

**Dental Assisting- Hesperia
Plan as of August 2016**

Task Title	Assigned to	Task Status	Month	
Prepare Dental Assisting program selection rubric and feasibility data	Angela Heinz	Completed	Jun-16	
Present Dental Assisting program proposal to Senior Management	Angela Heinz	Completed		
Prepare Dental Assisting program marketing budget and 2-year student enrollment projections	Angela Heinz	Completed	Jul-16	
Determine campus facility options for Dental Assisting program in Hesperia	Steve Perry	Completed		
Prepare Dental Assisting program equipment list: furniture, equipment, supplies, textbook requirement	Ralph Ortiz	Completed		
Prepare Dental Assisting program space allocation plan and facility concept drawings for Hesperia	Steve Perry	Completed		
Set-up Dental Assisting program project accounting and complete full budget estimate for Hesperia	Scott Perry	Completed		
Define and prepare Dental Assisting program curriculum requirements	Carole Brown	Completed		
Present Dental Assisting program proposal and recommendation for Hesperia to Senior Management for approval to execute and implement	Angela Heinz	Completed		
Begin recruitment process for a Dental Assisting Program Director	Richard Matley	In Progress		Aug-16
Present Dental Assisting program facility and program proposal to Board of Governors for approval to proceed	Angela Heinz		Sep-16	
Prepare and submit ACCJC Substantive Change to establish Dental Assisting program in Hesperia	Crystal VanderTuig		Sep-16	
Prepare and submit application to the Bureau for Private Postsecondary Education for approval of the Dental Assisting program	Crystal VanderTuig	Not Started	Dec-16	
Submit application to the Dental Board of California	Greg Osborn			
Prepare Dental Assisting program computer and software installation and access plan for Hesperia	David Mendes		Jan-16	
Prepare the Dental Assisting program architectural drawings for Hesperia	Steve Perry		Jan-16	
Obtain construction bids for the Dental Assisting program classrooms in Hesperia				
Confirm contractor and build-out timeline for Hesperia				
Obtain remodel permit for Hesperia				Jun-16
Conduct DA Program site visit with the Dental Board of California	Greg Osborn			
Recruit and train Dental Assisting program staff for Hesperia	Richard Matley			
Provide Dental Assisting program Product Knowledge to Hesperia's admission team	Wendi Oliveira			
Submit Dental Assisting program IS equipment list for procurement for Hesperia	David Mendes		Jul-16	
Prepare and launch Dental Assisting program in learning management system for Hesperia	Adam Lefaive			
Prepare and launch Dental Assisting program in student records system for Hesperia	Cheyenne Reyes			
Launch Dental Assisting program marketing and workshop campaign for Hesperia	Beth Hyde			
Deliver Dental Assisting program New Faculty Orientation to Hesperia faculty	Ash Carter			
Complete Dental Assisting program lab furniture and equipment installation for Hesperia	Ralph Ortiz		Sep-16	
Deliver Dental Assisting program New Student Orientation for Hesperia	Richard Matley			
Deliver Dental Assisting program first day of student instruction for Hesperia			Oct-16	
Evaluate Dental Assisting program development process for Hesperia	Angela Heinz		Apr-18	