

UNIVERSITY OF HAWAII  
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: 14 February 2014	Effective term of request (Semester-Year): Spring 2014 (201430)
Name: Louise Pagotto	Title: Vice Chancellor for Academic Affairs
Campus: Kapi'olani Community College	Office/Department: Academic Affairs
Phone: 808-734-9519	Email: pagotto@hawaii.edu

PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SNAAPLE, SOACURR, STMVAIR	
Institution: Kapiolani CC (KAP)	College:	Department:	
<input checked="" type="checkbox"/> New program code <input type="checkbox"/> Change/replace existing program code:			
Level: <input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> First-Professional <input type="checkbox"/> Post-Baccalaureate <input type="checkbox"/> Other:			
Degree:		Certificate: CA Certificate of Achievement*	
If requesting an existing Major code and/or Concentration code in Banner:			
Existing Major: DENT <small>Code</small>	Dental Assisting <small>Description</small>	Existing Concentration:	<small>Code                          Description</small>
If requesting a new <input type="checkbox"/> Major code or <input type="checkbox"/> Concentration code that does not exist in Banner:			
New Code (4 char/space limit):		Description (30 char/space limit):	
If a similar major/concentration code exists in Banner, please list the code:			
Is this major/concentration code being used the same way at other UH campuses?			
Is 50% or greater of the classes in this program offered at a location other than the Home Campus? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(Please consult your Financial Aid Officer on Program Participation Agreement impact)</small>			
Is this program/major/certificate financial aid eligible? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(Financial Aid Officer consultation required for all new program codes)</small>			
Should this program be available for applicants to select as their planned course of study on the online application? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>(If yes, students may select the code as their <u>only</u> program of study.)</small>			

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**Replacing or eliminating an existing program code:**

If replacing an existing program code, are current students "grandfathered" under the old code?  Yes  No

Should the old program code be available for use in Banner?  Yes  No

Will the old program code be available for:	Banner Module	Yes	No	Ending Term (Semester-Year)
	Online Application	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Recruitment	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Admissions	<input type="checkbox"/>	<input type="checkbox"/>	_____
	General Student	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Academic History	<input type="checkbox"/>	<input type="checkbox"/>	_____

**2. CERTIFICATES ONLY:**

Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)?  Yes  No  
(Please consult your Financial Aid Officer or see: <http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html>)

For new certificates approved by the Chancellor, the related BOR authorized academic program is:

**3. NEW CAMPUS, COLLEGE, DIVISION, OR DEPARTMENT CODE**

Banner forms: STVCAMP, STVCOLL, STVDIVS, STVDEPT

Campus code (3 char):	Campus description (30 char/space limit):
College code (2 char):	College description (30 char/space limit):
Division code (4 char/space limit):	Division description (30 char/space limit):
Department code (4 char/space limit):	Department description (30 char/space limit):

**UNIVERSITY OF HAWAII  
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES**

<b>4. NEW COURSE SUBJECT CODE (Subject Alpha)</b>		Banner Form: STVSUBJ
College:	Department:	
Subject code [4 char/space limit]:	Subject description [30 char/space limit]:	

<b>5. NEW MINOR (Minor codes are listed on the Major code table)</b>		Banner form: STVMJRR
Minor Code [4 char/space limit]:	Minor Description [30 char/space limit]:	

Please briefly describe your request and explain why you are requesting the code(s):

CA in Dental Assisting was approved by the BOR on January 23, 2014 for Kapi'olani Community College (minutes attached). A Certificate of Competence in Dental Assisting already exists at Kapi'olani.

**SUPPORTING DOCUMENTATION**

Please see the **Code Request Guide** for the required supporting documents to be submitted. Documents submitted with this form:

- Board of Regents meeting minutes and supporting documents provided to the BOR
- Memo from UH President
- Memo from Chancellor
- Curriculum (required for requests for new programs/majors/minors/certificates)
- Gainful Employment Program notification to the US Department of Education
- Other: \_\_\_\_\_

UNIVERSITY OF HAWAII  
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

<b>CAMPUS VERIFICATION:</b>		
Requestor Signature <u>Wanda Pasoth</u>		Date <u>3/20/14</u>
Registrar (If different from Requestor)		
<u>JERILYNN LORENZO</u>	<u>J. Lorenza</u>	_____
Print name	Signature	Date
Email/memo in lieu of Registrar's signature may be attached		
Financial Aid Officer (Financial Aid Officer consultation required for all new program codes)		
<u>Jennifer Bradley</u>	<u>J. Bradley</u>	<u>3/20/2014</u>
Print name	Signature	Date
Email/memo in lieu of Financial Aid Officer's signature may be attached		
For Community Colleges, verification of consultation with OVPCC Academic Affairs:		
<u>Suzette Robinson</u>	<u>Suzette Robinson</u>	<u>3/20/14</u>
Print name	Signature	Date
Email/memo in lieu of signature may be attached		

Send completed form and supporting documentation to:

Institutional Research and Analysis Office (IRAO)  
 1633 Bachman Place                      Email: iro-mail@lists.hawaii.edu  
 Sinclair Annex 2, Room 4                Fax: 808-956-9870  
 Honolulu, HI 96822                      Phone: 808-956-7532

After all required forms and supporting documents have been submitted, please allow at least two weeks for processing by IRAO and Banner Central.

<b>FOR INTERNAL USE ONLY</b>	Date form/docs received:
Program code [12]:	Program Description [30]:
CIP code [6]:	CIP description [30]:



UNIVERSITY  
of HAWAII  
SYSTEM

Suzette Robinson <suzetter@hawaii.edu>

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## signature, email, or memo needed for code request

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**Susan Pope** <spope@hawaii.edu>

Thu, Mar 20, 2014 at 7:05 PM

To: Suzette Robinson <suzetter@hawaii.edu>

Cc: Louise Pagotto <pagotto@hawaii.edu>

A fax has been sent to your office with the code request form for the CA in Dental Assisting at Kapi'olani. Page 4 requires a signature, email, or memo verifying consultation with OVPCC Academic Affairs. KapCC will separately send the January 2014 BOR minutes to IRAO.

Mahalo,  
Susan



UNIVERSITY of HAWAII  
**KAPI'OLANI**  
COMMUNITY COLLEGE

RECEIVED

14 JAN -3 10:58

UNIVERSITY OF HAWAII  
BOARD OF REGENTS  
14 JAN -3 4:13

January 2, 2014

**TO:** John C. Holzman, Chair  
Board of Regents

**VIA:** David Lassner, Interim President  
University of Hawai'i

**VIA:** John Morton, Vice President  
University of Hawai'i Community Colleges

**FROM:** Leon Richards, Chancellor  
Kapi'olani Community College

**SUBJECT:** Request to Approve Provisional Status for Kapi'olani Community College's Certificate of Achievement in Dental Assisting and approval for Professional Fees for One Course in the Certificate.

**SPECIFIC ACTION REQUESTED**

Kapi'olani Community College requests Board of Regents approval for provisional status for a new Certificate of Achievement in Dental Assisting and professional fees of \$275 per student for DENT 206L.

**ADDITIONAL COSTS**

Minimal additional costs are expected in offering this new Certificate of Achievement. Existing faculty who teach in the approved one-semester Certificate of Completion in Dental Assisting will teach in the new Certificate of Achievement (CA) program. The new one-semester CA courses will alternate once every two years with existing Certificate of Completion courses, thereby negating any need for additional facilities or additional faculty time. The additional costs will be an initial outlay of \$10,000 for accreditation expenses and approximately \$22,000 for specialized course-related software. The institution has the capacity to cover these additional costs through existing budget allocations, revenue generated by tuition, and program-specific professional fees of \$275 per student for each of two courses in the program. The 13 additional credits for the certificate are made up of General Education courses that are currently offered at the College and will not require additional resources. These General Education courses have been included to facilitate

Mr. John C. Holzman  
January 2, 2014  
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students' transfer to the Dental Hygiene bachelors degree at the University of Hawai'i at Mānoa.

### **RECOMMENDED EFFECTIVE DATE**

Upon Approval.

### **PURPOSE**

The Certificate of Achievement in Dental Assisting has been developed to meet identified workforce needs of the State, to provide students with preparation for national certification and to provide students with a career pathway to a degree in Dental Hygiene offered at the University of Hawai'i at Mānoa.

