Preparing Tomorrow’s Workforce Through Partnership with Business/Industry

ADVISORY COMMITTEE HANDBOOK

DENTAL ASSISTANT PROGRAM

1480 Nashville Pike
Gallatin, TN 37066
www.volstate.edu
615.230.3330
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President’s Welcome

Thank you for your interest in participating on our Advisory Committee. Our faculty and staff rely on seasoned input from a range of community professionals to ensure that Volunteer State Community College has the latest information on which to base our program decisions.

We depend on our advisory committee members to share with the College the latest trends in the area’s workforce. Advisory committee members are also active participants in preparing our students for internships, service experiences and other pre-employment activities. Occasionally we may also ask that you participate in program or college accreditation processes. Finally, and perhaps most importantly, advisory committee members help share with the community the compelling story of our high quality career/technical education programs.

This handbook was developed based on faculty, staff, and advisory committee input. The purpose of the handbook is to align the advisory committee process with our College vision. Your active participation will help us achieve that goal.

On behalf of the faculty, staff, and students of Volunteer State Community College, we thank you for your interest and involvement in this very important endeavor.

Jerry L. Faulkner, Ph.D.
President
Vision for Career/Technical Education (CTE) Advisory Committees

- assist in positioning the College as a leader in regional education, workforce training, and economic development programming
- assist the College in developing mission-consistent educational and training solutions for area businesses and industries
- assist the College in effectively responding to community input regarding the determination of educational programs and curriculum
- assist the College in meeting the standards and expectations of the Tennessee Higher Education Commission (THEC), the Tennessee Board of Regents (TBR), the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), and the respective program-specific accrediting, certifying, and approval agencies

Overview of CTE Advisory Committees

The career/technical advisory committees’ primary purpose is to advise and serve as the link between the College and the area’s business and industry community. Volunteer State’s career/technical programs are designed to prepare completers for entry-level positions in a variety of fields in the workforce, as well as preparing individuals currently in the workforce seeking career-advancement and/or enhancement training.

The advisory committees are groups of business and industry experts selected by the College to serve in an advisory capacity to the College’s career/technical programs. Properly functioning advisory committees help the College administration, faculty and staff members in ensuring that programs reflect the changing needs and interests of areas citizens, the business and industrial workforce, and the communities they represent. The committees shall be advisory only, having no administrative authority, and are not created to take away any of the rights and/or privileges of the College administration and program staff members.
The administration of Volunteer State Community College actively supports the important role of advisory committees. The College values the consultative nature of advisory committees and recognizes the significance of the advice, insight and feedback to faculty, administration and staff regarding the alignment of college programs with the area’s workforce needs. Advisory committees are called upon to be active participants in the program evaluation and effectiveness processes and curriculum review. Committee members also play a major role in assisting the program staff in the identification and development of clinical and internship training sites, and provide a vital service to the College by identifying and soliciting external sources of funding and support for the development of new programs and expansion and enhancement of existing programs.

**CTE Advisory Committee Structure and General Guidelines**

Committee membership represents a broad range of community leaders from business, industry, healthcare, government, and service agencies. The number of committee members varies with the specific program; however, every attempt is made to select a representative cross section for each program area. Many committees have a lay Chairperson who is elected by the committee members or appointed by the College. In addition to the appointed members of an advisory committee, the Division Dean and faculty responsible for the program, as well as the Vice President for Academic Affairs, attend committee meetings. On most committees, student representatives also serve as members.

Members are typically appointed for one to three years and may be re-appointed for additional terms. Service is, of course, voluntary on the part of appointed committee members.

Each advisory committee shall meet at least once a year. Special meetings may be called by the program staff or chairperson.

