

# San Joaquin Valley College

## Purchase Proposal



Approved:    Yes     No

Date: August 24, 2017

PR Number: DA LO Workshop (05.17)

**STANDARD:** New supply and/or equipment purchases must be in alignment with SJVC’s Mission Statement and Strategic Plan. They must support the Institutional Learning Outcomes (ILOs), Program Learning Outcomes (PLOs), and show a positive correlation to career placement.

**POLICY:** The Proposal form is to be completed in full and submitted with support documentation to [CurriculumImprovements@sjvc.edu](mailto:CurriculumImprovements@sjvc.edu) *between 60- 90 days prior* to the department’s Program Review for peer review and institutional determination.

**PROCESS:** Complete and submit the Purchase Proposal to [CurriculumImprovements@sjvc.edu](mailto:CurriculumImprovements@sjvc.edu). Attendees at the Program Review will vote on adoption of the proposal. If approved, the proposal is forwarded to Senior Management for their review.

**TIMELINE:** Program changes take a *minimum* of 120 days to implement. Please plan accordingly.

### Curriculum Purchases

**Policy:** Curriculum purchases are defined as NEW items requested by faculty specific to student achievement of course and program outcomes and job placement.

**Process:** The *Purchase Proposal* is to be completed in full and submitted with supporting documentation to the Curriculum Technician. If the proposal involves a program on multiple campuses, stakeholders from those campuses will be asked to review the Proposal prior to final approval.

**Examples:** Patient simulators, virtual labs, durable medical equipment, HVAC training equipment

### Instructional Purchases

**Policy:** Instructional purchases are defined as NEW items requested by faculty to support classroom instructional techniques. Instructional purchases are not specific to any one program.

**Process:** The *Purchase Proposal* is to be completed in full and submitted with supporting documentation to the Classroom Technology Specialist.

**Examples:** Laptops and laptop carts, Interactive whiteboards, Clicker response systems

**Timeline:** Allow at least 90 DAYS for purchase and installation after approval.

Item	One additional sensor/ 3 Dental Assisting Programs (Visalia, Fresno, Bakersfield) and Software updates per campus
Total Cost (for all campuses included)	\$35,000.00 (Visalia, Fresno, Bakersfield) Temecula excluded
Is this request from Program Review? If so, please list the PR number	Request from Learning Outcome Workshop
Person Requesting	Dawn Christy-Bakersfield, Tamara McNealy-Fresno, Minerva Zepeta-Visalia, Cindy Ovard-Temecula

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Supervisor	
Campus	Bakersfield, Visalia, Fresno
Date	7/31/2017
Software required:	No new software needed - add to existing software
IS notified:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Program	Dental Assisting
Course(s)	DA 230

**SECTION 1: Measurement** What metrics will be used to evaluate the effectiveness of the proposed changes? (Placement, licensure, certification, CLO/PLO achievement, course completion, etc.)

**What is the current status and what is the expected target?**

Metric	Current	Target	By When
DA 230 CLO #3 (11/4/13-10/19/15)	100%	100%	August 2018
PLO #2 (11/4/13-10/19/15)	99%	100%	August 2018

### Section 2: Summary of Benefits

*Explain the benefits of the proposed supply/equipment to the course and program or instructional techniques.*

This purchase will align our DA programs with changes in the DBC regulations for completing 4 digital patients, doing away with analog film and processing and the cost of biohazard pickup. (see attached documentation)

### Section 3: Supporting Documentation

*Attach at least two forms of documentation from outside sources that support the need for the purchase. Supporting documentation includes but is not limited to: Advisory Board minutes or statements from members, statements from career service department, extern sites or employers, detailed recommendations from programmatic accreditation associations or new laws and/or legislation, research on current industry trends.*

Supporting items are (attached):

- See [Appendix A](#): email documenting Dental Board workshop radiology regulation changes coming in 2018 (highlighted yellow). There currently is no published update to the regulation. However, the board will set these as regulations at the August 2017 meeting and will be placed into effect Jan 2018. Since the program is currently undergoing a curriculum revision, now seemed to be an appropriate time to request.
- See [Appendix B](#): Advisory Board meeting- Agenda item III #e (highlighted yellow)
- See [Appendix C](#): Advisory Board meeting – Agenda item II #a (highlighted yellow)
- See [Appendix D](#): DA230 Purchase Approval Letter. At advisory board meetings it has been

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suggested we immediately move into alignment with the DBC and it has been noted that **all** dental schools in every region have gone completely digital in radiology.

