

January 17, 2012

Mr. Michael Perry  
San Joaquin Valley College – San Diego  
801 S. Akers St.  
Suite 150  
Visalia, CA 93277

Dear President Perry:

The Initial Accreditation Application for the developing dental hygiene program to be offered by ***San Joaquin Valley College***, in ***San Diego, California***, has been reviewed by Commission on Dental Accreditation consultants. It appears that this developing dental hygiene program has the potential for meeting the Accreditation Standards for Dental Hygiene Education Programs.

As you are aware, an accreditation status can only be granted based on an on-site evaluation visit. Information gathered from the self-study guide application and the site evaluation is developed into a report, which is reviewed by the Commission to determine the proposed program's readiness for the accreditation status. A one day site evaluation will be scheduled for spring 2012. The report generated from this site evaluation will be considered at the Commission's August 9, 2012 meeting. Ms. Alyson Nall, Coordinator, Allied Dental Program Reviews, will follow-up with site visit arrangements. She can be reached at [nalla@ada.org](mailto:nalla@ada.org) or (800) 621-8099, extension 4660.

According to Commission policy, **programs must not enroll students until the "initial accreditation" status has been granted** by the Commission.

In reviewing the college's self-study materials, some areas reported in the self-study application need additional clarification. To further assist the visiting committee and the Commission in evaluating the program, some sections of the application should be updated and/or enhanced prior to the site visit. These items are listed on attached pages as *Documentation Requested Prior to the Initial Accreditation Site Visit* and are related to the Accreditation Standards. If you determine that any of the information listed on the attached pages cannot be collected and documented prior to the site visit, please advise me as soon as possible.

**One (1)** paper and **one (1)** (electronic copy of the addendum prepared by the program to respond to the *Documentation Requested Prior to the Initial Accreditation Site Visit*, the current college catalog, and the schedule of conferences must be mailed to the site visit committee. Additionally, send **one (1)** paper and **one (1)** electronic copy of the addendum *Documentation Requested Prior to Initial Accreditation Site Visit* to the

Commission to my attention at the Commission on Dental Accreditation. **All documentation must be received 30 days prior to the site visit.**

Programs/Institutions must 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 program. In this event, the Commission will immediately notify the chief executive officer of the institution of its intent to withdraw the program's application.

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. 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.

Please send major curriculum changes visiting committee addendum to allow the consultants ample time to evaluate modifications from the original self-study application. If you anticipate major changes after the program addendum is mailed to the visiting committee and the Commission, please notify the Commission as soon as possible so that we can reschedule the site visit for a later time.

Additionally, I have forwarded a copy of the *Site Visit Evaluation Report for a Developing Dental Hygiene Program (SVER)* to the program administrator via email. This is the actual evaluation form that will be used by the visiting committee members while they are on site. Review of the instrument by the program administrator and faculty prior to the site visit may help to focus on the requirements of the Accreditation Standards and, as a self-study mechanism, to objectively identify the strengths and weaknesses of the program prior to the site visit.

The staff on the Commission on Dental Accreditation is available for consultation to all educational programs which fall within the Commission's accreditation purview. Educational institutions conducting programs oriented to dentistry are encouraged to obtain such staff counsel and guidance by written or telephone request. Consultation is provided on request prior to, as well as subsequent to, the Commission's granting accreditation to specific programs. The Commission expects to be reimbursed if substantial costs are incurred.

If I can be of further assistance as you prepare for the initial accreditation site evaluation, please contact me at (800) 621-8099, ext. 2695 or [wellingg@ada.org](mailto:wellingg@ada.org).

President Perry  
January 17, 2012  
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Sincerely,

A handwritten signature in blue ink, appearing to read "Gwen Welling". The signature is fluid and cursive, with a large initial "G" and "W".

Gwen Welling, RDH, MS  
Manager, Dental Hygiene Education  
Commission on Dental Accreditation

GW/sz

Enclosures: Documentation Requested Prior to Initial Accreditation Site Visit (enclosed)

Enclosures sent via email to the program director:

Site Visitor Evaluation Report for a Developing Dental Hygiene Program  
Evaluation and Operational Policies and Procedures  
Accreditation Standards for Dental Hygiene Programs  
Guidelines for Electronic Submission of Documents

cc:

Mr. Gregory Osborn, director, Curriculum & Program Planning  
Ms. Jean Honny, program director, Dental Hygiene  
Dr. Steven Tonelli, chair, Commission on Dental Accreditation (CODA)  
Dr. Anthony Ziebert, senior vice president, Education/Professional Affairs  
Ms. Alyson Nall, coordinator, Allied Program Reviews, CODA