

ACCJC

ACCREDITING COMMISSION FOR
COMMUNITY AND JUNIOR COLLEGES

WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES

Richard Winn, Interim President
Raúl Rodríguez, Chair

May 1, 2017

Dr. Thuy Nguyen

President
Foothill College
12345 El Monte Road
FOOTHILL COLLEGE

The Report of Substantive Change 6-Month Site Visit for Baccalaureate Degrees

Visitation Date: February 2, 2017

COLLEGE: Foothill College

PROGRAM: Bachelor in Science Dental H

Introduction and Summary of visit

A three-member accreditation team visited Foothill College on February 2, 2017, for the purposes of evaluating how well the College's Dental Hygiene Baccalaureate Program meets the Accreditation Standards, Eligibility Requirements, Commission Policies and USDE Regulations. In preparation for the visit, the three-member team studied the Commission prepared template for reviewing the Baccalaureate Degree Programs, read the College's Special Report for the Baccalaureate Degree and assessed the various forms of evidence provided by the institution.

Prior to the visit team members requested the College provide additional material ahead of the onsite evaluation. The team met the evening before to discuss their views of the written material and evidence provided by the institution.

During the visit, the team interviewed over 35 faculty, staff, students and administrators. The team visited the Dental Hygiene Baccalaureate class and had an opportunity to interview the students. The team also visited the Dental Hygiene Clinic and labs associated with the program.

The team reviewed the material in the team room that had been requested and had access to all electronic evidence. The team room included all the necessary resources required for the visit.

The College was well prepared for the visit and everyone on campus was welcoming and helpful. The team felt that the Special Report was comprehensive and thorough. The College community made themselves available for interviews and last minute appointments and was very accommodating.

Team observations

The team reviewed the Special Report on the Baccalaureate Degree for Dental Hygiene and the Template for Substantive Change Month Site Visit for the Baccalaureate Degree prepared by ACCJC. As a result of this review, the team found the College to be in substantial compliance with all applicable Eligibility Requirements, accreditation standards, Commission Policies and USDE regulations with a few exceptions. Having just started the new program in fall 2016, there was limited data for conducting program or course level student learning outcomes assessment. The team was unable to assess those standards that require assessment of such data and is recommending a follow-up report to be submitted in re (da)48-Tm ()T bm.oosi level aoo-6(

Eligibility Requirement 1
Accreditation Standards:
I.A.1, I.A.2, I.A.3, I.c.1, II.A.1
Student Learning Outcomes:
I.B.2, I.C.3, I.C.4, II.A.3, II.A.11
Institution Set Standards:
I.B3
Assessment:
I.B.7
Baccalaureate Requirements:
II.A.5, II.A.6, II.A.9, II.,10, II.A.13, II.A.14
General Education:
II.A.12
Support Services/Library:
II.B.1, II.C.6
Infrastructure Support:
III.A.1, III.B.3, III.C.1, III.D.1, IV.A.4
Faculty Qualifications:
III.A.2, III.A.7

The Comprehensive review of the College will occur in Fall 2017.

Eligibility Requirements and Accreditation Standards

The Eligibility Requirement and Accreditation Standards listed below apply to the institution as a whole and to each baccalaureate program. As appropriate, the list includes criteria indicating how the Standards specifically apply to baccalaureate programs. In addressing ~~the standards~~, the institution must also address and provide evidence of its practices for the baccalaureate program specific evaluation criteria identified below.

Area of Inquiry- Mission/Authorization
Foothill College is authorized to award a Bachelor of Science (B.S.) degree in Dental Hygiene and needs to review the Mission to include this new B.S. degree.

Eligibility Requirement 1. Authority: The institution is authorized or licensed to operate as a postsecondary educational institution and to award degrees by an appropriate governmental organization or agency as required by each of the jurisdictions or regions in which it operates. Private institutions, if required by the appropriate statutory regulatory body, must submit evidence of authorization, licensure approval by that body. If incorporated, the institution shall submit a copy of its articles of incorporation.

Specified Baccalaureate Degree Program Evaluation Criteria:

- x Authority requires that an institution be authorized or licensed as a ~~post~~ secondary institution to award degrees. An institution wishing to gain approval for a baccalaureate degree will have to provide evidence of the institution's authorization to offer the degree, as required by each of the jurisdictions or regions in ~~which~~ it operates.