<b>Section 4: Improvement of Student Achievement</b>
<i>4a. Explain how the proposed supply/equipment will increase student achievement.</i>
Allows students to be up-to-date with technology established in clinical extern rotations and employment. Allow more time for student practice with digital since we are freeing up time consuming analog radiology and help us align with the DBC regulations (see attachment).
<i>4b. Summarize how this purchase will assist student placement. Have any students been denied placement because of the College's lack of this supply/equipment?</i>
Students will be better aligned with community dental offices who are completely digital and will allow more time learning and practicing digital radiology, which many offices feel students are lacking in now. (See <a href="#">Appendix C</a> : Advisory Board meeting – Agenda item II #a (highlighted yellow))

<b>Section 5: Alignment with Outcomes</b>	
<p><b>Curriculum Purchase</b>  <i>5a. Explain <b>HOW</b> the proposed supply/equipment aligns with and support the CLOs and/or PLOs. Please identify and list the specific SLOs.</i></p>	<p><b>Instructional Purchase</b>  <i>5a. Explain <b>HOW</b> the proposed supply/equipment aligns with and supports the ILOs and/or Instructional Department outcomes for an instructional technique purchase.</i></p>
This supports DA 230 CLO #3 and PLO #2, as we are aligning with DBC regulations moving into the digital age of x-rays: allowing all practice and all live patients to be done with digital radiology. This allows for more practice time and better preparing the students for private practice. We will also rid our programs of the Biohazard of the analog processing chemicals and high cost of analog film.	Purchasing the equipment will support the ILOs of community involvement and supplying a student base that is educated in the equipment the community is using. Clinical extern sites have been tracked and identified as utilizing digital imaging equipment. Staying abreast of new technology and supplying capable and confident students who can function at the high level technology the dental offices are using.
<i>5b. How are the CLOs and/or PLOs being currently taught and assessed without this purchase?</i>	<i>5b. What instructional techniques are currently being used without this supply/equipment?</i>
We are using analog film and film processing that is antiquated. We will be using The cost and use of harmful chemicals are time consuming a biohazard and may be eliminated.	By using the currently taught exposing and processing techniques, our student are partially educated for the field of dentistry. Continuing to teach these techniques is not keeping abreast of the changing in the community dental field. We expose and process analog film on Dexter and

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	patients that is antiquated.
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<b>Section 6: Implementation</b>
<i>6a. What maintenance or upkeep is required for this supply/equipment (Batteries, Belts, etc.)?</i>
No maintenance or upkeep. Keeping it clean after every use along with proper storage between classes should keep it safe and usable for a longer period of time.
<i>6b. Will this supply/equipment become outdated and need to be replaced? If so, approximately how long until it is outdated?</i>
Eventually it will as all equipment does wear out, but digital sensors should last years.
<i>6c. Will faculty need to be trained on how to use this supply/equipment? If so, describe the training plan and skills assessment plan.</i>
Faculty should not need to be trained as they are using some form of digital sensors right now. They may need to be updated on use of a newer model than their previous one.

<b>Section 7: Ordering Information</b>
<i>Attach all of the following documentation:</i>
<ul style="list-style-type: none"> <li>• Detailed equipment/supply specifications</li> <li>• List of possible vendors</li> <li>• Additional ordering information</li> </ul>
Henry Schein has Gendex sensors - No bridge is needed, it can be used with existing software.
Needing an additional sensor is not based upon student census: it's based on number of operatories (2) equipped with radiographic equipment per campus.

<b>Section 8: Academic Leadership Input</b>
<i>A statement from the Academic Dean (Campus Director if submitted by the Academic Dean) documenting their knowledge and support of the proposed improvement is necessary to process the proposal (Separate Attachments or emails to the Curriculum Specialist are acceptable).</i>
<p>During the Learning Outcome Workshop it was brought up that additional sensors were needed to fulfill student requirements. Temecula already has the additional sensor and recommended that the remaining campus do the same, in which they all agreed. The implementation date would be in January 2018 pending approval of from the board during the August Meeting.</p> <p style="text-align: right;">Patrick Krebs, Curriculum Specialist, CAO</p>

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**Section 9: Internal Research (completed by AA staff)**

*How many students are enrolled in this program on all campuses?*

*Is this item in use on another campus? If so, which campus(s)?*

*How will we measure return on investment?*

Campuses	# of Students
Bakersfield	25
Fresno	30
Temecula	56
Visalia	47
<b>Grand Total</b>	<b>158</b>

*Temecula campus is currently utilizing the additional sensors.*

*Return on investment is made up from purchase elimination of film, chemical, automated processor repairs, and waste disposal.*

**Section 10: Senior Management Review**

Proposal must be reviewed by Senior Management or authorized representative.

Review Date: August 24, 2017

Approved

Disapproved

*Comments:*

*After careful consideration, inquiry, and discussion, the Senior Management Budget Committee approved the proposal.*

*Senior Management Budget Committee Members:*

- 1. Nick Gomez, Chief Operating Officer*
- 2. Russ Lebo, Chief Financial Officer*
- 3. Carole Brown, VP of Academic Affairs*

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### Appendix A

Email from Tamara McNealy- June 2<sup>nd</sup> 2017

Please read the email below regarding proposed regulatory changes for DA approved programs. Notes were shared by a stakeholder group:

Below are some notes from the DBC workshop we attended last Friday (June 23, 2017). **PLEASE REMEMBER THAT THESE CHANGES ARE NOT IN EFFECT UNTIL THEY ARE PRESENTED TO, AND APPROVED BY, THE DENTAL BOARD.** Don't start implementing changes based on this information yet! And if you have any concerns or suggestions, there is still time to present your comments to them at the Board meeting when these changes are discussed during public comment.

