



Missouri Department of Higher Education

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NEW PROGRAM PROPOSAL FORM

Sponsoring Institution(s): Linn State Technical College

Program Title: Dental Assisting Technology

Degree/Certificate: One-Year Certificate

Options: None

Delivery Site(s): Nichols Career Center, 605 Union Street, Jefferson City, MO

CIP Classification: 51.0601 (Please provide a CIP code)

Implementation Date: Fall 2013

Cooperative Partners: None

AUTHORIZATION:

Vicki Schwinke, Dean of Academic & Student Affairs

Vicki Schwinke

Name/Title of Institutional Officer

Signature

Date

9/28/12

Vicki Schwinke/Shelle Jacobs

573-897-5195/573-897-5238

Person to Contact for More Information

Telephone

1. Need:

A. Student Demand

- i. **Estimated enrollment for the first five years of the program for full-time and part-time students:**

**Form SE
STUDENT ENROLLMENT PROJECTIONS**

Year	1	2	3	4	5
Full Time	16	16	16	16	16
Part Time	0	0	0	0	0
Total	16	16	16	16	16

- ii. **Will enrollment be capped in the future?**

Enrollment will be capped at 16 admitted students per year. This number maintains the appropriate student teacher ratio mandated by the Commission on Dental Accreditation of the American Dental Association. If future trends and demand warrant increased enrollment, additional faculty, classrooms, clinical sites, equipment and other relevant factors will be assessed prior to expansion.

B. Market Demand

National, state, regional, or local assessment of labor need for citizens with these skills:

The national need for dental assistants is well documented with significant increased need projected until 2020. According to the U.S. Bureau of Labor Statistics, the number of dental assisting jobs from 2012 to 2020 will increase from 297,200 to 388,800, a 31% increase over this time period. This growth is considered much faster than average when compared to other occupations (<http://www.bls.gov/ooh/healthcare/dental-assistants.htm>). Many leaders in the healthcare industry believe this growth is due to ongoing research linking oral health and general health. The National Institute of Dental and Craniofacial Research recently cited the Surgeon General's Report on Oral Health in America stating recent epidemiologic and experimental animal research provides evidence of possible associations between oral infections—particularly periodontal disease—and diabetes, cardiovascular disease, and adverse pregnancy (<http://www.nidcr.nih.gov/DataStatistics/SurgeonGeneral/sgr/part3.htm>). As dental practices grow, more dental assistants will be needed. As dental assisting services expand and the demand increases nationally as well as locally, it is imperative that we provide educational programs to meet this need.

State-wide, long-term employment projections for dental assistants in Missouri are outstanding. According to the Missouri Department of Economic Development's Missouri Economic Research and Information Center (MERIC), dental assistants have witnessed growth within the occupation in three of the past five long-term projections that MERIC has completed since 2000. It is anticipated that from 2010-2020 there will be a need for 841 new dental assistants in Missouri,

a change of 16.38%. This gives dental assistants a Career Grade of B on the MERIC Statewide Occupational Employment Projection (http://www.missourieconomy.org/occupations/occ_proj.stm). In addition, the Department of Elementary and Secondary Education lists dental assisting in their Health Services Hot Jobs 2008-2018 list (http://dese.mo.gov/divcareered/documents/MCE_Missouri_Hot_Jobs_2008-2018.pdf).

C. Societal Need

i. General needs which are not directly related to employment:

Due to potential changes in federal auditing requirements for adult education programs and the desire to focus on secondary education, Jefferson City Public School has requested that Linn State Technical College acquire sponsorship of the adult programs currently offered at Nichols Career Center. This includes the Nichols Career Center Dental Assisting Program. Linn State Technical College respectively submits this New Program Proposal Form to request approval of the Dental Assisting Program.

In addition to the increasing market demand for dental assistants, there is an accompanying demand for college credit programs that can apply towards advanced dental professions such as dental hygienist. A credit-granting dental assisting program can offer students the ability to increase career opportunities and learning potential.

