

Community  
College  
*of* Philadelphia  
*The Path to Possibilities.*

OFFICE OF ACADEMIC AFFAIRS  
**MEMORANDUM**

**TO:** Dr. Stephen Curtis  
**FROM:** Pascal Scoles  
**DATE:** October 27, 2011  
**SUBJECT:** Institution-Wide Committee Minutes of September 26, 2011

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The Institution-Wide Committee met on Monday, September 26, 2011 and the following actions were taken:

The Committee considered the:

- (a) Election of Officers and**
- (b) Proposal for a Revision to the Dental Hygiene Program**

**Action taken: Election of Officers – Elect the proposed slate as officers**  
**Vote: Eleven (11) in favor. Motion approved.**

**Action taken: Recommend the Proposal for a Revision to the Dental Hygiene Program, adding a course in local anesthesia and increasing credits from 80 to 83 (Thompson/Jones)**  
**Vote: Eleven (11) in favor. Motion approved.**

- (c) Approval of the Minutes of June 27, 2011 (Please see attached minutes and the revised documents.)**

c: Tom Hawk  
John Jones  
Pamela Gallimore

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OFFICE OF ACADEMIC AFFAIRS

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# Community College *of* Philadelphia

**MEETING MINUTES**  
**Institution-Wide Committee**  
**Monday September 26, 2011**  
**2:30 p.m.**  
**Isadore A. Shrager Boardroom**  
**Community College of Philadelphia**  
**1700 Spring Garden Street**  
**Philadelphia, PA 19130**

## **Committee Delegates Present**

Judith Gay, Tom Hawk, Richard Keiser, Pascal Scoles, Sharon Thompson, Earl Weeks, Irvin Hoskins-Ferebee, Sue Ellen Liebman, Jennifer Kirby, Louise Whitaker

## **Committee Alternates Present**

Bea Jones (voting), Mary Anne Celenza

## **Guests Present**

Theresa Grady

### **I. Call to Order**

The meeting was called to order by Pascal Scoles.

### **II. Approval of Minutes**

The IWC accepted the minutes of June 27, 2011. There was a discussion of the actions from the June 27, 2011 meeting. It was agreed that the minutes are accurate, but the next steps for the policies requiring revision needed to be clarified. It was agreed that the revised versions of the policies presented at the meeting should be provided with the minutes to Dr. Curtis. Judy Gay will make sure that she has the revised versions from Bea Jones and Joan Bush.

### **III. Old Business**

None

### **IV. New Business**

#### **(a) Election of Officers**

**Discussion:** Pat Scoles asked for nominations from the Committee. The nominations were:

Co-Chairs – Pat Scoles and Earl Weeks

Secretary – Judy Gay

**Action Item: Elect the proposed slate as officers.  
Vote: Eleven (11) in favor. Motion approved.**

**(b) Dental Hygiene Program**

**Discussion:** Theresa Grady reviewed the curricular change to the Dental Hygiene Program. Based on changes in requirements in the discipline, the faculty want to add a course on local anesthesia to the curriculum, increasing the credits from 80 to 83. Mary Anne Celenza mentioned that the program has excellent outcomes with a 100% pass rate on the boards. The difference in the credits for our program versus others with fewer credits is the general education requirements at the College.

There was a discussion about students working with anesthesia. Students do work on “live” patients under the supervision of faculty. Tom Hawk asked if there is treatment after the numbing from the anesthesia. Theresa Grady stated that they do scaling afterwards. Judy Gay mentioned that faculty at the College have been certified to deliver anesthesia. Mary Anne Celenza added that the College is insured.

Tom Hawk asked whether there is any increase in blood borne pathogens. Theresa Grady responded that there is not an increase.

**Action Item: Recommend approval of the revised Dental Hygiene curriculum, adding a course in local anesthesia and increasing credits from 80 to 83 (Thompson/Jones)  
Vote: Eleven (11) in favor. Motion approved.**

**V. Adjournment**

The meeting was adjourned at 2:52 p.m.

