

Community College *of* Philadelphia

AGENDA
Institution-Wide Committee
Monday, September 26, 2011
2:30 p.m.
I.A.S. Boardroom, M2-1

- I. Call to Order**
- II. Attendance**
- III. Approval of Minutes**
 - (a) June 27, 2011
- IV. Old Business**
- V. New Business**
 - (a) Election of Officers
 - (b) Dental Hygiene Program Revision
- VI. Adjournment**

Community College *of* Philadelphia

MEETING MINUTES
Institution-Wide Committee
Monday June 27, 2011
2:30 p.m.
Isadore A. Shrager Boardroom
Community College of Philadelphia
1700 Spring Garden Street
Philadelphia, PA 19130

Committee Delegates Present

John Braxton, Judith Gay, Tom Hawk, Chuck Herbert, Samuel Hirsch, Richard Keiser, Pascal Scoles, Sharon Thompson, Earl Weeks

Committee Alternates Present

Bea Jones

Guests Present

Osvil Acosta-Morales, Joan Bush

I. Call to Order

The meeting was called to order by Pascal Scoles.

II. Approval of Minutes

The IWC accepted the minutes of May 23, 2011.

III. Old Business

None

IV. New Business

(a) College Policies and Procedures Memorandum No. 12: Policy on Transfer Credit

Bea Jones introduced the recommended changes to College Policies and Procedures Memorandum No. 12: Policy on Transfer Credit. She said the State requires that we have an appeals policy as part of our transfer credit policy. Other changes were made to clarify the language of the policy.

Recommended changes by IWC were:

1. Change "The Office of the Vice President for Student Affairs, or the Vice President's designee, is responsible for the development and implementation of this policy, in collaboration with other affected offices" to "The Vice President for Student Affairs, or the Vice President's designee, is responsible for the development and

implementation of this policy, in collaboration with other affected offices.”

2. Add to section II.C. a statement that the decision of the dean is final.

Action Item: Recommend the revised College Policies and Procedures Memorandum No. 12: Policy on Transfer Credit with minor changes (Herbert/Hirsch).

Vote: Nine (9) in favor. Motion approved.

(b) **College Policies and Procedures Memorandum No. 13: Timetable for Completion of Registration and Drop/Add**

Joan Bush presented the proposed revisions to College Policies and Procedures Memorandum No. 13: Timetable for Completion of Registration and Drop/Add. A small group appointed by Judy Gay worked on the revision to the policy.

A number of concerns with the proposal were discussed by the IWC. The policy attempts to address the level of approval required based on the number of times the course has met. Many of the issues centered on the implications for courses that meet once a week versus multiple times a week. There was a concern that the proposed requirements could mean “chaos” in the offices and for students. Students could have difficulty locating the instructor, department head or dean to get a signature. Courses could close while students are seeking signatures. There could be financial aid implications. There could be a negative impact on enrollment. The consequences of coming in late are more serious in the revised policy.

There was a discussion about the need for each level of signature. Should the department head signature be required? Is the dean’s signature necessary?

There was a discussion about wording in the document. There was consensus that the title of the policy should be “completion of registration” not “completion of course registration.” There was a discussion about whether the wording should be changed from “how many times a class has met” to “how many times a student has missed.” Also, it was mentioned that the terminology in the document needs to be consistent.

There was also a discussion about in person versus online classes. There was a consensus that the document should have subheadings to

distinguish in person versus online. A matrix displaying the information would be helpful.

Action Item: Amended recommendation: Recommend approval of the revised College Policies and Procedures Memorandum No. 13: Timetable for Completion of Registration and Drop/Add with the following suggested changes:

- i. Change the title of the policy to “Completion of Registration”
- ii. Add subheadings to the document
- iii. Include a matrix for distance education
- iv. Use consistent terminology throughout the document (Gay/Hirsch).

Vote: Eight (8) in favor. One not in favor. Motion approved.

V. Adjournment

The meeting was adjourned at 3:38 p.m.