### **BACKGROUND**

Pursuant to Board of Regents Policy 5-1a governing Academic Affairs and Executive Policy E5.201, Approval of New Academic Programs and Review of Provisional Academic Programs, as well as Board of Regents Policy 6-1, Authority to Set Tuition and Fees, Kapi'olani Community College requests BOR approval to establish as provisional a new Certificate of Achievement in Dental Assisting and to charge a \$275 professional fee for DENT 206L, comparable to the established fee of \$275 per student for DENT 103L.

#### **Significance/Contribution of this degree:**

The proposed **Certificate of Achievement (CA) in Dental Assisting** is a two-semester, 39-credit program that prepares individuals to work as clinical and administrative assistants in dental offices, clinics or other dental practice settings. It has been developed to meet identified workforce needs of the State, to provide students with preparation for national certification and to provide students with a career pathway to a degree in Dental Hygiene offered at the University of Hawai'i at Mānoa. The curriculum, which includes 26 credits of dental courses and 13 credits of General Education courses, is designed to meet the national standards of the American Dental Association Commission on Dental Accreditation (ADACODA) as well as the Hawai'i Administrative Rules of the Board of Dental Examiners. Students will begin with didactic classes and progress to clinical externship in a variety of clinical settings, including specialty practices. Students will receive preparation for taking the Dental Assisting National Board (DANB) examination to become Certified Dental Assistants (CDA). This certification is required for employment in 38 states. In addition, certification is a requirement of agencies of the federal government such as military installations.

The proposed two-semester Certificate of Achievement has two exit points. After one semester, students will have completed the College's approved Certificate of Completion and are prepared for entry-level positions in dental offices and other similar settings. Students who continue for the second semester and complete the Certificate of Achievement are more likely to have long-term career development as their goal. A program with two exit points, the Certificate of Completion and Certificate of Achievement, allows students the flexibility to enter the workforce after one semester, continue in their career path by completing the second semester, or re-enter at any time after completing the Certificate of Completion, subject to existing College policies. This option provides opportunities for students needing to work but wanting to return at a later time to advance their studies in the dental profession.

**Demand projections:**

The need for dental assistants is demonstrated at national and state levels. The Bureau of Labor Statistics indicates that nationwide, the growth rate for dental assistant positions is 30.8%, with a median annual wage in 2010 of \$33,470. At the local level, graduates of the proposed Certificate of Achievement program will assist in filling the State workforce needs. Hawai'i Workforce Infonet shows an annual growth rate of 180 positions, the majority through growth, rather than replacement.

Enrollment in the Certificate of Achievement has been set at 12 to stay within the existing resources with respect to facilities, clinical placements and faculty. Kapi'olani Community College is not solely responsible for meeting the State's workforce needs. Other private colleges and University of Hawai'i Maui College also graduate students in Dental Assisting.

**Accreditation impact (if any):**

The offering of a new Certificate of Achievement within existing facilities and within the existing budget and organizational structure of the institution will not have any impact on the College's accreditation by the Western Association of Schools and Colleges/Accrediting Commission of Community and Junior Colleges. The College will be seeking professional accreditation for the Certificate of Achievement through the American Dental Association Commission on Dental Accreditation (ADACODA). Students will receive preparation for taking the Dental Assisting National Board (DANB) examination to become Certified Dental Assistants (CDA). This certification is required for employment in 38 states. In addition, certification is a requirement of agencies of the federal government such as military installations.

**Examples (2-3) of similar models from peer institutions:**

The Commission on Dental Accreditation accredits dental assisting programs in 47 states. Twenty-four accredited programs are offered in California by colleges also accredited by WASC/ACCJC. Three of these colleges will be described below.



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College of Marin

The Dental Assisting program at College of Marin is a 41.5- credit three-semester Certificate of Achievement (Fall, Spring, Summer).

Foothill College

Foothill College offers a 48-credit three-quarter Certificate of Achievement in Dental Assisting.

Contra Costa College

The Dental Assisting program at Contra Costa College is a three-semester (Fall, Spring, Summer) Certificate of Achievement with 45-50 credits of Dental Assisting and support courses.

**Similar programs at other UH campuses (if there is duplication, why is this program necessary):**

University of Hawai'i Maui College offers a Certificate of Achievement in Dental Assisting, and has served as a model for the Kapi'olani program. UHMC's certificate program is offered every other Spring and enrolls approximately 11 students. Preference is given to UHMC students, thereby making it difficult for O'ahu or other students to enroll. The program at Kapi'olani Community College will increase opportunities for students to obtain the national credential and will widen the pathway to the Dental Hygiene baccalaureate degree at University of Hawai'i at Mānoa.

**Statement from campus administration of new program's strategic value within the UH priorities:**

The proposed Certificate of Achievement in Dental Assisting has been developed to meet certain of the University of Hawai'i 2008-2015 Strategic Outcomes. In particular, the proposed certificate will increase the educational capital of the state by increasing the participation and degree completion of students, creating opportunities for students to gain national certification in a professional field. Furthermore, the proposed certificate will contribute to the state's economy by providing this additional level of training, which is aligned with the University's strategic outcome on economic contribution. Finally, the proposed certificate also supports the University's strategic outcome on developing a globally competitive and collaborative workforce. Given state employment data, the certificate addresses a critical workforce shortage.

Program details are included in the attached documents.

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**ACTION RECOMMENDED:**

Approval of provisional status for Kapi'olani Community College's new Certificate of Achievement in Dental Assisting and approval of professional fees of \$275 per student for DENT 206L.

c: Secretary, Board of Regents  
Joanne Itano, Interim Provost and Executive Vice President for Academic Planning  
and Policy

Appendix A (page 13)  
Appendix B (pages 14-2  
Appendix C (page 22

UNIVERSITY OF HAWAII  
KAPI'OLANI COMMUNITY COLLEGE

## **PROGRAM PROPOSAL**

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### **CERTIFICATE OF ACHIEVEMENT**

**in**

**Dental Assisting**



**Date of Proposal:** FALL 2013

**Proposed Date of Program Implementation:** Upon Approval

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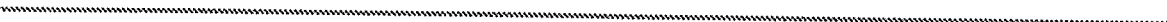
**Appendix A. Overview of the Existing Dental Assisting Program**

**Appendix B. Requirements and Courses for Proposed Certificate of Achievement in Dental Assisting**

**Appendix C. Alignment of Program Student Learning Outcomes and CA Courses**

**Appendix D. Cost Analysis Template**

**Appendix E. Letter of Support from UH Maui College**



## PROGRAM PROPOSAL

### 1. What are the objectives of the program?

The proposed **Certificate of Achievement (CA) in Dental Assisting** is a two-semester, 39-credit program with two exit points. After one semester and 16 credits of 100-level courses, students will have completed the College's existing Certificate of Completion and are prepared for entry-level positions in dental offices and other similar settings. After the second semester and 10 additional credits of courses in dental assisting as well as 13 credits of General Education courses, students will be prepared to work as clinical and administrative assistants in dental offices, clinics or other dental practice settings. The curriculum is designed to meet the national standards of the American Dental Association Commission on Dental Accreditation (ADACODA) as well as the Hawai'i Administrative Rules of the Board of Dental Examiners. Students will begin with didactic classes and progress to clinical externship in a variety of clinical settings, including specialty practices. Students will receive preparation for taking the Dental Assisting National Board (DANB) examination to become Certified Dental Assistants (CDA). This certification is required for employment in 38 states. In addition, certification is a requirement of agencies of the federal government such as military installations.

In addition, by meeting the national standards for ADACODA accreditation, the proposed CA will prepare graduates for career laddering to Dental Hygiene programs. In particular, the proposed CA in Dental Assisting has been designed to align prerequisite course work with prerequisite courses for the University of Hawai'i at Mānoa's Baccalaureate in Dental Hygiene.

Objectives of the proposed CA program are to:

- introduce students to and give them practical hands-on experience in actual day-to-day dental office operations.
- introduce students to and give them practical hands-on experience with a wide variety of equipment and technologies used in the industry.
- prepare students for career planning and job placement.
- provide a career ladder for career enhancement for dental office auxiliaries.

The strength of the CA in Dental Assisting is the practical hands-on application of theory and academics in active laboratory settings, building on the outcomes of the existing Certificate of Completion<sup>1</sup>, shown here:

1. Assimilate and apply relevant knowledge necessary to function competently in dental assisting.
2. Perform technical and clinical skills necessary to function competently in dental assisting.

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<sup>1</sup> Pursuant to UHCCP 5.203, effective September 2013, the Certificate of Completion in Dental Assisting will be renamed a Certificate of Competence.

