

**Dental Assisting Advisory Board Meeting – November 13, 2012, MT 139**



**Chair of the meeting:** Darla Sexton, Advisory Board Chair

**Committee Members Present:** Toni Short, Dr. Kimra Hall, Dr. Tomas Duran, Mary Chavez, Paula Solano, Diane Porter, Donna Shaw, Frankie Wohlwend, Karen Ramos, Janet Trujillo, Shanna Montoya, Violet Hernandez. Dennis Trujillo-Johnson.

**Committee Members Absent:** Kathy Cusworth, Dr. Charles Wohlwend, Diane Schwartz, Dr. Karen Miller, Dr. Pamela Baca.

**Guests:**

Agenda Item	Discussion Points	Decision/Action Item
Approval of Minutes of the _5/22/12__meeting	<ul style="list-style-type: none"> <li>Shanna motioned to approve the minutes</li> <li>Toni 2<sup>nd</sup>, minutes approved.</li> </ul>	
Nomination & election of Advisory Board Chair	<ul style="list-style-type: none"> <li>Paula motioned to elect Dennis Trujillo-Johnson as new Advisory Board Chair for 2013-2015.</li> <li>Darla 2<sup>nd</sup> the motioned carried, all approved, Dennis is new Chair.</li> </ul>	
Program Report	<ul style="list-style-type: none"> <li>15 students graduated in May 2012 with 2/3 of the class employed.</li> <li>EFDA had a big year with 13 enrolled for the Basic Expanded class and 12 for the clinic phase. As a result, it was tough to meet the one-on-one student/instructor ratio's so a decision was made for a maximum enrollment of 10, Janet will meet with Mary to consider approval if only 9. Some changes will be made where the students will be responsible for following through with their patients from placing the fillings to scheduling for next visit, to collecting payments. Will also look at the minimum number of fillings required for the clinical criteria.</li> <li>A topic that the board thought would be good to implement into EFDA curriculum would be to know the parts of an implant.</li> <li>Patient education on specific procedures (ie. crowns, RCT's, etc.), look at implementing into the regular curriculum.</li> <li>Things to improve would be suctioning-being able to know the angles to enter and exit the mouth. Instrument transfer, anticipation and control, and taking quality impressions.</li> </ul>	Shanna will look at adding this suggestion into Dental Specialties in the spring.

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Dean's Report/PCC/Division	<ul style="list-style-type: none"> <li>Mary had to leave early for another engagement, but provided a brief overview on new health grant lead by PCC for health programs.</li> </ul>	Next meeting – Division update
DANB	<ul style="list-style-type: none"> <li>Janet reported to the board about the scholarship, which was discussed at the last meeting, to help students pay for their DANB exam. Diane Porter showed a draft of the letter that will be mailed off to offices asking for a \$400 donation to the PCC Foundation for the Dental Assisting scholarship.</li> <li>It was motioned that the letter should have 2 signatures on it, one being Janet Trujillo, Dept. Chair for Dental Assisting and the Executive of the PCC Foundation. Darla motioned and Paula 2<sup>nd</sup> the motion, all approved.</li> <li>The target audience for the scholarship letter will be dental offices and supply companies.</li> <li>Janet said that she would also be making a personal donation of \$400 to help get it started.</li> <li>Discussion took place on whether or not to only give the scholarship to those students who receive a certain GPA or open it up to all students who passed DEA 140 DANB Review class. They money would be reimbursed to those students only if they passed the actual DANB. It was voted &amp; approved to open it up to all students who passed DEA 140 regardless of GPA.</li> <li>Mary's concern was how the students will be reimbursed for the test as they will no longer be students at PCC. That is something that we will have to discuss further as we look to getting this established.</li> <li>It will still be looked at to get the exam paid for within their tuition, but for the time being the students will have to pay for it upon taking it. It will be reviewed as to how students can be reimbursed upon passing DANB exam.</li> </ul>	Janet, Diane and Donna to meet to discuss further.
DASO	<ul style="list-style-type: none"> <li>Shanna &amp; Janet briefly provided information about the students fundraising to attend the Rocky Mountain Dental Convention.</li> </ul>	
Evaluations/Assessment	<ul style="list-style-type: none"> <li>Looked at new evaluation form, made additions per the advisory board of areas that need to be included in evaluation process.</li> <li>All agreed that the new form is much better than the previous one &amp; they liked that it was condensed to fit on one page.</li> </ul>	Karen to make the additions and send form for board members to review. If everyone approves, will implement for Spring Semester rotations.

<b>Agenda Item</b>	<b>Discussion Points</b>	<b>Decision/Action Item</b>
Program Goals 2013	<ul style="list-style-type: none"> <li>• Placed on agenda for next advisory board meeting</li> </ul>	
Good of the Order and any action items	<ul style="list-style-type: none"> <li>• Spring Advisory Board Meeting will be held Tuesday, May 14, 2013 at 6:00p.m.</li> </ul>	

Meeting adjourned at 9:13p.m.