D. Methodology used to determine “B” and “C” above:

Market Demand and Societal Need were determined using data provided by the US Bureau of Labor Statistics 2010-2020 Occupational Outlook, the Missouri Economic Research and Information Center (MERIC), The National Institute of Dental and Craniofacial Research, and the Department of Elementary and Secondary Education.

2. Duplication and Collaboration: If similar programs currently exist in Missouri, what makes the proposed program necessary and/or distinct from the others at public institutions, area vocational technical schools and private career schools? Does delivery of the program involve a collaborative effort with any external institution or organization?

According to the American Dental Association, there are currently only six institutions in Missouri which offer an accredited dental assisting program. Of these institutions, two are located in Kansas City, one in Springfield, two in St. Louis, and the current Nichols Career Center program in Jefferson City (<http://www.ada.org/5500.aspx>). Linn State Technical College seeks to continue to offer quality dental assisting opportunities to students in the central Missouri area by acquiring sponsorship of the current Nichols Career Center program. Continuation of the program will also provide support to the many dental practices in Missouri. The program will continue to be offered in Jefferson City.

Delivery of this program currently involves collaborative efforts with seventeen area clinical affiliates. These efforts will be sustained under the Linn State Technical College sponsorship.

3. Program Structure: Form PS

A. Total credits required for graduation: 40 credit hours

B. Residency requirements, if any: In compliance with the Missouri Department of Higher Education regulation 6 Code of State Regulations 10-3.010, the burden of proof in establishing residency rests with the student. Specific guidelines are described in detail in the Linn State Technical College catalog.

C. Courses and credits required for general education: 6 credit hours

English Composition	3 credit hours
Introduction to Microcomputer Usage	3 credit hours

D. Courses and credits required for major: 34 credit hours

Chairside Assisting Lecture and Lab I	4 credit hours
Infection Control Lecture and Lab	2 credit hours
Dental Science and Health	2 credit hours
Dental Materials Lab I	3 credit hours
Dental Radiology Lab I	3 credit hours
Clinical Externship	2 credit hours
Chairside Assisting Lecture II	2 credit hours
Chairside Assisting II/Dental Specialties Lab	3 credit hours
Dental Language	1 credit hour
Dental Materials Lab II	2 credit hours
Dental Radiology Lab II	1 credit hour
Dental Office Procedures	1 credit hour
Expanded Functions	2 credit hours
Clinical Externship	5 credit hours
Job Search Strategies	1 credit hour

E. Number of free elective credits remaining (Sum of C, D, and E should equal A): None

F. Requirements for thesis, internship or other capstone experiences:

Dental Assisting students will participate in 7 credit hours (330 contact hours) of clinical education at approved clinical sites in the central Missouri area. The program's clinical education classes meet the minimum number of contact hours required by the American Dental Association.

G. Any unique features, for example, interdepartmental cooperation: None

5. Program Characteristics and Performance Goals Form PG

Institution Name: Linn State Technical College

Program Name: Certificate in Dental Assisting

Date: 9/28/12

Although all of the following guidelines may not be applicable to the proposed program, please carefully consider the elements in each area and respond as completely as possible in the format below. Quantification of performance goals should be included wherever possible.

A. Student Preparation:

- i. **Any special admissions procedures or student qualifications required for this program which exceed regular university admissions, standards, e.g., ACT score, completion of core curriculum, portfolio, personal interview, etc. Please note if no special preparation will be required.**

The following admissions requirements must be submitted to the appropriate offices to be considered for the Dental Assisting Program at Linn State Technical College: proof of high school graduation or GED; four hours of documented observation in an approved facility; written essay; a minimum of three professional references; a physical assessment to include drug screening; a criminal records review; a personal interview; American Heart Association CPR certification.

- ii. **Characteristics of a specific population to be served if applicable:** not applicable.

