Emergency Medical Technologies Program Review

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For clarification: Emergency Medical Technologies (EMTs) includes the Emergency Medical Technician (EMT) program and the Paramedic Studies Program (PM). The budget for both is combined.

1. Program Description

A. Description (Emergency Medical Technician (EMT) and Paramedic Studies (PM)
A community depends on an emergency medical system that responds quickly with well educated and competent EMTs. Successful completion of this one semester EMT program and the National Registry certifying examination presents the EMT with exciting employment opportunities with private ambulance companies, fire departments and hospitals who utilize basic life support skills. They may also find employment with companies providing basic medical care at concerts, sporting events and amusement parks. Successful completion of the EMT program is a prerequisite for most Paramedic Programs throughout the United States.

The Ventura College Paramedic Studies program is the only program fully accredited by the Commission on Accreditation of Allied Health Education Programs in Ventura County. Successful completion of this two semester program will allow students to sit for the National Registry licensing examination and then gain employment in the wide range of public and private agencies who incorporate the advanced life support skills of a paramedic into their needs.

B. Program Student Learning Outcomes (EMT) -   Successful students in the program are able to:

1. Function within the Emergency Medical Technician scope of practice to apply scientific knowledge as well as the skills necessary in providing emergency medical care
2. Provide competent and safe care in a variety of settings to a group of patient with diverse needs across the life span.
3. Seek certification as EMTs and meet the expectations of the Emergency Medical Services community.

B. Program Student Learning Outcomes (PM) -   Successful students in the program are able to:

1. Function within the paramedic scope of practice to provide professional, competent and safe care while applying scientific knowledge and demonstrating mastery of skills, management and leadership to a group of patients with complex and diverse needs.
2. Utilize effective communication and interpersonal skills with patients, the health care team and while providing education to individuals and groups.
3. Understand and observe the concept of lifelong learning, including the pursuit of advanced degrees and practice in the health field.
4. Seek licensure as a paramedic and that meet the expectations of the Emergency Medical Services community.

C. College Level Student learning Outcomes

1. Critical Thinking and Problem Solving
2. Communication
3. Information Competency

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D. Estimated Costs (Required for Certificate of Achievement ONLY)

Paramedic Studies

	Cost
Enrollment Fees	1591.00
Books	700.00
Supplies	838.00
Total	3129.00

E. Criteria Used for Admission

EMT –
>Health Screening and Physical Exam
>Drug, alcohol and criminal background clearance
>Current CPR certification

PM –
>Health Screening and Physical Exam
>Drug, alcohol and criminal background clearance
>Current CPR Certification
>EMT Certification
>Meet English, math, anatomy and physiology and work experience prerequisites

F. Vision

Ventura College will be a model community college known for enhancing the lives and economic futures of its students and the community.

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G. Mission

Ventura College, one of the oldest comprehensive community colleges in California, provides a positive and accessible learning environment that is responsive to the needs of a highly diverse student body through a varied selection of disciplines, learning approaches and teaching methods including traditional classroom instruction, distance education, experiential learning, and co-curricular activities. It offers courses in basic skills; programs for students seeking an associate degree, certificate or license for job placement and advancement; curricula for students planning to transfer; and training programs to meet worker and employee needs. It is a leader in providing instruction and support for students with disabilities. With its commitment to workforce development in support of the State and region's economic viability, Ventura College takes pride in creating transfer, career technical and continuing education opportunities that promote success, develop students to their full potential, create lifelong learners, enhance personal growth and life enrichment and foster positive values for successful living and membership in a multicultural society. The College is committed to continual assessment of learning outcomes in order to maintain high quality courses and programs. Originally landscaped to be an arboretum, the College has a beautiful, park-like campus that serves as a vital community resource.

H. Core Commitments

Ventura College is dedicated to following a set of enduring Core Commitments that shall guide it through changing times and give rise to its Vision, Mission and Goals.

- Student Success
- Respect
- Integrity
- Quality
- Collegiality
- Access
- Innovation
- Diversity
- Service
- Collaboration
- Sustainability
- Continuous Improvement

I. Degrees/Certificates

PM – Certificate with courses leading to AS in Emergency Medical Services

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J. Program Strengths, Successes, and Significant Events

- Our program is the only fully accredited program in Ventura County (original accreditation July 2003)
- Even though the Ventura College Paramedic Program was established just 12 years ago, our graduates now account for **one third** of the paramedics working in Ventura County.
- National Registry (Licensure exam for paramedics
    - National Registry (Licensure exam for paramedics) last 3 year average – 100% success rate
    - National Registry (Licensure exam for paramedics) 12 year average – 99% success rate
- National Registry (Certification exam for EMTs)
    - 2 year average – 81% success rate
- Many of our graduates have received individual awards within the local Emergency Medical Service community.
- Both faculty and alumni continue to be involved in all aspects of the Ventura County EMS Community. Most of our faculty remains involved in the Ventura County EMS Committees and all but one of our skills instructors are graduates of our program. In addition, members of the Ventura County Prehospital Care System have been actively involved with our program – most guest speakers offer their time as a way to support our program. They continue to support and provide necessary input as members of our Paramedic Studies Advisory Committee.
- Our program continues to work well with other departments and faculty members. It appears that we are meeting or exceeding all employer and graduate expectations. Supportive data is voluminous and would be available for review.

K. Organizational Structure

President: Robin Calote
    Executive Vice President: Ramiro Sanchez
        Dean: Jerry Mortensen
            Department Chair: (Program Director) Meredith Mundell

Instructors and Staff

Name	Meredith Mundell
Classification	Professor
Year Hired	1999
Years of Work-Related Experience	36
Degrees/Credentials	B.S.N.

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2. Performance Expectations

A. Program Student Learning Outcomes (EMT) -   Successful students in the program are able to:
1. Function within the Emergency Medical Technician scope of practice to apply scientific knowledge as well as the skills necessary in providing emergency medical care. (3.1 - 3.7, 5.6, 5.7)
2. Provide competent and safe care in a variety of settings to a group of patient with diverse needs across the life span. (1.4, 3.1 – 3.7, 5.7, 6.1)
3. Seek certification as EMTs and meet the expectations of the Emergency Medical Services community. (all sections of 2, 3, 5, 6 plus 1.3, 1.4, 1.5, 4.2, 4.3)

A. Program Student Learning Outcomes (PM) -   Successful students in the program are able to:
1. Function within the paramedic scope of practice to provide professional, competent and safe care while applying scientific knowledge and demonstrating mastery of skills, management and leadership to a group of patients with complex and diverse needs. (1.4, 3.1-3.7, 5.6, 5.7, 6.1)
2. Utilize effective communication and interpersonal skills with patients, the health care team and while providing education to individuals and groups. (1.2 - 1.5, 4.2, 6.2, 6.3, 6.4, 6.5, 6.6)
3. Understand and observe the concept of lifelong learning, including the pursuit of advanced degrees and practice in the health field. (2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7)
4. Seek licensure as a paramedic and that meet the expectations of the Emergency Medical Services community. (all sections of 2,3,5,6 plus 1.1, 1.2, 1.3, 1.4, 1.5 4.2, 4.3)

B. Student Success Outcomes-EMT
1. The program will increase its retention rate from the average of the program's prior three-year retention rate. The retention rate is the number of students who finish a term with any grade other than W or DR divided by the number of students at census.
2. The program will maintain the student success rates from the average of the program's prior three-year success rates. The student success rate is the percentage of students who receive a grade of c or better.
3. The program will increase its pass rate on the National Registry Certification examination.

B. Student Success Outcomes-PM
1. The program will maintain a retention rate above 90% and/or the college's prior three year retention rate. The retention rate is the number of students who finish a term with any grade other than W or DR divided by the number of students at census.
2. The program will maintain the student success rates from the average of the program's prior three-year success rates. The student success rate is the percentage of students who receive a grade of b or better.
3. The program will maintain a pass rate on the National Registry Licensure examination greater than 90%.

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C. Program Operating Outcomes

1. The program will maintain WSCH/FTEF above the 525 goal set by the district.
2. **2.** Inventory of instructional equipment is functional, current, and otherwise adequate to maintain a quality-learning environment. Inventory of all equipment over $1,000 will be maintained and a replacement schedule will be developed.

D. Courses to Student Learning Outcomes Map

Course to Program-Level Student Learning Outcome Mapping (CLSLO)

I: This program-level student learning outcome is INTRODUCED is this course.

P: This program-level student learning outcome is PRACTICED in this course.

M: This program-level student learning outcome is MASTERED in this course.

Leave blank if program-level student learning outcome is not addressed.

Courses	PLSLO #1	PLSLO #2	PLSLO #3
EMT V01	I,P,M	I,P,M	I,P,M
EMT V10	M		M

Courses	PLSLO #1	PLSLO #2	PLSLO #3	PLSLO #4
PM V01	I,P,M	I,P	I,P	I,P
PM V02	M	P,M	P,M	M
PM V88				
PM V90				
PM V95	I,P	I	I	I

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3. Operating Information

A1: Budget Summary Table

To simplify the reporting and analysis of the Banner budget detail report, the budget accounts were consolidated into nine expense categories. The personnel categories include employee payroll expenses (benefits). The "3 Year Average" was computed to provide a trend benchmark to compare the prior three year expenses to the FY11 expenses. The "FY11 College" expense percentages are included to provide a benchmark to compare the program's expenses to the overall college expenses.

