Program Review

Form for External Review Committee

Instructional

Amarillo College

Form ID
60
Division
Allied Health
Department
Dental
Program
Dentist Aide
Review Year
2007-2008
Member Names
Division Overview

Program/Department Purpose

State the purpose of the program/department. How is this purpose within the mission of Amarillo College?

The Amarillo College Dentist Aide Program, in compliance with the Texas State Board of Dental

Examiners, and the Texas Higher Education Coordinating Board, is dedicated to provide comprehensive academic, laboratory , and clinical training necessary to prepare each student for professional employment as an entry-level dentist aide in local, regional and state dental facilities, therefore, enhancing the life of the student and the patients under their care.

The Dentist Aide Programs mission compliments the mission of the college in the areas of dedication to providing educational and community services and by enhancing the quality of life for the diverse service area.

Does the answer include a purpose statement for the program/department? Does the answer indicate how this program/department is within the mission of Amarillo College?

Acceptable

The Amarillo College Dentist Aide Program, in compliance with the Texas State Board of Dental Examiners, and the Texas Higher Education Coordinating Board, is dedicated to provide comprehensive academic, laboratory , and clinical training necessary to prepare each student for professional employment as an entry-

level dentist aide in local, regional and state dental facilities, therefore, enhancing the life of the student and the patients under their care.

The Dentist Aide Program's mission compliments the mission of the college in the areas of dedication to providing educational and community services, and by enhancing the quality of life for the diverse service area.

When was the last time the program's/department's purpose statement was reviewed/revised by faculty and staff in the program/department?

The program purpose statement was reviewed by the director and the one part-time faculty in the Fall of 2007.

Does the answer indicate the last time the program's/department's purpose statement was reviewed/revised by faculty and staff in the program/department? Does the answer indicate how this program/department is within the mission of Amarillo College? within the mission of Amarillo College?

Acceptable
Concern
Add to the statement: The program purpose statement was reviewed by the director and the

one part-time faculty in the Fall of 2007 and was found to continue meet the purpose and mission statement of the program and the college.

If the program/department offers continuing education credits, how are these courses consistent with the mission of Amarillo College?

The Dentist Aide Program currently does not offer CE's. But consideration is being given to offering special CE's for the local and area dental community when the new facility is built.

Does the program/department offer continuing education credits? Does the answer indicate how these courses are consistent with the mission of Amarillo College?

Acceptable

Concern

The answer could include - that the CE offerings will be consistent with the mission of the program and the college.

Does the program have admissions policies?

yes

Where are the policies published?

Prospective students are alerted to the fact that there are special admission policies to the Dentist Aide Program in the current catalog on page 59. Each information/application packet

contains specific admission criteria. These policies are also found on the program website.

Are all the locations where the policies are published included in the answer?

Acceptable

Explain how these policies are consistent with the mission of Amarillo College.

In researching this information for the program review, it has come to the departments attention that there is no specific "statement" in the program application packet that directly relates to the Mission of the College, however, our mission statement clearly identifies with the College mission as stated above. Our Admissions Form, however, does not ask any questions related to the applicants birth date, gender or race and we accept application from the diverse groups from our local area and the State, thereby enhancing the quality of life of the students and provide a service to the community by providing qualified, registered dental assistants.

Does the explanation of how the policies are consistent with the mission of Amarillo College appear to be accurate?

Acceptable

Is the program/department accredited? **no** Which agencies or organizations accredit the department/program?
Are the complete names of the agencies or organizations which accredit the department/program cited?
Acceptable
How many years are in the accreditation cycle?
How many years are in the accreditation cycle?
When were the accreditations affirmed or granted?
When were the accreditations affirmed or granted?
What is the current status of the accreditation?
Are the current statuses of the accreditations identified (e.g. accredited, in process of renewal, in process of candidacy, other)?

If not required, is the program eligible for accreditation?
Acceptable
Concern
Could you please indicate if accreditation is eligible and if so, will the program seek it. (This is just a matter of answering the question).
Has this program/department sought accreditation even though it is not required (e.g. yes; If no, explain)?
Concern
Is this program/discipline required to receive approval from an external agency or organization (other than the Texas Higher Education Coordinating Board) in order to offer courses?
no
Identify the external approver(s) for the department/program.
IF the program/discipline is required to receive approval from an external agency or organization (other than the Texas Higher Education Coordinating Board) in order to offer courses, was (were) the external approver(s) for the department/program identified?
Acceptable

What approval schedule is required by the external approver(s)?

Was the approval schedule required by the external approver(s) identified?

When did the program/department last receive approval?

When did the program/department last receive approval?

Is the reason why the program/department is required to receive this approval clear?

Improvements

Identify at least one example of an improvement/revision which resulted from the annual PET forms for the last five years

Dental assistants in the State of Texas are required to take and pass a Nitrous Oxide Monitoring exam if they wish to monitor a patient that has been given the gas. This is an extremely difficult exam. The program has adjusted the PET twice to better our scores in this area. 2003-

2004 PET states that the exam results were disappointing with 7 of 9 passing (a 77% result). Improvements were to be the revision of study materials and additional in class study time. This resulted in a worse pass rate of 69% the following fall (2004), where 9 of 13 passed the first time offered. Revisions made at that time included extracurricular "mock' exam and mandatory observation of this procedure in a dental office. This resulted in a success rate of 11 of 14 passing the first time offered (78%) in the Fall of 2005. The same study criteria was used again for the fall of 2006 resulting in a success rate of 10 of 11 passing the first time offered (90%).

After reviewing at least one example of improvements/revisions that resulted from the annual PET forms for the last five years, determine the extent that this program/department has used the PET forms to make improvements/revisions. Does this meet the minimum expectations for using PET forms to make improvements/revisions to the program/department?

Acceptable

Identify at least one example of

improvements/revisions which resulted from the last Program Review.

The Dentist Aide Program was last reviewed in June of 2002. A major recommendation was made to "investigate the need and advisability of adding an additional part-time instructor or lab assistant to create a more equitable workload and effective program." The review committee was concerned that the program had only the one faculty member to administer the program, advise all majors, and teach all courses. I am pleased to report that the program now has a part-time, 19 clock hour instructor to help in the labs and some of the classes.

There were 3 recommendations related to classroom space, lab space and computer availability. The committee felt these areas were inadequate. These areas have been improved on as far as we can in this facility. The program will move in the next two years to a new facility that will have a classroom specifically for the program and space within the clinic specially designed for chairside assisting. Both will be equipped with the computer technology currently being used in the dental profession.

After reviewing at least one example of improvements/revisions that resulted from

the last Program Review, determine the extent to which this program/department values the Program Review process to make improvements/revisions.

