

Foothill College Accreditation process

Dental Hygiene Program

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My experience: accreditation & site visits

- My first accreditation document – 2003, site visit 2004
- My second accreditation document - 2010, site visit 3/2011
- Our third will be in 2018



Standards & delegation

- Standard 1
 - Director, collaborated with DA
- Standard 2
 - Director
- Standard 3
 - Director
- Standard 4
 - DH faculty
- Standard 5
 - FT radiology instructor
- Standard 6
 - FT clinic coordinator



Helpful hints: two years before

- Review standards
- Meet with administration
 - Release time
 - Institutional support
- Review “Frequency of Citations”
- Inform advisory board of site visit
- Distribute biosketch



CODA resources



Commission on Dental Accreditation

ACCREDITATION

SITE VISITS

STANDARDS

FIND A PROGRAM

POLICIES/GUIDELINES

CONTACT

Home > Site Visits > Prep for Allied Dental Site Visit > Allied Dental Site Visit Documents

✉️ 🖨️ ➕ Share

Before your Allied Site Visit

During your Allied Site Visit

After your Allied Site Visit

Allied Site Visit Documents >

Upcoming Allied Site Visits

Allied Dental Site Visit Documents

Dental Assisting >

Dental Hygiene ∨

The following documents are available to download:

- [Standards](#) (PDF)
- [Self-Study Guide](#) (DOC)
- [Site Visitor Evaluation Report](#) (DOC)
- [Frequency of Citings](#) (PDF)
- [DH SV Planner](#) (DOCX)

Dental Laboratory Technology >

Site Visit Planners for Multiple Visits >

One year before site visit

- Write self-study
 - Set due dates
 - Collect exhibit documents
 - Electronic format
 - Organized by standard & exhibit #
 - Collect biosketch from faculty
 - Distribute drafts for review



Six months before site visit

- Complete self-study documents
 - Review by administration
 - Print & bind paper copies
 - Electronic copies
- Site visit schedule
 - Confirm administration, faculty, advisory board



Two months before your site visit

The screenshot shows the CODA website with the following content:

- CODA***
Commission on Dental Accreditation
- Navigation menu: ACCREDITATION, **SITE VISITS**, STANDARDS, FIND A PROGRAM, POLICIES/GUIDELINES, CONTACT
- Breadcrumbs: Home > Site Visits > Prep for Allied Dental Site Visit > Before Your Allied Dental Site Visit
- Left sidebar menu:
 - Before your Allied Site Visit >
 - During your Allied Site Visit
 - After your Allied Site Visit
 - Allied Site Visit Documents
 - Upcoming Allied Site Visits
- Main content area:
 - Before Your Allied Dental Site Visit**
 - Approximately 12–24 months prior to the site visit, the chief executive officer of the institution and the administrative officer of the program will receive notification that a site visit is due. At that time, a proposed site visit date will also be presented. Should an alternative site visit date be desired, the program will have the opportunity to request one.
 - The program administrator will receive a number of forms to be completed and returned to the Commission in preparation for the upcoming site visit. These include:
 - Confirmation Site Visit form
 - Institutional officer's data forms
 - Program and personnel data forms
 - Sites Where Instruction Occurs form
 - Site Visitor Evaluator's Report (SVER)
 - Self Study Guide (a paper copy and an electronic copy in Microsoft Word)
 - Accreditation Standards
 - Evaluation Policies and Procedures Manual
 - Last Site Visit Report

- Submit self-study to CODA
- Prepare faculty, staff and students
 - What to expect
 - Substitutes for director & faculty as needed
- Optional: mock site visit

The week before site visit

- Prepare faculty, staff and students
- Confirm appointments
 - Administration
 - Advisory board
- Clean & organize
- Binders and documents for on site review



Past Recommendations



- Need full time administrative assistant support
- Need additional faculty during pre-clinic (ratios)

Lessons learned

- Agenda
 - Share, use, follow
- Site visitors
 - Contact in advance about dietary needs
- Need a good scanner
 - Electronic version of self-study
- Stay calm, be flexible
 - Can make submissions during the site visit if needed

