

## **Health Professions 2008-09 Initiative: Enhance Dental Assisting Program by modifying DA 194 Dental Office Procedures**

### **Summary:**

The current format for teaching DA 194 Dental Office Procedures has been evaluated by the dental assisting faculty and found to be in need of revision. Students and instructor agree that the format is not engaging and that this course is the in the curriculum with the lowest retention rate. Faculty has decided that developing a hybrid form of this course will enhance student learning and improve retention.

### **Description:**

The course is currently taught in spring term in a classroom format. The material lends itself to a hybrid format in which students will learn some material didactically in class and have opportunities for classroom discussion. Additionally, students will have a portion of the course which will be done online and which can be done according to the student's own time frame. The course focuses on the procedures which need to be done in a dental office in order to manage office operations.

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### **Strategic Direction**

- Commit to a culture of assessment of programs, services and learning.
- Create, enhance, and maintain inviting and welcoming facilities that are safe, accessible, functional, well-equipped, aesthetically appealing and environmentally sound.
- Foster the personal, professional, and intellectual growth of learners by providing exemplary and innovative teaching and learning experiences and student support services.
- Position Lane as a vital community partner by empowering a learning workforce in a changing economy.

### **Learning Plan Goals**

- Curriculum enhancement.
- Enhance student success and retention
- Increase support for innovation in instruction.

### **Student Affairs Plan Goals**

### **College Council Priorities**

- 1.b. Enrollment Management: Recruitment and Retention
- 1.c. Enrollment Management: Workforce Development
- 2. Mandates: Assessment

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## Questions and Answers

*How is the initiative linked to the Unit Plans most recently submitted?*

1. *How does it continue the achievement of those goals?*
2. *If this is a continuation of an initiative started last year, make sure that relationship is clear.*

*How is this initiative linked to the efficiencies and productivities plans you had last year?*

1. *How does it continue the achievement of these plans?*
2. *If this is a continuation of an efficiency or productivity plan started last year, make sure that relationship is clear.*

This initiative is linked to the initiative in the 2007-08 Unit Plan which speaks to increasing the number of students in the dental assisting program to 30. Increasing the number of students in program requires adaptations to make the learning methods work for larger numbers of students. Adapting DA 194 Dental Office Procedures is one of the strategies for being able to maintain the increase in the number of students.

*Describe the resources needed:*

40 hours of curriculum development to make the course into a hybrid.

*What specific measurable program outcomes do you expect to achieve with this initiative? The outcomes should be specific enough to be measurable. Also, outline the method that will be used to determine the results.*

The overall outcome for the program which will be promoted by this initiative is the maintaining and increasing of the retention rate for the program. The specific program outcome which will be enhanced by this initiative is "demonstrate knowledge and skills required for business office procedures."

*Department Priority:*

3

*Unit Resources:*

Program faculty will do the curriculum development work. Financial resources are needed in the form of curriculum development dollars.

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## **Carl Perkins Funding Request**

*Is this a Career & Technical Education program approved by the state and offered through Lane for credit?*

Yes

*If not a Career & Technical Education program, does your request provide considerable support for students enrolled in these programs?*

No

*Do you have an advisory committee that meets 2-3 times per year?*

Yes

*If request is for personnel, will funds be used to replace an existing position?*

Question Not Answered

*How will funding this initiative increase or sustain the academic achievement and technical skills attainment (GPA of 2.0 or better) of Career and Technical Education students?*

The funding of this initiative will increase the academic achievement and the technical skills of the students enrolled in the Dental Assisting Program. Students will be more likely to engage more meaningfully with the learning experiences and more likely to complete the course.

*How will funding this initiative increase or sustain the number of CTE students that graduate or receive a one year certificate from Lane and help prepare the students for employment?*

Because DA 194 is a course required for receiving a certificate of completion in the dental assisting program and, because the modification of this course to a hybrid form is likely to lead to students completing this course and qualifying for receiving a certificate of completion.