Acceptable

Identify all the delivery approaches used for courses within this program/department: (Select all that apply.)
traditional classroom, web, video,

After reviewing all delivery approaches for courses within this program/department, is this program positioned for growth? Does the committee have recommendations for delivery options which will provide additional growth?

After reviewing at least one example of improvements/revisions that is a response to accomplish a strategy or tactical objective within the Strategic Plan 2010-2015, determine the extent to which this program/department has contributed to the implementation success of the Strategic Plan? Does this department/program understand how it relates to the institution's future based on the Strategic Plan?

Acceptable

Identify at least one example of an improvement/revision that is a response to accomplish a strategy or tactical objective within the Strategic Plan 2010-2015.

The Dentist Aide Program, in conjunction with the Dental Hygiene Department, has started implementing computerized dental charting and patient record keeping. This technology is widely used throughout the dental profession. This technology is related to the Strategic Plan 2010 in strategy 1.2 which states, "Align workforce development training with projected local demands." Our local and area dental offices are pleased that we are training our students in this high demand area. The program is considering offering CE's i n this area to the local and area dental personnel when we have the entire system in place. This also is related to the Strategic Plan Goal #5, which states, "Deliver instruction and services using technology to improve effectiveness, efficiency, and convenience for students, faculty and staff. Strategy 2.2.2 states "Create new and improved existing, social spaces where students will congregate, collaborate, and interact in person

and through virtual connections." Both Dental programs will have several of these areas along with the other programs in our new building.

After reviewing at least one example of improvements/revisions that is a response to accomplish a strategy or tactical objective within the Strategic Plan 2010-2015, determine the extent to which this program/department has contributed to the implementation success of the Strategic Plan? Does this department/program understand how it relates to the institution's future based on the Strategic Plan?

Acceptable

Does this Committee have recommendations as to how this program/department may contribute to the implementation of the Strategic Plan?

Provide names and titles of those who determined the process used to assess outcomes of the program and/or courses in the department.

At the time of the assesment, the program had

only the director, no other full - time faculty, and one part-time clock hour instructor which are:

Dana Scott, CDA, RDA, CDPMA Program Director and full time Faculty.

Pamela Smith, RDA Part-time, clock hour instructor

The director did consult with select members of the Dentist Aide Advisory Board as to the pertinent criteria needed for competencies as realted to employment.

Those members were:

Michael Vaclav, DDS Committee Chair and local dentist

Angela Guajardo RDA, Committee member and ex-student of this program

Has the program/department had a broad base of involvement from a majority of faculty and staff with the program/department regarding implementation of student learning outcomes of the program(s) (or department) and courses? What recommendations does the committee have for increasing involvement?

Acceptable

Explain the primary reasons behind the competencies that were selected.

Competencies selected are based upon the entry-level skills and knowledge needed for employment following graduation from the program. Competencies were in the areas of basic restorative procedures, instrument processing, dental charting and exposure and processing of radiographs.

Do the selected competencies appear to be valid?

Acceptable

Identify the primary reasons for the assessment tool(s) selected.

The assessment tools used are:

Comprehensive "hands-on" competency exit exam. This will reflect the students ability to perform designated tasks routinely performed in the dental office.

Comprehensive written, essay type,exit exam. This will reflect the logical and critical thinking required of a dental healthcare provider. It uses

scenarios that the graduate could face in a dental office.

Acceptable

Concern

Is there a link to the evaluation tool used for the hands on competency exam? Who evaluates the hands on exam?

Evaluate the assessment approaches to date.

To date, the exams used to reflect what knowledge the students have in both didactic and clinical skills areas need improvement. We have identified 2 weak areas with the "hands-on" portion of the competencies.

One is a lack of true clinical space for the simulated experiences. Our current clinic is designed for hygiene and does not adequately provide for chairside assisting. And the clinic is in use the times we would need it. Now we do simulation in the dental lab, with very limited accessories.This will be corrected with the building of the new clinic.

The second area of concern is the exam is performed with the clinical faculty. We will implement the use of local dentists to give more

validity to the competency level.

Will the assessment approaches(s) selected provide valid and reliable results?

For student or program/course outcome assessments, review the program's/department's five-year graph(s) of quantitative results or provide a brief narrative summary of qualitative results.

The local, area and State dentist that have hired the graduates of this program are satisfied with their knowledge and skills, however, during the course of the last two years, there has been an identified need to implement higher technology in the areas of computerized patient charting and patient record keeping and digital radiography.

Both of these areas are now being improved with the computer software recently purchased by the hygiene department and shared by the dentist aide program. We will be implementing digital radiography very soon.

As stated above, the use of a comprehensive "hands-on" exam is still very viable, but to add to the validity, we will ask local dentist to judge the competencies of our students

Review the program's/department's five-year graph(s) of quantitative results for student or program/course outcome assessments, or provide a brief narrative summary of qualitative results.

Acceptable

Concern

Will the local dentists all use the same evaluation tool? Are the students aware of that tool and given the opportunity to know who they will be graded? How will you show inter-rater reliability?

What changes have been made in the curricula of the program/department because of the analysis of these results?

The actual curricula has not been changed very much. We use the most up to date textbooks and videos in our discipline. As stated above, the dentist are satisfied with the skills of the graduates. We need to make the above stated changes to the competency exams. The new building and technology will make the most drastic improvements.

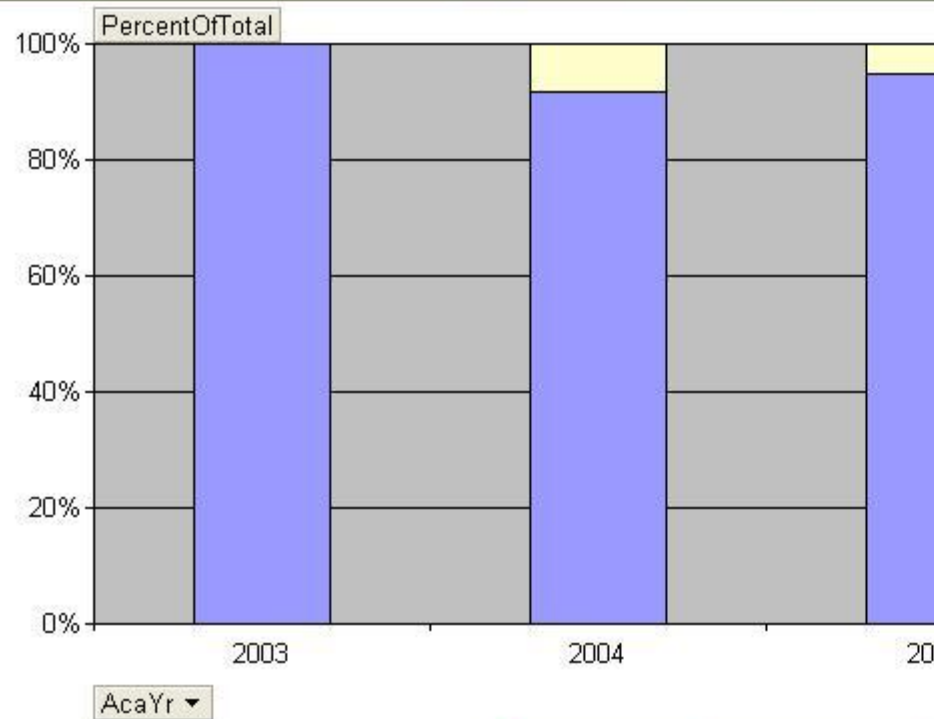**Have any changes been made in the curricula because of the analysis of these results?**