The majority of the duties and responsibilities of committee members are consistent from one committee to another. In some cases, however; external factors, such as variations in the levels of emphasis of a particular accreditation standard by an agency, may impact the actual duties and responsibilities of the members of that committee. A detailed listing of the primary duties and responsibilities related to the committee to which you have been appointed are outlined in Section 2 of this handbook.
Section 1. Dental Assistant Program

Program Description

This Technical Certificate program is one year (twelve months) in length and is composed of both didactic and clinical instruction. The program is designed and organized to promote both the personal and professional growth of each student. The main objectives of the program are to prepare the student to function in the dental setting and to academically qualify for the Dental Assistant National Board certification examination and the Tennessee Board of Dentistry registry examination.

Dental assistants have one of the most diverse and interesting of all positions in a dental office. They have many duties, from calming nervous patients and helping to manage the office to recording medical history before dental procedures. Dental assisting is a real challenge, demanding versatility and a willingness to assume responsibility for many expanded functions.

The average dentist employs two or three assistants. As a result, dental assistants are in demand, and the job outlook is excellent. Career options include both full-time and part-time positions. Dental offices are interesting, pleasant, people-oriented environments in which to work; and since dental assistants are in demand, they may have some flexibility in choosing their hours.

For graduates of this program wishing to pursue an associate degree for further professional and career development, the Technical Certificate may be applied towards the College’s Associate of Applied Science (AAS) - Allied Health Option (www.volstate.edu/catalog) - click on latest catalog, then click on program by type).
**Program Eligibility Criteria and Admission Requirements**

Students desiring entrance into the Dental Assistant program must have the following on file:

1. Application to the College
2. VSCC Medical History and Physical Examination report
3. Completion of the Pre Health Science Interest Form
4. High School Transcripts or GED Scores
5. ACT or SAT Test Scores if under 21 years of age
6. Basic Skills Prerequisites:
   - Reading competence equivalent to DSPR 0800;
   - Writing competence equivalent to DSPW 0800; and
   - Math competence equivalent to DSPM 0700
7. Transcripts from any other Colleges attended
8. Other requested documents or records

**The application deadline is May 15.** Applicants are admitted into the program each August. Required prerequisites must be completed prior to admission. Applicants are strongly encouraged to apply early. The Dental Assistant courses begin in August and end the following August. Any questions about the program or the admissions procedure should be directed to the Program Director.
Technical Standards
In order to perform the duties of a Dental Assistant, an individual must be able to:

- Push and pull wheelchair with patient seated in wheelchair.
- Lean over to lock wheelchair and lift footrests.
- Push mobile equipment and maneuver around patient chair
- Verbally instruct patient in a clear, concise, easily understandable manner.
- Visually assess patient’s condition.
- Interact appropriately with patients, co-workers, visitors, and dental staff.
- Read and comprehend written communications (i.e. Charts, exam requisitions) and provide written communication to dental and technical staff.
- Demonstrate manual dexterity in handling of items such as cassettes, syringes and needles, sterile items, dental materials and instruments.
- Ability to ascend and descend stairway in case of fire or absence of elevator.
- Respond appropriately to sounds, i.e. patient voice and movements, at a normal conversational volume.
- Respond appropriately to equipment signals such as sound and light.
- Manipulate mechanical and patient care equipment simultaneously, i.e. dials, switches, push buttons, keyboards, and blood pressure equipment.
- Perform the functions of the job for a prolonged period without breaks, e.g., typical shift of eight hours.
Selection to Program and Notification

1. Up to 24 students are accepted for the Dental Assistant Program on a competitive basis each year. The DMS Program admits a beginning class annually prior to the beginning of the Fall term. **The deadline for submission of application materials is May 15th.**
2. Screening interviews will be held with each applicant in mid-June.
3. A selection committee will review applications, conduct interviews, and make recommendations on selection. **Selection criteria are based upon the interview and essay.**
4. Upon acceptance into the program students must submit a physical examination form which includes documentation of immunizations along with evidence of having begun Hepatitis vaccinations. A Background Check is also required.

Estimated Program Costs

For a full list of in-state and out-of-state maintenance/tuition costs and other College fee information, please see the Business Office web page.

