

DATE: January 25, 2007

SUBJECT: Chattanooga State Technical Community College, Technical Certificate in Dental Assisting

ACTION RECOMMENDED: Approval

BACKGROUND INFORMATION: Chattanooga State Technical Community College has offered a technical certificate in Dental Assisting since 1975. After a period of years, this certificate was transferred to the Tennessee Technology Center at Chattanooga as a diploma program. The program was then transferred back to CSTCC within the Division of Nursing and Allied Health as an institutional certificate. To address the requirements of the Commission on Dental Accreditation, approval is requested to change the Dental Assisting program from the existing 2-semester Institutional Certificate to a 3-semester Technical Certificate. To address the needs of the dental communities with regard to a shortage of dental assistants, the proposed request also increases enrollment from 24 to 36 students per year.

PROPOSED START-UP DATE: Fall 2007

Commission staff has reviewed program proposals according to the following academic standards and criteria adopted by the Commission referenced below:

1.1.20A MISSION: The proposed program is consistent with the mission of the college to serve a diverse geographic service area, providing high-quality education, technical and professional program training opportunities.

1.1.20B CURRICULUM: The proposed curriculum will require completion of 48 semester hours, requiring two new courses. The proposed curriculum sequence allows for better development of pre-clinical skills in the fall semester prior to clinical practice in the spring and summer semesters (as recommended by area dentists). The revised curriculum will be consistent with the six other TBR Dental Assistant programs.

<u>Curriculum Requirements</u>	<u>Credit Hours</u>
General Education	12
Major Field Core	<u>36</u>
	48

1.1.20C ACADEMIC STANDARDS: In addition to the standard institutional requirements as stated in the *Catalog*, admission requirements include a formal application to the major, completion of a 16-hour observation in a dental practice, attendance at a Dental Assisting information session, and academic planning with a faculty member of the program.

Student Projections	Projected Program Productivity		
	Full-time Enrollment	Part-time	Graduates
Year 1	36		36
Year 2	36		36
Year 3	36		36

1.1.20D FACULTY: One additional adjunct faculty will be needed to implement the program as a technical certificate.

1.1.20E LIBRARY RESOURCES: No additional library resources are required.

1.1.20F ADMINISTRATION/ORGANIZATION: The current institutional certificate is housed in the Division of Nursing and Allied Health and the technical certificate will also be housed in this unit and coordinated by the same program director.

1.1.20G SUPPORT RESOURCES: Two clinical courses are required for 300 total hours of clinical practice in private dental practices. This will require agreements with dentists to allow and supervise these students.

1.1.20H FACILITIES/INSTRUCTIONAL EQUIPMENT: No additional instructional facilities or equipment are required.

1.1.20I STUDENT/EMPLOYER DEMANDS: The degree of duties delegated to dental assistants has doubled since the last major curriculum change and additional instructional time is essential. The proposed revision is necessary to teach the appropriate depth of knowledge to develop competency in the skills required to perform these additional duties. The proposed increase in enrollment will also address a local and state shortage of dental assistants. Increasing the number of graduates by 25% within the cycle will address the urgent workforce needs of the area's health care industry.

1.1.20J NO UNNECESSARY DUPLICATION: The proposed Technical Certificate will be offered within the service area.

1.1.20K COOPERATIVE INSTITUTIONS: None indicated.

1.1.20M ASSESSMENT/EVALUATION AND ACCREDITATION: The current program is accredited by the American Dental Association, Commission on Dental Accreditation. Approval of the proposed technical certificate will not impact accreditation.

1.1.20N ARTICULATION: N/A

1.1.20O EXTERNAL JUDGMENT (Graduate Programs): N/A

1.1.20P COST/BENEFIT/SOURCE: The proposed program will create a positive impact on the state and community, both in terms of workforce development and improved access to dental care for the citizens of Tennessee. The proposed change is

designed to address the needs of state and local dental communities by increasing enrollment from 24 to 36 students per year. Typically, fewer than 50% of the applicants for admission into the Dental Assistant program are offered admission because of the current enrollment limit. The Fall 2006 class of 24 was selected from 60 applicants. The proposed curriculum will also increase opportunities for high school students through Middle College High School and Tech Prep programming.

