



Commission on Dental Accreditation

Via Email Transmission: cdaugherty@fhct.edu

February 28, 2025

Dr. Caron Daugherty
President
Flint Hills Technical College
3301 W. 18th Ave
Emporia, KS 66801

RE: Flint Hills Technical College, Emporia, Kansas
Dental Assisting and Dental Hygiene Programs

Dear Dr. Daugherty,

At its January 30, 2025 meeting, the Commission on Dental Accreditation (CODA) granted the dental assisting and dental hygiene programs the accreditation status of “approval without reporting requirements,” and “approval with reporting requirements,” respectively. The definitions of accreditation classifications are linked below. Below is a summary of actions and additional information.

Dental Assisting (Report of Program Change)

The Commission considered the November 2024 supplemental report to **rescind** a request for program change for the dental assisting program. The Commission noted that the program previously reported a planned change to remove the 4-credit lecture (110 hours) DNA 103 Chairside Assisting I course and replace this course with the one (1) lecture course, 1-credit (15 hours) DNA 108 Chairside Assisting I, and one (1) laboratory course, 3-credit (60 hours) DNA 111 Chairside Assisting I course. This change would reallocate the course outcomes into two (2) separate courses for lecture and laboratory. The Commission also considered this issue at its Summer 2024 meeting.

Following careful review of the information provided, the Commission adopted a resolution to **approve** the program’s request to rescind the previously approved program change and continue the program’s accreditation status of “approval without reporting requirements.” No additional information is requested from the program at this time. This matter will be reviewed at the time of the next site visit for the program scheduled for **2029**.

Dental Hygiene (Site Visit)

In a separate action, the Commission considered the site visit report on the dental hygiene program. The Commission also considered the institution’s response to the site visit report which noted a factual inaccuracy related to the names of the clinical board examination, educational activity site rotation durations, and board result post-site visit. The Commission directed that the final site visit report be corrected related to the names of clinical board examination and educational site rotation durations; however, the board results will not be

corrected as the data in the site visit report reflects the information at the time of the site visit.

Following careful review of the information provided, the Commission adopted a resolution to grant the program the accreditation status of “approval with reporting requirements.”

Based on a review of the response, the Commission determined that the following recommendations contained in the site visit report remain unmet: **#s: 2, 3 and 4**. The Commission specified that continued accreditation of the program will be dependent upon the remaining recommendations being met and the program achieving full compliance no later than **February 2027**. When Accreditation Standards are revised during the period in which the program is submitting progress reports, the program will be responsible for demonstrating compliance with the new standards.

Dental Hygiene (Report of Program Change)

In a separate action, the Commission considered the November 2024 supplemental report to **rescind** a request for program change for the dental hygiene program. The Commission noted that the program previously reported a planned change to separate the course HYG 120 Clinical Dental Hygiene from a five (5) credit hour clinical course with 225 clock hours, into two (2) separate courses: HYG 121 Dental Hygiene Lecture, a two (2) credit hour lecture course with 35 clock hours, and HYG 122 Dental Hygiene, a three (3) credit hour clinical course with 135 clock hours. The Commission also considered this issue at its Summer 2024 meeting.

Following careful review of the information provided, the Commission adopted a resolution to **approve** the program’s request to rescind the proposed program change and continue the program’s accreditation status of “approval with reporting requirements.” No additional information is requested from the program at this time. This matter will be reviewed at the time of the next site visit for the program scheduled for **2031**.

Dental Hygiene (Report of Noncompliance)

In a separate action, at its August 8, 2024 meeting, the Commission identified that the dental hygiene program may not be in compliance with Standard 3-2 (program administrator).

At its January 30, 2025 meeting, the Commission considered a report on the program’s progress toward achieving compliance with this issue. Following careful review of the information provided, the Commission determined the program **has demonstrated compliance** with Standard 3-2 and adopted a resolution to continue the program’s accreditation status of “approval with reporting requirements.” No additional information is requested at this time from the program. The information you have provided will be reviewed at the next regularly scheduled site visit to the program in **2031**.

Requested Information for August 7, 2025 Commission Meeting

The “Summary of Recommendations and Required Documentation” found at the end of this letter includes the stated recommendations and required documentation to submit with the progress report to demonstrate compliance.