Emergency Medical Technician and Paramedics Combined

Category	Title	FY08	FY09	FY10	3 Year Average	FY11	FY11 Program	FY11 College
1	FT Faculty	106,357	109,705	113,616	109,893	117,081	7%	12%
2	PT Faculty	89,253	86,956	66,738	80,982	71,930	-11%	-10%
3	Classified	7,578	8,873	10,114	8,855	13,463	52%	-1%
6	Managers	737	859	982		1,310		-8%
7	Supplies	2,587	2,505	3,456	2,849	3,343	17%	24%
8	Services	8,184	10,027	8,077	8,763	7,756	-11%	-17%
9	Equipment	274	4,971	-	2,623	1,343	-49%	-42%
	Total	**214,970**	**223,896**	**202,983**	**213,950**	**216,226**	**1%**	**0%**

A2: Budget Summary Chart

This chart illustrates the program's expense trends. The data label identifies the FY11 expenses (the last bar in each group). The second-to-last bar is the program's prior three year average.
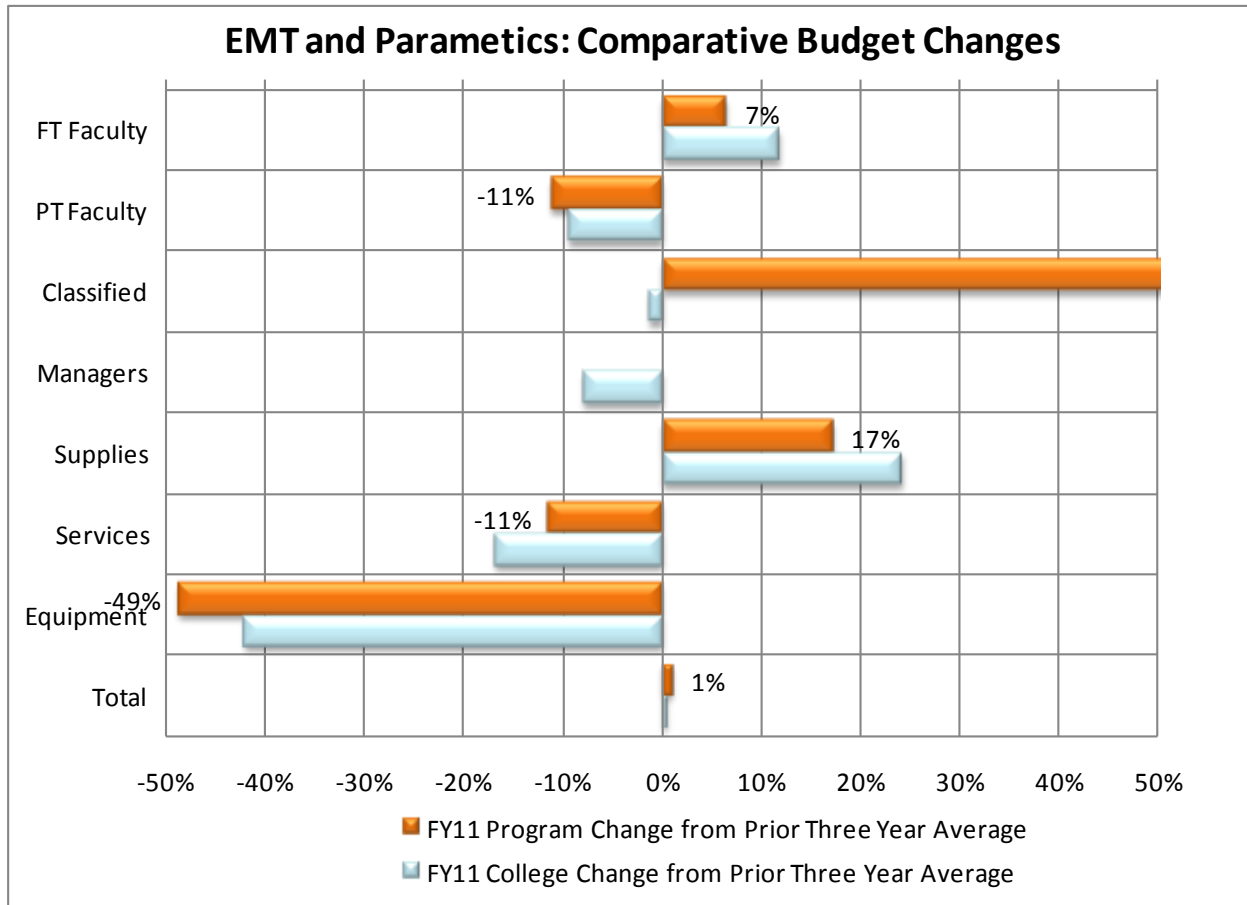

EMT and Parametics: Budget Expenditure Trends
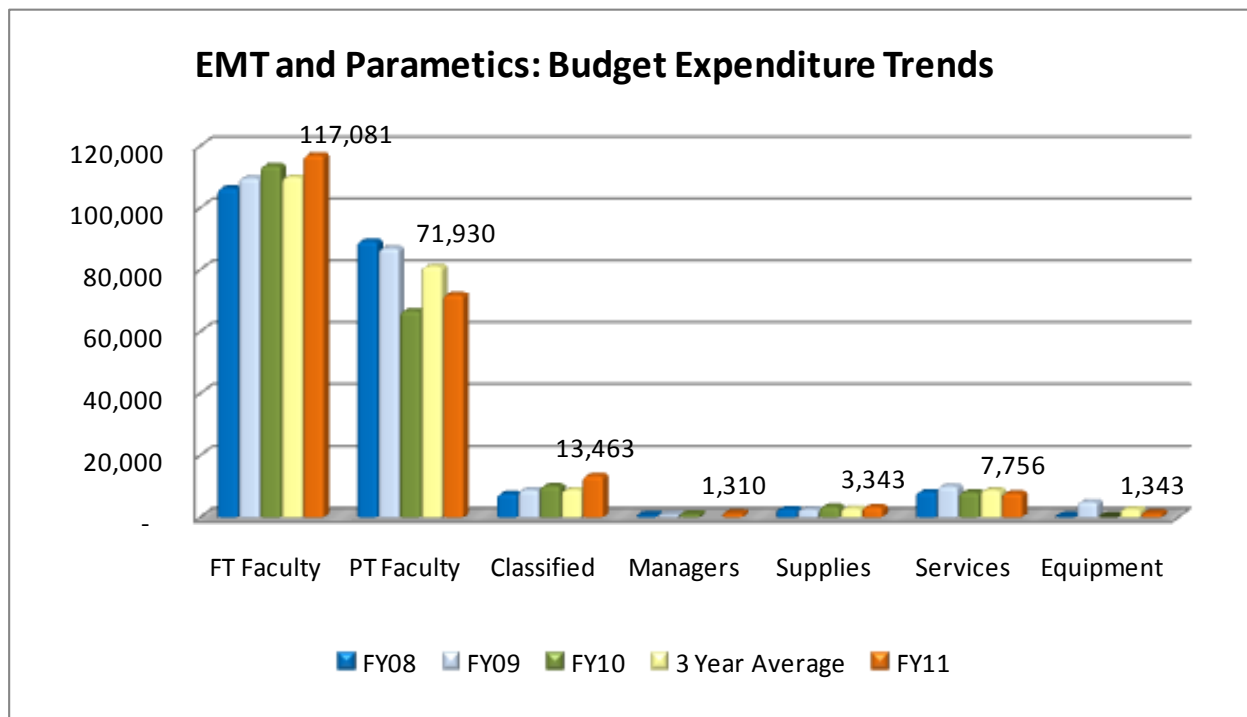
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A3: Comparative Budget Changes Chart

This chart illustrates the percentage change from the prior three year average expense to the FY11 expenses. The top bar for each budget category represents the program's change in expenses and includes the data label. The second bar represents the college's change in expenses.

EMT and Parametics: Comparative Budget Changes

Category	Value
FT Faculty	7%
PT Faculty	-11%
Classified	
Managers	
Supplies	17%
Services	-11%
Equipment	-49%
Total	1%

Legend:
- FY11 Program Change from Prior Three Year Average
- FY11 College Change from Prior Three Year Average

(x-axis: -50% to 50%)

A4: Budget Detail Report

The program's detail budget information is available in *Appendix A – Program Review Budget Report*. This report is a PDF document and is searchable. The budget information was extracted from the District's Banner Financial System. The program budget includes all expenses associated to the program's Banner program codes within the following funds: general fund (111), designated college equipment fund (114-35012), State supplies and equipment funds (128xx), and the technology refresh fund (445). The *Program Review Budget Report* is sorted by program (in alphabetical order) and includes the following sections: total program expenses summary; subtotal program expenses for each different program code; detail expenses by fund, organization and account; and program inventory (as posted in Banner). To simplify the report, the Banner personnel benefit accounts (3xxx) were consolidated into employee type benefit accounts (3xxx1 = FT Faculty, 3xxx2 = PT Faculty, 3xxx3 = Classified, etc.).

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A5: Interpretation of the Program Budget Information

Increase in our provisional skill instructors (clerical) expense is a result of meeting the State of California's requirement for student to instructor ratio during skill testing and practice (EMT 1:10, PM 1:6).

Equipment expenditures were markedly less in FY11 as $10,000.00 worth of purchases were made through Perkin's Funds. Should these funds become no longer available a replacement source may need to be identified.

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B1: Program Inventory Table

This chart shows the inventory (assets) as currently posted in the Banner Financial System. This inventory list is not complete and will require review by each program. Based on this review an updated inventory list will be maintained by the college. A result of developing a complete and accurate inventory list is to provide an adequate budget for equipment maintenance and replacement (total-cost-of-ownership). The college will be working on this later this fall.

Item	Vendor	Org	Fund	Purchased	Age	Price	Perm Inv #	Serial #
#376-00550 Birthing Simulator	Laerdal Medical	30125	12845	5/14/2009	2	4,971	N00018823	
Terry Trauma Mannequin	Armstrong Medic	30125	111	8/15/2005	6	1,248	N00011683	NA
MONITOR / DEFIBRILLATOR	Zoll Medical Cor	30125	111	11/30/2004	7	923	N00011453	T02E32818
MONITOR / DEFIBRILLATOR	Zoll Medical Cor	30125	12810	11/30/2004	7	9,480	N00011453	T02E32818
Hitachi CPX-444SER Projector, 3	Troxell Communi	37310	129	4/3/2007	4	1,421	N00018174	F7A010684
Van San 2700-32 Director series	Troxell Communi	37310	129	5/24/2007	4	1,045	N00018323	
Van San 2700-32 Director series	Troxell Communi	37310	129	5/24/2007	4	4,065	N00018323	
Panasonic Toughbook Laptop Co	CDW Governme	37310	129	1/4/2007	4	3,552	N00018106	DF0X3993XA
99996-000009 - MBSS - Mobile B	Physio Control In	37010	121	5/13/2010	1	1,297	N00018750	619001623
						28,002		

B2: Interpretation of the Program Inventory Information

This inventory list is not complete. A result of developing a complete and accurate inventory list is to provide an adequate budget for equipment maintenance and replacement (total-cost-of-ownership). The program needs to establish a current inventory and replacement schedule.