Evidence:

The team reviewed the press release from the California Community College Chancellor's Office (CCCCO) issued on March 16, 2015 indicating that Foothill College had been selected for approval to offer a Baccalaureate Degree in ~~Dental~~ Dental Hygiene. In addition, the team reviewed the letter from the CCCCCO authorizing Foothill College to offer the B.S. degree in Dental Hygiene

Findings:

The visiting team confirmed that Foothill College is authorized to operate as an educational institution and is authorized by the State of California to award certificates and degrees

Standard I.A. Mission:

Standard I.A.1, The mission describes the institution's broad educational purposes, its intended student population, the types of degrees and other credentials it offers, and its commitment to student learning and student achievement (ER 6)

competencies, Communication, Computation, Creative, Critical and Analytical Thinking and Community/Global Consciousness and Responsibility, as critical to student learning beyond chosen discipline. BSDH Program and Course level learning outcomes are consistent with expected norms of higher education and upper division learning. SLOs integrate concepts of professional

SLO's for the Baccalaureate level classes and these will be assessed in a similar fashion. The new SLO's reflect higher levels of depth and rigor that are expected at the baccalaureate level.

Area of Inquiry - Assessment
The College has systematic processes in place to conduct assessment at the program and institution level. Although there is currently no assessment data for the new program to review at this point, there is an expectation that the college will align the new Dental Hygiene B.S. Degree Program with the regular assessment processes in place at the college.

Standard I.B.7: The institution regularly evaluates its policies and practices across all areas of the institution, including instructional programs, student and learning support services, resource management, and governance processes to assure their effectiveness in supporting academic quality and accomplishment of mission.

Specified Baccalaureate Degree Program Evaluation Criteria:

- x The institutional evaluation policies and practices recognize the unique aspects and requirements of the baccalaureate program in relation to learning and student support services and resource allocation and management.

Evidence:

Special Report Narrative; Annual Program Review webpages

Findings:

Institutional planning and pr

Area of Inquiry– Baccalaureate Requirements	Units/upper Division
---	----------------------

ACCJC requires 9 SEMESTER units of upper division General Education and Foothill College offers 13 QUARTER units of upper division General Education in the Dental Hygiene B.S. Program. This is one QUARTER unit short of 9 semester units and will have to be corrected.	
--	--

Standard II.A.5: The institution's degrees and programs follow practices common to American higher education, including appropriate length, breadth, depth, rigor, course sequencing, time to completion, and synthesis of learning. The institution ensures that minimum degree requirements are 60 semester credits or equivalent at the associate level, and 120 credits or equivalent at the baccalaureate level. (ER 12)

Specified Baccalaureate Degree Program Evaluation Criteria:

- x A Minimum of 40 semester credits or equivalent of total upper division coursework including the major and general education is required.
- x The academic credit awarded for upper division courses within baccalaureate programs is clearly distinguished from that of lower division courses.
- x The instructional level and curriculum of the upper division courses in the baccalaureate degree are comparable to those commonly accepted among like degrees in higher education and reflect the higher levels of knowledge and intellectual quality expected at the baccalaureate level.
- x Student expectations, including learning outcomes, assignments and examinations of the upper division courses demonstrate the rigor commonly accepted among like degrees in higher education.
- x The program length and delivery mode of instruction are appropriate for the expected level of rigor.

Evidence:

BSDH Program webpages; the College Catalog (specifically the BSDH pages); the Dental Hygiene Curriculum webpage; Special Report narrative

pattern. The program added upper division coursework in critical thinking, writing and research at the upper division level for the baccalaureate degree, appropriate to expected learning outcomes in higher education.

The 2 years of BSDH coursework would be 100 units of dental hygiene core courses, Inter-professionallied health courses, and upper division general education with the rigor and depth expected at the baccalaureate level.

Standard II.A.6: The institution schedules courses in a manner that allows students to complete certificate and degree programs within a period of time consistent with established expectations in higher education¹. (ER 9)

Specified Baccalaureate Degree Program Evaluation Criteria:

- x Baccalaureate courses are scheduled to ensure that students will complete those programs in a reasonable period of time.

Evidence:

Special Report Narrative; Dental Hygiene Curriculum page; Dental Hygiene Curriculum Sheet

Findings:

The proposed Upper division BSDH courses are scheduled for a cohort of 24 students. Proposed course schedules are posted a number of places and map out year course plans for each of 4 years (accounting for lower division). Junior and Senior years also account for General Education courses if needed. The published course schedules contain 194 quarter units (129 semester units).