**Community College of Philadelphia**

*Proposal for a Revision to the*

**Dental Hygiene Program**

Writer:  
Theresa Grady

Facilitator:  
Lawrence MacKenzie

September 26, 2011

## I. Abstract

In December 2009, Title 49, Professional and Vocational Standards of the State Board of Dentistry, was amended to revise the scope of practice, permitting Dental Hygienists to administer local anesthesia in the State of Pennsylvania. In response to this legislated change, the Dental Hygiene Program proposes that a new course, DH 210, Local Anesthesia, be added to the curriculum as a core program course.

Recently the Program has worked with Dr. Sean Boynes, who is the past Director of Anesthesia Research and Course Director for the local anesthesia curriculum at the University of Pittsburgh School of Dental Medicine. Dr. Boynes has been instrumental in this recent local anesthesia change for the State and is currently working with the Commission on Dental Accreditation to establish the new standards and dental hygiene program accreditation requirements. The proposed program revision will enable the Dental Hygiene Program at the Community College of Philadelphia to be concurrent with other dental hygiene programs in the State, and on a national level.

The Dental Hygiene Program is proposing the following curricular changes:

- Adding DH 210, Local Anesthesia to the Dental Hygiene Program as one of the core courses
- Increasing the total credits needed to graduate with an AAS degree from 80 to 83. The number of credits is comparable to other Dental Hygiene programs. The total number of required credits in these programs are dependent on whether or not they have added a Local Anesthesia course and the number of non-dental hygiene courses they require .

School	State	Total Credits	Local Anesthesia Course Included	Non-Dental Hygiene Courses
<b>Community College of Philadelphia</b>	PA	<b>83</b>	<b>Yes</b>	<b>33</b>
Harcum College	PA	85	Yes	30
Harrisburg Area Community College	PA	83	No	41
Luzerne County Community College	PA	78	No	26
Manor College	PA	86	No	40
Montgomery County Community College	PA	70	No	21
Northampton Community College	PA	74	Yes	30
Bergen Community College	NJ	71	No	37
Camden County College	NJ	78	Yes	29
Essex County Community College	NJ	87	No	35
Miami Dade Community College	FL	88	No	28

## **II. Description of the Program**

The Dental Hygiene Program provides a high-quality integrated collegiate level academic and professional education, to a diverse student population. Students develop competence in providing effective oral health care to individuals in the community and learn to serve as integral members of the dental team.

## **III. Effects of the Revision**

Students will take the additional required course, which will give graduates parity with graduates of comparable Dental Hygiene programs in the State and nation. Students will take DH210 after completing the second semester of the Program, in Summer Session I. In conjunction with this change, adjustments will be made in the Program's sequence. Students will take Biology 241 in Summer Session II and will take Math 118 or a higher level math course in the fourth semester. See revised curriculum grid, under "New Catalog Page".

## **IV. Course Changes**

The new course DH 210 will be described in the catalog as follows: "During this instructional course and subsequent lab, the Dental Hygiene student will be introduced to oro-facial pathology, anatomy, armamentarium and anesthesia treatment and application. Additionally, the student is expected to participate in hands-on application of oro-facial anesthesia administration in pre-clinic lab and clinical component settings."

Student Learning Outcomes:

Upon successful completion of DH 210, students will be able to:

1. orally and in writing explain the oro-facial anatomy, physiology and pathology and appropriate protocols including the necessary armamentarium for the local anesthetic appointment
2. describe and explain orally and in writing all standard oro-facial pain management techniques
3. perform competently the standard oro-facial pain management techniques
4. define in writing appropriate emergency management techniques and explain where they are used

**New Catalog Page**

## **Dental Hygiene**

The Dental Hygiene Program prepares graduates to be competent oral health clinicians and educators with the ability to develop effective oral health programs that can be utilized in private practice sites, schools and alternative practice settings in the community.