Acceptable

Review the five-year graph(s) of course completions for the program/department. Explain any increase or decrease that is more than a one-year anomaly.

PercentOfTotal

PivotTable1		
DT_DEPT ▼	TermType ▼	AcaYrs ▼
DHYGA	All	All

		GradeCatg ▼	
		A-C	AU-W
		+ −	+ −
AcaYr ▼		PercentOfTotal	PercentO
2003	+ −	132	
2004	+ −	133	
2005	+ −	131	
2006	+ −	139	
2007	+ −	120	
Grand Total	+ −	655	

Done

start | Amarillo College Instit...

Does the review of the five-year graph(s) of course completions demonstrate the use of analysis to implement a plan of action for retention? Is the analysis of any increase or decrease that is more than a one-year anomaly accurate?

Provide the program's/department's plan of action for improving any identified problem or results from the implementation of the plan of action.

We are statisified with the 95% (five year average) course completion results. No changes are planned at this time.

Will the plan of action likely improve the number of course completers?

Acceptable

Does the program/department provide for alternative methods of awarding credit?

Has the program/department provided for alternative methods of awarding credit? If not, which alternative methods would be recommended?

What approaches are used to assure

outcomes are comparable to those expected of students who enrolled and completed the course?

For general education and/or core curriculum required by this program/department, identify the relevant competencies approved by the Academic Affairs Committee (see Catalog section entitled Degrees and Certificates: General Education Competencies).

The following competencies, found on page 47 of the current catalog, identified by the AC Academic Affair Committee are relevant to the Dentist Aide core curriculum.

*Application of Skills (critical thinking, problem solving). Dentist Aide students are exposed to cases studies of patient care situations in the fall semester to prepare for actual work in a dental office in the spring semester.

*Ethics, Integrity & Diversity. Dentist Aide students promote ethical patient care and maintain integrity of patient information while performing clinical practice on a diverse population in our local and area dental facilities.

*Technology & Literacy. The Dentist Aide

students use a small simulation computer program in the WC computer lab to record patient data. This will soon be replaced by a live software program in our clinic and also the use of digital radiology is being implemented.

*Communication Skills. Dentist Aide students write fictional patient care records, letters to dentist referring patients and role play using correct terminology, verbal and nonverbal body language prior to clinical rotations.

Have all relevant competencies for general education and/or core curriculum been identified for this program/department? If not, which are obviously a part of this program/department's general education competencies?

Acceptable

Explain how outcomes for the competencies have been assessed and achieved and provide links to the documentation.

Assessment includes student performance on the written and clinical performances. There is no link to documentation. This is perhaps an area we need to improve on?

Is the explanation of assessment approach(es) for general education

competencies (outcomes) thorough? Is the analysis of the results accurate? Have links to documentation which verify the assessment results been included?

Acceptable
Concern
Please provide links which verify assessment results.

Outline a plan for correcting any weaknesses.

The program will meet with Planning and Assessment administrators to fully understand the scope of this area and make the necessary adjustments to the program.

If assessment results and analysis are included, is there a plan for correcting any weaknesses included?
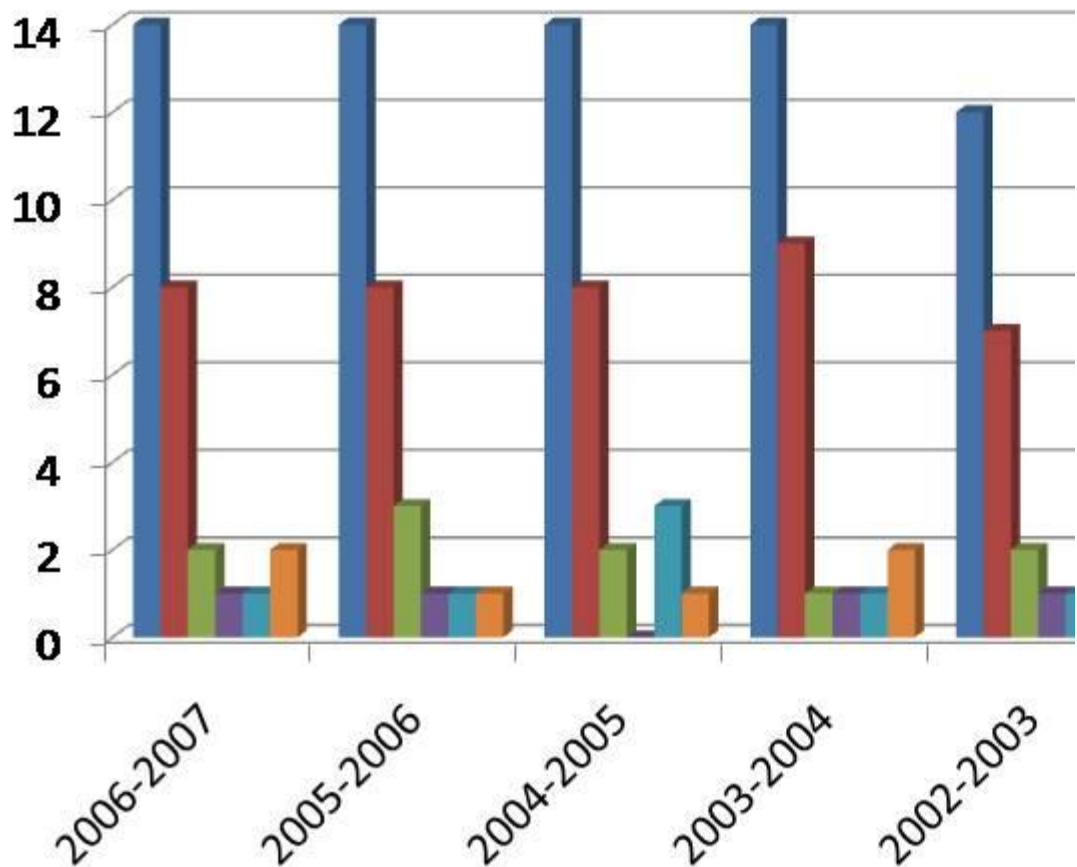
Acceptable
Concern
Do students/graduates in this program/department have to be certified or licensed?
yes
Review the results for certification/licensure results of the program/department and/or job placement for the past five years. Explain any increase or decrease that is more than one-year anomaly.