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3. Maintain professional and ethical behavior as a healthcare provider.
4. Communicate and interact appropriately and effectively.
5. Incorporate knowledge of multicultural perspectives to meet the needs of diverse populations.
6. Implement plan to achieve standard of patient care in a variety of clinical settings.
7. Perform at the entry-level job description of a dental assistant.

Five new courses, listed below, build upon the skills and knowledge acquired in the one-semester Certificate of Completion.

DENT 200	Dental Office Administration (3 cr)
DENT 205	Dental Sciences II (1 cr)
DENT 206L	Dental Radiography Lecture/Lab II (2cr)
DENT 208	Specialty Clinical Rotations (3 cr)
DENT 210	Seminar Prep for CDA Exam (1 cr)

With these additional courses, the mastery and range of skills are enhanced. Below are the program learning outcomes associated with these additional courses that make up the Certificate of Achievement:

1. Demonstrate competency in the knowledge and skill required to systematically collect diagnostic data.
2. Demonstrate competency in the knowledge and skill required for business office procedures.
3. Develop competence in taking diagnostically acceptable radiographs on a variety of patients.
4. Utilize materials learned in classes to prepare for the Dental Assisting National Board Certification exams.
5. Perform at the entry-level in a specialty practice as a dental assistant.

The Bureau of Labor Statistics indicates that nationwide, the growth rate for dental assistant positions is 30.8%, with a median annual wage in 2010 of \$33,470:

Employment (in thousands)		Employment change, 2010-2020		Job openings due to growth and replacement needs, 2010-2020 (in thousands)	2010 median annual wage (in dollars)
2010	2020	Number (in thousands)	Percent		
297.2	388.9	91.6	30.8	154.0	33,470

**Dental Assistant: Job openings due to growth and replacement needs, 2010-2020.**

U.S. Department of Labor ~ Bureau of Labor Statistics

<http://data.bls.gov/oep/noeted>

At the local level, graduates of the proposed CA program will assist in filling the State workforce needs. Hawai'i Workforce Infonet shows an annual growth rate of 180 positions, the majority through growth, rather than replacement:

Employment Growth	Average Annual Growth		Average Annual Openings	
	2008	2018	Growth	Replacement
1,290	1,470	180	14.0%	1.4%

Dental Assistants in Honolulu County ~ Hawai'i Workforce Infonet  
<http://www.hiwi.org/gsipub/index.asp?docid=423>

The College currently offers a Certificate of Completion in Dental Assisting, which will serve as the foundation for the proposed Certificate of Achievement (CA) (see Appendix A for a brief history and description of the existing dental assisting program). The existing Certificate of Completion in Dental Assisting graduates approximately 13 students per semester. The existing CA at UH Maui College graduates approximately 11 students per year. It should be noted that Heald College and Hawai'i School of Dental Arts also provide training for dental assistants, and some positions are filled by individuals without benefit of any education or training. Nevertheless, with 180 annual vacancies, there is sufficient demand in the workforce to support graduates of Kapi'olani Community College's proposed CA as well as the two existing community college certificates. See Appendix E for a letter of support from the UH Maui College Dental Assisting Program Coordinator, who also serves as section secretary of the American Dental Education Association.

## 2. Are the program objectives appropriate functions of the College and the University?

The proposed Certificate of Achievement in Dental Assisting is an appropriate complement to the existing offerings in the Health Sciences area. In addition to the current Certificate of Completion in Dental Assisting, the College offers degrees and/or certificates in Emergency Medical Technician, Medical Assisting, Medical Lab Technician, Mobile Intensive Care Technician, Nursing, Occupational Therapy Assistant, Physical Therapy Assistant, Radiologic Technician, and Respiratory Care Practitioner. All of these degrees and certificates are offered statewide, except for nursing, which is offered island-wide. The proposed certificate is also aligned with the stated mission of the College's Health Sciences department: "... to prepare students for (allied) health sciences careers to meet island-wide and/or statewide workforce needs in the health-care industry in Hawai'i." Similarly, the CA in Dental Assisting supports the College's overall mission to "deliver high quality 21<sup>st</sup> century career programs that prepare students for rigorous employment standards and to meet critical workforce immediate and long-term needs and contribute to a diversifying state economy."

The proposed CA is also aligned with Outcome B, Performance Measure 4 of the College's 2008-2015 Strategic Plan: increasing certificate completers and the number of transfers. This performance measure and the relevant strategies that would be carried out through the proposed CA include:

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- Develop, evaluate, and improve articulation agreements with UH system campuses (Measure B4L)
- Maximize opportunities for students to complete general education requirements at their home campuses, and enroll and transfer among campuses (Measure B4M)

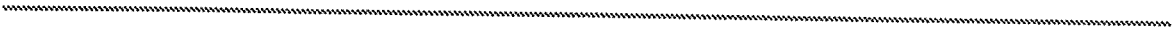
The depth and rigor of the proposed CA will prepare students for the technical and academic rigors of careers in the dental profession. In addition, the curriculum for the proposed CA and the outcomes associated with these courses prepare students for transfer to and success in Dental Hygiene programs at either the University of Hawai'i at Mānoa or University of Hawai'i Maui College.

The proposed CA meets the functions of the College as reflected in 2008-2015 Strategic Plan Outcome D, which states that it is the role of academic programs to “address critical workforce shortages and prepare students for effective engagement and leadership in a global environment”. One of the strategies identified to measure this outcome is to “strengthen two-way connections between workforce need in Hawai'i and course and program offerings at the College” (D1C). The proposed CA is designed to do just that: address a state workforce need by providing trained graduates to fill the 180 annual vacancies.

**3. How is the program organized to meet its objectives?**

The proposed program objectives will be met through program student learning outcomes, the requirements set by the Commission of Dental Accreditation (CODA) standards, and the provision of a pathway to Dental Hygiene programs and to certification through the Dental Assisting National Board (DANB) exam. The curriculum is shown below:

<b>DENTAL ASSISTING—Certificate of Achievement (39 credits)</b>		
Course	Title	Credits
<b>General Education Courses (13 credits)</b>		
ENG 100	Composition I	3
MATH 100, 115 or 135	Survey of Mathematics, Statistics, or Elementary Functions	3
SP 151	Personal and Public Speech	3
ZOOL 141 & 141L	Human Anatomy and Physiology I and Lab	3 + 1
	<b>Total</b>	<b>13</b>
<b>Dental Assisting Courses (26 credits)</b>		
<small>100-level courses are current Certificate of Completion</small>		
DENT 100	Essentials of Dental Assisting	3
DENT 100L	Essentials of Dental Assisting Lab	3





DENT 103	Dental Materials	1
DENT 103L	Dental Materials Lab	2
DENT 105	Dental Sciences	2
DENT 106	Dental Radiography	1
DENT 106L	Dental Radiography Lab	1
DENT 108	General Practice Clinical Externship	3
DENT 200	Dental Office Administration	3
DENT 205	Dental Sciences II	1
DENT 206L	Dental Radiography Lecture/Lab II	2
DENT 208	Specialty Clinical Rotations	3
DENT 210	Seminar Prep for CDA Exam	1
	<b>TOTAL</b>	<b>26</b>

See Appendix B for the semester-by-semester course sequence.

The proposed CA builds on the current 16-credit Certificate of Completion (CC) by incorporating an additional 10 credits of 200-level courses with dental content, for a total of 26 credits. The 26 credits are offered over two 16-week semesters. The Certificate of Completion does not require any General Education courses. However, the required General Education courses must be completed in order to receive the Certificate of Achievement.

Kapi'olani CC's program faculty collaborated with University of Hawai'i at Mānoa Dental Hygiene (UHMDH) faculty to plan a pathway for Dental Assisting graduates to transition to the Dental Hygiene program. UHM's Dental Hygiene Department Chair identified the General Education courses to be included in the proposed CA program. These align with the UHMDH core requirements and will transfer to the baccalaureate dental hygiene program.