The clinical training is conducted on campus in a 16-chair, free dental hygiene clinic. Students have the opportunity to treat diverse patient populations, many with advanced periodontal disease.

The Dental Hygiene Program is designed so that students, upon matriculation, can complete the Program in 24 consecutive months.

Graduating Dental Hygiene students are eligible to take the Northeast Regional Board Examination and the National Board Dental Hygiene Examination.

### **Accreditation:**

The Dental Hygiene Program is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Post-Secondary Accreditation and the U.S. Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-2719 or at 211 East Chicago Avenue, Chicago, IL, 60611.

### **Student Learning Outcomes**

Upon completion of this program graduates will be able to:

- Qualify for all national and regional examinations required to obtain licensure a Registered Dental Hygienist (RDH) in the State of Pennsylvania.
- Work effectively as a team member and make decisions regarding dental hygiene services that reflect critical thinking and problem solving.
- Demonstrate quality patient care and disease prevention for patients with a variety of oral health needs while using the phases of assessment, planning, implementation and evaluation in a safe and service oriented environment.
- Review contemporary scientific literature in the dental hygiene field which will enable the graduate to remain mindful of current trends.
- Formulate informed decisions using evidenced-based patient-centered dental hygiene care for all.
- Manage patient treatment and information, ensuring confidentiality and compliance with relevant legislation and ethical responsibilities.

### **Program Entry Requirements:**

Admission is selective and requires that potential students fulfill all admission requirements of the College. The requirements for admission to the Dental Hygiene Program are:

1. High school diploma or general education diploma (GED).

2. A minimum of one year of high school biology and chemistry or a four-credit biology college level course and college preparatory math, all with C or better grades, within the past ten years.
3. Applicants must demonstrate readiness for ENGL 101 and MATH 118 as determined by the College's placement tests or by successfully completing identified developmental course work.
4. Applicants with previous college experience must have a minimum of a 2.50 grade point average.
5. All applicants are required to participate in the pre-entrance Allied Health testing program.

Students are admitted to the Program on a competitive basis as space allows.

**Conditions for Acceptance:**

1. Results of complete physical and dental examinations, including laboratory test results of a complete blood count, serology, urinalysis, tuberculin PPD test and immunizations must be on file in the Program office before the start of any dental course (September of starting year).
2. Verification of medical insurance is mandatory.
3. Applicants must attend a scheduled Program orientation prior to entry.
4. Students must purchase uniforms and a Dental Hygiene supply kit prior to the start of the program. (August of starting year)
5. Students must attend a Fall and Spring Study Skills Workshop.
6. Students must obtain a Criminal Record Check, FBI (federal) Clearance and a Child Abuse Clearance prior to entrance into the Program. This Dental Hygiene requirement is mandated by the Commonwealth of Pennsylvania per 24 P.S. 1-111 of the Pennsylvania Public School Code and 23 Pennsylvania C.S.A. 6355 of the Pennsylvania Child Protective Services Law.

The College, in its admission process, will consider information regarding criminal conviction and/or crimes of moral turpitude. Admission is conditional pending receipt and evaluation of a criminal background check, FBI (federal) clearance and child abuse clearance to determine whether there is any conviction which may bar the student from the Dental Hygiene Program and/or State Licensure. The following guidelines are used in making decisions about an applicant's criminal and child abuse background.

**Child Abuse Clearance**

Any record results in denial of admission into the DH Program.



### **Criminal Background Check**

Any felony conviction within the past ten years results in denial of admission to the DH Program. Any felony conviction more than ten years old will be evaluated based on the nature of the offense, length of time since the offense and any explanatory letters/materials submitted by the applicant or student. Any misdemeanor will be evaluated based on the nature of the offense, length of time since the offense, and explanatory letter/materials submitted by the applicant or student. (Any punishment over one year indicates a felony according to federal sentencing guidelines.)