#### GENERAL COMMENTS

- Definition of "preclinical instruction" - deleting "simulation devices" so that preclinical just means "procedures on patients which are limited to students, faculty, or instructional staff members." Work on simulation devices is lab, not preclinical.
- DBC working on changing working for facility requirements regarding "educationally conducive lecture classrooms" since the "lecture" or didactic portion of courses could be offered via distance education and therefore would not have a lecture classroom
- Instructor to student ratio for lab being changed from 14-1 to 12-1. Rationale: Makes more sense as clinical is 6-1 and mirrors CODA's requirements.
- New regulatory language provides for interpretation that certificate classes (x-ray, CP, sealants) in RDA approved programs are "stand-alone"; meaning that if a student were to NOT complete our whole program, but did complete a certificate portion of our program, we could issue them a certificate of completion of the course.
- Legal counsel's interpretation of the words "extramural dental facility" includes both externship AND use of dental offices for the clinical component of stand-alone courses.
- New language for clinical instruction ratio is "there shall be no more than six students per instructor **simultaneously engaged in clinical instruction.**" This is interpreted to mean that if a student were placing sealants, another student was assisting, and the patient were a student, the student placing the sealants and the assisting student are both receiving instruction - the patient is just the patient. They are not engaged in the instruction.
- All certificate or permit courses require that a written exam must be taken and passed prior to engaging in clinical instruction. This written exam must contain information on all required topics including infection control.

#### 1070 GENERAL PROVISIONS GOVERNING ALL DENTAL ASSISTANT EDUCATIONAL PROGRAMS AND COURSES

- Discussed the definition of "patient of record" and whether or not our patients are considered "patients of record." (see B&P 1684.5) Conclusion: Our patients are NOT "patients of record" therefore we are not required to have "oral conditions diagnosed and a written plan developed by the licensing dentist." (see 1684.5(b)). 1070(h) Wording changed added: All patient's or their guardian must complete a health history form with consent acknowledging the procedure is being performed by a student of the program or course **and understand this treatment does not constitute comprehensive care nor is the patient a "patient of record."**
  - Legal counsel stated that the support for this interpretation is in 1684.5(e) which states that this section of the law regarding patients of record "shall not apply to dentists providing examinations on a temporary basis outside of the dental office in settings

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including, but not limited to, health fairs and school screenings." He believes that our programs and courses would fall within this statement.

### 1070.2 APPROVAL OF REGISTERED DENTAL ASSISTANT EDUCATIONAL PROGRAMS

- Advisory board members: old regulation required "equal representation" of dentists and auxiliaries. New regulation states: "dentists and dental assistants must be represented."
- Agreement could not be achieved on requirements for visiting students on externship, therefore it is not being change. (Current regulation states "Program faculty shall visit each extramural dental facility at least once every ten clinical days".)

### 1014.1 RADIATION SAFETY COURSE

- New regulations allow for all x-rays to be done digitally. Current regulations require at least one set to be done conventionally (film).

### 1070.3 PIT AND FISSURE SEALANT COURSE

- New wording for 1070.3(a)(e) "Courses in pit and fissure sealants shall not be required to employ a dentist for the purposes of oversight during pre-clinical or clinical instruction. However, course directors shall ensure that teeth identified for treatment have been properly identified by a licensed dental professional acting within their scope." The interpretation here is that we do need a prescription for sealants by a "licensed dental professional acting within their scope" but that a dentist doesn't need to be present during our clinical sessions and that the patient does not need to be a "patient of record" of the dentist signing the prescription (as clarified above regarding 1684.5).
- New language for the required teeth for sealants: Clinical instruction shall include experience on a minimum of 16 posterior teeth, 4 of which shall be molars, on a minimum of two different patients. Final 4 teeth are used for clinical examination. Each tooth identified for treatment must be sufficiently erupted so that a dry field can be maintained for application of the etching, or etchant/bond combination, and sealant materials." Such clinical instruction shall include teeth in all four quadrants for each patient.

### 1070.4 CORONAL POLISH

- Had lengthy discussion regarding the need (or not) for prescription and direct supervision during clinical application of coronal polish. Though all agreed to add the same wording as above for sealants that we don't need direct supervision, we could not come to an understanding regarding the need for a prescription. DBC will be looking into this issue. (We will be working with them on statutory and regulatory changes to clarify whether or not our programs and courses need to follow the supervision requirements as set forth for treatment in dental offices on patients of record.)

