

**Franklin County Career and Technology Center
FALL OCCUPATIONAL ADVISORY COMMITTEE REPORTING FORM**

PROGRAM AREA: DENTAL ASSISTING
MEETING DATE: 9/16/2021 START: 2:30PM ADJOURN: 3:05 PM
COMMITTEE CHAIRPERSON: Bev Myers
COMMITTEE MEMBERS/GUESTS ATTENDING: Bev Myers Faith Barnes Marcia Atherton Melinda Ocker Kristin Thornton Chelsea Miller ** I tried to get bev sign but it will not let me the format.
BRIEF MEETING SUMMARY: Begin the meeting by reviewing our OAC minutes from spring, no changes. Review our facilities, equipment, and supplies. They were all satisfactory. Looking to get a new panoramic x-ray machine. The current one is film, out of date, and does not work. The new digital machine will provide students with the latest technology and show them what to expect in the dental office (see quote in minutes). Another item that needs updated in a year would be a new x-ray wall unit. Current one works, but is very old and falling apart slowly (working on quotes). Lastly, charting software for students. This will prepare students to work chair side in the dental field, currently we use paper charting which is very out of date. Priority on list: PAN machine, charting system, x-ray wall unit. OAC members are happy to see students back in class and really indicate there is a extreme need for dental professionals, especially assistants in Franklin County.
ADMINISTRATIVE RESPONSE: <ul style="list-style-type: none">• Enrollment in Dental Assisting has grown to a full program this year which is commendable.• Administration support the purchase of new panoramic x-ray machine through Perkins, if possible, during the 21-22 school year. Submit request through Mr. Miller for consideration during February revisions.

SECRETARY SIGNATURE

SECTION 1: APPROVAL OF MINUTES OF LAST MEETING

PLEASE CHECK ONE OF THE ITEMS LISTED BELOW:

- The minutes of the last meeting are approved as presented.
- The minutes of the last meeting are approved with the following changes.

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SECTION 2: REVIEW OF RECOMMENDATIONS FROM LAST MEETING

- Minutes look great, happy with students getting co op jobs!

SECTION 3: FACILITIES

FACILITIES REPORTING FORM:

	<u>Satisfactory</u>	<u>Unsatisfactory</u>
1. The room provides the most advantageous use of space available	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Room lighting is adequate for the the health and safety of the students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. The room/lab areas are clean	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Tools and equipment are arranged in an orderly and task-appropriate manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. The area has adequate storage facilities for permanent and consumable supplies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Emergency Cutoff (Panic) Stops/Buttons are in operating condition.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Strategic floor areas are properly lined	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Strategic floor areas are free of obstructions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. There are adequate storage facilities for flammable and toxic materials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. There is adequate ventilation for flammable and toxic materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Fire extinguishers are visible, accessible, properly maintained and adequate in number	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Classroom space for instruction in related theory is adequate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. The classroom/shop/laboratory temperature is comfortable	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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|--|-------------------------------------|--------------------------|
| 14. The classroom/shop/laboratory is large enough for the number of students served | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 15. Persons with disabilities are accommodated in the classroom/shops/laboratory | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 16. Students have appropriate access to to equipment and supplies | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 17. As much as possible, the laboratory area mirrors the accommodations found in the workplace | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR UNSATISFACTORY ITEMS:

1. The classroom is very large but this semester we do 19 students which makes it hard for all students to participate in the lab area. If our program keeps growing we might need to expand in future.

SECTION 4: EQUIPMENT AND SUPPLIES

A. EQUIPMENT AND SUPPLIES REPORTING FORM:

- | | <u>Satisfactory</u> | <u>Unsatisfactory</u> |
|--|-------------------------------------|--------------------------|
| 1. The supply of tools and equipment is adequate to implement the curriculum | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Equipment and tools meet current industry standards and are appropriate for teaching the occupational skills for that business/industry | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. The condition of the equipment indicates proper care and maintenance | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Equipment should meet OSHA safety standards with respect to guards, shields, grounding, etc | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Safety protection (safety glasses, shields, etc.) is provided and instruction in the proper use of them is provided | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6. Supplies are adequate to implement program objectives | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7. An inventory of equipment is maintained by the teacher or other staff member | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8. A schedule for repair and replacement of equipment, tools and supplies is maintained | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9. A security system for the use of tools, equipment and supplies is maintained | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 10. Safety Data Sheets (SDA/MSDS) are provided for each flammable, toxic or explosive material as recommended by OSHA | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR UNSATISFACTORY ITEMS:

1. n/a

B. RECOMMENDATIONS ON EQUIPMENT AND SUPPLIES

- 1.) What additional equipment is recommended to meet current industrial/occupational skill standards?
 - New Panoramic X-ray Machine
 - Dental Charting X-ray Software – looking into finding the best for student that is cheaper than buying a version that would be used for a real dental office.
- 2.) What equipment is recommended for replacement within the next two years?
 - New Tube and head X-ray Wall Unit- current unit is from the early 90's and is slowly following apart. Going to work on getting quotes for a new x-ray wall unit.
- 3.) What equipment is recommended for replacement within the next five years?
 - New mouth Molds
- 4.) Other recommendations:
 - n/a

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Quotes for new digital PAN x-ray machine. Brand new VaTech is \$27,600, this is the latest technology! The current PAN machine does not work and is very out of date . New machine has 10 year tube/ sensor warranty and a 5 year parts warranty.

C. UPDATE FIVE YEAR EQUIPMENT LIST FROM DISCUSSION AND ATTACH TO THIS DOCUMENT:

SECTION 5: GENERAL DISCUSSION

LIST ITEMS FOR DISCUSSION NOT COVERED IN OTHER AREAS:

- Dental Units are holding up well, they were used when we got them and now have about 5 years of life from Career Tech. In future we will need to replace these to have the current technology

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. N/a

