

August 24, 2011

Dr. Ray Flores
Chancellor
Pima County Community College
2202 West Anklam Road D-220
Tucson, AZ 85709-0080

RE: Dental Assisting, Dental Hygiene and Dental Laboratory Technology Programs

Dear Chancellor Flores:

At its August 4, 2011 meeting, the Commission on Dental Accreditation (CODA) considered the site visit report on the dental assisting, dental hygiene and dental laboratory technology programs sponsored by the Pima County Community College. The Commission also considered the institution's response to the site visit report.

On the basis of this review, the Commission adopted a resolution to grant the **dental assisting** and **dental hygiene** programs the accreditation status of "approval without reporting requirements". The definitions of accreditation classifications are enclosed. No additional information is requested from the programs at this time. The next site visit for the programs is scheduled for **2018**.

A copy of the Commission's site visit report is enclosed. One copy of this report and the related enclosures have also been sent to the chief administrative officer and program directors copied on this letter. The Commission requests that a copy of this report and the related enclosures be forwarded to the chairpersons and appropriate faculty.

In taking this action, the Commission stipulated that it will expect the institution to keep the Commission informed as soon as possible of anticipated major changes in any approved educational program offered, particularly in the areas of enrollment, administration, faculty, facilities and curriculum. The Commission's policy and guidelines for reporting major program changes are being sent to the program director via e-mail.

In a separate action following careful review of the information provided, the Commission adopted a resolution to grant the **dental laboratory technology** program the accreditation status of "approval with reporting requirements".

Based on a review of the response, the Commission determined that the following recommendations contained in the site visit report remain unmet: #s **2 and 3**. The Commission specified that continued accreditation of the program will be dependent upon the remaining recommendations being met and the program achieving full compliance no later than February 2013.

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Specifically, Recommendation #2 states: "It is recommended that written documentation of each course in the curriculum must be provided and include learning experiences including time allocated for each experience and evaluation procedures." (DLT Standard 2-6) To demonstrate compliance with Recommendation #2, the Commission requests the program submit revised course syllabi that include learning experiences including time allocated for each experience and evaluation procedures.

Recommendation #3 states: "It is recommended that graduates be competent in the fabrication of fixed porcelain-to-metal prostheses, including post-soldering and porcelain margins." (DLT Standard 2-21, o and p) To demonstrate compliance with Recommendation #3, the Commission requests the program submit revised course documentation, to demonstrate that content in post-soldering and porcelain margins is presented. Please submit course syllabi that include instructional objectives, course content outline(s) that includes these topics, and evaluation mechanisms. Please provide a copy of a purchase order or invoice for semi-precious metal used in post soldering.

The Commission requests one paper copy and one comprehensive electronic copy of the detailed progress report on the implementation of the recommendation(s) be submitted to this office by **November 15, 2011** for consideration at the Dental Laboratory Technology Education Review Committee's July 14, 2011 meeting and the Commission's February 2, 2012 meeting.

The Guidelines for Preparation of Reports and Documentation Guidelines for Selected Recommendations are being sent to the program director in an e-mail attachment. This will assist you in developing a focused, concise response to the Commission's recommendations. Please note that if a Review Committee determines that a report does not meet the criteria as outlined in the documentation guidelines, the report will be returned to you and will not be reviewed at the February 2012 meeting. The Commission's timelines for demonstration of full compliance will not be modified due to a delayed review resulting from improperly formatted reports.

In addition to the paper copy requested above, please be advised that the Commission requires that all accreditation correspondence/documents/reports and related materials submitted to the Commission for a program's permanent file be done so electronically. The attached Electronic Submission Guidelines will assist you in preparing your report. If the program is unable to provide a comprehensive electronic document, the Commission will accept a paper copy and assess a fee to the program for converting the document to an electronic version.

Institutions/Programs are expected to meet established deadlines for submission of requested information. If an institution fails to comply with the Commission's request, it will be assumed that the institution no longer wishes to participate in the accreditation

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program. In this event, the Commission will immediately notify the chief executive officer of the institution of its *intent to withdraw* the accreditation of the program at its next scheduled meeting.

It should be noted that Commission policy allows for the program to appear before the Dental Assisting Review Committee to supplement the written information contained in your progress report. A written request for a special appearance should be submitted to Dr. Anthony J. Ziebert, director, Commission on Dental Accreditation, by **December 9, 2011**.

If the special appearance request is approved, a representative of the institution will be permitted to appear before the Dental Assisting Review Committee to present additional information. The special appearance will occur at a specified date and time period prior to the committee's consideration of the program's accreditation classification. If additional written materials will be presented, **ten (10)** copies should be submitted by the institution to this office by **January 6, 2012**.

The Commission has authorized use of the following statement by institutions or programs that wish to announce their programmatic accreditation by the Commission. Programs that wish to advertise the specific programmatic accreditation status granted by the Commission may include that information as indicated in italics below (see text inside square brackets); that portion of the statement is optional but, if used, must be complete and current.

The programs in dental assisting, dental hygiene and dental laboratory technology programs are accredited by the Commission on Dental Accreditation [*and have been granted the accreditation statuses of "approval without reporting requirements", "approval without reporting requirements" and "approval with reporting requirements, respectively*"]. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: <http://www.ada.org/100.aspx>.

The Commission wishes to thank you and the faculty and staff for their cooperation during the site visit. If this office can be of any assistance to you, please contact me by telephone, at 1-800-621-8099, extension 2705 or by e-mail, at renfrow@ada.org.

Sincerely,

Patrice Renfrow, RDH, BA, BS

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Manager, Dental Assisting and
Dental Laboratory Technology Education
Commission on Dental Accreditation

PR/ap

Enclosures: Formal Report of the Site Visit
CODA Accreditation Status Definitions

Sent via E-mail to Dental Assisting and Hygiene Program Directors:
Reporting Major Changes in Accredited Programs
Electronic Submission Guidelines for General Correspondence
Accreditation Standards for Dental Assisting Education
Accreditation Standards for Dental Hygiene Education
Evaluation and Operational Policies and Procedures

Sent via E-mail to Dental Laboratory Technology Program Director:
Guidelines for Preparation of Reports
Electronic Submission Guidelines for Progress Reports
Documentation Guidelines for Selected Recommendation
Accreditation Standards for Dental Laboratory Technology Education
Evaluation and Operational Policies and Procedures

cc: Ms. Marty Mayhew, dean, Health Related Professions and Nursing
Ms. Sarah Marcus, program director, Dental Assisting
Ms. Joy Gall, program director, Dental Hygiene
Mr. Max Atwell, program director, Dental Laboratory Technology
Dr. Donald Joondeph, chair, Commission on Dental Accreditation (CODA)
Dr. Anthony J. Ziebert, director, CODA
Ms. Gwen Welling, manager, Dental Hygiene Education, CODA