

College of Marin Substantive Change for Dental Assisting Program

Addendum Responses to the Eligibility Requirements and Accreditation Standards

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College of Marin

Dental Assisting Program

Certification of Continued Compliance with Eligibility Requirements

1. Authority

College of Marin has the authority to operate as a degree granting institution based on its continuous accreditation by the Accrediting Commission of Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the Commission of Recognition of Postsecondary Education and the U.S. Department of Education. This authority is published in the “General Information” section of the *College of Marin Catalog*.

The Dental Assisting Program is accredited by the Commission on Dental Accreditation, the status of which is unaffected by the move from Kentfield to the Indian Valley Campus (“IVC”).

2. Mission

The Mission Statement provides guidance to the college’s planning activities, defines the college’s student population, and makes a clear commitment to educational excellence. It has been reviewed annually by the College Council and the Board of Trustees since 2005; the most recently revised version was approved by the Board of Trustees on April 20, 2010.

The portion of the Dental Assisting Program’s mission affected by the move relates to “The Dental Assisting Program provides competency-based education to students by instilling knowledge, skills...as required to become Registered Dental Assistants.”

By providing a brand new, well-planned, highly efficient and attractive training facility which includes life-like dental office settings, state-of-the art equipment and instruments, along with a designated x-ray area, CoM increases its ability to provide “competency-based education” leading to further skill enhancement for entry level employment.

3. Governing Board

The governing board of the Marin Community College District consists of seven members who are elected at large, with elections staggered to preserve continuity. In addition, each year a non-voting student member is selected in an election of the student body, in accordance with guidelines in the California Education Code. The function of the board is to authorize official college policy and establish procedures consistent with the goals and operation of the district. The board holds regular monthly meetings open to the public, with notices and agendas widely posted in advance, plus special meetings

as the need arises. The board understands its responsibilities to assure the quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution.

4. Chief Executive Officer

The Board of Trustees selects the superintendent/president, who is delegated authority and held responsible for administering district policies and providing leadership to the institution.

5. Administrative Capacity

The administration relating to the dental program is adequate in number, experience, and qualifications to provide appropriate administrative oversight. Grace Hom, CDA, RDAEF, MA continues to serve as the Coordinator of the registered Dental Assisting Program after its move to IVC. The Dental Assisting Coordinator continues to directly report to the Director of Health Sciences, Rosalind Hartman RN, MS who reports to the Dean of Workforce Development, who in turn reports to the Vice President of Student Learning.

6. Operational Status

College of Marin enrolls over 7,400 students in its credit program and over 2,250 students in its noncredit programs, plus about 2,000 students who take community education offerings.

The dental program admits one class annually. The program has two program tracks, full- time or part- time. The full- time students complete their training in 10 months (one fall, one intersession, one spring and one summer). The part- time students complete their training in 18 months (two fall, two spring, one intersession and one summer). The two- year track is recommended for the English as a second language student and the working student. Although the program matriculates each fall semester, it is possible for a part- time student to take 2 classes in the spring to begin their studies. The maximum enrollment for the first year is 30 students and 14 students for the 2nd year (a two-year program). The current enrollment for the first year is 18 students, and for the 2nd year is 18 students.

There has been an enthusiastic public response to the completion of the updated new dental training facility and equipment, adding motivation for increased enrollment in upcoming semesters in combination with the economy's escalated job training needs.

7. Degrees

The majority of College of Marin's offerings are in programs that lead to the associate in arts, associate in science, or university degree completion. A substantial proportion of students enroll in degree-applicable courses; in 2008-09, COM awarded 249 degrees, as well as 41 career certificates.

The granting of the Certificate of Completion and Associates of Science Degree for the dental program remains unaffected by the move.

8. Educational Programs

The college provides educational opportunities through a variety of programs: degree and certificate programs in lower division arts and sciences, as well as in career and technical fields; developmental and basic skills instruction; English as a Second Language instruction; adult noncredit education; and community education offerings. Degree content, length, quality, and rigor are subject to review and approval of the Academic Senate and the Board of Trustees and must conform to state guidelines and regulations. All degree programs are of two academic years in length.

