

**192023-2024 SRJC Faculty Staffing
Process Data Form**
DUE WITH NARRATIVE FORM & CLUSTER RANKING – OCTOBER 13, 2023 by 5 PM
 Email all documents to Victor Tam (vtam@santarosa.edu) and
 Nancy Persons (npersons@santarosa.edu)

Submitter Information

Name of Cluster Dean: Tammy Sakanashi
Name of Department Chair:
Name of Program Coordinator (if different): Jennifer Poovey
Cluster: Health Sciences

CRITERION #1: DISCIPLINE/DEPARTMENT/PROGRAM NEEDS
Department: Health Sciences
Discipline: Dental
Instructional type (Check all that apply): <input checked="" type="checkbox"/> Credit <input type="checkbox"/> Non-Credit <input type="checkbox"/> Allied <input checked="" type="checkbox"/> CE
Site(s) of requested position: <input checked="" type="checkbox"/> SR <input type="checkbox"/> PET <input type="checkbox"/> PSTC <input type="checkbox"/> Roseland <input type="checkbox"/> Shone
Is this request included in PRPP? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <ul style="list-style-type: none"> If no, please provide an explanation:
Is this a growth position (increase in current FT FTE)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does target program currently have contract faculty? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Has the department identified external budgetary resources (grants, categorical state funding, etc.) to fund or partially fund this position? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <ul style="list-style-type: none"> If yes, please explain.
The new faculty position would teach courses in the following (check all that apply): <input checked="" type="checkbox"/> in department's degree program <input checked="" type="checkbox"/> in department's certificate program <ul style="list-style-type: none"> <input type="checkbox"/> GE program <input type="checkbox"/> in prerequisites for core courses in programs in or outside of discipline <ul style="list-style-type: none"> Identify:
Would this position provide expertise that current discipline faculty do not possess? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <ul style="list-style-type: none"> If yes, identify expertise and service or course need: Program Coordinator needs to be contract faculty.

CE Position Requests Only						
Current labor market demand in Sonoma County (or larger regional area, if appropriate). For Dental Assistants the current data for the Santa Rosa Metropolitan area indicate annual job openings of 96/year with an average annual earnings of \$57,694 (Center of Excellence for Labor Market Research https://coeccc.net/our-resources/). Please cite source of data and include link.						
Projected labor market demand in Sonoma County (or larger regional area, if appropriate) over the next 3-5 years.						
SOC Code	Occupational Title	Entry Level Education	2018 Jobs	2018-2028 Total Job Openings	Annual Job Openings	Average Annual Earnings
31-9091	Dental Assistants	Postsecondary non-degree award	770	960	96	\$57,694
Grand Total			770	960	96	\$57,694
(Center of Excellence for Labor Market Research https://coeccc.net/our-resources/). Please cite source of data and include link.						

CRITERION #2: STUDENT & STAFFING NEEDS

NOTE: Please use site specific data, where appropriate.

CONTRACT FACULTY (use current data for Fall 2023)
Number of contract faculty members in department (headcount): Health Sciences 19
Number of contract faculty in discipline (headcount): Dental Assisting 2
Total FTE of contract faculty (data provided): 1.56
Total FTE of reassign time for contract faculty: 23%
Total FTE of overload assignments (data provided): 10%
Net loss/gain in number of discipline contract faculty from F19 to F23 (data provided): 0
Net loss/gain in number of discipline contract faculty at target site from F19 to F23 (if different from department; data provided): 0

ASSOCIATE FACULTY (use current data for Fall 2023)
Number of associate faculty members in department (headcount): Health Sciences 28

Number of associate faculty members in discipline (headcount): Dental Assisting 2

Total FTE of associate faculty members (data provided): 85%

RATIOS (historic data provided)

% of associate FTE in department: Health Sciences Department

- Fall 2023: 55
- Spring 2023: 54
- Fall 2022: 57
- Spring 2022: 59
- Fall 2021: 58
- Spring 2021: 68
- Fall 2020: 66
- Spring 2020: 64
- Fall 2019: 63

% of associate FTE in discipline, if different: Dental Assisting

- Fall 2023: 85
- Spring 2023: 56
- Fall 2022: 100
- Spring 2022: 56
- Fall 2021: 100
- Spring 2021: 56
- Fall 2020: 100
- Spring 2020: 41
- Fall 2019: 85

ALLIED ASSIGNMENTS (Counseling, DRD, Athletics, Library, etc.)

