COMMISSION ON DENTAL ACCREDITATION

**PLANNING FOR THE DENTAL HYGIENE PROGRAM SITE VISIT**

Program administrators usually request that the Commission suggest a schedule of conferences, although it is understood that the institutions may adjust the proposed schedules to accommodate their specific organizational needs. Initial assistance with the development of the schedule is available from Commission staff members (800-621-8099, ext 2695). The schedule that the institution prepares will be reviewed when the completed self-study document is received in the Commission office. Any necessary adjustments will be discussed between the site visit chair of the visiting committee and the program administrator prior to the visit. The schedule should be reviewed with the visiting committee before the conferences begin to determine if any additional adjustments are needed.

**Visiting Committee Composition:** Dental hygiene program site evaluations are two days in length. The visiting committee membership includes a Commission staff member or site visit chair who is responsible for coordinating the visit, chairing the committee, and preparing the site visit report; and a Commission site visitor who has expertise in dental hygiene education. An allied dentist may also be included on the committee. If it is the preference of the institution, a representative of the state’s board of dentistry will also be invited to participate in the visit.

**Meeting Room:** Conferences should be scheduled in a meeting room that has sufficient conference table space to accommodate the visiting committee and the institutional and/or program staff.

**Role of the Program Administrator:** The program administrator is expected to be present for conferences regarding administration, finance, outcomes assessment and admissions, as well as those curriculum conferences concerning courses for which s/he has primary responsibility. The administrator is not expected to attend other conferences. Two conferences are scheduled at the visit’s conclusion so that the visiting committee may provide its verbal summary of findings. The committee meets first with the program administrator and then with the chief executive officer of the institution. The program administrator is expected to participate in both of these final conferences.

**Role of Faculty:** When the committee discusses curriculum, the faculty member who has primary responsibility for each course should participate in the conference. Ten to fifteen minutes should be allotted for discussion of each course in the curriculum. In instances where a course is “team-taught,” the committee will meet with all faculty members responsible for the course. The schedule of conferences should include the course number, the course name and the name of the main course faculty member responsible for the course.

**Students:** The visiting committee will meet privately with students during an open interview session. All students enrolled in the program should receive a copy of the letter from the Director of the Commission inviting them to the session. Each of the currently enrolled classes should be represented. Faculty members should not be included.

**Advisory Committee:** Arrangements should be made for the visiting committee to meet with the advisory committee. It is suggested that a luncheon meeting on the first day of the visit be planned. For approximately one-half hour before or after lunch, the visiting committee will wish to meet privately with the program advisory committee. If the work schedules of advisory committee members prohibit a luncheon meeting, early morning or late afternoons are suggested as alternative meeting times.

**General Education and Biomedical Science Courses:** General education and biomedical science courses may or may not need to be scheduled for the visiting committee. This will be determined by the visiting committee on a case by case basis. This could depend on whether most of these courses are provided at the institution sponsoring the dental hygiene program or transferred from other institutions. The site visit chair will assist the program administrator in determining appropriate conferences for this portion of the site visit.

**Clinical Observation:** The schedule includes time for the visiting committee to observe students during a clinical practice session sometime during the visit. The first day of the visit is preferred. If class schedules permit, the visiting committee would prefer to observe second-year students. Schedule the observing time so that a maximum of patient care services can be observed. In addition, a visiting committee member may request to observe a first-year student during the clinical or preclinical sessions.

**Off-Campus Sites:** The Commission will conduct a site visit to each off-campus location where a significant portion of each student’s educational experience is provided, based on the specifics of the program, the accreditation standards, and Commission policies and procedures, or if other cause exists for such a visit as determined by the Commission. After the initial visit, each site will continue to be visited during the regularly scheduled site visit to the program. The program administrator is encouraged to consult with Commission Staff prior to developing the schedule for guidance on the most appropriate method of scheduling this extended campus observation.