### 1070.8 SEDATION ASSISTANT PERMIT COURSES

- Adding requirements that they have to have completed the 8 hour IC course and 2 hour DPA course

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- Long discussion regarding faculty and facility requirements. Being referred to Dr. Witcher for further editing

There will be one more workshop to review ic, duties and settings, definitions, and oap. The date for this workshop is still to be determined.

The DBC meeting in august (where they will be discussing alternatives for the practical exam) will be august 10th and 11th at the crown plaza airport hotel in San Francisco. **We hope to have as many of you there as possible!!**  
The DBC meeting in November will be in Sacramento, but the site is yet to be determined.



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### Appendix B



*SJVC*  
Temecula  
Dental Assisting  
Advisory Board Meeting  
Agenda  
7:30am  
March 27, 2015

**Attending:** Chair: Cindy Ovard, Program Director  
Committee Members

James- office manager- Pure Dental  
Dr. Murphy- DDS- Pure Dental  
Dr. Arriola-DDS- Winchester dental  
Leo-DA Winchester Dental  
Dr. Pesh-DDS- Ortho- Pesh/Petrol Ortho  
Julie Davis- office manager- Temecula Dental group  
Colette Hernandez- RDA Rancho Dental  
Melissa Godinez-RDH- SJVC instructor  
Melanie McCorkle-RDA P/T-SJVC  
Laura Eversull-RDA F/T-SJVC

Recorder of Minutes: Melissa Godinez

#### Introduction

##### I. Review and Approval of Previous AB Minutes

- a. -Dr. Arriola approved
- b. -Dr. Pesh/Julie Davis- 2nd

##### II. Program Overview:

- a. 5 sessions, 3-Morning and 2Afternoon-
  - i. 38 students- one class of 11 out in externship now
- b. Current census: 42- 38 current students
- c. Graduates taking RDA exam in April- next testing date- Aug/Nov/Feb 2016
- d. Review and Discussion of:
- e. All courses redone to need a grade "C" or higher. Approved with our curriculum committee beginning of March  
Rewriting the Lab/Pre-clinic/Clinic manual to be updated and in with technology.-  
Campus specific

##### III.

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**a. Program Review Suggestions from August meeting- Student achievement data**

Retention: 81%  
Attendance: 93%  
Course Completion: 95%

**b. Approval from Dental Board-**

**Textbooks, equipment, supplies, etc.**

**Will need training with CAD/CAM/CERIC within a few months-**

- Dr Arriola will have students in his office to learn on CAD/CAM.
- Observations: Surgery: Dr. Whitworth and Ortho: Dr. Pesh
  - Dr. Arriola suggested having Eaglesoft software for CAD/CAM simulation/demo on our software. It would make it easier for him to help us with the milling process. Contact Larry at Patterson- Dr. A. will contact Larry and get with him regarding if it's feasible to do it.
  - Dr. Pesh also brought up to partner with PDS for CERIC/CAD/CAM training assistance. As we get larger and it becomes more problematic for all of us to use Dr. A, since he is only available on Thursday- we could look to PDS for additional training, due to each PDS office having a CAD/CAM unit. Cindy will get in touch with PDS to see if this is possible.
  - Dr. Pesh advised no problem to have students observe Ceph and Pano in his office.

**c. Externship matters-**

**One class finished with externship and did well- the next class of 11 went out this week- always need offices willing to help (private)**

**Pacific Dental Services is helping to place at least half of the students-**

- students need 265 hours in 15 week- roughly at least 18 hrs weekly
  - All students attend 18 weekly hours (roughly)
  - AM- 10AM-2:30 or longer (7-9:15 DA 405/520)
  - PM 8AM- 2:30 due back at school at 3:5 for DA 405/520
  - Students cannot perform CP or Sealants until they pass that section of DA 405

**d. Changes in licensures, certifications, or exams**

- RDA EXAM and high fail rate since 2014- 3 diff typodonts with three different teeth—rubric/criteria and stricter than they have ever been. Dr. Wong is administrator and says he calibrates his proctors so there is no

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subjectivity. MARGINS, Contacts and occlusion are the reason for high fail rate. (75%) Print off or show the rates.

