

COLLEGE OF MARIN
DENTAL ASSISTING ADVISORY COMMITTEE
MEETING AGENDA
Monday, September 19, 2016 – 5:45 PM
MCDS Muir Room

Our Mission: To support the College of Marin, Dental Assisting Program, be a valuable resource for them and encourage positive interaction with the Marin Dental community.

Structure: No hierarchy, chair facilitates, productive discussions, action plans, completed in 55"

Call to Order – 5:45 (Collins)

Thank you to all who attended the last meeting/graduation and Dr. Freeman for chairing

Establishment of a quorum (Collins)

Approval of the minutes from the last meeting (Collins)

Ask for recording secretary – 1-2 page summary

Election of Chair, Secretary

Finalize our agenda – call for additional agenda items (Collins)

Recap of MCDS –COM Dental Assisting Program Goals 2015-2016

- 1) Goal from 2015 – Align COM curriculum with actual materials being used. Survey Monkey on **Materials and Techniques** used by MCDS dentists, collected, analyzed and provided to COM
- 2) Goal from 2015 Improving Internship Communications – how to improve communication between MCDS and COM during internships (5/16 votes) we created the **Doctors of Record** spreadsheet of contact information.
- 3) Goal from 2015-2016 Improve Internship Response Rate – only half of internship doctors return **Internship Program Evaluation Form**. We sent it out electronically and hard copy as well. Response rate went up enough little follow-up was needed with doctors. We also noted that doctors were unlikely to complete a fill-in form online and preferred hard copies.
- 4) Goal from 2015-2016 Have the **COM Agreement** in place. COM requiring agreement with MCDS dentists. Generic agreement for hospitals revised to conform with solo dental practices, approved by the Board of Trustees and implemented. Some 47 agreements are signed or in progress.
- 5) Goal from 2015-2016 **Teaching in** days increased and new doctors stepping up to help

Continuing MCDS-COM Dental Assisting Interface areas for 2016-2017:

- 1) Doctors of Record spreadsheet needs to be updated as we go.
- 2) Internship Program Evaluation Form. Proposed and changes as needed, otherwise ready for January
- 3) New Agreement will needed for internships

What goals/issues/ideas need to be addressed in 2016-2017, open discussion, ideas:

- 1) Teach in days, should we expand the use of MCDS doctors coming in to COM for additional exposure?
- 2) How can we avoid last minute needs for patients for Pit and Fissure requirements?
- 3) Should UOP internship be reinstated or open to MCDS as was done in 2016? Benefits and costs

Calendar for approval

Nov 14, 2016 5:45pm COM IVC Faculty Room

Feb 13, 2017 5:45pm MCDS Muir Room

Apr 10, 2017 5:45pm COM IVC Faculty Room

June ____ 2017 ____ pm short meeting, then graduation COM IVC Faculty Room

Adjournment at 6:40 (or sooner)