

COLLEGE OF MARIN | DENTAL ASSISTING ADVISORY COMMITTEE**MEETING AGENDA****APRIL 17, 2017 – 5:45 PM****COM/IVC Main Building, 2nd Floor Faculty Conference Room**

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

Our Structure: No hierarchy; chair facilitates productive discussions, action plans; completed in 60" or less.

Schedule

5:45 pm	Call to Order	Chair / Douglas
	Introductions - welcome new members	All
	Establishment of a quorum	Chair / Douglas
	Approval of the minutes from last meeting	
	Ask for recording secretary – 1-2 page summary	
	Finalize agenda – call for additional agenda items	Chair / Douglas
6:45 pm	Adjournment	Chair / Douglas

Reports & Discussion

TOPIC	REPORT / STATUS	ACTION / FOLLOW-UP
End-of-rotation student evals	How many back so far?	
	Any follow-up needed?	
Clinical Facilities Agreement	Status of signed agreements (how many so far - last report was 50)	
	Any follow-up needed?	
Increasing RDAs	Distributing brochure - discuss targets, methods, timeline	
	HS Career Days - report/feedback on TLHS and SRHS fairs	
Hosting interns	Outreach to intern offices to ensure they've read requirements - discuss targets, methods, timeline	
Strong workforce/MCOE	Status of Dr Collins' meetings w/Barbra Cancilla	
Pit & Fissure sealants	Alerting community of doctors that patients are needed - discuss targets, methods, timeline	
Other agenda items	Signing up students for ADAA student membership - Christy Burton	
Next Meeting	June 22, 2017 @ 6 pm - short meeting, then COM/IVC graduation	