**Sinclair Community College - Continuous Improvement Annual Update 2011-12**

**Program:** Clinical Phlebotomy Short-term Certificate

**Section I: Trend Data**

* 1. **Program Trend Data– Please include the three most recent years of data in each area so that trends may be examined.**
		1. **Course Success Rates – Please report the course success rates for:**
			+ - **Highest enrollment courses**
				- **Any courses that deviate - high and low - from the typical success rate for your department**
		2. **Degree and certificate completion (where applicable)**
		3. **Any additional data that illustrates what is going on in the program (examples might include course sequence completion, retention, demographic data, data on placement of graduates, graduate survey data, etc.)**
	2. **Interpretation and Analysis of Trend Data Included in the Section Above *Suggestions of questions that might be addressed in this section:***  *What trends do you see in the above data? Are there internal or external factors that account for these trends? What are the implications for the program or department? What actions have the department taken that have influenced these trends? What strategies will the department implement as a result of this data?*

Trends observed in the above data:

* ALH 111 – Clinical Phlebotomy
	+ Consistently has success rate above 75%
* ALH 137 – Clinical Phlebotomy Practicum
	+ Consistently has success rate above 83%
* Certificate completion
	+ Since implementing the 2 course certificate in Winter 2010, the completion rate has increased by 78%

Internal or external factors that account for these trends:

* Dividing the certificate into two, three credit hour, courses has allowed more time in practicing the skills of phlebotomy
* Increasing the number of hours at practicum from 25 hours to 100 hours per quarter, allows the student an opportunity to develop the entry-level skills necessary to become a successful phlebotomist

**Section II: Progress Since the Most Recent Review**

1. What was the fiscal year of the most recent Program Review for this program? (The most recent Program Review self-study can be found at <http://www.sinclair.edu/about/administrative/vpi/pdreview/> ).

The Clinical Phlebotomy Short-term certificate was not reviewed independent of the Allied Health Instruction Program Review, therefore this will be the first year for the Annual Report.

1. Briefly summarize the goals that were listed in Section IV part E of the most recent Program Review Self-Study (this section of the Self-Study asks “What are the department’s/program’s goals and rationale for expanding and improving student learning, including new courses, programs, delivery formats and locations”)?

There were no goals identified for the Clinical Phlebotomy Short-term certificate, due to not being reviewed independent of the Allied Health Instruction Program Review Self-study.

1. What Recommendations for Action were made by the review team to the most recent Program Review?

Extending the Phlebotomy course (ALH 111 – Clinical Phlebotomy) into a two quarter, two course sequence. Through the addition of a separate clinical course after the initial lecture/lab class, the college could apply for accreditation and the students would have ample opportunity to develop experience required for them to complete the phlebotomy certification.

1. Have the goals in your self-study changed since your last Program Review Self-Study as a result of the Review Team recommendations or for any other reason?  If so, please describe the changes.

We are currently investigating the feasibility of obtaining accreditation for the Clinical Phlebotomy certificate. The students are eligible to sit for the credentialing exam by completing the theory and the 100 hour practicum portion of the certificate.

1. What progress has been made toward meeting any of the goals listed in the sections above (b, c, and d) in the past year?

The original Clinical Phlebotomy certificate has been redesigned into a two quarter, two course sequence.

**Section III: Assessment of Outcomes**

The Program Outcomes for this program are listed below. **At least one-third of your program outcomes must be assessed as part of this Annual Update, and across the next three years all of these program outcomes must be assessed at least once**.