### **Reconsideration:**

An applicant who believes that an error of fact has been made in terms of the information provided to the decision making committee can request reconsideration by the committee. This request must be made in writing within ten days from the date of the letter notifying the applicant of the decision. The reconsideration should address what the applicant considers to be errors of fact.

Following reconsideration by the decision making committee, the applicant can appeal the committee's decision to the Vice President for Academic Affairs whose decision is final.

Any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately to the DH curriculum supervisor.

Involvement in any incident which resulted in a disciplinary action against a student at Community College of Philadelphia or any post-secondary institution is considered in the admissions process. The DH Program reserves the right to deny admission to any applicant who has a history of violating College rules and regulations or who has been previously suspended or expelled from the College or any other post-secondary educational institution.

### **Readmission:**

1. One time readmission into the Dental Hygiene program is permitted.
2. Students requesting a readmission must meet Program entry requirements, conditions for acceptance and are selected on a competitive basis as space permits.
3. Students may be required to retake dental or general education courses as determined by the program director.
4. Students who were dropped for unprofessional conduct or safety issues may not be considered for readmission.

5. The Program must be completed within 5 years of initial enrollment.

**Program of Study Requirements:**

1. Students exhibiting unprofessional conduct or violation of safety policies may be dropped from the curriculum pending review by the program faculty and the advisory committee.
2. To continue in the Dental Hygiene Curriculum, students must maintain an overall 2.50 GPA.
3. Students will not be permitted to continue in a clinical course without a yearly medical and dental exam and proof of medical insurance on file.
4. Dental Hygiene students must follow the curriculum sequence according to courses listed in each semester, unless approval is granted by the program director.
5. Dental Hygiene students must submit proof of two-year CPR certification prior to entering the first year's spring semester.

**Graduation Requirements:** To qualify for the Associate in Applied Science (A.A.S.) degree in Dental Hygiene, students must complete 83 credit hours as prescribed and must maintain an overall 2.50 GPA and no grade below a C in any course.

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
<b>Summer Session II</b>			
(Summer II) CIS-Applied Computer Technology		3	Tech Comp
(Summer II) ENGL 101-English Composition I		3	ENGL 101
<b>FIRST SEMESTER</b>			
(Fall) DH 115 - Oral Head and Neck Anatomy	ENGL 101, CIS 103	3	
(Fall) DH 135 - Dental Radiology	ENGL 101, CIS 103	3	
(Fall) DH 150 - Dental Auxiliary Practices	ENGL 101, CIS 103	4	
(Fall) DH 191 - Clinical Dental Hygiene I	ENGL 101, CIS 103,CPR Certification	3	
(Fall) BIOL 109 - Anatomy and Physiology I		4	Science
<b>SECOND SEMESTER</b>			
(Spring) DH 165 - Nutrition and Biochemistry	BIOL 109, DH 115, 135, 150, 191	4	
(Spring) DH 192 - Clinical Dental Hygiene II	BIOL 109, ENGL 102, DH 115, 135,150,191	3	
(Spring) DH 121-Oral Histology and Embryology	BIOL 109, DH 115,135,150,191	2	
(Spring) BIOL 110 - Anatomy and Physiology II	BIOL 109	4	
(Spring) ENGL 102 - English Composition II	ENGL 101	3	ENGL 102 & Information Literacy
<b>Summer Session I</b>			
(Summer I) DH 210- Local Anesthesia	DH 121, 165,192, BIOL 110.	3	
(Summer I) PSYC 101 - Introduction to Psychology		3	Social Science
<b>Summer Session II</b>			
(Summer II) SOC 101 - Introduction to Sociology		3	Am/Glob Diversity Writing Intensive & Interpretive
(Summer II) BIOL 241 - Principles of Microbiology	BIOL 109	4	
<b>THIRD SEMESTER</b>			
(Fall) DH 241- Oral Pathology	BIOL 110, DH 121 165,192,ENGL 102	2	
(Fall) DH 245-Dental Pharmacology and Pain Management	BIOL 110, DH 121 165,192,ENGL 102	2	
(Fall) DH 247-Periodontics	BIOL 110, DH 121 165,192,ENGL 102	4	
(Fall) DH 293-Clinical Dental Hygiene III	BIOL 110, DH 121 165,192,ENGL 102	6	
<b>FOURTH SEMESTER</b>			
(Spring) ENGL 115-Public Speaking	ENGL 101	3	Humanities
(Spring) DH 271-Community Dentistry	BIOL 241,DH 241,245,247,293 ENGL 115 which may be taken concurrently	3	
(Spring) DH 294-Clinical Dental Hygiene IV	BIOL 241,DH 241,245,247,293	6	