1. Books (estimated)
   - Summer/Fall $560.00
   - Spring $150.00

2. Clinical costs (estimated)
   - Disease Screening (titers) $60.00
   - Hepatitis B Injections 150.00
   - Measles Vaccination 30.00
   - Malpractice Insurance 45.00
   - Lab Coat/ Scrub Suits (per pair) 70.00
   - VSCC Patch $8.00

3. Student Membership Expense (optional)
   - ADAA membership $45.00

4. Basic Life Support Class $55.00
5. Graduation Application Fee $0
6. Background Check $55.00
7. Exam Fees (after graduation)
Background Check

In an effort to comply with the recommendations of the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), the majority of the major healthcare facilities and agencies utilized by the College for clinical training require that each student undergo and pass a background check prior to participating in clinical rotations. Each student, at his/her expense, may be responsible for acquiring the student background check report and authorizing the submission of results to the College.

No students will be permitted to participate in a clinical rotation until the results have been received, reviewed, and accepted by the College. Failure to submit to and pass the required background check will result in the student being dismissed from the program.

Program Accreditation

The program in Dental Assisting is accredited by the American Dental Association’s Commission on Dental Accreditation, a specialized accrediting body recognized by the Council on Post-Secondary Accreditation and the United States Department of Education.

Commission on Dental Accreditation
American Dental Association
211 East Chicago Avenue
Chicago, Illinois 60611

Effective Period: Continuing Accreditation through 2017
Program Faculty

Desiree Sutphen  Program Director/Associate Professor
de siree.sutphen@volstate.edu

Marilyn Sweat  Associate Professor
marilyn.sweat@volstate.edu

Clinical Sites for

Adams, George, DDS, MSD
4515 Harding Road, Suite 114
Nashville, TN 37220
Drobocky Orthodontics
727 US 31-W Bypass, Suite 113
Bowling Green, KY  42101

Anderson, Arthur N. III, DMD, MS
4219 Hillsboro Road #103A
Nashville, TN 37215
Faulkner, Baird, DMD
4253 Lebanon Road
Hermitage, TN 37076

Bacon, Jane A., DMD
260 Jackson Meadows Drive
Hermitage, TN 37076
Fischer, Kelli, DMD
151 Indian Lake Boulevard
Hendersonville, TN 37075

Bankston, Jr., Carl, DDS
335 J West Main Street
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Givens, Chris, DMD
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White House, TN 37188

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Lebanon, TN 37088-2640
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StoneCrest Medical Center
385 StoneCrest Blvd
Smyrna, TN 37167

Cox, Andrew, DDS
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Hendersonville, TN 37075
Hagan, Crystal Comer, DMD
P O Box 186
Tompkinsville, KY  42167

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1203 Scottsville Road, PO Box 236
Lafayette, TN 37083
Hayes Family Dentistry
Drs. Kevin & Sandra Hayes, DMD
620 East Tenth Street
Cookeville, TN 38501

Doctora, Joseph S., DDS, MD
366 South Lowery
Smyrna, TN 37167
Higgs, W. Clark, DDS
Rivergate Medical Center
85 Cude Lane
Madison, TN 37115

Hillcrest Dental Clinic
John S Paffrath, DDS
4889 East Main Street
Erin, TN 37061

Hunter, William L., DDS
1324 Trotwood Avenue, Suite 3
Columbia, TN 38401

Interfaith Dental Clinic
1721 Patterson Street
Nashville, TN 37203

Jones, Terrell, DDS
33 West 3rd Street
Cookeville, TN 38501

Koen, Mary Cay, DDS, MS
2020 Caldwell Drive
Goodlettsville, TN 37072

Koen, Tommy J., DMD
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Hendersonville, TN 37075

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324 North Crest Drive
Springfield, TN 37172

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343 Franklin Road, Suite 106
Brentwood, TN 37027-5250

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110 McMurry Boulevard
Hartsville, TN 37074

Mitchell, Melvin, DDS
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Portland, TN 37148

Nave, Bill, DDS
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Lebanon, TN 37087

Onstott, Thomas, DDS, PC
200 Fifth Avenue East
Springfield, TN 37172

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204 West Paige Street
Tompkinsville, KY 42167

