean of Workforce Development and College-Community Partnerships was asked to explore support needed for Career Programs in order to expand enrollment in the Career and Indian Valley Campus programs.

Included in the dialogue of how to best support the Dental Assisting program were the President/Superintendent, Dean of Workforce Development and College-Community

Partnerships, Health Sciences Director, the Dental Assisting program coordinator, and members of the Dental Assisting Advisory Committee.

Input included the need to include Advisory Committee members in the planning. By moving the program to the Indian Valley Campus a brand new facility would be built to support the program and assure state-of-the art equipment not otherwise available.

Data regarding the residence base of the students was analyzed (C5). In the three program years prior to the new location planning, 63 of the 93 program participants lived in zip codes in central and northern points. This data supported the program move in determining whether or not students access to the campus would be negatively impacted. Data regarding placement of students for internships revealed that it would support students to develop more internships in the northern part of the county to reduce travel time from home to internship placement.

After consultation with the administration, faculty and staff, the proposal to move the Dental Assisting Program to IVC was presented to the board April 17, 2007. In December 2007 the design for the new Dental Assisting Lab at IVC was completed. In the period from April 2007 up to, and including August, 2010, the district architects and the construction management team worked with the faculty, administration, faculty and Advisory Committee members to select the state-of-the art equipment. That District investment in the new lab will be approximately \$1.4 million.

Administrators, faculty, staff and Advisory Committee members participated in the planning of the lab and selection of equipment.

D. Evidence that the institution has analyzed and provided for adequate human, administrative, financial, and physical resources and processes necessary to initiate, maintain, and monitor the change and to assure that the activities undertaken are accomplished with acceptable quality, including:

1. Evidence of sufficient and qualified faculty, management, and support staffing.

All faculty, management and support staff will follow the program to IVC. In addition a .5 FTE administrative assistant will be added to the current staffing of the allied health programs.

2. Evidence of appropriate equipment and facilities, including adequate control over any off-campus site.

All equipment and facilities has been evaluated to determine the best possible space and equipment to support the program. To that end, \$1.4m has been invested from the College of

Marin facilities bond program to assure state-of-the-art facilities equipped with state-of-the-art equipment. As a district campus, this is not “off-site”, but a campus that includes all resources necessary for program success.

3. Evidence of fiscal resources including the initial and long-term amount and sources of funding for the proposed change.

All fiscal resources allocated to this program will follow the program to the new location.

4. Evidence of a plan for monitoring achievement of the desired outcomes of the proposed change.

The program review process will provide monitoring of achievement of the desired outcomes of the proposed change.

E. Evidence that the institution has received all necessary internal or external approvals, including:

District internal controls do not require “approval”. However, faculty, staff and administration participated in the process and the Board of Trustees supported the recommendation presented at the April 17, 2007 meeting of the Board of Trustees.

1. A clear statement of what faculty, administrative, governing board, or regulatory agency approvals are needed, and evidence that they have been obtained.

Not applicable. The Commission on Dental Accreditation is aware of the move, and plans for the accreditation visit for the program on May 17 and May 18, 2011 are in place.

2. Evidence that any legal requirements have been met.

Not applicable

3. Evidence of governing board action to approve the change and any budget supporting the change.

Presented at the April 17, 2010 board meeting. Please see attached documents: S5, S51, S52.

F. Evidence that each Eligibility Requirement will still be fulfilled related to the change. Any requirements that are particularly impacted by the change should be addressed in detail.

Eligibility Requirement **#11 and #16** are impacted by the change. Please see the following for details:

#11 General Education: In spring 2011, a complete rotation of general education courses will be offered at the Indian Valley Campus; therefore, students will not need to commute back and forth between the Kentfield Campus and the Indian Valley Campus to access general education classes.

#16 Information and Learning Resources: Online access to the library and to services such as the Online Writing Center and Distance Education Support Center (“DESC) support all students regardless of location. A building containing an IVC “virtual library” is in process of being constructed, with completion anticipated in spring 2011. The librarians participated in planning for the IVC Library and planning will include ongoing input from the library faculty and faculty from all programs offered at IVC that require library support. A series of meetings was held from fall 09 through spring 2010 to elicit faculty ideas about the resources needed in the virtual library, identified needs of which are incorporated into the spring 2010 library program review and will be implemented by the spring 2011 opening of the new IVC library.

An open position for a 1.0 FTE librarian has been approved by the Planning and Resource Allocation Committee (PRAC) and the position is slated to be filled by spring 2011 for support to the newly constructed media resource center/virtual library.

G. Evidence that each accreditation standard will still be fulfilled related to the change and that all relevant Commission policies are addressed. Any standards that are particularly impacted by the change should be addressed in detail. There should be a description of the process for monitoring and evaluating the effectiveness and learning outcomes expected through the proposed change.

All accreditation standards will be fulfilled. The process for monitoring and evaluating the effectiveness and learning outcomes expected through the program re-location to IVC will be addressed through the program review process.

H. Other information requested by Commission staff that is pertinent to the specific nature of the change. Depending on the nature of the proposed change, the Commission may ask for more detailed information to assist the staff and the Committee on Substantive Change in their reviews. While the college is developing the Substantive Change Proposal, the Commission recommends sending a draft proposal to staff *electronically*. Feedback on the proposal will be provided electronically. Once the proposal is ready for review by the Committee on Substantive Change, send one hard copy and one electronic copy to Commission staff. Staff will send instructions for mailing (U.S. Postal Service only) and will forward the electronic copy to the appropriate Committee members.

