INSTRUCTIONAL PROGRAMS AND AREAS
PROGRAM REVIEW/PLANNING AND EVALUATION PROCESS

QUESTIONNAIRE FOR INSTRUCTIONAL PROGRAMS

INSTRUCTIONS:

Complete all sections as instructed. Click the shaded sections to type your answer.
When completed, please save your file and e-mail it as an attachment to tanya_hanton@westvalley.edu.

A. INTRODUCTORY QUESTIONS

1. Program Name: **Health Care Technologies**

2. Person(s) completing the questionnaire: *Kris Gaiero*

3. Date of completion: *10-05-07*

4. What are the primary purposes of the program? Check all that apply.

   ☒ WVC Degrees and Certificates
   ☒ Transfer Courses
   ☐ WVC General Education
   ☒ Lifelong Learning/Life Enrichment
   ☒ Occupational / Vocational Courses
   ☐ Student Support Services
   ☐ Academic Support Services
   ☐ Administrative Functions

5. In one paragraph, how does the program further the College's mission and goals? (only new information need be added)

The eight programs in the HTECH department further the College's mission and goals by providing the job skills necessary to function effectively in the health care setting. The HTECH department also serves the greater community by filling in some of the gaps that exist due to the shortage of Registered Nurses in Santa Clara County.

6. In one paragraph, what significant events have affected or impacted the program since the last program review?

The only additional event, besides the ones stated in our last review, have been more inquiries from the local health care community(Kaiser Santa Clara and Valley Medical Hospital) to train Orthopedic Technician Students.

B. DATA ELEMENT ANALYSIS SECTION (ANALYSIS AND RESPONSE)

1. Using the enrollment data from Table 1 from previous program review, add or revise as appropriate.

a) What significant trends are revealed in the data?
b) What factors might contribute to any program differences compared to the College data?
c) What conclusions do you draw from this analysis that could form the basis for an action, objective or request for resources?

Except for spring 2003, the HTECH department has performed above the college average for the data range supplied by the Office of Instruction.

2. Using the demographic data from Table II from previous program review, add or revise as appropriate.

a) What significant trends are revealed in the data?
b) What factors might contribute to any program differences compared to the College data? See attachment for college-wide statistics.
c) What conclusions do you draw from this analysis that could form the basis for an action, objective or request for resources?

A) No change from previous review.

B) No change

C) Although we do not have the most recent data to support this statement, but it appears as if the population of males in the department has slightly increased. This may be attributed to the observation that males seem to be attracted to the Orthopedic Technician Profession.

3. Using the success data from table III from previous program, add or revise as appropriate.

a) What significant trends are revealed in the data?
b) What factors might contribute to any program differences compared to the College data?
c) What conclusions do you draw from this analysis that could form the basis for an action, objective or request for resources?

A) The HTECH department continues to maintain a significantly higher student success rate in comparison to the overall college average.

B) We continue to assert that the reason for the above average student success rate in the HTECH department is due primarily to a cohesive instructor group that continually seeks and utilizes creative teaching techniques that serve to maximize student success.

C) Requests for funding of teacher training courses will be forthcoming for the purpose of staying current with effective teaching techniques.

We are currently considering adding an Associate Faculty member to our part-time pool who specializes in orthopedic technological skills.

C. CURRICULUM SECTION (ANALYSIS AND RESPONSE)

1. Based on your program's curriculum information, as published in the most recent West Valley College catalog, what curriculum changes are anticipated in the next three years? (These changes could include major course revisions, curriculum deletions, new courses, revised or new options within a program, or proposed new programs.)

As the Orthopedic Technician Program continues to grow, we are considering separating the OT/ECG class into two separate classes.

2. The attached document shows classes that have not been offered since Spring 04. Please list the courses you intend to submit to the Curriculum Committee by February 8th for de-activation prior to publication of the 08/09 catalog.

To the best of our knowledge all courses that have not been offered since spring 04 have been deactivated.

3. Considering the new course and program level Student Learning Outcomes that have been developed since the last program review:

   a) What relevant findings have been derived through the SLO assessment process since the last program review?
   b) What changes have been implemented, or are planned, based on the findings since the last program review?
   c) What conclusions do you draw from this analysis that could form the basis for an action, objective or request for resources?

NOTE: Please contact LeAnn McGinley (741-2402), Assessment Coordinator with any questions concerning SLOs.

No changes since the last review.

D. EXTERNAL INFLUENCES SECTION (ANALYSIS AND RESPONSE)

1. If applicable, considering the effects of external influences on the program's purposes and goals:

   a) How do accreditation requirements, government regulations, advisory boards, labor market demand, transfer institution articulations or other external factors affect the program?
   b) How might these influences form the basis for an action, objective, or request for resources?

A) The HTECH department is extremely influenced by the California Business and Professions Codes sec. 2069-2071; Health and Safety Title 16, Division 13, Chapter 3, Article 2 section 1366.3;The HTECH Advisory Board; the internship supervisors and most importantly the graduates.

B)The State of California sets minimum standards in the training of Medical Assistants to include instructor qualifications and scope of practice. Advisory board meetings are held annually in order to obtain member input on departmental activities. Members typically consist of internship site supervisors, employers and graduates.