|  |  |  |  |
| --- | --- | --- | --- |
| **Clinical Phlebotomy** Program Outcomes | In which courses are these program outcomes addressed?  | Which of these program outcomes were assessed during the last fiscal year? Program outcomes that were addressed in previous years are indicated. | Assessment MethodsUsed |
| Identify the instruments, equipment and supplies utilized in the collection, identification and processing of blood specimens. | ALH 111 | X | * Quizzes, Tests
 |
| Perform venipunctures on patients in a clinical setting, with consistency, successfully. | ALH 111 & ALH 137 | X | * Student Professional Assessment Tool; Final Competency Check-off
 |
| Identify the basic components of the circulatory system, including blood cells and precursors. | ALH 111 |  | * Quizzes; Tests
 |
| Perform microcollection techniques on patients in a clinical setting with consistency, successfully. | ALH 111 & ALH 137 |  | * Student Professional Assessment Tool; Final Competency Check-off
 |
| Demonstrate an awareness of clinical complications and symptoms which may be exhibited by patients during the venipuncture and microcollection process. | ALH 137 |  | * Student Professional Assessment Tool
 |

1. For the assessment methods listed in the table above, what were the results?

The success rate for ALH 111 – Clinical Phlebotomy is consistently above 75% since monitoring.

The success rate for ALH 137 – Clinical Phlebotomy Practicum is consistently above 83% since monitoring.

1. Were changes planned as a result of the data? If so, what were those changes?

Not at this time.

1. How will you determine whether those changes had an impact?

N/A

c) Starting with next year’s Annual Update, this section will ask about assessment of general education outcomes. For FY 2012-13, you will be asked how the department is assessing Oral Communication and Written Communication in your courses, and in addition you will be asked to share the results of those assessments. Please be prepared to address this in next year’s Annual Update.

d) Does your department have courses where there are common assignments or exams across all sections of the course? If so, please list those courses, and indicate whether you are currently examining results across all sections of those courses.

Yes, all courses have common assignments and exams across all sections.

Yes, results are currently being examined across all sections of the courses.

**Section IV: Improvement Efforts for the Fiscal Year**

1. **FY 10-11:** What other improvement efforts did the department make in FY 10-11?  How successful were these efforts?  What further efforts need to be made? If your department didn’t make improvement efforts during the fiscal year, discuss the strengths and weaknesses of the department over the last year and how the department plans to address them in the coming year.

Strengths:

* Allowed student more time to practice phlebotomy prior to starting their practicum
* Allowed the faculty to provide more one-on-one with the students in order to make sure they are prepared prior to starting their practicum
* Provided the students an opportunity to meet the qualifications to sit for the phlebotomy credentialing exam

Growth Areas:

* Needing more practicum sites. Students are better prepared which means more students eligible to go to practicum.
* Practicum sites requiring background checks prior to sending students. Currently working on a Life and Health Sciences Division background check policy to meet the needs to the school, students and sites.
1. **FY 11-12:** What improvement efforts does the department have planned for FY 11-12? How will you know whether you have been successful?

Obtaining more practicum sites to be able to enroll more students.

Questions regarding completion of the Annual Update? Please contact the Director of Curriculum and Assessment at 512-2789 to schedule a time to review the template and ask any questions.

**Sinclair Community College - Continuous Improvement Annual Update 2011-12**

**Program:** Electrocardiography Short-term Technical Certificate

**Section I: Trend Data**

* 1. **Program Trend Data– Please include the three most recent years of data in each area so that trends may be examined.**
		1. **Course Success Rates – Please report the course success rates for:**
			+ - **Highest enrollment courses**
				- **Any courses that deviate - high and low - from the typical success rate for your department**
		2. **Degree and certificate completion (where applicable)**
		3. **Any additional data that illustrates what is going on in the program (examples might include course sequence completion, retention, demographic data, data on placement of graduates, graduate survey data, etc.)**
	2. **Interpretation and Analysis of Trend Data Included in the Section Above *Suggestions of questions that might be addressed in this section:***  *What trends do you see in the above data? Are there internal or external factors that account for these trends? What are the implications for the program or department? What actions have the department taken that have influenced these trends? What strategies will the department implement as a result of this data?*

Trends observed in the above data:

* Have a high course success rate
* All success rates range from 81.82% to 100%
* Success rates in each sections vary from year to year; no consistent information

Internal or external factors that account for these trends:

* Standardization of the course material
* Faculty mentoring new faculty

**Section II: Progress Since the Most Recent Review**

1. What was the fiscal year of the most recent Program Review for this program? (The most recent Program Review self-study can be found at <http://www.sinclair.edu/about/administrative/vpi/pdreview/> ).

