Program Write-up with Task Force Comments

DNA Dental Assisting

Program Summary

Task Force: We recognize the brevity of this report is likely due to having focused your efforts on meeting new accreditation standards. We appreciate this focus on accomplishing something so critical to IPFW and northeast Indiana. Thank you for providing your information to us. Note that we did not find a goal for the assessment of student learning, a requirement for all units responsible for student learning. Please include this in your next report. Through the USAP process, we are working to create a culture of continuous improvement; setting specific and measurable goals is an important step in the process of moving IPFW toward this culture of improvement. Part of this effort is getting individuals and units at IPFW to think differently about planning and the future. The work of the Dental Assisting Department is critical to IPFW and we greatly appreciate the time you spent on this significant endeavor. Thank you again for being part of this important initiative.

Criterion: #1: Mission - How does your unit support the mission of the university? This may include your mission and vision statements. (no more than 200 words)

Question: Mission - How does your unit support the mission of the university? This may include your mission and vision statements. (no more than 200 words)

IPFW Certified Dental Assistants (CDA) are dental professionals who provide comprehensive dental care. CDA’s are employed in every dental practice in Northeastern Indiana providing a wide variety of patient care. CDA’s are the allied professionals who place the braces on your child’s teeth (ortho), assist the oral surgeon with dental implants and other surgical procedures (oral surgery), and place fillings in patient’s teeth (restorative), to name a few examples.

The mission of the IPFW Dental Assisting Program is to offer an exceptional and nationally renowned undergraduate program; achieve excellence in the theory and practice of dentistry; prepare students to be ethical oral healthcare professionals; and maintain and cultivate a diverse, intellectual, and working partnership with the community.

Criterion: #2: Accomplishments - Please list significant accomplishments from the last three years as they align with Plan 2020 goals

Question: I. Foster Student Success - Please list significant accomplishments from the last three years as they align with Plan 2020 goal area I: Foster student success.
I.A.1. Improve quality and fidelity of assessment process of degree/certificate programs, General Education program, and Baccalaureate Framework with dedicated resources.

Due to several Indiana state law changes in the last decade regarding the delegation of tasks to Certified Dental Assistants, the IPFW dental faculty have increased the number of Continuing Studies courses to meet the demand of Indiana dentists, but also dentists from surrounding states with similar state dental laws as well.

I.E. Process Goal: Develop signature programs

I.E.1. Identify and develop signature programs that respond to regional needs, build on faculty expertise, and uniquely distinguish IPFW from other institutions.

The IPFW CDA Program continues to be recognized nationally since 2008 as a “Best Practice Model” by the American Dental Education Association (ADEA).

I.E.2. Develop activities and experiences that promote success in student achievement through programs with strong student learning outcomes, high graduation rates, and strong job placement prospects.

I.E.4. Promote majors and programs with strong job placement opportunities in the region and beyond.

- 95% or higher graduation rate each year
- 90% of 2014 graduates were employed in dental offices throughout Northeastern Indiana and the Midwest within a few months of graduation

Question: II. Creation of Knowledge - Please list significant accomplishments from the last three years as they align with Plan 2020 goal area II: Promote the Creation, Integration, and Application of Knowledge.

Question: III. Regional Hub - Please list significant accomplishments from the last three years as they align with Plan 2020 goal area III: Serve as a Regional Intellectual, Cultural, and Economic Hub for Global Competitiveness.

Question: IV. - Create a Stronger Univ - Please list significant accomplishments from the last three years as they align with Plan 2020 goal area IV: Create a Stronger University through Improving the Support of Stakeholders and the Quality and Efficiency of the Organization.

Question: Other Accomplishments - Please list any other significant accomplishments from the last three years that do not align with Plan 2020.
Indiana University-Purdue University Fort Wayne (IPFW)
Program Write-up with Task Force Comments
DNA Dental Assisting

**Criterion:** #3: Accreditations - Program specific accreditation and status

**Question:** Accreditations - What program-specific accreditations and status do you have, if any?


I.B.1. Increase opportunities for engaged and experiential learning including service learning and internship programs.