For the dental hygiene program, the Commission requires one (1) electronic copy of a detailed report addressing the concerns noted in this letter be submitted by May 15, 2025 for consideration at the Dental Hygiene Education Review Committee's July 7-9, 2025 meeting and the Commission's August 7, 2025 meeting.

At the link below, please find Guidelines for Preparation of Reports and Documentation Guidelines for Selected Recommendations to assist you in developing a focused, concise response to the Commission's recommendations. Please note that reports that fail to adhere to the stated guidelines may be returned to the program and may not be reviewed at the assigned time. The Commission's timelines for demonstration of full compliance will not be modified due to a delayed review resulting from improperly formatted reports.

Instructions to assist you in developing and submitting an electronic copy are linked below. The electronic copy must include a signed verification page and must conform to the Commission's electronic submission guidelines.

General Information

The findings of the Commission on Dental Accreditation are noted in the attached Commission approved site visit report. Oral comments made by site visit team members during the course of the site visit are not to be construed as official site visit findings unless documented within the site visit report and may not be publicized. Further, publication of site visit team members' names and/or contact information is prohibited.

One copy of this report has also been sent to the chief administrative officer and program director copied on this letter. The Commission requests that a copy of this report be forwarded to the chairpersons and appropriate faculty.

All institutions offering programs accredited by the Commission are expected to adhere to deadlines for requests for program information. If an institution fails to comply with the Commission's request, or a prescribed deadline, it will be assumed that the institution no longer wishes to participate in the accreditation program. In this event, the Commission will immediately notify the chief executive officer of the institution of its intent to withdraw the accreditation of the program(s) at its next scheduled meeting.

Institutions/Programs are expected to follow Commission policy and procedure on privacy and data security related to compliance with the Health Insurance Portability and Accountability Act (HIPAA). The Commission's statement on HIPAA, as well as the Privacy and Data Security Summary for Institutions/Programs (PDF), are found in the Policies/Guidelines section of the Commission's website at <https://coda.ada.org/policies-and-guidelines/hipaa-compliance>. Programs that fail to comply with CODA's policy will be assessed an administrative fee of \$4000.

It should be noted that Commission policy allows for the program to appear before the Dental Hygiene Education Review Committee to supplement the written information contained in your progress report. A written request for a special appearance must be submitted to Dr. Sherin

Tooks, director, Commission on Dental Accreditation, thirty (30) days prior to the July 7-9, 2025 meeting of the Dental Hygiene Education Review Committee.

If the special appearance request is approved, a representative of the institution will be permitted to appear before the Dental Hygiene Education Review Committee to present the additional information. The special appearance will occur at a specified date and time prior to the committee's consideration of the program's accreditation classification. If additional written materials will be presented, one (1) electronic copy should be submitted by the institution to this office at least one (1) week prior to the meeting, absent documented extraordinary circumstances.

The Commission expects institutions to keep the Commission informed as soon as possible of anticipated changes in any approved educational program offered, particularly in the areas of administration, enrollment, faculty, facilities and curriculum. The Commission's policy and guidelines for reporting program changes are linked below. Guidelines for specific program changes, including reporting enrollment changes, adding sites where educational activity occurs, and developing a teach-out report are found on the Commission's website.

The Commission has authorized use of the following statement by institutions or programs that wish to announce their programmatic accreditation by the Commission. Programs that wish to advertise the specific programmatic accreditation status granted by the Commission may include that information as indicated in italics below (see text inside square brackets); that portion of the statement is optional but, if used, must be complete and current.

The program in dental assisting is accredited by the Commission on Dental Accreditation *[and has been granted the accreditation status of "approval without reporting requirements"]*. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: <http://coda.ada.org/>.

The program in dental hygiene is accredited by the Commission on Dental Accreditation *[and has been granted the accreditation status of "approval with reporting requirements"]*. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: <http://coda.ada.org/>.

The staff of the Commission on Dental Accreditation is available for consultation to all educational programs which fall within the Commission's accreditation purview. Educational institutions sponsoring dental education programs are encouraged to obtain such staff counsel and guidance by written or telephone request. Consultation is provided on request prior to, as well as subsequent to, the Commission's granting accreditation to specific programs. The Commission expects to be reimbursed if substantial costs are incurred.

