

Memorandum of Understanding
Redwoods Community College District (District)
College of the Redwoods Faculty Organization (C.R.F.O.)

Justification for Reassignment:

Both the Commission on Dental Accreditation (CODA) and the Dental Board of California (DBC) require that a program administrator (coordinator) must have a full-time commitment to the institution and an appointment which provides time for the program operation, evaluation, and revision. The administrative coordinator must also be in place to certify that occupational and safety requirements and other accreditation standards are maintained and certified annually for compliance with CODA and DBC. The coordinator must be a Dental Assisting National Board "Certified Dental Assistant" or dentist licensed to practice in the state of the program location, possess a baccalaureate degree or higher, and have occupational experience in the application of dentistry principles as a dental assistant. The program administrator's teaching contract hours and course responsibilities must allow sufficient time to fulfill assigned administrative responsibilities as defined by CODA and DBC.

Job Description:

Complete work required in the "non-compliance site visit" academic year to meet the administrative requirements of the DBC and CODA. The District is obligated to maintain the administrative requirements of the outside dental accreditation bodies' standards to uphold the required accreditation status, graduate eligibility for licensure examination, as well as satisfy the California Dental Practice Act Regulated Statutes and Regulations: 4.0 TLUs per semester (8.0 for academic year). The standard summer hours for this are outlined below.

Standard summer hours required for the DBC and CODA (annual work). This requires reporting to the DBC, including audits for approved certificates; infection control; coronal polishing; radiation safety; pit and fissure sealants; processing incoming program applications; transferring electronic DHC records; conducting testing and accommodating facility visit for Public Health Radiology Branch machine registration and calibration: ~~\$2,200.00~~ \$3,300 stipend for 40 60 hours of standard summer work.


TLUs for the academic year as well as the 60 hours for standard summer work does not include self-study preparation and site visits from the DBC for CODA. CODA self-study documents are prepared every 7 years, confirmed self-study due date is July 2026 with confirmed site visit to follow October 27-28, 2026. DBC program self-study and site visits are unsystematic and at the DBC's discretion. When CODA and DBC self-study and site visits are required a separate SARTCO agreement is necessary because the work is above and beyond the duties listed above and must be completed by the Dental Assisting Program Coordinator.

For RCCD


Date

For CRFO

Date


Keith Flamer (Nov 21, 2025 16:42:33 PST)


Keith Flamer-President/Superintendent


Molly Blakemore (Dec 1, 2025 12:29:06 PST)

Molly Blakemore-Chief Negotiator


Michelle Haggerty (Nov 21, 2025 18:17:23 PST)

Michelle Haggerty-President


John Johnston (Nov 21, 2025 14:55:12 PST)

John Johnston-Chief Negotiator






2025-28-09 MOU - Dental Assisting Program Coordinator

Final Audit Report

2025-12-01

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