- Currently CDA students are required to provide over 300 hours of patient care (internships) throughout Northeastern Indiana.
- The new 2014 American Dental Association (ADA) Commission on Dental Accreditation (CODA) standards will also require CDA students to participate in student learning activities via local, regional, or international dental experiences, such as Mission of Mercy in Indianapolis, IN and Sonrisas Siempre dental mission trips to Honduras.


**Question:** Constraints/Benefits - How do these accreditations constrain or benefit the work of your unit, if applicable?

Accreditation Restraints/Benefits

With the new 2014 ADA CODA accreditation standards and the current Indiana state law, the program is expanding its curriculum and changing its course sequencing to accommodate preclinical instruction prior to clinical internships. There are no restraints with the clinical and laboratory facilities or the number of faculty to teach the new curriculum.

**Criterion:** #4: Laws and Mandates - Federal and state laws or mandates that your unit addresses

**Question:** Federal and State Laws - What federal and/or state laws or mandates do you address, if any?

Laws and Mandates - Federal and State Laws

Due to recent state dental law changes regarding the delegation of more tasks to Certified Dental Assistants, the IPFW dental curriculum will be changed to meet the current Indiana state law. Also, the new 2014 ADA CODA accreditation standards indicate that any state law that allows the delegation of tasks to CDA’s now requires they be taught to at least a preclinical or clinical level before the students can perform these tasks in clinical internships.

**Question:** Constraints/Benefits - How do these federal and state laws or mandates constrain or benefit the work of your unit?
There are no restraints regarding the changes, as the program has been anticipating these changes for some time. Of course we know a more educated, competent IPFW CDA graduate benefits all patients in dental practices and the community at large.

**Criterion:** #5: Inefficiencies - Activities that you spend resources on inefficiently or in ways that do not support the mission.

**Question:** Inefficient use of resources - On what activities, if any, do you spend resources (money, time, people, etc.) inefficiently or in ways that do not support the mission of your unit or the university? List as many as apply.

The Program does not spend resources inefficiently. In fact, due to health science professions being expensive to maintain equipment and provide supplies in the labs and clinical facilities, the IPFW CDA faculty continue to teach several Continuing Studies courses annually due to the demand of state law changes (i.e. restorative, preventive, and ortho) in not only our state, but surrounding states. The delegation of tasks to allied dental professionals continues to grow, as the population grows. The profits from the CS courses pay for the upkeep of the Neff Hall dental simulation lab that is maintained by the CDA program faculty. Over 140 students utilize the CDA lab each semester, including 124 professional students in the allied dental programs (dental hygiene and dental technology) and the new BSDH students in the education-track program. The profits from the CDA students treating patients in clinic also pays for clinic equipment and supplies.

**Criterion:** #6: IR and Budget Review - Review of your department profile and budget

**Question:** Contextualize IR data - Upon review of your IR Department Profile (for academic units) and FY 14-15 Budget information, are there any data you want to correct or contextualize? To view your profile or budget visit the Office of Institutional Effectiveness website: http://www.ipfw.edu/offices/ir/profiles/

N/A

**Criterion:** #7: Goal One - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Task Force:**
1. Comment on the specificity of the goal:

   Very specific but no detail in the actions to see what is necessary to make the changes.

2. Comment on the goal's measures:

   Most of the metrics are really action steps and a time line. There is nothing in place to measure the progress of the action steps and thus the goal. How will the curriculum changes be assessed?

3. Comment on the unit's ability to achieve the goal (include a consideration of the departmental profile and budget data):

   There are no new resources being associated with this goal so it should be achievable as it was mentioned that the program has been anticipating the need for the changes for some time.

4. Comment on the goal's relevance:

   This goal is very relevant to keep our graduates compliant with state law and employable.

5. Comment on the timeline of the goal:

   Time line for this goal seems doable.

   Possible opportunities for collaboration or suggestions for addressing a gap:

**Question:** Unit Goal - What is your unit goal?

   *Change the program curriculum to meet the new ADA CODA accreditation standards.*

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.
DNA Dental Assisting

I.A. Process Goals: Improve Measurement of Student Learning

I.A.1. Improve quality and fidelity of assessment process of degree/certificate programs, General Education program, and Baccalaureate Framework with dedicated resources.

