

Chair of the meeting: Dennis Trujillo-Johnson, Advisory Board Chair

Committee Members Present: Dr. Kimra Hall, Dr. Ashley Pinkard, Dr. Tomas Duran, Mary Chavez, Paula Solano, Frankie Thurlow, Karen Ramos, Janet Trujillo, Shanna Montoya, Violet Hernandez, Dennis Trujillo-Johnson, Darla Sexton, Kathy Cusworth, Dr. Charles Wohlwend

Committee Members Absent: Toni Short,

Recorder: Karen Ramos

Guests: Patty Erjavec

Agenda Item	Discussion Points	Decision/Action Item
Approval of Minutes of the _11/23/12__ meeting	<ul style="list-style-type: none"> • Janet commented on previous minutes regarding the upcoming EFDA class and only accepting enrollment of 10. • Frankie moved to approve the minutes, Darla 2nd the motion. 	
Program Report	<ul style="list-style-type: none"> • Commencement held on May 10, DA program graduated 12 students, 2 with dual degrees. All 12 graduated with AAS degrees and 2 have job offers after 1st clinical rotation this Spring. • Banquet will be held on Friday, July 19, 2013 and the students will be having an Open House this year prior to the Banquet. Invites will go out in June with times. • EFDA program had 12 students who completed to become certified in expanded functions dental assisting. • The students completed their Nitrous Oxide certification class in April and serviced 48 patients. They completed 16 hours of training for Nitrous Oxide Sedation, which helps to make them more marketable. • Currently have 21 applicants that will be interviewed for the upcoming school year 2013-14, so we will fill all 18 seats. • Intellitec College no longer has a dental assisting program, however, they will teach out the students that are currently enrolled. It was speculated that higher tuition fees, along with them not able to get jobs or placement for internships was the cause. There are currently two 10 week dental assisting programs being offered by Down to Earth Dental and Dr. Murray's Assist to Succeed program. Janet thanked the dentist's and staff on the board for all of their support. Many expressed that they are very loyal to PCC and only take their students. 	

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	<ul style="list-style-type: none"> • Janet showed off the student’s Vitamins/Minerals projects that they worked so hard on. They were graded on the content and their creativity for those specific projects. • Violet gave a brief report about the Oral Surgeon in Oklahoma. His lack of infection control and lack of training for his dental assistants has led to thousands of patients having to be tested for Hep & HIV. This is was an eye opener and another reason why dental assistants should have formal training from an accredited program and the need to be Certified. 	
President/Dean’s Report/PCC/Division	<ul style="list-style-type: none"> • Mary commented that most of the programs within the Health & Public Safety Division are getting ready to conduct interviews. Many have reported that they have more applicants than they do chairs to fill. • The new Medical Assisting program is starting up and they have 22 applicants and they will probably take 18-20 students. • PCC has received the CHIO grant which was submitted for EMS, Polysomnography, and HIT (Health Information Technology). It is geared towards displaced workers, veterans, etc. to be able to take classes online and come in for labs. It’s a way to service those in need. • The Simulation Center at St. Mary Corwin is up and running and they are looking at ways to expand. • Patty commented that PCC is opening a studio campus on 1st & Main, it will also act as a hub for the CHIO grant. It’s a way to reach out to the community, especially for those individuals who are intimidated to walk on campus and will provide information about PCC and what it has to offer. • PCC will be hiring for the International program which will help provide some diversity to the college. • PCC is now partnering with the Center of American Values and will be offering a history class there this summer. 	
DANB	<ul style="list-style-type: none"> • Janet asked to board to give input on what the guidelines should be to provide a \$400 scholarship to students to be able to pay for the DANB. Also should there be a protocol in place if they happen to fail a section on repaying the money back. • There are currently 2 scholarships available. • Patty suggested not having guidelines and issue the scholarship to every student. If for some reason they do not pass it, they will then have to pay out of pocket to retake but should not have to repay. Making it through the program is such a big accomplishment that we should not put stipulations to limit their success because they did not have a certain GPA. 	

