**Unit Strategic Plan**

**2019-2021**

Every two years, during spring semester, programs/departments/service units are asked to develop Unit Strategic Plans. These plans need to be closely aligned with the Institutional Action Priorities, the College’s Long Range Goals, and the College’s five year strategic plan. The Strategic Plans incorporate and reflect the operation of that unit at all campuses and instructional sites. Each unit’s budget needs to reflect the fiscal implications associated with the unit’s identified goals and objectives.

**Name of Program/Department: Veterinary Technology Distance Education Program (VTDEP)**

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

The mission of the Jefferson State Community College Veterinary Technology Program is to train Veterinary Technicians in a two- year educational program with the skills and concepts consistent with the American Veterinary Medical Association- Committee on Veterinary Technician Education and Activities (AVMA-CVTEA) guidelines. The program develops the student’s knowledge of the fundamental principles and skills underlying veterinary technology. This is a distance education program developed to provide students a more accessible education in their preferred field of study. Upon satisfactory completion of the program, students may be eligible to take the National and State Board Exams to become licensed Veterinary Technicians.

**The Veterinary Technology department also strives to meet the following objectives:**

1. Preparation of students to demonstrate clinical competence, provide veterinary assistance and patient care in accordance with guidelines set aside by AVMA-CVTEA.
2. Preparation of students to effectively communicate within the clinical setting with veterinarians, other veterinary technicians, animal assistants and clients.
3. Preparation of students to collect facts, organize data, enhance problem-solving skills and make good judgment decisions even under stressful situations.
4. Preparation of students to be attentive to detail and also be aware of standards and rules that govern veterinary practices.
5. Promote competent care and humane treatment of animals.
6. Provide qualified Licensed Veterinary Technicians to meet the demands of the veterinary community.
7. Promote professional growth and provide continuing education to students and graduates of the program.

**Employment in the Veterinary Field after Graduation: Spring 2012-Summer 2019**

|  |  |  |
| --- | --- | --- |
| **Semester Graduated** | **# Students Graduated** | **Percent of Students Employed after Graduation** |
| Total Academic Year 2006-2007 | 15 | 100% |
| Total Academic Year 2007-2008 | 17 | 100% |
| Total Academic Year 2008-2009 | 13 | 100% |
| Total Academic Year 2009-2010 | 28 | 100% |
| Total Academic Year 2010-2011 | 14 | 100% |
| Total Academic Year 2011-2012 | 17 | 100% |
| Total Academic Year 2012-2013 | 9 | 100% |
| Total Academic Year 2013-2014 | 28 | 100% |
| Total Academic Year 2014-2015 | 19 | 100% |
| Total Academic Year 2015-2016 | 34 | 100% |
| Total Academic Year 2016-2017 | 34 | 100% |
| Total Academic Year 2017-2018 | 29 | 100% |
| Total Academic Year 2018-2019 | 20 | 100% |
| **Total to Date** | **277** | **100%** |

**Number of Students Graduating with an AAS degree in Veterinary Technology &**

R**esults for the Veterinary Technician National Exam (VTNE) by Graduating Semester**