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C1: Productivity Terminology Table

Sections	A credit or non-credit class. Does not include not-for-credit classes (community education).
Census	Number of students enrolled at census (typically the 4th week of class for fall and spring).
FTES	Full Time Equivalent Students A student in the classroom 15 hours/week for 35 weeks (or two semesters) = 525 student contact hours. 525 student contact hours = 1 FTES. Example: 400 student contact hours = 400/525 = 0.762 FTES. The State apportionment process and District allocation model both use FTES as the primary funding criterion.
FTEF	Full Time Equivalent Faculty A faculty member teaching 15 units for two semesters (30 units for the year) = 1 FTE. Example: a 6 unit assignment = 6/30 = 0.20 FTEF (annual). The college also computes semester FTEF by changing the denominator to 15 units. However, in the program review data, all FTE is annual. FTEF includes both Full-Time Faculty and Part-Time Faculty. FTEF in this program review includes faculty assigned to teach extra large sections (XL Faculty). This deviates from the district practice of not including these assignments as part of FTEF. However, it is necessary to account for these assignments to properly produce represent faculty productivity and associated costs.
Cross Listed FTEF	FTEF is assigned to all faculty teaching cross-listed sections. The FTEF assignment is proportional to the number of students enrolled at census. This deviates from the practice of assigning load only to the primary section. It is necessary to account for these cross-listed assignments to properly represent faculty productivity and associated costs.
XL FTE	Extra Large FTE: This is the calculated assignment for faculty assigned to extra large sections (greater than 60 census enrollments).The current practice is not to assign FTE. Example: if census>60, 50% of the section FTE assignment for each additional group of 25 (additional tiers).
WSCH	Weekly Student Contact Hours The term "WSCH" is used as a total for weekly student contact hours AND as the ratio of the total WSCH divided by assigned FTEF. Example: 20 sections of 40 students at census enrolled for 3 hours per week taught by 4.00 FTEF faculty. (20 x 40 x 3) = 2,400 WSCH / 4.00 FTEF = 600 WSCH/FTEF.
WSCH to FTES	Using the example above: 2,400 WSCH x 35 weeks = 84,000 student contact hours = 84,000 / 525 = 160 FTES (see FTES definition). Simplified Formulas: FTES = WSCH/15 or WSCH = FTES x 15
District Goal	Program WSCH ratio goal. WSCH/FTEF The District goal was set in 2006 to recognize the differences in program productivity.

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C2a: Productivity Summary Table

This table is a summary of the detail information provided in the Program Review Productivity Report. The "3 Year Average" was computed to provide a trend benchmark to compare the results of the prior three years to the FY11 results. The "FY11 College" percentages are included to provide a benchmark to compare the program's percentages.

Emergency Medical Technician

Title	FY08	FY09	FY10	3 Year Average	FY11	Program Change	College Change
Sections	4	4	4	4	4	0%	-12%
Census	176	109	108	131	107	-18%	0%
FTES	44	27	27	33	30	-7%	-1%
FT Faculty	-	-	-	-	-	0%	3%
PT Faculty	0.98	0.85	0.73	0.85	0.81	-5%	-11%
XL Faculty	-	-	-	-	-	0%	5%
Total Faculty	0.98	0.85	0.73	0.85	0.81	-5%	-4%
WSCH	673	476	555	582	556	-5%	3%

C3a: Comparative Productivity Changes Chart

This chart illustrates the percentage change from the prior three year average productivity to the FY11 productivity. The top bar for each budget category represents the program's change in productivity and includes the data label. The second bar represents the college's change in productivity.

Emergency Medical Technician: Productivity Changes

Emergency Medical Technologies Program Review

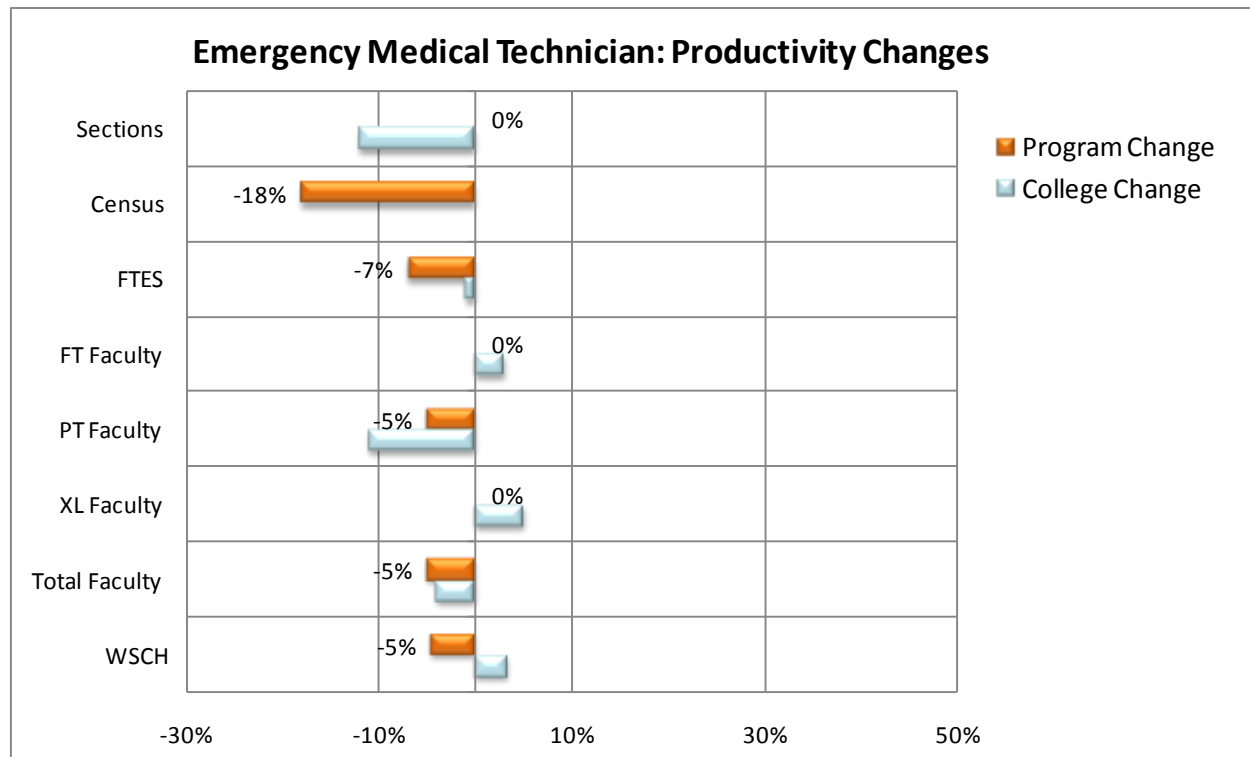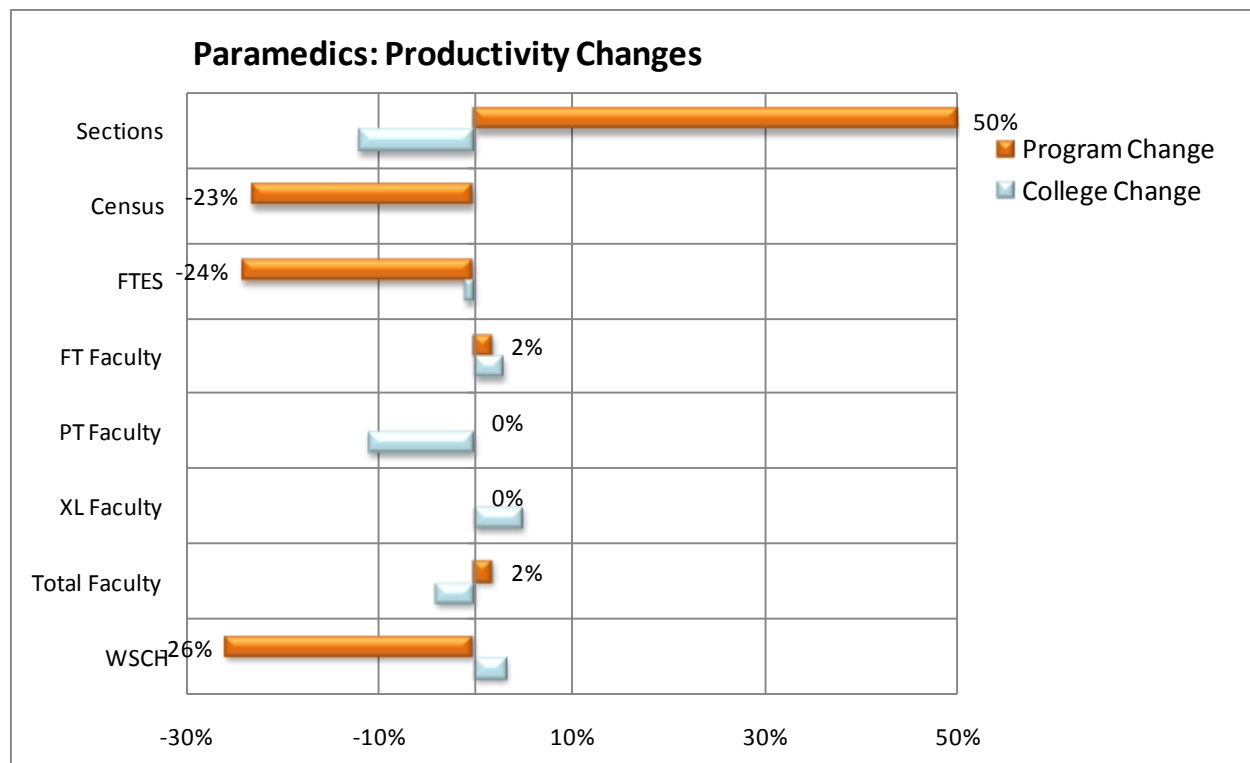## 2011-2012

C2b: Productivity Summary Table

This table is a summary of the detail information provided in the Program Review Productivity Report. The "3 Year Average" was computed to provide a trend benchmark to compare the results of the prior three years to the FY11 results. The "FY11 College" percentages are included to provide a benchmark to compare the program's percentages.

Paramedics

Title	FY08	FY09	FY10	3 Year Average	FY11	Program Change	College Change
Sections,	2	2	2	2	3	50%	-12%
Census,	42	30	37	36	28	-23%	0%
FTES,	53	38	46	45	34	-24%	-1%
FT Faculty,	1.74	1.83	1.83	1.80	1.83	2%	3%
PT Faculty,	-	-	-	-	-	0%	-11%
XL Faculty,	-	-	-	-	-	0%	5%
Total Faculty,	1.74	1.83	1.83	1.80	1.83	2%	-4%
WSCH	457	311	377	375	279	-26%	3%

C3b: Comparative Productivity Changes Chart

This chart illustrates the percentage change from the prior three year average productivity to the FY11 productivity. The top bar for each budget category represents the program's change in productivity and includes the data label. The second bar represents the college's change in productivity.

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C4: Interpretation of the Program Productivity Information

EMT

During fiscal year 09 class structure was changed to reduce operating expense. The number of students per semester was decreased from 90 to 60. This was done so that the lecture component could be delivered by one part time faculty and would not exceed the extra large class limits.

Paramedics

Section: One summer section of work experience was added to increase the number of students meeting the work experience prerequisites for admission to the paramedic studies program.