**THEC Financial Estimate Form
Chattanooga State Technical Community College
Dental Assisting Technical Certificate**

Five-year projections are required for baccalaureate and post-baccalaureate programs and certificates. Three-year projections are required for associate degrees and undergraduate certificates. Projections should include cost of living increases per year.

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
I. Expenditures					
A. One-time Expenditures					
New/Renovated Space	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	-	-	-	-	-
Library	-	-	-	-	-
Consultants	-	-	-	-	-
Travel	-	-	-	-	-
Other	-	-	-	-	-
Sub-Total One-time	\$ -	\$ -	\$ -	\$ -	\$ -
B. Recurring Expenditures					
Personnel					
Administration					
Salary	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Sub-Total Administration	-	-	-	-	-
Faculty					
Salary	\$ 29,762	\$ 30,656	\$ 31,576	\$ -	\$ -
Benefits	5,317	5,477	5,641	-	-
Sub-Total Faculty	\$ 35,079	\$ 36,133	\$ 37,217	\$ -	\$ -
Support Staff					
Salary	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Sub-Total Support Staff	\$ -	\$ -	\$ -	\$ -	\$ -

Operating					
Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Printing	-	-	-	-	-
Equipment	-	-	-	-	-
Other	7,000	7,210	7,426	-	-
Sub-Total Operating	\$ 7,000	\$ 7,210	\$ 7,426	\$ -	\$ -
Total Recurring	<u>\$ 42,079</u>	<u>\$ 43,343</u>	<u>\$ 44,643</u>	<u>\$ -</u>	<u>\$ -</u>
TOTAL EXPENDITURES	<u>\$ 42,079</u>	<u>\$43,343</u>	<u>\$ 44,643</u>	<u>\$ -</u>	<u>\$ -</u>
(A+B)					

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
II. Revenue					
Tuition and Fees ¹	75,210	78,218	81,347	-	-
Institutional Reallocations ²	(33,131)	(34,875)	(36,704)	-	-
Federal Grants ³	-	-	-	-	-
Private Grants or Gifts ⁴	-	-	-	-	-
Other ⁵	-	-	-	-	-
TOTAL REVENUES	<u>\$ 42,079</u>	<u>\$ 43,343</u>	<u>\$ 44,643</u>	<u>\$ -</u>	<u>\$ -</u>

Notes:

- In what year is tuition and fee revenue expected to be generated and explain any differential fees. Tuition and fees include maintenance fees, out-of-state tuition, and any applicable earmarked fees for the program.**

Tuition and fee revenue will be generated in each year of the proposed 1 year certificate program.

- Please identify the source(s) of the institutional reallocations, and grant matching requirements if applicable.**

The source of institutional reallocations is tuition and fees.

- Please provide the source(s) of the Federal Grant including the granting department and CFDA number.**

Not applicable

4. **Please provide the name of the organization(s) or individual(s) providing grant(s) or gift(s).**

Not applicable

5. **Please provide information regarding other sources of the funding.**

Not applicable

1.1.30 POST APPROVAL MONITORING: An annual performance review of the proposed program will be conducted for the first three years following approval. The review will be based on benchmarks established in the approved program proposal. At the end of this period, campus, governing board, and Commission staff will perform a summative evaluation. The benchmarks include, but are not limited to, enrollment and graduation, program cost, progress toward accreditation, library acquisitions, student performance, and others set by the institution and agreed upon by governing board and Commission staff. As a result of this evaluation, if benchmarks are not met during the monitoring period, the Commission may recommend that the governing board terminate the program. The Commission may choose to extend the period, if additional time is needed and requested by the governing board.