Community College of Philadelphia

Proposal for a Revision to the

Dental Hygiene Program

Writer:
Theresa Grady

Facilitator:
Lawrence MacKenzie

September 8, 2011

I. Abstract

In December 2009, Title 49, Professional and Vocational Standards of the State Board of Dentistry, was amended to revise the scope of practice, permitting Dental Hygienists to administer local anesthesia in the State of Pennsylvania. In response to this legislated change, the Dental Hygiene Program proposes that a new course, DH 210, Local Anesthesia, be added to the curriculum as a core program course.

Recently the Program has worked with Dr. Sean Boynes, who is the past Director of Anesthesia Research and Course Director for the local anesthesia curriculum at the University of Pittsburgh School of Dental Medicine. Dr. Boynes has been instrumental in this recent local anesthesia change for the State and is currently working with the Commission on Dental Accreditation to establish the new standards and dental hygiene program accreditation requirements. The proposed program revision will enable the Dental Hygiene Program at the Community College of Philadelphia to be concurrent with other dental hygiene programs in the State, and on a national level.

The Dental Hygiene Program is proposing the following curricular changes:

- Adding DH 210, Local Anesthesia to the Dental Hygiene Program as one of the core courses
- Increasing the total credits needed to graduate with an AAS degree from 80 to 83. The number of credits is comparable to other Dental Hygiene programs. The total number of required credits in these programs are dependent on whether or not they have added a Local Anesthesia course and the number of non-dental hygiene courses they require .

School	State	Total Credits	Local Anesthesia Course Included	Non-Dental Hygiene Courses
Community College of Philadelphia	PA	83	Yes	33
Harcum College	PA	85	Yes	30
Harrisburg Area Community College	PA	83	No	41
Luzerne County Community College	PA	78	No	26
Manor College	PA	86	No	40
Montgomery County Community College	PA	70	No	21
Northampton Community College	PA	74	Yes	30
Bergen Community College	NJ	71	No	37
Camden County College	NJ	78	Yes	29
Essex County Community College	NJ	87	No	35
Miami Dade Community College	FL	88	No	28

II. Description of the Program

The Dental Hygiene Program provides a high-quality integrated collegiate level academic and professional education, to a diverse student population. Students develop competence in providing effective oral health care to individuals in the community and learn to serve as integral members of the dental team.

III. Effects of the Revision

Students will take the additional required course, which will give graduates parity with graduates of comparable Dental Hygiene programs in the State and nation. Students will take DH210 after completing the second semester of the Program, in Summer Session I. In conjunction with this change, adjustments will be made in the Program's sequence. Students will take Biology 241 in Summer Session II and will take Math 118 or a higher level math course in the fourth semester. See revised curriculum grid, under "New Catalog Page".

IV. Course Changes

The new course DH 210 will be described in the catalog as follows: "During this instructional course and subsequent lab, the Dental Hygiene student will be introduced to oro-facial pathology, anatomy, armamentarium and anesthesia treatment and application. Additionally, the student is expected to participate in hands-on application of oro-facial anesthesia administration in pre-clinic lab and clinical component settings."

Student Learning Outcomes:

Upon successful completion of DH 210, students will be able to:

1. orally and in writing explain the oro-facial anatomy, physiology and pathology and appropriate protocols including the necessary armamentarium for the local anesthetic appointment
2. describe and explain orally and in writing all standard oro-facial pain management techniques
3. perform competently the standard oro-facial pain management techniques
4. define in writing appropriate emergency management techniques and explain where they are used

New Catalog Page

Dental Hygiene

The Dental Hygiene Program prepares graduates to be competent oral health clinicians and educators with the ability to develop effective oral health programs that can be utilized in private practice sites, schools and alternative practice settings in the community.

The clinical training is conducted on campus in a 16-chair, free dental hygiene clinic. Students have the opportunity to treat diverse patient populations, many with advanced periodontal disease.

The Dental Hygiene Program is designed so that students, upon matriculation, can complete the Program in 24 consecutive months.

Graduating Dental Hygiene students are eligible to take the Northeast Regional Board Examination and the National Board Dental Hygiene Examination.

Accreditation:

The Dental Hygiene Program is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Post-Secondary Accreditation and the U.S. Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-2719 or at 211 East Chicago Avenue, Chicago, IL, 60611.