FTES/FTEF recommendations from national or state groups/associations, if any:

Cite source for and provide link to above data:

ALLIED ASSIGNMENTS - CONTINUED

If any, provide other data metrics or recommendations that inform appropriate staffing levels in the discipline/department:

**STUDENT DEMAND FOR DEPARTMENT -- OR DISCIPLINE, IF APPLICABLE.
(historic data provided)**

Enrollment at Census (duplicated headcount) over the past 4 years: Dental Assisting

- Fall 2023: 63
- Spring 2023: 75
- Fall 2022: 36
- Spring 2022: 85
- Fall 2021: 46
- Spring 2021: 90

<ul style="list-style-type: none"> • Fall 2020: 40 • Spring 2020: 87 • Fall 2019: 39
<p>Productivity (FTES/FTEF) over the past 4 years: Dental Assisting</p> <ul style="list-style-type: none"> • Fall 2023: 6.60 • Spring 2023: 9.76 • Fall 2022: 6.67 • Spring 2022: 10.81 • Fall 2021: 8.52 • Spring 2021: 11.81 • Fall 2020: 7.41 • Spring 2020: 6.59 • Fall 2019: 4.07
<p>Enrollment efficiency (fill rate) over the past 4 years:</p> <ul style="list-style-type: none"> • Fall 2023: 64 • Spring 2023: 69 • Fall 2022: 75 • Spring 2022: 79 • Fall 2021: 96 • Spring 2021: 83 • Fall 2020: 83 • Spring 2020: 68 • Fall 2019: 81
<p>Is the department/discipline able to meet staffing demands with current associate faculty?</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <ul style="list-style-type: none"> • If no, when was the last associate hiring process and how many were hired? 8/2023
<p>If this position is not approved, will core classes be cancelled? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <ul style="list-style-type: none"> • If yes, please explain: We need to have a contract faculty position to teach the number of Radiology sections that are in the program. The load for these courses is too high for an associate faculty to cover.

CRITERION #3: STUDENT EQUITY NEEDS

- **Please discuss the department/discipline’s student equity efforts, plans, and challenges in the narrative form.**

The DA program has a diverse student population due to its ability to train individuals in a career area that has immediate employment. It also has no prerequisites so students are able to enroll without barriers. The program plans to expand recruitment to local high schools by providing a Pre-Dental Assisting course for dual enrollment.

CRITERION #4: DISTRICT, STATE, AND SOCIETAL PRIORITIES**Degrees and Certificate Data (historic data provided)**

Number of local AA/AS degrees awarded in discipline for each of the last 4 years (if applicable):

- 2019-2020: N/A
- 2020-2021:
- 2021-2022:
- 2022-2023:

Number of ADT degrees awarded for each of the last 4 years (if applicable):

- 2019-2020: N/A
- 2020-2021:
- 2021-2022:
- 2022-2023:

Number of certificates awarded in discipline for each of the last 4 years (if applicable):

- 2019-2020: 21
- 2020-2021: 25
- 2021-2022: 16
- 2022-2023: 15

Program Review

When last was the program reviewed under Policy 3.6? 2023

What was the Policy 3.6 determination?

- Vital Further Information Require Discontinue
 Voluntary Discontinuance Revitalize Evaluation Report Req
 Other

% of SLOs assessed in discipline (data provided): 100

CRITERION #5: MANDATES

This position request is required to fulfill a licensing and/or accreditation mandate?

YES NO

▪ If yes:

- Identify agency: American Dental Association Commission on Dental Accreditation (CODA).
- Provide language of requirement: Standard 3.2 Program Administrator – The program administrator must have a full-time commitment to the institution and an appointment which provides time for program operation, evaluation and revision.
- Provide link to relevant language: <https://coda.ada.org/en/standards>

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Please use this section of the request process to provide additional information that the Data Form did not ask for, nuance, or explanations of responses on the Data Form that you believe should inform the Committee's consideration of your data.

In scoring each criterion, the Faculty Staffing Committee will consider the data that you provide for that section and the information that you provide in the text boxes below (250-word limit for each). Effective responses will be specific and, where information on the form does not already provide evidence for claims, will provide evidence.

CRITERION #1: DISCIPLINE/DEPARTMENT/PROGRAM NEEDS (0 – 10) points

Please address the overall well-being of the Department's programs, the existing faculty's disciplinary expertise in relation to program needs (services, courses), and any plans for strategic growth.

The Dental Program at SRJC consists of a 2-year Dental Hygiene associate degree program and a 2-semester Dental Assisting certificate program. To fulfill the Commission on Dental Accreditation (CODA), the Dental Hygiene Board of California (DHBC), and the Dental Board of California (DBC) administrative requirements for approved dental assisting and dental hygiene programs there needs to be a director for each of the dental programs. The Directors ensure compliance of the dental programs for accreditation and also teach didactic and clinical/lab courses within the dental programs. The position that is being requested is to replace the retirement of the Director of Dental Assisting who currently has 23% release time for the Director position and teaches the remainder of her load in the Dental program specifically in the area of Dental Assisting. This request is described in the 2022-2023 Dental Programs PRPP.