**Lunches/Executive Session:** Executive sessions are a critical part of the site visit process. This is the scheduled time when the committee works during the day and evenings to prepare its report. Evening meetings and/or social activities should not be planned for the visiting committee. The lunch hour on the second day is scheduled as an executive session to enable the committee to prepare for the final conferences.

**SUGGESTED SCHEDULE OF CONFERENCES**

**DENTAL HYGIENE PROGRAM SITE VISIT**

**FIRST DAY**

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| --- | --- | --- | --- |
| **TIME** | **PLACE** | **SUBJECT OF CONFERENCES** | **NAMES AND TITLES OF INDIVIDUALS MEETING W/COMMITTEE** |
|  |  |  |  |
| 8:30 | Conf. Rm. | Initial meeting with Program Administrator | Program Administrator |
|  |  |  |  |
| 9:00 | Conf. Rm. | Administration, Budget, Outcomes Assessment and Faculty, Admissions | Chief Executive Officer, Budget Officer, Other Administrators, Program Administrator, Admissions Officer |
|  |  |  |  |
| 10:00 |  | Orientation Tour of Program Facilities | Program Administrator |
|  |  |  |  |
| 10:30 | Conf. Rm. | Course-by-Course Review of Curriculum: Biomedical/Dental Sciences Courses (10-15 min. per course) | Appropriate Faculty |
|  |  |  |  |
| 11:45 | Conf. Rm. | Executive Session |  |
|  |  |  |  |
| 12:00 |  | Lunch – if faculty and administration are invited then 1 ½ hour/ if only with visiting committee and advisory members 45 minutes is sufficient. | Advisory Committee, Faculty, Program Administrator |
|  |  |  |  |
| 1:30 | Conf. Rm. | Continuation of Curriculum Review: Preclinical/Clinical/  Radiography Courses | Appropriate Faculty |
|  |  |  |  |
| 3:15 | Clinic | Observation of Clinic Session | Faculty, Students |
|  |  |  |  |
| 4:00 | Conf. Rm. | Continuation of Curriculum Review if needed | Appropriate Faculty |
|  |  |  |  |
| 5:00 | Conf. Rm. | Debriefing Session with Program Administrator | Program Administrator |
|  |  |  |  |
| 5:30 | Hotel | Executive Session |  |
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**SECOND DAY**

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| --- | --- | --- | --- |
| **TIME** | **PLACE** | **SUBJECT OF CONFERENCES** | **NAMES AND TITLES OF INDIVIDUALS MEETING W/COMMITTEE** |
|  |  |  |  |
| 8:30 | Conf. Rm. | Interim Conference with Program Administrator | Program Administrator |
|  |  |  |  |
| 9:00 | Conf. Rm. | Continuation of Curriculum Review: As needed | Appropriate Faculty |
|  |  |  |  |
| 10:15 | Room # | Open Session with Students | Students |
|  |  |  |  |
| 11:00\* | Library | Tour of Library and/or Learning Resource Center | Library Personnel |
|  |  |  |  |
| 12:00 |  | Executive Session - Lunch |  |
|  |  |  |  |
| 2:00 | Conf. Rm. | Final Conference with Program Administrator | Program Administrator |
|  |  |  |  |
| 2:30 | Conf. Rm. | Final Conference with Institutional Administration | Chief Executive Officer and Program Administrator |
|  |  |  |  |
| 3:00 |  | Departure |  |
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\*If applicable, an observation of the extended campus clinical faculty (as addressed in Standard 4-4) should also be scheduled at this time. This may extend the visit an additional day, depending on how many sites are used and the distance of the off-campus site (s) from the main campus.

**Note:** For courses required by the dental hygiene program to meet accreditation standards (including pre-requisite courses, or courses presented within other academic departments), please include example syllabi. The site visit team will review the level and scope of content and will determine if a faculty interview should be scheduled.

Please do not include syllabi for courses/content NOT required within the standards such as Medical Terminology, Billing and Coding, Algebra, etc. These courses will not be reviewed.

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