- The state board is aware of this and is working on remedy this- TOWN HALL MEETING- MAY 30 LA location we are attending
- Last board meeting- It was discussed by Dr. Arriola the need for CE in our area and our facility would excellent in location and availability for weekend classes for the dental community.- **we are now offering this for our community. We have become certified CE facility**
- Last board meeting Dr. Arriola also questioned if we offer a review class to the students who graduate, but have to wait 3- months to take their state test so they keep up with what is needed and don't lose their hard and soft skills. **YES WE DO : We offer a review course right before each exam- we will send a mailer out to the students from the previous graduating class with date and time of review.**

### **e. Changes in industry standards**

*Radiology is rapidly changing more into the digital age.*

- After our last board meeting, we have written a proposal to purchase one more digital sensor of radiology. Consensus with AB the need for two sensors. **Just need to write the justification- do by next meeting**

### **f. Additional topical areas of interest**

#### Questions

- Continue Education YES (IC/DPA)
- DR. Pesh said to partner with Dr. John Gunderson to possibly be a location for the Dental study club to have their montly meetings or partner and sponsor it with our name. They are looking for a place-
  - I spoke with Dr. G's office (3/31/15) and they are looking for a venue. Dr. G will get back to me next week
  - WE have a faculty member taking the OA course at Dental Pros. She will become OA certified in order to teach a course for us by end of the year, if we want to go that route.
- Collette knows of a charity our students can volunteer. She will contact us with more information.- VETS DAY in June at their office. She will get back to us for assistance.
- DR. A is working HS for sports guards in July. He would love our students to help with impressions and fabricating the guards. 7/9, 7/16, 7/23, 7/30. Get with him closer to the dates
- Dr. Murphy who attended would love to guest speak for us on various dental topics.
- We should be able to give out certificates for committee members for their portfolios/guest speakers.
-

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Meeting adjourned at 8:45

Copy sent to each board member electronically 3/23/2015

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### Appendix C



*SJVC*- Temecula- Dental Assisting  
Advisory Board Meeting  
Agenda- meeting minutes  
7:30am  
February 19, 2016

**Attending:** Chair: Cindy Ovard, Program Director  
Committee Members in attendance:  
Leo Flores- RDA (Dr. Arriola's office)  
Dr. Andrew Arriola- DDS Phone in attendance-  
Sam Hansen- Externship Coordinator PDS (manager)  
Rose Olague- RDA (Lead RDA Manager PDS)  
Laura Eversull- RDA SJVC Faculty

Recorder of Minutes: Cindy Ovard

#### Introduction

#### IV. Review and Approval of Previous AB Minutes

- a. –Leo Flores
- b. –Sam Hansen

#### V. Program Overview:

- a. **6 sessions, 3-Morning and 3 Afternoon- (47 active students)**

##### **See handout-**

*Since last meeting and items that were discussed to try and implement into our program:*

*Partnering with Temecula Valley Study Club has been established. SJVC is hosting bimonthly CE seminars put on through the study club. (Dr. Gunderson and Dr. Anderson), we've had 60 people in attendance so far for each meeting. Next meeting- March 8<sup>th</sup>.*

*Have not yet established an OA course. This year we will be working on it as we put more focus on providing CEs for the dental community.*

*Rose concerned with students no being able to perform Snap a Ray technique (bisecting technique) with radiology because PDS offices do not use the Rinn holders (paralleling technique) with digital s-rays. PDS offices do not use analog film.. Laura said she would try to leave time in RAD course to have students practice more on snap a ray with digital. Per state regs, we are to use the RINN holders while teaching and exposing on the state examination patients, but we can teach the use of bisecting technique, just not use it as a focal point. PDS understands, but wants us to try to emphasize it.*

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*Our program has been able to obtain one more digital sensor due to our past advisory meeting suggestions that we need to be fully digital in our RAD course by the time the state redoes their new RAD regulations this year.*

*As per last meeting Dr. A suggested getting with Patterson and getting Demo version of Cerec CAD/CAM. I've tried but not been able to get any information or have Patterson rep return my calls with sound information on the demo software: ROSE from PDS suggested they have the demo software for their new hires and with Dr. A's office doing the hands on training, we could use PDS to learn the software component. We could send 12 students at a time to their Corona offices quarterly.*

*Sam from PDS said they could justify having students attend the training due to our partnership with Extern to Hire deal. Cindy and Laura will work with Rose to set up the quarterly seminars beginning in March. Last week of DA 305 to go to Dr. A's office, and then PDS training 2hrs 9:00-11:00am- get set up on a quarterly timeline with 12 students each time.*

### VI. Review and Discussion of:

#### a. Program Review

**We are undergoing a full Program Review this month.**

*Cindy explained- SJVC DA programs in all locations are rewriting all courses with new CLOs to align better with the new structure Ash Carter rolled out at last faculty training.*

*DA 230 RAD course under review to allow 3 patients for digital and 1 for analog that is in alignment with state regs. This will better help students grasp digital which better helps them in externship.*

*All attendees reviewed the AB booklets that show our courses outlines and course content. They agreed the CLOS per course are too many and too many complex words. They agreed for revision to narrow down what is being asked of the student and for better understanding.*

### VII. Student achievement data

#### i. See handout for RDA stats-

- 1. Rose asked how we know what the stats to the Written and Law/Ethics exams. Cindy said state has not released the data since June 2015. Katie Lee at state says data will be updated soon when Cindy spoke to them two weeks ago.*
- 2. SJVC Temecula has 88% pass rate for 2015. That is the highest percentage for all SJVC DA programs. (not that we are competing with each other 😊)*