The 200-level CA courses meet the CODA accreditation standards and will provide:

- 150 additional hours of clinical externship experience (total 300 hours). The dental specialties rotation will give students rich skill development in the specialties. (Certificate of Completion externships are at General Practice settings)
- A case study approach to Dental Sciences, which builds upon the student's knowledge base from the first semester and develops critical-thinking and decision-making skills.
- Experiences in taking dental radiographs in vivo. (radiography in the current Certificate of Completion is done on mannequins only)
- Experiences in front-office administrative functions, including DENTRIX training. DENTRIX is the administrative software used in about 70% of Hawai'i's dental offices. (the existing Certificate of Completion concentrates on chair side-clinical functions only)
- Preparation for taking the Dental Assisting National Board examinations

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Program student learning outcomes (SLOs) are aligned and assessed through course-level assessments. The chart below shows the program SLO aligned with the program courses. Each of the outcomes will be assessed in the identified courses through observation and evaluation by the course instructor and the clinical supervisor and by students' performance on exams. Grading rubrics will be used, and students are expected to achieve 70% in order to pass the course. Results of evaluations will be available in individual student files.

Program Learning Outcomes	Courses in which Outcomes are Achieved & Assessed
1. Assimilate and apply relevant knowledge necessary to function competently in dental assisting.	DENT 100L, 103L, 105, 106L, 108, 200, 205, 206L, 208
2. Perform technical and clinical skills necessary to function competently in dental assisting.	DENT 100L, 103L, 106L, 108, 200, 206L, 208
3. Maintain professional & ethical behavior as a healthcare provider.	DENT 100, 100L, 106L, 108, 206L, 208
4. Communicate & interact appropriately & effectively.	DENT 100L, 103L, 105, 106L, 108, 205, 206L, 208
5. Incorporate knowledge of multicultural perspectives to meet the needs of diverse populations.	DENT 100L, 108
6. Implement plan to achieve standard of patient care in a variety of clinical settings.	DENT 100L, 103L, 106L, 108, 206, 208
7. Perform at the entry-level job description of a dental assistant.	DENT 100L, 103L, 105, 106, 108, 206L, 208
8. Demonstrate competency in the knowledge and skill required to systematically collect diagnostic data.	DENT 205, 208
9. Demonstrate competency in the knowledge and skill required for business office procedures.	DENT 200
10. Develop competence in taking diagnostically acceptable radiographs on a variety of patients.	DENT 206L
11. Utilize materials learned in classes to prepare for the Dental Assisting National Board Certification exams.	DENT 210
12. Perform at the entry-level in a specialty practice as a dental assistant.	DENT 208

See Appendix C for a different display of the alignment of the courses and program student learning outcomes.

#### 4. Who will enroll in the program?

The proposed Certificate of Achievement is designed as a two-semester sequence, with two exit points. After one semester, students will have completed a Certificate of Completion, developed work-ready skills and are prepared for entry-level positions in dental offices and other similar settings. Currently no prerequisite coursework is required for the CC. The

application criterion for the Certificate of Completion will remain a Compass Reading score of 74 or higher.

Students who continue for the second semester and complete the Certificate of Achievement are more likely to have long-term career development as their goal. Offering a program with two exit points, the Certificate of Completion and Certificate of Achievement, allows students the flexibility to enter the workforce after one semester, continue in their career path by completing the second semester, or re-enter at any time after completing the Certificate of Completion, subject to existing College policies. This option provides opportunities for students needing to work but wanting to return to advance their studies in the dental profession.

The proposed CA program is expected to attract an academically oriented student who is interested in a pathway to a profession. CA completers will have options to work locally in federal agencies such as the military. For this reason, former military personnel and their dependents are expected to be one of the target population groups who will enroll in the program. Importantly, the program fulfills the Veterans Readjustment Act and the Dependent's Educational Act by increasing enrollment in career training. In addition, graduates will be eligible to apply for positions in 38 states on the mainland where CDA certification is required.

Based on experiences at the University of Hawai'i Maui College, the College expects to see increased enrollment in the CC program once a second-semester CA is added and leads to a baccalaureate in Dental Hygiene. The table below shows the fall and spring enrollment in the existing CC program from 2009 through 2013.

F 09	S 10	F 10	S 11	F 11	S 12	F 12	F 13
13	6	15	12	18	16	7	12

Note: the CC courses were not offered in Spring 2013. Rather, experimental versions of the 200-level courses were offered.

Discussions with the counselors at the feeder high schools and the human resources decision-makers in the dental industry regarding the proposed Certificate of Achievement revealed an expected 10% increase in enrollment for the existing certificate and subsequently for the proposed Certificate of Achievement based upon increased marketing and awareness of the proposed CA. This increase in enrollment is expected to be a function of the career pathway and the immediate national certification exam (DANB CDA) eligibility. The increase can be accommodated within existing resources. The delivery of the second-semester 200-level CA courses will replace one semester's offering of the 100-level Certificate of Completion courses, thereby mitigating the need for additional physical, financial, and human resources.

Should the CA program be approved, the program will be submitted to CODA for accreditation. Accreditation of the program means that fall 2014 graduates will be immediately eligible to take the Dental Assisting National Board Certified Dental Assistant (CDA) examination. Those wanting to continue in the dental field will have the opportunity to complete a Bachelors of Science in Dental Hygiene.

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**5. What resources are required for program implementation and first 5-year cycle operation?**

The proposed **Certificate of Achievement (CA)** courses will be taught by qualified faculty who are already employed at the College:

<b>Faculty</b>	<b>Degree</b>	<b>Rank</b>
Higa, James	DDS	Instructor
Kinnyingham, Russell	MEd	Assistant Professor and Counselor
Kitamura, Sheila	Registered Dental Hygienist, MEd	Associate Professor, Program Director and Current Department Chair
Kiyabu, Ann	Certified Dental Assistant	Lecturer

Additional materials will need to be purchased in order to teach skills required by the Commission of Dental Accreditation (CODA) of the American Dental Association's (ADA) standards. Implementation of the program will require the computer software for dental office management, digital sensors and laptops for digital radiography. These costs have been detailed in the cost analysis template below. A copy of the signed version of the template, in full size, is included as Appendix D.

	A	B	C	D	E	F	G	H	I	J	K
1	Academic Cost and Revenue Template - New Program (adjust template for appropriate number of years) (Updated 10/31/12)										
2	ENTER VALUES IN YELLOW CELLS ONLY										
3	CAMPUS/Program										
4	KenCen CA Dental Assisting										
5	Provisional Years (2 yrs for Certificate, 3 yrs for Associate Degree, 6 yrs for Bachelor's Degree, 3 yrs for Masters Degree, 5 yrs for Doctoral Degree)										
6	ENTER ACADEMIC YEAR (i.e., 2011-2012)										
7	2013-2014										
8	2015-2016										
9	2017-2018										
10	2019-2020										
11	2021-2022										
12	2023-2024										
13	2025-2026										
14	2027-2028										
15	2029-2030										
16	2031-2032										
17	2033-2034										
18	2035-2036										
19	2037-2038										
20	2039-2040										
21	2041-2042										
22	2043-2044										
23	2045-2046										
24	2047-2048										
25	2049-2050										
26	2051-2052										
27	2053-2054										
28	2055-2056										
29	2057-2058										
30	2059-2060										
31	2061-2062										
32	2063-2064										
33	2065-2066										
34	2067-2068										
35	2069-2070										
36	2071-2072										
37	2073-2074										
38	2075-2076										
39	2077-2078										
40	2079-2080										
41	2081-2082										
42	2083-2084										
43	2085-2086										
44	2087-2088										
45	2089-2090										
46	2091-2092										
47	2093-2094										
48	2095-2096										
49	2097-2098										
50	2099-2100										

## Academic Cost and Revenue Narrative

The provisional years for the program are not consecutive. The 200-level courses that are included in the Certificate of Achievement program will be delivered once every two years, in the Spring semester. This timeline ensures adequate enrollment, optimizes the use of facilities and financial resources, and addresses workforce demands.

- A. **Headcount**— The first cohort will be small as the program has yet to be accredited by the American Dental Association's (ADA) Commission on Dental Accreditation (CODA). Accreditation would allow program graduates to immediately sit for the Dental Assisting National Board's (DANB) Certified Dental Assistant (CDA) exam. The CDA is not required in Hawai'i except by the military. The College will be applying for program accreditation in the Fall of 2013, upon Board approval of the certificate, with a site visit in the Spring of 2014. Once accreditation is granted by CODA, the CA program will be offered every other Spring thereafter, following the practice established by the Dental Hygiene program at the University of Hawai'i Maui College.
  
