

Western Technical College Program Planning Document - Action Plan

Program/Department Name		Dental Assistant					Date Created		9/29/2017				
Division		Health and Public Safety					Date Reviewed						
Academic Year Launched	Doing, Done, Ditch, Delay*	Solution/Action	Key Results	Current Level of Performance	Performance Measurement	Non-Financial Resources Needed	Financial Resources Needed				Program Priority (1-6)	Point Person	Timeline
							Capital \$** (\$5,000+)	Capital Description(s)	Operational \$ (<\$5,000)	Operational Description(s)			
<i>*Doing, Done, Ditch, Delay only applies to current or past items. Leave column blank for future items.</i>							<i>**Remember to review 10-year capital planning items each year prior to finalizing capital request.</i>						
2016-17	Doing	Equipment and instrumentation is up-to-date and pars are sufficient for entire cohort.		Replacing equipment as needed • Initiated 3 year replacement plan	Annually assess equipment replacement 3 year out.	Health & Public Safety funding in addition to program fund						Lisa Mikkelson	July 2016: Research cost of equipment July 2018: Purchase & install equipment in operatories 1-4 (4 total). July 2019: Purchase & install equipment in
2017-18	Doing	Improve student success in Dental Radiography (First term/First hurdle course)		3-4 sts received final grade below 75% 6-7 students have student success plans due to poor test scores (below 75%)	Increase final grade of above 75% by 2 students Decrease by 2 (4-5) the number of students who have student success plans.	Additional Learning Commons Resources dedicated to DA students at the HSC.						Barb Jerue	September 2017: The Health Science tutor is scheduled at the HSC to work with student on study skills and understanding challenging concepts. Sessions are open to
2017-18	Doing	Substantially Revise Delivery of Dental Office Management	4-Stakeholder Satisfaction	2016 Student Learning Outcome 2/7 (29%) weren't satisfied with faculty performance.	2017 Student Learning Outcome 100% satisfaction with faculty performance	Faculty development time						Lisa Mikkelson	January 2018: Launch revise Dental Office Management course. May 2018: Review effectiveness and student satisfaction with new delivery methods.
2018-19		Reassess & finalize new ADA accreditation guideline added to Dental Office Management											
2018-19		Assess new TSA rubric (phase III)											
2018-19		Enhance student skills through using state of the art equipment -Pedo Manikn Radiograpy \$1,250	4-Stakeholder Satisfaction		Enhance student skills				\$1,250	Minor Equipment	1		

Standard Costs

Additional Monitor	\$175 - \$300
All-in-One (staff computer)	\$900
Desktop Computer	\$1,000
Display (depending on size) <i>\$5,000+ would be capital</i>	\$2,000 - \$8,000
Elmo	\$800
Full-time Faculty	\$80,000
Projector	\$3,000
Projector Screen	\$400

Capital Equipment Definition

<ul style="list-style-type: none"> A capitalized asset is defined as an item with a purchase price of \$5,000 or more per unit or set and with a life expectancy of 2 or more years.
<ul style="list-style-type: none"> A set is a group of interrelated items that function together, like a computer, monitor and keyboard.
<ul style="list-style-type: none"> Software is capitalized if the cost is over \$5,000 and it has a useful life of 2 years or more. If the software is an annual license or subscription fee, it must be expensed per the WTCS Financial Accounting Manual (FAM).

Spreadsheet User Tips

Line Break Within a Cell	Press Alt and Enter keys
Change Row Height	Position mouse over row line so the white cross becomes a double arrow and double click
Save Document As	Excel Macro-Enabled Workbook (*.xlsm)
Enable Content	If prompted, click Enable Content when the document first opens

Instructions for Working Through the Action Plan

<ul style="list-style-type: none"> If requesting new funding, add the information on a new line
<ul style="list-style-type: none"> Can add multiple years to the "Academic Year Launched" column (i.e. 2018-19, 2019-20)
<ul style="list-style-type: none"> Multiple items can be included in the same cell if they are tied together and/or will be assigned the same priority level Solution/Action example: "Update technology: software \$4,000 (operational) and purchase new projectors \$6,000 (capital)" - Priority 1
<ul style="list-style-type: none"> If requesting more than one item for capital or operational within the same priority level, list all items in the Solution/Action column and total the dollar amount in the Financial Resources Needed section in the Capital \$ and Operational \$ columns appropriately
<ul style="list-style-type: none"> Multiple selections can be made from the "Capital Description(s)" and "Operational Description(s)" drop-down menus; select one at a time
<ul style="list-style-type: none"> Only select one Key Result for each line item
<ul style="list-style-type: none"> Only select one Priority for each line item; items with different priorities should be entered on separate lines
<ul style="list-style-type: none"> Deans and Associate Deans must review and approve this document before items are entered into the Annual Planning Database

Western Technical College Program Planning Document - Data & Evidence

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1. Using the data and evidence analysis for your program/department, identify the trends that you see in your quantitative data.

Noel Levitz Student Satisfaction Inventory 2015

- Gaps noted in equipment in the dental clinic (high importance 6.33, gap of 2.33). Students stated they were seeing updated equipment in clinical sites but not at school.
- An analysis reveals a gap in academic advising/counseling (1.67) and concern for the individual/student differences (1.33).

Program Completion Data

- An analysis of the number of students entering the program as compared to number of students graduating reveals a significant gap. 2015: enrolled 24; graduated 16. 2016: enrolled 22; graduated 15
- Radiography course completion in 2013 was 95.83% and it consistency dropped to 71.43% in 2017 with an overall course completion rate of C or better at 83.49% from 2013-2017

2. Using the data and evidence for your program/department, identify themes that you see in your qualitative data.

Student Learning Outcomes assessment 2016 Students are satisfied with the amount of hands-on experiences.

- An analysis shows student like going out to clinical sites the 2nd week of fall trimester.
- An analysis showed the need for improvements in the Dental Office Management course.

3. Strengths and best practices our program/department could share with others include:

- Students start Clinical rotations second week of fall term.
- 90% of graduates are employed in job related positions 6 months after graduation.
- Tutoring services are readily available—with faculty

4. Based upon thorough data and evidence analysis, the 3-4 areas or issues we are most concerned about include:

1. The need to update equipment in dental clinic. (quantitative)
2. Difficulty retaining students within the program (1st term 1st hurdle course: Radiography course)
 - o Academic, life issues, pathway changes (quantitative)
3. Updating Dental Office Management course (qualitative)

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Links to Data

Annual Data and Evidence Analysis 2018-2019

Annual Data and Evidence Analysis 2019-2020