	ENGL 115 which may be taken concurrently		
(Spring) Math 118 or Higher		3	Mathematics
<b>Summer Session I</b>			
(Summer I) DH 295-Clinical Dental Hygiene V	DH 271,294, ENGL 115	2	
<b>MINIMUM CREDITS NEEDED TO GRADUATE</b>		<b>83</b>	

**GENERAL EDUCATION REQUIREMENTS**

All General Education requirements are met through required courses (as indicated above).

For More Information Contact:

The Division of Math, Science and Health Careers, Room W2-7, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone 215-751-8431; or the College Information Center, 215-751-8010.

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# COLLEGE POLICIES AND PROCEDURES

## MEMORANDUM NO. 12

### POLICY ON TRANSFER CREDIT

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Revised: February 1, 2011

Original Number: 113  
Original Date of Issue: March 26, 1980  
Reissued: 113A - May 1, 1987

The widespread practice of awarding quantitative credits for work done at an accredited post-secondary institution is based on the presumption that courses of similar title and content description, and which are taught at the same level of academic progress, are equal and interchangeable. The Community College of Philadelphia, accredited by the Middle States Association of Colleges and Schools, supports and concurs with this common practice. The consideration of transfer credit or recognition of degrees will not be determined exclusively on the basis of the accreditation of the sending institution or the mode of delivery but, rather, will consider course equivalencies, including expected learning outcomes, with those of the receiving institution's curricula and standards

- I. GENERAL STATEMENT: CCP will accept courses taken at a regionally accredited institution in which the grade earned was a "C-" or better, unless otherwise specified by program requirements. Courses completed at institutions accredited by organizations other than regional accrediting bodies will not be considered for credit or as a prerequisite of a subsequent course at Community College of Philadelphia.

This statement is qualified as follows:

- A. The Vice President for Student Affairs, or the Vice President's designee, is responsible for the development and implementation of this policy, in collaboration with other affected offices.

The final determination for the acceptance of courses will be made by the Vice President for Academic Affairs or the Vice President's designee in consultation with Academic Divisions as deemed appropriate.

- B. Transfer credit will not be granted if granting such credit is contrary to the requirements of any recognized local, state, or federal accrediting or certifying agencies.

- C. Transfer of course credit earned ten or more years prior will be accepted in the same manner as all other requests, except where the department requires more current studies for certain majors.
- D. Credit may be awarded for courses from a regionally accredited institution, whether or not similar courses are offered at Community College of Philadelphia. These courses must satisfy both general elective and graduation requirements. A student must still complete all academic content and the total quantitative requirements for graduation.

Community College of Philadelphia will grant degrees and academic certificates only to students who have earned at least 30 credit hours in residence for a degree and 15 credit hours for an academic certificate. Credit by Examination or Credit for Life Experience can be counted towards the residency requirement. [CCP1] Students on active duty with the Armed Forces need to earn only 15 credits in residence for a degree.