Students are not eligible to take the VTNE until after graduation. The VTNE is available 3 times a year.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Semester**  **Graduated** | Graduates | **Pass Rate VTNE**  **1st Attempt** | **Pass Rate**  **VTNE**  **Repeat Attempt** | **Did Not Take VTNE**  *Graduates not Required to take VTNE* | **Pass Rate State Board Exam** | **Total LVT’s** |
| Spring 2012 | 6 | 4 (67%) | N/A | 0 | **4 (100%)** | **4** |
| Summer 2012 | 9 | 6 (75%) | N/A | 1 | **6 (100%)** | **6** |
| Fall 2012 | 2 | 2 (100%) | N/A | 0 | **2 (100%)** | **2** |
| Spring 2013 | 3 | 2 (100%) | N/A | 1 | **2 (100%)** | **2** |
| Summer 2013 | 4 | 0 (0%) | 3 | 0 | **3 (100%)** | **3** |
| Fall 2013 | 5 | 4 (80%) | N/A | 0 | **4 (100%)** | **4** |
| Spring 2014 | 11 | 2 (22%) | 1 | 2 | **3 (100%)** | **3** |
| Summer 2014 | 12 | 7 (64%) | 2 | 1 | **9 (100%)** | **9** |
| Fall 2014 | 3 | 1 (33%) | 1 | 0 | **2 (100%)** | **2** |
| Spring 2015 | 6 | 5 (83%) | 1 | 0 | **6 (100%)** | **6** |
| Summer 2015 | 10 | 8 (89%) | N/A | 1 | **8 (100%)** | **8** |
| Fall 2015 | 6 | 2 (100%) | N/A | 4 | **2 (100%)** | **2** |
| Spring 2016 | 18 | 10 (71%) | 2 | 4 | **12 (100%)** | **12** |
| Summer 2016 | 10 | 10 (100%) | N/A | 0 | **10 (100%)** | **10** |
| Fall 2016 | 9 | 7 (78%) | N/A | 0 | **7 (100%)** | **9** |
| Spring 2017 | 18 | 6 (55%) | N/A | 7 | **6 (100%)** | **6** |
| Summer 2017 | 7 | 3 (60%) | 1 | 2 | **4 (100%)** | **4** |
| Fall 2017 | 4 | 0 | N/A | 4 | N/A | 0 |
| Spring 2018 | 17 | 10 (67%) | NA | 2 | **10 (100%)** | **10** |
| Summer 2018 | 8 | 6 (86%) | N/A | 1 | **6 (100%)** | **6** |
| Fall 2018 | 7 | 3 (75%) | N/A | 3 | **3 (100%0** | **3** |
| Spring 2019 | 8 | 5 (100%) | N/A | 3 | **5 (100%)** | **5** |
| Summer 2019 | 5 | \*Not eligible to VTNE until Dec.2019 | - | - | - | - |
| **Total to Date:**  Spring 2012-Summer 2017 | **195** | **104** | **11** | **36** | **115** | **115** |

**Enrollment, Attrition, and Graduation Rates from Fall 2005 until Fall 2019**

(Students in the Vet Tech Program may attend full or part-time)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Academic Term**  **Started Program** | Number of students enrolling | Attrition rate from enrollment to end of 1st year | Attrition rate after 1st year | Total attrition | Graduated | Still Enrolled | **LVT’s** *Graduates not Required to take VTNE* |
| **Fall 2005** | 46 | 15 (33%) | 8(17%) | 23 (50%) | 23 (50%) | 0 | 15 |
| **Spring 2006** | 1 | 0 | 1(100%) | 1(100%) | 0 | 0 | N/A |
| **Fall 2006** | 53 | 24 (45%) | 11(21%) | 35 (66%) | 18 (34%) | 0 | 8 |
| **Spring 2007** | 4 | 1(25%) | 0 | 1(25%) | 3 (75%) | 0 | 1 |
| **Fall 2007** | 25 | 8 (32%) | 3(12%) | 11(44%) | 14 (56%) | 0 | 6 |
| **Spring 2008** | 8 | 3 (38%) | 1(12%) | 4 (50%) | 4 (50%) | 0 | 2 |
| **Fall 2008** | 18 | 6 (33%) | 3(17%) | 9(50%) | 9(50%) | 0 | 5 |
| **Spring 2009** | 16 | 4(25%) | 1(6%) | 5(31%) | 11(69%) | 0 | 4 |
| **Fall 2009** | 22 | 7(32%) | 2(9%) | 9 (41%) | 13 (59%) | 0 | 8 |
| **Spring 2010** | 14 | 8(57%) | 1 (1%) | 9 (64%) | 5 (36%) | 0 | 1 |
| **Fall 2010** | 18 | 9(50%) | 2(11%) | 10(61%) | 8(45%) | 0 | 5 |
| **Spring 2011** | 17 | 12(71%) | 0 | 12(71%) | 5(29%) | 0 | 4 |
| **Fall 2011** | 18 | 2(11%) | 4 (22%) | 6(33%) | 12(67%) | 0 | 6 |
| **Spring2012** | 12 | 4 (33%) | 1(8%) | 5 (42%) | 7 (58%) | 0 | 3 |
| **Fall 2012** | 22 | 9 (40%) | 0 | 10(45%) | 13 (59%) | 0 | 5 |
| **Spring 2013** | 14 | 5 (36%) | 0 | 5 (36%) | 9 (64%) | 0 | 8 |
| **Fall 2013** | 21 | 9 (43%) | 1 (4%) | 10(48%) | 11 (52%) | 0 | 8 |
| **Spring 2014** | 15 | 3 (24%) | 0 | 3(24%) | 12 (80%) | 0 | 8 |
| **Summer 2014** | 1 Transfer Student | 0 | 0 | 0 | 1 (100%) | 0 | 1 |
| **Fall 2014** | 27 | 5 (18%) | 3 (11%) | 8 (30% %) | 19 (70%) | 0 | 13 |
| **Spring 2015** | 22 | 7 (32%) | 2 (9%) | 9 (40%) | 13 (60%) | 0 | 13 |
| **Fall 2015** | 35 | 12 (34%) | 1 (3%) | 13 (37%) | 22(63%) | 0 | 8 |
| **Spring 2016** | 22 | 7 (32%) | 2 (9%) | 9 (41%) | 12 (55%) | 1 (4.5%) | 9 |
| **Fall 2016** | 40 | 16 (40%) | 8 (20%) | 24 (60%) | 13 (33%) | 3 (7%) | 8 |
| **Spring 2017** | 21 | 8 (38%) | 4 (19%) | 12 (57%) | 8 (38%) | 1 (5%) | 4 |
| **Fall 2017** | 29 | 6 (21%) | 3 (10%) | 9 (31%) | 9 (31%) | 11 (38%) | 4 |
| **Spring 2018** | 12 | 5 (42%) | - | 5 (42%) | 2 (2%) | 5 (42%) | - |
| **Fall 2018** | 30 | 10 (33%) | - | 10 (33%) | - | 20 (67%) | - |
| **Spring 2019** | 17 | 10 (59%) | - | 10 (59%) | - | 7 (41%) | - |
| **Fall 2019** | 25 | - | - | - | - | 25 | - |