  - C. Calculations of **direct salary costs** of the 1.0 FTE faculty that will be responsible for this Certificate of Achievement program. The faculty member is currently responsible for the Certificate of Completion in Dental Assisting program. Thus, one faculty member will deliver both the Certificate of Completion (each of 3 semesters) and the Certificate of Achievement (1 semester). Therefore, while the faculty salary is included in the cost analysis, it is, in fact, not an additional cost to the College. The existing Dental Assisting Program includes 16 credits of classes in the Fall. When the proposed Certificate of Achievement is offered, it will include 10 credits of classes in the Spring. The Certificate of Completion courses will not be offered in the Spring semester when the Certificate of Achievement courses are offered. According to CODA standard 3-7, the teacher-student ratio for labs is 1:6. Since labs will be part of both the existing CC and the proposed CA, the assistance of one lecturer, a licensed dentist, is required. In addition, x-rays are done on live patients during both semesters and must be done under direct supervision of a licensed dentist, according to Hawai'i State Law.
  
  - D. **Other personnel costs.** There are a total of 10 programs served by the Health Sciences support staff and counseling faculty. For Academic Year 2013-2014, the positions are two full-time counselors, one full-time academic support APT and one full-time secretary and full-time coverage of the office by student help. Dental Assisting will use roughly one tenth of their services, which is reflected in the amount included in this cell.
  
  - E. **Unique Program costs:** For the first year, the program will purchase equipment, supplies and software to provide digital radiography capability for the volunteer patients. Training is also required for the faculty and students, so that cost must also be included. A self-study is expected to be submitted after the program has been approved, including a one-time initial accreditation fee of \$10,000. A site visit should take place the following Spring (2014) and the program may have to cover the cost for transportation and housing of the
-

visitors. A conservative estimate of travel and lodging for a two-person accreditation team is included in these unique program costs.

- H. **Other revenue** comes from Program Fees, which are attached to particular courses. DENT 103L has an associated professional fee of \$275, and DENT 206L has a proposed associated professional fee of \$275.

## 6. How efficient will the program be?

The Certificate of Achievement in Dental Assisting will be subject to an annual report of program data, which includes an assessment and evaluation of measures of demand, efficiency and effectiveness. Efficiency is measured by the following metrics: average class size, fill rate, ratio of majors to faculty, and cost per SSH (student semester hour). It is expected that the Certificate of Achievement will be comparable to the existing Certificate of Completion in this respect.

## 7. How will effectiveness of the program be demonstrated?

Program effectiveness for the proposed CA will be reviewed annually as part of the annual report of programs and will undergo comprehensive review every three years. In addition, the program will be assessed based on meeting the nationally accredited standards.

The existing Annual Report of Program Data (ARPD) reports two measures of program effectiveness that will be used to track the proposed CA program. One effectiveness measure tracks students' persistence across semesters. A second ARPD measure of program effectiveness is based on student program completion rates.

Program effectiveness will also be assessed by clinical supervisors, instructors and students. Employer surveys will track satisfaction with the students' level of preparedness for the job. Student assessment through performance rubrics will give students clear understanding of expectations and grading parameters. As part of the annual review, the CA will be assessed with regards to program student learning outcomes and results of the assessment will be used for continuous program improvement.

Additional measures of program effectiveness include satisfaction surveys such as follow-up of program completers and non-completers, employer surveys, employer/industry personnel demands and related Program Health Indicators.

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The current Certificate of Completion program has been guided by an advisory committee consisting of practicing dentists and other professionals in the industry:

Gayle Chang, Registered Dental Hygienist, BEd  
John Kotake, DDS  
Harrison Ishida, DDS  
Mr. Ron Nishiki Territory Manager, Patterson Dental  
Ann Kiyabu, Certified Dental Assistant  
Renee Nunies, 2003 Alumna  
Shannon Alleyne, 2003 Alumna

These industry professionals have provided input during the development of the proposed CA and will continue to serve as advisory committee members for the proposed CA, once it is approved.

Once the first class of Dental Assisting **Certificate of Achievement** students graduates, a self-study report will be submitted to the American Dental Association's (ADA) Commission of Dental Accreditation (CODA). The initial site visit will be conducted subsequent to the submission of that report. The CODA will notify the program of accreditation status shortly thereafter. If a favorable outcome is received, the accredited program can be offered in the subsequent semester. Program effectiveness will be demonstrated from that point on by a continuation of CODA accreditation.

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## **Appendix A. Overview of the Existing Dental Assisting Program**

### **Program Mission: Dental Assisting**

The existing Dental Assisting Program at Kapi'olani Community College provides the education needed for students to work in entry-level positions in dental offices. Students receive intensive instruction in basic dental operator and laboratory skills and dental terminology. Graduates of the current program receive a Certificate of Completion.

Dental assistants work with dentists during examination and treatment of patients. They prepare patients for various procedures, pass and retrieve instruments and materials, operate the high-volume evacuation system, and implement OSHA-recommended infection control procedures. In addition, dental assistants take impressions for study models; fabricate individualized trays; take, process, and mount dental radiographs; and prepare impression and restorative materials. Dental assistants are often responsible for providing follow-up oral health care information to the patients.

The mission of the Dental Assisting Program is to follow the Health Education Unit as well as to serve the needs of the Dental health community by:

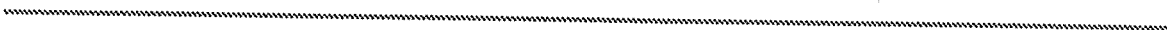
- Preparing students to meet clients needs in the dental office
- Preparing students to apply basic dental operator and laboratory skills
- Practice and implement OSHA-recommended infection control procedures
- Understand and implement basic dental radiology
- Assist in population health by providing clients with oral health information

### **History**

The Dental Assisting Program was established in 1959 through the cooperative efforts of the Department of Education, the Educational Advisory Council of the Honolulu County Dental Society, and Kapi'olani Technical School. The first class enrolled fifteen students and instruction was provided by a staff of fourteen dentists teaching part-time. Initially, the program was part of the Business Education Division. It then became part of the Health Education Division. In 1965 the program was transferred to the University of Hawai'i, Kapi'olani Community College. Since 1984, classes have been offered at the Diamond Head campus in Kauila Building, which houses all of the Health Sciences programs.

### **Admission Requirements**

Students are admitted to the CC program each semester on a best-qualified first-admitted basis until the program quota of 16 is reached. Minimum qualifications for admission are high-school graduation or eighteen years of age and a reading grade equivalent of 12.1 for the Certificate of Completion Program. Other requirements for admission are an interview before a panel, attendance at a program orientation session, a completed health form showing results of a complete physical examination including tuberculosis clearance and status of immunity to measles, chickenpox, and rubella, and payment of a fee for malpractice insurance coverage.





**Appendix B. Requirements and Courses  
for Proposed Certificate of Achievement in Dental Assisting**

**General Education courses (may be taken any time prior to completion of the CA degree):**

ENG 100	3
MATH 100 , 115 or 135 OR higher	3
SP 151	3
ZOOL 141 & 141L	<u>4</u>
	13

**Semester 1: (FALL)**

DENT 100 Essentials of Dental Assisting	3
DENT 100L Essentials of Dental Assisting Lab	3
DENT 103 Dental Materials	1
DENT 103L Dental Materials Lab	2
DENT 105 Dental Sciences	2
DENT 106 Dental Radiography	1
DENT 106L Dental Radiography Lab	1
DENT 108 Clinical Externship	<u>3</u>
	16

**Semester 2: (SPRING)**

DENT 200 Dental Office Admin	3
DENT 205 Dental Sciences II	1
DENT 206L Dental Radiography Lab II	2
DENT 208 Specialty clinic rotations	3
DENT 210 Seminar (prep for CDA exam)	<u>1</u>
	10
<b>TOTAL CREDITS FOR CA</b>	<b>39</b>

**COURSE DESCRIPTIONS AND COMPETENCIES:**

**DENT 100 Essentials of Dental Assisting (3)**

*4 hours lecture per week for 12 weeks*

*Prerequisite(s): Acceptance into the Dental Assisting program or consent of the program director.*

*Corequisite(s): DENT 100L; DENT 103; DENT 103L; DENT 105; DENT 106; DENT 106L; DENT 108.*

*Comment: DENT 100 is offered in the fall and spring semesters only. Letter grade only. DENT 100 may not be audited. DENT 100 may not be taken credit/no credit.*

DENT 100 offers historical aspects of the dental profession, dental terminology, concept of four-handed dentistry, charting procedures, instruments and instrument transfer, isolation techniques, asepsis and infection control measures. Patient management, dental ethics, and jurisprudence will be included.

