FOOTHILL COLLEGE
Program Planning and Review
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I. Department/Program Mission

1. State the department name and everyone who participated in creating the comprehensive program plan.	Radiologic Technology Jenene Key Bonny Wheeler
2. State the program's mission. If you don't have one, create one.	The Radiologic Technology program is dedicated to the integration of clinical, didactic, and laboratory objectives to successfully develop student's cognitive, psychomotor, and affective domains necessary for the quality and safety of patient care in the radiation and imaging sciences.
3. Explain how the program/department mission is aligned with the college mission?	The program's mission statement is consistent with the Foothill College Mission Statement because the members of the Radiology Technology Program are dedicated to the achievement of learning and to the success of our students. The program is dedicated to excellence in education supported by the successful integration of clinical, didactic, and laboratory objectives throughout the 22 months of competency based sequential education.

II. Department and Program Description & Data

1. What are your hours of operation?	Our offices open at: 8:00 am – 4:30 pm Closed for Lunch: No ☒ or Yes ☐ If yes, when: Our offices closed at:

2. What types of classes do you offer, at what locations, and at what times?	**Times offered:** ☒Morning (6AM-12PM) ☒Afternoon (12PM-4PM) ☐Evening (4PM-10PM) **Locations offered:** ☒FH Main Campus ☐Middlefield ☒Off campus **Types Offered:** ☒In Person ☐Hybrid ☐Distance **Status Offered:** ☒Credit ☐Non-credit

3. List current positions and descriptions for all personnel in your area on the chart below (include position titles only, not individual names).

Faculty Positions by Discipline	Full-time Headcount	Part-time Headcount	Brief Description of duties
Program Director	1	0	Oversee and direct all aspects of the program, including the organization, administration, review, planning, development, and general effectiveness of the program. Teaching responsibilities include: didactic, clinical, and laboratory instruction.
Clinical Coordinator	1	0	Coordinates and schedules activities related the student's clinical assignments. Monitors clinical education centers for compliance with program policies and acts as a liaison between the college and hospital department managers. Teaching responsibilities include: didactic, clinical, and laboratory instruction.

Full-Time Faculty	Open		Teaching responsibilities include: didactic, clinical, and laboratory instruction.
Faculty – Part-time	0	5	Teaching responsibilities include: didactic, clinical, and laboratory instruction.
Management and Classified Positions	**Full-time Headcount**	**Part-time Headcount**	**Brief Description of duties**
Allied Health Career Coordinator	1	0	Coordinates program applications.
Student Worker Positions	**Hours per Week**	**Months per Year**	**Brief Description of duties**
Student Tutor	5.0	12	Student tutoring in the program.
4. Given the data, describe the trends in enrollment, FTES, and Average Class size. What are the implications for your department?			Due to student impaction, the program enrollment has been operating at capacity for the last 5 years. The program accepts approximately 34-38 students per year. The average FTES for the program has been 602 for the last 5 years. Implication – increased faculty workload due to increased number of program applications.

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5. Student Achievement: Given the data, describe the trends in overall success rates, retention rates, and degrees and certificates awarded. What are the implications for your department?	Over the past 5 years, the program's overall average: 1. Success rate = 98%. 2. Retention rate = 99%. 3. Degree awarded = 100% Implication – NA
6. Student Equity: Given the data, describe the trends with respect to underrepresented students. How will your program address the needs/challenges indicated by the data?	The program's demographics reflect 58% of the student ethnicity are from underrepresented groups. The data also reflects that both genders are represented as well as all age groups.
7. Given the data, discuss how the FTEF trends and FTEF/FTES ratio will impact your program. Include any need for increasing or reducing your program faculty. What are the implications for your department?	The current FTEF for the program is 3.5, which is adequate for the program to function. Due to the promotion of Eloise Orrell to Dean, the program has been down 1 FTEF for the last two years. This has a negative impact on faculty workload and program operations. The need of the program to operate efficiently is to maintain a 3.5 FTEF.
8. Given the data for distance learning, describe the trends related to success, retention, and student satisfaction. Discuss solutions to ensure that rates match or exceed those of comparable traditional format courses.	NA – There are currently no distance learning courses being offered in the program.
9. Optional: Provide any additional data relevant to your program. (Indicate the source of the data).	The Foothill College Radiologic Technology Program is a highly respected RT Program in Northern California. The Program has a 100% pass rate for the National (ARRT) Board Examination for the past 5 years.
10. Are you seeing trends that are not reflected in the data cited above? If yes, please explain.	

