**Unit Strategic Plan**

**2017 - 2019**

**Name of Program/Department:** Medical Laboratory Technology/Center for Professional, Career and Technical Education

**Mission Statement (for the program or department):**

The mission of the Medical Laboratory Technology Program at Jefferson State Community College is to promote and maintain standards of quality for the services and the environment necessary for students to achieve their educational goals and to enhance the social, cognitive, and professional skills required for entry level employment as Medical laboratory technicians (MLTs) in the healthcare community.

**Summary of Access, Productivity and Effectiveness (Including, but not limited to, program load, success rate, retention rate, completion rate, employer surveys, student surveys):**

*College Career/Technical Education Performance Data*

I. Number of Degrees Conferred: IPEDS

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CIP**  **PROGRAM** | **SU 2014**  **SP 2015** | | **SU 2015**  **SP 2016** | | **SU 2016**  **SP 2017** | | | **Three Year Avg.** | |
| **51.1004** | Degree | Tot | Degree | Tot | Degree | Tot. | |  | |
| **Medical Laboratory Technology**  **AAS C242**  **AAS C053** | 20 | 20 | 15 | 15 | 21 | 30 | 18 MLT Graduates | |
| **Short Certificate**  **SCT C242** | 9 | 9 MLT/Phlebotomy Short Certificate | |

*The IPEDS Completion Report*

* The average number of degrees awarded has remained consistent over the last three years. The restricted enrollment prevents any major increase in this area. First semester attrition is still a concern for maintaining number of graduates. In 2016-2017 we began offering a MLT/Phlebotomy Short Certificate that has helped increase our number of graduates for students that drop out of the program first and second semester. We continue to send out admission letters to approximately 20-22 students each admission cycle with 16-18 students accepting a seat in the program each fall and summer semester. Clinical rotations in especially Blood Bank and Microbiology continue to be an issue and prevents any larger admission cohort. We can offer two clinical rotations for students during a summer semester should the need arise. We have utilized summer clinicals for both advanced placement for fall clinical or completing a spring clinical rotation.

**Licensure/Certification Exam Results**

Licensure/Certification Agency: American Society for Medical Pathologist Board of Certification (ASCP)

**II. ASCP BOR Certification Results**

**Testing Cycle Jan-Dec**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FY 2014** | | | **FY 2015** | | | **FY 2016** | | | **3YR**  **AVG** |
| **# Taking**  **% Pass**  **Mean** | **National Avg. %**  **Mean** | **%**  **Graduate**  **Testing**  **first year** | **# Taking**  **% pass**  **Mean** | **National**  **Avg. %**  **Mean** | **%**  **Graduate**  **Testing**  **first year** | **# Taking**  **% pass**  **Mean** | **National Avg.%**  **Mean** | **%**  **Graduate testing**  **First year** | **BOC**  **Pass Rate** |
| 12/20  60%  404 | 78%  499 | 17/24  71% | 12/15  80% |  | 15/20  75% | 8/10  80% |  | 10/14  71% | 71% |

* **NAACLS Benchmark for ASCP Certification Rates: Three years consecutive results of graduates’ certification rates demonstrating an average of at least 75% pass rate on BOC examinations, for those who take the exam within the first year of graduation as calculated by the most recent three-year period.**
* Our three-year average is still below the NAACLS benchmark. The poor performance in 2014 is still affecting our average. The pass rate for the last two years has been above the NAACLS benchmark of 75%
* Percent of graduates testing is a program goal. We are striving to reach at least 80% of students testing each cohort within first year. Employment is not contingent on certification so it is sometimes difficult to promote the need for certification. Statistically students taking the exam within 6 months of graduation perform better than those taking after 6 months. The Program coordinator closely monitors the ASCP testing and contacts students through email to encourage testing within the first six months.

**III. Admission Statistics**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Admission Cycle** | **Applications**  **Received** | # Admitted  Total | # Out of Progression | # Attrition/ %  1-2 semester | Graduates | Graduation %  NAACLS Standard |
| # Attrition/ %  3rd semester  **NAACLS Standard** |
| Summer 2015 | 31 | 16 | 2 | 4/14 28% | 7  Fall 2016 | 79% |
| 3/14 21% |
| Fall 2015 | 29 | 22 | 3 | 3/19 16% | 13  Spring 2017  2 Summer 2017 | 95%  1 STC Awarded |
| 1/19 5% |
| Summer 2016 | 19 | 16 | 2 | 2/14 14% | 11 projected  Fall 2017 | 93% |
| 1/14 7% |
| Fall 2016 | 18 | 14 | 2 | 5/12 41% | 7 graduates Projected Spring 2018 | 1 STC awarded |
| 0/12 |
| Spring STC 2017 | 11 | 11 |  | 2/11 18% | 9  STC graduates | 82% |
| Summer 2017 | 23 | 18 |  | 7/18 39% |  |  |
|  |
| Fall 2017 | 41 | 15 |  |  |  |  |
|  |