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	<ul style="list-style-type: none"> • Darla, Paula, Violet, & Frankie to form a DA Scholarship Committee to develop different criteria/options for applying for the scholarship. It may include volunteer hrs. within the clinic or an essay. Once a list has been compiled it will be sent to the board electronically to vote for the one they like the most. 	<p>Once voting is completed letters will go out stating which criteria/option was chosen on how the scholarship funds should be solicited.</p>
DASO	<ul style="list-style-type: none"> • It was reported to the board that the students participate in several fundraisers throughout the year which helps raise funds to attend an OSHA training seminar and the RMDC. This is accomplished through car washes & selling baskets, which turned out to be the biggest money maker this year. They also participate in serving the community through a yard sale where proceeds went to help the Division charity, Dream Catchers Horse rescue. They also provided several Thanksgiving baskets to the college to distribute as well as made a couple of their own to provide to families in need. They participated in Trick-or-Treat street, the toilet paper drive, Foundation Golf Tournament, Breast Cancer walk, filling the ARC trailer, donated pumpkins to a local organization for dads and kids to spend some quality time together, sent a care package to the troops, went out to Bessemer Academy and provided nutrition and oral health instructions to 75 kids, and helped with COMOM. Janet would like to arrange for the students to go up to Greeley to assist with sterilization at this year's COMOM. This student organization not only provides a source of funding for various activities, but helps to build or strengthen their interpersonal skills through teamwork, cooperation, organization, support, and communication. 	
Program Goals 2013	<ul style="list-style-type: none"> • Goals strengthen community partnerships and we currently have 14 new offices that have come on board. • Another goal for the EFDA course is to accept only 12 students as it requires more hands on making it harder for competencies to be met. This past fall semester, the EFDA Restorative low fee clinic saw 69 patients, did 686 procedures, and produced \$6,075 worth of work. Based on customary fees of the Dental Clinic, it would have produced \$27,000. • The assessment plan goal was met by the students as they passed with an average of 94.65 competency in Chairsides course while assisting in an amalgam and composite procedure. 	<p>We can use this as a Strategic Imperative Goal for the college, need to compile documentation that shows that partnerships have been improved or increased.</p>

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Evaluations/Assessment	<ul style="list-style-type: none"> • The evaluation was reviewed and accepted as it was condensed to one page. • Janet reported that the DA program's self-study will begin to be written as we will have a site visit in 2015. The main focus over the next year is to have a good portion of the self-study written by Spring. • Some new CODA changes have been implemented now in 2014, an example is that the ratio for radiology labs needs to be 1:6. We will now begin to run 3 radiology labs for both the Fall & Spring semesters. Faculty must have clinical experience, be a CDA, and continuously enrolled in a Bachelor's degree program. • Discussed that as a college we want to graduate workforce ready students to be employable. One way Dental Assisting has done that is by incorporating professionalism as part of their grade. It is incorporated into the curriculum and we have created rubrics to grade off of. If was suggested by Darla that we have the same type of rubric for the students in internship and have it be something for the student only, not something they turn in. They currently get graded weeks 2 and 4 of internship, this professionalism rubric can be done weeks 1 and 3 so the student will know what area(s) they need to improve before they are actually graded. Mary mentioned that students she has talked to liked getting feedback every week. It should be used more like a tool, a way to open up communication between the student and DA to discuss ways to improve. 	<p>Karen to look at updating the Auxiliary Eval. with the circle format and present at next meeting</p> <p>Each of the staff will be assigned a section to write</p> <p>Karen and Janet to work on a professionalism rubric for internship, present at next meeting</p>
Good of the Order and any action items	<ul style="list-style-type: none"> • Patty reported that Career and Technical Education will have a post-secondary guide/link that would provide information about the different programs that PCC offers. It is similar to a health occupation handbook. This link will take the potential student out to get information regarding requirements and programs offered at PCC quickly. Once the PCC website is updated, this new link will be implemented into the website. • Next meeting discussion regarding Articulation with the Dental Hygiene program, especially with the Dental Materials class. Recruitment of males into the DA program, and Concurrent enrollment. 	

Meeting adjourned at 8:35p.m.

Next Meeting: **Oct. 15, 2013 at 6:00pm**