



# IMPERIAL VALLEY COLLEGE

Extended Campus, 301 N. Imperial Ave. Suite A, El Centro, CA 92243  
(760) 353-2180, FAX (760) 353-2186

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January 26, 2009

Dr. Karson Kupiec  
502 W. Aten Rd. Suite 102  
Imperial, CA 92251

Dear Dr. Kupiec,

As you may be aware, IVC is in the development phase of a new Dental Assistant certificate program. It is our understanding from Dr. Betsy Lindbergh, that you may be interested in serving in our advisory committee.

We are happy to schedule our first Dental Assistant Advisory Committee on Wednesday, February 11, 2009 at 6:00pm in the board room of the Imperial Valley College main campus. Dinner will be served. IVC is located at 380 E. Aten Rd., in Imperial, CA.

The initial meeting of the advisory committee will be to update you on our program status, review the results of a needs survey, and develop an implementation timeline. We hope that you are able to join us.

Please RSVP with Dixie by Friday, February 6, 2009 by calling (760) 353-2180 or e-mail at [dixie.krimm@imperial.edu](mailto:dixie.krimm@imperial.edu).

Please do not hesitate to contact me if you have any questions.

Thank you,

Efrain Silva  
Dean of Instruction for Extended Campus

cc: Gonzalo Huerta, Dean of Applied Science  
Tina Aguirre, Associate Dean of Nursing  
Betsy M. Lindbergh, D.D.S., Inc.  
Kathy Berry, Vice President of Academic Services



**IMPERIAL VALLEY COLLEGE**

*Serving Imperial County*

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ed.gould@imperial.edu

August 29, 2008

Richard Duran, President  
Oxnard College  
4000 South Rose Ave.  
Oxnard, CA 93033

**Re: Donation of Dental Chairs for Imperial Valley College**

Dear Dr. Duran,

Imperial Valley College is in the development stage in coordination with Dr. Betsy Lindberg, for a new Dental Assistant program. It is our understanding from Dr. Lindberg that Oxnard College may be in a position to donate to IVC five dental chairs to be used in our new program. Please accept this letter as an official request for these chairs.

We appreciate this generous gesture of assistance and collaboration from Oxnard College. Start-up costs for new programs can be substantial and your equipment donation will alleviate some of the financial cost for this program.

Please let us know if this request is acceptable to you and provide a contact person to coordinate the pick-up. Our institution will coordinate with the contact person for the pick-up of and transportation of the chairs.

Please do not hesitate to contact me at (760) 355-6219 or ed.gould@imperial.edu if you have any questions.

Sincerely,

Ed Gould, Ed.D.  
Superintendent/President

c: Kathy Berry, Vice President for Academic Services  
Tina Aguirre, Associate Dean of Nursing  
Dr. Betsy Lindberg

IVC Dental Assistant Needs Assessment August 2008

| 1. There a need for a local dental assistant program. | 2. I have difficulties finding Dental Assistants to adequately meet my needs/practice. | 3. The local dental industry in general has difficulty finding qualified Dental Assistants that adequately meet industry needs. |  |
|---|--|---|--|
| 1 Strongly Disagree                                   | Strongly Disagree  | Strongly Disagree   |  |
| 2 Strongly Agree                                      | Strongly Agree   | Strongly Agree  |  |
| 3 Strongly Agree                                      | Strongly Agree   | Strongly Agree  |  |
| 4 Strongly Disagree                                   | Strongly Disagree  | Strongly Disagree   |  |
| 5 Strongly Agree                                      | Strongly Agree   | Strongly Agree  |  |
| 6 Agree   | Disagree   | Agree   |  |
| 7 Strongly Agree                                      | Strongly Agree   | Strongly Agree  |  |
| 8 Strongly Agree                                      | Strongly Agree   | Strongly Agree  |  |
| 9 Strongly Agree                                      | Strongly Agree   | Strongly Agree  |  |
| 10 Agree  | Strongly Agree   | Agree   |  |
| 11 Strongly Agree                                     | Strongly Agree   | Strongly Agree  |  |
| 12 Strongly Agree                                     | Strongly Agree   | Strongly Agree  |  |
| 13 Agree  | Agree  | Agree   |  |
| 14 Agree  | Disagree   | Agree   |  |

| 4. Job opportunities for Dental Assistants will continue to increase in the next five years. | 5. I support Imperial Valley College developing a Dental Assistant program. | 6. I will assist Imperial Valley College in the development of this program by participating in advisory committees, adjunct faculty or other necessary functions. |
|--|---|--|
| Strongly Disagree  | Strongly Disagree   | Strongly Disagree  |
| Strongly Agree   | Strongly Agree  | Agree  |
| Agree  | Strongly Agree  | Agree  |
| Strongly Disagree  | Strongly Disagree   | Agree  |
| Agree  | Strongly Agree  | Agree  |
| Agree  | Agree   | Strongly Agree   |
| Strongly Agree   | Strongly Agree  | Strongly Agree   |
| Strongly Agree   | Strongly Agree  | Strongly Agree   |
| Strongly Agree   | Strongly Agree  | Disagree   |
| Agree  | Agree   | Disagree   |
| Strongly Agree   | Strongly Agree  | Agree  |
| Strongly Agree   | Strongly Agree  | Strongly Agree   |
| Agree  | Agree   | Disagree   |
| Agree  | Agree   | Agree  |