* **NAACLS Benchmark for Graduation Rates: Three years consecutive results of graduation rates demonstrating an average of at least 70% of students who have begun the final half of the program go on to successfully graduate from the program as calculated by the most recent three-year period.**
* Retention rate – NAACLS defines attrition as students leaving after starting the second year of the program. We are using the third semester to define our attrition rates. **\*\* Attrition rates have been documented for students we lose first two semester as well as the 3rd semester benchmark set by NAACLS. The graduation rate is calculated based on NAACLS standard.** The MLT department has met all NAACLS benchmarks in this area.
* Course sequencing and moving MLT 111 from first semester fall cohort has help with retention. This lighter load for new MLT students gives them the opportunity to acclimate to the program easier. We were able to do this with the addition of 4 adjunct instructors for 2016-17.
* Clinical practicum sites continue to be an issue inhibiting program expansion and increased enrollment. The MLT program has added Citizen Baptist Hospital and Southern Lab Partners to our clinical affiliates. We continue to look for affiliates south of Birmingham. Baptist Montgomery has agreed to take phlebotomy students but we are still having problems with that area taking MLT students. This is primarily due to two Medical Technology schools in the Montgomery area. We continue to find placement for phlebotomy rotations and have utilized mostly primary care centers for clinical rotations.
* We have captured some of this attrition with the award of the Short Certificate in MLT/Phlebotomy. Initial success is demonstrated in the chart below for 2016-2017.

2016-17 Program Assessment will be analyzed to determine statistics from the addition of MLT100 and MLT131 resulting in Phlebotomy Certification or Award of the Short Certificate.

**Completers and Certifications for MLT Programs**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Admission Number** | **CPR Certification** | **Phlebotomy Certification** | **Phlebotomy Short Certificate** | **AAS MLT** |
| SU 2016 | 16 MLT | 16 | 3 | 1 | 11 Projected Fa2017 |
| Fall 2016 | 14 MLT | 14 | 3 | 1 | 7 Projected Sp2018 |
| SP2017 | 11 Pre-MLT | 11 | 6 | 6 |  |
| SU2017 | 19 MLT  2 Phlebotomy Certification | 17 | 5 | Degree will show for 2017-18 assessment |  |
| Fa2017 | 15 MLT  3 Phlebotomy Certification | 18 |  |  |  |

Students are encouraged to use the award ladder. Most students neglect to apply for the Short Certificate if long term goal is the AAS degree. Students that are interested in working as a phlebotomist during the MLT program are typically the only ones taking the phlebotomy certification exam. Most students wait until AAS degree is awarded. The MLT certification will also allow graduates to perform phlebotomy.

**IV. Job Placement MLT:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year | # Program graduates | # Continuing Education | # working in field | % employed in field | Type facility | | | |
| H | RL | SL | DO/  C |
| 2014-2015 | 20 | 1 | 19 | 100% | 13 | 1 | 5 |  |
| 2015-2016 | 15 |  | 12 | 80% | 10 | 1 | 1 |  |
| 2016-2017 | 21 |  | 17  The 2017 May Cohort is still interviewing | 81% | 12 | 3 |  | 2 |
| Three Year Average |  |  |  | 84% |  |  |  |  |

H=Hospital, RL=Reference Laboratory, SL= Specialty Lab, DO/C= Doctors Office/Clinic

* **NAACLS Benchmark for Graduate Placement Rates: Three years consecutive results of graduate placement rates demonstrating that an average of at least 70% of respondent graduates either find employment in the field or a closely related field (for those that seek employment), or continue their education within one year of graduation as calculated by the most recent three - year period.**
* The MLT Program continues to place all graduates seeking employment.
* Statistics updated from graduate surveys and follow-up by program coordinator. To date all graduates from this program during this reporting cycle >84% have become employed in the field within 6 months of graduation. One student is seeking continuing education.
* Based on the number of students working in small clinics or doctors’ offices the decision was made to seek approval from the Curriculum Committee to include MLT 100 Phlebotomy to the core curriculum. This two-credit hour class that provides a clinical rotation in phlebotomy for all MLT students. Phlebotomy is a skill needed for employment in small hospitals, clinics and Physician offices.