The Commission wishes to thank you and the faculty and staff for their cooperation during the site visit. Please contact Ms. Jamie Asher Hernandez at 312-440-4660 or asherhernandezj@ada.org should you need further assistance with dental assisting. Please contact my office at 312-440-2695 or navickask@ada.org should you need further assistance with dental hygiene.

Sincerely,



Katie Navickas, BSDH, MA
Manager, Allied Dental Education
Commission on Dental Accreditation

KN/ds

Web Links: [CODA Accreditation Status Definitions](#)
[Guidelines for Preparation of Reports and Documentation Guidelines for Selected Recommendations](#)
[Electronic Submission Guidelines](#)
[Policy & Procedure Manual](#)
[Guidelines for Reporting Program Changes in Accredited Programs](#)

Attachment: Formal Site Visit Report

cc: Ms. Lisa Kirmer, executive vice president, Student and Academic Affairs, Flint Hills Technical College, lkirmer@fhct.edu
Ms. Katherine Morgan, director, Dental Programs, Flint Hills Technical College, kamorgan@fhct.edu
Ms. Elizabeth Daggett, director, Accreditation Division, U.S. Department of Education (via CODA website)
State Boards of Dentistry (via CODA website)
Institutional Accreditors (via CODA website)
Dr. Frank W. Licari, chair, Commission on Dental Accreditation (CODA)
Dr. Sherin Took, senior director, CODA
Ms. Jamie Asher Hernandez, manager, Allied Dental Education, CODA

Summary of Recommendations and Required Documentation
Flint Hills Technical College
Emporia, Kansas
Dental Hygiene

Please review the following paragraphs that include the stated recommendations and required documentation to submit with the progress report to demonstrate compliance.

Recommendation #2: It is recommended that the faculty to student ratios be sufficient to ensure the development of competence and ensure the health and safety of the public.

1. In preclinical sessions, the ratio does not exceed one (1) faculty to five (5) students. (DH Standard 3-5, part 1)

The Commission reviewed a narrative that stated the program will reduce the enrollment of the program by one (1) student, going from 16 students to 15 students, starting in the Fall 2025 semester, and a job posting was provided by the program for a vacant full-time faculty position to address the one (1) faculty to five (5) student ratio in preclinical session with a 16-student enrollment. However, it was not clear if this is a temporary or permanent enrollment decrease of one (1) student or if the program plans to return to a 16-student enrollment once the full-time faculty position is filled.

To demonstrate compliance with Recommendation #2 the Commission requests: 1) clarification if the reduction in student enrollment is permanent or temporary, and 2) proof of hire of the full-time or part-time faculty and biosketch demonstrating current knowledge of the specific subjects they are teaching and documented background in current educational methodology concepts consistent with teaching assignments.

Recommendation #3: It is recommended that qualified institutional support personnel be assigned to the program to support the clinical facilities providing a safe environment for the provision of instruction and patient care. (DH Standard 3-10)

The Commission reviewed a job posting and job description for the dental hygiene administrative assistant position, however, proof of hire for the position was not provided by the program demonstrating that the position has been filled.

To demonstrate compliance with Recommendation #3 the Commission requests: proof of hire of the qualified institutional support personnel to be assigned to the program to support the clinical facilities providing a safe environment for the provision of instruction and patient care.

Recommendation #4: It is recommended that student assignments to clerical and dental assisting responsibilities during clinic sessions be minimal and not used to compensate for limitations of the clinical capacity or to replace clerical or clinical staff. (DH Standard 3-11)

The Commission reviewed a job posting and job description for the dental hygiene administrative assistant position and the program provided a narrative that the dental hygiene

students are no longer assigned to clerical and clinical staff duties. However, evidence of the students' clerical and clinical rotations being removed from the program clinical schedule was not provided.

To demonstrate compliance with Recommendation #4 the Commission requests: a student clinical schedule demonstrating students are not used to compensate for limitations of the clinical capacity or to replace clerical or clinical staff. When presenting information, please identify students as Student 1, Student 2, Student 3, etc. Do not include Protected Health Information (PHI) or Sensitive Personal Information (SPI) in the submission.