The Electrocardiography Short-term certificate was not reviewed independent of the Allied Health Instruction Program Review, therefore this will be the first year for the Annual Report.

1. Briefly summarize the goals that were listed in Section IV part E of the most recent Program Review Self-Study (this section of the Self-Study asks “What are the department’s/program’s goals and rationale for expanding and improving student learning, including new courses, programs, delivery formats and locations”)?

There were no goals identified for the Electrocardiography Short-term certificate, due to not being reviewed independent of the Allied Health Instruction Program Review Self-study.

1. What Recommendations for Action were made by the review team to the most recent Program Review?

No Recommendations for Actions were made by the review team to the most recent Program Review specific to the Electrocardiography Short-term certificate.

1. Have the goals in your self-study changed since your last Program Review Self-Study as a result of the Review Team recommendations or for any other reason?  If so, please describe the changes.

We are currently investigating the feasibility of obtaining accreditation for the Electrocardiography certificate. The students are eligible to sit for the credentialing exam by completing the one quarter course. The certificate is designed to help them succeed in passing the credentialing exam. Students are also eligible to obtain an position in a medical facility by completing the one quarter course.

1. What progress has been made toward meeting any of the goals listed in the sections above (b, c, and d) in the past year?

We are investigating which agency would be the best for accreditation.

**Section III: Assessment of Outcomes**

The Program Outcomes for this program are listed below. **At least one-third of your program outcomes must be assessed as part of this Annual Update, and across the next three years all of these program outcomes must be assessed at least once**.

|  |  |  |  |
| --- | --- | --- | --- |
| **Electrocardiography** Program Outcomes | In which courses are these program outcomes addressed?  | Which of these program outcomes were assessed during the last fiscal year? Program outcomes that were addressed in previous years are indicated. | Assessment MethodsUsed |
| Identify the major components and their functions of single and multiple lead ECG equipment. | ALH 107 & ALH 108 | X | * Quizzes, Tests
 |
| Perform a 12-lead ECG tracing on patients. | ALH 108 | X | * Final Competency Check-off
 |
| Describe the structure and general functions of the cardiovascular system. | ALH 107 & ALH 108 |  | * Quizzes; Tests
 |
| Correlate the events in a cardiac cycle to the physiological findings in the ECG tracing. | ALH 107 & ALH 108 |  | * Quizzes; Tests
* Final Competency Check-off
 |
| Interpret basic rate and rhythm disturbances of an ECG tracing. | ALH 108 |  | * Final Competency Check-off
 |
| Perform 12-lead electrocardiography under the supervision of an ECG tech in a medical facility. | ALH 108 |  | * Student Professional Assessment
 |

1. For the assessment methods listed in the table above, what were the results?

The results indicate there is consistency across all sections.

1. Were changes planned as a result of the data? If so, what were those changes?

None at this time.

1. How will you determine whether those changes had an impact?

N/A

c) Starting with next year’s Annual Update, this section will ask about assessment of general education outcomes. For FY 2012-13, you will be asked how the department is assessing Oral Communication and Written Communication in your courses, and in addition you will be asked to share the results of those assessments. Please be prepared to address this in next year’s Annual Update.

d) Does your department have courses where there are common assignments or exams across all sections of the course? If so, please list those courses, and indicate whether you are currently examining results across all sections of those courses.

Yes, all courses have common assignments and exams across all sections.

Yes, results are currently being examined across all sections of the courses.

