**Academic Program Review Committee**

**Program: RADIOLOGIC TECHNOLOGY PROGRAM**

**Date Reviewed: 12/04/18**

**Re-submission Due Date: By end of Winter intercession**

**General Comments:**  Throughout the document: 1) make corrections to ***sentence structure*** (e.g., fragments) and ***punctuation*** (e.g., removal of the apostrophe in the plural forms of acronyms; add periods to end of sentence), 2) ***enumerate recommendations***, 3) maintain ***consistent font style and size***, and 4) adjust ***pagination***.

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| --- | --- |
| 1. **Overview of the Program**
 | **Comments** |
| 1. Provide a brief narrative description of the current program, including the program’s mission statement and the students it serves.
 | * Introduce program’s ***“mission-critical” needs and key recommendations*** for maintaining program success (e.g., adequate stipend or release time for Clinical Coordinator; Carestream partnership agreement; up-to-date simulators and other equipment, additional space for necessary equipment such as CT machine).
* Note the program’s consideration of a bachelor-level program in the future.
* In the 4th paragraph, specify how the Winter intercession is currently utilized by the program (e.g., clinical experience for 2nd year students)
* In the 5th “paragraph,” add information regarding: 1) the typical number of applicants to the program, and 2) the program’s shift to accepting application at the end of Spring.
 |
| 1. Describe the degrees and/or certificates offered by the program.
 |  |
| 1. Explain how the program fulfills the college’s mission and aligns with the strategic initiatives. (see Appendix A)
 | * Strategic Initiative #1, 2nd paragraph – In 2nd sentence, correct typo (“… additional anatomical models **has** …”)
* Strategic Initiative #1, 2nd paragraph – In last sentence, correct typo (“… these types of **patients** …”)
* Strategic Initiative #1, 3rd paragraph – In 2nd sentence, insert missing word (“… grant monies have **been** provided …”)
* Strategic Initiative #2, 2nd paragraph – In 2nd sentence, correct punctuation (“… the **students** are provided with …”)
* Strategic Initiative #1, 3rd paragraph – Specify the source of current “grant monies” and note any plans to collaborate with Grants Office to identify other grant opportunities.
* Strategic Initiative #3, last sentence of 2nd paragraph – Consider re-wording as “… to give students who are taking these courses as a possible pre-requisite for the RT program **a chance** to ask questions**.** **F**aculty participate in ...”
* Strategic Initiative #4, 1st paragraph – In the 3rd paragraph, correct typo (“… consultation is sought **through** …”)
* Strategic Initiative #5, 2nd paragraph – In last sentence, delete extra word (“… maintained **~~an~~** extensive …”)
* Strategic Initiative #6, 1st paragraph – In first sentence, insert missing word (“… **securing** sustainable funding sources …”)
* Strategic Initiative #6, enumerated item #1 – Correct grammatical error (“… **are** in dire need …”)
 |
| 1. Discuss the status of recommendations from your previous program review.
 | * *Notes/Comments* in Recommendation #2 – Correct typo in 1st sentence (“tools”) and delete extra word in 2nd sentence (“… portables **~~the~~** have been donated …”)
* *Notes/Comments* in Recommendation #4 – Correct grammatical and word choice errors in 1st sentence (“… at a cost of $1300**,** **t**hese monitors have been … invaluable **teaching** tool …”).
* *Notes/Comments* in Recommendation #5 – Correct word choice error (“… how to properly handle, **position**, and image …”).
 |
| 1. **Analysis of Research Data (include data provided by Institutional Research & Planning)**
 |
| **Provide and analyze the following statistics/data** | **Comments** |
| 1. Head count of students in the program
 | * Make corrections in last sentence of 2nd paragraph (“… all 19 graduates (100**%**) **~~of them~~** took and passed …”)
* Make correction in first sentence of 3rd paragraph (“… there are 3 **sections** …”)
 |
| 1. Course grade distribution
 | * Correct typo in narrative (7**.**6%)
* Make corrections in last sentence (“… dropped to 65%**.** **A**s much as we offered counseling …”)
 |
| 1. Success rates (Discuss your program’s rates in light of the college’s success rate standard. Set a standard for your program.)
 | * Add a brief narrative comparing success rates for RTEC A and the core courses in the RTEC program RTECH program (referencing difference in student populations as described in response to Section 2A.