Not applicable at this point.

Tips for Preparing Proposals on Selected Substantive Changes

For a New Campus or Additional Location, the proposal should include the following:

1. Projected date of the start of operations at the additional location.

January 24, 2011 is the projected date of the start of operations at the Indian Valley Campus (an existing location, not an additional location).

2. Distance from main campus.

The distance from Kentfield Campus to Indian Valley Campus is about **14 miles**.

3. Evidence of need for the additional location.

No evidence is needed because this is an existing campus not additional location/campus.

4. Description of how satisfaction of the need will be assessed.

No description is needed because this is an existing campus.

5. Evidence that the institution will maintain sufficient control of the location to guarantee that it meets accreditation standards.

The District maintains sufficient control of the Indian Valley Campus to guarantee that the Indian Valley Campus meets accreditation standards.

6. Evidence of official approval by the Governing Board.

Presented at the April 17, 2010 board meeting.

7. Evidence that the location will be ready to begin operation at the time of the substantive change approval.

The district has been advised by the construction management project director that they are confident that the space will functional on the first day of class: January, 20, 2011.

8. Evidence of sufficient fiscal and physical resources to support and sustain the additional location.

The Dental Assisting Program will move from the Kentfield to the Indian Valley Campus. It will be housed in the new Main Building that was funded by a bond ballot. Ongoing costs of running the program will be funded by the unrestricted and restricted general fund. These costs are not expected to increase.

9. Description of how the college will identify specific needs for services and resources of students at the additional location.

The Director of Planning, Research, and Institutional Effectiveness will work with the Dental Assisting Program Coordinator, faculty and staff to develop and administer a survey to students and staff requesting feedback regarding specific needs for services and resources that students may identify.

10. Description of support services and learning resources available at the location.

Online access to the library, and to services such as the Online Writing Center and the Distance Education Support Center (“DESC”), support all students regardless of location. A building containing an IVC “virtual library” is in process of being constructed, with completion anticipated in spring 2011. The librarians participated in planning for the IVC Library and planning will include ongoing input from the library faculty and faculty from all programs offered at IVC that require library support. A series of meetings was held from fall 09 through spring 2010 to elicit faculty ideas about the resources needed in the virtual library, identified needs of which are incorporated into the spring 2010 library program review and will be implemented by the spring 2011 opening of the new IVC library.

11. Description of how students will access services and resources if students are to rely on those services and resources at the main campus.

Students will access services and resources at the Indian Valley Campus and do not need to rely services and resources at the main (Kentfield) campus. Student services and resources include admission, registration, counseling services, financial aid, tutoring services (including Tutoring Labs for Math and English), and library resources.

12. Evidence of sufficient and qualified staff at the location, and description of processes for hiring and evaluating such staff.

All staff serving the program at Kentfield will provide support to the IVC location. Any additional staff—such as the .5 FTE additional administrative support to the IVC Allied Health Programs and the librarian to be hired—will be hired and evaluated in the manner consistent with the district policy for hiring and evaluation.

13. Description of the process for creating and revising curriculum for the location.

The process for creating and revising curriculum for the Indian Valley Campus location remains the same using the process of Program Review to create and revise curriculum.

14. Description of how programs at the location will be evaluated, including the achievement of student learning outcomes.

The Dental Assisting Program will be evaluated the same way as other academic or career education programs using Program Review and Student Learning Outcomes processes to evaluate student success and achievement.

15. Description of the involvement of staff and students at the location in institutional planning and decision-making.

The involvement of staff and students at the location in institutional planning and decision-making remains the same.

Suggestions for documentation for a New Campus or Additional Location:

1. Copy of the lease and/or floor plans.

Please see the attached floor plans. (S1)

2. Operating budget and analysis of substantive change financial resources as they relate to the college budget.

The substantive change impact on college resources was primarily for the building and equipment. The bond program that funded the facility and equipment does not impact district general fund resources. The Dental Assisting Program will move from the Kentfield to the Indian Valley Campus. Ongoing costs of running the program will be funded by the unrestricted and restricted general fund. These costs are not expected to increase. Facilities maintenance staff will be redeployed from classrooms and labs that are no longer being used.

3. Pages from the class schedule indicating the address and classes offered at the location.

Please see the class schedule by click on the following link. (starting on page 44)

<http://www.marin.edu/PDFs/Catalogs/COMCreditScheduleFall2010.pdf>

4. Map showing main campus and additional location.

Please see the attached maps. (S4) The Dental Assisting Lab is in Bldg. 27 on the IVC map.

5. Minutes of Board meeting showing action to approve the additional location.

Please see the attached minutes of board meeting. (S5, S51, S52)

6. Organizational chart showing management structure for the additional location.

Please see the organizational chart by clicking on the following link showing the management structure. Nanda Schorske is the Dean of Workforce Development, College and Community Partnerships and the Dean at the Indian Valley Campus.

http://www.marin.edu/WORD-PPT/MCCD_org_Sept2010w_phones.pdf

Evidence:

- C5: Dental Assisting Program Student Zip codes 2003-2006
- S1: Floor plan
- S4: Indian Valley Campus MAP
- S5: BOT Meeting Minutes April 17, 2007
- S51: Partnership Update April 17, 2007
- S52: Partner and Enrollment Growth Strategy Update April 1, 2007