Summary of Planning Goals & Action Plans				
11. Identify 3-6 operational goals and link them to one or more college strategic initiatives or to your operations.				
Department Operational Goals	**College Strategic Initiatives**			
Identify 3-6 operational goals	Building a Community of Scholars	Putting Access into Action	Promoting a Collaborative Decision-making Environment	Operations Planning
Maintain program accreditation	X	X	X	X
Maintain 3.5 FTEF's	X	X	X	X
Maintain student tutoring program	X	X	X	X
Maintain radiology equipment	X	X	X	X
	☐	☐	☐	☐
	☐	☐	☐	☐

12. What is your plan for accomplishing your goals?		
Department Operational Goals	**Activities**	
Maintain program accreditation	On-going Program assessment, Program self-study, and participate in Program site visit.	
Maintain 3.5 FTEF's	Request replacement of any vacant positions – FT or PT faculty positions	
Maintain student tutoring program	Yearly recruitment of high achieving student for tutoring	
Maintain radiology equipment	Maintaining and updating equipment per accreditation requirements	

13. Are additional resources needed to accomplish your department operational goals? If yes, identify the resource, as well as the purpose and rationale for each resource.

Identified Resource	Purpose	If requesting funding, provide a rationale of how each request **supports one or more college strategic initiative and/or supports student learning.**
Professional Development	To upgrade faculty skills and accreditation guidelines by attending national and state annual conferences.	This will support and improve student learning by updating program curriculum, which will facilitate development of multi-skilled graduates. Continuing education for faculty is also a program accreditation requirement.
Equipment Supplies & Upgrades	Radiology equipment and software will need to be updated, maintained, and repaired.	This will support and improve student learning by updating program equipment, which will facilitate the development of current and multi-skilled graduates.
Counseling/Direct Service to Students	Program tutor to help retention of students with rigorous Program curriculum	This will support and improve student learning by giving students access to off-hour tutoring, which goes directly towards student success and retention.

III. Curriculum	
Curriculum Overview	
1. How does your curriculum address the needs of diverse learners?	The Program consists of classroom, clinical, and laboratory components. The classroom curriculum facilitates visual, auditory, kinesthetic, and written learners. The clinical and laboratory curriculum facilitate all learning styles.
2. How does your curriculum respond to changing community, student, and employer needs?	Student curriculum changes are made in response to our state and national accreditation guidelines. Community and employer curriculum changes are made in response to input from our advisory committee meetings.
3. How does your curriculum support the needs of other certificates or majors?	The Radiologic Technology Program has an articulation agreement with San Jose State University and Cal State Northridge, which allows the graduate to obtain a B.S. Degree in Health Sciences.
4. Do your courses for the major align with transfer institutions?	Yes, see above
5. Do your courses have appropriate and necessary prerequisites? Identify any challenges and plans to address the challenges.	Yes, our courses have appropriate and necessary prerequisites.
6. Review the attached curriculum report for currency. What is your plan to address the deficiencies? (Consider: Title V, course deactivation, updated prerequisites, cross-listed courses, measuring student learning outcomes, curriculum sheets, certificates and degrees).	All Radiology courses are Title V updated as needed. SLO's and reflections are in progress. Program curriculum sheet is updated annually.
7. Does your program offer distance education courses?	No
8. If you offer distance education courses, list one or two short examples of how your distance education courses provide for effective interaction between students and faculty.	NA

9. If you offer distance education courses, list one or two short examples of how your distance education courses provide for effective interaction among students.	NA	
College Skills (Pre-collegiate) Overview (Data Available Fall 2009-filling out this section is optional)		
10. What college skills should a student have before entering your program?	Elementary algebra, English 1A, ESL, and basic computer skills, i.e., email, Microsoft Word	
11. Given the data, comment on the effectiveness of the assessment and placement of college skills students into your program. (For MATH, ENGL and ESL only).	No data available.	
12. In what ways are you addressing the needs of the college skills students in your program?	Basic college skills are prerequisites for acceptance into the program.	
13. How are faculty in your program collaborating with other disciplines and services to meet the needs of college skills students?	Allied Health Career Coordinator attends weekly meetings with college counseling department to ensure counseling understands the Program information for student advisement meetings.	
Program Mapping		
14. If applicable, identify any sequence of courses that are part of your program. List in the order that they should be taken by students.	All program courses are in sequence. RT50, RT51A, RT51B, RT51C RT52A, RT52B, RT52C, RT52D RT53AL, RT53BL, RT53CL RT53, RT53A, RT53B, RT53C, RT53D RT54A, RT54B, RT54C RT62A, RT62B, RT62C RT63A, RT63B, RT63C RT64, RT65, RT72 not sequential but taken same time each year	

15. For your courses that are part of a sequence – are the student learning outcomes well aligned with the next course in the sequence? Please work with the college researcher to answer this question - once your sequence of courses is identified.	Yes - the student learning outcomes are well aligned with the next course in the sequence.
16. If applicable, describe any capstone course, signature assignment (project, service learning, portfolio), or exam that demonstrates knowledge, skills, and abilities, indicating successful program completion?	The radiologic technology program is competency based, therefore, all students in the program must successfully pass all program-required courses with a C or better and successfully pass each didactic final examination. All students must complete and pass all ARRT required clinical competencies. All graduates are then eligible to take the national ARRT Board Exam. Last 5 years has reflected a 100% pass rate on National Board Exams.