* Consult with Carolyn P. regarding disaggregated data analysis, and discuss any identified performance gaps and/or equity issues; if the sample sizes are too small for meaningful analysis, provide a brief statement to that effect here.
* Make correction in 3rd sentence of 2nd paragraph (“… contribute to this**;** sometimes it is academic …”)
* Delete extra word in the 5th sentence of the 2nd paragraph (“… from 88% **~~ave~~** to 92.4% …”)
* Correct the punctuation [“… (2nd year students and seniors**)** …”] and spelling [“**outliers**”] errors in the 3rd paragraph of the narrative
 |
| 1. Retention rates
 | * Make word choice correction in the last sentence (“**apprised**”)
* Consult with Carolyn P. regarding disaggregated data, and add verbiage regarding any differences in retention rates by student demographic (e.g., ethnicity, gender, age group).
 |
| 1. A comparison of success and retention rates in face-to-face classes with distance education classes
 | * Briefly note any considerations and/or future plans regarding online and hybrid coursework (e.g., RTEC A; Pathology course).
 |
| 1. Enrollment statistics with section and seat counts and fill rates
 | * Correct grammatical error in first sentence of enumerated item #1 (“A new class of students **is** …”)
 |
| 1. Scheduling of courses (day vs. night, days offered, and sequence)
 | * Correct grammatical error in first sentence of narrative response (“As evidence**d** by …”)
 |
| 1. Improvement rates (if applicable)
 |  |
| 1. Additional data compiled by faculty
 |  |
| 1. List any related recommendations.
 | * Based on outcomes assessment results (as described in Section 1, Strategic Initiative #5), consider a Health Communications course designed to increase sensitivity regarding practitioner communication with clients/ patients; similar courses offered at other CCCs per Chris W.
 |
| 1. **Curriculum Review**
 | **Comments** |
| 1. Provide the curriculum course review timeline to ensure all courses are reviewed at least once every 6 years.
 | * Correct errors in 2nd sentence (“A table of the courses and review dates **is** attached as Curriculum Grid in Appendi**x** ~~x~~ A.”)
 |
| 1. Explain any course additions to current course offerings.
 | * Correct typo in 1st sentence (“… prior **to** applying …”)
 |
| 1. Explain any course deletions and inactivations from current course offerings.
 |  |
| 1. Describe the courses and number of sections offered in distance education. (Distance education includes hybrid courses.)
 | * Correct typo [“All Rad Tech courses **use** …”] and punctuation [“The Etudes (now Canvas**)** has only been used to enhance the courses~~)~~.”] in 1st sentence.
* Add brief statement regarding the current status regarding the OEI course exchange.
 |
| 1. Discuss how well the courses, degrees, or certificates are meeting students’ transfer or career training needs:
 |  |
| 1. Have all courses that are required for your program’s degrees and certificates been offered during the last two years? If not, has the program established a course offering cycle?
 |  |
| 1. Are there any concerns regarding program courses and their articulation?
 |  |
| 1. How many students earn degrees and/or certificates in your program? Do students take licensure exams? If so, what is the pass rate? If few students receive degrees or certificates or if few students pass the licensure exam, should the program’s criteria or courses be re-examined? Set an attainable, measurable goal.
 |  |
| 1. List any related recommendations.
 | * Enumerate recommendations.
* Correct sentence structure (“**We** would like to …”
* Correct grammatical error (“… for **students** to better prepare them …”)
* In response to the last sentence of the Section 3B narrative, add a recommendation to explore ways to provide assistance for student onboarding (e.g., fee waivers or vouchers for physical exams, etc.)
 |
| 1. **Assessment and Student and Program Learning Outcomes (SLOs & PLOs)**
 | **Comments** |
| 1. Provide a copy of your alignment grid, which shows how course, program, and institutional learning outcomes are aligned.
 |  |
| 1. Provide a timeline for course and program level SLO assessments.
 |  |
| 1. State the percent of course and program SLO statements that have been assessed.
 |  |
| 1. Summarize SLO and PLO assessment results over the past four years and describe how results led to improved student learning. Analyze and describe changes. Provide specific examples.
 | * Correct grammatical error in 1st sentence of narrative response (“**assessments**”).
