CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: Dental Assisting

Date: ____________

Step 1  Reviewed change at division meeting.  
YES  NO  
X  

Step 2  Presented as informational item at Division Chair Meeting(s) and checked if it affects other departments. Like programs must meet with Division Chairs on all affected campuses (North Mankato and Faribault).
Division Chair's signature  Jenny Dundie  

Step 3  Instructional Dean reviewed and indicated need for Curriculum Committee approval.
Instructional Dean's signature  ____________________________  

Step 4  Advisory Committee approval indicated in meeting minutes if necessary. Minutes provided to Curriculum Committee.

Step 5  Curriculum Committee made recommendations (changes, additional approvals, etc.). If no, skip to Step 7.

Step 6  Committee's recommendations completed. (Skip if not applicable.)

Step 7  Curriculum Committee approved.
Curriculum Committee Chair's signature  ____________________________  

Step 8  Minutes and necessary materials provided to VP of Academic Affairs.
YES  NO  
X  

Step 9  Vice President of Academic Affairs approved.
Vice President of Academic Affairs' signature  ____________________________  

Step 10  New Course Maximum Enrollment to Shared Governance.

Step 11  President's approval for all changes requiring MnSCU approval.
President's signature  ____________________________  

DA 1814, 1815, 1816, 1830
Y/8/13
**Appendix B**

**New Course or Course Change Proposal Form**

<table>
<thead>
<tr>
<th>Date of Proposal:</th>
<th>December 7, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Author:</strong> Karon Metz, Dental Assisting Instructor</td>
<td></td>
</tr>
<tr>
<td><strong>Proposal Type:</strong></td>
<td>(* ) New Course</td>
</tr>
<tr>
<td><strong>Contact for the Course:</strong></td>
<td>Karon Metz (507) 389-5846</td>
</tr>
<tr>
<td><strong>Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):</strong></td>
<td>DA 1814 Chairside DA I</td>
</tr>
<tr>
<td><strong>Number of Credits:</strong></td>
<td>3 credits</td>
</tr>
<tr>
<td><strong>Prerequisites:</strong></td>
<td>HLTH 1950 CPR, HLTH 1952 First Aid, HLTH 1954 Safety, DA 1811 Dental Science I, DA 1812 Oral Anatomy</td>
</tr>
<tr>
<td><strong>Course Description:</strong></td>
<td>Chairside Dental Assisting I provides the basic clinical background knowledge and skills required for dental assisting clinical techniques and methods. Areas emphasized include patient safety and positioning, instrument nomenclature, chairside assisting techniques, treatment planning, 4-6 handed dentistry and patient management.</td>
</tr>
<tr>
<td><strong>Grading Method:</strong></td>
<td>Grade</td>
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<tr>
<td><strong>Scheduling:</strong></td>
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<tr>
<td><strong>Instructional Type:</strong></td>
<td>Lecture</td>
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Is this Course Proposed as a Liberal Arts Course: Yes No X

If Yes, Which MnTC Area/Areas Will it Fulfill ([http://www.mntransfer.org](http://www.mntransfer.org))?

Is This Course a Requirement/Elective for a Specific Program or Programs? Yes X No

If Yes, Which Program(s)? Dental Assisting

Describe What is Changing/Being Added, and the Rationale:

**Change:** An update in course competencies and learning objectives along with update of Institutional Core competencies.

**Rationale:** The basic information is the same. The course competencies and learning objectives reflect the update and review of content for the course

What Impact Will This New Course or Change Have on Other Programs or Areas?

No impact on other programs or areas.

➢ Attach Common Course Outline to this Form.
Appendix B

New Course or Course Change Proposal Form

Date of Proposal: December 7, 2012

Author: Karon Metz, Dental Assisting Instructor

Proposal Type: (*)New Course  Modify Course  X  Delete Course

Contact for the Course: Karon Metz (507) 389-5846

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):
DA 1815 Dental Materials

Number of Credits: 3 credits

Prerequisites: DA 1811 Dental Science I, DA 1812 Oral Anatomy

Course Description: Dental Materials is designed to provide fundamental knowledge of dental materials, their purpose, composition, manipulation, properties, and storage as utilized in the dental practice and laboratory settings.

Grading Method: Grade  X  Pass/Fail

Scheduling: Fall  Spring  X  Summer  Alternate Years  Variable  On Demand

Instructional Type: Lecture  Lab  Lecture/Lab  X  Internship  Seminar

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Dean's Name: [Signature]  Date: 2/25/13

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Is this Course Proposed as a Liberal Arts Course: Yes  No  X

If Yes, Which MnTC Area/Areas Will it Fulfill (http://www.mntransfer.org)?

Is This Course a Requirement/Elective for a Specific Program or Programs: Yes  X  No

If Yes, Which Program(s)? Dental Assisting

Describe What is Changing/Being Added, and the Rationale:

Change: An update in course competencies and learning objectives along with update of Institutional Core competencies.

Rationale: The basic information is the same. The course competencies and learning objectives reflect the update and review of content for the course.

