

PROGRAM INFORMATION	Program	Medical Laboratory Technology
	Submitted by:	Lynne Smith
	Year	2023-2024
	Date of Review	2024-01-05
	Form Key	792d1388-41c3-475b-8203-cf6a1985f5a2
PROGRAM OUTCOMES	Explain how program outcomes were reviewed this year (i.e., input from advisory board, instructors, students, etc.) and changes made, if any:	Outcomes were reviewed during the advisory board meeting, by the instructors, and through student evaluations. No changes were made to the program outcomes at this time. We will be changing the clinical evaluations to help get better data to make sure we are meeting our program outcomes. This was approved by the advisory board.
	Outcomes are up to date in WIDS and on the program's web page	Yes
SYLLABI	ADA Statement	Yes
	Competencies	Yes
	Course Description	Yes
	Course Title and Number	Yes
	Credit Hours	Yes
	Freedom of Expression Statement	Yes
	Grading Criteria	Yes
	Instructor	Yes
	Academic Integrity Policy	Yes
	Nondiscrimination Statement	Yes
	Office Hours/Contact Information	Yes
	Prerequisites	Yes
	Required Text(s)	Yes
	Syllabi Up to Date in WIDS	Yes
Explain which syllabi were reviewed this year; input received from advisory board, instructors, students, etc. regarding course objectives and textbooks used; and changes made, if any.	We reviewed the Hematology and Clinical Chemistry syllabi. A comment was made by a clinical instructor about more review needed on abnormal WBC morphology . We will continue to assign the Media Lab WBC case simulator to help students review these cells to help them be better prepared in an area where they do not get a lot of clinical experience depending on their site.	
PROGRAM COMPETENCIES	Explain how competencies were reviewed this year (i.e., input from advisory board, instructors, students, etc.) and changes made, if any:	Our competencies were reviewed this year by our advisory board, instructors and by student evaluations. We presented a program assessment plan to our advisory board to evaluate data from our evaluations. After this evaluation it was determined that we will change the evaluations grading to provide more detailed definitions of scores to encourage clinical coordinators to comment on student performance. The advisory board thought this was a good plan and approved the change.
	WIDS Up to Date	Yes
COURSE ASSESSMENTS USED IN PROGRAM CHECKLIST	Capstone	Yes
	Class Participation	Yes
	Clinical/internship observations	Yes
	Examinations	Yes
	Comprehensive Final Exams	Yes

	Journals	Yes
	Lab Demonstrations	Yes
	Oral Examinations/Presentations	Yes
	Other Projects	No
	Peer Evaluations	Yes
	Portfolio Projects	Yes
	Quizzes	Yes
	Self-Evaluations	No
	Simulations	Yes
	Videos of Student Mastery	No
	Written Essays	Yes
	Written Reports	Yes
ALIGNED AND APPROPRIATE ASSESSMENTS	Assessments used in the program are matched to the outcomes/competencies for the program.	Yes
	Explain changes in the assessments used in your program since your last review (include input received and rationale).	We will be revising the scoring for performance levels on the clinical practicum evaluations. They will use clear definitions of what each score means and will provide clear instructions for evaluators so hopefully we will see more consistent scoring among clinical evaluators. We also started using a Media Lab exam simulator which gives the students practice exams in all areas to help present data to detect areas that need improvement. We are in the process of collecting this data.
	Give examples of how assessments used in the program reflect higher-level thinking skills, such as applications, analysis, synthesis, and evaluation.	Our technical courses have assessment by exam, quizzes and lab practicals. These assessments also include case studies, tests to perform and evaluation of the results obtained.
INDUSTRY CERTIFICATIONS	Explain any changes made or planned in the program based on assessment of industry certifications used in the program.	We have added a Media Lab exam simulator. This tool allows students to continually take practice exams in all areas of the lab. We are using this tool to help find areas that need improvement in our courses to help students be better prepared. It also allows students to prepare for their boards. This tool is used during their clinical site externship to allow them to continually review. We feel this is a great additional study tool.
INTERNSHIPS/ CLINICALS	How do you evaluate program competencies or learning objectives during internship/externship experiences?	We use clinical evaluations in all areas of the lab during their externship experience. The clinical coordinators evaluate students on their clinical skills and affective domain skills. The students also take 4 online exams, fill out worksheets for each department, complete differentials normal and abnormal on the Media lab website, and take practice exams on the Media lab exam simulator.
	As you reviewed results of internship/externship evaluations, what curriculum changes were made or are planned in your program?	No changes have been made at this time, we are in the process of changing the grading system of the clinical evaluations so we will review the data after this year and see if there are areas of concern.
ENROLLMENT	Does the most recent year's data meet this benchmark? If not, explain a single-year anomaly or explain what strategies your program will implement to address a pattern (two or more years) of not reaching this benchmark.	We did achieve a 75% enrollment, but barely. We have consistently been around the 89% mark, but the enrollment in 2023 was only 39% which has brought the 5 year average down significantly. All of the medical programs in 2023 had lower numbers than usual. We will monitor this to see what changes may need to be made. We are attending more career fairs in hope of increasing this number.

RETENTION	Does the most recent year's data meet this benchmark? If not, explain a single-year anomaly or explain what strategies your program will implement to address a pattern (two or more years) of not reaching this benchmark.	Our retention is at 83% so we did meet the benchmark. We have encouraged students to have study tables, we have review games and worksheets to help students be successful.
GRADUATION	Does the most recent year's data meet this benchmark? If not, explain a single-year anomaly or explain what strategies your program will implement to address a pattern (two or more years) of not reaching this benchmark.	We do meet the benchmark for graduation. At this time we continue to make sure we follow student grades closely, provide options for studying and have advising meetings to make sure our students are successful and graduate.
PLACEMENT	Does the most recent year's data meet this benchmark? If not, explain a single-year anomaly or explain what strategies your program will implement to address a pattern (two or more years) of not reaching this benchmark.	We have 100% placement. There is such a need in this field that students have no problem finding a job. Many of our students are Double Edge students so they already have a job before they even graduate.
STUDENT SATISFACTION	If this benchmark is not met, what strategy or strategies will be implemented to address this measure?	N/A
ALUMNI SATISFACTION	If this benchmark is not met, what strategy or strategies will be implemented to address this measure?	N/A
EMPLOYER SATISFACTION	If this benchmark is not met, what strategy or strategies will be implemented to address this measure?	We do an employer survey every year and we achieved this benchmark. They commented that students were prepared and ready to start as an entry level tech. The employers were happy with our students who were employed at their facility.
PROFESSIONAL DEVELOPMENT	What professional development activities have instructors in this program completed in the last year?	CLEC conference, Media Lab modules, Med Training modules, completed Medical Law and Ethics class
	How were these activities used to improve this program?	These modules help to refresh our knowledge in all areas of the lab. The conference allows us to network and get new ideas on ways to conduct labs and ways to assess our students.
PROFESSIONAL ORGANIZATIONS	Do faculty members belong to professional organizations associated with this program?	Yes

	If no, explain why.	
	Are students made aware of the professional organizations for their career field?	Yes
ADVISORY BOARD RECOMMENDATIONS	What changes were or will be made to this program based on feedback provided at the past year's advisory board meeting(s)?	We will be changing our clinical evaluations to hopefully provide clearer definitions of what the scores mean and provide better insight into student performance.
	Implementation Date	2024-01-05
	Indicate the personnel responsible for implementing the change(s):	Lynne Smith
PROGRAM IMPROVEMENT PLANS AND BUDGET	As you review this past year, what changes do you propose for the next school year that will affect the program's budget?	No changes to the budget will be needed.
	Cost	