**Section IV: Improvement Efforts for the Fiscal Year**

1. **FY 10-11:** What other improvement efforts did the department make in FY 10-11?  How successful were these efforts?  What further efforts need to be made? If your department didn’t make improvement efforts during the fiscal year, discuss the strengths and weaknesses of the department over the last year and how the department plans to address them in the coming year.

Strengths:

* Placing qualified, work ready individuals in the workplace

Growth Areas:

* Needing more practicum sites. Students are better prepared which means more students eligible to go to practicum.
* Practicum sites requiring background checks prior to sending students. Currently working on a Life and Health Sciences Division background check policy to meet the needs to the school, students and sites.
1. **FY 11-12:** What improvement efforts does the department have planned for FY 11-12? How will you know whether you have been successful?

Obtaining more practicum sites to be able to enroll more students.

Questions regarding completion of the Annual Update? Please contact the Director of Curriculum and Assessment at 512-2789 to schedule a time to review the template and ask any questions.

**Sinclair Community College - Continuous Improvement Annual Update 2011-12**

**Program:** Nurse Aide Training Short-term Technical Certificate

**Section I: Trend Data**

* 1. **Program Trend Data– Please include the three most recent years of data in each area so that trends may be examined.**
		1. **Course Success Rates – Please report the course success rates for:**
			+ - **Highest enrollment courses**
				- **Any courses that deviate - high and low - from the typical success rate for your department**
		2. **Degree and certificate completion (where applicable)**
		3. **Any additional data that illustrates what is going on in the program (examples might include course sequence completion, retention, demographic data, data on placement of graduates, graduate survey data, etc.)**
	2. **Interpretation and Analysis of Trend Data Included in the Section Above *Suggestions of questions that might be addressed in this section:***  *What trends do you see in the above data? Are there internal or external factors that account for these trends? What are the implications for the program or department? What actions have the department taken that have influenced these trends? What strategies will the department implement as a result of this data?*

Trends observed in the above data:

* Have a high course success rate
* All success rates range from 75.0% to 100% (FY10-11)
* Success rates in each sections vary from year to year; no consistent information

Internal or external factors that account for these trends:

* Standardization of the course material
* Faculty mentoring new faculty

**Section II: Progress Since the Most Recent Review**

1. What was the fiscal year of the most recent Program Review for this program? (The most recent Program Review self-study can be found at <http://www.sinclair.edu/about/administrative/vpi/pdreview/> ).

The Nurse Aide Training Short-term certificate was not reviewed independent of the Allied Health Instruction Program Review, therefore this will be the first year for the Annual Report.

1. Briefly summarize the goals that were listed in Section IV part E of the most recent Program Review Self-Study (this section of the Self-Study asks “What are the department’s/program’s goals and rationale for expanding and improving student learning, including new courses, programs, delivery formats and locations”)?

There were no goals identified for the Nurse Aide Training Short-term certificate, due to not being reviewed independent of the Allied Health Instruction Program Review Self-study.

1. What Recommendations for Action were made by the review team to the most recent Program Review?

No Recommendations for Actions were made by the review team to the most recent Program Review specific to the Nurse Aide Training Short-term certificate.

1. Have the goals in your self-study changed since your last Program Review Self-Study as a result of the Review Team recommendations or for any other reason?  If so, please describe the changes.

We have developed an agreement with Warren County Career Center to deliver the Nurse Aide Training course at their facility. The motivation for this is due to the fact we can only have 5 credential certificates (currently 5 with Huber Heights Learning Center and Dayton Campus). Courseview desired to have a Nurse Aide Training program, but we could not add an additional program. Warren County CTC stepped in and offered to oversee the course.

1. What progress has been made toward meeting any of the goals listed in the sections above (b, c, and d) in the past year?

We have offered several sections of ALH 120 – Nurse Aide Training at Warren County CTC over the past year.