Census: The census is down as a result of the poor economy. Students working full time are unable to release full time employment to attend our full time program. It is expected that when the economy improves, student numbers will improve.

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D1a: District WSCH Ratio Productivity Table

This table shows the District WSCH ratio (WSCH/FTEF) for each course by year for this program. Courses not offered during FY11 (last year) or without faculty load (independent study) are excluded. Because these are ratios, the combined average is computed using total WSCH and total FTEF (not the average of ratios). The formula used in this table distributes FTEF to all cross-listed sections (proportional to census enrollment) but does not include the associated faculty costs of extra large assignment.
District WSCH Ratio = WSCH / (PT FTE + FT FTE).

Emergency Medical Technician

District WSCH Ratio: Weekly Student Contact Hours/(FT FTE+PT FTE)									
Course	Title	FY08	FY09	FY10	3 Yr Avg	FY11	Change	Dist Goal	% Goal
EMTV01	Emergency Medical Technician	671	481	556	575	563	-2%	600	94%
TOTAL	Annual District WSCH Ratio	671	481	556	575	563	-2%	600	94%

D2a: District WSCH Ratio Productivity Chart

This chart illustrates the course level District WSCH ratio. The top bar shows the program's three year average. The second bar shows the program's FY11 WSCH ratio. The axis represents the District WSCH ratio goal set in 2006. The program's (or subject's) total WSCH ratio is shown as the TOTAL at the bottom of the chart.

Emergency Medical Technician

Emergency Medical Technologies Program Review

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D1b: District WSCH Ratio Productivity Table

This table shows the District WSCH ratio (WSCH/FTEF) for each course by year for this program. Courses not offered during FY11 (last year) or without faculty load (independent study) are excluded. Because these are ratios, the combined average is computed using total WSCH and total FTEF (not the average of ratios). The formula used in this table distributes FTEF to all cross-listed sections (proportional to census enrollment) but does not include the associated faculty costs of extra large assignment.
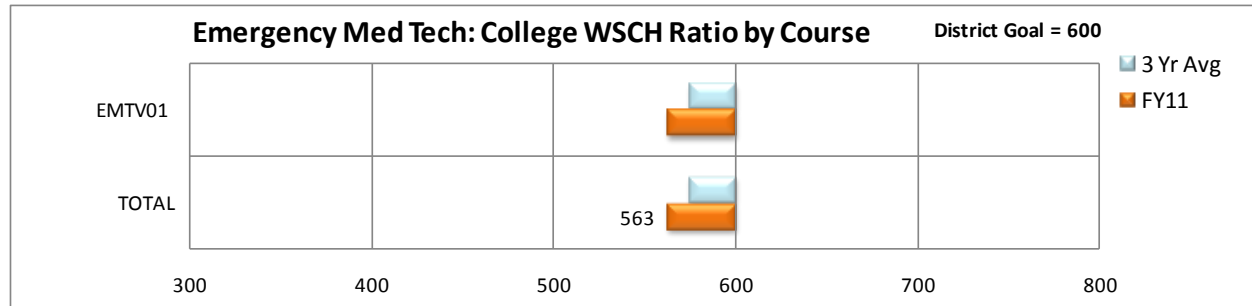District WSCH Ratio = WSCH / (PT FTE + FT FTE).

Paramedics

Paramedics								
District WSCH Ratio: Weekly Student Contact Hours/(FT FTE+PT FTE)								
Course	**Title**	**FY08**	**FY09**	**FY10**	**3 Yr Avg**	**FY11**	**Change**	**Dist Goal**	**% Goal**
PMV01	Paramedic Theory	350	222	292	286	195	-32%	350	56%
PMV02	Paramedic Clinical Laboratory	576	424	485	495	394	-20%	350	113%
PMV95	Paramedic Internship	-	-	-	-	-	0%	350	0%
0	Annual WSCH Ratio for PM	454	311	377	379	283	0%	-	0%
TOTAL	**Annual District WSCH Ratio**	**454**	**311**	**377**	**379**	**283**	**-25%**	**350**	**81%**

D2b: District WSCH Ratio Productivity Chart

This chart illustrates the course level District WSCH ratio. The top bar shows the program's three year average. The second bar shows the program's FY11 WSCH ratio. The axis represents the District WSCH ratio goal set in 2006. The program's (or subject's) total WSCH ratio is shown as the TOTAL at the bottom of the chart.
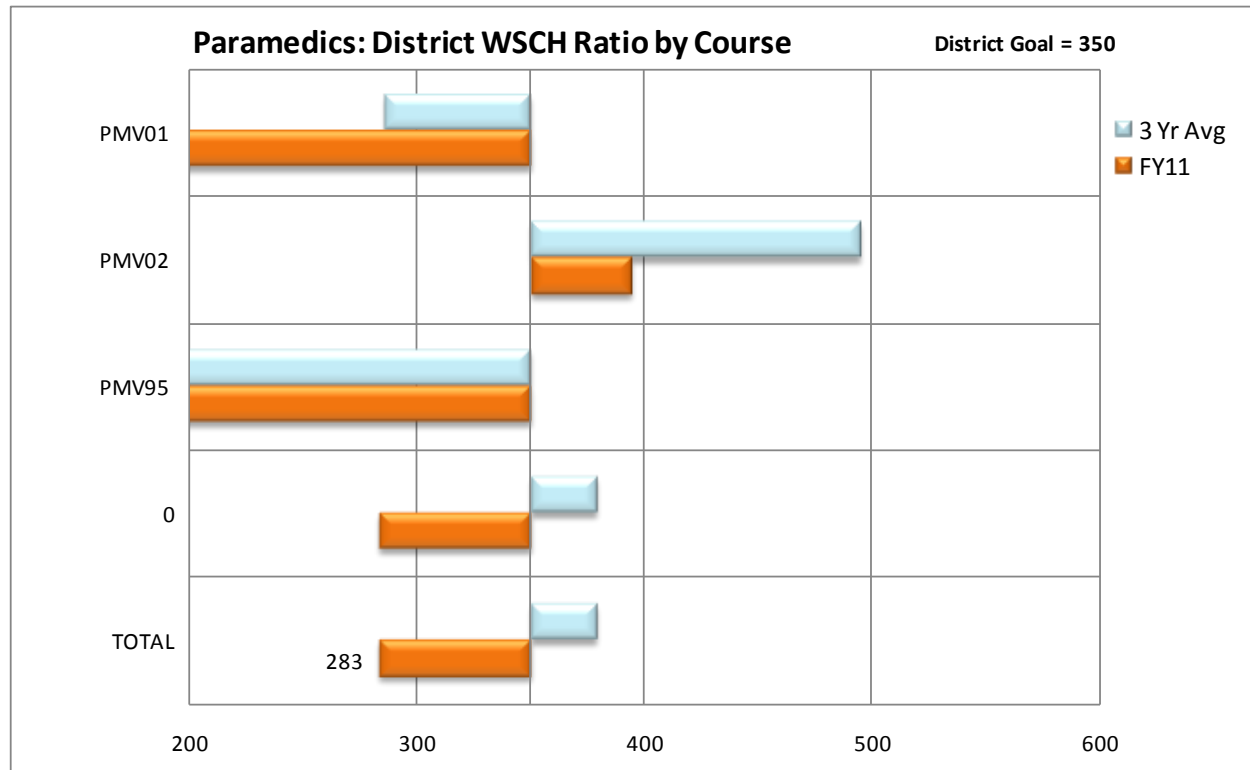
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D3a: College WSCH Ratio Productivity Table

This table shows the College's WSCH ratio (WSCH/FTEF) for each course by year for the program. Courses not offered during FY11 (last year) or without faculty load (independent study) are excluded. Because these are ratios, the combined average is computed using total WSCH and total FTEF (not the average of ratios). The formula used in this table includes the associated faculty costs of extra large sections. Faculty teaching extra large sections are paid stipends equal to 50% of their section FTE assignment for each group of 25 students beyond the first 60 students (calculated in this table as XL FTE). This College WSCH Ratio is a more valid representation of WSCH productivity. The College WSCH Ratio will be used in the program review process.

College WSCH Ratio = WSCH / (PT FTE + FT FTE + XL FTE)

Emergency Medical Technician

College WSCH Ratio: Weekly Student Contact Hours/(FT FTE + PT FTE + XL FTE)									
Course	Title	FY08	FY09	FY10	3 Yr Avg	FY11	Change	Dist Goal	% Goal
EMTV01	Emergency Medical Technician	671	481	556	575	563	-2%	600	94%
TOTAL	**Annual College WSCH Ratio**	**671**	**481**	**556**	**575**	**563**	**-2%**	**600**	**94%**

D4a: College WSCH Ratio Productivity Chart

This chart illustrates the course level College WSCH ratio. The top bar shows the program's three year average. The second bar shows the FY11 WSCH ratio. The axis represents the District WSCH ratio goal set in 2006. The program's (or subject's) total WSCH ratio is shown as the TOTAL at the bottom of the chart. The computation used for the College WSCH Ratio includes XL FTE (extra-large sections) and the assignment of FTEF to all cross-listed sections (proportional to census enrollment).

Emergency Med Tech: College WSCH Ratio by Course — District Goal = 600
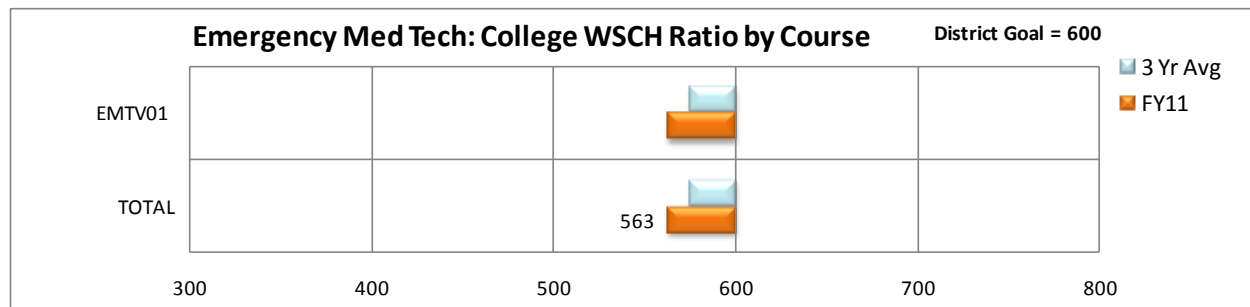
Emergency Medical Technologies Program Review

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D3b: College WSCH Ratio Productivity Table

This table shows the College's WSCH ratio (WSCH/FTEF) for each course by year for the program. Courses not offered during FY11 (last year) or without faculty load (independent study) are excluded. Because these are ratios, the combined average is computed using total WSCH and total FTEF (not the average of ratios). The formula used in this table includes the associated faculty costs of extra large sections. Faculty teaching extra large sections are paid stipends equal to 50% of their section FTE assignment for each group of 25 students beyond the first 60 students (calculated in this table as XL FTE). This College WSCH Ratio is a more valid representation of WSCH productivity. The College WSCH Ratio will be used in the program review process.

