**COMMISSION ON DENTAL ACCREDITATION**

**PLANNING FOR THE DENTAL LABORATORY TECHNOLOGY**

**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). 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 laboratory technology 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 laboratory technology education; and a representative of the National Association of Dental Laboratories who is a laboratory owner. 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 conferences. 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 responsible for the course. The schedule of conferences should include the name of each faculty member with the specific courses s/he teaches.

**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 afternoon is suggested as alternative meeting times.

If a luncheon meeting cannot be scheduled with the advisory committee on the first day, the institution may wish to make luncheon arrangements that include the faculty, thereby giving the faculty and visiting committee an opportunity to meet informally.

**General Education Courses:** General education courses may not be reviewed by the visiting committee. General education course outlines should be provided in the self-study document. The site visit chair of the visiting committee will assist the program administrator in determining if general education faculty will need to meet with the committee during the site visit.

**Laboratory Experiences:** 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 off campus site may be visited during the regularly scheduled CODA evaluation visit to the program. It is suggested that the afternoon on the second day be utilized if the committee will be visiting an extended campus clinical facility. The program administrator is encouraged to consult with Commission staff prior to developing the schedule for guidance on the most appropriate method of scheduling the extended campus observation(s).

The schedule includes time for the visiting committee to observe dental laboratory technology students during a laboratory practice session. If class schedules permit, the visiting committee would prefer to observe second-year students. It is important that examples of students’ practical work be available for review by the committee at the time of the site visit. The visiting committee may request to observe first-year students during a basic laboratory session.

The Commission recognizes that dental laboratory technology programs utilize numerous extramural private laboratories to provide students with laboratory work experience. The program will provide a list of all currently used extramural sites in the self-study document. Please notify the sites selected about the nature of the visit. The Commission will randomly select and visit several facilities at the time of the site visit. Visits last approximately 10-15 minutes and there is no need to disturb work within the laboratory.

**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 conference.

**SUGGESTED SCHEDULE OF CONFERENCES**

**DENTAL LABORATORY TECHNOLOGY 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, Admissions and Faculty | Chief Executive Officer, Budget Officer, Admissions Officer, Other Administrators, Program Administrator |
|  |  |  |  |
| 10:00 |  | Orientation Tour of Program Facilities | Program Administrator |
|  |  |  |  |
| 10:30 | Conf. Rm. | Course-by-Course Review of Curriculum (15 min. per course) | Appropriate Faculty |
|  |  |  |  |
| 11:45 | Conf. Rm. | Executive Session |  |
|  |  |  |  |
| 12:00 |  | Lunch | Advisory Committee, Faculty, Program Administrator |
|  |  |  |  |
|  1:30 | Conf. Rm. | Continuation of Curriculum Review | Appropriate Faculty |
|  |  |  |  |
|  3:30  | Clinic or Laboratory | Laboratory Session Observation | Faculty, Students |
|  |  |  |  |
|  4:15 | Lecture Hall | Open Session with Students | Students |
|  |  |  |  |
|  4:45 | Conf. Rm. | Debriefing Session with Program Administrator | Program Administrator |
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|  5:15 | Hotel | Executive Session |  |
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**SECOND DAY**

|  |  |  |  |
| --- | --- | --- | --- |
| **TIME** | **PLACE** | **SUBJECT OF CONFERENCES** | **NAMES AND TITLES OF INDIVIDUALS MEETING W/COMMITTEE** |
|  |  |  |  |
|  8:30 | Off Campus | Tour of 2 Extramural Facilities (if facilities are used for practical experience) | Program Administrator |
|  |  |  |  |
| 10:30 | Conf. Rm. | Interim Conference with Program Administrator (if necessary) | Program Administrator |
|  |  |  |  |
| 11:00 | Library | Tour of Library and/or Learning Resources Center | Library Personnel, Program Administrator |
|  |  |  |  |
| 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 |
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|  3:00 |  | Departure |  |
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**Note:** For courses required by the dental laboratory technology 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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