**Section III: Assessment of Outcomes**

The Program Outcomes for this program are listed below. **At least one-third of your program outcomes must be assessed as part of this Annual Update, and across the next three years all of these program outcomes must be assessed at least once**.

|  |  |  |  |
| --- | --- | --- | --- |
| **Nurse Aide Training** Program Outcomes | In which courses are these program outcomes addressed?  | Which of these program outcomes were assessed during the last fiscal year? Program outcomes that were addressed in previous years are indicated. | Assessment MethodsUsed |
| Form relationships, communicate and interact competently on a one-to-one basis with LTCF residents as part of the team implementing resident care objectives | ALH 120 | X | * Student Professional Assessment
 |
| Demonstrate sensitivity to the residents’ physical, emotional, social and mental health needs through trained, directed interactions. | ALH 120 | X | * Student Professional Assessment
 |
| Assist residents in attaining and maintaining functional independence | ALH 120 |  | * Skills competency check-list
 |
| Exhibit behavior in support and promotion of residents’ rights | ALH 120 |  | * Student Professional Assessment
 |
| Demonstrate observation and documentation skills needed in support of the assessment of the long-term care residents’ health, physical condition and well-being | ALH 120 |  | * Skills competency check-list
* Student Professional Assessment
 |

1. For the assessment methods listed in the table above, what were the results?

The results indicate there is consistency across all sections.

1. Were changes planned as a result of the data? If so, what were those changes?

None at this time.

1. How will you determine whether those changes had an impact?

N/A

c) Starting with next year’s Annual Update, this section will ask about assessment of general education outcomes. For FY 2012-13, you will be asked how the department is assessing Oral Communication and Written Communication in your courses, and in addition you will be asked to share the results of those assessments. Please be prepared to address this in next year’s Annual Update.

d) Does your department have courses where there are common assignments or exams across all sections of the course? If so, please list those courses, and indicate whether you are currently examining results across all sections of those courses.

Yes, all courses have common assignments and exams across all sections.

Yes, results are currently being examined across all sections of the courses.

**Section IV: Improvement Efforts for the Fiscal Year**

1. **FY 10-11:** What other improvement efforts did the department make in FY 10-11?  How successful were these efforts?  What further efforts need to be made? If your department didn’t make improvement efforts during the fiscal year, discuss the strengths and weaknesses of the department over the last year and how the department plans to address them in the coming year.

Strengths:

* Placing qualified, work ready individuals in the workplace.
* Credentialed faculty to teach the course.

Growth Areas:

* Needing more qualified instructors to offer more sections
1. **FY 11-12:** What improvement efforts does the department have planned for FY 11-12? How will you know whether you have been successful?

Obtaining more qualified instructors and will be measured by the number of sections able to offer.

Questions regarding completion of the Annual Update? Please contact the Director of Curriculum and Assessment at 512-2789 to schedule a time to review the template and ask any questions.

**Sinclair Community College - Continuous Improvement Annual Update 2011-12**

**Program:** Pharmacy Technician Short-term Technical Certificate

**Section I: Trend Data**

* 1. **Program Trend Data– Please include the three most recent years of data in each area so that trends may be examined.**
		1. **Course Success Rates – Please report the course success rates for:**
			+ - **Highest enrollment courses**
				- **Any courses that deviate - high and low - from the typical success rate for your department**
		2. **Degree and certificate completion (where applicable)**
		3. **Any additional data that illustrates what is going on in the program (examples might include course sequence completion, retention, demographic data, data on placement of graduates, graduate survey data, etc.)**
	2. **Interpretation and Analysis of Trend Data Included in the Section Above *Suggestions of questions that might be addressed in this section:***  *What trends do you see in the above data? Are there internal or external factors that account for these trends? What are the implications for the program or department? What actions have the department taken that have influenced these trends? What strategies will the department implement as a result of this data?*

Trends observed in the above data:

* ALH 122 – Pharm Tech I
	+ FY08-09
		- Highest success rate was in Courseview Section. First year to offer a section at Courseview
		- Overall success rate decreased by 7.27% since FY06-07
	+ FY09-10
		- Lowest success rate was Online. First year to offer sections online
		- Lowest success rate was in an online section with high enrollment
		- Success rate of online section with less than 20 students was similar to face-to-face sections
		- Overall success rate increased by 15.6% since FY06-07
	+ FY 10-11
		- Lowest success rate continues to be online; averaging 56.98%
		- Overall success rate decreased from 74.82% the previous year to 70.13%.
* ALH 123 – Pharm Tech II
	+ FY08-09
		- Courseview section had the highest success rate; first year to offer section at Courseview
	+ FY09-10
		- Online section success rate similar to face-to-face; first time to offer online
	+ FY10-11
		- Online success rate drops lower than face-to-face; offered more sections of face-to-face
* ALH 124 – Pharm Tech III
	+ FY06-07 – FY08-09
		- Daytime section had greater numbers than evening section
		- Evening section had greater success rate than daytime section
	+ FY09-10
		- Online section success rate similar to face-to-face
		- Increased number of face-to-face sections
	+ FY10-11
		- Online success rate decreased from FY09-10
		- Online sections had increased enrollment
* Certificate completion
	+ Number of completions have increased over the years
	+ 67% increase in numbers when online sections went live

Internal or external factors that account for these trends:

* Placing the certificate completely online
* Removed the ALH 113 – Venipuncture for Healthcare Providers as a certificate requirement when program went online

**Section II: Progress Since the Most Recent Review**

1. What was the fiscal year of the most recent Program Review for this program? (The most recent Program Review self-study can be found at <http://www.sinclair.edu/about/administrative/vpi/pdreview/> ).

The Pharmacy Tech Short-term certificate was not reviewed independent of the Allied Health Instruction Program Review, therefore this will be the first year for the Annual Report.

1. Briefly summarize the goals that were listed in Section IV part E of the most recent Program Review Self-Study (this section of the Self-Study asks “What are the department’s/program’s goals and rationale for expanding and improving student learning, including new courses, programs, delivery formats and locations”)?

There were no goals identified for the Pharmacy Tech Short-term certificate, due to not being reviewed independent of the Allied Health Instruction Program Review Self-study.

1. What Recommendations for Action were made by the review team to the most recent Program Review?

No Recommendations for Actions were made by the review team to the most recent Program Review specific to the Pharmacy Technician Short-term certificate.

1. Have the goals in your self-study changed since your last Program Review Self-Study as a result of the Review Team recommendations or for any other reason?  If so, please describe the changes.

We are currently investigating the feasibility of obtaining accreditation for the Pharmacy Technician certificate. The students are eligible to sit for the credentialing exam by completing theory portion of the designated ALH Pharm Tech courses. The certificate is designed to help them succeed in passing the credentialing exam.

1. What progress has been made toward meeting any of the goals listed in the sections above (b, c, and d) in the past year?

We are investigating which agency would be the best for accreditation.

**Section III: Assessment of Outcomes**

The Program Outcomes for this program are listed below. **At least one-third of your program outcomes must be assessed as part of this Annual Update, and across the next three years all of these program outcomes must be assessed at least once**.

|  |  |  |  |
| --- | --- | --- | --- |
| **Pharmacy Technician** Program Outcomes | In which courses are these program outcomes addressed?  | Which of these program outcomes were assessed during the last fiscal year? Program outcomes that were addressed in previous years are indicated. | Assessment MethodsUsed |
| Demonstrate knowledge of the scope of pharmacy practice, including sterile compounding, non-sterile compounding, beginning pharmacology and pharmaceutical calculations. | ALH 122; ALH 123 & ALH 124 | X | * Quizzes, Tests
* Student Professional Assessment Tool
 |
| Demonstrate knowledge of the scope of pharmacy practice including handling of sterile products, inventory control and repackaging. | ALH 122; ALH 123 & ALH 124 | X | * Quizzes, Tests
* Student Professional Assessment Tool
 |
| Demonstrate knowledge of the scope of pharmacy practice including legal aspects of drug dispensing and specific role of the pharmacy technicians. | ALH 122 & ALH 123 |  | * Quizzes; Tests
* Student Professional Assessment Tool
 |

1. For the assessment methods listed in the table above, what were the results?

The results indicate there is a difference in Student Professionalism from face-to-face and online sections.

