

**Unit Operational Plan**

**Due March 22<sup>nd</sup>, 2024**

**2024-2025**

**Name of Unit:** Medical Laboratory Technology/ Health Related Programs Division

**Mission Statement (for the unit):** 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.

**Unit Goals**

<b>Unit Goals</b>	<b>Unit Outcome</b>	<b>Institution Strategic Plan</b>	<b>Fundamental Principles</b>
Provide funding for MLT program accreditation fees	Comply with NAACLS Accreditation Standards	I.A.2 Improve alignment of industrial programming with local business and industry	FP 2.2 - Career and professional associate degree programs that integrate general and career-specific education and prepare students for immediate employment. FP 4.4-Continual improvement through ongoing evaluation and advocacy of innovation in teaching and learning.
Provide necessary equipment and supplies to teach entry level skills while keeping abreast with new technology.	Increase learning outcomes and provide quality teaching and learning environments for faculty and students through maintenance of the classroom/laboratory spaces and equipment.	III.B- Continue to improve aesthetics and infrastructure at all campuses	FP 3.2- Physical facilities, technological resources and other resources that promote learning.
Maintain an informed and professional faculty to preserve the ability to offer courses to help	Provide quality instruction through continued professional development opportunities	IV.B- Increase opportunities for professional development for all employees	FP 3.3- Qualified personnel who enable the college to fulfill its purpose. FP 4.2- Professional development

students meet their educational goals			experiences that enable personnel to maintain currency in their respective fields, increase their awareness and use of alternative methods of meeting the needs of a diverse student population, and develop innovative approaches to fulfilling their roles in the institution.
Update classrooms, laboratories, and common areas as needed	Increase learning outcomes and provide quality teaching and learning environments for faculty and students through maintenance of the classroom/laboratory spaces and equipment.	III.B- Continue to improve aesthetics and infrastructure at all campuses	FP 3.2- Physical facilities, technological resources and other resources that promote learning. FP 3.4- Student academic, developmental, and support services that assist students in achieving their goals.
Maintain and develop contracts with additional healthcare settings to increase the number of student enrollment in the program.	Increase and improve clinical affiliations with area hospitals and clinics.	I. A- Improve alignment of industrial programming with local businesses and industry.	FP 2.2- Career and professional associate degree programs that integrate general and career-specific education and prepare students for immediate employment. FP 5.1-Training for Business and Industry/Workforce Development courses, certificates, and other activities that respond to individual and corporate needs, with particular emphasis on the local labor market.
Monitor student progress with online tools that will enhance competency within the curriculum.	Increase the number of students passing a national certification exam	II. E- Increase the number of awards and credentials earned by students	FP 2.2- Career and professional associate degree programs that integrate general and career-specific education and prepare

			students for immediate employment.
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**Unit Plan for the next year**

- 1. Goals** – The activities through which the outcome will be achieved. Each Unit Outcome should have at least one goal.
- 2. Method of Assessment** – How the unit will determine if the objective has been met.
- 3. Funding/Rationale** – 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.

<b>Goal</b>	<b>Assessment</b>	<b>Funding/Rationale</b>
Provide funding for MLT program accreditation fees	The MLT Program Coordinator will follow the college process for requesting funding to pay the accreditation fees. The HST Program Coordinator will confirm that the accreditation fees are received by the NAACLS, the program’s accreditor.	\$3117.00/ required to maintain programmatic accreditation
Provide necessary equipment and supplies to teach entry level skills while keeping abreast with new technology.	<ol style="list-style-type: none"> <li>1. 80% or more of the faculty report satisfaction with available technology resources.</li> <li>2. 80% or more of students report satisfaction with available resources.</li> </ol>	<ol style="list-style-type: none"> <li>1. Continue to support our consumable supply budget. \$35,000.00</li> <li>2.a Coagulation Lab Analyzer \$25,000.00</li> <li>2.b Purchase teaching microscope with camera attachment. \$5,000.00</li> <li>3. Replace 3 Phlebotomy arms that we are unable to replace the skins. \$3011.50</li> </ol>
Maintain an informed and professional faculty to preserve the ability to offer courses to help students meet their educational goals	Meets NAACLS continuing education standards for accreditation.	<ol style="list-style-type: none"> <li>1. Program Coordinator or Clinical Coordinator to attend CLEC. Site to be determined. Estimated cost of \$1,700.00</li> <li>2. Program Coordinator or Clinical Coordinator To attend CEU offering not to exceed \$600.00 for IAP</li> </ol>
Update classrooms, laboratories, and	1. 80% or more of the faculty report satisfaction with available teaching resources.	1. Request funding for addition of lockers to student clean/downtime

common areas as needed	2. 80% or more of students report satisfaction with available resources.	space in GLB 218 (next to breakroom) \$5500 2. Purchase Projector for GLB164. \$5,850.00
Maintain and develop contracts with additional healthcare settings to increase the number of student enrollment in the program.	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.	1. Funding for fall and spring advisory meetings Estimated cost: \$550.00 2. Faculty travel expenses to clinical sites Estimated cost: \$1,500.00
Monitor student progress with online tools that will enhance competency within the curriculum.	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: \$180.00 per year. 2. Medtraining training subscription Cost: \$1,420.00 yearly 3. Printing: \$400