**V. Employer Data**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer Surveys** | **% responding as “Good” or better on Personal Skills** | **% responding as “Good” or better on Technical Skills** | **% Responses to the question Do you feel that the educational program at JSCC prepared the employee well for his/her first position at “agree” or better** |
| 2014-2015 | 100% | 100% | 100% |
| 2015-2016 | 100% | 100% | 100% |
| 2016-2017 | 100% | 100% | 100% |

* Employer surveys- analysis of employer surveys continue to demonstrate positive comments. Laboratory managers within the Birmingham area continue to hire students that completed the Medical phase at their facility. Specialty labs such as Biolife and Atherotech recruit from our graduate population and are pleased with their entry level ability. Many graduates are finding employment in doctors’ offices or clinics that has pushed the need for MLT 100 (phlebotomy) addition to the curriculum. Surveys are sent each fall to compile information concerning fall and spring cohorts.

**VI. Graduate Data**

|  |  |  |
| --- | --- | --- |
| **Graduate Surveys** | **% responding to the question How satisfied are you with your education at JSCC at “satisfied” or better** | **% responding to the question How satisfied are you with your career choice at “satisfied” or better** |
| 2016-2017 | 100% | 100% |
| 2015-2016 | 100% | 100% |
| 2014-2015 | 100% | 100% |

* Student graduate surveys continue to be positive. Suggestions from previous surveys have resulted in changes in the semester sequence for the MLT coursework. The Blackboard course management system is being utilized in all MLT courses so that future online offerings can be transitioned easily.

**Internal Conditions:**

1. **Technology**

The Technology in the MLT phlebotomy lab is the last area for upgrades. A smartboard system will be requested in the 2017-2018 budget. This technology will allow us to use this room for lecture as well as lab. It seats a larger number of students and will give us better scheduling options. Our printing options have been addressed with the addition of a printer/copier located on the second floor. We have upgraded one mobile laptop and projector unit for classroom instruction in GLB 164. This is used when class enrollment is greater than 12 and class lecture must be assigned to room 164 on the first floor in the George Layton Building.

1. **Budget**

Previous budgeted resources for expendable supplies were approximately $20,000.00 with the addition of Phlebotomy in 2016 we increased the amount to $22,000.00 this amount was sufficient and should remain the same for the upcoming year. Other resources that are requested include our accreditation fees to NAACLS, Medtraining yearly subscription and ASCP BOC statistics report there has been a slight increase in price that will be reflected in the 2017-2018 budget.

1. **Staffing**

Staffing at this time is sufficient. The program employs two full-time and 6 adjunct instructors as needed. Four of these adjuncts were hired in 2016-2017 to offset the additional time needed to teach and coordinate the addition of phlebotomy. Currently, part-time/full-time ratios are very good. Two full-time office managers housed at the Jefferson Campus are available to assist the program as needed. These office managers support this program as well as other programs housed in the Center for Professional, Career and Technical Education. Support staff is adequate for our program needs at this time.

The typical 5 credit hour course, due to the lab component, requires 7 contact hours from the instructor. In addition, our lab space will only accommodate a class capacity no larger than 12 students and therefore requires additional lab sections for MLT 100, 111, 121, 131, 141, 142, 151, and 191. The adjunct instructors help with the extra lab sections, online instruction and other duties as needed. With addition of MLT 100 to the MLT core curriculum and by offering MLT 100 and 131 each semester the percent of course load by full time faculty may decrease slightly as we use more adjunct instructors to help with the increase class load.

1. **Resources**

The program’s resources are currently sufficient to meet program needs. The program currently has 23 clinical site agreements with area clinics to accommodate students’ Clinical needs. Our clinical sites help provide expendable supplies for instruction with donations of reagents and equipment.

**5. Enrollment**

Enrollment remains stable with the ability to admit up to 20 students twice a year. Taking attrition into consideration first and second semester we typically send 12-14 students to Clinical rotations and most semesters do not have difficulty accommodating this number. Clinical placement continues to be a problem for enrollment increases. We did obtain two large clinics and 1 small hospital facility that are able to provide a chemistry and hematology rotation. Placement of students in microbiology and blood bank has continued to be an issue and hinder program growth. We hope that the Summer clinical rotation will help address this problem.