### VIII. Dental Board NEWS- still on hold: waiting to hear from Sarah Wallace/site visit

#### a. possible So Cal site host for the RDA practical examination.

- i. Cindy is waiting to get information from state on specs required to host. SJVC would like to host exam and meeting for So Cal location. Temecula is the perfect location for exam site. SJVC-Fresno (sister campus) is hosting the practical exam in July.*

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### **b. Changes in licensures, certifications, or exams**

- **There are changes happening in the educational courses for Radiology and Infection control courses on the state level and they are looking for So Cal meeting hosts that can handle up to 200 attendees per meeting (quarterly).-**
  - *Rose believes that PDS would be a great site in Irvine. She will speak to her contact at the state level.*
  - *Cindy is waiting to get information from state on specs required to host. SJVC would like to host a meeting also.*

### **IX. Externship matters-**

#### **a. We have partnered with Pacific Dental Services .11 students with PDS offices and 4 in private offices (including Dr. A's).**

- i. Sam was concerned that the students need to show the offices a list of duties they should be performing while they are in externship. Cindy gave her the copy of the evaluation form the offices use to evaluate the students progress while in externship. Cindy explained that every new externship office receive the externship orientation booklet at the beginning of signing up with us. Many of the offices don't refer to the booklet and forget they have it. Tina reminds them of the booklet each time a new student is placed with them. PDS will use it to make sure the offices know what the students need to be performing.*
- ii. SJVC is using Dr. Anderson (endo), Dr. Whitworth (OS), Dr. Baker (Pedo) and Dr. Pesh (ortho) for observation offices and Dr. Arriola for CAD/CAM training. Our students are required to observe specialty offices while they are enrolled in the specific specialty course.*
- iii. Our campus was able to get our pano machine installed and configured to have no radiation output. We use it for Pano demo.*

### **X. Community events-**

#### **a. Give a Heart- March 5<sup>th</sup> with Rancho Dental- students will volunteer time-**

- i. Laura will be attending with 4 of our top academic students. They've already been asked to participate.*

#### **b. Football Mouthguard month JUNE every Thursday**

- i. - Dr. A's office wants 5 students who are in externship to be involved with his Football mouth-guard month (Every-Thursdays in June from 9-1pm) The students need to know how to take good impressions using polysiloxane ready mix- Laura can show them during DA 235 and DA 305. Fairly easy, just need to do it with students. SJVC will assign 5 DAs who are already in externship. They will need a contract signed by Dr. A for that day and count it towards externship hours.*

#### **c. Freedom Day Vets- Sept 8 Thurs-**

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*i. Dr. A would like 4 externship student from 9-12 and 4 from 12-3. –(get a contract signed and students can use it for externship hours).*

**d. Partnered with Temecula Dental Study Club- for CEs**

**i. Next meeting is March 8<sup>th</sup>- 6:00pm- Go on line for more info-**

**e. Changes in industry standards**

*Board spoke about more changes regarding digital changes and digital impression and which labs SJVC might contact to have students observe this process. Leo mentioned #A1 lab in Temecula might be a possibility, since they just purchased a really nice big digital unit. Cindy will contact them.*

**Any other business-/questions:**

*No other questions or business was brought forth-*

**Adjourned: 8:55 AM**

**Copy of minutes sent to each board member electronically 2/22/2016- CO**



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### Appendix D

SJVC Dental Assisting Programs  
Radiology Course DA 230

RE: Proposal for acquiring additional radiology digital sensors

August 1, 2017

SJVC Dental Assisting Programs would like to submit a proposal to immediately move into alignment with the new DBC requirements. The new regulations slated for 2018 in the regulatory sessions of the DBC call for changes to the education Radiology courses and complete removal of analog film based curriculum to the use of digital radiographs. All **four patient requirements can be fully digital** per 2018 regulations. In order to move in this direction it would require **three of our SJVC DA programs to purchase additional digital sensors.**

All SJVC Dental Assisting programs are involved with curriculum update and course outline updates and by allowing our programs to immediately move into alignment with the DBC this will free up valuable time for teaching various techniques used in dental radiology and keep us in alignment with the dental field today.

At advisory board meetings it has been suggested we immediately move into alignment with the DBC and it has been noted that **all** dental schools in every region have gone completely digital in radiology. We would be completing our DBC requirements, but also helping our students learn what is being used in the field.

By allowing more digital patients to complete student skills and certification, this will also be a cost saver as our programs will be free of the biohazard of chemicals associated with radiology (Developer, fixer and lead foil from analog film). No more biohazard pickups. This is a win/win for SJVC.

With this proposal we are hoping to move our DA programs into the new age of radiology with the August roll out of our updated curriculum

Fresno campus needs one additional sensor along with software updates for the new sensor.  
Visalia campus needs one additional sensor along with software updates for the new sensor.  
Bakersfield campus needs one additional sensor along with software updates for the new sensor.  
Temecula does not need additional sensors and our software is updated.