**Internal Conditions:**

The Veterinary Technology Program is a distance education program which necessitates the ability of the faculty to connect with students virtually. The structure of the program allows students to access all class materials and communication with instructors at their convenience. Access to students is essential to the success of the program and student outcomes, and since faculty must maintain instructional communication with students who have unlimited access, it is important to equip them with the most current computer technology available. Due to the frequent need of the instructors to visit clinical sites, attend community outreach events and answer student questions in non-office hour settings, laptop computers serve to meet this need. Advanced equipment is vital for reviewing and evaluating all essential nursing skills required by the American Veterinary Medical Association (AVMA)/ [Committee on Veterinary Technician Education and Activities (CVTEA)](http://www.avma.org/education/cvea/about_cvtea.asp). It has been determined, by the Information Technology Department (IT), that the prior laptops supplied to the instructors are now outdated and cannot meet the necessary demands. Due to the requirements for accessibility at off campus locations, new laptops and docking stations are needed for all full-time and part-time faculty and staff.

**Budget:**

The budget for clinical site equipment, off-site labs, travel, books, and continuing education and office supplies is sufficient but will need adjustments to incorporate education and promotion of the program in the future.

**Staffing:**

The program currently has three full-time employees and one part-time (L19) employee. The full-time employees include; Jodi D. Turner Bloch, DVM (Program Director and Instructor), Michelle Campbell, LVT (Instructor), and Kristi Rodas, LVT (Instructor). The part-time (L19) employee is Ms. Guyanne Harris, LVT (Clinical Education/Laboratory Assistant). Adjunct faculty and staff are hired as needed to meet program demands.

The faculty and staff are dedicated to ensuring that Jeff State’s distance education veterinary technology students receive the same quality education as students enrolled in traditional in-house programs.

The program is structured to offer all disciplines via the internet and students complete essential nursing skills established by the American Veterinary Medical Association - Committee on Veterinary Technician Education and Activities (AVMA-CVTEA) at approved clinical sites. There are currently over 300 clinical sites which have clinical affiliation agreements with Jefferson State Community College. Approximately 60 of these sites are being utilized at any given time. Students typically choose a clinical site in close approximation to where they live. The program requires its students to complete a minimum of 20 hours weekly at an approved clinical site they are utilizing to complete their essential nursing skills. Students are mentored at the clinical sites by licensed veterinarians or licensed veterinary technicians, referred to as Clinical Site Instructors, for which the program has a current license on file. Students are required to submit recordings of essential nursing skills to the program which are then evaluated and graded by the program’s faculty. Students follow course outlines and have learning modules in their online courses. Students take quizzes, midterm and final examinations online. All tests are proctored using the Tegrity Proctoring Systems within each course. Having online proctoring for all tests maintains academic integrity and helps to ensure students learn and retain the cumulative material necessary to pass both the Veterinary Technician National Exam (VTNE) and State Veterinary Exam required to work as a Licensed Veterinary Technician.