Course Scheduling & Consistency

17. Given available data, describe the trends in the scheduling of morning, afternoon, and evening classes, as well as Friday, Weekend, and distance education classes. Comment on the feasibility of offering classes at non-standard times.	Due to the required clinical education component, the RT program is a full-time, M-F, daytime program. The program does not offer evening or weekend courses due to the need for clinical supervision.
18. Are required courses scheduled in appropriate sequence to permit students to complete the program in the prescribed length of time? If yes, describe the rationale upon which the sequence is based. If no, what is the plan to change the scheduling pattern? What are the barriers that prohibit implementation of the changes? Explain.	The required RT courses are scheduled in an appropriate sequence. Because the program is competency based, all courses must be completed in sequence and competency must be demonstrated before the student moves on to the next course. The program is a 22-month program in keeping with the curriculum standards of the JRCERT and RHB guidelines.
19. How does the department determine that classes are taught consistently with the course outline of record?	The course outline content is reviewed annually and coordinated with the ARRT Content Specifications.

Summary of Planning Goals and Action Plans	
20. What are your goals with respect to curriculum and how will those goals be measured?	Our goals are to maintain currency with the JRCERT, ARRT, and RHB curriculum requirements.

21. Are additional resources needed to accomplish your curriculum goals? If yes, identify the resource, as well as the purpose and rationale for each resource.

Identified Resource	Purpose	If requesting funding, provide a rationale for how each request **supports one or more college strategic initiative and/or supports student learning.**
Faculty Professional Development	Professional development activities are used to update technical expertise, exchange information, update curriculum, and improve teaching methods.	Each instructor will update their expertise in the field, develop lecture material, and improve teaching methods. Updating radiology instruction will increase each instructor's overall effectiveness in the classroom, which in turn will increase student learning.
State-of-the-art equipment that mirrors industry standards	To train students on radiology equipment that can be found in the workplace. Included in this area is software to update digital equipment.	Employers require entry-level graduates with knowledge and skill working with current radiology equipment.
Instructional materials	Curriculum requires instructional materials for student demonstration and practice. Examples of instructional materials are venipuncture arms, quality control kits, and x-ray phantoms.	In Radiologic Technology, student learning is improved with hands-on experience that supports the visual/tactile/kinesthetic learning styles. These instructional materials will support skills required in the workplace.

IV. Student Learning Outcomes

Student Learning Outcome Assessment

1. **Be sure and complete your student learning outcomes assessment for each course online through the C3MS system. When the program review form is online, the resources that you tie to your student learning outcomes will be included here on this form.**

2. Are additional resources needed to accomplish your student learning outcome goals that were not included in C3MS report? If yes, identify the resource, as well as the purpose and rationale for each resource.

Identified Resource	Purpose	If requesting funding, provide a rationale for how each request **supports one or more college strategic initiative and/or supports student learning.**
SLO	To maintain Program accountability to the communities of interest.	SLO's currently under development.
Reflections	To maintain Program accountability to the communities of interest.	Reflections currently under development.

V. Departmental Engagement

1. What standing committees, if any, does your department maintain? What are the committee charges and membership?	1. Radiology Program Advisory Committee. The charge of this committee is to evaluate the program mission, policies, procedures and educational offerings so the program keeps pace with the changes in the technical aspects of the profession. Members include Radiology Department Managers, Foothill administration, Foothill faculty, RT program counselor, program student representatives. 2. Clinical Instructor Meetings. The charge of this committee is to evaluate the program mission, policies, procedures and educational offerings so the program keeps pace with the changes in the technical aspects of the profession. Members include Foothill faculty and Clinical Instructors from all the clinical affiliates. 3. Weekly faculty meetings The charge of this committee is to exchange information pertinent to the program.
2. What interdepartmental collaboration beyond college skills has your department been involved in during the past 4 years?	The program has an ongoing collaboration with the Counseling, Health Services, Admission & Records, and Disability Resource Center departments. Monthly collaboration occurs at the Program Directors' Meetings.
3. What has your department done since its last program review to establish connections with schools, institutions, organizations, businesses, and corporations in the community?	The program maintains contact with the local clinical community via the annual Program Advisory Committee Meetings and the quarterly Clinical Instructor Meetings.

4. In what ways if any, are you or have you worked with area high schools to align curriculum from the high school to your course?	NA – curriculum is determined by accreditation agency.
5. In what ways if any, are you working with CSUs, UCs, private, or out-of-state institutions to align courses and develop articulation agreements?	Articulation agreements are currently in place with San Jose State and with California State University Northridge.

Summary of Planning Goals and Action Plans

6. What are your goals with respect to departmental engagement and how will those goals be measured?	Advisory Board and Clinical Instructor meetings are required by our accrediting agency. These meetings will be maintained on a yearly and quarterly basis.