What Impact Will This New Course or Change Have on Other Programs or Areas?
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<tr>
<td>Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):</td>
<td>DA 1816 Radiology I</td>
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<tr>
<td>Number of Credits:</td>
<td>3 credits</td>
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<tr>
<td>Prerequisites:</td>
<td>DA 1810 Dental Technology, DA 1811 Dental Science I, DA 1812 Oral Anatomy</td>
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<tr>
<td>Course Description:</td>
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| Is this Course Proposed as a Liberal Arts Course: | Yes | No | X |
| If Yes, Which MnTC Area/Areas Will it Fulfill (http://www.mntransfer.org)? |
| Is This Course a Requirement/Elective for a Specific Program or Programs? | Yes | X | No |
| If Yes, Which Program(s)? Dental Assisting |

Describe What is Changing/Being Added, and the Rationale:

**Change:** An update in course competencies and learning objectives along with update of Institutional Core competencies.

**Rationale:** The basic information is the same. The course competencies and learning objectives reflect the update and review of content for the course.

**What Impact Will This New Course or Change Have on Other Programs or Areas?**

No impact on other programs or areas.

> Attach Common Course Outline to this Form.
**Appendix B**

**New Course or Course Change Proposal Form**

**Date of Proposal:** December 7, 2012

**Author:** Karon Metz, Dental Assisting Instructor

**Proposal Type:** (*New Course) X Modify Course Modify Course Delete Course

**Contact for the Course:** Karon Metz (507) 389-5846

**Course Designator, Number and Title** (i.e.: ACCT 1800, Business Law):

DA 1826 Radiology II

**Number of Credits:** 3 credits

**Prerequisites:** DA 1816 Radiology I

**Course Description:** Radiology II is a continuation of Radiology I with knowledge of radiation history, physics, biology, radiation characteristics and alternative and supplemental radiographic techniques and radiographic procedures, exposure factors, image production, extra-oral radiology, specialized imaging, radiographic anatomy, interpretation, pitfalls, and radiographic administration.

**Grading Method:** Grade X Pass/Fail

**Scheduling:** Fall Spring X Summer Alternate Years Variable On Demand

**Instructional Type:** Lecture Lab Lecture/Lab X Internship Seminar

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**Dean's Name**

**Dean's Signature**

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**Is this Course Proposed as a Liberal Arts Course:**

Yes X No

**If Yes, Which MnTC Area/Areas Will it Fulfill** (http://www.mntransfer.org)?

**Is This Course a Requirement/Elective for a Specific Program or Programs?**

Yes X No

**If Yes, Which Program(s)?** Dental Assisting

**Describe What is Changing/Being Added, and the Rationale:**

**Change:** An update in course competencies and learning objectives along with update of Institutional Core competencies.

**Rationale:** The basic information is the same. The course competencies and learning objectives reflect the update and review of content for the course

**What Impact Will This New Course or Change Have on Other Programs or Areas?**

No impact on other programs or areas.

➢ Attach Common Course Outline to this Form.
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### New Course or Course Change Proposal Form

**Date of Proposal:** December 7, 2012  
**Author:** Karon Metz, Dental Assisting Instructor  

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<th>X</th>
<th>Delete Course</th>
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</table>

**Contact for the Course:** Karon Metz (507) 389-5846

**Course Designator, Number and Title**  
(i.e.: ACCT 1800, Business Law):  
DA 1830 Chairside Dental Assisting II

**Number of Credits:** 4 credits

**Prerequisites:** DA 1814 Chairside DA I, Dental 1815 Dental Materials

**Course Description:** Chairside Dental Assisting II is a continuation of Chairside Dental Assisting I designed to provide a working knowledge of general and specialty laboratory skills along with clinical skills in chairside dental assisting and laboratory dental procedures. Emphasis will be placed on general dental procedures, associated skills, dental armamentarium and supplies.

**Grading Method:** Grade X  
**Pass/Fail**

<table>
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<th>Scheduling:</th>
<th>Fall X</th>
<th>Spring</th>
<th>Summer</th>
<th>Alternate Years</th>
<th>Variable</th>
<th>On Demand</th>
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<th>Lecture</th>
<th>Lab</th>
<th>Lecture/Lab X</th>
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**Faculty Name**  
Karon Metz

**Faculty Signature**

**Class Max**  
24  
**Date**

**Dean's Name**  
L. C. Sande

**Dean's Signature**

**Date**  
2/28/13

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**Is this Course Proposed as a Liberal Arts Course:**  
Yes X No

**If Yes, Which MnTC Area/Areas Will it Fulfill**  
(http://www.mntransfer.org)?

**Is This Course a Requirement/Elective for a Specific Program or Programs?**  
Yes X No

**If Yes, Which Program(s)?** Dental Assisting

**Describe What is Changing/Being Added, and the Rationale:**

**Change:** NEW course number from DA 1824 to DA 1830 along with a change is the number of credits from 3 credits (2 lecture/1 lab) to 4 credits (3 lecture / 1 lab) and the course description to include preparation for the Minnesota Laws examination

**Rationale:** Additional content was added to the course

**What Impact Will This New Course or Change Have on Other Programs or Areas?**

No impact on other programs or areas.

*Attach Common Course Outline to this Form.*