To meet the objective of maintaining a quality education found in traditional in-house programs, it is imperative that all student clinical sites emulate contemporary veterinary standards required by AVMA-CVTEA outlined in the “Accreditation Policies and Procedures of the AVMA Committee on Veterinary Technician Education and Activities (CVTEA) ”. AVMA-CVTEA Accreditation Policies and Procedures are updated annually. The faculty and staff review these changes every year and incorporate them into the curriculum.

To confirm that all student clinical sites follow the requirements contained in the “Accreditation Policies and Procedures of the AVMA Committee on Veterinary Technician Education and Activities (CVTEA)”, an evaluation system, the “Clinical Site Evaluation Checklist”, was created based on standards required for contemporary veterinary facilities per the AVMA-CVTEA. This evaluation system was approved by the AVMA-CVTEA as a model for confirming compliance within the student clinical sites. This evaluation system is updated annually to meet all new Policies and Procedures required for accreditation. The evaluation system is extensive and must be evaluated in person, by the program staff, three times a year for every active student clinical site in the state of Alabama. New student clinical sites are also evaluated prior to students utilizing the facility.

Overseeing the student clinical site visitations and compliance checks is the responsibility of the Clinical Education/Lab Assistant (CE/LA). The CE/LA serves as a liaison between the program, students, and clinical sites. The visits are necessary to confirm that all student clinical sites meet and maintain contemporary veterinary standards as required by the AVMA-CVTEA. To ensure this, the program’s “Clinical Site Evaluation Checklist” is utilized during all site visits. The student must maintain these standards while in the program. Every semester, a clinical site visit is scheduled between the CE/LA, Clinical Site Instructor, and the student. During this visit, the CE/LA and the student go through the clinic to make sure all aspects of the checklist are being maintained. Any deficiency on the checklist will be documented and the clinical site will be given appropriate time to correct the issue(s). Students will not be allowed to stay at a clinical site that is not able to meet all criteria listed on the checklist. After completing the “Clinical Site Evaluation Checklist”, a meeting with the Clinical Site Instructor determines the student’s progress and reliability. Discussion also includes the student’s and Clinical Site Instructor’s suggestions for improvement in the program. These discussions have led to more hands-on labs being made available to students.

Communication between the program and clinical sites continues to improve since Guyanne Harris, LVT, Clinical Education/Lab Assistant, was hired in the fall of 2011.

Currently, the faculty are teaching full course loads, plus course overloads as permitted by the college. Along with the courses being taught, the faculty visit students as requested to discuss material needing more clarification. As the program has grown, the students and Clinical Site Instructors have requested more hands-on labs to facilitate proficiency with required nursing skills. To meet this demand, the faculty creates and teaches optional labs off campus. These labs include; Basic Nursing Skills, Large Animal & Avian Nursing Skills, Lab Animal/Exotics Nursing Skills, Surgical Nursing Skills, Wound Care/Bandaging, Emergency Nursing Skills, Suturing, and Radiology Positioning. Every lab is well attended and most have full participation of all students. Due to the time constraints of courses and labs being taught, the faculty is unable to assist in the clinical site visitations needed every semester.

The faculty and staff are dedicated to seeing students excel in the program and feel that additional staff would enhance student learning and proficiencies required to be a Licensed Veterinary Technician. Hiring an additional CE/LA (L-19) would allow the program to work more effectively with the Clinical Site Instructors and students to ensure that Jeff State’s distance education veterinary technology students receive the same quality education as students enrolled in traditional in-house programs.

**Resources:**

The field of veterinary nursing is continually evolving, and the faculty and curriculum must remain up to date on all professional advances. This includes but is not limited to continuing education/professional development via professional conferences and other educational opportunities. Currently all faculty and staff are members of the National Association of Veterinary Technicians in America (NAVTA), The Alabama Veterinary Technician Association(AVTA), and the Association of Veterinary Technician Educators (AVTE). The director is a member of the aforementioned professional organizations as well as the Alabama Veterinary Medical Association (ALVMA), and the Jefferson County Veterinary Medical Association (JCVMA). The faculty and staff are also intimately involved in the AVTA Annual Continuing Education Conference held each year. These professional organizations provide continuing education/professional development as well as opportunities to educate the veterinary community about the veterinary technology program.

The program is structured to offer all disciplines via the internet and students complete essential nursing skills established by the American Veterinary Medical Association - Committee on Veterinary Technician Education and Activities (AVMA-CVTEA) at approved clinical sites. There are currently over 300 clinical sites which have clinical affiliation agreements with Jefferson State Community College (JSCC). Approximately 60 of these sites are being utilized at any given time.

