

**COLLEGE OF MARIN | DENTAL ASSISTING ADVISORY COMMITTEE**  
**MEETING AGENDA – AUGUST 22, 2018**

MCDS - Muir Woods Conference Room – 6:00 pm – 7:00 pm

175 North Redwood Drive, Suite 130  
San Rafael, CA 94903

*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.*

COM Advisory Board Chair: Dr. Judy Husen  
COM Dental Assisting Interim Program Administrator: Rebecca Allen  
Advisory Committee Members: See separate report

TOPIC	REPORT / STATUS	Discussion Leads
	Advisory Committee Meeting Focus: CODA Accreditation Visit	
Accreditation Concerns from CODA	<ul style="list-style-type: none"><li>CODA reported to COM Dental that numerous documents had been omitted in the submission of the Self-Study and the Exhibits.</li><li>Review of Advisory Committee Members List</li><li>Review of CODA Site Visit Schedule</li></ul>	Rebecca Allen
Next Meeting	<ul style="list-style-type: none"><li>CODA lunch with COM Dental Advisory Committee September 12, 2018, IVC Campus, Building 27, Room 213</li></ul>	

**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"> <li>• Two sets of bi-laws:               <ul style="list-style-type: none"> <li>○ COM</li> <li>○ Dental society</li> </ul> </li> <li>• 3 members DDS to create quorum (3 year term)</li> <li>• COM bi-laws to assist school w/ program</li> <li>• 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"> <li>○ 10 members to vote – 3 year term, can serve no more than two consecutive terms</li> </ul> </li> <li>• Have only two meetings (Fall/Spring) a year per bi-laws</li> </ul>	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"> <li>• Scheduled September 12-13, 2018</li> <li>• Not revised since 2014, curriculum within guidelines of COM</li> <li>• Marshall asking for committee on advisory to check accreditation</li> </ul>	Marshall to send out accreditation documents to committee
NEW BUSINESS	<ul style="list-style-type: none"> <li>• COM got grant to develop online Dental Management course</li> <li>• Becky Allen and Wende Bohlke to hit high schools by the end of the academic year</li> <li>• 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"> <li>• Sub committee needs to get info out</li> </ul> </li> <li>• 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</li> <li>• X-ray set up</li> <li>• YES graduation! Thursday June 21st</li> </ul>	Kathleen to look into x-ray regulations
Adjournment	Meeting adjourned @ 7:08pm	
Next Meeting		

	COLLEGE OF MARIN DENTAL ASSISTING A
Name	Title
Rebecca Allen	College of Marin Dental Assisting Program Administrator/Coordinator
Kathleen Rooney	Faculty
Wende Bohlke	Faculty
Shelly Smith	Faculty
Daniel Freeman	DDS
Alan Cascio	DDS
Judy Husen	DDS
Marcello Indelicato	DDS
Gabrielle Garcia-Rojas	DDS
Gila Dorotskar	DDS
Greg Miller	DDS
Ronnie Douglas	DDS
Nadar Vafaie	DDS
Christy Burton	RDA
Jorge Garcia	RDA
Ana Tovar de Seligman	RDA
Blanca Pareto	RDAEF, RDH
Barbara Cancilla	RDAEF
Kim William	RDA
Marshall Alameida	Dean of Health Sciences
Angela Olmanson	Program Administrator-Health Sciences
Elizabeth Pratt	Dean of Career Technical Education

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

<b><u>TIME</u></b>	<b><u>PLACE</u></b>	<b><u>SUBJECT OF CONFERENCES</u></b>	<b><u>NAMES AND TITLES OF INDIVIDUALS MEETING W/COMMITTEE</u></b>
8:30	Bldg 27, Rm 213	Initial meeting with Program Administrator	<b>Program Administrator-</b> Rebecca Allen
9:00	Bldg 27, Rm 213	Administration, Budget, Outcomes Assessment, Admissions and Faculty	<b>Chief Executive Officer-</b> President Coon, <b>SVP Student Learning &amp; Student Services-</b> Jonathan Eldridge <b>VP of Finance &amp; Operations-</b> Greg Nelson, <b>Dean of Enrollment Services-</b> Jon Horinek, <b>Dean of CTE-</b> Beth Pratt <b>Health Sciences Administration-</b> Marshall Alameida, Angela Olmanson <b>Program Administrator -</b> Rebecca Allen, <b>Faculty-</b> Kathleen Rooney, Wende Bohlke, Shelley Smith
10:00		Orientation Tour of Program Facilities	<b>Program Administrator-</b> 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	<b>Program Administrator-</b> Rebecca Allen
5:30		Departure (Day 1)	

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

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