Strategy for growth: For students to apply to the Dental Assisting program they must be 18 years old at the start of the program and have a high school diploma or GED but there are no additional prerequisites for admissions, thus making this a good entry level career path for high school graduates. However, the Dental Assisting program has found that recent high school graduates often fail to understand the rigors of a dental program. Our plan is to work with local high schools to provide students interested in dental assisting with a pre-dental assisting course while in high school to prepare them with skills and education they will need to succeed in the Dental Assisting program.

CRITERION #2: STUDENT & STAFFING NEEDS (0 - 10) points

Please describe how this position will provide necessary FTEF and contract faculty positions to meet the program's FTES demand and contribute to the work of the department. Include information about the program's current enrollment trend in the context of the recent budget climate.

There are currently 4 full-time faculty (2 full-time in Dental Assisting) and 17 (2 associate faculty in Dental Assisting) associate faculty in the Dental Programs. One of the main issues is meeting the strict FTES/FTEF ratios required by the Dental Board of California for safe student to faculty ratios in specific clinical and laboratory courses. As an example, in the radiology labs the ratio cannot be greater than 6 students to 1 faculty. In the dental clinic the ratio cannot be greater than 12 students to 1 faculty. Each year 24 students

are enrolled in the Dental Assisting program and 24 students are enrolled in the Dental Hygiene program. All of these students are required to take dental radiology which is part of the Dental Assisting curriculum.

In general, the Dental Assisting been able to recruit qualified associate faculty to teach in the dental clinics/labs. However, it has been very difficult recruiting associate faculty willing or qualified to teach didactic classes or take on the responsibilities of the lead faculty role for clinic classes. In addition, the ADA Commission on Dental Accreditation and the Dental Hygiene Board of California, mandates that faculty teaching didactic courses have a minimum of a master's degree and faculty are required to meet other specialty and experience requirements. These requirements have been difficult to meet within the associate teaching pool. As a result, full time faculty have needed to teach most of the didactic classes. Currently all the full-time faculty teach overloads in each the Fall and Spring semesters.

CRITERION #3: STUDENT EQUITY NEEDS (0 – 10 points)

Please describe how this position will allow the Department or Program to effectively serve disproportionately impacted populations, help students to overcome barriers, and close equity gaps. Include an assessment of the current department or program's ability to serve disproportionately impacted student groups.

Demographic data from Sp2018-F2022 show that in the Dental Assisting program 59% of the students identify as Hispanic, 26% White, 2.5% Asian, 2.5% Black and 1.9% Native American (the remaining include 'other' and 'decline to answer'). Therefore, this program's enrollment significantly impacts our students from disproportionately impacted populations, especially Hispanics, by providing them with the training to begin an in demand and well-paid career.

The completion rate for students in the Dental Assisting program averaged 19 graduates per year (2018-2022). The majority of the Dental Assisting program's graduates serve Sonoma, Napa, Marin, Lake and Mendocino counties with a minor number of graduates employed out- of-state or in other California counties. Graduates are usually employed within 1 month of their graduation date and receive compensation equal to graduates in other California counties and above the national average. For Dental Assistants the current data for the Santa Rosa Metropolitan area indicate annual job openings of 96/year with an average annual earnings of \$57,694 (Center of Excellence for Labor Market Research). Thus, the Dental Assisting program with an average of 19 graduates per year is currently providing only 20% of the needed dental assistants for the area each year and there remains a significant shortage of dental assistants in the area.

CRITERION #4: DISTRICT, STATE, & SOCIETAL PRIORITIES (0 - 10 points)

Please address how this position will support District priorities, statewide initiatives, and societal well-being.

The Dental Assisting program provides many students from under-represented groups the opportunity to enter a career that is vital to Sonoma County and can improve their families and communities, helping to eliminate the achievement gap for students in our county. The continued ability of the Dental Assisting program to provide this education to students is dependent on its ability to meet the strict criteria for dental education set by the American Dental Association Commission on Dental Accreditation (CODA) and the Dental Board of California (DBC). It is critical for continued CODA accreditation that the Dental Programs maintain an adequate number of full-time faculty and a full-time director.

The standards set by CODA are intended to ensure the quality and continuous improvement of dental and dental-related education and reflect the evolving practice of dentistry. CODA Standards 3.5 states - Student

contact loads should allow the faculty sufficient time for class preparation, student evaluation and counseling, development of subject content and appropriate evaluation criteria and methods, program development and review and professional development. If this position is not filled we would not have sufficient instructors to fulfill the Commissions mandates and this could result in loss of program approval nor would we have adequate contract faculty to direct the Dental Assisting program and teach didactic courses.