The majority of students are receiving off site clinical experience and mentoring in small animal practices that treat primarily dogs and cats. For students to develop nursing skills with exotic and farm animals, the program has arranged two off campus hands-on labs with the University of Alabama Birmingham (UAB) and Bradley Farms. UAB holds a one-day exotic animal lab for our students to gain clinical nursing experience with rats, mice, pigs and rabbits. The hands-on lab at Bradley Farms give students the opportunity to practice needed clinical skills with cows, horses, goats, and chickens. These are invaluable resources that allow students to work with animals not routinely seen in most small animal practices.

The Veterinary Technology Program must also provide equipment and supplies to the distance education students that do not have access to resources, in their off-site clinics, to complete the nursing skills required for accreditation by the AVMA-CVTEA.

The program currently utilizes the Tegrity Online Proctoring System available in all online classes. This resource is essential to decrease cheating on online tests. Since the program is distance education, traditional classroom monitoring is not an option and proctoring via testing facilities is financially prohibitive for our students. Online proctoring is the best option for maintaining academic integrity and helps to ensure students learn and retain the cumulative material necessary to pass both the Veterinary Technician National Exam (VTNE) and State Veterinary Exam required to work as a Licensed Veterinary Technician.

**Enrollment:**

The current enrollment remains sound and we expect an upward trend in the upcoming years. The AVMA, NAVTA, and other veterinary organizations are diligently working together to educate the public and the veterinary community about the role a Licensed Veterinary Technicians (LVT) performs and the necessity of only allowing LVTs to perform medical and nursing procedures. This educational effort will serve to enhance the profession of veterinary nursing.

**Facilities:**

The Veterinary Technology Distance Education Program is located at the Harold Martin Building of Jefferson State Community Colleges Jefferson Campus at 261 Carson Road, Birmingham, Alabama 35216. The administrative offices are located on the main floor of the Harold Martin Building. The four private offices consist of one Director’s office, two full time instructor offices, one part-time Clinical Education/Lab Assistant office, a reception lobby, which houses the office manager for the program, and a conference room that is available to the program faculty for private conferences/counseling sessions with students and guests. The conference room is shared by all the programs in the building. Each office has its own computer, bookcase, and filing cabinet(s) for maintaining files and storing materials/information. The central office amenities include copiers, scanners, faxes, computers, and printers. The square footage for each is as follows: Director’s office = 113 sq. ft., Clinical Education/Lab Assistant office = 117 sq. ft., Instructor’s offices = 115 sq. ft. each, Office Manager/Reception = 46 sq. ft., Conference room = 153 sq. ft. Total Space = 1,019 sq. ft.

There is access to a Computer Lab located on the top floor of the building for proctoring of student exams. (929 sq. ft.)

There is a seventy seat, stadium-seating auditorium on the main floor of the building that is utilized for the student orientation.

The office and storage space for our program is adequate at this time.

**Equipment:**

Nursing skills required by the AVMA-CVTEA are performed by students in approved off-site veterinary facilities. Not all clinical sites have the medical equipment necessary to complete every clinical task necessary for graduation. Occasionally, a student may need to go to another approved clinical site to have access to equipment their facility may not have to complete a required skill. The program does own equipment that may not be available to students at all clinical sites. The program faculty will make the equipment available and work with individual students or groups of students to understand and perform essential skills required.

* + Examples of equipment JSCCVTP owns to ensure students are trained according to standards of contemporary practices.
    - Large and small animal skeletons
    - Blood pressure monitoring equipment
    - Capnometer
    - Cardiac Monitor
    - Esophageal Stethoscopes
    - Fluid pump
    - Microchip Scanner
    - Tonometer
    - Radiographic equipment: portable dental
    - Numerous Veterinary Manikins

Dental skills require training with equipment that must meet specific AVMA-CVTEA criteria and may not be available at all veterinary clinics. A portable dental station would allow faculty/staff to offer optional, off-site labs to students in facilities requesting its use.

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

**Alabama Community College System (formerly Department of Postsecondary Education):**

The Alabama Community College System is governed by a Board of Trustees that was appointed by the Governor and confirmed by the senate on May 27, 2015. Policies and procedures are reviewed that may reflect changes within the Veterinary Technology Program.

**Accrediting Agency**:

The accrediting agency for the Veterinary Technology Department is the AVMA-CVTEA. The AVMA-CVTEA performed a site visit to determine accreditation status in November of 2017. Full Accreditation was granted on April 29, 2018 for the Jeff State Veterinary Technology Program. The next accreditation visit will be in 2023. The AVMA-CVTEA requires an Annual Program Review to be submitted each September.