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Nashville, TN 37221

Roddy, S.C., Jr., DMD, PC
4301 Hillsboro Road, Suite 129
Nashville, TN 37215

Runyon, Rodney, DDS
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Gallatin, TN 37066

Simply Smiles
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2788 North Mt. Juliet Road
Mt. Juliet, TN 37122

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Brentwood, TN 37027-3291

Smith, Phillip, DDS
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Gallatin, TN 37066

Swang, Ronald A., DDS
4301 Hillsboro Road, Suite 221
Nashville, TN 37215

Tabor Dental Associates
107 Maple Row Boulevard
Hendersonville, TN 37075

Thaxton, Steven, DDS, MAGD, PA
312 West Main Street
Lebanon, TN 37087

Unique Dental Care, PLLC
Dr. Franklin Daniel
13181 Old Nashville Hwy, Suite 110
Smyrna, TN 37167

Veterans Affairs, Department of
Medical Center
1310 24th Avenue South
Nashville, TN 37212-2637

Vickery, Philip, DDS
The Smile Center
P O Box 366
2823 Highway 31 W South
White House, TN 37188

Watts, Dennis, DDS
1031 Old Hickory Blvd
Madison, TN 37115

Weaver, David A., DMD
Rivergate Dental Care
133 Northcreek Boulevard
Goodlettsville, TN 37072

Werther, John R., DMD, MD
2011 Murphy Avenue, Suite 604
Nashville, TN 37203

Williams, Chadwick L., DMD
414 Hill Street
Lebanon, TN 37087

Wood, Eric, DDS
206 Rivergate Parkway #A
Goodlettsville, TN 37072-2033

York, Alvin C. VA Medical Center
3400 Lebanon Road
Murfreesboro, TN 37129
Curriculum

Volunteer State Community College

*Technical Certificate-Dental Assistant*

*Projected Schedule*

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<td>Dental Materials &amp; Lab Procedures</td>
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<td>Dental Radiography I</td>
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<td>DES 231*</td>
<td>Clinical Science I</td>
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<td>DES 241C*</td>
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<td>DES 232*</td>
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Total Technical Concentration | 48
Courses

**DES 100* Basic Dental Assisting (2)** An introduction to the basic skills used in dental assisting, including dental terminology, charting, cavity classification, the patient/client, and ethical behavior. Thirty lecture hours per semester.

**DES 105* Basic Dental Office Management (2)** A basic course in management of the dental “front office” including: ethics, sound business practices, insurance claims, appointment control, records management, preventive programs, payment plans, collections, disbursements, and inventory control. Thirty lecture hours per semester.

**DES 110* Fundamentals of Dental Assisting (1)** A basic course to prepare the student to work and communicate with patients and the dental members effectively. Emphasis is on ethics, legal aspects, terminology, oral histology, dental morphology, charting, embryology, oral and written communication and patient care.

**PREREQUISITE:** Acceptance into the Dental Assistant Program or permission of the Director of the Dental Assistant Program. Thirty lecture hours per semester.

**DES 120* Dental Materials and Laboratory Procedures (3)** An introduction to proper manipulation and storage of dental materials with an emphasis on restoratives, impression materials, gypsum, resins, abrasives, and waxes. **PREREQUISITE:** Acceptance into the program. **COREQUISITE:** DES 110. Thirty lecture and 30 lab hours per semester.

**DES 130* Dental Office Management (2)** An introduction to the procedures of dental office management with an emphasis on patient scheduling, processing insurance forms, recall systems, bookkeeping, business machines, and filing. **COREQUISITE:** DES 110 or permission of the Dental Assistant Program Director. Thirty lecture hours per semester.
**DES 210* Preventive Dental Assisting (3)** A study of the practices and philosophy of preventive dentistry which can be integrated into all dental settings. Includes oral hygiene, nutrition, counseling, and safety. PREREQUISITES: DES 110 and DES 211 or permission of the Program Director. Thirty lecture and 30 lab hours per semester.