Dentist Aide Employme
2002-2007

Provide a plan of action for the identified problem.

At this time there is no identified problem with the certification results. The State of Texas implemented a mandatory RDA (registered dental assistant) exam 2 years ago. Both classes that took the exam (2006 and 2007) passed the exam and became RDA's prior to graduation. The graph above depicts the enrollment for the fall semester, number employed following graduation, "other" which students either entered the armed forces, or stayed home to raise a family, and "unknown", which the students have left the area and could not be reached. It also depicts those who chose to continue their education, most in hygiene, rather than seek employment.

IF students/graduates in this program/department have to be certified or licensed, do the results over the past five-years indicate that certification/licensure have been equal to or greater than the average of the past five-years AND/OR equal to the statewide or national benchmark for this certification/licensure? IF NOT, does the analysis and plan of action appear that the program/department has thoroughly reviewed the problem?
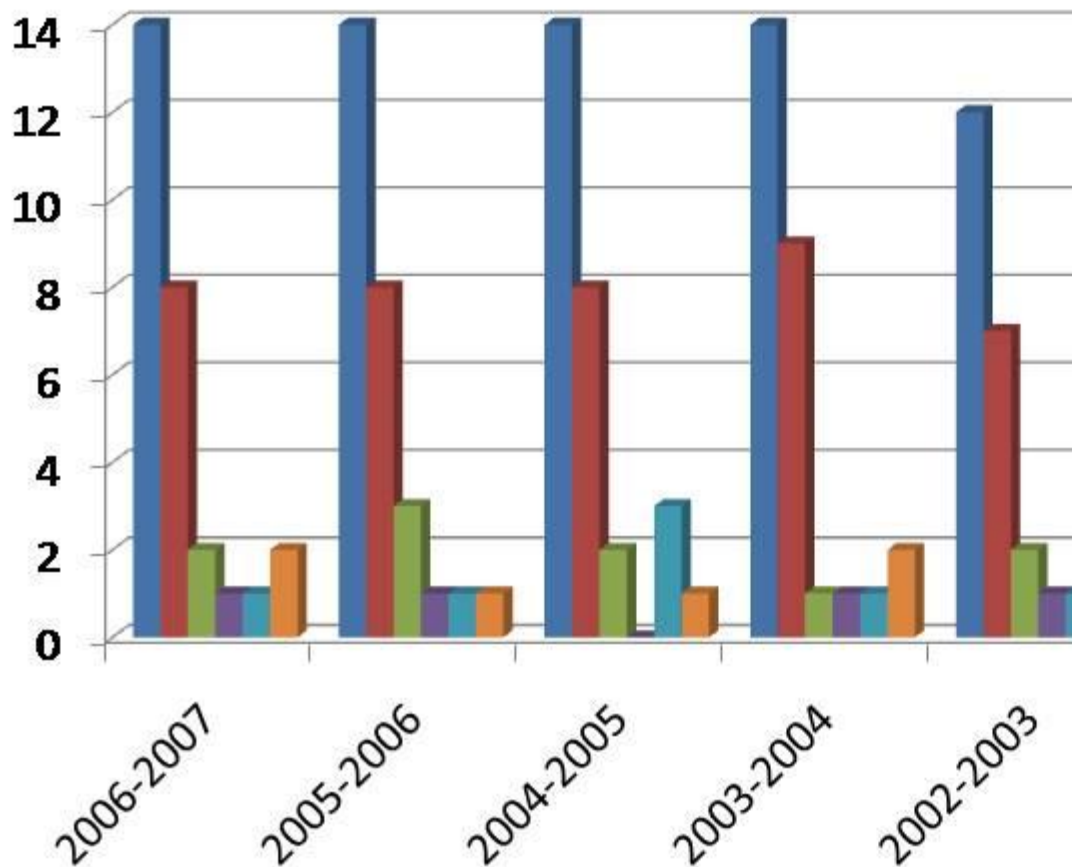
Acceptable

Is the program's/department's plan of action for improving any identified problem or results likely to improve the certification/licensure results? Did program/department explain any increase or decrease that is more than a one-year anomaly? Does the plan correct any weaknesses included? If not, what is missing?

IF the department or program offers one or more technical programs (Associate in Applied Science or Certificates), has the program/department included an explanation of the job placement success during the past five years AND are these results at least equal to the statewide annual benchmark (90%)?
Is the analysis of any increase or decrease that is more than a one-year anomaly accurate?

Dentist Aide Employme
2002-2007

Is the program's/department's plan of action for improving any identified problem or results likely

to improve the job placement rate for graduates of the technical program(s)? If not, what is missing?

No plan. Every graduate that sought employment has had an opportunity to work.

IF the department or program offers one or more technical programs (Associate in Applied Science or Certificates), has the program/department included an explanation of the job placement success during the past five years?
Is the analysis of any increase or decrease that is more than a one-year anomaly accurate?

Acceptable

Is the program's/department's plan of action for improving any identified problem or results likely to improve the job placement rate for graduates of the technical program(s)?

Acceptable

Curricula

Does the program/department have affiliation(s)/agreement(s)/contract(s) with any other entity for the purpose of delivering

instructional content?

yes

Review the affiliation(s)/agreement(s)/contract(s), consider Amarillo College's mission, and then make a recommendation to:

Provide an analysis of the review.

The format used for the dentist aide program was revised 4 or 5 years ago to fit the needs of the dental facilities. This form is analyzed each time it is up for renewal by the dentist that sign it. It is sufficient for the purpose it serves.

If the program/department has affiliation(s)/agreement(s) with any other entity for the purpose of delivering instructional content, do these affiliations/agreements make it clear that Amarillo College maintains the responsibility for controlling all aspects of the educational program? Has the College ensured the quality of the program with these affiliations/agreements? If so, how? What is the schedule for reviewing the quality of these programs? Has the College ensured that programs remain with Amarillo College's mission?