I.A.2 Use assessment data to improve student learning.


I.B.1. Increase opportunities for engaged and experiential learning including service learning and internship programs.

I.E. Process Goal: Develop signature programs

I.E.1. Identify and develop signature programs that respond to regional needs, build on faculty expertise, and uniquely distinguish IPFW from other institutions.

I.E.2. Develop activities and experiences that promote success in student achievement through programs with strong student learning outcomes, high graduation rates, and strong job placement prospects.

I.E.3. Build and strengthen relationships with regional partners to increase research and scholarly collaborations in signature programs.

I.E.4. Promote majors and programs with strong job placement opportunities in the region and beyond.

III.D. Provide non-credit enrichment experiences for the community.

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

High

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?

Continue to change the curriculum to meet the new ADA CODA standards and the new state dental law changes.

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?
Year 1 (FY 15)

- Change course sequencing to reflect the new accreditation standards
- Add new competencies that meet accreditation standards
- Assess curriculum changes

Year 2 (FY16)

- Implement new curriculum changes based on Year 1 assessment outcomes
- Assess curriculum change

Year 3 (FY17)

- Implement new curriculum changes based on Year 2 assessment outcomes
- Assess curriculum changes

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

Yes

**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

N/A

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

N/A

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

The curriculum must be changed this coming year to meet accreditation standards.

**Criterion:** #8: Goal Two - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Task Force:**
1. Comment on the specificity of the goal:

Goal is specific.

2. Comment on the goal's measures:

Most of the metrics are really action steps and a time line. There is nothing to indicate how progress toward the goal will be measured.

3. Comment on the unit's ability to achieve the goal (include a consideration of the departmental profile and budget data):

The identification of donors seems very achievable.

4. Comment on the goal's relevance:

Would the gain from this endeavor outweigh the short and long term cost?

5. Comment on the timeline of the goal:

Possible opportunities for collaboration or suggestions for addressing a gap:

**Question:** Unit Goal - What is your unit goal?

Collaborate with College of Health and Human Services and IPFW on a new CHHS Building.

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

I.E.4. Promote majors and programs with strong job placement opportunities in the region and beyond.

III.D. Provide non-credit enrichment experiences for the community.

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

High

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?

Collaborate with College of Health and Human Services and IPFW on a new CHHS Building.

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?
Year 1 (FY15)

- Plan and design the new CHHS Building
- Identify donors with CHHS

Year 2 (FY16)

- Continue to identify donors with CHHS

Year 3 (FY17)

- Continue to identify donors with CHHS

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

No

**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

Donors

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

Donors

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

3-8 years for new facilities

**Criterion:** #9: Goal Three - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Question:** Unit Goal - What is your unit goal?

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.
**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

**Criterion:** #10: Goal Four - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Question:** Unit Goal - What is your unit goal?

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?
Question: Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

Question: Resources - Are you able to accomplish this unit goal with your current resources?

Question: Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

Question: Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

Question: Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

Criterion: #11: Goal Five - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

Question: Unit Goal - What is your unit goal?

Question: IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

Question: Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

Question: Actions - What action(s) does your unit plan to take to support this unit goal?

Question: Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

Question: Resources - Are you able to accomplish this unit goal with your current resources?
**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

**Criterion:** #12: Goal Six - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Question:** Unit Goal - What is your unit goal?

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?
**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

**Criterion:** #13: Goal Seven - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Question:** Unit Goal - What is your unit goal?

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?
DNA Dental Assisting

Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

**Criterion:** #14: Goal Eight - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Question:** Unit Goal - What is your unit goal?

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

**Criterion:**
#15: Goal Nine - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Question:** Unit Goal - What is your unit goal?

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

#16: Goal Ten - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.
Indiana University-Purdue University Fort Wayne (IPFW)
Program Write-up with Task Force Comments
DNA Dental Assisting

**Question:** Unit Goal - What is your unit goal?

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?