Standard II.A.9: The institution awards course credit, degrees and certificates based on student attainment of learning outcomes. Units of credit awarded are consistent with institutional policies that reflect generally accepted norms or equivalencies in higher education. If the institution offers courses based on clock hours, it follows Federal standards for credit-hour conversions. (ER 10)

Specified Baccalaureate Degree Program Evaluation Criteria:

- x Baccalaureate Degrees and the course credit in those programs are based on student learning outcomes. These outcomes are consistent with generally accepted norms and equivalencies in higher education, especially in relation to upper division courses.

Evidence:

BSDH Course Catalog; College catalog; American Dental Health Association webpage; Course Outlines; BSDH Program pages; Special Report narrative

¹ Glossary- Established expectations in higher education (also, appropriate for, accepted in, common to, accepted norms in, etc): Shared and time honored principles, values and practices within the American community of higher education.

Standard II.A.13: All degree programs include focused study in at least one area of inquiry or in an established interdisciplinary core. The identification of specialized courses in an area of inquiry or interdisciplinary core is based upon student learning outcomes and competencies, and include mastery, at the appropriate degree level, of key theories and practices within the field of study.

Specified Baccalaureate Degree Program Evaluation Criteria:

- x The baccalaureate degree programs include a focused study on one area of inquiry or discipline at the baccalaureate level and include key theories and practices appropriate to the baccalaureate degree level.

Evidence:

College Catalog; BSDH program pages; CODA Standards Special Report narrative

Findings:

The dental hygiene curriculum is a focused study of dental hygiene supported by theory, and coursework from related interdisciplinary fields, such as biology and social sciences research and ethics. The curriculum is aligned with standards by the Commission on Dental Accreditation (CODA). Course work includes didactic, clinical and laboratory experiences. Each course has SLOs, objectives and expected outcomes appropriate to upper division requirements. The program includes four major competencies: (1) the dental hygiene process of care, (2) health education, (3) infection and hazard control, (4) legal and ethical practice evaluated across

and professional preparation graduates of the program attain.

Area of Inquiry—

Area of Inquiry– Support Services/Library
--

Support services including library services are adequate to meet the needs of the Dental Hygiene B.S. degree program. The pathway to enter the program is clearly identified on promotional material, college website and in counseling guides.

Standard II.B.1: The institution supports student learning and achievement by providing library and other learning support services to students and to personnel responsible for student learning and support. These services are sufficient in quantity, currency, depth, and variety to support educational programs, regardless of location or means of delivery, including distance education and correspondence education. Learning support services include, but are not limited to, library collections, tutoring, learning centers, computer laboratories, learning technology, and ongoing instruction for users of library and other learning support services.

Specified Baccalaureate Degree Program Evaluation Criteria:

- x Learning support services to support the baccalaureate program are sufficient to support the quality, currency, rigor and depth of the baccalaureate degree and reflect the unique needs of this program.

- x Resource collections are sufficient in regard to the rigor, currency, and depth expected of baccalaureate programs.

Evidence:

Library website; Tutoring website

Findings:

The institution has extensive services available for student support and faculty, both on campus and online. These include help with research, study support, tutoring, and citation help. The library collections appear sufficient and cross-disciplinary to provide adequate support to all programs at the associate or baccalaureate level. Numerous resources are available specific to the dental field including books, research journals.

- x The prerequisites and other qualifications for the baccalaureate are appropriately communicated and applied to students.
- x The advising of students related to the baccalaureate degree appropriately identifies course sequencing and pathways.

Evidence:

College Catalog; College website pages; BSDH Program pages;

Findings:

Foothill College maintains an open door policy that aligns with the College mission, the statewide mission for California Community Colleges.

Evidence:

The team reviewed the College Special Report for the Baccalaureate Degree in Dental Hygiene and the faculty contract.

Findings:

The listing of faculty academic credentials and experience in the report indicates that current faculty in the program meet the qualifications to teach for the Baccalaureate Degree in Dental Hygiene Program. The duties and responsibilities for faculty ~~are~~ are clearly delineated in the contract and include conducting program review, curriculum development and assessment of student learning outcomes.

The Dentist position was a ~~full~~ full-time position and was replaced by three adjunct Dentists who rotate ~~tho~~ through the clinic. With the addition of a baccalaureate degree program, the team felt a full-time Dentist would provide more consistency in the Dental Hygiene Clinic.