**IMPERIAL VALLEY COLLEGE**  
**2008-2009 GENERAL CATALOG - CERTIFICATE AND MAJOR PROGRAMS**

**CERTIFICATE PROGRAM**

**DENTAL ASSISTANT**

**Thirty (30) units for the certificate**

**I. Recommended Preparation**

|      |     |  |     |
|------|-----|--|-----|
| BIOL | 090 | Anat & Physiology for Health Occupations | 3.0 |
| BUS  | 164 | Office Technology & Procedures I         | 3.0 |
| MATH | 080 | Beginning Algebra (Was Math X)           | 3.0 |

**Total: 9.0**

**II. Required courses for the certificate**

|     |     |                                     |     |
|-----|-----|-------------------------------------|-----|
| AHP | 100 | Medical Terminology                 | 3.0 |
| DA  | 101 | Introduction to Dental Assisting    | 3.0 |
| DA  | 102 | Beginning Radiography               | 3.0 |
| DA  | 103 | Dental Materials                    | 3.0 |
| DA  | 104 | Occupational Health & Safety        | 1.0 |
| DA  | 105 | Introduction to Chairside Assisting | 2.0 |
| DA  | 106 | Dental Specialties                  | 2.0 |
| DA  | 107 | Advanced Dental Assisting           | 2.0 |
| DA  | 108 | Practice & Office Management        | 3.0 |
| DA  | 109 | Clinical Dental Experiences         | 3.0 |
| DA  | 110 | Ethics and Jurisprudence            | 1.0 |
| DA  | 111 | Dental Assistant Seminar            | 2.0 |
| DA  | 112 | Dental Health Education             | 2.0 |

**30.0**

**DEGREE PROGRAM**

**DENTAL ASSISTANT**

**Thirty (30) units for the degree**

**I. Recommended Preparation**

|      |     |  |     |
|------|-----|--|-----|
| BIOL | 090 | Anat & Physiology for Health Occupations | 3.0 |
| BUS  | 164 | Office Technology & Procedures I         | 3.0 |
| MATH | 080 | Beginning Algebra (Was Math X)           | 3.0 |

**Total: 9.0**

**II. Required courses for the degree**

|     |     |                                     |     |
|-----|-----|-------------------------------------|-----|
| AHP | 100 | Medical Terminology                 | 3.0 |
| DA  | 101 | Introduction to Dental Assisting    | 3.0 |
| DA  | 102 | Beginning Radiography               | 3.0 |
| DA  | 103 | Dental Materials                    | 3.0 |
| DA  | 104 | Occupational Health & Safety        | 1.0 |
| DA  | 105 | Introduction to Chairside Assisting | 2.0 |
| DA  | 106 | Dental Specialties                  | 2.0 |
| DA  | 107 | Advanced Dental Assisting           | 2.0 |
| DA  | 108 | Practice & Office Management        | 3.0 |
| DA  | 109 | Clinical Dental Experiences         | 3.0 |
| DA  | 110 | Ethics and Jurisprudence            | 1.0 |
| DA  | 111 | Dental Assistant Seminar            | 2.0 |
| DA  | 112 | Dental Health Education             | 2.0 |

**30.0**

**III. Additional Degree Requirements**

|      |     |                           |     |
|------|-----|---------------------------|-----|
| SPCH | 100 | Oral Communication        | 3.0 |
| PE   | 100 | Lifetime Exercise Science | 2.0 |
| PE   |     | Elective Activity Course  | 1.0 |
|      |     | Humanities Elective       | 3.0 |
|      |     | Amer. Institutions        | 6.0 |

**15.0**

|   |                    |
|---|--------------------|
| Total Degree Required Units             | 30.0               |
| Total General Education/Support Courses | 15.0               |
| Total Units for Degree                  | <b><u>45.0</u></b> |

|                                      |              |
|--------------------------------------|--------------|
| <b>Signature &amp; Date:</b>         |              |
| <b>Student:</b>                      | <b>Date:</b> |
| <b>Counselor:</b>                    | <b>Date:</b> |
| <b>Updates (Initial &amp; Date):</b> |              |

## Allied Health - Dental Assistant: Core & Degree Courses

All Allied Health courses require a grade of "C" or higher to progress  
IVC Graduation Requirement - Math 090 or higher level with a "C" or higher

