Annual

Program

Of

Veterinary Technology

For

2019-2020

Prepared by

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11/21/2019



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# 1.0 Program Data and Resource Repository

1.2 Quantitative and Qualitative Data

All programs are provided with the most recent two years of data by the Office of Institutional Research (IR) as well as two-year budget data provided by the Business Office.

The data sets provided by the Office of Institutional Research include the following elements for the most recent two (completed) academic years:

* Number of Faculty (Full Time; Part Time; Total)
* Student Credit Hours by Faculty Type
* Enrollment by Faculty Type
* Faculty Name by Type
* Average Class Size, Completion, and Attrition
* Course Completion, Success and Attrition by Distance Learning v Face-to-Face
* Number of Degrees/Certificates Awarded
* Number of Graduates Transferring (if available from IR)
* Number of Graduates Working in Related Field (technical programs only)
* Expenditures and Revenues

Additional data may also be available for reporting from the Office of Institutional Research, as applicable. Requests for additional data must be made through a data request.

*(See Section 1.2 in the Program Review Handbook for more information.)*

### 

### Narrative:

See Appendix 1.2 for Expenditures and Revenues   
  
Vet Tech Program Review Data AY 2019

Looking at all VET courses.

**Number of Faculty:**

 full time 2 (R. Weaver, A. Dutton)

 part time 1 (A. McCormick)

**Enrollment & Student credit hours by Faculty type:**

Full time: 47 total credit hours taught, with 108 total students enrolled

Part time: 10 credit hours taught, 29 total students enrolled

**Average Class size:**

7.6 students in Face-to-Face classes

7.5 students in online classes

7.6 students across all courses

**Completion rates:**

99.2% face-to-face

86.7% online

97.8% all courses

**Pass (‘D’ or better) rates:**

98.3% face-to-face

84.6% online

97.0% all courses

**Pass (‘C’ or better) rates:**

97.5% face-to-face

84.6% online

96.3% all courses

**Number of Majors:** 31 (6 returned in Fall 2019)

**Degrees Awarded:** 5 AAS VET

# 3.0 Assessment of Student Learning Outcomes

3.2 Significant Assessment Findings

The program faculty should provide a narrative overview of the program's significant student learning outcomes assessment findings, any associated impact on curriculum, as well as any ongoing assessment plans. The program may attach data charts, assessment reports or other relevant materials. *(See Section 3.2 in the Program Review Handbook for more information.)*

### Narrative:

The faculty worked on assessing the courses taught by completing the Learning Outcomes Assessment process here at ICC. Many courses used the 70% of students passed with a 70% or better on the assessments. Out of the 10 courses taught throughout the year, majority met or partially met the outcomes. If the outcomes were not met, the instructor provided information on how they plan to adjust/change how the content is taught to improve the status as met the next time the course is taught. The program revised the course outline with labs for all courses being combined into an Essential Skills lab for each semester. When this happened, the learning outcomes were not revised to go along with the semester that the skill is now assessed. We will be looking into getting this aligned so that all learning outcomes are lined up with the student’s essential skills handbook.

4.0 External Constituency and Significant Trends

An important component of maintaining a superior program lies in awareness and understanding of other possible factors that may impact the program and/or student outcomes. After consideration of these other factors, program faculty should document the relevant information within this section. As applicable, this should include the following.

## 4.1: Program Advisory Committee:

### Narrative:

* Include Advisory Member Name/ Title/ Organization/ Length of Service on committee; note the Committee Chair with an asterisk (\*).
* Upload meeting minutes from the previous spring and fall semesters and attach in the appendices section (10.0).

The Veterinary Technology Program Advisory Board is an active group of diverse individuals. Members represent veterinary professionals, pharmaceutical representatives, community members, academic instructors, zoo employees and students. Biannual meetings are conducted where curriculum, enrollment, attrition and student success are evaluated.  
Members are:  
Dr. Richard Barta Barta Animal Hospital  
Dr. Kevin Kooper Barta Animal Hospital  
Dr. Ed Epp Independence Animal Hospital  
Lisa Wilhite, RVT Independence Animal Hospital  
Dennis Myers Henry Schein Animal Health  
Sue Alford, RVT Animal Medical Center  
Nathan Chaplin ICC Science Faculty  
Tom Weaver ICC Science Faculty  
Melissa Ashford ICC Computer Faculty  
Brian Southworth ICC Math Faculty  
Dr. Ann Dutton ICC Vet Tech Faculty  
Linda Benning ICC Vet Tech Faculty-No longer with Program  
Katie Southworth Ralph Mitchell Zoo  
Ned Stichman Community Member  
Jim Duke Community Member  
\*Amanda McCormick, RVT Program Director ICC Vet Tech   
Rachel Weaver, RVT Vet Tech Faculty-Replaced Linda Benning

## 4.2: Specialized Accreditation:

* Include Accrediting Agency title, abbreviation, ICC contact; Agency contact, Date of Last Visit, Reaffirmation, Next Visit, FY Projected Accreditation Budget.
* Upload the most recent self-study and site visit documents.
* Upload agency correspondence which confirm accreditation status.