B. Faculty Characteristics:

- i. **Any special requirements (degree status, training, etc.) for assignment of teaching for this degree/certificate.**

Faculty must be licensed as a dental assistant in the State of Missouri, hold a minimum of a baccalaureate degree, three to five years related work experience, and be certifiable by the State Department of Elementary and Secondary Education to teach the skills and knowledge of the occupation taught by the program.

- ii. **Estimated percentage of credit hours that will be assigned to full time faculty. Please use the term "full time faculty" (not FTE) in your descriptions here.**

It is anticipated that more than 90% of the required courses will be taught by full time faculty members.

- iii. **Expectations for professional activities, special student contact, teaching/learning innovation.**

As expected of all faculty members at Linn State Technical College (LSTC), faculty teaching in the proposed program will be expected to participate in professional development activities to keep them current in their respective fields of expertise. This may include, but not be limited to, the LSTC Fall Workshop, continuing education seminars, and LSTC professional development series (Institutional, Departmental, and Individual). Faculty is expected to utilize Moodle and implement AJA at LSTC in all applicable courses.

C. Enrollment Projections:

- i. Student FTE majoring in program by the end of five years.**
FTE=100%

- ii. Percent of full time and part time enrollment by the end of five years.**
Full Time=100%; Part Time=0%

D. Student and Program Outcomes:

- i. Number of graduates per annum at three and five years after implementation.**
Year 3=16 graduates; Year 5=16 graduates

- ii. Special skills specific to the program.**
 1. Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
 2. Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
 3. Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
 4. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
 5. Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
 6. Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
 7. Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
 8. Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
 9. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

- iii. Proportion of students who will achieve licensing, certification, or registration.**

At least 80% of Dental Assisting students who attempt the Dental Assisting National Board (DANB) examination will pass over a five year period. This certification recognizes an individual as having satisfied quality standards within the profession. Currently the program boasts a 97% pass rate over the past five years (2008-2012).
Dental Assisting graduates are also required by state law to obtain Expanded Function certifications. Currently, the program boasts a 100% pass rate on Expanded Function certifications.

- iv. Performance on national and/or local assessments, e.g., percent of students scoring above the 50th percentile on normed tests; percent of students achieving minimal cut-scores on criterion-referenced tests. Include expected results on assessments of**

general education and on exit assessments in a particular discipline as well as the name of any nationally recognized assessments used.

At least 50% of Dental Assisting students will pass the National Occupational Competency Testing Institute (NOCTI) assessment in Dental Assisting. The test consists of 207 questions covering the areas of communication, infection control and hazards management, clinical procedures, radiological and digital imagery procedures, performing clerical functions, and science of dental assisting. Students will achieve a score at or above the national average for NOCTI assessments in dental assisting.

v. Placement rates in related fields, in other fields, unemployed.

The placement rate in related fields is expected to be approximately 90%. The rates of placement in other fields and unemployment are expected to be approximately 10%.

vi. Transfer rates, continuous study.

Transfer rates and continuous study are expected to be minimal.

E. Program Accreditation:

i. Institutional plans for accreditation, if applicable, including accrediting agency and timeline. If there are no plans to seek specialized accreditation, please provide reasons.

The Dental Assisting program is currently accredited and in good standing with the Commission on Dental Accreditation of the American Dental Association (ADA). Linn State is applying for a Transfer of Sponsorship with ADA and intends to maintain the current accreditation.

F. Alumni and Employer Survey:

i. Expected satisfaction rates for alumni, including timing and method of surveys.

Alumni will be surveyed by USPS mail or electronically at five years post-graduation. The expected satisfaction rate is approximately 80%.

ii. Expected satisfaction rates for employers, including timing and method of surveys.

Employers will be surveyed by USPS mail or electronically three years after hiring a Dental Assisting program graduate. The expected satisfaction rate is approximately 80%.