Acceptable

How many curricula changes were approved by the Academic Affairs Committee during the past five years?
3
Which steps in the curricula change process had faculty involvement prior to submitting the curricula proposal(s) to the Academic Affairs Committee?

During this time the program only had the one Director/Faculty. This person processed the entire proposal.

Was the departmental faculty involvement documented and broad in representation? If not, what steps within curricula change process should have had more proof of greater departmental faculty involvement? Is the primary responsibility for curricula changes under the control of faculty? Does the program have a qualified faculty member in charge of the program's coordination and curriculum development?

Acceptable

Is any program within the department a technical program (e.g. AAS or certificate)?
yes

When was the last Advisory Committee meeting?

October 31, 2007. The program has one advisory meeting per year.

Provide a link to the minutes of the last Advisory Committee(s) minutes in the Electronic Archives.

www.actx.edu/archives/index.php

Provide a link to the appropriate committee membership of the Advisory Committee(s) in the Electronic Archives.

Membership can be found at :

www.actx.edu/archives/files/uplink/Allied_Health_Advisory_Committees_Membership_2007_2008.pdf

If the department offers an AAS and/or certificate, do the minutes of the Advisory Committee prove that the curricula for each program is appropriate to the degree and/or certificate? Has the Advisory Committee been consulted in designing each degree and certificate? Has the Advisory Committee met at least once a year and been provided ample opportunity to guide the faculty in curricula changes?

Acceptable

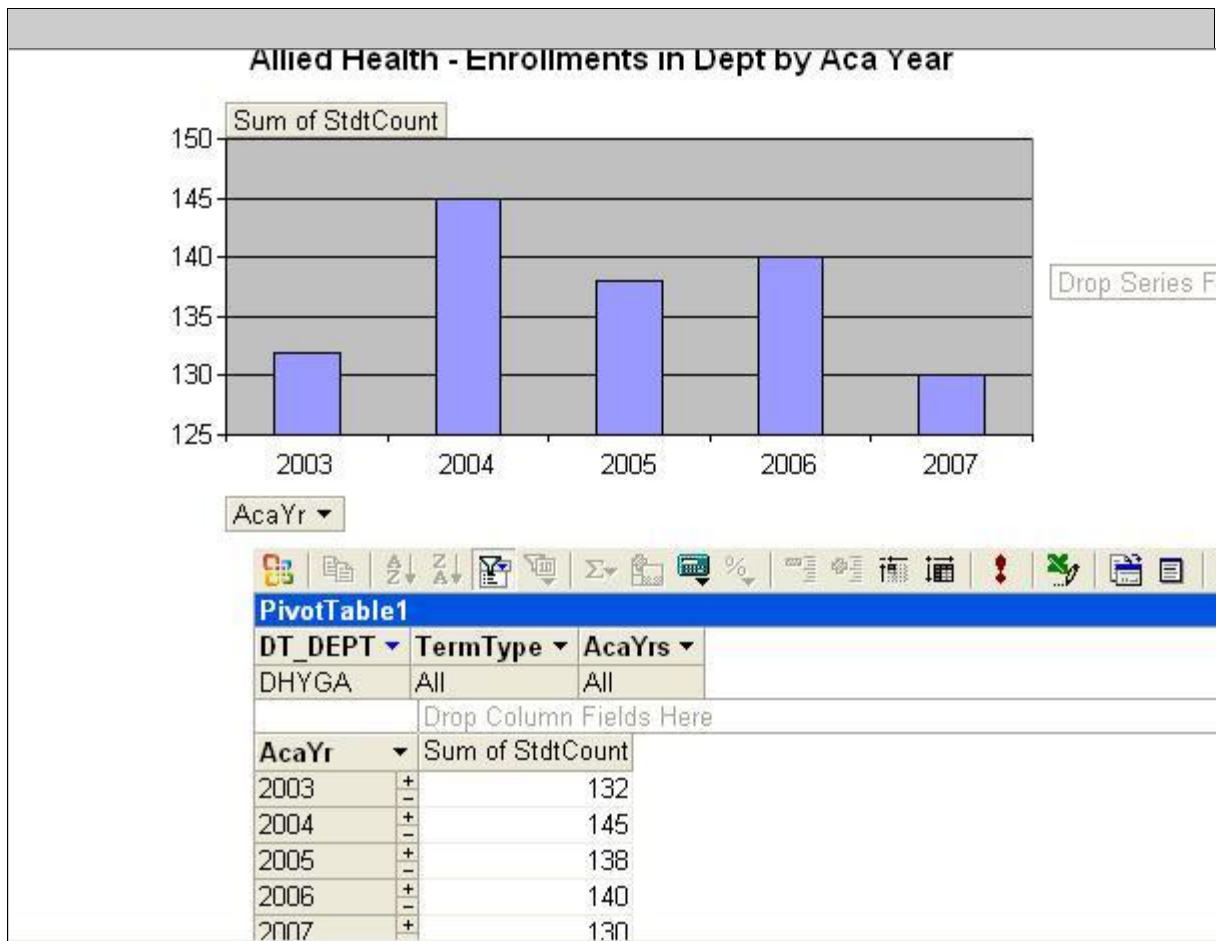| Is the membership of the Advisory Committee broad enough to provide the scope of advice necessary for input on curricula? If not, what changes are recommended to the program/department? |
| --- |
| Acceptable |
| adding a "citizen" to the committee might be beneficial. |

Enrollment Data

After receiving the data indicating the number of students enrolled in the program/department, by total students, number of full-time equivalents, and number of completers, determine if there is more than a one-year anomaly.
If so, provide the faculty and staff analysis of their assessment of the problem.

Allied Health - Enrollments in Dept by Aca Year

Sum of StdtCount

AcaYr	Sum of StdtCount
2003	132
2004	145
2005	138
2006	140
2007	130

PivotTable1

DT_DEPT	TermType	AcaYrs
DHYGA	All	All

Drop Column Fields Here

Does the analysis by the faculty and staff of this data address any obvious problems/declining statistics?

Acceptable

This data is for all Allied Health rather than just the Dental Aide program. There is no real data indicating enrollment in the DA program itself. Could this be pulled out?

Create an action plan for needed improvement and commendation for any dramatic improvement.

This data graph is difficult to understand. The Dentist Aide program only tracks data for the specific students enrolled in the program. Many students declare Dentist Aide as their major mainly because it is a short track program. The program director runs a "declared major" list each semester to recruit from, however the numbers are never above 25 and this also includes the students (up to 14) already enrolled in the program. A few of the rest maybe taking some pre-requisites, but most are not interested in applying or do not meet the minimum testing scores for placement and do not wish to seek remediation. The graph below can be misleading as well, due to the same reasons.