* Make word choice correction in the last sentence of the 1st paragraph following the sample pages of Outcome Assessment for JRCERT (“… measurement tools are **attached** …”).
* Correct grammatical error in 1st enumerated item under sub-heading “Summary of SLO/PLO Results …” (“As a result, new methods for reinforcing the practice of shielding **were** implemented …”
* Correct errors in 2nd enumerated item under sub-heading “Summary of SLO/PLO Results …” (“… the results yielded that **students** showed a marked improvement …”) (“Having this guideline available has also improved the **students’** ability …”)
 |
| 1. Describe how you have improved your SLO process and engaged in dialogue about assessment results.
 | * Correct grammatical error in 2nd sentence of 1st enumerated item (“… in 2017 more revisions **were** made …”)
 |
| 1. Discuss any findings from SLO/PLO assessments that help to justify recommendations.
 |  |
| 1. List any related recommendations.
 | * Enumerate recommendations.
* Include recommendations for instructional materials and/or other support necessary to assess SLOs/PLOS and required to maintain successful outcomes.
 |
| 1. **Analysis of Student Feedback**
 | **Comments** |
| 1. Describe the results of relevant surveys in each of the following areas:
 |  |
| * + 1. Student Support
 |  |
| * + 1. Curriculum
 | * Correct word choice error (“**comments**”)
 |
| * + 1. Facilities, Equipment, and Technology
 | * Correct spelling error (“**appreciate**”).
 |
| * + 1. Program Objectives
 |  |
| 1. Discuss the implications of the survey results for the program.
 | * Correct word choice error (“The results have always met or exceed**ed** …”)
 |
| 1. Discuss the results of other relevant surveys.
 | * In narrative under sub-heading “Employer Surveys Evaluation,” correct word choice error in 2nd sentence (“Since 2007, the program has met or exceed**ed** …”) and spelling/word choice errors in 4th sentence (“… **their** skills level**s** show a drop …”)
 |
| 1. List any related recommendations.
 | * Eliminate “None at this time …”
* Enumerate recommendations.
* Correct grammatical error in last sentence of response (“Some of the survey information **has** …”)
* Add a recommendation for ongoing funding to support the latest industry technology and related facilities needs (particularly based on survey feedback regarding student satisfaction with Facilities, Equipment, and Technology)
 |
| 1. **Facilities and Equipment**
 | **Comments** |
| 1. Describe and assess the existing program facilities and equipment.
 | * In the 1st sentence of the 3rd paragraph, correct word choice error (“… **by** providing the newest type of image capture …”).
* In the 1st enumerated response, make corrections in the 5th sentence (“The computer stations that control the radiation equipment often **have** to be restarted several times before **they** will pass …”) and 6th sentence (“The X-ray equipment **has** many locks …”).
* In the 2nd enumerated response, make corrections in the 6th sentence (“They had the ability to … and **do** a more extensive review …”) and 8th sentence (“This is hampering … and **~~the~~** diminishing …”).
* In the 3rd enumerated response, make corrections in the last sentence (“These computers are shared **among** all 3 cohorts …”).
* In the narrative response to the subheading “Facilities,” modify the 2nd sentence to read “~~Having the forethought to put~~ **The** additional electrical outlets …”
* In the narrative response to the subheading “Facilities,” modify the 4th sentence to read “In the old **building**, we had …”
* In the narrative response to the subheading “Facilities,” insert missing word in the 7th sentence (“We have **to** request scheduling …”).
* In the narrative response to the subheading “Facilities,” make corrections in the 8th sentence (“… to **accommodate** ~~the~~ a second group …”).
 |
| 1. Explain the immediate (1-2 years) needs related to facilities and equipment. Provide a cost estimate for each need and explain how it will help the program better meet its goals.
 | * In the narrative response, correct grammatical error (“… and acquire**d** the Digital Imaging units …”).
 |
| 1. Explain the long-range (2-4+ years) needs related to facilities and equipment. Provide a cost estimate for each need and explain how it will help the program better meet its goals.
 | * In the 2nd sentence of narrative response #1, correct spelling error (“**There**”).
 |
| 1. List any related recommendations.
 | * Enumerate as recommendations the needs indicated in the sub-sections above.