### Narrative:

The ICC Veterinary Technology Program is accredited by the AVMA-CVTEA (American Veterinary Medical Association Committee on Veterinary Technician Education and Activities). The program director serves as the primary liaison to the AVMA. Ms. Julie Horvath, RVT is the primary contact person at the AVMA. The last site visit occurred April 2017, next site visit is scheduled for 2022. Estimated budget for the site visit expenses is $6,500.00. The annual accreditation fee to the AVMA is $1,500.00

## 4.3:  Other:

Discuss any external constituencies that may apply to the program.  *(See Section 4.3 in the Program Review Handbook for more information.)*

### Narrative:

This program helps fulfill the following HLC criterion by: Helping students learn with smaller class sizes and one on one applications. Providing skills that will allow students to gain employment and enhance community life.

Also fulfills the institution’s degree programs are appropriate to higher education because the courses and programs are current and require levels of performance by students appropriate to the degree or certificate awarded.

# 5.0 Curriculum Reflection

 5.1 Reflection on Current Curriculum

The program faculty should provide a narrative reflection that describes the program’s curriculum holistically. The following are prompts formulated to guide thinking/reflection on curriculum. While presented in question form, the intent of the prompts is to stimulate thought and it is not expected that programs specifically answer each and every question.

* Is the curriculum of the program appropriate to the breadth, depth, and level of the discipline?
* How does this program transfer to four-year universities? (give specific examples)
* What types of jobs can students get after being in your program? (Please use state and national data)
* How dynamic is the curriculum? When was the last reform or overhaul?
* In the wake of globalization, how “internationalized” is the curriculum?
* How does the program assess diversity?
* Does the program have any community-based learning components in the curriculum?

### Narrative:

The program prepares students for an entry level position in veterinary clinics but is not their only option. They can gain employment in research labs, universities, zoos, aquariums, government, pharmaceutical and veterinary supply companies, wildlife rehab centers, animal rescues and many more. Students are taught all the skills they need to pursue employment in the veterinary technician field.  
  
There are also different options available to students who wish to further their education. We have a 2+2 agreement with Kansas State University which is attached, students may elect to attend Veterinary School or attain a bachelor’s or master’s degree in veterinary science or technology. Our program is a steppingstone to these goals. It allows students gain knowledge and hands on experience which will allow them to gain meaningful employment as a vet tech while they pursue further education.  
  
The program has implemented the requirement of completion of prerequisites with a “C” or better before acceptance into the program. This should allow us to better gauge which students are more likely to succeed and ease entrance requirements. The AVMA reviews essential skills yearly, if they make changes, we review and change our required skills list. Faculty are required to attain continuing education credits. This keeps faculty up to date on the latest advancements in veterinary medicine, and they can incorporate it into the curriculum for students.

5.2 Degree and Certificate Offerings or Support

Program faculty should list what degrees and certificates are offered and/or describe how the program curriculum supports other degrees and/or certificates awarded by the college.

### Narrative:

The vet tech program awards an Associates of Applied Science Degree as a technical program.

# 8.0 Fiscal Resource Requests/Adjustments

8.1 Budget Requests/Adjustments

Based on program data review, planning and development for student success, program faculty will complete and attach the budget worksheets to identify proposed resource needs and adjustments. These worksheets will be available through request from the college’s Chief Financial Officer.  Program faculty should explicitly state their needs/desires along with the financial amount required.

Programs should include some or all of the following, as applicable, in their annual budget proposals:

* Budget Projections (personnel and operation)
* Position Change Requests
* Educational Technology Support
* Instructional Technology Requests
* Facilities/Remodeling Requests
* Capital Equipment
* Non-Capital Furniture & Equipment
* New Capital Furniture & Equipment
* Replacement Capital Furniture & Equipment
* Other, as applicable
* Accreditation Fee Request
* Membership Fee Request
* Coordinating Reports

 Resource requests should follow budgeting guidelines as approved by the Board of Trustees for each fiscal year. The resource requests should be used to provide summary and detailed information to the division Dean and other decision-makers and to inform financial decisions made throughout the year.

### Narrative:

Our budget has increased over the past few years due to several reasons, the largest was the reclassification of instructors to faculty members which increased salaries and the addition of a full-time director. The other increase was instructional supplies, these supplies include medications and disposable supplies that students need to use to complete essential skills. The future cost of medications and supplies to continue to rise, it is the area where we do not have control over. We operate with the least amount of inventory as we possibly can and only order supplies when needed. To help with the budget issues and to free up some of the budget, the vet tech clinic has started to charge ICC employees for providing services to their pets. The charges cover the cost of disposable materials and medications. This should aid in keeping our budget under control and eventually allow our clinic to fund itself. This is still a work in progress, and we will adjust fees as needed. As of the time of this writing our budget has been enough to cover current costs of the program.

Beginning in the spring of 2020 we will have clinic hours with clinic fees. The vet clinic will be charging for all services and products at cost plus a small margin. Still at reduced rates compared to industry standards, but enough to make the program more self-sustainable. The vet tech/nursing staff and students will be charged cost for these services and products.