**Advisory Committee:**

The Jeff State Vet Tech Advisory Committee is an extremely diverse group, representing numerous veterinary specialties, e.g., small animal, large animal, laboratory animal, government, academia, shelter medicine. Currently, there are 20 veterinarians, 16 licensed veterinary technicians, 2 students, and 3 at large members. The Advisory Committee is active in the promotion and advancement of the veterinary technology program and the profession of veterinary nursing.

**2017-2018 Accomplishments:**

* The Jeff State Veterinary Technology Program was awarded Full Accreditation Status on April 29, 2018 after a productive and successful site visit from the AVMA-CVTEA.
* All tests taken in the program are proctored utilizing the Tegrity Online Proctoring system within Blackboard.
* The Veterinary Technology Department continues to have a 100% job placement rate for all graduates.
* Twenty- nine students graduated from the program during the 2017-2018 academic year.
* 12 graduates passed both their National and State Boards to become Licensed Veterinary Technicians.
* All Student Clinical Facilities are visited each semester to ensure that they meet or exceed standards for contemporary veterinary facilities established by the AVMA-CVTEA
* All didactic course work has been updated and will continue to be evaluated each semester for ways to improve the student’s learning experience.
* Audio lectures are continually updated within classes to enhance student learning.
* Ms. Guyanne Harris, LVT continues to serve as the Licensed Veterinary Technician Representative on the Alabama Board of Veterinary Medical Examiners.

**2018-2019 Accomplishments:**

* All tests taken in the program are proctored utilizing the Tegrity Online Proctoring system within Blackboard.
* The Veterinary Technology Department continues to have a 100% job placement rate for all graduates.
* Twenty students graduated from the program during the 2018-2019 academic year.
* 18 graduates passed both their National and State Boards to become Licensed Veterinary Technicians.
* All Student Clinical Facilities are visited each semester to ensure that they meet or exceed standards for contemporary veterinary facilities established by the AVMA-CVTEA
* All didactic course work has been updated and will continue to be evaluated each semester for ways to improve the student’s learning experience.
* Audio lectures are continually updated within classes to enhance student learning.
* Ms. Guyanne Harris, LVT continues to serve as the Licensed Veterinary Technician Representative on the Alabama Board of Veterinary Medical Examiners.