7. Are additional resources needed to accomplish departmental engagement goals? If yes, identify the resource, as well as the purpose and rationale for each resource. Yes.

Identified Resource	Purpose	If requesting funding, provide a rationale for how each request **supports one or more college strategic initiative and/or supports student learning.**
Supplies required for yearly & quarterly advisory and clinical instructor meetings.	Supplies are needed to support operational needs of the meetings.	Advisory Board and Clinical Instructor meetings are required by our accrediting agency. Supplies are part of the exchange of information that will ultimately benefit student learning.

VI. Professional Development		
1. List a sampling of professional development activities that faculty and staff have engaged in during the last two years.	Attendance at the: 1. ASRT annual conference. 2. ACERT annual conference. 3. AEIRS annual conference. 4. RTCC/RHB committee meetings. 5. Digital imaging conference. 6. Advanced modality conferences	
2. What opportunities does your department take to share professional development experiences with colleagues?	Information received is shared at: 1. Weekly faculty meetings. 2. Quarterly clinical instructor meetings. 3. Annual program advisory meetings.	
3. In what ways have faculty shared, discussed, and used professional development activities to improve program effectiveness?	Professional development activities are used to update technical expertise, exchange information, develop lecture material, update curriculum, and improve teaching methods.	
4. In what ways have staff shared, discussed, and used professional development activities to improve program effectiveness? What professional development needs do you have in the coming years?	Currently, program does not have any staff positions but radiology faculty must remain current in the field at both the state and national level. It is imperative that radiology faculty attend radiology conferences to maintain currency. Each faculty should attend conferences every year.	

Summary of Planning Goals and Action Plans		
5. Are there unmet or upcoming professional development needs among faculty in this program? If yes, then please explain a proposed plan of action for addressing this need and any necessary resources.		Each faculty should attend at least one national radiology conference and one local radiology conference per year to remain current in the profession. Augmentation of CTE funding for conference expenses and augmentation of B-Budget for substitute pay is necessary.
6. What are your goals with respect to professional development and how will those goals be measured?		Each faculty should attend at least one national radiology conference and one local radiology conference per year and the goal would be verified using attendance records.
7. Are additional resources needed to accomplish professional development goals? If yes, identify the resource, as well as the purpose and rationale for each resource. Yes.		
Identified Resource	Purpose	If requesting funding, provide a rationale for how each request **supports one or more college strategic initiative and/or supports student learning.**
Travel funding	Attend annual national radiology conference.	Each instructor will update their expertise in the field, develop lecture material, and improve teaching methods. Updating radiology instruction will increase each instructor's overall effectiveness in the classroom, which in turn will increase student learning.
Travel funding	Attend annual local radiology conference.	Each instructor will update their expertise in the field, develop lecture material, and improve teaching methods. Updating radiology instruction will increase each instructor's overall effectiveness in the classroom, which in turn will increase student learning.

VII. Support Services

Support Services

Consider the support services needed by your program when reflecting over the following questions		Comments or explanations of barriers and solutions.
1. Is there adequate clerical or administrative support for this program?	Yes **(No)**	Program could use additional clerical/administrative support due to on-going increases in administrative workload demands required by state, national, and college accreditation requirements.
2. Are there sufficient college and departmental computer labs available to support this program?	**(Yes)** | No	
3. Are the library and media resources provided by the college sufficient to support up-to-date program instruction?	**(Yes)** | No	
4. Are adequate services provided in compliance with program needs for meeting health and safety guidelines?	**(Yes)** | No	
5. Are the custodial services to this program in compliance with program needs for meeting health and safety guidelines?	**(Yes)** | No	
6. Are accommodations for students with disabilities adequate, including alternative media, testing, and tutorial?	**(Yes)** | No	
7. Are general tutorial services adequate?	Yes **(No)**	Due to the specialized subject matter, general tutoring is not adequate for the program.

8. Are academic counseling and advising services available and/or adequate to support students enrolled in the program?	(**Yes**)| No	Having a dedicated program counselor is a great benefit to the program.
9. Do students have access to and can they effectively use appropriate information resources?	(**Yes**)| No	
10. Specifically related to distance learning, do you have appropriate faculty support services and/or effective training for faculty teaching online?	Yes | No	NA
Marketing & Outreach		
11. What impact do you feel the college catalog, class schedule, and online schedule of classes have on marketing your program? Does the marketing accurately reflect your program, requirements, and services available?		Program information is available via print and online methods. These methods of delivery adequately reflect our program, its requirements, and its services.
12. What impact does the college or departmental website have on marketing your program?		The dedicated program home page is the primary source of information for interested students, current students, the counseling department, and other interested parties.
13. Is there any additional assistance from marketing that would benefit your program? If yes, explain.		Maintaining program brochures that reflect annual changes in program information.
14. If you were to collaborate with the Outreach staff, what activities would be beneficial in reaching new students?		The program participates in the career outreach activities through on and off-campus career fairs and recruitment activities.