PHYSICAL RESOURCES

Standard III.B.3: To assure the feasibility and effectiveness of physical resources in supporting institutional programs and services, the institution plans and evaluates its facilities and equipment on a regular basis, taking utilization and other relevant data into account.

Specified Baccalaureate Degree Program ~~Criteria~~ Criteria:

The reduction of a full time position reflects adversely on the financial commitment of the College to the baccalaureate program. Although the baccalaureate program in Dental Hygiene meets this accreditation standard, the college should consider a review fiscal resources to fill the full-time Dentist position.

Governance

Standard IV.A.4: Faculty and academic administrators, through policy and procedures, and through well-defined structures, have responsibility for recommendations about curriculum and student learning programs and services.

Specified Baccalaureate Degree Program Evaluation Criteria:

- x The faculty and academic administrators assigned to the baccalaureate program have responsibility for making recommendations to appropriate governance and decision-making bodies about the curriculum, student learning programs, and services for the program.

Evidence:

College planning documents, College Curriculum Committee Minutes, Division Curriculum Minutes

Findings:

Foothill College has a unique curriculum approval process in place. The Biological and Health Science Division Curriculum Committee first reviews all new programs and courses assigned to their Division. The new Dental Hygiene B.S. degree went through the Biological and Health Science Division Curriculum Review process before being approved by the College Curriculum Committee. This process works well for Foothill College and was utilized to quickly get the new curriculum for the Dental Hygiene B.S. degree approved in time to start the 2016 class.

Area of Inquiry– Faculty Qualifications
Faculty qualifications are appropriate in depth and breadth for the Dental Hygiene B.S. Program and all faculty currently teaching in the program meet the requirements. Job descriptions match the qualifications required to teach in the program.

Standard III.A.2: Faculty qualifications include knowledge of the subject matter and requisite skills for the service to be performed. Factors of qualification include appropriate degrees, professional experience, discipline expertise, level of assignment, teaching skills, scholarly

activities, and potential to contribute to the mission of the institution. Faculty job descriptions include development and review of curriculum as well as assessment of learning. (ER 14)

Specified Baccalaureate Degree Program Evaluation Criteria

- x The qualifications for faculty teaching upper division courses in the baccalaureate degree include the requirement for a master's degree (or academic credentials at least one level higher than the baccalaureate degree) or doctoral degree, in an appropriate discipline.
- x In cases where no Master's degree is available for the field of study, the qualifications for faculty teaching upper division courses in the baccalaureate degree include a bachelor's degree in the discipline or closely related discipline, a Master's degree in any discipline, and demonstrated industry work experience in the field for a minimum of six years, and commonly required industry recognized certification or professional licensure.
- x The Commission may require some faculty in career technical education baccalaureate programs to have the recognized terminal degree in the field of study.

Evidence:

Faculty resumes; Special Report narrative

Findings:

The BSDH program currently has 2.5 full-time faculty members in the following positions, Program Director, Radiology Instructor/coordinator, and a Second Year Clinic Coordinator. All have a minimum of a Master's Degree, and RDH licensure. Their additional qualifications align with BSDH curricula needs, such as research, curriculum development, educational methodology and program evaluation experience. Additional part-time faculty credentials meet accrediting standards.

Standard III.A.7: The institution maintains a sufficient number of qualified faculty which includes fulltime faculty and may include part-time and adjunct faculty, to assure the fulfillment of faculty responsibilities essential to the quality of educational programs and services to achieve institutional mission and purposes

Specified Baccalaureate Degree Program Evaluation Criteria:

faculty assigned to the program has been reduced since the initiation of the baccalaute

Catalog Requirements

The institution assures that the Catalog provides the following information about the baccalaureate degree program:

1. General Information

-

RECOMMENDATIONS AND FOLLOWUP

The College is scheduled for a comprehensive site visit in 2018. This report will be forwarded to the site visiting team. The College should consider the comments included in this report as it prepares for the comprehensive site visit.

The team has identified areas where the criteria for the baccalaureate degree were not met

The College Mission Statement does **not** include a reference to the baccalaureate degree. (Standards I.A.1, I.A.3, and II.A.1)

The number of units of upper division General Education must be increased in order to meet the required criteria. (Standard II.A.5 and II.A.12)