**Unit Goals 2019-2020**

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit Goals** | **Objectives** | **Method of Assessment** | **Additional Funding Requested** |
| **Goal 1:** Attract, recruit and retain qualified full-time and part-time faculty and staff to meet the needs of the program. | * Hire qualified full-time and part-time faculty/staff as needed to meet program demands. * Retain current full-time faculty and staff. * Hire an additional L19 Clinical Education/Laboratory Assistant (CE/LA) to meet all standards required of Student Clinical Sites located throughout the state of Alabama. | * 100% of full-time and part-time faculty will meet the qualifications as required by AVMA-CVTEA. * Sufficient numbers of faculty to meet student and program outcomes. * Meeting all AVMA-CVTEA requirements that off-site student veterinary clinics emulate contemporary veterinary facilities as stated in the “Accreditation Policies and Procedures of the AVMA Committee on Veterinary Technician Education and Activities (CVTEA) 2019”. | * Funding availability for qualified part-time instructors as needed to meet program demands. * At current pay scale **-**for additional L19 CE/LA |
| **Goal 2:** First –time examinees (graduates of the program) will have a passage rate equal to or greater than that of the national average on the Veterinary Technology National Exam | * Review the National Board Scores sub-scores to see areas that need enrichment. * Continue to offer on and off-site study groups with faculty/staff and students. * Administration of the Jeff State Student Chapter of the National Veterinary Technician’s Association (SCNVTA) student only Face Book page to facilitate camaraderie and to promote and share “real world” case studies from student clinics to enhance didactic learning. * Continued review of online curriculum and development of existing course materials. * Ensure academic integrity on all tests in preparation for the VTNE via online proctoring. | * Performance in VET 244-Seminar in Veterinary Technology * Scores on the VTNE * Student participation in the Jeff State SCNVTA Face Book page. * Online proctoring of all tests to ensure academic integrity. | * **$2,500.00**: Funding for travel as needed for student review sessions throughout the state. * **$500.00:** Continuing Education Courses to help faculty and staff with the most effective teaching methods to ensure graduates pass the VTNE. * Funding to maintain an online proctoring system to be utilized by the distance education students while in the program. |
| **Goal 3:** Maintain full accreditation status from the AVMA-CVTEA. | * Meet all required equipment standards mandated by the AVMA-CVTEA for nursing skills, that off-site clinical facilities do not provide. * Continue to ensure all off-site student clinics meet AVMA-CVTEA standards as mandated and outlined in the “Accreditation Policies and Procedures of the AVMA Committee on Veterinary Technician Education and Activities (CVTEA) 2019” * Faculty and staff maintain memberships in national and state professional organizations. * The Program Director will attend all triannual meetings of the Alabama Veterinary Medical Association (ALVMA) Board of Directors as required by the AVMA-CVTEA. | * Maintain all standards set forth by the AVMA-CVTEA for accreditation. * Faculty and staff will maintain membership in professional organizations. * The Program Director will attend all meetings of the ALVMA Executive Board and present a triannual report. | * **$1,800.00:** Funding for Annual AVMA-CVTEA Accreditation Fee. * **$ 8,000.00:** Funding for a Portable Dental Prophylactic Unit to teach students required dental skills as required by the AVMA-CVTEA. This will facilitate state of the art learning opportunities for students unable to achieve this skill within their clinical sites. * **$ 8,000.00:** Funding for necessary travel to all off-site student veterinary clinics. * **$ 1,000.00:** Funding for professional institutional memberships as required by the AVMA-CVTEA   + Association of Veterinary Technician Educators and the National Association of Veterinary Technicians in America: $ 250   + ALVMA: $ 250   + JCVMA: $ 200   + Alabama Veterinary Technician Association (AVTA): $ 100   + National Association of Veterinary Technicians in America (NAVTA): $200 * **$ 2,000.00:** Funding for the Program Director to attend the ALVMA/Georgia Veterinary Medical Association Annual Conference in Sandestin, Florida to meet and give a triannual report to the ALVMA Board of Directors as mandated by the AVMA-CVTEA. * $ 250.00: Funding for the Program Director to attend and present triannual reports to the ALVMA Board of Directors as mandated by the AVMA-CVTEA. |
| **Goal 4:**  Faculty and staff have access to resources sufficient to achieve course and program outcomes for students as required by “Accreditation Policies and Procedures of the AVMA Committee on Veterinary Technician Education and Activities (CVTEA) 2019” | * Replace all current desk top computers and lap top computers with new lap top computers with docking station. * Hold Veterinary Technician Advisory Meetings to gain insight from veterinarians, licensed veterinary technicians, students and community members on ways to enhance the current program. * Offer Hands-On Student Labs to assist students with all required large animal, avian, surgical, and dental nursing skills as mandated by the AVMA-CVTEA.   + Large Animal and Avian Lab   + Surgical Lab   + Dental Lab   + Radiology Lab   + Basics Lab at New Student Orientation * Continue implementation of alternative learning models replacing live animals for teaching student’s required nursing skills. | * Computer recommendations will be placed with the IT department and ordered by the Program Director. * The program will host two Veterinary Technician Advisory Board Meeting per year. * 80% of all students attending labs and using alternative training techniques will successfully complete the essential nursing skills taught at the lab. | * **$ 5,657.00** for four laptop computers with docking stations necessary for the program faculty and staff ($1,414.25 per computer/docking station x 4). * **$ 900.00** to host two Veterinary Technology Advisory Board meetings per year ($450.00 x 2) * **$850.00** for Large Animal and Avian Lab ($250.00 x 3 for Site fee and $100.00 for supplies for teaching essential nursing skills required by the AVMA-CVTEA) * **$500.00** for supplies used in teaching hands on skills within the individual student clinical sites and hands-on labs. |