Programs, clubs, organizations, and special activities for students	
15. List the clubs that are designed specifically for students in this program. Describe their significant accomplishments.	NA
16. List any awards, honors, scholarships, or other notable accomplishments of students in this program.	Notable accomplishments include: • Kaider Scholarship President's Award – 2007 • Outstanding African-American Student Award – 2006 & 2007 • Students in the RT program have been recipients of the Kaider, Grove, Kaiser, El Camino Hospital, and Snead scholarships. • First place winner in the Student Bowl at the 2005 ACERT Conference. • Third place winner in the Student Bowl at the 2006 ACERT Conference.

Summary of Planning Goals and Action Plans	
17. What are your goals with respect to support services and how will those goals be measured?	Continue to request additional clerical support as needed. Continue to maintain program home page content and information published in the catalog, schedule, and web. Continue participation in career outreach activities.

18. Are additional resources needed to accomplish your support services goals? If yes, identify the resource, as well as the purpose and rationale for each resource. Yes		
Identified Resource	Purpose	If requesting funding, provide a rationale for how each request **supports one or more college strategic initiative and/or supports student learning.**
Additional clerical when needed	Additional clerical help required to support program accreditation and operations.	Accreditation requirement – Clerical support services as needed to support educational, program, and administrative requirements.
Program brochures	Program marketing	Accreditation requirement – Program mission & goals, accurate information about admission policies, tuition and fees, contact information, Program description, Program requirements, career opportunities, and Program costs are made available to students and the general public.

VIII. Career and Technical Education Programs

Response to Labor Market Demand	
1. How does your program meet labor market demand? Cite specific examples and sources.	According to the US Bureau of Labor Statistics, employment is projected to grow faster than average and job opportunities are expected to be favorable. Employment is expected to increase by about 15% from 2006-2016. Program operates at student capacity. www.bls.gov/oco/ocos105/htm
2. Given the number of enrollments projected for the program and necessary to support the program, are there enough openings locally to permit placement of the expected number of graduates?	Job openings are expected to rise from the need to replace technologist who leave the occupation and the increase in the number of people requiring medical imaging procedures.
3. Has the job market been: declining slowly? steady? growing slowly? growing rapidly? newly emerging?	As quoted by the BLS, 7 of the 20 fastest growing occupations are health care related. Health care will generate 3 million new wage and salary jobs between 2006-2016, more than any other industry. Health care jobs are found throughout the country, but are concentrated in the largest states-in particular, California, New York, Florida, Texas, and Pennsylvania.
4. What is the average starting salary a student can expect to make after completing a certificate or degree?	Bay area salary = 75,000-90,000 per year
5. What is the projected average percentage of salary increase in 2 years? 4 years?	Wage increase – 0.3% per year.
Response to Program Credibility/Viability	
6. If advanced degrees are typically needed for career advancement, will the courses required for this program transfer towards completion of the requirements for those degrees?	NA – Program graduates are entry-level industry ready.

7. If yes, are the courses in your program aligned and/or articulated with the four-year institutions.	Yes. Articulation agreements are in place with San Jose State and California State University Northridge.
8. Will this preparation permit students to stay current in their field? Does the program teach basic principles and theory, as well as applications? Is it current? Is it of sufficient rigor to assure the capacity to continue to follow the literature and learn new techniques? Is it of sufficient generality to allow for later shifts in career?	Program graduates are entry-level industry ready. With experience and additional training, staff technologist may become specialist, performing CT, MRI, Mammography, and Angiography.
9. Does this preparation provide a significant secondary expertise to primary careers? If yes, explain the purpose of the training – is it designed primarily or in part to meet the needs of those already employed for upward mobility, entrepreneurship, or other career upgrade?	As per graduate surveys, many program graduates are currently working in the advanced modalities such as CT, MRI, Mammography, and Angiography within 6 months of graduation.
10. Describe any pre-collegiate or noncredit pathways that exist to direct students into the program?	None are in place at this time.
11. How does this program prepare students for competitive employment?	During the final spring quarter of the program, students are instructed on professional development topics that include interviewing techniques, constructing a resume, continuing education and life long learning techniques.

