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| Instructional Faculty Consortium Committee Meeting (IFCC) | | | | |
| Minutes | | 10-26-10 | 9:00 am- 12:00 pm | TCSG |
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| Program | Dental Laboratory Technology | | | |
| Facilitator | Ruth Thompson | | | |
| Secretary | Ruth Thompson | | | |
| Attendees | James Masters-Gwinnett Tech, Becky Tolson-Atlanta Tech, Willie Johnson-Atlanta Tech | | | |

Agenda Topics

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| **Welcome and agenda overview** | | 30 minutes | ruth thompson | | |
| Discussion | Ruth welcomed the group and thanked them for taking the time to meet. Participantsreceieved handouts of the program inforamtion, course infomaion and the meeting agenda.. | | | | |
| Conclusions | NA | | | | |
| Action items | | | | Person responsible | Deadline |
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| **curriculum review]** | | 30 minutes | ruth thompson | | |
| Discussion | The group reviewed the program and course information. Faculty requested that the minimum age for admission be 18. Atalnta Tech's program requires the completion of DELA 2020 and DELA 2040 before the student can take the practicum DELA 1170 OR the completion of DELA 2030 and DELA 205 before taking DELA 1160. The student has a specialization option and must take both of the specialization courses prior to taking the practicum. Ruth agreed to put a note in the program curriculum stating this requirement. Both programs wanted to be standardized. Gwinnett Tech faculty would like to pursue accreditation of the program when the economy improves. | | | | |
| Conclusions | Only minor changes are needed to the programs | | | | |
| Action items | | | | Person responsible | Deadline |
| Change the minimum admission age to 18. | | | | Ruth |  |
| Add a note to Alanta Tech's curriculum stating the need to complete the specializtion courses prior to the practicum. | | | | Ruth |  |

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| **5 week mini term]** | | 45 minutes | ruth thompson | | |
| Discussion | Both progtams have plans in place for the 5 week mini term. Atlanta Tech will extend the day for faculty and students to complete the course during the term. The students will be completing courses prior to taking the practicum in fall semester 2011. Gwinnett Tech's new cohort group will begin in spring quarter 2011 and will take only one course during the 5 week summer 2011. | | | | |
| Conclusions | Programs have plans in place to handle the 5 week mini term in summer of 2011. | | | | |
| Action items | | | | Person responsible | Deadline |
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| **Substative change letter** | | 45 minutes | | Ruth Thompson | |
| Discussion | Atlanta Tech needs to send a letter to the Commission on Dental Accreditation (CODA) information the agency of the curriculum change from quarters to semsters. The change was noted on the annual report to CODA. The letter will state that the length of the program has not changed, the curriculum content did not changed and include a copy of the course crosswalk. Since the DELA courses all converted 1:1 the change to semesters is easy to expalin. | | | | |
| Conclusions | Mr. Johnson is in the process of composing a letter to CODA> | | | | |
| Action items | | | Person responsible | | Deadline |
| Send letter to CODA | | | Willie Johnson | |  |
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| **other agenda items** | | 30 minut3w | | ruth thompson | |
| Discussion | Faculty spent time discussing other topics. Both programs are in the process of advising students. Gwinnett's transition students will be entering the program in spring and are currently in 1:1 advisement sessions with Jim. Atlatna Tech has just begun 1:1 advisement. Program recruitment was discussed. Both programs meet with interested students and have found it increases both enrollment and retention. Gwinnett would like to pursue accrediation. There are fewer than 20 accredited programs nationwide. Equipment and student instrument kits were also discussed. The group would like to meet in fall of 2011 unless they encounter problems before that time. | | | | |
| Conclusions | NA | | | | |
| Action items | | | Person responsible | | Deadline |
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| **[Agenda topic 6]** | | [Time allotted] | [Presenter] | |
| Discussion |  | | | |
| Conclusions |  | | | |
| Action items | | | Person responsible | Deadline |
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| **[Agenda topic 7]** | | [Time allotted] | | [Presenter] | |
| Discussion |  | | | | |
| Conclusions |  | | | | |
| Action items | | | Person responsible | | Deadline |
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| **[Agenda topic 8]** | | [Time allotted] | | [Presenter] | |
| Discussion |  | | | | |
| Conclusions |  | | | | |
| Action items | | | Person responsible | | Deadline |
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| **[Agenda topic 9]** | | [Time allotted] | | [Presenter] | |
| Discussion |  | | | | |
| Conclusions |  | | | | |
| Action items | | | Person responsible | | Deadline |
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| **[Agenda topic 10]** | | [Time allotted] | | [Presenter] | |
| Discussion |  | | | | |
| Conclusions |  | | | | |
| Action items | | | Person responsible | | Deadline |
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| Comments / Special Notes  Resource persons  Special notes |  |
| Meeting Adjourned | [date and time] |
| Minutes submitted by: | [include full name and college] |

**Special Instructions**

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| After you have completed/keyed the above information,  using MS Word, Please: | |
|  | Name and save the document to your PC (we suggest you use the following naming convention: ProgramName.020207.doc (the #s represent date of meeting) |
|  | Send the appropriately named and saved MS Word document via email, as an attachment, to the assigned Curriculum Program Specialist at the Central Office of DTAE, Atlanta, GA. |
|  | Minutes should be submitted, as above outlined, within ten (10) days of the meeting |
| [Click here to contact us if you have questions.](mailto:lroberson@dtae.org?subject=Meeting%20Minutes) | |