Does the action plan or commendation address the problem addressed within the analysis? Does it appear that implementation of the action plan will resolve the problem and correct the decline?

The data is not analyzed based on enrollments in the DA program.

Does the External Review Committee have any other analysis or recommendations for

increasing enrollments based on the program/department's data?

For programs/departments with majors, review the graphs of program majors and the number of new majors by year.
Provide an analysis of the program's/department's faculty and staff assessment of the problem and an action plan for needed improvement and commendation for any dramatic improvement.

Pr

2. Cr
dram

S

B

Additional

B.) For pro
the number

1. Pr
of the
any d

S

B

Allied Health - Headcount by Program by Aca Year

Sum of Headcount

AcaYr ▾

PivotTable1			
DT_DEPT ▾	TermType ▾	AcaYrs ▾	PROGRAM ▾
DHYGA	All	All	All
Drop Column Fields Here			

AcaYr ▾	Sum of Headcount
2003	51
2004	55
2005	46
2006	56
2007	52

Done

⚠ Done, but with errors on page.

start | Program Review - Ins... | Amarillo College Instit... | Amarillo College Instit...

Does the analysis by the faculty and staff of this data address any obvious problems/declining statistics regarding students enrolled as majors within the program/department? Does the action plan or commendation address the problem addressed within the analysis? Does it appear that implementation of the action plan will reso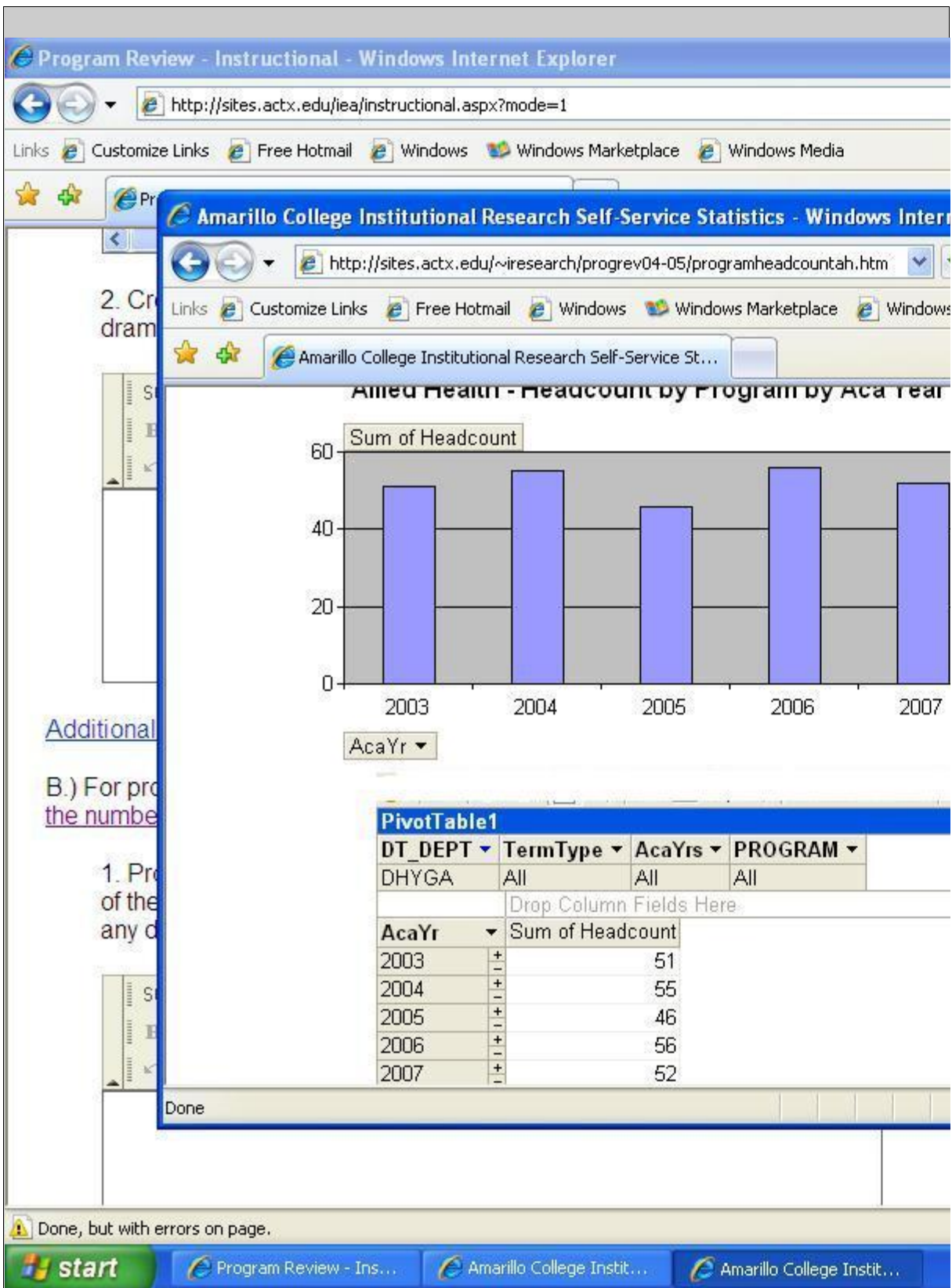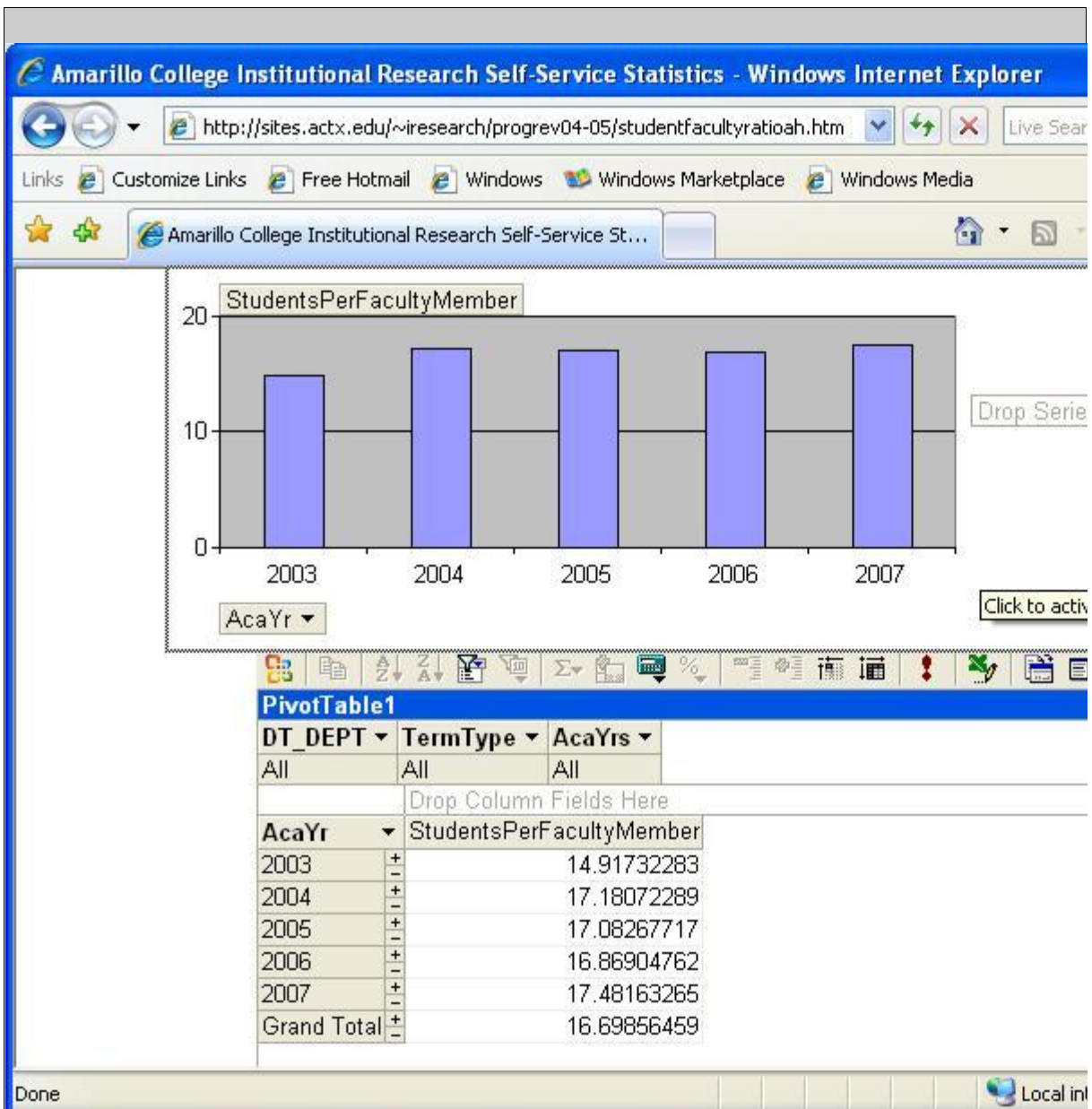lve the problem and correct the decline? Does the External Review Committee have any other analysis or recommendations for increasing the number of students majoring in this program/department based on this program's/department's data?