- E. There are institutions that offer some courses that are two credit hours, and these are often scheduled in a sequential manner. These two-credit courses will be transferred in as follows:
  - 1. If one course of a two course sequence is completed, the student will receive two (2) transfer credits which may, with the appropriate discipline approval, satisfy a course prerequisite. Students must complete the minimum number of credits to graduate from CCP.
- F. The College operates under the semester system. If a student seeks transfer credit for work completed under the “quarter” system, credits will be transferred in as follows:
  - 1. A one-year course of nine credits, taken over three quarters will transfer in as six semester hours.
  - 2. Two-quarters of coursework totaling six credits will transfer in as a two-course sequence of two credits each, and will be treated as explained under section E above.
  - 3. One-quarter of coursework totaling three credits equals two semester credits and will be transferred in as explained under section E above.

In general, where a student has completed only six hours of the nine quarter hour system, this is equal to four credit hours under the semester system. Where a student has completed only three hours of the nine quarter hours, this is equal to two semester credit hours.

[CCP2]

## II. APPEAL PROCEDURES

Academic transcripts are evaluated based upon the procedures established in this policy and through the guidance provided by the Academic Affairs areas. When transcripts are received for which there appears to be no Community College of Philadelphia equivalent, or for which no equivalency can be established based upon the course name and/or course description, the Academic Affairs areas are contacted to make a determination.

It is possible that errors in the articulation of course work, or omission of prior course work can occur. In the event a student believes that this has happened, the appeal procedure is as follows:

- A. Students should first contact the Office of Student Records and Registration to discuss the evaluation results with a Placement/Transfer Credit Specialist [CCP3], and provide any additional documentation needed to assist with the review (e.g., an updated transcript or college catalog, or other documentation from the sending institution).
- B. If the issue is not resolved in step A, the student may request a conference with the administrator responsible for Placement/Transfer Credit. [CCP4] After conferring with the student, the administrator will present the student's claim along with any additional documentation to the academic area department head for consideration, and send written communication to the student within ten (10) working days regarding the decision.
- C. If the issue is not resolved in step B, the student may then request a meeting and final review with the Director of Student Records and Registration. The Director will consult with the appropriate academic dean for further guidance, and will communicate the dean's decision to the student in writing, within ten (10) working days. The decision of the dean is final.
- D. Appeals must be submitted no later than four months after the completion of the initial evaluation.

**COLLEGE POLICIES AND PROCEDURES**  
**MEMORANDUM NO. 13**  
**COURSE REGISTRATION**  
**AFTER THE TERM HAS BEGUN**

Revised: June 27, 2011

The College seeks to maintain the integrity of the academic experience. The timetable for Registration provides the structure for students to request entrance to courses, which are in progress at the beginning of each term, so that there is minimal interference with instructional activities.

The policy for Course Registration after the Term has begun is:

**Classroom Based**

For any term at the College (e.g. 7, 10, 12, 15 week terms), if a course has met for one class period, but not two, the written approval of the instructor is required to add a course.

In all cases listed above, if a course has met for two, but not three, class periods, then the written approval of the instructor and the respective department head is required to add a course.

In all cases listed above, if a course has met for three or more class periods, then the written approval of the instructor, the respective department head, and the respective division dean (or designee) is required to add a course.

<b>Number of Times Course Has Met</b>	<b>Approval Required by:</b>
One	Instructor
Two	Instructor, Department Head
Three or more	Instructor, Department Head, Dean

**Distance Education**

In the case of *hybrids and fully on-line* distance courses, the instructor's written approval is required to add a course on the first two college business days from the start of the course. The instructor's written approval and the respective department head's approval is required to add a course on the third and fourth business days from the start of the course. The instructor's written approval, the respective department head's



approval and the respective division dean is required to add a course on the fifth business day (or more) from the start of the term.

<b>College Business Days from the Start of the Course</b>	<b>Approval Required by:</b>
First and Second	Instructor
Third and Fourth	Instructor, Department Head
Fifth or more	Instructor, Department Head, Dean