One minor/major construction issue that we would like to get moving on over the summer of 2020 is creating a workable anatomy lab. The current room that is used for the anatomy lab class is not a proper set up for the fluids from the dissection of lab animals. For example, when a lab animal is on one of the tables, the fluids run off onto the floor and there are no floor drains. The tables are not large enough for larger animals.

We would like to purpose using the 4 room in the southwest corner of the vet tech building, the cat room, rabbit room, and two others. This fourplex area can be easily converted into a nice functioning anatomy lab. We would like to begin getting bids during spring 2020 and have it ready to go in fall 2020.

# 9.0 Program Planning and Development Participation

9.1 Faculty and Staff

Program faculty will provide a brief narrative of how faculty and staff participated in the program review, planning and development process. List the preparer(s) by name(s).

### Narrative:

Rachel Weaver, RVT/Program faculty prepared this review. Throughout the year, director Amanda McCormick, Dr. Ann Dutton and Rachel Weaver, RVT met weekly to discuss updates on student’s skills and what was being taught in courses.

9.2 VPAA and/or Administrative Designee Response

After review and reflection of the *Comprehensive Program Review* or the *Annual Program Review*, the Division Chair and VPAA will write a summary of their response to the evidence provided. The Division Chair and VPAA’s response will be available to programs for review and discussion prior to beginning the next annual planning and development cycle.

### Narrative:

Division Chair of Science, Technology & Industry, Tamara Blaes, agrees with the findings in this program review.

I definitely agree with the addition of a new anatomy lab, after touring the lab facilities it is necessary to add a space with floor drains.

Program review agrees with the recommendations and review.

# 10.0 Appendices

Any additional information that the programs would like to provide may be included in this section.

1.2

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| INDEPENDENCE COMMUNITY COLLEGE | | | | | | |
| Veterinary Technology | | | | | | |
| For the Twelve Months Ending Sunday, June 30, 2019 | | | | | | |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | **Published Budget** | **Operating Budget** | **Expense** | **Encumbered** | **Remaining** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 12-510:550 | Salary | $151,400.00 | $151,400.00 | $131,041.66 |  | $20,358.34 |
| 12-591:598 | Fringe Benefits | 50,582.00 | 50,582.00 | 33,701.17 |  | 16,880.83 |
| 12-601 | Travel | 125.00 | 125.00 | 20.00 |  | 105.00 |
| 12-602 | Food and Meals | 500.00 | 500.00 | 201.47 | 152.00 | 146.53 |
| 12-606 | Student Travel |  |  |  |  |  |
| 12-607 | Rentals |  |  |  |  |  |
| 12-611 | Postage & Shipping | 95.00 | 95.00 |  |  | 95.00 |
| 12-613 | Printing |  |  |  |  |  |
| 12-615 | Advertising |  |  |  |  |  |
| 12-616 | Promotions |  |  |  |  |  |
| 12-617 | Recruiting |  |  | 14.94 |  | (14.94) |
| 12-619 | Animal Food | 400.00 | 400.00 | 41.69 |  | 358.31 |
| 12-626 | Conference Fees/Registration | 2,050.00 | 2,050.00 | 1,288.01 | 150.00 | 611.99 |
| 12-631 | Telephone |  |  |  |  |  |
| 12-641 | Lease/Rental/Lease Purchase | 2,562.00 | 2,562.00 | 45.50 | 45.50 | 2,471.00 |
| 12-646 | Service Agreements | 1,864.00 | 1,864.00 | 2,821.24 | 347.55 | (1,304.79) |
| 12-647 | Fuel/Gas |  |  |  |  |  |
| 12-649 | Repairs | 4,000.00 | 4,000.00 |  |  | 4,000.00 |
| 12-661 | Contract Services |  |  |  |  |  |
| 12-662 | Legal Services |  |  |  |  |  |
| 12-663 | Consultants |  |  |  |  |  |
| 12-681 | Dues/Memberships/Fees | 2,441.00 | 2,441.00 | 3,300.50 | 455.00 | (1,314.50) |
| 12-682 | Subscriptions |  |  |  |  |  |
| 12-699 | Uniforms |  |  |  |  |  |
| 12-700-000 | Instructional Supplies | 14,300.00 | 14,300.00 | 5,480.21 | 4,438.68 | 4,381.11 |
| 12-700-001 | Instructional Supplies (Innovation Fee) |  |  | 650.00 |  | (650.00) |
| 12-701 | Office Supplies | 100.00 | 100.00 | 53.24 |  | 46.76 |
| 12-702 | Paper Supplies |  |  |  |  |  |
| 12-703 | Books |  |  |  |  |  |
| 12-704 | Periodicals |  |  |  |  |  |
| 12-705 | Media (Videos, DVD) |  |  |  |  |  |
| 12-717 | Professional Development |  |  |  |  |  |
| 12-719 | Misc. Expenses |  |  |  |  |  |
| 12-850 | Equipment- Non-Capital >$5,000 | 1,588.00 | 1,588.00 | (1,881.31) |  | 3,469.31 |
| 12-852 | Software & Licenses |  |  |  |  |  |
|  | **Total** | **232,007.00** | **232,007.00** | **176,778.32** | **5,588.73** | **49,639.95** |

5.1