The length of the dental program remains unaffected by the move and includes: for the full-time student– one fall, one intersession, one spring and one summer session (4 weeks), and for the part-time student– two fall, two spring, one intersession and one summer session. The intersession is held between the fall and spring semester of externship at UCSF Dental School, totaling 39 weeks.

9. Academic Credit

College of Marin policies conform to the appropriate California Education Code sections in its award of college credit. The Course Outline of Record (COR) describes classroom hours and unit credits as well as student learning outcomes. The Curriculum Committee reviews all courses to ensure compliance with the California Education Code and Title 5 of the California Code of Regulations.

The dental program shall continue to include 38 unit credits to earn the degree at the IVC campus.

10. Student Learning and Achievement

The Dental Assisting Program identifies Student Learning Outcomes for courses, programs, certificates, and degrees. The academic program utilizes student achievement data in the development of their annual program reviews. The Program has adopted five General Education/College-level Learning Outcomes in the following areas: written, oral, and visual communication; scientific and quantitative reasoning; critical thinking; problem solving; and information literacy. Please note that SLO criteria remain unaffected by the dental program's move.

Student learning outcomes are assessed by written exams of knowledge and demonstrations of skills.

11. General Education

A complete rotation of general education courses are 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.

12. Academic Freedom

The Dental Assisting Program's move to IVC does not affect this area.

The faculty statements on Professional Standards and Academic Freedom, negotiated by the faculty union and published in the United Professors of Marin (UPM)/Marin Community College District (MCCD) Collective Bargaining Agreement, express the need to practice intellectual honesty, promote freedom of inquiry and expression, protect the academic freedom of students, and delineate the limitations of the faculty right to academic freedom. Board policies also support academic freedom.

13. Faculty

The *College of Marin Catalog* lists the academic backgrounds of all regular faculty and academic administrators, and all teaching faculty must meet the minimum standards for their disciplines as established by the statewide Academic Senate. There are 108 tenured or tenure-track faculty members and 343 adjunct faculty members as of spring 2010.

The faculty in the dental program remains the same after the move and includes: one full-time and four part-time dental assistants, one part-time dentist for Coronal Polish, and one part-time lab assistant.

14. Student Services

College of Marin offers a wide variety of student support services designed to assist students in meeting their educational and personal goals. The college's matriculation program provides for orientation, assessment of student needs and learning styles, financial aid, student transfers to four year institutions, and counselor interviews. Referrals are made in the context of the mandated Student Educational Plan. Student service programs are annually assessed through the program review process, and regular student surveys provide both evidence of quality and feedback on areas that need improvement.

All student services provided as detailed above at Kentfield are provided at IVC.

15. Admissions

The college's admissions policies are consistent with its mission and conform to state law and regulation. These policies are published in the *College of Marin Catalog* and the *Credit/ Noncredit Schedule of Classes*.

The new Admissions Office at the IVC campus is located in the same building as the new dental training classrooms, improving access and convenience for the dental students to the office's services.

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. IVC's facilities include "virtual library" (New Media Center). The librarians participated in planning for the newly built IVC New Media Center.

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.

All the dental library holdings are moved from the Kentfield campus to the IVC campus.

17. Financial Resources

As a basic aid institution, College of Marin is funded predominately by local property taxes, with additional funding from student fees and state categorical funds obtained from federal, state, and private sources. The college maintains prudent financial management practices, including a reasonable reserve fund for contingencies. Total direct cost budgeted for the dental program is \$100,021.

The modernization of the dental facilities was made possible from the Measure C bond initiative and State grants.

18. Financial Accountability

An independent accounting firm audits the college on an annual basis. Certification of the audit report is recorded by the Board of Trustees and transmitted to local and state educational authorities. The external audit firm adheres to standard California Community Colleges' regulations.