6. Accreditation:

The Dental Assisting Program is currently accredited and in good standing with the Commission on Dental Accreditation of the American Dental Association. Linn State is applying for a Transfer of Sponsorship with ADA and intends to maintain the current accreditation.

7. Institutional Characteristics:

Linn State Technical College (LSTC) maintains a reputation for excellence in higher education. The college has been serving students with quality educational opportunities for over 50 years. LSTC has a proven track record of establishing and working with employer members of program advisory committees to develop and offer high-quality technology programs. Linn State Technical College prepares students for profitable employment and a life of learning.

The ability of Linn State Technical College graduates to enter and hold related employment is one of the most important indicators of the college's success. Since 1995, 95% of LSTC graduates have found gainful employment or continued their education within six months of graduation. The college confers 21% of the Associate degrees in Missouri in the areas of technical education and LSTC is A+ eligible which allows qualified graduates of A+ designated high schools to receive tuition reimbursement to attend Linn State.

8. Any Other Relevant Information:

This program will be offered at Nichols Career Center in Jefferson City, MO.



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OFF-SITE DELIVERY OF AN EXISTING PROGRAM FORM

Sponsoring Institution (s): Linn State Technical College
Name of Institution (Campus or off-campus residential center in the case of multi-campus institutions).

Program Title: Dental Assisting Technology
Degree/Certificate: One-Year Certificate
Institution Granting Degree: Linn State Technical College
Delivery Site(s): Nichols Career Center, 605 Union Street, Jefferson City, MO
Mode of Program Delivery: Traditional Delivery

Geographic Location of Student Access: Linn State Technical College

CIP Classification: 51.0601 (Please provide CIP code)
Implementation Date: Fall 2013
Semester and Year
Cooperative Partners: Nichols Career Center

AUTHORIZATION

Vicki Schwinke
Name/Title of Institutional Officer Signature Date
9/28/12

Vicki Schwinke/Shelle Jacobs 573-897-5195/573-897-5238

Person to Contact for More Information Telephone



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COLLABORATIVE PROGRAMS

Sponsoring Institutions: Linn State Technical College

Degree program: Dental Assisting Technology

Length of agreement: Open-ended

(open-ended or limited)

1. Which institution(s) will have degree-granting authority?
Linn State Technical College
2. Which institution(s) will have the authority for faculty hiring, course assignment, evaluation, and reappointment decisions?
Linn State Technical College
3. What agreements exist to ensure that faculty from all participating institutions will be involved in decisions about the curriculum, admissions standards, exit requirements?
No agreements exist because this program is solely a Linn State Technical College program. All decisions about the curriculum, admission standards, and exit requirements will be made by Linn State Technical College.
4. Which institution(s) will be responsible for academic and student-support services, e.g., registration, advising, library, academic assistance, financial aid, etc.?
Linn State Technical College
5. What agreements exist to ensure that the academic calendars of the participating institutions have been aligned as needed?
Since the program is a Linn State Program, they will follow the Linn State Technical College calendar.
6. In addition to the information provided by each participating institution regarding Financial Projections (Form FP), please address the following items:
 1. How will tuition rates be determined if they differ among the institutions?
Tuition cost will be solely from Linn State Technical College.
 2. Has a formal agreement been developed regarding cost-sharing policies? If yes, please include it as part of the proposal. If no, please summarize the current understanding between all parties and the plans for developing a formal agreement.
There is no cost sharing of tuition revenue. See proposed agreement.
 3. What arrangements, if any, have been made for exchange of money between participating institutions?
See proposed agreement.

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7. What commitments have been made by all participants to evaluate the program systematically?

It is the responsibility of Linn State Technical College to evaluate the programs. Program evaluation will be consistent with on-campus programs.

8. If one institution wishes to discontinue the program, what agreements exist for terminating the offering?

The program is a Linn State Technical College program therefore Nichols/Jefferson City Public Schools do not have any authority to discontinue the program.