**6. Facilities**

The MLT program has three classrooms for instruction and student labs. Future budgets

will continue to complete the renovation in room 233 that currently serves as a skill room for

phlebotomy instruction and is also utilized by the MLT students as a spillover classroom

when the labs are occupied. This supports the need for instructional technology and minor

repairs in that room that is reflected in the budget. Both full-time faculty have office space

near the MLT labs. The part-time faculty share an office that is connected to another office

that is used for document storage. The students are blessed with their own break room with

kitchen facilities and lounge.

**7. Equipment**

The program received funding from vocational education the last two years that was used to purchase equipment for all 4 major areas of instruction. We purchased our third MTS gel system for blood bank and a new cell washer. In urinalysis we completed the purchase of urine strip readers so that only two students shared the instruments. We also purchased a cytospin needed to prepare body fluid slides. Three of the seven chemistry analyzers the RX Monza, has been converted to also perform coagulation studies this has enhanced student learning for this content area in the Hematology course. A hematology cell counter was purchased that has introduced industry standard technology. Lastly software purchased for microbiology instruction was purchased and has enhanced instruction in that area as well.

Future funding will continue to enhance technology and equipment in all MLT courses.

**External Conditions (such as state funding, accrediting agencies, advisory committees, postsecondary policy changes):**

The Alabama Community College System has a new Board of Trustees that was appointed by the Governor and confirmed by the senate on May 27, 2015. New policies may be developed that will reflect changes within the MLT program

The MLT Program is awarded accreditation through the National Accrediting Agency for Medical Laboratory Science (NAACLS). This agency has required standards that must be followed.

Currently the MLT program is making POI changes at Post-Secondary in the MLT program to reflect a decrease in AAS degree award hours. Completion of this process should be completed early fall and will be presented to Curriculum Committee by spring to reflect changes beginning 2018-19.

**NAACLS Standard VII. Faculty**

The program must have qualified faculty (e.g., medical laboratory scientist/Medical laboratory scientists/medical technologists, Medical laboratory technicians/medical laboratory technicians, administrators, managers and physicians).

**NAACLS Standard III. Physical Resources**

**A**. Facilities

Classrooms, laboratories, administrative offices and other facilities must be adequate, equipped for safety, and must be in compliance with pertinent governmental laws.

**B**. Equipment and Supplies

Each student must have reasonable access to and experience with modern equipment and supplies.

**C**. Information Resources

Each student must have reasonable access to information resources containing current editions of books, periodicals and other reference materials in contemporary formats related to all content areas of the curriculum.

**D**. Instructional Resources

Adequate instructional resources must be available to facilitate each student’s attainment of entry level competencies.

E. Computer Technology

Each student must have access to and experience with contemporary computer technology.

The MLT Advisory Committee also makes recommendations based on industry standards and meets twice a year.

**2015-2016 Accomplishments:**

Since initial development, the Medical Laboratory Technology (MLT) Program has had dedicated and passionate industry representation on the Advisory Board. The board members have graciously assisted in promoting the program and frequently provide feedback for industry needs. They have stressed a strong need in the local healthcare area for MLT’s which will assist in continued recruitment for the program and secure job placement for graduates evident in our statistics. The advisory board has guided curriculum developments to ensure students are receiving current industry concepts and access to advanced technology. Because of JSCC’s ability to secure state funding for the development of the program, The MLT program was able to purchase new, state-of-the-art equipment and analyzers to meet industry expectations and student learning outcomes.

**2016-2017 Accomplishments:**

The MLT/Phlebotomy Short certificate program was first offered Summer Semester 2016. This first class consisted entirely of the MLT program admits since the MLT 100 was added to the AS degree with 16 admits. The original intent of the stackable credential was to first provide certification for those students not completing the MLT AAS degree and secondly to provide employment opportunities as a phlebotomist while completing the MLT Program. Four students from this first class chose to take the Phlebotomy Certification Exam and 3 passed. Two of the three continued on in the MLT program. One decided not to finish but did obtain Phlebotomy Certification. Fall 2016 semester we admitted 14 students. Three students in this class took and passed the phlebotomy certification exam. Of the three two are finishing the MLT program and 1 is out of the program but has her phlebotomy certification. Spring semester is the only semester I do not admit a MLT class so all students admitted were either pre-MLT or just wanted to complete phlebotomy certification. We enrolled 12 students, five students took the NHA exam and passed. We advocated Phlebotomy Short Certificate to everyone in this cohort 9 students applied for short certificate. Six of these students are continuing in the MLT program, 3 students left with short certificate only. We are excited about this addition to the curriculum. Assessment will be performed to determine success.