Acceptable

Resources

Review the five-year graph(s) of the student-to-faculty ratio in the program/department. Explain any increase or decrease that is more than a one-year anomaly.

Amarillo College Institutional Research Self-Service Statistics - Windows Internet Explorer

http://sites.actx.edu/~iresearch/progrev04-05/studentfacultyratioah.htm

Links | Customize Links | Free Hotmail | Windows | Windows Marketplace | Windows Media

Amarillo College Institutional Research Self-Service St...

StudentsPerFacultyMember

AcaYr	StudentsPerFacultyMember
2003	14.91732283
2004	17.18072289
2005	17.08267717
2006	16.86904762
2007	17.48163265
Grand Total	16.69856459

PivotTable1

DT_DEPT	TermType	AcaYrs
All	All	All

Drop Column Fields Here

Does the analysis by the faculty and staff of this data address any obvious problems/declining statistics regarding student-to-faculty ratio within this program/department?

Acceptable

Provide an action plan for improvement of any identified problem.

Student to faculty ratio is sufficient, but better now that there is a part-time instructor for lab work. The students have more one on one instruction and remediation can be accomplished better for students who do not learn as quickly as their peers.

Does the action plan or commendation address the problem addressed within the analysis? Does it appear that implementation of the action plan will resolve the problem and correct the decline? Does the External Review Committee have any other analysis or recommendations regarding student-to-faculty ratio within this program/department?

Acceptable

In the database for [Roster of Instructional Staff](#) (also known as Roster of Faculty), review the credentials of each full-time and part-time faculty member within the program/department. If any faculty member does not meet the SACS and THECB requirements, evaluate whether additional documentation is significant to grant

an exemption.

The only full-time faculty is Dana Scott. Te credentials are: CDA (national certified dental assistant), RDA (registered dental assistant for Texas), CDPMA (national certified practice management associate) and she has a Bachelors of Science in Occupational Education (BSOE)

Identify any faculty teaching a transfer course which, according to the information within the database for Roster of Instructional Staff (also known as Roster of Faculty) do not meet the requirements of faculty teaching a transfer course and explain the credential problem. Identify any faculty teaching a technical course which, according to the information within the database for Roster of Instructional Staff (also known as Roster of Faculty) do not meet the requirements of faculty teaching a technical course and explain the credential problem based on SACS requirements and/or THECB requirements. Identify any faculty teaching a developmental course which, according to the information within the database for Roster of Instructional Staff (also known as Roster of Faculty) do not meet the requirements of faculty teaching a developmental course and

explain the credential problem.

Acceptable

List the names and the last date for all full-time faculty evaluations based on the schedule indicated in the Faculty Performance Review (FPRP).

The program director , Dana Scott, was evaluated by the Chair of Allied Health in the Spring of 2007. The students evaluate her each semester.

There are no full time faculty in the program

If any full-time faculty member (or Board-appointed faculty member) has not been completed the Faculty Performance Review (FPRP) within the past two years and is listed in the aforementioned Roster of Instructional Staff (also known as Roster of Faculty), identify the faculty member's name and the date of the last FPRP.

Acceptable

List the names of each part-time faculty and the last date of evaluation by students and supervisor for each course taught.

Pamela Smith, RDA, part-time clock hour

instructor will be evaluated for the first time this semester, spring 2008, by the students. The results will be analyzed by Dana Scott, director and Ms. Smith in the early summer.

If any part-time faculty member has not been evaluated by both students and supervisor for each course taught within the past year and is listed in the aforementioned Roster of Instructional Staff (also known as Roster of Faculty), identify the faculty member's name and state the specific problem.