E. STUDENT FACTORS SECTION (ANALYSIS AND RESPONSE)

1. What program changes or initiatives has the program implemented in the last three years to meet the needs of its student population?

The HTECH department discontinued its affiliation with the American Association of Medical Assistants and accreditation with the Commission on Accreditation of Health Education Programs. It had been determined that only one or two students sat for the national certification exam per year. It had also been determined that the local medial community did not require certification as a condition of employment.

It is the expectation of the HTECH department to apply the money, that was originally used for annual accreditation dues and fees, to the supply account.

F. SUMMARY AND CONCLUSION SECTION:

1. General conclusions and summary statement.

There are eight programs within the HTECH department. The HTECH department maintains an above average student success rate relative to the College as a whole. Most of HTECH graduates are offered positions of employment directly from their internship sites. The Orthopedic Technician program continues to grow at a steady rate thus requiring the need to hire an Associate Faculty member to teach in various courses of the program. In addition, the HTECH department is always in need of finding additional funding to support disposable medical supply needs.

2. Program Strengths:

**Above average student success rate.*

**High employment placement rate.*

**Cohesive instructional group*

3. Program Challenges:

In order to maintain our high standards the HTECH student need to perform a significant number of practical skills that require expensive disposable supplies. Our challenge has been to identify ways of obtaining the funding for these supplies.

G. ACTIONS AND OBJECTIVES SECTION

Based on the foregoing analyses and findings in Sections A. through F., what are the program's intended actions or objectives for the next three years?

**Continue to identify ways in which to continue to maintain an above average student success rate.*

**Continue to work collaboratively in order to maintain the cohesive culture among the HTECH instructors.*

**Continue to identify and create funding sources.*

**Continue to develop internships sites that provide optimal training.*

**Continue to foster positive relationships within the community.*

**Hire an associate faculty member with experience in orthopedic technician training and who supports the mission of the HTECH department.*

**Start to investigate the feasibility of developing an Ophthalmic Assistant program.*

Timelines

Over the next three years, what are the program's timelines (in terms of predicted initiation and completion dates) for the stated actions or objectives?

Most of the above actions and objectives will occur on an ongoing basis. The department plans to hire the associate faculty member sometime during the 2008-2009 academic year.

Which of these actions or objectives would be initiated and completed within the coming year, given adequate resources?

See above.

H. RESOURCE REQUESTS 2006-2007

1. Please indicate if any of the resource requests identified in the previous program review were funded through one or more of the various WVMCCD resource allocation processes that were available in 06 – 07 (e.g. FTE allocation, classified staff, one time funding, budget augmentation, facilities, Land Corporation):

Please complete the following table (leave blank if the answer is not applicable):

	FUNDED by WVMCCD?
Full-time faculty FTE: *Click once here and type your response*	☐ Yes ☐ No ☐ Partially
Associate faculty FTE: *Click once here and type your response*	☐ Yes ☐ No ☐ Partially

Classified Staff FTE: *Click once here and type your response*	☐ Yes ☐ No ☐ Partially
Classified Hourly (in dollars): *Click once here and type your response*	☐ Yes ☐ No ☐ Partially
Administrative Staff FTE: *Click once here and type your response*	☐ Yes ☐ No ☐ Partially
Facilities (brief narrative description): *Click once here and type your response*	☐ Yes ☐ No ☐ Partially
Equipment (brief narrative description with estimated total cost): *The HTECH department received an electrocardiograph(~$3500) and an autoclave(~$1200.00)* from the one-time funding source during the 2007-2007 academic year.	☐ Yes ☐ No ☐ Partially
Supplies (brief narrative description with estimated total cost): *Click once here and type your response*	☐ Yes ☐ No ☐ Partially
Staff Development (brief narrative description): *Click once here and type your response*	☐ Yes ☐ No ☐ Partially
Other (please specify): *Click once here and type your response*	☐ Yes ☐ No ☐ Partially

2. What have you been able to accomplish as a result of the resource obtained?
(e.g. improved retention success and persistence, improved equity, new SLOs, higher enrollment, new online or satellite campus classes….)

NOTE: The Program Review Committee realizes that in some cases, accomplishments and changes resulting from resource acquisition are too recent to be measurable. The current Program Review process is only one year old. Future reviews of funding requests will focus on accomplishments and change occurring over a two-year period.

Increase the number of students graduating with either a certificate of completion or Associate Degree.

I. RESOURCE REQUESTS 2007- 2008

1. What **new or additional** resources are required to accomplish the stated actions and objectives?

Please complete the following table (leave blank if the answer is zero or none):

Full-time faculty FTE *Click once here and type your response*

Associate faculty FTE *The HTECH Department needs to hire an Associate Faculty member with expertise in Orthopedic Technology.*

Classified Staff FTE: *Click once here and type your response*

Classified Hourly (in dollars): *Click once here and type your response*

Administrative Staff FTE: *Click once here and type your response*

Facilities (brief narrative description): *Click once here and type your response*

Equipment (brief narrative description with estimated total cost): *Click once here and type your response*

Supplies (brief narrative description with estimated total cost): *The department's need for an additional supply budget TBD.*

Staff Development (brief narrative description): *Click once here and type your response*

Other: *Click once here and type your response*

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