**Unit Goals 2020-2021**

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit Goals** | **Objectives** | **Method of Assessment** | **Additional Funding Requested** |
| **Goal 1:** Attract, recruit and retain qualified full-time and part-time faculty and staff to meet the needs of the program. | * Hire qualified full-time and part-time faculty/staff as needed to meet program demands. * Retain current full-time faculty and staff. | * 100% of full-time and part-time faculty will meet the qualifications as required by AVMA-CVTEA. * Sufficient numbers of faculty to meet student and program outcomes. | * Funding availability for qualified part-time instructors as needed to meet program demands. |
| **Goal 2:** First –time examinees (graduates of the program) will have a passage rate equal to or greater than that of the national average on the Veterinary Technology National Exam | * Review the National Board Scores sub-scores to see areas that need enrichment. * Continue to offer on and off-site study groups with faculty/staff and students. * Administration of the Jeff State Student Chapter of the National Veterinary Technician’s Association (SCNVTA) student only Face Book page to facilitate camaraderie and to promote and share “real world” case studies from student clinics to enhance didactic learning. * Continued review of online curriculum and development of existing course materials. * Ensure academic integrity on all tests in preparation for the VTNE via online proctoring. | * Performance in VET 244-Seminar in Veterinary Technology * Scores on the VTNE * Student participation in the Jeff State SCNVTA Face Book page. * Online proctoring of all tests to ensure academic integrity. | * **$2,500.00**: Funding for travel as needed for student review sessions throughout the state. * **$500.00:** Continuing Education Courses to help faculty and staff with the most effective teaching methods to ensure graduates pass the VTNE. * Funding to maintain an online proctoring system to be utilized by the distance education students while in the program. |
| **Goal 3:** Maintain full accreditation status from the AVMA-CVTEA. | * Meet all required equipment standards mandated by the AVMA-CVTEA for nursing skills, that off-site clinical facilities do not provide. * Continue to ensure all off-site student clinics meet AVMA-CVTEA standards as mandated and outlined in the “Accreditation Policies and Procedures of the AVMA Committee on Veterinary Technician Education and Activities (CVTEA) 2019” * Faculty and staff maintain memberships in national and state professional organizations. * The Program Director will attend all triannual meetings of the Alabama Veterinary Medical Association (ALVMA) Board of Directors as required by the AVMA-CVTEA. | * Maintain all standards set forth by the AVMA-CVTEA for accreditation. * Faculty and staff will maintain membership in professional organizations. * The Program Director will attend all meetings of the ALVMA Executive Board and present a triannual report. | * **$1,800.00:** Funding for Annual AVMA-CVTEA Accreditation Fee. * $ 5,200.00: Funding for equipment that the AVMA-CVTEA recommends but clinics may not have. This equipment will be housed at Jeff State and taken to student clinical sites as needed. * Syringe Pump: $ 1,200.00 * Patient Warming System: $ 2,000.00 * IV Fluid Line Warmer: $ 400.00 * Warming Blankets for warming unit: $300.00 * Dental Hand Instruments: $800.00 * Dental Radiograph Positioning Models: $500.00 * **$ 8,000.00:** Funding for necessary travel to all off-site student veterinary clinics. * **$ 1,000.00:** Funding for professional institutional memberships as required by the AVMA-CVTEA   + Association of Veterinary Technician Educators and the National Association of Veterinary Technicians in America: $ 250   + ALVMA: $ 250   + JCVMA: $ 200   + Alabama Veterinary Technician Association (AVTA): $ 100   + National Association of Veterinary Technicians in America (NAVTA): $200 * **$ 2,000.00:** Funding for the Program Director to attend the ALVMA/Georgia Veterinary Medical Association Annual Conference in Sandestin, Florida to meet and give a triannual report to the ALVMA Board of Directors as mandated by the AVMA-CVTEA. * $ 250.00: Funding for the Program Director to attend and present triannual reports to the ALVMA Board of Directors as mandated by the AVMA-CVTEA. |
| **Goal 4:**  Faculty and staff have access to resources sufficient to achieve course and program outcomes for students as required by “Accreditation Policies and Procedures of the AVMA Committee on Veterinary Technician Education and Activities (CVTEA) 2019” | * Hold Veterinary Technician Advisory Meetings to gain insight from veterinarians, licensed veterinary technicians, students and community members on ways to enhance the current program. * Offer Hands-On Student Labs to assist students with all required large animal, avian, surgical, and dental nursing skills as mandated by the AVMA-CVTEA.   + Large Animal and Avian Lab   + Surgical Lab   + Dental Lab   + Radiology Lab   + Basics Lab at New Student Orientation * Continue implementation of alternative learning models replacing live animals for teaching student’s required nursing skills. | * The program will host two Veterinary Technician Advisory Board Meeting per year. * 80% of all students attending labs and using alternative training techniques will successfully complete the essential nursing skills taught at the lab. | * **$ 900.00** to host two Veterinary Technology Advisory Board meetings per year ($450.00 x 2) * **$850.00** for Large Animal and Avian Lab ($250.00 x 3 for Site fee and $100.00 for supplies for teaching essential nursing skills required by the AVMA-CVTEA) * **$500.00** for supplies used in teaching hands on skills within the individual student clinical sites and hands-on labs. |