1. Were changes planned as a result of the data? If so, what were those changes?

We emphasized the importance of the Student Professional Assessment tool even for the online students.

We also focused on each item of the tool, so the student has an understanding of what is required to be a professional Pharmacy Technician.

1. How will you determine whether those changes had an impact?

We should see an increase in the assessment grade.

c) Starting with next year’s Annual Update, this section will ask about assessment of general education outcomes. For FY 2012-13, you will be asked how the department is assessing Oral Communication and Written Communication in your courses, and in addition you will be asked to share the results of those assessments. Please be prepared to address this in next year’s Annual Update.

d) Does your department have courses where there are common assignments or exams across all sections of the course? If so, please list those courses, and indicate whether you are currently examining results across all sections of those courses.

Yes, all courses have common assignments and exams across all sections.

Yes, results are currently being examined across all sections of the courses.

**Section IV: Improvement Efforts for the Fiscal Year**

1. **FY 10-11:** What other improvement efforts did the department make in FY 10-11?  How successful were these efforts?  What further efforts need to be made? If your department didn’t make improvement efforts during the fiscal year, discuss the strengths and weaknesses of the department over the last year and how the department plans to address them in the coming year.

Strengths:

* Placing qualified, work ready individuals in the workplace
* Pharmacies are requesting our students
* Fulfilling the needs of the Pharmacy community

Growth Areas:

* Needing more practicum sites. Students are better prepared which means more students eligible to go to practicum.
* Practicum sites requiring background checks prior to sending students. Currently working on a Life and Health Sciences Division background check policy to meet the needs to the school, students and sites.
1. **FY 11-12:** What improvement efforts does the department have planned for FY 11-12? How will you know whether you have been successful?

Obtaining more practicum sites to be able to enroll more students.

Questions regarding completion of the Annual Update? Please contact the Director of Curriculum and Assessment at 512-2789 to schedule a time to review the template and ask any questions.

**Sinclair Community College - Continuous Improvement Annual Update 2011-12**

**Program:** Specimen Processing Short-term Technical Certificate

**Section I: Trend Data**

* 1. **Program Trend Data– Please include the three most recent years of data in each area so that trends may be examined.**
		1. **Course Success Rates – Please report the course success rates for:**
			+ - **Highest enrollment courses**
				- **Any courses that deviate - high and low - from the typical success rate for your department**
		2. **Degree and certificate completion (where applicable)**
		3. **Any additional data that illustrates what is going on in the program (examples might include course sequence completion, retention, demographic data, data on placement of graduates, graduate survey data, etc.)**
	2. **Interpretation and Analysis of Trend Data Included in the Section Above *Suggestions of questions that might be addressed in this section:***  *What trends do you see in the above data? Are there internal or external factors that account for these trends? What are the implications for the program or department? What actions have the department taken that have influenced these trends? What strategies will the department implement as a result of this data?*

Trends observed in the above data:

* Have a high course success rate
* Average success rate range 91.67% (FY10-11)

Internal or external factors that account for these trends:

* Standardization of the course material
* Currently, one faculty member concentrated to teach course.

**Section II: Progress Since the Most Recent Review**

1. What was the fiscal year of the most recent Program Review for this program? (The most recent Program Review self-study can be found at <http://www.sinclair.edu/about/administrative/vpi/pdreview/> ).

The Specimen Processing Short-term certificate was not reviewed independent of the Allied Health Instruction Program Review, therefore this will be the first year for the Annual Report.