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Upon successful completion of DENT 100, the student should be able to:

- Identify allowable and prohibited duties of a dental assistant.
- Explain the ethical standards established by professional dental organizations.
- Explain the legal responsibilities and obligations of the dental assistant and the dentist.
- Explain the concept of four-handed, sit-down dentistry.
- Explain the role of the dental assistant in patient management including recording clinical findings.
- Explain the importance of isolation techniques, asepsis, and infection control in the dental environment.
- Explain responses to medical emergencies in a dental office.
- Explain management of medically complex dental patients.

### **DENT 100L Essentials of Dental Assisting Lab (3)**

*7.5 hours lecture/lab per week for 12 weeks*

*Prerequisite(s): Acceptance into the Dental Assisting program or consent of the program director.*

*Corequisite(s): DENT 100; DENT 103; DENT 103L; DENT 105; DENT 106; DENT 106L; DENT 108.*

*Comment: DENT 100L is offered in the fall and spring semesters only. Letter grade only. DENT 100L may not be audited. DENT 100L may not be taken credit/no credit.*

DENT 100L is the application of knowledge gained in DENT 100. Emphasis on the safe and efficient use of dental operatory equipment, proper positioning in the delivery of quality dental care, anesthetics, rubber dam use, proper care and use of the autoclave, tray setups. Importance of asepsis and infection control measures are especially emphasized.

Upon successful completion of DENT 100L, the student should be able to:

- List the policies and standards of the Dental Assisting Program as they relate to student safety.
  - Demonstrate the principles of four-handed dentistry, including identification of and efficient transfer of dental instruments.
  - Demonstrate appropriate positions for the patient, dental assistant, and operator.
  - Locate and operate the various control mechanisms for the dental chair, dental unit, oral evacuation system, air and water supply, and the hand pieces.
  - Demonstrate proper positioning of the dental light.
  - Demonstrate proper patient dismissal procedures.
  - Demonstrate accurate recordings of clinical findings with appropriate symbols and color coding.
  - Demonstrate knowledge of syringes, anesthetics, and needles with the selection of the appropriate items for a procedure and the proper passing and retrieval of a loaded anesthetic syringe.
  - Demonstrate proficiency in the application of isolation procedures to include oral evacuation techniques and proper placement of armamentarium intraorally.
  - Explain the OSHA guidelines and its categorization of tasks, work areas, and personnel.
-

**DENT 103 Dental Materials (1)**

*1.25 hours lecture per week for 12 weeks*

*Prerequisite(s): Acceptance into the Dental Assisting program or consent of the program director.*

*Corequisite(s): DENT100; DENT 100L; DENT 103L; DENT 105; DENT 106; DENT 106L; DENT 108.*

*Comment: DENT 103 is offered in the fall and spring semesters only. Letter grade only. DENT 103 may not be audited. DENT 103 may not be taken credit/no credit.*

DENT 103 identifies the various materials used in the practice of dentistry and the structure, composition, uses, manipulation and properties of these materials.

Upon successful completion of DENT 103, the student should be able to:

- List various types of dental cements, their properties and indications for use.
- Explain the effect of temperature and rate of spatulation on various cements.
- Discuss various restorative materials and factors involved in material selection.
- Explain principles of retention in adhesive dentistry and traditional amalgam restorations.
- Discuss gypsum products and model fabrication and desirable properties of both.
- Identify different impression materials and discuss their properties and manipulation.

**DENT 103L Dental Materials Lab (2)**

*5 hours lecture/lab per week for 12 weeks*

*Prerequisite(s): Acceptance into the Dental Assisting program or consent of the program director.*

*Corequisite(s): DENT100; DENT 100L; DENT 103; DENT 105; DENT 106; DENT 106L; DENT 108.*

*Comment: DENT 103L is offered in the fall and spring semesters only. Letter grade only. DENT 103L may not be audited. DENT 103L may not be taken credit/no credit.*

DENT 103L emphasizes the practical application of the knowledge gained in DENT 103. The manipulation of the different dental materials shall be demonstrated and replicated. The importance of proper use and safety while operating laboratory equipment will be stressed.

Upon successful completion of DENT 103L, the student should be able to:

- Demonstrate competency in dispensing materials and mixing techniques.
  - Demonstrate proficiency in working with alginate impression material.
  - Demonstrate manipulative technique in working with elastometric impression materials.
  - Identify and demonstrate manipulative techniques in working with light-cured esthetic restorative material.
  - Explain fabrication of other dental appliances such as bleaching trays, mouth guards and bite splints.
  - Demonstrate proficiency in manipulation of gypsum products.
  - Demonstrate competency in handling amalgam alloys.
  - Explain temporary crown fabrication and cementation.
-

**DENT 105 Dental Sciences (2)**

*2.5 hours lecture per week for 12 weeks*

*Prerequisite(s): Acceptance into the Dental Assisting program or consent of the program director.*

*Corequisite(s): DENT 100; DENT 100L; DENT 103; DENT 103L; DENT 106; DENT 106L; DENT 108.*

*Comment: DENT 105 is offered in the fall and spring semesters only. Letter grade only. DENT 105 may not be audited. DENT 105 may not be taken credit/no credit.*

DENT 105 introduces the student to principles of general anatomy, physiology, microbiology and nutrition placing emphasis on dental aspects of oral anatomy, histology, embryology, pathology, and pharmacology.

Upon successful completion of DENT 105, the student should be able to:

- List the significance of prefixes, suffixes, and root words in using dental terminology.
- Discuss oral microbiology and the causative agents of gingivitis and periodontitis.
- Identify and use terminology specific to general anatomy and physiology.
- Explain oral histology and embryology.
- Discuss oral and dental pathological and nonpathological conditions.
- Explain the acidogenic theory of dental caries.
- Explain the importance of proper nutrition in overall good health and well being.
- Relate current trends in dental care derived from articles in professional publications.

**DENT 106 Dental Radiography (1)**

*1.25 hours lecture per week for 12 weeks*

*Prerequisite(s): Acceptance into the Dental Assisting program or consent of the program director.*

*Corequisite(s): DENT 100; DENT 100L; DENT 103; DENT 103L; DENT 105; DENT 106L; DENT 108.*

*Comment: DENT 106 is offered in the fall and spring semesters only. Letter grade only. DENT 106 may not be audited. DENT 106 may not be taken credit/no credit.*

DENT 106 offers basic knowledge on the discovery of x-rays, role of x-rays in dentistry, physical properties and the hazards of radiation. Radiation safety measures will be emphasized. Radiographic techniques and processing procedures will be discussed. Common anatomical landmarks critical to proper mounting of x-rays will be identified.

Upon successful completion of DENT 106, the student should be able to:

- Explain the historical beginnings of x-rays.
  - Explain the role and practice of radiology in dentistry.
  - Define electromagnetic radiation.
  - List three principal characteristics of electromagnetic radiation.
  - Explain the generation of x-rays.
  - Identify the component parts of an x-ray machine.
  - Explain the importance of radiation safety measures.
  - Contrast the paralleling vs. bisection-of-the angle techniques.
  - Explain the importance of proper film placement and accurate exposure factors.
  - Explain the film developing process.
-

- Explain the importance of proper film mounting and storage.
- Cite the Consumer-Patient Radiation Health and Safety Act of 1981.

### **DENT 106L Dental Radiography Lab (1)**

*3.5 hours lab per week for 12 weeks*

*Prerequisite(s): Acceptance into the Dental Assisting program or consent of the program director.*

*Corequisite(s): DENT 100; DENT 100L; DENT 103; DENT 103L; DENT 105; DENT 106; DENT 108.*

*Comment: DENT 106L is offered in the fall and spring semesters only. Letter grade only. DENT 106L may not be audited. DENT 106L may not be taken credit/no credit.*

DENT 106L emphasizes the practical application of the material presented in DENT 106. Under close supervision of the instructor, students will practice film taking on manikins, critique finished products, and retake as necessary. Radiation safety measures will be stressed and implemented.

Upon successful completion of DENT 106L, the student should be able to:

- Explain the role of the dental assistant in exposing dental x-rays.
- Assemble the component parts of the XCP setup.
- Expose and process a full-mouth series of good diagnostic quality radiographs using the paralleling technique on an adult manikin.
- Expose and process a full-mouth series of radiographs using the bisection-of-the-angle technique on an adult manikin and a child manikin.
- Expose and process two series of bitewing x-rays on an adult manikin.
- Implement radiation safety measures at all times.