Sincerely,

SJVC DA programs: Temecula, Bakersfield, Visalia and Fresno

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**From:** Russ Lebo  
**Sent:** Friday, September 01, 2017 11:12 AM  
**To:** Annette Austerman; Ralph Ortiz  
**Cc:** Carole Brown; David Mendes; Crystal VanderTuig  
**Subject:** FW: Request for Purchase  
**Attachments:** Quote from C & S Solutions

Approved,  
Russ

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**From:** Annette Austerman  
**Sent:** Thursday, August 31, 2017 2:31 PM  
**To:** Russ Lebo <RussL@sjvc.edu>  
**Cc:** David Mendes <DavidM@sjvc.edu>; Carole Brown <CaroleBr@sjvc.edu>  
**Subject:** Request for Purchase

Good Morning Russ,

Carole has requested that I work directly with you (as part of the budget committee) and David in her absence. Please review the software quote (attached), additional information (below).

Requesting purchase for all 5 RT campuses (Cordova, Visalia, Bakersfield, Ontario, Temecula):

- C&S Solutions software *upgrade*- one license will cover all campuses (see quote attached)
- Upgrade designated computers to **64-bits** to enable compatibility between RT software (C&S Solutions) and VDI
  - David is evaluating and can speak to any additional expense with computer replacement/upgrades

Let me know if you desire additional information from me to push this through.

Thank you,



**Annette Austerman** | Director of Curriculum and Assessment  
San Joaquin Valley College | 3828 W. Caldwell Ave., Visalia, CA 93277  
Direct: 559.302.1834  
In-house Direct: 1648  
[annettea@sjvc.edu](mailto:annettea@sjvc.edu)

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**From:** steve@cssolutions.biz  
**Sent:** Thursday, July 20, 2017 9:26 AM  
**To:** Robert Vosper  
**Subject:** Quote from C & S Solutions  
**Attachments:** ScanSJVC1.pdf

Robert,  
The quote that you requested is attached. Please let me know if you have any questions.  
Thanks,  
Steve Howder  
C & S Solutions

Cynthia L Howder

PO Box 33  
2064 N Old Highway 41  
Vincennes, IN 47591  
1-800-960-1618  
steve@cssolutions.biz

# Quote

Date	Estimate #
7/19/2017	17Q0041

Name / Address
San Joaquin Valley College Robert Vosper 11050 Olson Drive Ste 210 Rancho Cordova, CA 95670

Terms
Net 30

Item	Description	Qty	Rate	Total
TMC-01U	Therapist Multiple-Choice Examination I: UPGRADE SITE LICENSE	1	267.75	267.75
TMC-02U	Therapist Multiple-Choice Examination II: UPGRADE SITE LICENSE	1	267.75	267.75
TMC-03U	Therapist Multiple-Choice Examination III: UPGRADE SITE LICENSE	1	267.75	267.75
CSE-01U	Clinical Simulation Examination I: UPGRADE SITE LICENSE	1	830.25	830.25
	SUBTOTAL			1,633.50
CSE-02	Clinical Simulation Examination II: SITE LICENSE	1	1,845.00	1,845.00
CSE-03	Clinical Simulation Examination III: SITE LICENSE	1	1,845.00	1,845.00
	SUBTOTAL			3,690.00
DIS-10	10% Discount for purchases over \$1000 (Not applicable to Upgrades or other Discounted Items!)		-10.00%	-369.00
	SUBTOTAL			3,321.00
MES-01U	Arterial Blood Gases I - Blood Gas Sampling & Interpretation - v9.12: UPGRADE SITE LICENSE	1	123.75	123.75
MES-04U	Electrocardiography II - Basic Arrhythmia Recognition - v9.12: UPGRADE SITE LICENSE	1	123.75	123.75
MES-06U	Hemodynamic Monitoring I - Waveform Recognition - v9.12: UPGRADE SITE LICENSE	1	123.75	123.75
MES-07U	Hemodynamic Monitoring II - Clinical Application - v9.12: UPGRADE SITE LICENSE	1	123.75	123.75
MES-09U	Chest Tubes & Chest Drainage Systems - v9.12: UPGRADE SITE LICENSE	1	123.75	123.75
MES-11U	The Complete Chest Examination - v9.12: UPGRADE SITE LICENSE	1	123.75	123.75
	SUBTOTAL			742.50
SHP-F	Free Shipping in the U.S.		0.00	0.00

			<b>Total</b>	\$5,697.00
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# Purchase Order

San Joaquin Valley College  
 3828 W Caldwell Ave  
 Visalia, CA 93277  
 (559) 734-9000