**DES 211* Dental Science I (4)** An introduction to the biomedical sciences appropriate for the dental assistant. Emphasis is on head and neck anatomy, general anatomy and physiology, microbiology, infection control, sterilization, hazardous waste communication, and certification in CPR. PREREQUISITE: Acceptance into the program. COREQUISITE: DES 110. Forty-five lecture and 30 lab hours per semester.

**DES 212* Dental Science II (5)** A continuation of Dental Science I with emphasis on oral pathology and pharmacology. PREREQUISITE: DES 211. Sixty lecture and 30 lab hours per semester.

**DES 220* The Compromised Patient (2)** A study of the compromised patient with emphasis on medical emergencies in the dental office and special needs patients. COREQUISITE: DES 212 or permission of the Program Director. Fifteen lecture and 30 lab hours per semester.

**DES 221* Dental Radiography I (3)** A study of radiation safety, hazards, dosage, film, and dental radiographic techniques.

COREQUISITES: DES 211 and DES 231. Forty-five lecture hours per semester.

**DES 222* Dental Radiography II (2)** A laboratory course designed to teach students to expose, develop, mount and identify dental radiographic films. PREREQUISITE: DES 221. COREQUISITES: DES 212 and DES 232. Sixty lab hours per semester.

**DES 231* Clinical Science I (3)** An introduction to the clinical setting with an emphasis on chairside assisting in general dentistry. COREQUISITE: DES 241. Thirty lecture and 30 lab hours per semester.

**DES 232* Clinical Science II (4)** A continuation of Clinical Science I with emphasis on assisting with the specialties of general dentistry. COREQUISITES: DES 212 and DES 242C. Forty-five lecture and 30 lab hours per semester.
**DES 233* Clinical Science III (2)** A seminar course including chairside assisting in dental specialties. COREQUISITE: DES 243. Thirty lecture hours per semester.

**DES 241C* Clinical Practice I (2)** Supervised clinical experience in general dentistry both on and off campus. COREQUISITES: DES 211* and DES 231*. Thirty clinical hours per semester.

**DES 242C* Clinical Practice II (2)** A continuation of Clinical Practice I with clinical experience in the specialties of general dentistry. COREQUISITES: DES 212* and DES 232*. Sixty clinical hours per semester.

**DES 243C* Clinical Practice III (10)** A continuation of Clinical Practice II with emphasis on clinical experience in all aspects of dental assisting procedures. PREREQUISITE: DES 242C; COREQUISITE: DES 233. Three-hundred clinical hours per semester.
Section 2. Dental Assistant Program
Advisory Committee

Responsibilities/Activities of the Committee

DES Advisory Committee members assist the College in program development and enhancement, help to set both short and long-range program goals, and assist the College in better understanding and interpreting community and employer needs.

The primary areas of committee emphasis and associated activities are as follows:

Curriculum and Instruction

- review and suggest revisions to course content
- compare/contrast curriculum with the needs of the profession
- identify and explore use of new technologies
- advise on labor market needs and trends
- review, recommend, and assist in obtaining instructional materials

Program Review

- review and recommend program goals, objectives, and evaluative benchmarks
- participate in program evaluation
- compare student performance standards to business/industry standards
- assess, recommend, and/or provide equipment and facilities
- participate in annual and long-term program planning and development
- assist in identifying new clinical sites/intern sites/teaching locations
- assist in accreditation activities
Recruitment and Job Placement

- assist in recruiting new staff and potential students
- notify program faculty of area job opportunities for graduates
- provide or assist in obtaining cooperative work experiences, internships/externships, or service-based learning opportunities for students
- assist with career/job fairs and related activities, if indicated
- assist in employment of graduates/program completers
- assist in conducting placement follow-ups with graduates and employers

Student Activities and Organizations

- sponsor activities in support of DES student organizations
- support/encourage participation in DES student organizations

Graduate and Faculty Professional Development

- support faculty participation in retraining and back to-industry technical skill building
- identify and support professional development opportunities for faculty and graduates

Community/Public Relations

- recommend the program to employers, community, and the media
- promote special College and program events
- assist in developing and implementing program marketing plans
Resources

- participate in annual review of program’s resource needs
- identify external sources of program funding and other levels of needed support
- provide tours and field trips, job shadowing experiences, and speakers
- leverage community resources and broker community partnerships
- assist in identifying and addressing special program needs (i.e., scholarships, equipment, supplies, external funding support for program expansion, etc.)