Student Learning Outcomes

Upon completion of this program graduates will be able to:

- Qualify for all national and regional examinations required to obtain licensure a Registered Dental Hygienist (RDH) in the State of Pennsylvania.
- Work effectively as a team member and make decisions regarding dental hygiene services that reflect critical thinking and problem solving.
- Demonstrate quality patient care and disease prevention for patients with a variety of oral health needs while using the phases of assessment, planning, implementation and evaluation in a safe and service oriented environment.
- Review contemporary scientific literature in the dental hygiene field which will enable the graduate to remain mindful of current trends.
- Formulate informed decisions using evidenced-based patient-centered dental hygiene care for all.
- Manage patient treatment and information, ensuring confidentiality and compliance with relevant legislation and ethical responsibilities.

Program Entry Requirements:

Admission is selective and requires that potential students fulfill all admission requirements of the College. The requirements for admission to the Dental Hygiene Program are:

1. High school diploma or general education diploma (GED).

2. A minimum of one year of high school biology and chemistry or a four-credit biology college level course and college preparatory math, all with C or better grades, within the past ten years.
3. Applicants must demonstrate readiness for ENGL 101 and MATH 118 as determined by the College's placement tests or by successfully completing identified developmental course work.
4. Applicants with previous college experience must have a minimum of a 2.50 grade point average.
5. All applicants are required to participate in the pre-entrance Allied Health testing program.

Students are admitted to the Program on a competitive basis as space allows.

Conditions for Acceptance:

1. Results of complete physical and dental examinations, including laboratory test results of a complete blood count, serology, urinalysis, tuberculin PPD test and immunizations must be on file in the Program office before the start of any dental course (September of starting year).
2. Verification of medical insurance is mandatory.
3. Applicants must attend a scheduled Program orientation prior to entry.
4. Students must purchase uniforms and a Dental Hygiene supply kit prior to the start of the program. (August of starting year)
5. Students must attend a Fall and Spring Study Skills Workshop.
6. Students must obtain a Criminal Record Check, FBI (federal) Clearance and a Child Abuse Clearance prior to entrance into the Program. This Dental Hygiene requirement is mandated by the Commonwealth of Pennsylvania per 24 P.S. 1-111 of the Pennsylvania Public School Code and 23 Pennsylvania C.S.A. 6355 of the Pennsylvania Child Protective Services Law.

The College, in its admission process, will consider information regarding criminal conviction and/or crimes of moral turpitude. Admission is conditional pending receipt and evaluation of a criminal background check, FBI (federal) clearance and child abuse clearance to determine whether there is any conviction which may bar the student from the Dental Hygiene Program and/or State Licensure. The following guidelines are used in making decisions about an applicant's criminal and child abuse background.

Child Abuse Clearance

Any record results in denial of admission into the DH Program.

Criminal Background Check

Any felony conviction within the past ten years results in denial of admission to the DH Program. Any felony conviction more than ten years old will be evaluated based on the nature of the offense, length of time since the offense and any explanatory letters/materials submitted by the applicant or student. Any misdemeanor will be evaluated based on the nature of the offense, length of time since the offense, and explanatory letter/materials submitted by the applicant or student. (Any punishment over one year indicates a felony according to federal sentencing guidelines.)

Reconsideration:

An applicant who believes that an error of fact has been made in terms of the information provided to the decision making committee can request reconsideration by the committee. This request must be made in writing within ten days from the date of the letter notifying the applicant of the decision. The reconsideration should address what the applicant considers to be errors of fact.

Following reconsideration by the decision making committee, the applicant can appeal the committee's decision to the Vice President for Academic Affairs whose decision is final.

Any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately to the DH curriculum supervisor.

Involvement in any incident which resulted in a disciplinary action against a student at Community College of Philadelphia or any post-secondary institution is considered in the admissions process. The DH Program reserves the right to deny admission to any applicant who has a history of violating College rules and regulations or who has been previously suspended or expelled from the College or any other post-secondary educational institution.

Readmission:

1. One time readmission into the Dental Hygiene program is permitted.
2. Students requesting a readmission must meet Program entry requirements, conditions for acceptance and are selected on a competitive basis as space permits.
3. Students may be required to retake dental or general education courses as determined by the program director.
4. Students who were dropped for unprofessional conduct or safety issues may not be considered for readmission.