* In 2nd sentence of 2nd paragraph, correct spelling error (“**entitled**”)
* Add recommendation related to creating a cycle for maintenance, repair, and replacement of any facilities and equipment (including the renewal of warranties).
 |
| 1. **Technology and Software**
 | **Comments** |
| 1. Describe and assess the adequacy and currency of technology and software used by program.
 | * Specify what the particular issue is in each of the three bullet points
 |
| 1. Explain the immediate (1-2 years) needs related to technology and software. Provide a cost estimate for each need and explain how it will help the program better meet its goals.
 |  |
| 1. Explain the long-range (2-4+ years) needs related to technology and software. Provide a cost estimate for each need and explain how it will help the program better meet its goals
 |  |
| 1. List any related recommendations.
 | * Eliminate “None at this time …”
* Enumerate as recommendations the needs indicated in the sub-sections above.
* Add recommendation related to creating a cycle for maintenance, repair, and replacement of technology and software (including renewal of licenses).
 |
| 1. **Staffing**
 | **Comments** |
| 1. Describe the program’s current staffing, including faculty, administration, and classified staff.
 | * Clarify that the Clinical Coordinator currently also maintains a full teaching load.
* Correct grammatical errors in the sentence beginning *“Each of the clinical educators …”* to read “Each of the clinical educators **is** assigned to at least one of the eight clinical sites and visit**s** them …”
* Complete the sentence fragment in the paragraph beginning *“Each of the clinical educators …”*
* In the paragraph beginning *“In mid Spring 2017 …,”* correct errors in 2nd sentence (“… which cause**d** an extreme over-load …”) and 4th sentence (“… an additional high load~~s~~ for **the** Spring 2018 semester~~s~~.”)
* In the last sentence of the paragraph preceding the 1st enumerated narrative, correct to read as “A stipend was mutually agreed upon **with** the previous … and **was** just recently increase**d** in Fall 2017.”
* In the 1st sentence of the 1st enumerated narrative, correct the grammatical error (“While the **stipend** was increased …”)
* In enumerated item #2, correct grammatical error (“… Nursing department is …”).
* Make corrections to enumerated item #5 to read “…have reassigned **time** and**/**or stipend~~s pay~~ compensation up to 70%.”
* In the 2nd paragraph following the enumerated narratives, complete the sentence fragment.
* Reword and reorganize the references to compensation for the Clinical Coordinator (“~~Currently~~ **Previously** there **was** no release time or any form of compensation for the position of Clinical Coordinator aside from **the** faculty assignment. **The Clinical Coordinator began to receive a stipend in 2017**.”)
* In the narrative response to the subheading “Clerical,” correct spelling error (“**cited**”).
 |
| 1. Explain and justify the program’s staffing needs in the immediate (1-2 years) and long-term (2-4+ years). Provide cost estimates and explain how position/s will help program better meet its goals.
 |  |
| 1. List any related recommendations.
 | * Consider recommendation related to increased stipend or release time for Program Director to ensure ongoing success of the program.
* Consider recommendation to increase staffing (and/or compensation for current staff) to ensure ongoing student success.
 |
| 1. **Future Direction and Vision**
 | **Comments** |
| 1. Describe relevant changes within the academic field/industry. How will these changes impact the program in the next four years?
 |  |
| 1. Explain the direction and vision of the program and how you plan to achieve it.
 | * Present in narrative form the general direction and vision of the program.
* Describe any current and planned strategies for increasing the program’s visibility on- and off-campus
 |
| 1. List any related recommendations.
 | * Enumerate the recommendations presented in Section 9B.
* Include recommendation to collaborate with Grants Office to identify additional grant opportunities to support program efforts.
* Include recommendation to explore arrangements with hospital partners regarding use and/or storage of equipment the college cannot currently accommodate (e.g., CT machine)
* Consider recommendation to explore the development of a bachelor-level program in the future.
 |
| 1. **Prioritized Recommendations**
 | **Comments** |
| 1. Provide a single, prioritized list of recommendations and needs for your program/department (drawn from your recommendations in sections 2-8). Include cost estimates and list the college strategic initiative that supports each recommendation (see Appendix A). Use the following chart format to organize your recommendations.
 | * Ensure that ***all*** recommendations enumerated in previous sections are included in this single prioritized list
* Increase cost estimate for Recommendation #7 (Video cameras) to ~$2K, and consider specifying cameras with two memory card slots.
 |
| 1. Explain why the list is prioritized in this way.
 |  |