### Recommended:

**BIOL 090**  
A & P Health Occ.  
3.0 Units

**Non-Transferable**  
No prerequisite

**Math 090**  
Inter. Alg.  
4.0 Units

Prerequisite: Placement or MATH 080 w/ grade of "C" or higher

**BUS 164**  
Off. Techno.  
3.0 Units

**CSU Transferable**  
No prerequisite

### Required:

#### Core Courses:

**AHP 100**  
Med. Termin. (CSU)  
3.0 Units

Fall  
No prerequisite

### Dental Assistant Specific

#### Non-Transferable AA/AS Courses:

**DA 101**  
Intro to DA  
3.0 Units

Fall  
No prerequisite

**DA 107**  
Advanced DA  
2.0 Units

Spring  
No prerequisite

**DA 102**  
Beginning Radiography  
3.0 Units

Fall  
No prerequisite

**DA 108**  
Practice & Office Mgmt  
3.0 Units

Spring  
No prerequisite

**DA 103**  
Dental Materials  
3.0 Units

Fall  
No prerequisite

**DA 109**  
Clinical Experiences  
3.0 Units

Spring  
No prerequisite

**DA 104**  
Occ. Health & Safety  
1.0 Units

Fall  
No prerequisite

**DA 110**  
Ethics / Jurisprudence  
1.0 Units

Spring  
No prerequisite

**DA 105**  
Intro to Chairside  
2.0 Units

Fall  
No prerequisite

**DA 111**  
DA Seminar  
2.0 Units

Summer  
No prerequisite

**DA 106**  
Dental Specialties  
2.0 Units

Spring  
No prerequisite

**DA 112**  
Den. Health Educ.  
2.0 Units

Summer  
No prerequisite

**Fall: 15 units**  
**Spring: 15 units**



**IMPERIAL VALLEY COLLEGE  
DENTAL ASSISTANT PROGRAM COMMITTEE MEETING  
February 11, 2009**

**DRAFT MINUTES**

**MEMBERS PRESENT:**

Kathy Berry, VP Academic Services  
Gonzalo Huerta, Dean/Applied Sciences  
Efrain Silva, Dean/Extended Campus  
Jackie Valadez, ROP Instructor SHS  
Dr. Richard Barsan, DDS  
Danette Morrell, Principal SHS

Dr. Betsy Lindbergh, DDS  
Dr. Randolph Snyder, DMD  
Dr. Howard Sorensen, DDS  
Ana Watson  
Lisa Higginbotham  
Kathy Kidwell

**RECORDER:** Dixie Krimm

**CALL TO ORDER**

Gonzalo Huerta called the meeting to order at 6:15pm in the Board Room.

**WELCOME AND INTRODUCTIONS**

**APPROVAL OF AGENDA**

Agenda approved as presented.

**PURPOSE**

Discussion of survey conducted August 20008. Data results sheet attached. It was agreed by all that a program is needed in the valley. Employers currently spend time and money to send employees to San Diego to be trained just to have the employee decide they are not committed to the profession. Rules may apply in the future to become RDA, currently it is not required to work in a dental office. All agreed that a program would help to reduce the number people who realize that they are not interested in the field prior to employment. X-ray certification would be helpful. Danette Morrell explained how the ROP program helps introduce students to programs and develops interest in a vocational field but that there needs to be a next step past ROP for the students.

Length of program discussed. It would take about 1 year to develop the program and about 1 year for a student to complete as a 2 semester program. (Ex: Oxnard College). 10 courses for a total of 27 units total covering several aspects proposed. Students would be able to do internships with local dentists. Students must work for 18 months before license can be issued. It was proposed that radiology courses or courses outside of the certificate could be taken in Contract Ed format. Kathy Berry mentioned that sponsorship from dentists and grants are being sought to help fund program development.

Dannette offered to share facilities and create opportunities to work together with Southwest High School. Students from ROP could then move forward to IVC in the dental program. Southwest currently has 2 chairs and one x-ray machine, plumbing and electrical are available. It is possible to use a classroom for instruction and the lab for hands on.

Market saturation discussed. Employee turnover is approximately 18 months. Some dental assistants also continue their education and move on to other positions. With a new program students could be recruited from Yuma.

### **CTE Advisory Committees**

Need to create advisory committee

- Handbook distributed regarding committees
- Purpose, scans competencies to uphold standard
  - To include:
    - Chair: Dr. Lindbergh (nominated by Dr. Barsan)
    - Vice Chair: Jackie Valadez (motioned by Dr. Lindbergh)
    - Secretary: Laura Hartsock or designee by Tina Aguirre, Associate Dean of Nursing

### **Application Elements**

Sheet distributed and discussed regarding process for committee application. Tina Aguirre will be contact for the committee as well as full time faculty.

### **Advisory Input**

Gonzalo will formalize member list with officers and forward for approval. College will report to the committee the status of the program. Faculty type discussed. Kathy commented that part time expert instructors would start and staffing may be determined through accreditation for a permanent program. Dr. Barsan to contact dentists from prisons to participate on committee.

Paperwork may be ready to submit to committee by the next meeting. The program is projected to be ready for students FY 2010-2011.

### **ADJOURNMENT AND NEXT MEETING**

Meeting adjourned at 7:25pm. The next meeting is tentatively set for late October during Fall 2009.