**Unit Goals (plans for the unit for the next two years):**

**1. Outcome- Which program/ unit outcome does this goal link to? How does it support that outcome? (Reference your outcomes document or your SLO’s)**

**2. Objectives – the activities through which the goal will be achieved. Each Unit Goal should have at least one objective.**

**3. Method of Assessment – how the unit will determine if the objective has been met.**

**4. Additional Funding Requests – provide an estimate of the cost of achieving the objective. Also, include a description of how these funds will be used to accomplish the objective.**

**Unit Goals for 2017-2018**

|  |  |  |  |
| --- | --- | --- | --- |
| **Objectives** | **Method of Assessment** | **Goal** | **Additional Funding Requests** |
| 1. Purchase the necessary equipment and supplies to provide high quality campus laboratory experiences.  2. Maintain equipment for adequate student learning objectives. | 1. 80% or more of the faculty report satisfaction with available technology resources.  2. 80% or more of students report satisfaction with available resources | Provide necessary equipment and reagents to teach entry level skills keeping abreast with new technology.  **Program Outcome**  #1. 70% of students admitted to the MLT program will complete as technically competent individuals ready to enter the laboratory workforce | 1. Maintain Expendable supply budget  $22,000.00  2. Service on 1 Monza’s  $1545.37 |
| 1. Make necessary upgrades in GLB 233 to support the  Phlebotomy and MLT Short Certificate Programs. | 1. 80% or more of the faculty report satisfaction with available technology resources.  2. 80% or more of students report satisfaction with available resources | Provide necessary technology in student labs to support the Phlebotomy and Short Certificate program.  **Technology Plan 2015-2020. Goal VI-1. Objective VI-1-1.**  **College Action Priorities**  **#2**  Improve and advance college programs and units, including both academic and workforce development activities  **#5**  Improve students’ college experiences and expand student resources for success  **NAACLS Standard III.C.**  Physical Resources  Physical resources such as facilities, equipment and supplies, information resources, and instructional resources sufficient to achieve the program goals. | 1. Instructional Technology for GLB 233  Smart Board $1,500.00  Computer $1000.00  Monitor $150.00  Projector $1500.00  Ceiling mounting kit and additional equipment $500.00  PC desk Cart $300.00  2. Solar Shades $900.00  3. JSCC Work order for chalkboard removal and touch-up painting $500.00 |
| 1. To increase the number of students passing a national certification exam | *1. ASCP BOC certification statistics at or above the NAACLS benchmark of 75%* | Monitor student progress with online tools that will enhance competency within the curriculum.  **Program Outcome**  #2. Graduates will take the ASCP BOC national certification exam with a pass rate at or above the NAACLS benchmark of 75% | 1. ASCP BOC testing report  Cost: $150.00 per year.  2. Medtraining training subscription  Cost: $1,315.00 yearly  3. NAACLS Accreditation yearly fees $2109.00  4. $400.00 Printing |
| 1. Provide the MLT full-time faculty the opportunity to obtain professional development. | 1. Meets NAACLS continuing education standards for accreditation | Keep abreast of changes and trends in the Laboratory Science profession to improve classroom instruction.  **NAACLS Standards** NAACLS standard VII.A.2.C. **The program coordinator** must show  documentation of 36 CEU hours over each 3-year period.  Standard VII.2.c.  **Didactic Instructor Appointments**  The program must have qualified faculty/instructors. The program must ensure and document ongoing professional development of the program faculty/instructors.  **College Action Priority #3**  Increase Professional Development opportunities for faculty and staff. | 1. Clinical Coordinator to attend CLEC 2017 in Houston.  Estimated cost of $1700.00 on IAP  2. Program Coordinator ASCLS annual meeting in Chicago. Estimated cost $1700.00 on IAP |
| 1. Review SLOs annually and revise as necessary based upon input from faculty, graduates, employers, and advisory committee members. | 1. 80% of students surveyed will agree that outcomes are met.  2. 80% of employers surveyed will agree that outcomes are met.  3. Annual programmatic review of the outcomes assessment plan which incorporates surveys of employers, graduates, and advisory committee | Continue to develop and implement written Student Learning Outcomes (SLOs) for all courses in the department to more adequately document and enhance reporting of student progress in the department.  **Program Outcome**  #4. Employers and graduates returning surveys will report 85% satisfaction with educational preparation  **College Action Priority #4**  Increase visibility and promote communication both inside and outside of the college | 1. Funding for two advisory meetings annually  Estimated cost: $250.00 |
| 1. Maintain Clinical affiliations with area hospitals and clinics.  2. Continue to initiate contact with large clinics and free- standing Emergency Departments for possible core lab Clinical rotations as well as phlebotomy rotations | 1. Clinical agencies will be sufficient to provide enrolled students with diverse and plentiful opportunities.  2. Maintain Clinical relationships | Develop contracts with additional healthcare settings to increase the number of student enrollment in the program.  **Program Outcome**  #1. 70% of students admitted to the MLT program will complete as technically competent individuals ready to enter the laboratory workforce.  **College Action Priority #4**  Increase visibility and promote communication both inside and outside of the college | 1. Faculty travel expenses  Estimated cost: $1,500.00 |