1. Briefly summarize the goals that were listed in Section IV part E of the most recent Program Review Self-Study (this section of the Self-Study asks “What are the department’s/program’s goals and rationale for expanding and improving student learning, including new courses, programs, delivery formats and locations”)?

There were no goals identified for the Specimen Processing Short-term certificate, due to not being reviewed independent of the Allied Health Instruction Program Review Self-study.

1. What Recommendations for Action were made by the review team to the most recent Program Review?

No Recommendations for Actions were made by the review team to the most recent Program Review specific to the Specimen Processing Short-term certificate.

1. Have the goals in your self-study changed since your last Program Review Self-Study as a result of the Review Team recommendations or for any other reason?  If so, please describe the changes.

The program started FY10-11 so there have been no changes in our goals.

1. What progress has been made toward meeting any of the goals listed in the sections above (b, c, and d) in the past year?

N/A

**Section III: Assessment of Outcomes**

The Program Outcomes for this program are listed below. **At least one-third of your program outcomes must be assessed as part of this Annual Update, and across the next three years all of these program outcomes must be assessed at least once**.

|  |  |  |  |
| --- | --- | --- | --- |
| **Specimen Processing** Program Outcomes | In which courses are these program outcomes addressed?  | Which of these program outcomes were assessed during the last fiscal year? Program outcomes that were addressed in previous years are indicated. | Assessment MethodsUsed |
| A description of careers available in the laboratory field, definitions of licensure, certification, registration, and accreditation, as well as the major routine laboratory tests in Blood Banking, Hematology, Chemistry, Immunology, Microbiology and Urinalysis. | ALH 138 | X | * Quizzes, Tests
 |
| A discussion of quality assurance procedures, components of a quality plan, controls, validation, proficiency testing, understanding of accuracy, precision, sensitivity, and specificity, types and sources of errors in the clinical laboratory, corrective action and preventive action. | ALH 138 | X | * Quizzes, Tests
 |

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| --- | --- | --- | --- |
| A description of universal precautions, hazards encountered in the clinical laboratory, as well as an overview of biosafety, radiation safety, compliance standards of regulatory agencies. | ALH 138 |  | * Quizzes; Tests
 |

1. For the assessment methods listed in the table above, what were the results?

The results indicate there is consistency across all sections.

1. Were changes planned as a result of the data? If so, what were those changes?

None at this time.

1. How will you determine whether those changes had an impact?

N/A

c) Starting with next year’s Annual Update, this section will ask about assessment of general education outcomes. For FY 2012-13, you will be asked how the department is assessing Oral Communication and Written Communication in your courses, and in addition you will be asked to share the results of those assessments. Please be prepared to address this in next year’s Annual Update.

d) Does your department have courses where there are common assignments or exams across all sections of the course? If so, please list those courses, and indicate whether you are currently examining results across all sections of those courses.

Yes, all courses have common assignments and exams across all sections.

Yes, results are currently being examined across all sections of the courses.

**Section IV: Improvement Efforts for the Fiscal Year**

1. **FY 10-11:** What other improvement efforts did the department make in FY 10-11?  How successful were these efforts?  What further efforts need to be made? If your department didn’t make improvement efforts during the fiscal year, discuss the strengths and weaknesses of the department over the last year and how the department plans to address them in the coming year.

Strengths:

* Placing qualified, work ready individuals in the workplace.
* Credentialed faculty to teach the course.

Growth Areas:

* Needing more qualified instructors to offer more sections
* Developing an associate degree program in Clinical Laboratory Technology to have the certificate feed into.
1. **FY 11-12:** What improvement efforts does the department have planned for FY 11-12? How will you know whether you have been successful?

Obtaining more qualified instructors and will be measured by the number of sections able to offer.

Questions regarding completion of the Annual Update? Please contact the Director of Curriculum and Assessment at 512-2789 to schedule a time to review the template and ask any questions.