19. Institutional Planning and Evaluation

The chief components of College of Marin's integrated planning process are its Mission Statement; its ten year *Educational Master Plan*, which sets forth broad educational priorities; its *Strategic Plan*, which translates the educational priorities into strategic objectives and action steps; and its annual program reviews from both administrative and program units, which include evidence-based self assessment, goals linked to the *Strategic Plan*, and estimates of the resources needed to implement program plans. Student learning outcomes and other outcome data and research inform the institutional cycles of planning, implementation, and assessment. The Planning and Resource Allocation Committee (PRAC) makes use of the *Integrated Planning Manual* to keep the institution on track in its planning activities.

The dental program has clear program objectives, outcome measurements, and assessment results that are used for program improvement. Further, the move to IVC contributes toward Dental Assisting Program Objective #1: To provide an atmosphere where students are stimulated to develop their academic and clinical skills in preparation for employment.

The Dental Assisting program has a Dental Advisory Board that meets twice annually to discuss the program planning, changes and improvement. This board consists of faculty, dentists and past dental assisting students.

20. Public Information

The *College of Marin Catalog* is published annually and includes the Mission Statement; requirements for admission, degrees, certificates, and transfer; major policies affecting students; listings of all courses and services; and all of the other information required by the accrediting commission. A significant amount of information is also made available to students, staff and the community on the college's Web site. ***The dental assisting program webpage is www.marin.edu/healthsciences/dentalassisting.***

21. Relations with the Accrediting Commission

College of Marin is a proudly accredited affiliate of the Western Association of Schools and Colleges (WASC), and provides firm assurance that it adheres to eligibility requirements and the achievement of accreditation standards of the Commission. The college respects the professional peer review process of the Commission, and so agrees to disclose information required by the Commission to carry out its responsibilities; it also agrees to comply with all requests, directives, decisions and policies in a complete, honest and accurate manner. The college acts with integrity in accurately reflecting itself to all accrediting bodies.

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College of Marin

Dental Assisting Program

Institutional Evaluation Standards

Standard I: Institutional Mission and Effectiveness

No change. ***Regardless of location (Kentfield or IVC), the dental program demonstrates that it addresses and meets the mission of the program.***

Standard II: Student Learning Programs and Services

A complete rotation of general education courses are 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. (The general education aspect of the dental assisting curriculum must include content at the familiarity level in: a. English and oral communications, b. written communications; and c. psychology so this increased access to the general education courses enhances the students' ability to stay on the same campus to complete them.)

The dental program assures that students and prospective students receive clear and accurate information about the program, regardless of location. Prospective students are encouraged to meet with the program coordinator prior to enrollment.

The dental program assures the quality of student support services and demonstrates that these services, regardless of location, support student learning and enhance achievement of the mission of the program. Additionally, it researches and identifies the learning support needs of its student population and provides appropriate services to address those needs. Some of these services at IVC include: 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. IVC's facilities include a "virtual library" (New Media Center). The librarians participated in planning for the IVC New Media Center.

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.

Standard III: Resources

The dental program provides safe and sufficient physical resources in its brand new site that support and assure the integrity and quality of its program, regardless of location. Years of planning which

included input from the Dental Program Coordinator in conjunction with the college's Director of Modernization and building and safety professionals were implemented to determine the dental program's site needs as well as OSHA and ADA accreditation standards for the student, faculty and dental patients.

Brand new technology resources have been purchased and are used to support the dental program to improve institutional effectiveness. Such technology include new digital x-ray sensors, digital panoramic unit, intraoral camera, ultrasonic scalers, new digital impression unit, new audio visual equipment, new dental units, new dental unit computers, new sterilizers, a new disinfecting unit, handpieces, and new dental x-ray units.

Standard IV: Leadership and Governance

No major change, except that effective, collegewide communication was made to inform all staff of the new site's location/Grand Opening (including the local newspaper). The new college president also attended in support of this event/program.