*EQUIPMENT \$*

Question Not Answered

*COMPUTER HARDWARE \$*

Question Not Answered

*COMPUTER SOFTWARE \$*

Question Not Answered

*MATERIALS & SUPPLIES \$*

Question Not Answered

*CURRICULUM DEVELOPMENT (Hours)*

40

*PART-TIME FACULTY \$*

Question Not Answered

*TIMESHEET STAFF \$*

Question Not Answered

*TRAVEL \$*

Question Not Answered

*Can this initiative be partially funded?*

No

*EQUIPMENT \$*

Question Not Answered

*(E) Explanation of effect of partial funding:*

Question Not Answered

*COMPUTER HARDWARE \$*

Question Not Answered

*(CH) Explanation of effect of partial funding:*

Question Not Answered

*COMPUTER SOFTWARE \$*

Question Not Answered

*(CS) Explanation of effect of partial funding:*

Question Not Answered

*MATERIALS & SUPPLIES \$*

Question Not Answered

*(MS) Explanation of effect of partial funding:*

Question Not Answered

*CURRICULUM DEVELOPMENT (HOURS)*

Question Not Answered

*(CD) Explanation of effect of partial funding:*

Question Not Answered

*PART-TIME FACULTY \$*

Question Not Answered

*(PF) Explanation of effect of partial funding:*

Question Not Answered

*TIMESHEET STAFF \$*

Question Not Answered

*(TS) Explanation of effect of partial funding:*

Question Not Answered

*TRAVEL \$*

Question Not Answered

*(T) Explanation of effect of partial funding:*

Question Not Answered

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## Curriculum Development Funding Request

### *1. List the following information*

- *Course Numbers (titles if not currently offered)*
- *Instructor Name(s) who will work on the curriculum development*
- *Whether each of the courses is in, or has been through, the curriculum approval process*

DA 194 Dental Office Procedures

Kym Peterson is the part time dental assisting instructor who will work on this.

This course has been through curriculum approval.

### *2. List each course number (or title) and the materials to be created for each class*

- *Instructional goals, objectives, syllabi and outlines*
- *Lab instruction packets*
- *Practice, quiz, presentation &/or demonstration materials*
- *Other (specify)*

DA 194 Dental Office Procedures

The format for the course, along with the syllabus, outline and some of the instructional materials will need to be created.

### *3. List each course number (or title) and give your timeline for beginning and completing each course curriculum development.*

Curriculum development work would begin in spring term, 2008 and be completed prior to fall term, 2008.

### *4. What are up to 3 departmental instructional goals that are met through the development of curriculum in each class?*

There are no departmental instructional goals for programs in this division. The revision of this course would meet the goal of increasing the rate of completion within the courses in the program and would enhance student learning.

### *5. List each course number (or title) and give the value of the development of curriculum in each course to other faculty members.*

DA 194 Dental Office Procedures. The coordinators of all the programs in the division ranked this initiative as second among the curriculum development initiatives/ third overall.

### *6. List each course number (or title) and say how many students will be served by the development of curriculum in each class.*

DA 194 Dental Office Procedures will serve 30+ students each spring term.

*7. List each course number (or title) and give the specific benefits to students that you expect from the development of curriculum in each class.*

Specific benefits to students accruing from the revision of this course have already been cited. Students will experience a more engaging and appropriate method of learning in the meeting of the course objectives.

*8. List each course number (or title) and give the specific benefits for diversity that you expect from the development of curriculum in each class.*

N/A

*9. List each course number (or title) and give the specific benefits to sustainability that you expect from the development of curriculum in each class.*

N/A

*10. List each course number (or title) and give the specific effects on distributed learning that you expect from the development of curriculum in each class.*

This course will be a hybrid.

*Hours requested for Curriculum Development funding:*

*Please enter the amount of one of the following:*

- *100 hours maximum for new development.*
- *70 hours maximum for course revision*
- *50 hours for 3-4 credit conversion*
- *other (use if multiple courses addressed in one initiative*

***Do not enter any characters other than numbers and a decimal.***

*How many hours are you requesting? If there are multiple courses addressed in the initiative, please list each course number (or title) and give the number of hours requested for each course.*

40

*Can this initiative be partially funded?*

No

*Partially funded curriculum development HOURS requested:*

Question Not Answered

*Explanation of effect of partial funding:*

Question Not Answered

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**Technology Fee Funding Request**