Advisory Board	
12. List your advisory board members. The list of advisory board members should include their job titles as well as their affiliations, and an accompanying explanation should make clear that the professionals on this committee represent those within the industry who would hire graduates of a proposed CTE program.	Dr. Volney Van Dalsem III, Medical Director, Stanford Hospital & Clinics Judy Miner, President, Foothill College Richard Galope, Vice President, Foothill College Eloise Orrell, Dean, Foothill College Jenene Key, Program Director, Radiology Program, Foothill College Bonny Wheeler, Clinical Coordinator, Radiology Program, Foothill College First Year Student Representative, Foothill College Second Year Student Representative, Foothill College David Sostarich, Director, Department of Radiology, El Camino Hospital Alice Gregg, Manager, Department of Radiology, El Camino Hospital Dianne Tiernan, Manager, Department of Radiology, Valley Medical Center Rita Hiett, Manager of Radiology, Palo Alto Medical Foundation-PA David Hom, Director of Radiology, Valley Radiology Darlene DeBrito, Director of Radiology, Good Samaritan Hospital Mohammad Malik, Director of Radiology, Kaiser Santa Clara Hospital Paul Kurily, Director, Department of Radiology, Stanford Hospital & Clinics Barbara Pardini, Director, Imaging Services, O'Connor Hospital Courtlen Burke, Director of Radiology, Regional Medical Center Eleze Armstrong, Director of Radiology, Hazel Hawkins Memorial Tom Frick, Director of Radiology, Palo Alto Medical Foundation-MV
13. List the dates and number of members attending of your most recent advisory board meetings.	Advisory Meeting, Spring 2009, 17 participants. Clinical Instructor Meeting, Fall 2009, 20 participants.
14. What have been the major outcomes of your advisory board meetings? Of those outcomes, which have been acted upon, and what is your plan of action with regard to other outcomes discussed?	Increase in student clinical hours first quarter of the program from 8/wk to 12/wk. Employer survey data was collected. Reviewed mission and goals.

Program Accreditation		
15. Is this program subject to approval by specialized state, regional, or national accrediting agencies?	Yes	
16. What is the program's accreditation status?	The last accreditation site visit was conducted in 2007. The duration of accreditation is eight years. The next comprehensive evaluation is expected in 2015.	
17. Indicate recommendations of the most recent accreditation evaluation of the program and corrective actions taken or planned. Most recent accreditation report and all additional pertinent documentation and explanations should be available on site for consultant review.	No recommendations were issued at the last accreditation site visit. The program was in 100% compliance of all standards.	
18. Provide a brief analysis of student performance on licensure or board exams on first attempt.	2007 – 100% 2008 – 100% 2009 – 100%	
19. What indicators does your program use to determine success of our students after completion?	Board pass rate Employment surveys are conducted six months after graduation. Graduate surveys are conducted six months after graduation.	
20. Does your program survey employers for satisfaction of our students who have earned a degree/certificate? Provide brief analysis of employer satisfaction.	Yes. The last 5-years of employer surveys have reflected positive feedback in all categories.	
21. Does the department's analysis of labor market demand, advisory board recommendations, and accreditation status (if applicable) reflect the data?	Advisory Board recommended no increase or decrease in program enrollment.	
22. Have any/all issues been identified in the program plan and are they adequately addressed with appropriate action plans? Explain.	Yes. All identified issues have been addressed, i.e., increase student clinical hours in the first quarter.	

Summary of Planning Goals and Action Plans	
23. What are your 4-year goals based on areas identified in the Career and Technical Education section of the program plan and how will those goals be measured?	Maintain program accreditation. Address recommendations from Advisory Board Committees
24. Are additional resources needed to accomplish career and technical education goals? If yes, identify the resource, as well as the purpose and rationale for each resource.	

Identified Resource	Purpose	If requesting funding, provide a rationale for how each request **supports one or more college strategic initiative and/or supports student learning.**
Supplies required for yearly & quarterly advisory and clinical instructor meetings.	Supplies are needed to support operational needs of the meetings.	Advisory Board and Clinical Instructor meetings are required by our accrediting agency. Supplies are part of the exchange of information that will ultimately benefit student learning.
Program brochures	To market the program	Accreditation requirement – Program mission & goals, accurate information about admission policies, tuition and fees, contact information, Program description, Program requirements, career opportunities, and Program costs are made available to students and the general public.

IX. Resource Planning: Personnel, Technology, Facilities, and Budget	
Faculty	
1. How does your PT/FT ratio impact the program?	Accreditation guidelines mandate that the Program provide an adequate number of faculty to meet all educational, program, administrative, and accreditation requirements. It is extremely difficult to find PT faculty who can be flexible in meeting the demands of the Program. Two of the three PT instructors filling in the for the FT faculty position work full-time in busy radiology departments. One part-timer must return to her workplace immediately after lecturing and is unable to hold office hours for either of her two courses. The Program has had to rearrange the students' schedules around the part-timer's work schedule. Classes are held on the day of the week that the PT faculty can teach rather than when the material should be introduced to the student. In many cases, this has compromised some students' ability to grasp the material. Part-timers are not updating the course material to the extent that a FT instructor would do who has ownership of the course. This is often times due to time constraints and not attending conferences on a regular basis where new course information is shared among colleagues.

