

COLLEGE OF MARIN | DENTAL ASSISTING ADVISORY COMMITTEE
MEETING MINUTES – April 16, 2018
 MCDS - Muir Woods 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 minutes or less.

Attendance: Judy Husen, Wende Bohlke, Angela Olmanson, Barbara Cancilla, Kathleen Rooney, Anna Tovar, Dr. Rojas, Marshall Alameida, Christine Burton

- Minutes from last meeting approved by Kathleen Rooney, Wende Bohlke seconds approval
- Suggestion to change meeting day of week to accommodate new recruits DDS
- Introduction of new committee member Dr. Gabriela Garcia-Rojas (Mill Valley)

Reports & Discussion

TOPIC	REPORT / STATUS	ACTION FOLLOW-UP
Bi-Laws	<ul style="list-style-type: none"> • Two sets of bi-laws: <ul style="list-style-type: none"> ○ COM ○ Dental society • 3 members DDS to create quorum (3 year term) • COM bi-laws to assist school w/ program • Focus again: assist department in their mission of educating students to become a valuable member of the dental health team. <ul style="list-style-type: none"> ○ 10 members to vote – 3 year term, can serve no more than two consecutive terms • Have only two meetings (Fall/Spring) a year per bi-laws 	Angela to get updated bi-laws from COM. Ask Dr. Husen to send email for evaluation of curriculum.
Accreditation Visit	<ul style="list-style-type: none"> • Scheduled September 12-13, 2018 • Not revised since 2014, curriculum within guidelines of COM • Marshall asking for committee on advisory to check accreditation 	Marshall to send out accreditation documents to committee
NEW BUSINESS	<ul style="list-style-type: none"> • COM got grant to develop online Dental Management course • Becky Allen and Wende Bohlke to hit high schools by the end of the academic year • Dr. Gila went to Tam High School – no one showed up. Went to district and is in touch regarding recruitment <ul style="list-style-type: none"> • Sub committee needs to get info out • Anna had students from high school in clinic – students come on weekend, help with restocking, translating, no sterilization done and no need for infection control class • X-ray set up • YES graduation! Thursday June 21st 	Kathleen to look into x-ray regulations
Adjournment	Meeting adjourned @ 7:08pm	
Next Meeting		

COLLEGE OF MARIN DENTAL ASSISTING ADVISORY COMMITTEE			
Name	Title	email	phone
Rebecca Allen	College of Marin Dental Assisting Program Administrator/Coordinator	rallen@marin.edu	
Kathleen Rooney	Faculty	krooney@marin.edu	
Wende Bohlke	Faculty	wbohlke@marin.edu	
Shelly Smith	Faculty		
Daniel Freeman	DDS	dan@marindental.com	
Alan Cascio	DDS	alancascio@gmail.com	415-456-9193
Judy Husen	DDS	drjudy@judyhusendds.com	415-924-4244
Marcello Indelicato	DDS	indelicatom@gmail.com	
Gabrielle Garcia-Rojas	DDS	smile@garciarojasdds.com	415-338-6100
Gila Dorotskar	DDS	info@drdorotskar.com	415-448-8121
Greg Miller	DDS	info@marinbraces.com	415-897-4191
Ronnie Douglas	DDS	info@loveyoursmile.com	415-491-1662
Nadar Vafaie	DDS	endoart@comcast.net	
Christy Burton	RDA	mcdentalassist@yahoo.com	
Jorge Garcia	RDA	jgarcia@marinclinic.org	
Ana Tovar de Seligman	RDA	anaseligman@yahoo.com	
Blanca Pareto	RDAEF, RDH	bpareto@aol.com	
Barbara Cancilla	RDAEF	bacancilla@sbcglobal.net	
Kim William	RDA	kimmy1230@gmail.com	
Marshall Alameida	Dean of Health Sciences	malameida@marin.edu	415-485-9326
Angela Olmanson	Program Administrator-Health Sciences	aolmanson@marin.edu	415-485-9667
Elizabeth Pratt	Dean of Career Technical Education	ep Pratt@marin.edu	

**COLLEGE OF MARIN
SCHEDULE OF CONFERENCES
SEPTEMBER 12, 2018**

<u>TIME</u>	<u>PLACE</u>	<u>SUBJECT OF CONFERENCES</u>	<u>NAMES AND TITLES OF INDIVIDUALS MEETING W/COMMITTEE</u>
8:30	Bldg 27, Rm 213	Initial meeting with Program Administrator	Program Administrator- Rebecca Allen
9:00	Bldg 27, Rm 213	Administration, Budget, Outcomes Assessment, Admissions and Faculty	Chief Executive Officer- President Coon, SVP Student Learning & Student Services- Jonathan Eldridge VP of Finance & Operations- Greg Nelson, Dean of Enrollment Services- Jon Horinek, Dean of CTE- Beth Pratt Health Sciences Administration- Marshall Alameida, Angela Olmanson Program Administrator - Rebecca Allen, Faculty- Kathleen Rooney, Wende Bohlke, Shelley Smith
10:00		Orientation Tour of Program Facilities	Program Administrator- Rebecca Allen
10:30	Bldg 27, Rm 213	Course-by-Course Review of Curriculum (15 min. per course or five (5) courses)	Rebecca Allen, Wende Bohlke, Kathleen Rooney, Shelley Smith
11:45	Bldg 27, Rm 213	Executive Session	
12:00	Bldg 27, Rm 213	Lunch	Advisory Committee, and/or Faculty, Program Administrator
1:30	Bldg 27, Rm 213	Continuation of Curriculum Review (up to eight (8) courses)	Rebecca Allen, Wende Bohlke, Kathleen Rooney, Shelley Smith
3:30	Bldg 27, Rm 220	Chairside Observation-Dent 182 Radiology Lab	Instructor: Rebecca Allen, and students
4:30	Bldg 27, Rm 224	Open Session with Students	Students
4:45	Bldg 27, Rm 213.	Executive Session	
5:00	Bldg 27, Rm 213	Debriefing Session with Program Administrator	Program Administrator- Rebecca Allen
5:30		Departure (Day 1)	

**COLLEGE OF MARIN
SCHEDULE OF
CONFERENCES
SEPTEMBER 13, 2018**

<u>TIME</u>	<u>PLACE</u>	<u>SUBJECT OF CONFERENCES</u>	<u>NAMES AND TITLES OF INDIVIDUALS MEETING W/COMMITTEE</u>
8:30	Off Campus	Tour of 2 Extramural Facilities	Rebecca Allen & Wende Bohlke
10:30	Bldg 27, Rm 213	Interim Conference with Program Administrator (if necessary)	Program Administrator- Rebecca Allen
11:00		Tour of Learning Resources Center	Library Technician III- John Erdmann & Program Administrator- Rebecca Allen
11:30	Bldg 27, Rm 213	Executive Session - Lunch	
2:00	Bldg 27, Rm 213	Final Conference with Program Administrator	Program Administrator- Rebecca Allen
2:30	Bldg 27, Rm 213	Final Conference with Institutional Administration	President- David Wain Coon SVP Student Learning & Student Services- Johnathan Eldridge Health Sciences Administration- Marshall Alameida, Angela Olmanson Program Administrator- Rebecca Allen
3:00		Departure	