5. The Program must be completed within 5 years of initial enrollment.

Program of Study Requirements:

1. Students exhibiting unprofessional conduct or violation of safety policies may be dropped from the curriculum pending review by the program faculty and the advisory committee.
2. To continue in the Dental Hygiene Curriculum, students must maintain an overall 2.50 GPA.
3. Students will not be permitted to continue in a clinical course without a yearly medical and dental exam and proof of medical insurance on file.
4. Dental Hygiene students must follow the curriculum sequence according to courses listed in each semester, unless approval is granted by the program director.
5. Dental Hygiene students must submit proof of two-year CPR certification prior to entering the first year's spring semester.

Graduation Requirements: To qualify for the Associate in Applied Science (A.A.S.) degree in Dental Hygiene, students must complete 83 credit hours as prescribed and must maintain an overall 2.50 GPA and no grade below a C in any course.

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
Summer Session II			
(Summer II) CIS-Applied Computer Technology		3	Tech Comp
(Summer II) ENGL 101-English Composition I		3	ENGL 101
FIRST SEMESTER			
(Fall) DH 115 - Oral Head and Neck Anatomy	ENGL 101, CIS 103	3	
(Fall) DH 135 - Dental Radiology	ENGL 101, CIS 103	3	
(Fall) DH 150 - Dental Auxiliary Practices	ENGL 101, CIS 103	4	
(Fall) DH 191 - Clinical Dental Hygiene I	ENGL 101, CIS 103,CPR Certification	3	
(Fall) BIOL 109 - Anatomy and Physiology I		4	Science
SECOND SEMESTER			
(Spring) DH 165 - Nutrition and Biochemistry	BIOL 109, DH 115, 135, 150, 191	4	
(Spring) DH 192 - Clinical Dental Hygiene II	BIOL 109, ENGL 102, DH 115, 135,150,191	3	
(Spring) DH 121-Oral Histology and Embryology	BIOL 109, DH 115,135,150,191	2	
(Spring) BIOL 110 - Anatomy and Physiology II	BIOL 109	4	
(Spring) ENGL 102 - English Composition II	ENGL 101	3	ENGL 102 & Information Literacy
Summer Session I			
(Summer I) DH 210- Local Anesthesia	DH 121, 165,192, BIOL 110.	3	
(Summer I) PSYC 101 - Introduction to Psychology		3	Social Science
Summer Session II			
(Summer II) SOC 101 - Introduction to Sociology		3	Am/Glob Diversity Writing Intensive & Interpretive
(Summer II) BIOL 241 - Principles of Microbiology	BIOL 109	4	
THIRD SEMESTER			
(Fall) DH 241- Oral Pathology	BIOL 110, DH 121 165,192,ENGL 102	2	
(Fall) DH 245-Dental Pharmacology and Pain Management	BIOL 110, DH 121 165,192,ENGL 102	2	
(Fall) DH 247-Periodontics	BIOL 110, DH 121 165,192,ENGL 102	4	
(Fall) DH 293-Clinical Dental Hygiene III	BIOL 110, DH 121 165,192,ENGL 102	6	
FOURTH SEMESTER			
(Spring) ENGL 115-Public Speaking	ENGL 101	3	Humanities
(Spring) DH 271-Community Dentistry	BIOL 241,DH 241,245,247,293 ENGL 115 which may be taken concurrently	3	
(Spring) DH 294-Clinical Dental Hygiene IV	BIOL 241,DH 241,245,247,293	6	

	ENGL 115 which may be taken concurrently		
(Spring) Math 118 or Higher		3	Mathematics
Summer Session I			
(Summer I) DH 295-Clinical Dental Hygiene V	DH 271,294, ENGL 115	2	
MINIMUM CREDITS NEEDED TO GRADUATE		83	

GENERAL EDUCATION REQUIREMENTS

All General Education requirements are met through required courses (as indicated above).

For More Information Contact:

The Division of Math, Science and Health Careers, Room W2-7, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone 215-751-8431; or the College Information Center, 215-751-8010.