

# **DENTAL ACADEMIC REVIEW COMMITTEE BYLAWS**

## **NAME AND LOCATION:**

The name of the committee shall be the Dental Academic Review Committee (DARC). The registered office of the Committee for the transaction of business shall be the:

Alaska Dental Clinical and Preventive Support Center  
4000 Ambassador Drive  
Anchorage, Alaska 99508  
(907) 729-3645

## **MISSION:**

The mission of the Dental Academic Review Committee is to support excellence in program development and training for the Dental Health Aide Program.

## **ORGANIZATIONAL YEAR:**

The organization year shall be the calendar year of January 1 to December 31.

## **PURPOSE:**

The purpose of the Committee shall be the following:

1. To develop, implement, and evaluate Dental Health Aide (DHA) curriculum.
2. To review and make recommendations on all curriculum for DHA instruction, initially and every 5 years, for those courses that specifically require Board approval.
3. To review and make recommendations for all continuing education offerings for DHAs not otherwise approved by the CHAP Standards in Section 3.10.200.
4. To develop a uniform process for the achievement and maintenance of the certification of all DHAs.
5. To develop and/or evaluate standardization of DHA forms, performance and supervision standards, and DHA support structures.
6. To select and nominate a committee member to serve as a representative to the CHAP Certification Board.

**MEMBERSHIP:**

SECTION I:

Committee membership must include the following:

1. Three dentists, who are employed by the IHS, a tribe or tribal organization, provided that at least:
  - a) one must be actively involved in development and implementation of dental health aide training,
  - b) one must be the dental director or deputy director dentist in a tribal health program, and
  - c) one must be actively engaged in clinical practice
2. One licensed dental hygienist employed by the IHS, a tribe or tribal organization
3. A DARC nominated Alaska certified Dental Health Aide Therapist who is a member of the American Dental Therapy Association
4. An Ilisagvik College Alaska Dental Therapy Educational Program representative

And to the extent feasible included: 1. A representative from each program which engages in the training and/or employment of DHAs

- 3.
- 4.

The Committee is also open to the following:

5. One representative of the CHA/P Academic Review Committee; and one CHA/P Training Center representative; and currently employed by a certified CHA/P Training Center
6. One representative of the BHA/P Academic Review Committee; and one BHA/P Training Center representative; and currently employed by a certified BHA/P Training Center
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- 6.
7. A representative from the Community Health Aide Statewide Services Office at ANTHC
8. The ANTHC Dental Consultant

**OFFICERS:**

- SECTION I: Officers of the Committee shall be: Chairperson, Vice-Chairperson, and Secretary. These are elected from active members of DARC.
- SECTION II: Term of office shall be two years for each office.
- SECTION III: Elections will be held at the fall meeting with official duties beginning on January 1.
- SECTION IV: The Chairperson shall preside at all meetings and should be an ex-officio member of all subcommittees.
- SECTION V: The Chairperson or his/her designee will report directly to the Alaska Area Dental Directors at their annual meeting.
- SECTION VI: The Vice Chairperson will act as the Chairperson in the absence of the Chairperson and when so acting, will have all the powers of the Chairperson. The Vice Chairperson shall succeed the Chairperson should the office of the Chairperson become vacant.
- SECTION VII: The Secretary shall record and distribute the minutes of the Committee meeting. Copies of all records shall be maintained in the Alaska Dental Clinical and Preventive Support Center office. The secretary shall act as the liaison for DARC website management.

**MEETINGS:**

- SECTION I: The Committee shall meet at least three times per year. The committee shall determine the time and place of each meeting.

- SECTION II: Notice of the meeting, meeting agenda, and minutes of the prior meeting shall be distributed by the Secretary at least two weeks prior to the meeting.
- SECTION III: A quorum shall consist of a minimum of four members at least two of whom must be dentists.
- SECTION IV: Each voting member shall be entitled to one vote.
- SECTION V: The Chairperson may call special meetings of the Committee or go into Executive Session as needed. An Executive Session would be open to all present voting members of the committee at the Chairperson's discretion.
- SECTION VI: The Chairperson, with the advice and consent of the Committee, shall be authorized to appoint sub-committees as necessary to accomplish the purpose of the committee.
- SECTION VII: Guests wishing to attend the committee meetings should notify the Chairperson prior to the meeting. Participation of the guest is allowed at the discretion of the Chairperson. Guests have no vote.

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Chair – Dental Academic Review Committee

Date\_\_\_\_\_