**

DH PROGRAM ADVISORY BOARD MEETING

Virtual Meeting ID: 923 2987 8485

September 23, 2021

MINUTES

1. Welcome and Introductions
	1. Call to order 6:40PM
	2. Attendees
		1. See the list attached
		2. Minutes from November 2020 Virtual Meeting were approved without corrections.
2. Institution Updates – Division Dean
	* 1. Dean not present
	1. Winter intersession
		1. As reported during last meeting, PCC has removed Winter Intersession. It presented major difficulty for coordinating DH schedule, especially for Spring, where DA and DH use shared space. Spring Schedule is finalized now. DH will use DH clinic, where there are only 2 X-ray units, down form 3 available units in DA section.
		2. Junior year: DH 200A has been moved to Fall semester, DH141 to Spring Semester
		3. Senior Semester: DH201 has been moved to Spring Semester
	2. Online Instruction
		1. DH116 and DH141 are submitting biannual course review to be approved for hybrid instruction. Changes have to be reported to CODA and DHBC.
		2. More courses will follow in hybrid form (lecture portion only) to prepare for possible interruptions
		3. Having courses approved does not necessarily mean the courses will be taught online, just to have them ready.
3. Impact of COVID-19 Pandemic on Program
	1. Changes in DH clinic policies (A. Reganian)
		1. Clinic polices have been change to make them compliant to changes mandated by OSHA and CDC recommendations
	2. Class of 2020
4. Manikin Examination for licensure
	1. Class of 2020 took ADEC manikin clinical examination> All 14 students passed
	2. Class of 2021
		1. Course sequencing
			1. Class of 2021 will graduate in May 2022 due to interruption of instruction due to COVID
	3. Year of non-admission
		1. CODA notification and response
			1. As reported by B. Legg during last Advisory Board Meeting, CODA was notified about a year of non-admission. CODA’s response was that if we do not take a class for 2 consecutive years, the program has to apply for an accreditation. PCC did accept a new cohort for academic year 2021-2022.
5. Student Demographics and Statistics (A. Reganian)
	1. Current Student Enrollments
		1. As directed by Dean Young, this year’s selection process for a new class was conducted by lottery. Out of 16 spots, 4 spots (25%) were reserved for students that had applied for the 2020-2021 academic year, and 12 spots (75%) were offered to applicants for a current year. After completing the quota from each group, the remaining applicants were drawn for a waiting list order.
		2. 16 students were offered a spot. 2 students differed their acceptance to next year, and 2 more applicants were contacted
		3. Currently we have 16 students enrolled.
		4. DH PCC selection criteria will change from point to lottery for program acceptance.
	2. Class of 2020 completions and board results (R. Nazarian)
		1. All students passed National Board, ADEC clinical Board, and CA Law and Ethics written examination.
		2. All 14 students are licensed and currently practicing
	3. Class of 2023
		1. 16 students are in Class of 2023, 2 males and 14 females
6. Curriculum and Instruction Update
	1. Biannual course review
		1. Hybrid courses were already covered in Section II.
	2. Program update
		1. Biannual Program review is due before November 4th, and is in progress. All and any changes will have to be reported to CODA and DHBC
			1. Board members agreed and approved that updates and changes are necessary for the program to stay current in educating DH students to industry standards, including advances in teaching methodology, equipment, and technology.
			2. No major changes are necessary, as reported only 2 courses are being submitted for hybrid.
			3. New cohort of DH students will train on EagleSoft dental software. The goal is to have the class complete all documentation in the system.
				1. Board members agreed that DH students must be competent in digital record keeping because all dental offices are using dental record keeping software, which are very similar.
7. Clinic Facilities and Staffing Update
	1. Radiology area
		1. New pano machine, FT faculty was trained during Spring
	2. COVID-19 related equipment
		1. HEPA filters, external high-speed evacuation for each unit, N95 masks (all faculty, supervising DDS and students have been fit-tested, including junior students.
		2. Up to date, students were not performing any AGP, so faculty and students have been wearing Level 3 masks with face shields.
		3. Temporary partitions have been placed to isolate each unit as best as possible. However, the clinic space being limited as it is, navigating clinic has become hazardous. School is working on placing more permanent plexiglass partitions
	3. Changes to duties of DH clinic clerk position
		1. Current office clerk, Mrs. Lopez, will only perform duties that do not involve any clinical support.
		2. New clinic assistant position has been approved, PT 20hours/week, to be arranged to fit the clinic needs. The position was filled during Spring Semester, but due to family circumstances, she resigned.
		3. The position has not been filled yet.
			1. FT faculty spends hours to process instruments and perform manufacturer recommended maintenance.
8. New Business/Open Discussion/ Announcements.
	1. Board member L. Carpenter raised the concern regarding clinic space and safety, and advised to have the process of permanent partition expedited to prevent student and patient injury.
	2. Other board members recommended devices and supplies that help in decreasing aerosol generation during polishing and use of ultrasonic scalers
9. Adjournment
	1. Board adjourned at 7:45pm

Name (Ori User Email Total Dura Guest

Reganian aareganian 99 No

Irma Jo Bejarano 87 Yes

Leslie Carpenter 79 Yes

Mary 81 Yes

Nicole Vazquez (nicol 75 Yes

Rita Nazarian (RN# RD 80 Yes

Danielle 7 Yes

Danielle Aquino (Dan 69 Yes

Bianca Ma bmattern 68 Yes