College WSCH Ratio = WSCH / (PT FTE + FT FTE + XL FTE)

Paramedics

Paramedics									
College WSCH Ratio: Weekly Student Contact Hours/(FT FTE + PT FTE + XL FTE)									
Course	Title	FY08	FY09	FY10	3 Yr Avg	FY11	Change	Dist Goal	% Goal
PMV01	Paramedic Theory	350	222	292	286	195	-32%	350	56%
PMV02	Paramedic Clinical Laboratory	576	424	485	495	394	-20%	350	113%
PMV95	Paramedic Internship	-	-	-	-	-	0%	350	0%
0	Annual WSCH Ratio for PM	454	311	377	379	283	0%	-	0%
TOTAL	**Annual College WSCH Ratio**	**454**	**311**	**377**	**379**	**283**	**-25%**	**350**	**81%**

D4b: College WSCH Ratio Productivity Chart

This chart illustrates the course level College WSCH ratio. The top bar shows the program's three year average. The second bar shows the FY11 WSCH ratio. The axis represents the District WSCH ratio goal set in 2006. The program's (or subject's) total WSCH ratio is shown as the TOTAL at the bottom of the chart. The computation used for the College WSCH Ratio includes XL FTE (extra-large sections) and the assignment of FTEF to all cross-listed sections (proportional to census enrollment).

Paramedics: College WSCH Ratio by Course — District Goal = 350
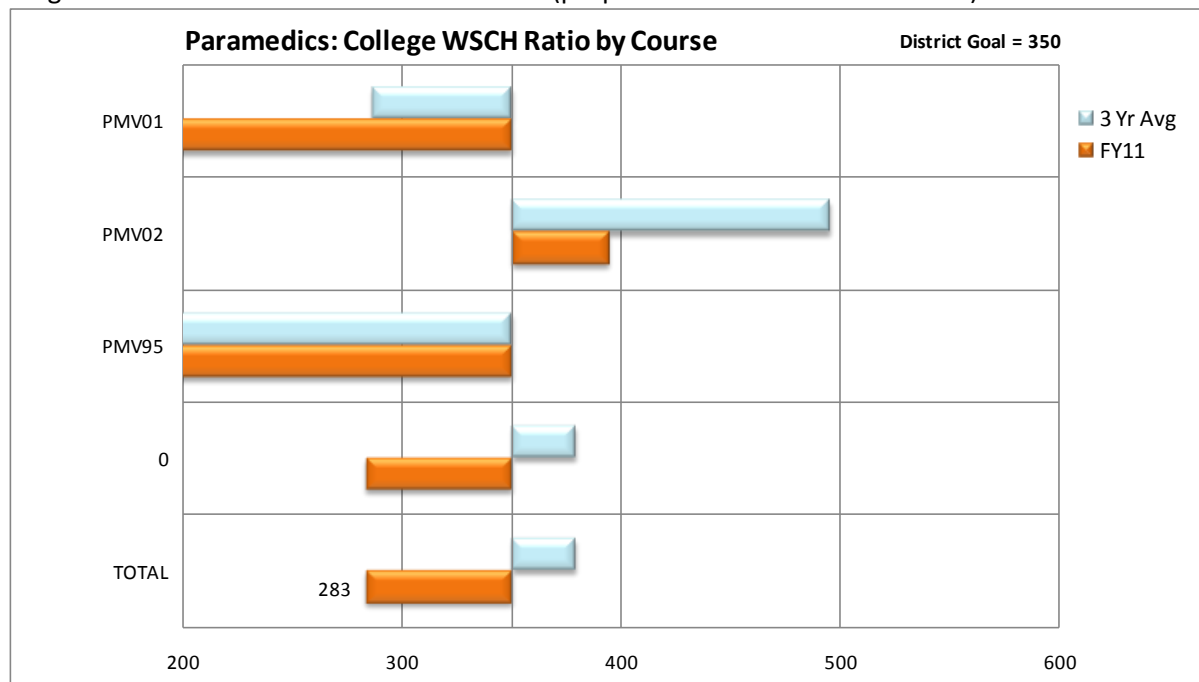
Emergency Medical Technologies Program Review

2011-2012

D5: Productivity Detail Report

The program's detail productivity information is available in *Appendix B – Program Review Productivity Report*. This report is a PDF document and is searchable. The productivity information was extracted from the District's Banner Student System. The productivity information includes all information associated with the program's subject codes. The *Program Review Productivity Report* is sorted by subject code (alphabetical order) and includes the following sections: productivity measures and WSCH ratios by course by year.

D6: Interpretation of the Program Course Productivity Information

EMT
The D3a chart shows WSCH/FTEF ratios with a three year average of 575 with a college goal of 600. The WSCH number decreased in the FY09 as a result of the decreased number of students (reference table C2a and interpretation C4).

Paramedic
The D3b chart shows WSCH/FTEF ratios with a three year average of 379 with a college goal of 350. Considering the current economic downturn that has resulted in decreased student enrollment and the State of California requirement of a 1:6 skills instructor-student ratio the program is not meeting the current college goal. As the economy improves, and the student enrollment returns to normal this should be corrected.

Emergency Medical Technologies Program Review

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E1: Student Success Terminology

Census	Number of students enrolled at Census (typically the 4th week of class for fall and spring). Census enrollment is used to compute WSCH and FTES for funding purposes.
Retain	Students completing the class with any grade other than W or DR divided by Census Example: 40 students enrolled, 5 students dropped prior to census,35 students were enrolled at census, 25 students completed the class with a grade other than W or DR: Retention Rate = 25/35 = 71%
Success	Students completing the class with grades A, B, C, CR or P divided by Census Excludes students with grades D, F, or NC.

E2a: Student Success Summary

The following two tables summarize the detail information provided in the *Appendix C - Program Review Student Success Report*. The first table shows the number of students. The second table shows the percentage of students. Both tables show the distribution of student grades by year for the program (subject). They show the number of students who were counted at census, completed the class (retention), and were successful. The "3 Year Average" was computed to provide a trend benchmark to compare the prior three year expenses to the FY11 success measures. The "College" success percentages are included to compare the results of the program to the results of the college.

Subject	Fiscal Year	A	B	C	P/CR	D	F	W	NC	Census	Retain	Success
EMT	FY08	72	36	-	-	-	30	31	-	169	138	108
EMT	FY09	41	31	-	-	-	5	30	-	107	77	72
EMT	FY10	52	19	-	-	-	6	31	-	108	77	71
EMT	3 Year Avg	55	29	-	-	-	14	31	-	128	97	84
EMT	FY11	61	16	-	-	-	-	24	-	101	77	77

Subject	Fiscal Year	A	B	C	P/CR	D	F	W	NC	Census	Retain	Success
EMT	FY08	43%	21%	0%	0%	0%	18%	18%	0%		82%	64%
EMT	FY09	38%	29%	0%	0%	0%	5%	28%	0%		72%	67%
EMT	FY10	48%	18%	0%	0%	0%	6%	29%	0%		71%	66%
EMT	3 Year Avg	43%	23%	0%	0%	0%	11%	24%	0%		76%	66%
EMT	FY11	60%	16%	0%	0%	0%	0%	24%	0%		76%	76%
College	**3 Year Avg**	**33%**	**19%**	**12%**	**5%**	**5%**	**10%**	**15%**	**2%**		**85%**	**68%**
College	FY11	33%	20%	13%	3%	5%	10%	14%	2%		86%	70%

Emergency Medical Technologies Program Review

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E3a: Retention and Success Rates

This chart illustrates the retention and success rates of students who were counted at census. Each measure has four bars. The first bar represents the program's prior three year average percent. The second bar shows last year's (FY11) percent. The third and fourth bars represent the overall college percents.

Emergency Medical Technician: Retention and Success Rates

Legend:
- Program 3 Year Average
- Program FY11
- College 3 Year Average
- College FY11

Retain:
- 76%
- 86%

Success:
- 76%
- 70%
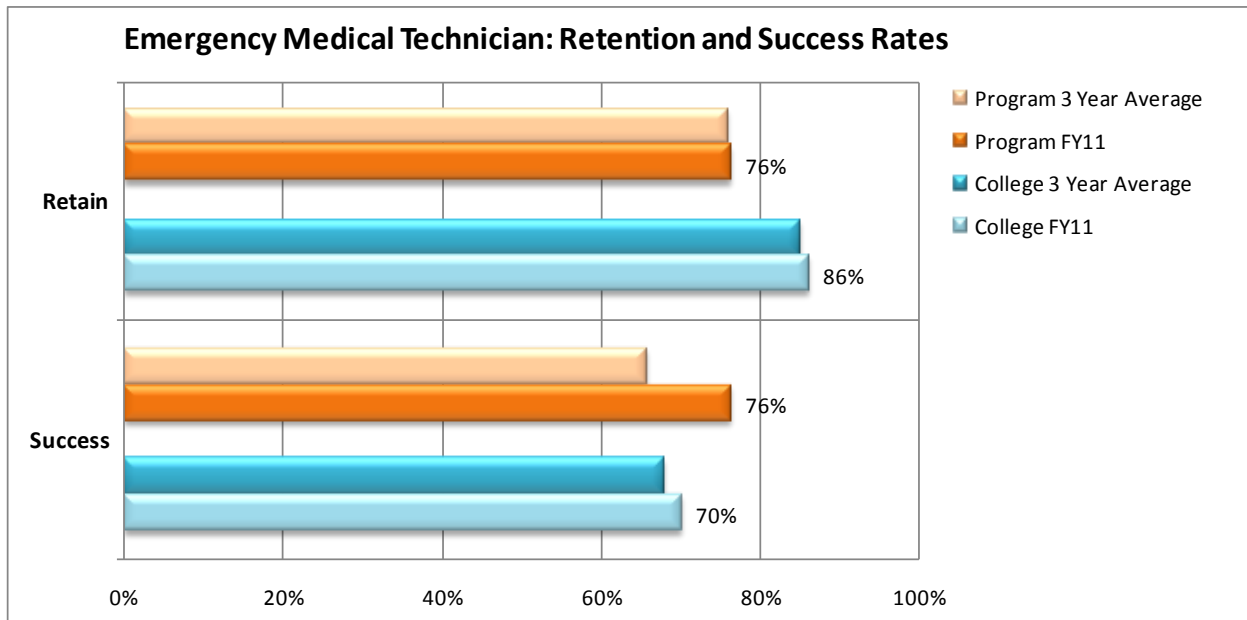
Emergency Medical Technologies Program Review

2011-2012

E4a: Grade Distribution

This chart illustrates the program's distribution of grades (by subject). Each grade has four bars. The first bar represents the program's prior three year average percent of grades. The second bar shows last year's (FY11) grade distribution percents. The third and fourth bars represent the overall college distribution percents.