Evaluations

- participate in the annual evaluation processes regarding both program and advisory committee effectiveness; assist in the identification and implementation of any corrective and/or enhancement action plans
- participate in an annual review of graduate placement data, employer satisfaction survey results, and graduate licensure/certification results
General DES Advisory Committee Information

Meeting times: 6:00 pm

Dates: November
May

Tentative Topics:
Curriculum Update
Program Status/Accreditation
Budget planning
Strategic initiatives
Advisory Committee Evaluation Process
Graduation
Placement

Location: Main Campus, Annex Bldg 400

Frequency of meetings: 1-2 meetings annually

Special called meetings: Only when necessary

Special Projects and Areas of Emphasis for

Curriculum Review: Ongoing
Clinical Site Enhancement: Ongoing
Graduation: August
## Advisory Committee Membership for

<table>
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<th>Member</th>
<th>Company</th>
<th>Address</th>
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<tr>
<td>Elvis Brandon</td>
<td>Volunteer State Community College</td>
<td>1480 Nashville Pk</td>
<td>Gallatin, TN 37066</td>
<td>Dean of Allied Health</td>
</tr>
<tr>
<td>Elisa Alexander, RDA</td>
<td>Dr Rodney Runyon</td>
<td>614 Commons Drive</td>
<td>Gallatin, TN</td>
<td>Dental Assistant</td>
</tr>
<tr>
<td>Steve Gilleland RDA</td>
<td>Swauger Pediatric Dentistry</td>
<td>110 Springhouse Ct</td>
<td>Hendersonville TN</td>
<td>Dental Assistant</td>
</tr>
<tr>
<td>Holly Doss RDH</td>
<td>Hartville and Westmoreland Dentistry</td>
<td>McMurry Blvd</td>
<td>Hartsville TN</td>
<td>Dental Hygienist</td>
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<tr>
<td>Dr. Rodney Runyon, DDS</td>
<td>Oral Health Associates</td>
<td>614 Commons Dr</td>
<td>Gallatin, TN 37066</td>
<td>Dentist</td>
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<tr>
<td>George Pimentel</td>
<td>Volunteer State Community College</td>
<td>1480 Nashville Pike</td>
<td>Gallatin, TN 37066</td>
<td>Vice President of Academic Affairs</td>
</tr>
<tr>
<td>Desiree Sutphen</td>
<td>Volunteer State Community College</td>
<td>1480 Nashville Pike</td>
<td>Gallatin, TN 37066</td>
<td>Director Dental Assistant Program VSCC</td>
</tr>
<tr>
<td>Marilyn Sweat</td>
<td>Volunteer State Community College</td>
<td>1480 Nashville Pike</td>
<td>Gallatin, TN 37066</td>
<td>Assistant Professor Dental Assistant Program VSCC</td>
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Section 3. General College Information

History
The establishment of a state community college at Gallatin involved the cooperative work of many civic leaders and citizens of Sumner County as well as State officials. A unified proposal for a college was presented by Robert L. Wendling, leading a Sumner County delegation, to the Tennessee Higher Education Commission in Nashville on September 11, 1967.

This local initiative anticipated future General Assembly action to authorize and appropriate funds. Upon the recommendation of State Education Commissioner J. H. Warf, Governor Buford Ellington presented the college legislation to the 1969 General Assembly, and it was adopted. Following this action, the Tennessee Higher Education Commission on June 2, 1969 authorized the State Board of Education to establish a community college in Sumner County.