### **DENT 108 Clinical Externship (3)**

*38 hours clinical per week for 4 weeks*

*Prerequisite(s): Acceptance into the Dental Assisting program or consent of the program director.*

*Corequisite(s): DENT 100; DENT 100L; DENT 103; DENT 103L; DENT 105; DENT 106; DENT 106L.*

*Comment: DENT 108 is offered in the fall and spring semesters only. Letter grade only. DENT 108 may not be audited. DENT 108 may not be taken credit/no credit. Students will purchase their own clinical wear according to the recommendation of the affiliating agency.*

DENT 108 provides excellent opportunities to apply the knowledge and skills acquired during the on-campus training period. Students will be able to experience first-hand the importance of a cooperative learning setting and develop their abilities to work in a team during a clinical assignment to one of the various dental clinics in the community during the last four weeks of the semester.

Upon successful completion of DENT 108, the student should be able to:

- Demonstrate competency in the skills needed to function as an entry-level dental assistant.
  - Demonstrate a high level of achievement in clinical situations.
  - Demonstrate knowledge and skills in the application of asepsis and infection control procedures.
  - Demonstrate confidence in patient management.
  - Demonstrate positive attitudes about self, members of the dental team and the dental profession.
-

**DENT 200 Dental Office Administration (3)***6 hours lecture/lab per week**Prerequisite(s): DENT 100; DENT 100L.**Corequisite(s): DENT 205; DENT 208; DENT 210.**Comment: Letter grade only. DENT 200 may not be audited. DENT 200 may not be taken credit/no credit.*

DENT 200 gives an overview of administrative functions in a dental office. Students will participate in DENTRIX training. DENTRIX is the software program that more than 70% of dental offices use in Hawai'i. Using this system, students will familiarize themselves with patient records, insurance claims filing, charting, appointment and recall functions. Students will also learn about verbal communication, in particular phone etiquette and management. Students will also learn about dental written communication, between practice and patients, with other dental professionals and insurance companies.

Upon successful completion of DENT 200, the student should be able to:

- Describe good phone courtesy and handling of different phone calls.
- Describe internal and external marketing.
- Discuss ways of sending written communication from a dental office.
- Identify documentation forms and describe information contained in patient records.
- Discuss the management of inventory systems
- Identify proper record keeping as measure of risk management and as part of complete patient healthcare delivery.
- Modify schedules, patient records, treatment plans and insurance claims using computer programs for the dental office.
- Explain guidelines for office policies and staff management issues.
- Discuss accounts receivable and accounts payable as they pertain to a dental office.
- Demonstrate office management function integration using dental computer software.

**DENT 205 Dental Sciences II Focus on Pathology and Development (1)***1 hour lecture per week**Prerequisite(s): DENT 105.**Corequisite(s): DENT 200; DENT 208; DENT 210.**Comment: Letter grade only. DENT 205 may not be audited. DENT 205 may not be taken credit/no credit.*

DENT 205 focuses on oral pathology, developmental anomalies and oral conditions as they relate to systemic conditions.

Upon successful completion of DENT 205, the student should be able to:

- Note the elements of a complete clinical description.
  - Describe the steps involved in reaching a differential diagnosis.
  - Write possible ways of determining definitive diagnosis.
  - Define the terms used to describe the inflammatory process.
  - Describe the impact of immune deficiency on an individual and the role that opportunistic infections play in the process.
  - List measures an individual can take to lower the risk of developing cancer.
  - Describe the characteristics of developmental hereditary and congenital disorders.
-

- Describe oral implications based on sample case studies which present with different systemic conditions.
- Discuss the development of human dentition and supporting structures.
- Identify and discuss pathology of the oral cavity.
- List oral manifestations of systemic conditions.
- Discuss oral diseases and how they impact overall health of individuals.

### **DENT 206L Dental Radiography II (2)**

*4 hours lab/clinical per week*

*Prerequisite(s): DENT 106; DENT 106L or at least one year experience taking dental x-rays.*

*Recommended Preparation: Prior experience taking dental x-rays.*

*Comment: Letter grade only. DENT 206L may not be audited. DENT 206L may not be taken credit/no credit.*

Students in DENT 206L will expose dental radiographs on human patients and learn preliminary interpretation of dental radiographs on a variety of patients.

Upon successful completion of DENT 206L, the student should be able to:

- Demonstrate proficiency in the use of XCP instruments on a variety of patients.
- Demonstrate proficiency in the use of the bisection-of-the-angle and the paralleling techniques.
- Expose and process quality diagnostic bitewings using both adult and child patients.
- Identify anatomical landmarks, anomalies and radiographic artifacts.
- Practice radiation safety measures while taking radiographs.

### **DENT 208 Dental Specialty Rotation (3)**

*8- 12 hours clinical (for a total of 150 hours over 15 weeks) and 1.5 hours seminar per week*

*Prerequisite(s): DENT 108.*

*Corequisite(s): DENT 205; DENT 200; DENT 206L; DENT 210.*

*Comment: Letter grade only. DENT 208 may not be audited. DENT 208 may not be taken credit/no credit.*

DENT 208 has students rotating through 6 different offices in specialty areas such as Orthodontics, Endodontics, Periodontics, Pedodontics, Oral Maxillofacial Surgery and Prosthodontics. Students may also elect to work in a clinic that serves special needs patients exclusively or in a nursing home setting.

Upon successful completion of DENT 208, the student should be able to:

- Identify the different dental specialties.
  - Demonstrate knowledge and skills in the identification of specialty instruments and their functions.
  - Demonstrate knowledge and skills in assembling tray setups for various procedures.
  - Discuss the different skills required for assisting in different specialty practices.
-

**DENT 210 Seminar for National Board Exam for Certified Dental Assistant (1)**

*1 hour seminar per week*

*Recommended Preparation: Two years of work experience as a dental assistant or participation in or completion of a dental assisting program.*

*Eligibility to take the Dental Assisting National Board Certified Dental Assistant examination is allowed only after successful completion of a CODA accredited dental assisting program or at least 3350 hours of work experience.*

*Comment: Credit/no credit grading only. DENT 210 may not be taken for a letter grade. DENT 210 may not be audited.*

DENT 210 prepares students to take the Dental Assisting National Board Certified Dental Assistant Exam.

Upon successful completion of DENT 210, the student should be able to:

- Prepare to take the 3-part Practice Dental Assisting National Board Certified Dental Assistant Exam.

DENT 210 is a required course for the CA in Dental Assisting. This is also an open enrollment course and so as to keep grading criteria consistent for all students it will be offered as CR/Non-Cr. This methodology is consistent with the Dental Assisting National Board's Certified Dental Assistant Exam, in that "Minimum passing requirements are based on content" and no letter grade is assigned.

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A	B	C	D	E	F	G	H	I	J	K	
Academic Cost and Revenue Template - New Program (adjust template for appropriate number of years) (Updated 10/31/12)											
ENTER VALUES IN YELLOW CELLS ONLY											
1	2	3	4	5	6	7	8	9	10	11	
12	13	14	15	16	17	18	19	20	21	22	
23	24	25	26	27	28	29	30	31	32	33	
34	35	36	37	38	39	40	41	42	43	44	
45	46	47	48	49	50						(signature and date)
1	Academic Cost and Revenue Template - New Program										
2	ENTER VALUES IN YELLOW CELLS ONLY										
3	CAMPUS/Program										
4											
5											
6											
7	ENTER ACADEMIC YEAR (i.e., 2011-2012)										
8	Students & SSH										
9	A. Headcount enrollment (Fall)										
10	B. Annual SSH										
11											
12	Direct and Incremental Program Costs Without Fringe										
13	C. Instructional Cost without Fringe										
14	C1. Number (FTE) of FT Faculty/Lecturers										
15	C2. Number (FTE) of PT Lecturers										
16	D. Other Personnel Costs										
17	E. Unique Program Costs										
18	F. Total Direct and Incremental Costs										
19											
20	Revenue										
21	G. Tuition										
22	Tuition rate per credit										
23	H. Other										
24	I. Total Revenue										
25											
26	J. Net Cost (Revenue)										
27											
28											
29											
30	Program Cost per SSH With Fringe										
31	K. Instructional Cost with Fringe/SSH										
32	K1. Total Salary FT Faculty/Lecturers										
33	K2. Cost Including Fringe of K1										
34	K3. Total Salary PT Lecturers										
35	K4. Cost Including Fringe of K3										
36	L. Support Cost/SSH										
37	Non-Instructional Exp/SSH										
38	System-wide Support/SSH										
39	Organized Research/SSH										
40	M. Total Program Cost/SSH										
41	N. Total Campus Expenditure/SSH										
42											
43	Instruction Cost with Fringe per SSH										
44	K. Instructional Cost/SSH										
45	O. Comparable Cost/SSH										
46	Program used for comparison										
47											
48	Reviewed by campus VC for Administrative Affairs:										
49											
50	Instructions										