**Unit Goals for 2018-2019**

|  |  |  |  |
| --- | --- | --- | --- |
| **Objectives** | **Method of Assessment** | **Goal** | **Additional Funding Requests** |
| 1. Purchase the necessary equipment and supplies to provide high quality campus laboratory experiences.  2. Purchase necessary equipment to maintain the Phlebotomy and MLT Short Certificate programs. | 1. 80% or more of the faculty report satisfaction with available technology resources.  2. 80% or more of students report satisfaction with available resources | Provide necessary equipment and reagents to teach entry level skills keeping abreast with new technology.  **Program Outcome**  #1. 70% of students admitted to the MLT program will complete as technically competent individuals ready to enter the laboratory workforce | 1. Maintain Expendable supply budget  $22,000.00  2. Lab Rotator $1500.00  3. Additional Phlebotomy training equipment  a. AED trainer – $680.65  b. Adult and pediatric bag masks - $700.00  c. Adult and infant practice chests $1305.00 |
| 1. To increase the number of students passing a national certification exam | *1. ASCP BOC certification statistics at or above the NAACLS benchmark of 75%* | Monitor student progress with online tools that will enhance competency within the curriculum.  **Program Outcome**  #2. Graduates will take the ASCP BOC national certification exam with a pass rate at or above the NAACLS benchmark of 75% | 1. ASCP BOC testing report  Cost: $150.00 per year.  2. Medtraining training subscription  Cost: $1,315.00 yearly  3. NAACLS Accreditation yearly fees $2109.00  4. Printing $500.00 |
| 1. Provide the MLT full-time faculty the opportunity to obtain professional development. | 1. Meets NAACLS continuing education standards for accreditation | Keep abreast of changes and trends in the Laboratory Science profession to improve classroom instruction.  **NAACLS Standards** NAACLS standard VII.A.2.C. **The program coordinator** must show  documentation of 36 CEU hours over each 3-year period.  Standard VII.2.c.  **Didactic Instructor Appointments**  The program must have qualified faculty/instructors. The program must ensure and document ongoing professional development of the program faculty/instructors.  **College Action Priority #3**  Increase Professional Development opportunities for faculty and staff. | 1. Program Coordinator or Clinical Coordinator to attend CLEC. Site to be determined.  Estimated cost of $1,700.00  2. Program Coordinator or Clinical Coordinator  To attend CEU offering not to exceed $500.00 for IAP |
| 1. Review SLOs annually and revise as necessary based upon input from faculty, graduates, employers, and advisory committee members. | 1. 80% of students surveyed will agree that outcomes are met.  2. 80% of employers surveyed will agree that outcomes are met.  3. Annual programmatic review of the outcomes assessment plan which incorporates surveys of employers, graduates, and advisory committee | Continue to develop and implement written Student Learning Outcomes (SLOs) for all courses in the department to more adequately document and enhance reporting of student progress in the department.  **Program Outcome**  #4. Employers and graduates returning surveys will report 85% satisfaction with educational preparation  **College Action Priority #4**  Increase visibility and promote communication both inside and outside of the college | 1. Funding for annual advisory meeting  Estimated cost: $250.00 |
| 1. Maintain Clinical affiliations with area hospitals and clinics. | 1. Clinical agencies will be sufficient to provide enrolled students with diverse and plentiful opportunities.  2. Maintain Clinical relationships | Develop contracts with additional healthcare settings to increase the number of student enrollment in the program.  **Program Outcome**  #1. 70% of students admitted to the MLT program will complete as technically competent individuals ready to enter the laboratory workforce.  **College Action Priority #4**  Increase visibility and promote communication both inside and outside of the college | 1. Faculty travel expenses  Estimated cost: $1,500.00 |