Commissioner Warf and his staff members, T. Wesley Pickel and Hal R. Ramer, accompanied by THEC Chairman John R. Long, Jr., and THEC executive John Folger, visited Sumner County to inspect four prospective sites provided by the county. City and county civic leaders hosted the visit. On July 29, 1969, Commissioner Warf notified Sumner County Judge I. C. McMahan that a 100-acre tract bought the property from Louis Green, Sr., and deeded it to the State on December 4, 1969. In accordance with State Board of Education requirements, the County also provided $250,000 toward initial construction costs, the City of Gallatin agreed to extend utilities to the site, and the City and County agreed in perpetuity to protect surrounding land zoning and area environmental conditions compatible to a college, along with the provision of police and fire safety services.

On May 8, 1970, Dr. Hal Reed Ramer was elected by the State Board of Education as the founding president of the newly authorized college, effective July 1, 1970. For the preceding seven years, he had been assistant state commissioner for higher education. President Ramer proposed to the Board and Chairman Warf that the new college be named Volunteer State Community College, and this was approved by the board on July 2, 1970. Groundbreaking ceremonies for the first four buildings, Hardaway Construction Company, contractor, were held on November 5, 1970. Pending completion and occupancy of the initial campus facilities in early
1972, temporary operations were located in the Cordell Hull Hotel building in Gallatin. Utilizing the hotel and the educational facilities of several Gallatin churches, the College began instruction in the fall of 1971 with 581 students. In 1972, the General Assembly established the Tennessee Board of Regents as the governing board for the State University and Community College System, at which time the central control of the College transferred from the State Board of Education to the Regents System. On February 1, 2003, Dr. Warren R. Nichols became Volunteer State’s second President. The College has experienced phenomenal growth in enrollment, curricula, staff, program, public service, facilities, and quality, into this, the thirty-fourth year of its operation. The main campus of Volunteer State is now comprised of sixteen buildings. Numerous off-campus operations extend the College's instruction and public service roles throughout its multi-county area. Since its 1971 inception through the current academic year, more than one hundred thousand persons have attended the College.

**Statement of Mission**

Volunteer State Community College is a public, comprehensive community college offering associate degrees, certificates, continuing education, and service to northern Middle Tennessee. The College is committed to providing quality innovative educational programs; strengthening community and workforce partnerships; promoting diversity, and cultural and economic development; inspiring lifelong learning; and preparing students for successful careers, university transfer, and meaningful civic participation in a global society.

**Degrees**

The College offers Associate Degree career programs in business, early childhood education and allied health, plus university parallel programs in over 50 major areas.

- Associate of Applied Science-designed for job entry
- Associate of Arts-designed for transfer
- Associate of Science-designed for transfer
- Associate of Science in Teaching- designed for transfer

**Certificates**

The College offers a number of Technical Certificate programs specifically designed for job-entry skill development and workforce skill enhancement.
Volunteer State Community College 11 County Service Area and Locations

Sumner County
Main Campus
1480 Nashville Pike
Gallatin, TN 37066
615-452-8600
volstate.edu

Robertson County
Vol State at Highland Crest
150 Laureate Avenue
Springfield, TN 37172
615-433-7030
volstate.edu/highlandcrest

Overton County
Vol State at Livingston
113 Windle Community Road
Livingston, TN 38570
931-823-7065
volstate.edu/livingston

Macon County
Macon County High School
2550 Days Road
Lafayette, TN 37083
615-741-3215 ext 3743
volstate.edu/offcampus

Putnam County
Cookeville Higher Education Campus
1000 Neal Street
Cookeville, TN 38501
931-372-5540
volstate.edu/cookeville

Wilson County
TCAT Wilson County Campus
415 Tennessee Blvd
Lebanon, TN 37087
(615) 547-1128
volstate.edu/offcampus

1972-716: Volunteer State Community College does not discriminate against students, employees or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by Volunteer State Community College. The following person has been designated to handle inquiries regarding non-discrimination policies: Lori Coburn, Director of Human Resources, Affirmative Action Officer, Title IX Coordinator, 1480 Nashville Pike, Gallatin, TN 37066, 615-236-3952.