2. What staffing needs do you anticipate over the next four years. (Consider: retirements, PDL, reassigned time, turnover, growth or reduction of the program)	1. Increases in release time for Program Director to 50% - Program Director duties currently encompass 50-75% of the Director's job description. Accreditation standards require ongoing program assessment, curricular review, affiliate contract review, and numerous program documentation tasks to remain in good standing. The lack of substantive release time compromises the Director's ability to maintain excellent accreditation status, the high standards the Program is known for in the community, and the ongoing needs of the medical community for qualified Radiologic Technology graduates. 2. Maintain 3.5 FTEF 3. PDL faculty replacement for 2010 and 2013. 4. Retirement of full and part-time faculty as needed.
Classified Staff	
3. What staffing needs do you anticipate over the next four years. (Consider: retirements, PDL, reassigned time, turnover, growth or reduction of the program)	1. The Allied Health Sciences Admissions Coordinator is imperative to the success and growth of the program. Any reduction in her current program related job duties would have a negative impact on the program. 2. A dedicated Radiologic Technology Program counselor would improve Program effectiveness by promoting student achievement.
Technology and Equipment	
4. Are the existing equipment and supplies adequate for meeting the needs of the instructional program?	No. Multimedia overhead projector and visualizer in room 5210 are not adequate for displaying of radiologic images.
5. Do you have adequate resources to support ADA needs in your physical and/or online courses and classrooms?	Yes

6. Is the technology used in your distance education courses appropriate to the nature and objectives of your courses? Please explain how it is appropriate or what changes are underway to make it appropriate. Explain.	NA

Technology & Equipment Definitions

- **Non-instructional Equipment and Supplies:** includes equipment for "office use" that is non-instructional and that is not used in a lab or classroom – it includes non-programmatic equipment for individual instructors and staff, such as a desktop computer for office use. Desktop technology (computers, printers, scanners, faxes) and software requests are processed through your Dean or Director.

- **Instructional Equipment and Supplies:** includes technology, software, and supplies used in courses or labs, including occupational program equipment. Instructional program equipment requests are prioritized by the department and then by the Dean or Director.

- **Durable Equipment and Furniture:** includes non-instructional, non-technology equipment (chairs, tables, filing cabinets, vehicles, etc.) necessary to improve the operational functioning of the program/department.

- **Note:** It is recommended that divisions perform and maintain an inventory of all their technology and equipment.

Facilities

7. Are your facilities accessible to students with disabilities?	Yes
8. List needs for upgrades for existing spaces	NA
9. List any new spaces that are needed	One additional office for part-timers to use when all faculty are on campus at once.
10. Identify any long-term maintenance needs.	Radiology Laboratory equipment maintenance.

11. Are available general use facilities, such as classrooms, laboratories, and faculty office/work space adequate to support the program? Please explain.	Yes
12. Are work orders, repairs, and support from district maintenance adequate and timely? Please explain.	Yes
Budget	
13. Are the A-budget and B-budget allocations sufficient to meet student needs in your department?	No
14. Describe areas where your budget may be inadequate to fulfill program goals and mission.	The RT program requires a lot of printing, i.e., student handouts, quiz and test printing, accreditation required documents, clinical affiliate documents, student and clinical instructor manuals, and student grades. Accreditation guidelines require hard copy for most program documentation. Radiologic technology equipment repair and maintenance is ongoing. Advisory Board operational supplies
15. Are there ways to use existing funds differently within your department to meet changing needs?	Currently no. Would like more flexibility in transferring money from one budget to another.
Summary of Planning Goals and Action Plans	
16. What are your goals with respect to resource planning and how will those goals be measured?	The program requires non-instructional equipment and supplies, as well as instructional equipment and supplies.
17. Are additional resources needed to accomplish your resource planning goals? If yes, identify the resource, as well as the purpose and rationale for each resource.	

Identified Resource	Purpose	If requesting funding, provide a rationale for how each request **supports one or more college strategic initiative and/or supports student learning.**	
Faculty position	Replace open FT faculty position to ensure the responsibilities required to support a large RT Program are met; to cover PDL's and retirement	Accreditation guidelines require the Program to provide an adequate number of faculty to meet all educational, program, administrative, and accreditation requirements.	
Program Director release time	Additional release-time -50%- to support the quality and effectiveness in order to achieve the Program's mission.	Accreditation requirement – Program must provide an adequate amount of Program Director release-time to meet all educational, program, administrative, and accreditation requirements.	
Part-time office space	For PT faculty office hours and student counseling	This directly contributes to student success and learning and is an accreditation mandate.	
Additional B-Budget	Funding for program printing needs	Accreditation requirement that the Program has publications that accurately reflects the program's policies, procedures, and offerings to support student learning.	
Digital Image Printer	To upgrade the radiology lab to industry standards	Accreditation requirement - Program must provide resources that promote student knowledge of current and developing imaging technologies.	
PDF scanner	To scan non-electronic accreditation documents required for the online accreditation process.	Accreditation requirement –future self-studies will be accepted only in an online format.	

Office computers	Daily operations and compatibility with campus multimedia classrooms. Required electronic communication with accreditation agencies.	Accreditation requirement - Computer equipment and software are needed to support educational, program, and administrative requirements.
Program computers	Daily operations and compatibility with campus multimedia classrooms. Required electronic communication with accreditation agencies.	Accreditation requirement - Computer equipment and software are needed to support educational, program, and administrative requirements. Faculty computers and software are outdated and create compatibility issues with office and classroom computers.

