

**FORMAL REPORT OF THE COMMISSION ON DENTAL ACCREDITATION
TO THE ADMINISTRATION OF THE SAN JOSE CITY COLLEGE
ON THE EVALUATION OF THE DENTAL ASSISTING EDUCATION PROGRAM
San Jose, California***

Introduction

An evaluation of the dental assisting program offered by San Jose City College was conducted on October 12-13, 2017 by a committee of the Commission on Dental Accreditation composed of Ms. Judith Shannon, consultant in dental assisting; and Ms. Diana Sullivan, site visit chair.

The Commission believes that educational institutions offering curricula supportive to the dental profession assume the obligation and responsibility of affording quality educational opportunities which are based on sound educational principles. Commission objectives are also based on the premise that dental assisting education programs should strive continually to improve standards of scholarship and teaching consistent with the purpose and methods of postsecondary education. To assist the institution in appraising its educational effectiveness and identifying ways and means by which its endeavors can be strengthened, dental assisting programs are reviewed periodically by peers in relation to predetermined standards. This peer review of the educational process is based on the program's self-study and conferences with persons involved in the various components of the program.

This report represents the visiting committee's findings and conclusions in the form of a suggestion for program enhancement. This is found, as appropriate, under headings that parallel the Commission's Accreditation Standards for Dental Assisting Education Programs. Only those standards that warrant comment are included; in all other cases, the visiting committee found that the program met or exceeded the minimum standards.

The Commission on Dental Accreditation has discontinued the use of commendations, effective July 26, 2007. As a result, commendations will no longer be cited within site visit reports for programs under the Commission's purview.

Accreditation History

The dental assisting program offered by San Jose City College was initiated in 1958. This was the Commission's ninth site evaluation of the dental assisting program. At the time of the site visit, the accreditation status for the dental assisting education program was "approval without reporting requirements." Information on the Commission's previous accreditation of the program follows:

* As approved by the Commission on Dental Accreditation for transmittal on February 1, 2018.

<u>Date</u>	<u>Basis of Action</u>	<u>Action</u>
February 1961	Written Application	Preliminary Provisional Approval
January 1964	Site Visit	Approval
May 1970	Site Visit	Approval
December 1978	Site Visit	Provisional Approval
May 1979	Progress Report	Provisional Approval
December 1980	Site Visit	Approval
December 1984	Interim Review	Approval
December 1988	Site Visit	Approval
May 1993	Major Change	Approval
July 1997	Site Visit	Approval
July 2004	Site Visit	Approval <u>with</u> Reporting Requirements
January 2005	Progress Report	Approval <u>without</u> Reporting Requirements
February 2011	Site Visit	Approval <u>with</u> Reporting Requirements
August 2011	Progress Report	Approval <u>with</u> Reporting Requirements
February 2012	Progress Report	Approval <u>without</u> Reporting Requirements

Review of Recommendations Cited in the Program's Previous Site Visit Report

At the time of the Commission's last evaluation of the program in October 2010, four (4) recommendations were cited in the areas of Educational Program, and Administration, Faculty and Staff. During this evaluation, the visiting committee reviewed these areas and found that the program has maintained compliance with the previously cited recommendations.

Compliance with Commission Policies

At the time of the site visit, the visiting committee determined that the program was in compliance with the Commission on Dental Accreditation's policies on "Third Party Comments," "Complaints," and "Program Changes." The Commission's policy on "Distance Education" does not apply to this program.

Through review of the program's complaint records, there are no patterns or themes related to the program's compliance with the Accreditation Standards.

Standard 1. Institutional Commitment and Program Effectiveness

The program has documented its effectiveness using a formal and ongoing outcomes assessment process to include measures of dental assisting student achievement. Based on a review of the program's outcomes assessment process and student achievement measures, the visiting committee found the program has demonstrated positive programmatic student achievement outcomes through graduate follow-up surveys, employer surveys, employment statistics, course assessment evaluations, the Registered Dental Assistant (RDA) examination, law and ethics examination for the state dental practice act, and job placement. Based upon the student achievement data collected and analyzed within the program's outcomes assessment plan, the visiting committee noted the program student alumni surveys show a 95% satisfaction rate. Employer surveys show a 95% approval that students from San Jose dental assisting program can demonstrate entry level dental assisting skills during patient care and treatment.

The program has made program improvements as evidenced by improvements with new and updated dental equipment. All instructors spend time working with students who need remediation. Instructors spend time after school lectures tutoring and mentoring students who need help with retaking skill exams.

Standard 2. Educational Program

The dental assisting program is presented in two (2), 16-week semesters and one (1), 4-week summer term. Upon completion of the program, graduates are awarded Certificates of Achievement and/or Associate in Science degrees in Dental Assisting. The curriculum has been defined in terms of program goals, general instructional objectives, learning experiences designed to achieve the goals and objectives and evaluation procedures to assess student attainment of the goals and objectives.

Standard 3. Administration, Faculty and Staff

The number of faculty positions must be sufficient to implement the program's goals and objectives. The faculty/student ratio during radiography and clinical practice sessions must not

exceed one instructor to six students. During laboratory and preclinical instruction in dental materials and chairside assisting procedures, the faculty/student ratio must not exceed one instructor for each twelve students. Through review of the self-study document, on-site interviews, and documentation provided on-site, the visiting committee noted that schedules for radiology clinic vary according to the student to faculty ratios during that cohort group's class size. In the past, radiology clinic could have student to faculty ratios higher than allowable by the Standards. Should the program have a full class in the future, there could be an issue maintaining the ratio allowed by the Standards; however, no issue with faculty to student ratios existed during this site visit. The visiting committee discussed compliance with faculty to student ratios with the faculty and they are aware that if the class size increases in the future, the program must have sufficient faculty to address compliance with this standard. It is suggested that radiology clinic have a one instructor to six student ratio and that the number of faculty positions is sufficient to implement the program's goals and objectives.

Sites Where Educational Activity Occurs (Off-Campus Sites For Didactic and Clinical

Activity): List the names and addresses of the off-campus sites, purposes of the site, amount of time each student is assigned to the site and indicate by checkmark if the team visited the site.

Name and Address	Owned by Institution (√)	Purpose	Duration	Site Visited (√)
NA				

Accreditation Status

At its February 1, 2018 meeting the Commission on Dental Accreditation adopted a resolution to continue the accreditation status of “approval without reporting requirements” for the dental assisting program offered by San Jose City College.

Publication of Accreditation

The Commission has authorized use of the following statement by institutions or programs that wish to announce their programmatic accreditation by the Commission. Programs that wish to advertise the specific programmatic accreditation status granted by the Commission may include that information as indicated in *italics* below (see text inside square brackets); that portion of the statement is optional but, if used, must be complete and current.

The program in dental assisting is accredited by the Commission on Dental Accreditation [*and has been granted the accreditation status of “approval without reporting requirements”*]. The Commission is a specialized accrediting body recognized by the

United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.