Acceptable

Amarillo College's Board Policy Manual defines each faculty member's academic freedom as "full freedom in the classroom in discussing the subject being taught and to pursue research and publications. However, a faculty member must not attempt to force on students a personal viewpoint and must at all times allow for diversity of opinion." Has anyone in the program/department filed a grievance for violation of the aforementioned academic freedom?
no

If anyone within the department has filed a grievance for violation of academic freedom

based on the definition stated in Amarillo College's Board Policy Manual, briefly describe the violation (excluding personal identifiers) and the total number of violations.

Acceptable

Which of the following library collections/resources/services have been used by faculty, staff and/or students within the past five years? (Select all that apply.)
Circulating collection Classroom instuction Meeting services Personalized instruction Reference collection

Does it appear that the library collections/resources/services used by the faculty, staff, and/or students within the past five years are accurate and thorough?

Acceptable

Which two or three collection/resources/services should be improved to support Amarillo College's mission regarding teaching and service?

There are no improvements suggested at this time for the support of this program.

Has the program/department identified which two or three

collections/resources/services should be improved to support Amarillo College's mission regarding teaching and service?

Acceptable

Does your program/department have discipline accreditation?
no
How has the library participated in this discipline's accreditation?

Does the program/department have a discipline accreditation? IF SO, has the library participated in completing the approver's evaluation?

Acceptable

After assessing the strengths and weaknesses of the program's/department's access to technology, what improvements would ensure that students have access and training in the use of technology?

The dentist aide program with the dental hygiene program is implementing a dental office management software package that will allow the students in both programs to use the computer to track patients, schedule appointments, record health and dental findings

in the chart, record digital x-rays, record intra-oral photos of the mouth and many more functions. This will not be used part-time. The students must use this technology on each and every patient they have contact with at our clinical facility. There will be ongoing training as the students learn the software and as new updates in the software become available.

Does the program's/department's assessment of strengths and weaknesses include ways to improve both students' access to & training in the use of technology?

Acceptable

What improvements would ensure that students use technology?

There wold be no other way to record the patient data. Students would have to use it.

Does the program's /department's answer include improvements that would ensure that students use technology? Are the recommendation(s) of this program/department feasible?

Acceptable

Review program/department operations. Does

any operation present the possibility for violations of security, confidentiality, or integrity of student records?
no
What changes need to be made to prevent violations of this nature?

After a review of this program's /department's operations based on this Self-Study and any other information available to this Committee, does any operation present the possibility for violations of security, confidentiality, or integrity of student records? If so, describe those operations and identify the violation possibility in detail.

Acceptable

What changes need to be made to prevent violations of this nature?

Acceptable

Which support services need to be strengthened to better serve students in this program/department?

The support is sufficient for the most part. Parking is not good. There are limited spaces and many students park on the street, which is not

safe. When a lecture is booked in the lecture hall even the street is overcrowded. Heating and air in the Allied Health building is not good. Most of the time the air conditioning is on even when the outside temperatures are below 50.

West Campus is growing and needs to have police and surveillance cameras.

Explain what aspects of the services need to be strengthened.

Police protection, Parking and facility heating and air.

Do the Self-Study recommendations of this program/department for support services that need to be improved appear to be valid?

Acceptable

Describe any indicators or problems that prevent a healthy, safe and secure environment for the students, faculty and staff of this program/department.

Our clinic is overcrowded and not safe for students or patients. The lab is not designed well to allow the faculty to observe each student as they work with materials. Both of these matters

will be taken care of when the new building is built.

We do feel , however, that the West Campus needs to have police more often on campus. We are growing and that is a need that has to be addressed.

Are recommendations to assure a healthy, safe and secure environment for staff and students of this program/department valid? Are any of these recommendation(s) more significant and/or urgent?

Acceptable

Describe any indicators or problems that hamper adequate physical facilities, both on and off campus, to meet the needs of the program/department.

As stated in many preveious questions, both dental programs will have these addressed with the new building.

Do any of the problems or concerns regarding adequate physical facilities appear to be significant and/or urgent? Are there any other needs which this Self-Study didn't cite but are critical based on other information? Which of these needs are most significant and/or urgent?

Acceptable

<u>Budget</u>

Which program/department outcomes have resulted in budget requests to date?

Budget requests for equipmwnt have included:

*Diagnodent, cavity detecter and self-cotained cavitrons for patient training.

*Dental software and training for the new computerized records.

There have been no budget adjustments due to program expenses.

Have any of this program's/department's outcomes resulted in budget requests to date? If not, why not?

Acceptable

Project the program's/department's strategic initiatives for the next five years based on the program's/department's outcomes.

In the next five years, the Dentist Aide program will have become fully computerized and be using digital radiography. We will have a space of our own, dedicated for chairside assisting, that can be used to train quality graduates and also

to perform some charity work through our local dental society. The program will be accepting 16 instead of 14 students. We will also be considering offering continuing education classes for dental personnel.

Has this program/department been able to project strategic initiatives for the next five years based on the program's/department's outcomes? If not, what appears to be blocking this program/department from accomplishing this?

Acceptable

Publications

If the program/department publishes any advertising or recruitment documents (electronic or paper), do the documents accurately represent Amarillo College and the program/department?
yes
If no, explain what is inaccurate.

IF the program/department has published any advertising or recruitment documents (electronic or paper), check at least one copy of each document and determine whether it accurately represents Amarillo College and the office/department?

Acceptable

provide hyperlink to these documents.

IF anything appears to be inaccurate, identify the apparent violation.

Does the program/department publish any documents (electronic or paper) with references to SACS accreditation?
no
Are the references in compliance with SACS approved statement?
Which reference is not in compliance? Describe how you will assure compliance for all references in the future.

IF the program/department has published any document(s) with a reference to SACS accreditation, are all references consistent with the approved statement? (Approved reference: Amarillo College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Amarillo College.) IF any references are inconsistent, identify all

documents with the inconsistent reference(s).

Acceptable

IF the Self-Study did identify the inconsistencies, does the plan for assuring future compliance appear to correct the problem? IF the Self-Study did NOT identify all inconsistencies, what plan does this Committee recommend?

Other

State any additional comments/concerns which may impact this program/department during the next five years.

During the next five years, the program will grow in technology with the additions of computer generated patient care and digital radiography. As we become more like the dental facilities of our area, we plan to bring revenue to AC by providing CE's for assistants. The quality of training we provide will be state of the art and very much in demand. Our new facility could also be used to reach out to the community by allowing local dentist to provide charity work to undeserved patients while our assistants get the

training of assisting during the treatment.

IF additional comments/concerns were included in the Self-Study regarding items which may impact this program/department during the next five years, what recommendations and/or concerns are warranted? IF NO such items were included in the Self-Study but this Committee feels such comments or concerns are valid, cite them and include any relevant recommendations.

Acceptable