X. Final Summary of Goals, Commitments to Action, and Resource Requests

1. Upon completion of this program plan, provide a comprehensive summary of your goals and action plans for the next 4 years.

   1. Department and Program Description/Data
   Goals
   - Maintain program accreditation
   - Maintain 3.5 FTEF's
   - Maintain student tutoring program
   - Maintain radiology equipment

   Action plan
   - Augmentation of B –Budget
   - Continue to advertise and fill vacant faculty positions
   - Augmentation of CTE funding

   2. Curriculum
   Goals
   - Maintain currency with the JRCERT, ARRT, and RHB curriculum requirements.

   Action plan
   - Augmentation of CTE funding & staff development
   - Augmentation of B-Budget funding
   - Augmentation of Lottery funding

   3. **Student Learning Outcomes**
   Goals
   - Ongoing review and updating of course SLO's/strategies/ reflections

   Action plan
   - Perform ongoing review and updates on a quarterly basis

   4. Department Engagement
   Goals
   - Conduct yearly and quarterly advisory meetings

   Action plan
   - Augmentation of B-Budget funding for meeting incidentals

5. **Professional Development**

Goals
- Each faculty should attend at least one national radiology conference and one local radiology conference per year and the goal would be verified using attendance records.

Action plan
- Request staff development and CTE funding

6. **Support Services**

Goals
- To improve student services by requesting a dedicated Program counselor.
- Program will continue to request and utilize clerical support, will update and maintain the Program's home page, catalog, schedule, and curriculum sheet, and participate in career outreach activities.

Action plan
- Request a dedicated Radiologic Technology Program counselor.
- Request continued availability of clerical support per accreditation mandates.
- Augmentation of B-Budget for funds necessary for recruitment and Program informational services per accreditation mandates.

7. **Career and Technical Education Programs**

Goals
- Maintain program accreditation
- Address recommendations from Advisory Board Committees

Action plan
- Augmentation of B-Budget for Committee operation supplies and Program brochures

8. **Resource Planning: Personnel, Technology, Facilities, and Budget**

Goals
- Maintain 3.5 FTEF's
- Program Director release increased to 50%
- The Program requires instructional and non-instructional equipment and supplies.

Action plan
- Request FT faculty position
- Request increase in Program Director release time to 50%
- Request PT faculty office
- Request PDF scanner

- Digital Imaging Printer
- Request updated office computers and software per accreditation mandates
- Request updated Program computers and software per accreditation mandates

2. Final Resource Request Summary: **When the program planning and review form is online – the section below will automatically fill in with your responses from each section.**

Note: If you are requesting resources this year, these items have to be included in your current program review. If you want the college to understand your full range of need, then list every current and upcoming resource need in each section above.

Resource	Purpose	Rationale	Estimated Cost
Program Director load augmentation	**50% release-time**	**Support accreditation and Program mission.**	**Increase of .0834 load**
Faculty staffing	**Maintain 3.5 FTE**	**Program must provide an adequate number of faculty to meet all educational, program, administrative, and accreditation requirements.**	**3.5 FTE**
PT faculty office	**PT faculty need private office space**	**PT faculty are responsible for student counseling directly contributes to student success and learning and is an accreditation mandate.**	**n/a space only**

CTE funding	**Professional development** **Instructional salaries (tutor)** **Supplies & materials-brochures** **Supplies & materials-laboratory**	**Adequate, on-going funding is necessary to accomplish the Program's stated mission and to support student learning.**	**$6,000** **$2,000** **$1,500** **$4,000**
B-Budget	**Basic Program operations**	**The Program is required to provide sufficient resources to support the quality and effectiveness of the educational process including equipment maintenance & repair and program printing.**	**$7,000**
Staff development	**Professional development**	**Accreditation requirement**	**$1,000/faculty**
Lottery funding	**Instructional equipment**	**Support curriculum and diverse learning styles.**	**$2,000**
Non-Instructional Equipment & Supplies	**Program computers** **Office computers**	**Accreditation requirement - Computer equipment and software are needed to support educational, program, and administrative requirements.**	**$6,000** **$6,000**
Program counselor	**Improve student services**	**Accreditation requirement – to improve Program effectiveness by promoting student achievement.**	**N/A**

PDF scanner	**To scan non-electronic accreditation documents required for the online accreditation process.**	**Accreditation requirement –future self-studies will be accepted only in an online format.**	**$1,000**
Multimedia–Rm. 5210	**Purchase projector Purchase visualizer**	**Upgrade classroom multimedia**	**$3,000 $4,000**
Digital Image Printer	**To upgrade laboratory equipment**	**Accreditation requirement - Program must provide resources that promote student knowledge of current and developing imaging technologies.**	**$20,000**
Supervising Administrator Signature		*Completion Date:* November 9, 2009	