Emergency Medical Technician: Grade Distribution

Legend:
- Program 3 Year Average
- Program FY11
- College 3 Year Average
- College FY11

Grade	Program FY11	College FY11
A	60%	33%
B	16%	20%
C	0%	13%
P/CR	0%	3%
D	0%	5%
F	0%	10%
W	24%	14%
NC	0%	2%

Emergency Medical Technologies Program Review

2011-2012

E2b: Student Success Summary

The following two tables summarize the detail information provided in the *Appendix C - Program Review Student Success Report*.   The first table shows the number of students. The second table shows the percentage of students. Both tables show the distribution of student grades by year for the program (subject). They show the number of students who were counted at census, completed the class (retention), and were successful. The "3 Year Average" was computed to provide a trend benchmark to compare the prior three year expenses to the FY11 success measures.   The "College" success percentages are included to compare the results of the program to the results of the college.

Paramedic

Subject	Fiscal Year	A	B	C	P/CR	D	F	W	NC	Census	Retain	Success
PM	FY08	17	20	-	-	-	-	5	-	42	37	37
PM	FY09	14	14	-	-	-	1	1	-	30	29	28
PM	FY10	9	23	-	-	-	1	4	-	37	33	32
PM	3 Year Avg	13	19	-	-	-	1	3	-	36	33	32
PM	FY11	14	9	-	2	-	3	1	-	29	28	25

Subject	Fiscal Year	A	B	C	P/CR	D	F	W	NC	Census	Retain	Success
PM	FY08	40%	48%	0%	0%	0%	0%	12%	0%		88%	88%
PM	FY09	47%	47%	0%	0%	0%	3%	3%	0%		97%	93%
PM	FY10	24%	62%	0%	0%	0%	3%	11%	0%		89%	86%
PM	3 Year Avg	36%	53%	0%	0%	0%	3%	8%	0%		92%	89%
PM	FY11	48%	31%	0%	7%	0%	10%	3%	0%		97%	86%
College	**3 Year Avg**	**33%**	**19%**	**12%**	**5%**	**5%**	**10%**	**15%**	**2%**		**85%**	**68%**
College	FY11	33%	20%	13%	3%	5%	10%	14%	2%		86%	70%

Emergency Medical Technologies Program Review

2011-2012

E3b: Retention and Success Rates

This chart illustrates the retention and success rates of students who were counted at census. Each measure has four bars. The first bar represents the program's prior three year average percent. The second bar shows last year's (FY11) percent. The third and fourth bars represent the overall college percents.
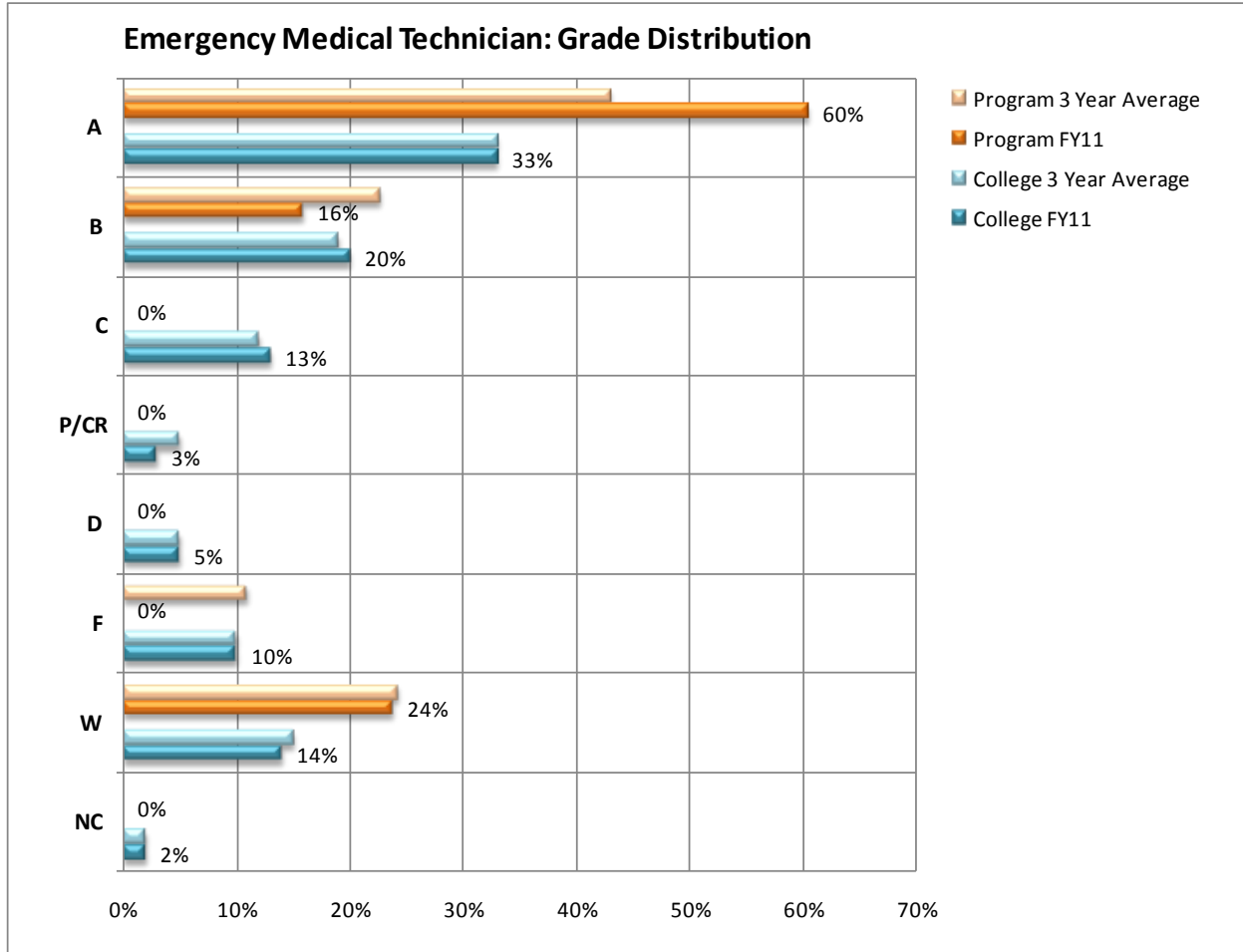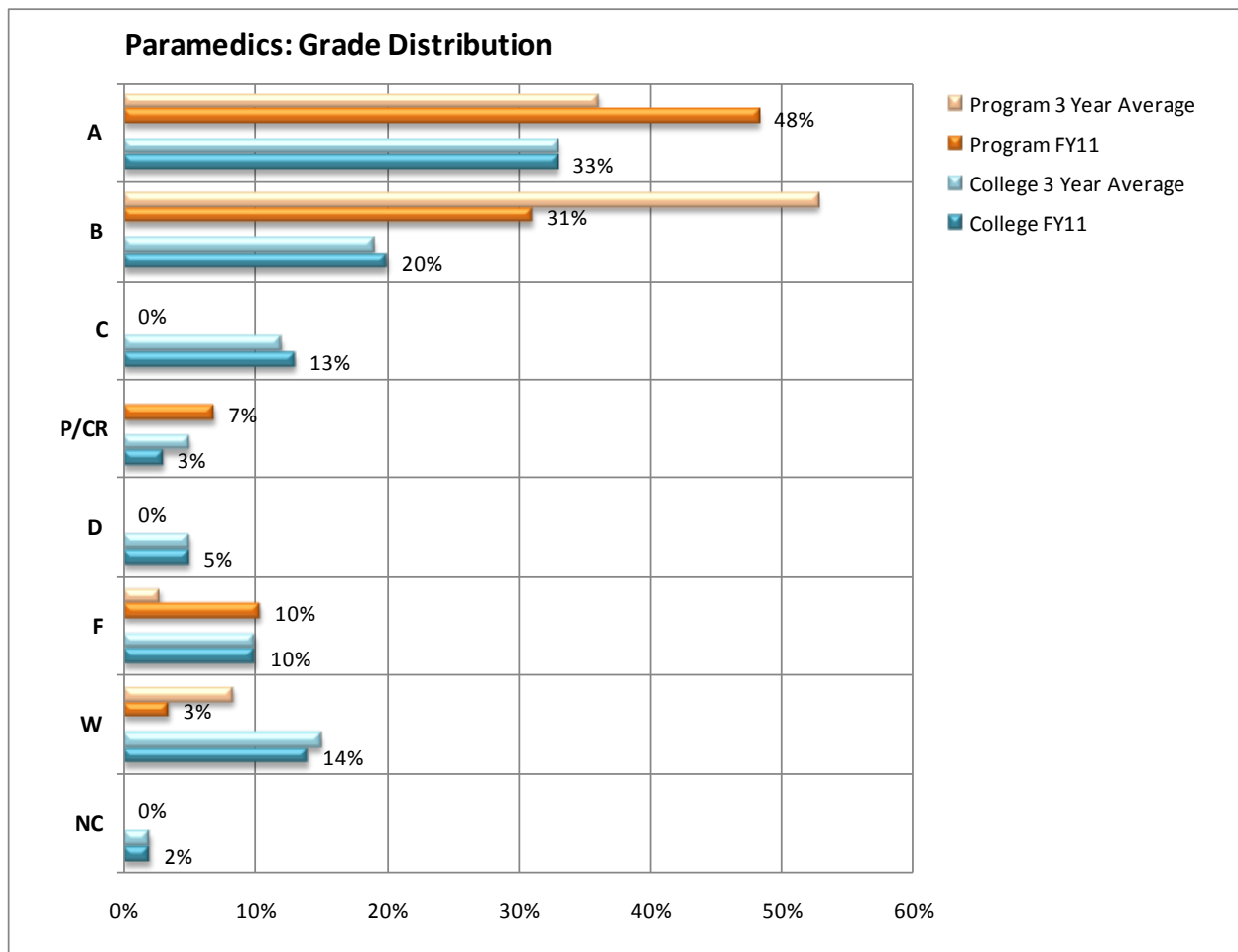