*John H. [Signature]*  
9/15/15

	A	B	C	D	E	F	G	H	I	J	K	
51	Please include an explanation of this template in your narrative											
52	A. Headcount Enrollment: Headcount enrollment of majors each Fall semester Located at url: <a href="http://www.hawaii.edu/iro/maps.php?category=Enrollment">http://www.hawaii.edu/iro/maps.php?category=Enrollment</a> Campus data may be used when majors are a subset of enrollment reported in IRO reports.											
53	B. Annual SSH: Course Registration Report located at url: <a href="http://www.hawaii.edu/iro/maps.php?title=Course+Registration+Report">http://www.hawaii.edu/iro/maps.php?title=Course+Registration+Report</a> Add the SSH for the Fall and Spring reports to obtain the annual SSH. This is all SSH taught by the program, including to non-majors. Adjust if majors are subset of SSH reported.											
54	C. Instructional Cost without Fringe (automated calculation) Direct salary cost for all faculty and lecturers teaching in the program *Formula for column D: =IF(OR(D32<>"",D32+D34,""))											
55	C1. Number of full time faculty and lecturers who are >= 5 FTE.											
56	C2. Number of part time lecturers who are < 5 FTE											
57	D. Other Personnel Cost: Salary cost (part or full time) for personnel supporting the program (APT, clerical lab support, advisor, etc.) This includes personnel providing necessary support for the program who may not be directly employed by the program and may include partial FTEs. Add negotiated collective bargaining increases and 4% per year for inflation thereafter.											
58	E. Unique Program Cost: Costs specific to the program for equipment, supplies, insurance, etc. For provisional years, this would be actual cost. For established years, this would be projected costs using amortization for equipment and add 4% per year for inflation thereafter.											
59	F. Total Direct and Incremental Cost: C + D + E *Formula for column D: =IF(OR(D13<"",D16<>0,D17<>0),SUM(D13,D16,D17),"")											
60	G. Tuition: Annual SSH X resident tuition rate/credit *Formula for column D: =IF(D10>0,D10*D22,"")											
61	H. Other: Other sources of revenue including grants, program fees, etc. This should not include in-kind contributions unless the services or goods contributed are recorded in the financial records of the campus and included in Direct and Incremental Costs in this template											
62	I. Total Revenue: G + H *Formula for column D: =IF(OR(D21<>"",D23<>0),SUM(D21,D23),"")											
63	J. Net Cost: F - I This is the net incremental cost of the program to the campus A negative number here represents net revenue (i.e., revenue in excess of cost). If there is a net cost, please explain how this cost will be funded. *Formula for column D: =IF(AND(D18<>"",D24<>""),D18-D24,"")											
64	K. Instructional Costs with Fringe/SSH: (K2 + K4) / B *Formula for column D: =F(D10<>""),(SUM(D33,D35)/D10,"")											
65	K1. Salaries without Fringe of Full Time Faculty and Lecturers who are >= 5 FTE based on FTE directly related to the program. Add negotiated collective bargaining increases and 4% per year for inflation thereafter											
66	K2. K1 X 1.35 Formula for column D: =IF(D32<>"",D32*1.35)											
67	K3. Salaries without Fringe for Lecturers who are < 5 FTE based on FTE directly related to the program. Add negotiated collective bargaining increases and 4% per year for inflation thereafter.											
68	K4. K3 X 1.05 Formula for column D: =IF(D34<>"",D34*1.05)											
69	L. Support Cost/SSH: The campus' non instructional expenditure/ssh + systemwide support - organized research (UHM only) as provided by UH Expenditure Report ( <a href="http://www.hawaii.edu/iro/maps.php?title=Expenditures+Study">http://www.hawaii.edu/iro/maps.php?title=Expenditures+Study</a> ) *Formula for column D: =IF(OR(D37>0,D38>0,D39>0),D37+D38-D39,"")											
70	For example, from the 2010-11 UH Expenditure Report ( <a href="http://www.hawaii.edu/cgi-bin/iro/maps?esuhfy1011.pdf">http://www.hawaii.edu/cgi-bin/iro/maps?esuhfy1011.pdf</a> ), the support expenditure/ssh per campus is											
71												
72	UHM	\$507.00 + \$56	- \$128 for organized research	= \$435								
73	UHH	\$437.00 + \$45	= \$482									
74	UHWO	\$230.00 + \$28	= \$258									
75	Hon CC	\$155.00 + \$34	= \$189									
76	Hon CC	\$234.00 + \$44	= \$278									
77	Kap CC	\$123.00 + \$29	= \$152									
78	Kau CC	\$328.00 + \$59	= \$387									
79	Lee CC	\$123.00 + \$27	= \$150									
80	Maui CC	\$160.00 + \$35	= \$195									
81	Win CC	\$284.00 + \$40	= \$304									
82												
83												
84	M. Total Program Cost/SSH K + L *Formula for column D: =IF(OR(D31<>"",D36<>""),D31+D36,"")											
85	N. Total Campus Expenditure/SSH Taken from UH Expenditures Report For example, for 2009-2010 UHM = \$923-131 (organized research) = \$792, UHH = \$682, UHWO = \$501, HawCC = \$408, HonCC = \$505, KapCC = \$316, KauCC = \$703, LeeCC = \$396, WinCC = \$457											
86	O. Comparable Program/Division Instructional Cost/SSH Taken from UH Expenditures Report ( <a href="http://www.hawaii.edu/iro/maps.php?title=Expenditures+Study">http://www.hawaii.edu/iro/maps.php?title=Expenditures+Study</a> ) or campus data, as available. Please note in the space provided, the program used for the comparison											
87												
88	Rev 10 31 12											



UNIVERSITY of HAWAII\*  
**MAUI COLLEGE**

Allied Health/Dental Assisting Program

September 14, 2013

Council of Chief Academic Officers  
 2444 Dole Street, Bachman 204  
 Honolulu, HI 96822

Dear Sir/Madam,

I am writing in support of the proposed Certificate of Achievement in Dental Assisting at Kapi'olani Community College. As a long-standing dental professional (Dental Assisting National Board (DANB) certified dental assistant and American Dental Association (ADA) and Hawai'i and California state certified registered dental hygienist) and dental health educator (program coordinator of University of Hawai'i Maui College Dental Assisting Program (CC) and assistant professor), I wholeheartedly endorse this proposal which supports the broadening of our avenues of opportunities for those students interested in pursuing a career in the dental profession.

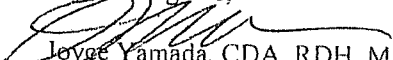
Nationally and throughout the state of Hawai'i, there is a demand for Certified Dental Assistants (CDAs). On Maui, as the University of Hawai'i Maui College Dental Assisting Program graduates enter the workforce; I receive numerous requests from area dentists to employ our CDA certified dental assistants. Presently, 100% of our 2013 graduates who seek employment are successfully employed as dental assistants. I believe that as the dental program at Kapi'olani Community College moves forward, there too, will be a great demand for Kapi'olani Community College Dental Assisting Program graduates.

There is also a growing concern nationwide of the need for dental assistant licensure (<http://www.cnn.com/2013/03/29/health/oklahoma-dental-warning/index.html>). As the section secretary of the American Dental Education Association, I see a rising trend of dentists, licensure bodies, and the public requesting the need to reexamine mandatory National dental assistant licensure. The proposed Dental Assisting Program would provide the training and accreditation (by the American Dental Association Commission on Dental Accreditation) needed for students to gain certification as Certified Dental Assistants. Students will also have the ability to work in those states requiring CDA certification and in Federal government positions, providing skilled dental care.

The pathways that the Kapi'olani Community College Dental Assisting Program proposal provide, allows students to join the workforce at various stages conducive to their needs and interests. It also provides quality, trained dental professionals for various positions in the dental team with ample employment opportunities available. Certificate earners in this program would have a greater chance of staying in Hawai'i, earn a living wage, and work in the field of their choice.

Thank you for your kind consideration of the Kapi'olani Community College Dental Assisting Program proposal. I am available for clarification of my message at [yamadajo@hawaii.edu](mailto:yamadajo@hawaii.edu). Mahalo!

My best regards,

  
 Joyce Yamada, CDA, RDH, MS

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