**Memorandum of Agreement
Linn State Technical College
and
Nichols Career Center**

**Radiologic Technology Program
Practical Nursing Program
Dental Assisting Program**

Purpose of Agreement

This agreement is made and entered into this sixth day of September, 2012, by Linn State Technical College and Nichols Career Center. By this agreement, Linn State Technical College and Nichols Career Center express a shared commitment to increase opportunities for student access to and success in higher education. The institutions seek to assist students in making a seamless transfer from the current Nichols Career Center Adult Education programs to college credit programs at Linn State Technical College. This transfer, contingent to appropriate approvals, is expected to occur in the fall of 2013.

Whereas, the parties hereto wish and intend by this Agreement to set forth the terms and conditions that will apply in the transfer of the Radiologic Technology, Practical Nursing, and Dental Assisting programs from Nichols Career Center to Linn State Technical College.

NOW THEREFORE, in consideration of their mutual covenants the parties agree as follows:

1. NICHOLS CAREER CENTER:
 - a. Nichols Career Center will publicize the forthcoming transfer to prospective and incoming students.
 - b. Nichols Career Center will provide program curriculum, clinical site information, accreditation information, and other records pertinent to the transfer.
 - c. Nichols Career Center will maintain accreditation in good standing with the Joint Review Committee on Education in Radiologic Technology, the Missouri State Board of Nursing, and the Commission on Dental Accreditation of the American Dental Association until such a time that sponsorship is transferred to Linn State Technical College.
 - d. Upon transfer of sponsorship, Nichols Career Center will permit the Linn State Technical College Radiologic Technology, Practical Nursing, and Dental Assisting programs to be housed at the Nichols Career Center facility located at 605 Union Street, Jefferson City, MO. Accommodations provided by Jefferson City Public Schools at no cost to Linn State Technical College will include, but not be limited to:
 - i. space for classroom sessions, labs, offices, and conference areas.
 - ii. access to parking and restrooms facilities.
 - iii. utilities, telephone services, and internet capabilities.
 - iv. access to other amenities as currently provided.

- v. ownership of program equipment, associated furniture, supplies, and software.
- e. Nichols Career Center will provide facility and classroom keys and or passcodes pertinent to the programs to faculty and staff as necessary for access.
- f. Nichols Career Center will be responsible for structural and building maintenance and repair of the Nichols Career Center building.

2. LINN STATE TECHNICAL COLLEGE:

- a. Linn State Technical College will apply for New Program Approval of the programs through the Missouri Department of Higher Education.
- b. Linn State Technical College, with assistance of Nichols Career Center, will apply for Transfer of Sponsorship of the programs through the appropriate accrediting agencies.
- c. Linn State Technical College will be responsible for establishing and enforcing educational policy and protocol and for granting the appropriate AAS degree or certificate.
- d. Upon transfer of sponsorship, individuals filling roles as Program Chair, Clinical Coordinator, and any additional faculty and staff of the Programs will be employees of Linn State Technical College and will meet the minimum requirements of the position as defined by the employee job description. Jefferson City Public School employees currently working in the programs are encouraged to apply for the positions and will receive preferred status.
- e. Linn State Technical College, with assistance of Nichols Career Center and the Department of Elementary and Secondary Education, will work to transfer reimbursable instructor positions from Nichols Career Center to Linn State Technical College.
- f. Upon transfer of sponsorship, Linn State Technical College will develop and maintain a program Advisory Councils that will meet twice annually to make recommendations to the college regarding industry standards and expectations, curriculum, technical requirements, and assessment benchmarks.

TERMS OF AGREEMENT: This Agreement shall become effective in the fall of 2013 and it is agreed that the Radiologic Technology, Practical Nursing, and Dental Assisting program will transfer from Nichols Career Center to Linn State Technical College where they will become college credit programs.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their designated officials.

LINN STATE TECHNICAL COLLEGE

JEFFERSON CITY PUBLIC SCHOOLS

By:

By:

President

Superintendent

Date

Date