**COMMISSION ON DENTAL ACCREDITATION**

**PLANNING FOR A COMBINED DENTAL ASSISTING**

**AND DENTAL LABORATORY TECHNOLOGY PROGRAMS 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:** Combined dental assisting and dental laboratory technology program site evaluations are two and one-half days in length. The visiting committee membership varies dependent upon the specific needs of the programs. In general, the committee will include: a Commission staff member or site visit chair who is responsible for coordinating the visit and preparing the site visit report; an allied dentist; Commission site visitors who have expertise in dental assisting and dental laboratory technology education; and a representative of the National Association of Dental Laboratories who is a lab 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 meeting rooms that have sufficient conference table space to accommodate the entire visiting committee and the staff of the programs and institution. **Because curriculum conferences for each program will be scheduled simultaneously, it will be necessary to have two conference rooms available during those activities.**

**Role of the Program Administrator:** The program administrators are expected to be present for conferences regarding administration, finance, outcomes assessment and admissions as well as those curriculum conferences concerning courses for which they have primary responsibility; the administrators are not expected to attend other conferences. 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 administrators and then with the chief executive officer of the institution. The program administrators are expected to participate in the final conference with the administration.

**Role of Faculty:** When the committee discusses curriculum, the faculty member who has primary responsibility for each course should participate in the conference. 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 names of the faculty members with the specific courses taught.

If the dental assisting/dental laboratory technology curricula include courses taken by each discipline, discussion of those courses should be scheduled so that the committee meets with faculty responsible for the course(s) only once. Flexibility has been built into the schedule for the first afternoon and second day to allow for this type of conference. Courses taught by the same faculty with the same discipline can be “clustered” together for scheduling purposes.

**Students:** The visiting committee will meet 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. The open session for each program should be conducted separately.

**Advisory Committee:** Arrangements should be made for the visiting committee to meet with the advisory committee(s). 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(s). 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(s) 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 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 assisting or dental laboratory technology 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 /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).

Dental Assisting: It is important for the visiting committee to observe students’ chairside skills sometime during the visit; the first day of the visit is preferred. The visiting committee is interested in the methods that faculty use to teach chairside assisting procedures as well as use of the facility, and implementation of program policies. If students have not begun instruction in chairside techniques at the time of the site visit, the visiting committee may observe a laboratory session. If students have begun the clinical practice component of program, the visiting committee will observe several students in their respective clinical setting.

The Commission recognizes that dental assisting programs utilize numerous extramural private dental offices to provide students with clinical work experience. Please provide a list of all extramural clinical sites used by the program, the type of facility or practice and the distance from the school in the self-study document. The Commission will randomly select and visit several facilities at the time of the site visit. Please notify the sites selected about the nature of the visit. Visits last approximately 10-15 minutes and there is no need to disturb work within the office. The visiting committee may speak with the office manager, the assistant in primary contact with the student, and the student, if appropriate.

Dental Laboratory Technology: 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 conferences.

**SUGGESTED SCHEDULE OF CONFERENCES FOR COMBINED**

**DENTAL ASSISTING AND DENTAL LABORATORY TECHNOLOGY**

**PROGRAMS SITE VISIT**

**FIRST DAY**

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| **TIME** | **PLACE** | **SUBJECT OF CONFERENCE** | **NAMES AND TITLES OF INDIVIDUALS MEETING W/COMMITTEE** |
|  |  |  |  |
| 8:00 | 1 Conf. Rm. | Initial meeting with Program Administrators | Program Administrators |
|  |  |  |  |
| 9:00 | 1 Conf. Rm. | Administration, Budget, Outcomes Assessment and Faculty | Chief Executive Officer, Budget Officer, Other Administrators, Program Administrators |
|  |  |  |  |
| 10:00 |  | Orientation Tour of Program Facilities | Program Administrators |
|  |  |  |  |
| 10:30 | 2 Conf. Rms. | Course-by-Course Review of DA & DLT Curriculum (15 min. per course)\* | Appropriate Faculty |
|  |  |  |  |
| 11:45 | 1 Conf. Rm. | Executive Session |  |
|  |  |  |  |
| 12:00 |  | Lunch | Advisory Committees, Faculty, Program Administrators |
|  |  |  |  |
| 1:30 | 2 Conf. Rms. | Continuation of DA & DLT Curriculum Reviews\* | Appropriate Faculty |
|  |  |  |  |
| 3:30 | Clinic/  Laboratory | DA-Observation of Clinic Session  DLT-Laboratory Observation | Faculty, Students |
|  |  |  |  |
| 4:15 | 2 Conf. Rms. | Continuation of DA & DLT Curriculum Reviews | Appropriate Faculty |
|  |  |  |  |
| 5:00 | 2 Conf. Rms. | Debriefing Sessions with Program Administrators | Program Administrators |
|  |  |  |  |
| 5:30 | Hotel | Executive Session |  |
| \*Dental Assisting radiography/preclinical/clinical courses must be reviewed on the first day. | | | |

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**SECOND DAY**

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| **TIME** | **PLACE** | **SUBJECT OF CONFERENCES** | **NAMES AND TITLES OF INDIVIDUALS MEETING W/COMMITTEE** |
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| 8:30 | 2 Conf. Rms. | Interim Conference with DA & DLT Program Administrators | Program Administrators |
|  |  |  |  |
| 9:00 | 2 Conf. Rms. | Continuation of DA & DLT Curriculum Reviews | Appropriate Faculty |
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| 12:00 |  | Executive Session Lunch |  |
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| 1:00 | 2 Lecture Halls | Open Session with Students | DA & DLT Students |
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| 1:45 | 1 Conf. Rms. | Admissions | Admissions Officer and Program Administrators |
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| 2:30 | Library | Tour of Library and/or Learning Resources Center | Library Personnel and Program Administrators |
|  |  |  |  |
| 3:15 | Off Campus | DA: Tour of 2 Extramural Facilities | DA Faculty Representative |
|  |  | DLT: Tour of 2 Extramural Facilities (if used for practical experience) | DLT Faculty Representative |
| 5:00 | Hotel | Executive Session |  |
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**THIRD DAY**

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| **TIME** | **PLACE** | **SUBJECT OF CONFERENCES** | **NAMES AND TITLES OF INDIVIDUALS MEETING W/COMMITTEE** |
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| 8:30 | 1 Conf. Rm. | Final Conference with DA Administrator | DA Program Administrator |
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| 9:00 | 1 Conf. Rm. | Final Conference with DLT Administrator | DLT Program Administrator |
|  |  |  |  |
| 9:30 | 1 Conf. Rm. | Final Conference with Institutional Administration | Chief Executive Officer  Other Administrators  Program Administrators |
|  |  |  |  |
| 10:00 |  | Departure |  |
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**Note:** For courses required by the 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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