

**ABC Adult School**  
12254 Cuesta Drive, Cerritos, CA 90703  
(562) 229-7960

Dental Assistant Advisory Meeting  
October 06, 2023  
8:30 a.m. to 10:00 a.m.  
Cabrillo Lane, Room 8

**Committee Members Present:**

Dr. Marcy Balagtas, MB Dentistry  
Mylien Do, Dr. Mariam Gasemeh Dental Office  
Stephany Ayala, Diamond Dental Center Office Manager

**Committee Members Absent:**

Alejandro Saravia, Orange Estate Dental

**In Attendance:**

Nancy Amara, **Principal**  
Kathy Evans, **Assistant Principal**  
Georgia Grissom, **TOSA/Lead Instructor**  
Manolita Abby Teh, **Dental Instructor**  
Ty Holloway, **Job Developer**  
Nivin Ibrahim, **Secretary II**

**Minute Items**

**Welcome**

**By Nancy Amara**

Nancy welcomed and thanked everyone for coming to today's advisory. We couldn't do it without your guidance as we depend on your expertise to update our programs to match the needs of the industry

**By Kathy Evans**

Kathy thanked everyone for attending and participating in today's advisory meeting and she asked everyone to introduce themselves. The purpose of this advisory is to ensure that our programs are adequately preparing students to enter the industry. We need the input of the professional community to verify that our students are prepared and to make changes to curriculum if necessary to meet the industry needs. It also gives us the opportunity to understand the current trends and upcoming changes. We will be recording the session to further develop our notes to reflect on for recommended changes.

"The mission of ABC Adult School is to provide quality education to our diverse community with meaningful opportunities for success in career, academic, and personal goals."

To maintain our Council on Occupational Education (COE) accreditation, we must maintain a 60% completion rate and a 70% placement rate. If we do not meet the minimum requirements, it places our program in a one year review. If the program is placed in a review status, we are required to report why and what actions we are implementing to correct the completion and placement. We will begin tracking this data this year. To give you a glimpse of what our numbers have looked like:

- 2021 - 2022 School Year completion rate %50, placement %100.
- 2022 - 2023 School Year numbers are substantially more.

ABC Adult School is accredited by the Western Association of Schools and Colleges (WASC) and the Council on Occupational Education (COE). We participated in a combined WASC and COE accreditation visit in October 2021. WASC looked at our school as a whole, and COE reviews and evaluates our Career Technical Education Department. There were some findings from COE during their visit, which ABC Adult School addressed and later approved by COE.

The Student Learning Outcomes for the ABC Adult School are: “Self-directed lifelong learners who: acquire knowledge and skills appropriate to their stage of life, set and achieve career, educational and/or personal goals, and seek continuing career training and/or educational opportunities. Effective communicators who: demonstrate appropriate listening, speaking, reading, writing, creative, and/or computational skills, apply communication skills to professional, technical and other real-life situations, and enhance and improve their ability to understand and be understood by others. Critical thinkers and problem-solvers who: exercise their powers of judgment, perception, and inference, assess and fulfill their own needs by finding appropriate resources, and apply knowledge to professional, technical and other real-life situations.”

Kath asked the panel to look over last year's dental assistant advisory meeting minutes and approve it; Dr. Marcy made the first motion; Mylien made the second motion.

Kath asked the panel to

Requirements for Admission: 18 years with High School Diploma or Equivalent; Abby emphasized the requirement of High School diploma or equivalent, either evaluated certificates from foreign countries since dental program is a post secondary education.

The panel suggested basic computer skills to compute data, showing x-ray pictures, scheduling appointments. Abby uses Dentrix software to train students.

Program Length and Content: *Is the amount of time sufficient for an entry level position? Are the topics/classes appropriate for the program and any suggestions? (Currently 1010 Hours and 31 weeks)*

Stephany Ayala, Diamond Dental Center, mentioned that it is the right amount of hours to have an adequate employee, if it's shorter the students get overwhelmed with the duties on the job site.

Abby, California Dentist Board suggested to have 800 hours including externship; Dentist offices offers dental assistant program for cheaper prices and shorter time of 500 hours including externship

Nancy, we need to have at least 600 hours for Financial Aid qualification.

Dr. Marcy and Abby suggested having special days for externship.

Program Objectives: *Are the objectives sufficient and relevant to the program? Should there be other objectives or are any current ones outdated or irrelevant? (Page 2 of the Course Outline)*

The panel found the program objectives to be adequate.

Abby, the program objectives matches RDA employment and she wishes the students to take the board exam since it's already paid for; she suggested Ty to follow up with the students.

Maiylen Do suggested the course be taught in different languages; if you have asian students for example, they will be thinking in their mother tongue.

Kathy confirmed to provide vocational language support.

Abby, an asian student used a translator device in her class long ago and he graduated and got a job as RDA; she mentioned that board exams used to be in English only but now they offer it in Spanish as well.

Competency Tests: What tests are used in the program? Are they sufficient and any suggestions? (teacher generated exams and practical skills tests)

Abby mentioned that students take a test after each module and one large test at the end; there are skill tests in the Infection Control Module; she also demonstrates skills 3-4 times; announced chapter tests in the student workbook.

Instructional Materials: What type of materials does the instructor use? Is it appropriate and any recommendations? (textbook, workbook, online resources, industry tools, supplies, furniture, equipment)

The entire committee agreed that all the materials are adequate.  
Dr. Marcy Balagatas added to all that material teaching basic record keeping.

Equipment: What type of equipment is available to students? What is needed and are there any gaps? (dental chairs, radiology equipment, dental back office equipment and machines)

Abby, students are taught how to make and cement crowns.  
Dr. Marcy Balagtas suggested adding a Digital Blood Pressure machine and Intra Oral Camera; get a district approval to operate the dental lab as a community dental clinic to service the community and get the word out.  
Ms. Leah Armes suggested visiting different facilities with updated machines to keep the cost down.

Methods of Evaluation: How are students evaluated in the program? Is this sufficient? What type of portfolio, if any, should students have when they finish the program and look for a job? Is industry certification needed or preferred? (teacher generated exams, practical skills tests, formative assessments)

The committee member found the methods of Evaluation are adequate.

Instructional Delivery Modes: How is the subject matter taught? Is one method better than another in the program and any suggestions? (classes are in person to allow for use of the dental lab to reinforce theory and practical skills)

Abby lectures and uses visuals then uses the lab for the hands-on skills; she trains students for medical emergency situations; oxygen tanks and teaches situational awareness.  
Stephany Ayala added that patients feel more comfortable with a good dental assistant than the dentist; she recommended teaching students soft skills, good bedside manners.  
Abby agreed and added patients are also aware of what's happening in the back as well.

### **Adjournment**

Kathy thanked everyone for coming and contributing to today's Dental Assistant Advisory Meeting.

Transcribed by: Nivin Ibrahim

Signature: \_\_\_\_\_ Date: \_\_\_\_\_