

**DENTIST AIDE ADVISORY MEETING**  
**May 1, 2002**

**Minutes**

**MEMBERS PRESENT:** Diana Griffin, Dr. Duncan, Dr. Hollifield, Dee Schwartz, Dr. Harrison, Carla Barton.

**EX-OFFICIO'S PRESENT:** Dana Scott, Donna Cleere, Marianne Jones, Jeff Doiron, Janie Roach.

1. Call to order - Dr. Hollifield called the meeting to order following the luncheon.
2. Minutes - The minutes of the January 15, 2001, meeting, were approved as written.
3. Continuing Health Care Education - Mr. Doiron reported on two work - shops : HIPPA Requirements on Friday, May 3, and Juggling Stress - Avoiding the Mess!, on Friday, May 10.
4. Counseling Center - Ms. Jones reported that she has talked with many dentist aide students and all of them have a positive attitude and enjoy the classes, except for one, who decided that it wasn't what she thought it was and dropped the course.
5. Old Business - Nothing to report.
6. Program Coordinator's Report - Ms. Scott reported that this is the programs first "stand-alone" meeting. The group will meet once a year, and members will serve on a rotating basis. Dr. Hollified, Dr. Duncan and Dee Schwartz were the first volunteers to rotate off. Ms. Scott thanked them for their support and service .

Sub-Committee Report - Their findings were that the program needed more Digital Radiography, and students needed more "front office" time. The new text book has one whole chapter on Digital Radiography, which Ms. Scott plans to incorporate into the program. Ms. Scott will look at sending students to do front office rotations on Tuesday and Thursday mornings, if clinical spots are available. She will call the area dental offices this summer to ask for accommodations for the students. Ms. Scott reminded the committee that when students are scheduled their clinic rotations, they are allowed only one absence, for whatever reason. After one absence, they have to make arrangements to make up any other absences that may have occurred.

Currently, the program has 14 students, six are employed, and the others are still looking for employment.

The THECB (Texas Higher Education Coordinating Board) called Ms. Scott last fall and commended her on the Dentist Aide Program. They stated their concerns and worries regarding the "for-profit" businesses in Texas that are calling themselves a " Certified Dental Assistant Program".

Perspective students wanting to enter the program in the fall will be required to sit through an interview, with some area dentists and dental assistants. Ms. Scott asked for volunteers to sit on the selection committee and Ms. Griffin and Ms. Barton volunteered. Ms. Scott will give the particulars at a later date.

Ms. Scott is wanting to order new chairs for the lab. She will talk with Mr. Crawford and Ms. Cleere at a later date regarding the budget process on ordering these chairs/stools.

7. Student Representative Report - Ms. Andrea Arthur, was unable to attend the meeting, but she did send a sealed envelope that was to be read to the members. Dr. Hollifield opened and read the letter to the members. See attached letter.
8. Adjournment - Being no further business, the meeting was adjourned at 12:50.

The minutes were written and submitted by Kim Lacey, Administrative Assistant, May 1, 2002.