Paramedics: Retention and Success Rates

Legend:
- Program 3 Year Average
- Program FY11
- College 3 Year Average
- College FY11

Retain:
- Program FY11: 97%
- College FY11: 86%

Success:
- Program FY11: 86%
- College FY11: 70%
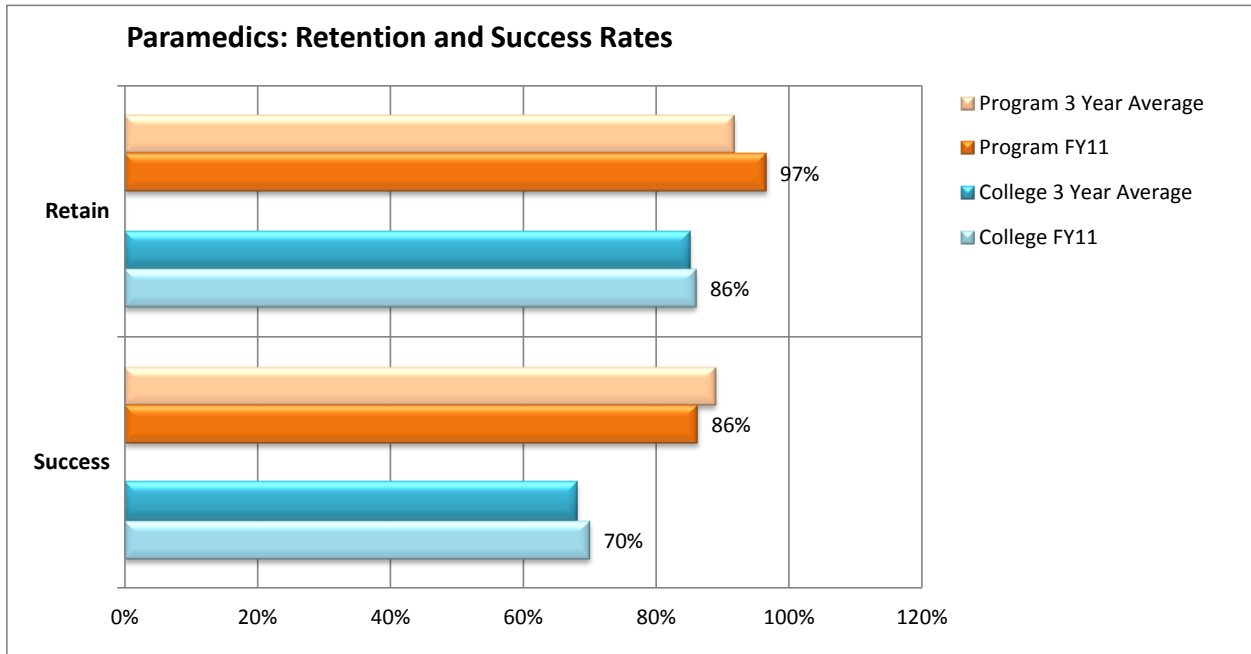
Emergency Medical Technologies Program Review

2011-2012

E4b: Grade Distribution

This chart illustrates the program's distribution of grades (by subject). Each grade has four bars. The first bar represents the program's prior three year average percent of grades. The second bar shows last year's (FY11) grade distribution percents. The third and fourth bars represent the overall college distribution percents.

Paramedics: Grade Distribution

Legend:
- Program 3 Year Average
- Program FY11
- College 3 Year Average
- College FY11

Grade	Value
A (Program FY11)	48%
A (College FY11)	33%
B (Program FY11)	31%
B (College FY11)	20%
C	0%
C (College FY11)	13%
P/CR	7%
P/CR (College FY11)	3%
D	0%
D (College FY11)	5%
F (Program FY11)	10%
F (College FY11)	10%
W (Program FY11)	3%
W (College FY11)	14%
NC	0%
NC (College FY11)	2%

E5: Student Success Detail Report

The program student success detail information is available in *Appendix C – Program Review Student Success Report*. This report is a PDF document and is searchable. The student success information was extracted from the District's Banner Student System. The student success information includes all information associated with the program's subject codes. The *Program Review Student Success Report* is sorted by subject code (alphabetical order) and includes the following sections: comparative summary and course detail by term. The following table defines the terminology.

Emergency Medical Technologies Program Review

2011-2012

E6: Interpretation of Program Retention, Student Success, and Grade Distribution

EMT

Student success rates are higher than the prior three year average of the program and the college. Grade distribution is difficult to compare as students receiving less than 80% are dismissed from the program at the midterm, however, our rates of A's and B's are higher than the three year average. Due to regulation changes students now are subject to a criminal background clearance. We have recently implemented registration changes that should improve our current retention rate.

Paramedic

Student success and retention rates are higher than the prior three year average of the program and the college. Grade distribution is difficult to compare as students receiving less than 80% are dismissed from the program at the midterm however our rates of A's and B's are higher than the three year average.

Emergency Medical Technologies Program Review

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F1: Program Completion – Student Awards

This table shows the number of students who completed a program certificate or degree during the fiscal year. Gender distribution is included. The following chart illustrates this information.

Program	FY	Certificates	Degrees	Female	Male
Paramedic	FY08	16	23	5	34
Paramedic	FY09	13	10	2	21
Paramedic	FY10	15	11	-	26
Paramedic	FY11	14	9	1	22
Total Awards in 4 Years		**58**	**53**	**8**	**103**
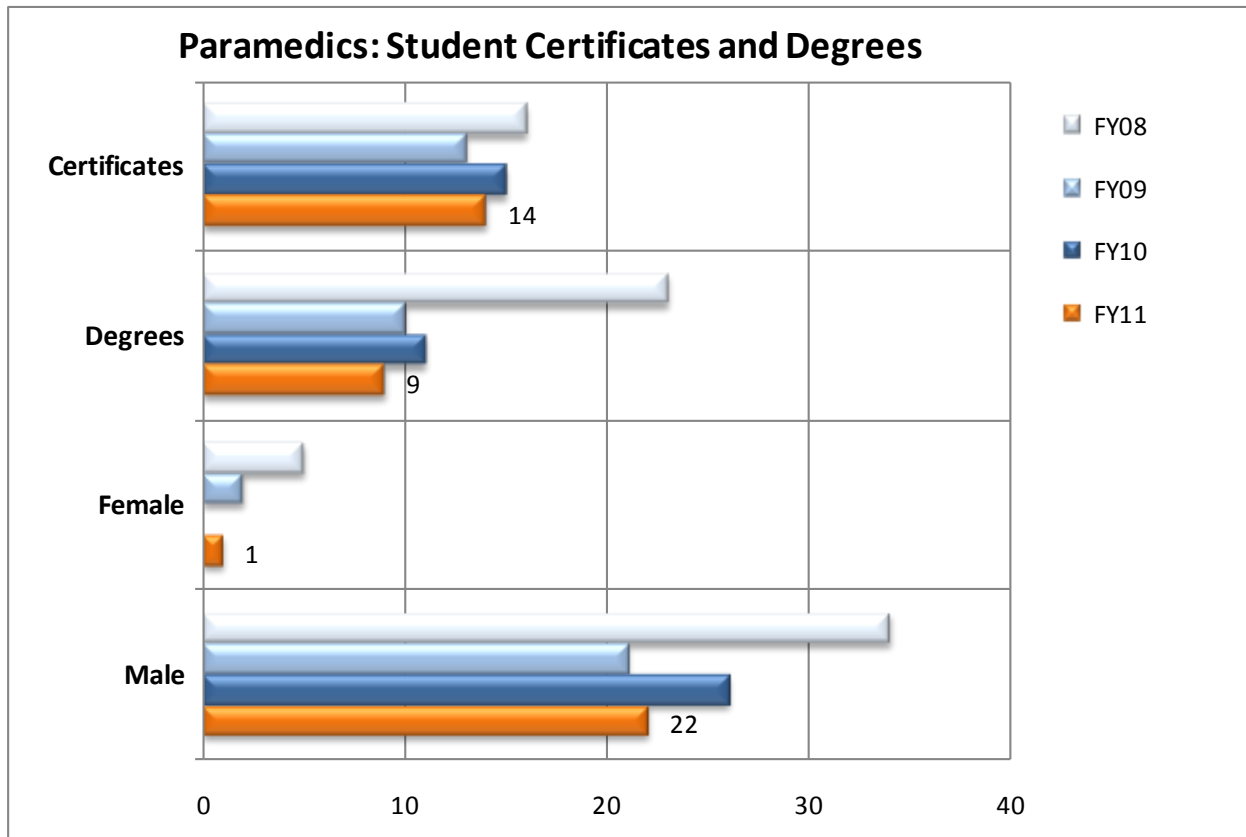
F2: Interpretation of the Program Completion Information

Out of the 111 students recorded, 100% received certificates and 48% received degrees. Since State licensure does not require students to obtain a degree these numbers exceed our expectations at this time.

Emergency Medical Technologies Program Review

2011-2012

G1a: Student Demographics Summary Tables

This table shows the program and college census enrollments for each demographic category. It also shows the average age of the students. The program FY11 results can be compared to its prior three year average, the college FY11 results, and the college prior three year average.

Emergency Medical Technician

Subject	FY	Hispanic	White	Asian	Afr Am	Pac Isl	Filipino	Nat Am	Other	Female	Male	Other	Avg Age
EMT	FY08	42	89	5	5	2	1	5	20	29	138	2	28
EMT	FY09	29	58	3	2	-	3	1	11	24	82	1	25
EMT	FY10	29	63	1	-	1	-	1	13	21	86	1	25
EMT	**3 Year Avg**	**33**	**70**	**3**	**2**	**1**	**1**	**2**	**15**	**25**	**102**	**1**	**26**
EMT	**FY11**	**38**	**51**	**-**	**-**	**-**	**4**	**3**	**5**	**23**	**78**	**-**	**24**
College	3 Year Avg	11,806	11,169	988	1,005	217	827	403	2,302	15,888	12,694	134	27
College	**FY11**	**13,034**	**10,566**	**977**	**1,040**	**196**	**886**	**402**	**1,688**	**15,734**	**13,014**	**40**	**24**

This table shows the program and college percentage of census enrollments for each demographic category.