**P.O. Number:** 0114579  
**Order Date:** 8/30/2017

**Vendor Number:** HENSCH

**Vendor:**  
 HENRY-SCHEIN DENTAL  
 DEPT. CH 10241  
 PALATINE, IL 60055-0241  
**Confirm To:**

**Ship To:**  
 SJVC - Online Campus  
 8233 W Hillisdale Ct, Ste 3  
 Visalia, CA 93291

Required Date	Ship VIA	F.O.B.	Terms			
8/30/2017			1st of the Month			
Item Code	Unit	Ordered	Received	Backordered	Unit Cost	Amount
SJVC-12093 717-1623 Gendex GXS Sendor #2	EACH	1	0	0	7,999.0000	7,999.00
			<b>Whse:</b> 000			
/TAX Sales Tax	EACH	1	0	0	684.5900	684.59
/FREIGHT Freight Charge	EA	1	0	0	55.0000	55.00
/NOTE Quote # 20170802065326836	EACH	0	0	0	0.0000	0.00

**Net Order:** 8,738.59  
**Sales Tax:** 0.00  
**Freight:** 0.00  
**Order Total:** 8,738.59

# Purchase Order

San Joaquin Valley College  
 3828 W Caldwell Ave  
 Visalia, CA 93277  
 (559) 734-9000

**P.O. Number:** 0114580  
**Order Date:** 8/30/2017

**Vendor Number:** HENSCH

**Vendor:**  
 HENRY-SCHEIN DENTAL  
 DEPT. CH 10241  
 PALATINE, IL 60055-0241  
**Confirm To:**

**Ship To:**  
 SJVC - Bakersfield Campus  
 201 New Stine Rd.  
 Bakersfield, CA 93309

Required Date	Ship VIA	F.O.B.	Terms				
8/30/2017			1st of the Month				
Item Code	Unit	Ordered	Received	Backordered	Unit Cost	Amount	
SJVC-12093 717-1623 Gendex GXS Sendor #2	EACH	1	0	0	7,999.0000	7,999.00	
					<b>Whse:</b> 000		
/TAX Sales Tax	EACH	1	0	0	583.9200	583.92	
/FREIGHT Freight Charge	EA	1	0	0	55.0000	55.00	
/NOTE Quote# 20170713112406265	EACH	1	0	0	0.0000	0.00	

**Net Order:** 8,637.92  
**Sales Tax:** 0.00  
**Freight:** 0.00  
**Order Total:** 8,637.92

# Purchase Order

San Joaquin Valley College  
 3828 W Caldwell Ave  
 Visalia, CA 93277  
 (559) 734-9000

**P.O. Number:** 0114581  
**Order Date:** 8/30/2017

**Vendor Number:** HENSCH

**Vendor:**  
 HENRY-SCHEIN DENTAL  
 DEPT. CH 10241  
 PALATINE, IL 60055-0241  
**Confirm To:**

**Ship To:**  
 SJVC - Fresno Campus  
 295 E. Sierra Ave.  
 Fresno, CA 93710

Required Date	Ship VIA	F.O.B.	Terms			
8/30/2017			1st of the Month			
Item Code	Unit	Ordered	Received	Backordered	Unit Cost	Amount
SJVC-12093 717-1623 Gendex GXS Sendor #2	EACH	1	0	0	7,999.0000	7,999.00
			<b>Whse:</b> 000			
/TAX Sales Tax	EACH	1	0	0	641.9000	641.90
/FREIGHT Freight Charge	EA	1	0	0	55.0000	55.00
/NOTE Quote# 20170828151829692	EACH	0	0	0	0.0000	0.00

**Net Order:** 8,695.90  
**Sales Tax:** 0.00  
**Freight:** 0.00  
**Order Total:** 8,695.90

# Purchase Order

San Joaquin Valley College  
 3828 W Caldwell Ave  
 Visalia, CA 93277  
 (559) 734-9000

**P.O. Number:** 0114582  
**Order Date:** 8/30/2017

**Vendor Number:** HENSCH

**Vendor:**  
 HENRY-SCHEIN DENTAL  
 DEPT. CH 10241  
 PALATINE, IL 60055-0241  
**Confirm To:**

**Ship To:**  
 SJVC - Hesperia Campus  
 9331 Mariposa Road  
 Hesperia, CA 92344

Required Date	Ship VIA	F.O.B.	Terms			
8/30/2017			1st of the Month			
Item Code	Unit	Ordered	Received	Backordered	Unit Cost	Amount
SJVC-12093 717-1623 Gendex GXS Sendor #2	EACH	1	0	0	7,999.0000	7,999.00
			<b>Whse:</b> 000			
/TAX Sales Tax	EACH	1	0	0	599.9300	599.93
/FREIGHT Freight Charge	EA	1	0	0	55.0000	55.00
/NOTE Quote# 20170829154333239	EACH	0	0	0	0.0000	0.00

**Net Order:** 8,653.93  
**Sales Tax:** 0.00  
**Freight:** 0.00  
**Order Total:** 8,653.93