Emergency Medical Technician

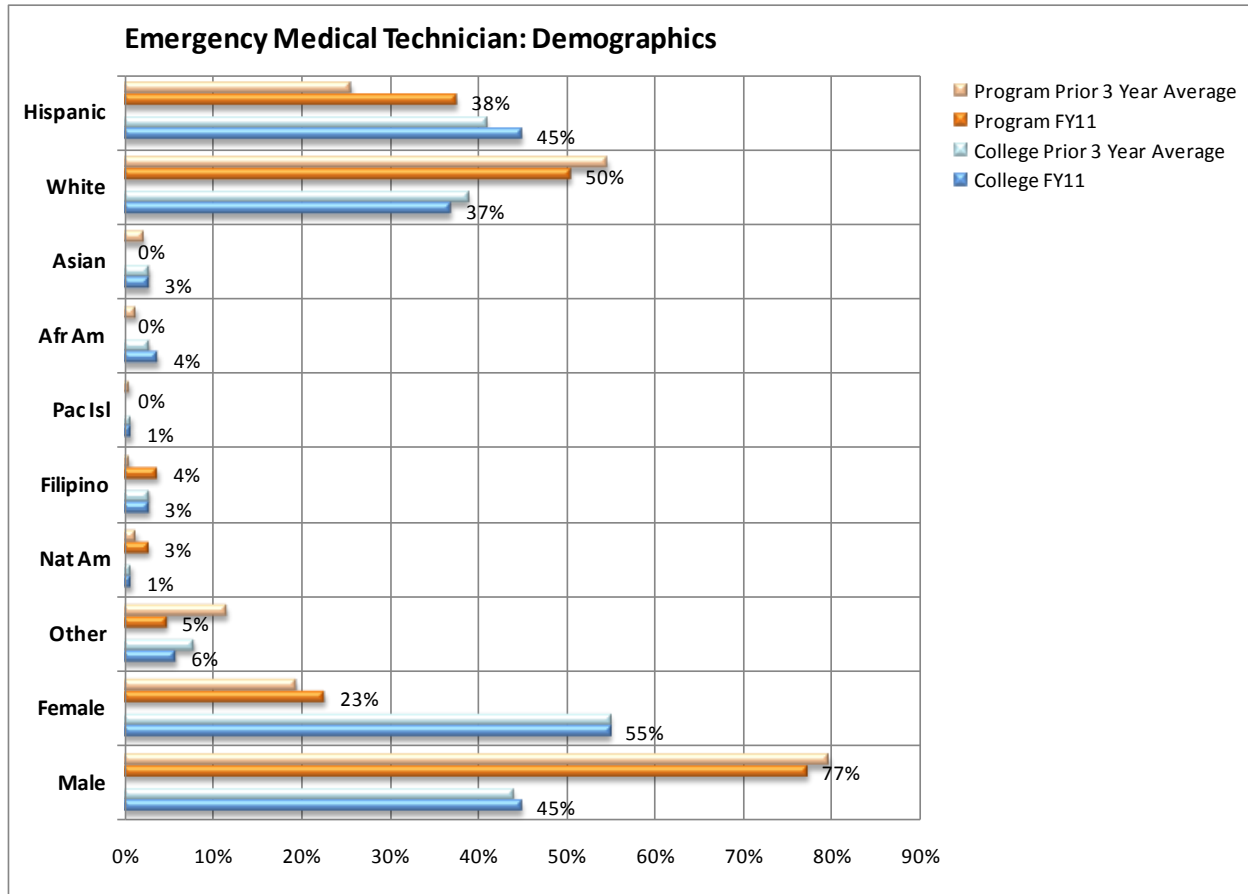| Subject	FY	Hispanic	White	Asian	Afr Am	Pac Isl	Filipino	Nat Am	Other	Female	Male	Other	Avg Age
EMT	FY08	25%	53%	3%	3%	1%	1%	3%	12%	17%	82%	1%	28
EMT	FY09	27%	54%	3%	2%	0%	3%	1%	10%	22%	77%	1%	25
EMT	FY10	27%	58%	1%	0%	1%	0%	1%	12%	19%	80%	1%	25
EMT	3 Year Avg	26%	55%	2%	2%	1%	1%	2%	12%	20%	80%	1%	26
EMT	**FY11**	**38%**	**50%**	**0%**	**0%**	**0%**	**4%**	**3%**	**5%**	**23%**	**77%**	**0%**	24
College	3 Year Avg	41%	39%	3%	3%	1%	3%	1%	8%	55%	44%	0%	27
College	**FY11**	**45%**	**37%**	**3%**	**4%**	**1%**	**3%**	**1%**	**6%**	**55%**	**45%**	**0%**	24

Emergency Medical Technologies Program Review

2011-2012

G2a: Student Demographics Chart

This chart illustrates the program's percentages of students by ethnic group. . Each group has four bars. The first bar represents the program's prior three year percent. The second bar shows last year's (FY11) percent. The third and fourth bars represent the overall college percents.

Emergency Medical Technician: Demographics

Legend:
- Program Prior 3 Year Average
- Program FY11
- College Prior 3 Year Average
- College FY11

Group	Value
Hispanic (Program FY11)	38%
Hispanic (College FY11)	45%
White (Program FY11)	50%
White (College FY11)	37%
Asian (Program FY11)	0%
Asian (College FY11)	3%
Afr Am (Program FY11)	0%
Afr Am (College FY11)	4%
Pac Isl (Program FY11)	0%
Pac Isl (College FY11)	1%
Filipino (Program FY11)	4%
Filipino (College FY11)	3%
Nat Am (Program FY11)	3%
Nat Am (College FY11)	1%
Other (Program FY11)	5%
Other (College FY11)	6%
Female (Program FY11)	23%
Female (College FY11)	55%
Male (Program FY11)	77%
Male (College FY11)	45%

Emergency Medical Technologies Program Review

2011-2012

G1b: Student Demographics Summary Tables

This table shows the program and college census enrollments for each demographic category. It also shows the average age of the students. The program FY11 results can be compared to its prior three year average, the college FY11 results, and the college prior three year average.

Paramedics

Subject	FY	Hispanic	White	Asian	Afr Am	Pac Isl	Filipino	Nat Am	Other	Female	Male	Other	Avg Age
PM	FY08	4	34	2	-	-	-	-	2	2	40	-	29
PM	FY09	8	20	-	-	-	-	-	2	3	27	-	28
PM	FY10	8	23	2	-	-	-	-	4	1	36	-	29
PM	**3 Year Avg**	**7**	**26**	**1**	**-**	**-**	**-**	**-**	**3**	**2**	**34**	**-**	**29**
PM	**FY11**	**6**	**19**	**2**	**-**	**-**	**-**	**2**	**-**	**2**	**27**	**-**	**27**
College	3 Year Avg	11,806	11,169	988	1,005	217	827	403	2,302	15,888	12,694	134	27
College	**FY11**	**13,034**	**10,566**	**977**	**1,040**	**196**	**886**	**402**	**1,688**	**15,734**	**13,014**	**40**	**24**

This table shows the program and college percentage of census enrollments for each demographic category.
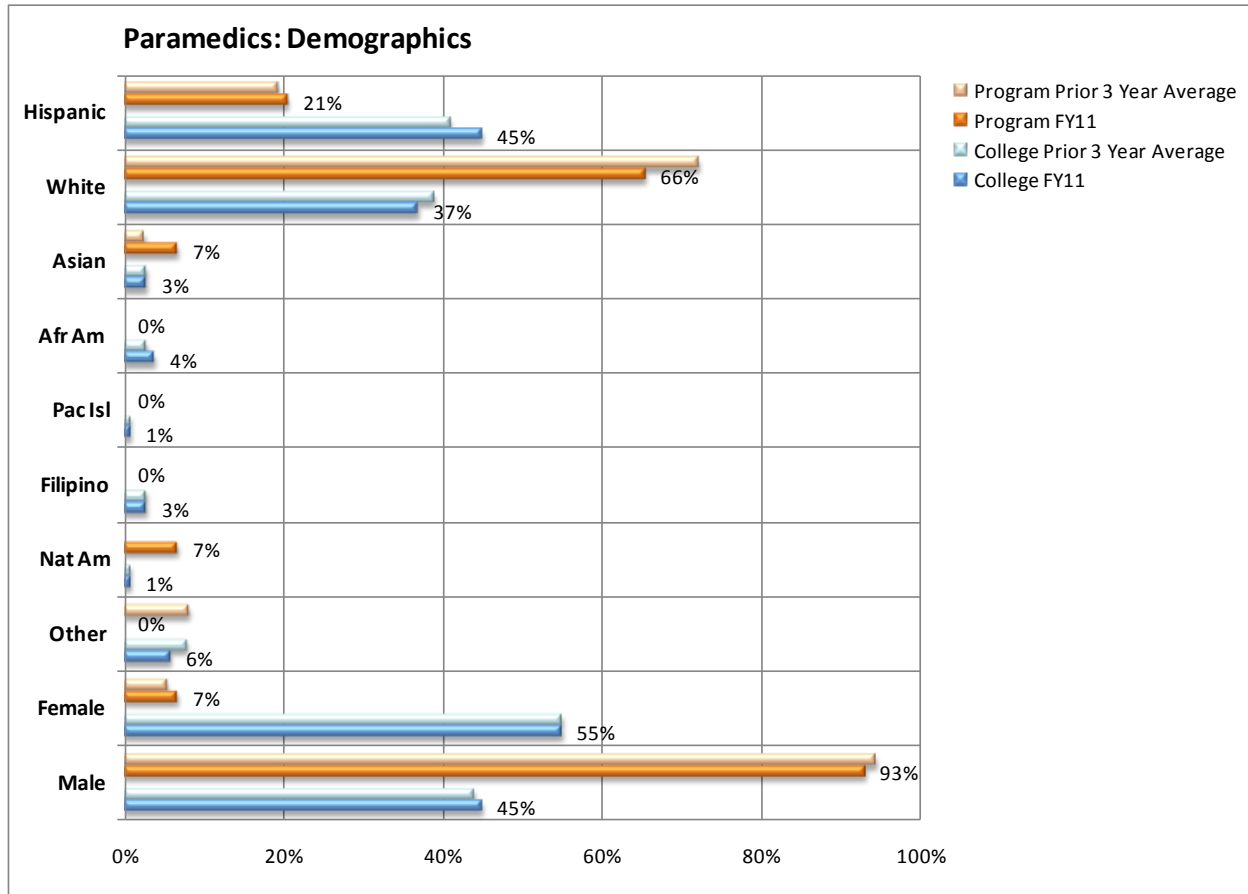
Paramedics

Subject	FY	Hispanic	White	Asian	Afr Am	Pac Isl	Filipino	Nat Am	Other	Female	Male	Other	Avg Age
PM	FY08	10%	81%	5%	0%	0%	0%	0%	5%	5%	95%	0%	29
PM	FY09	27%	67%	0%	0%	0%	0%	0%	7%	10%	90%	0%	28
PM	FY10	22%	62%	5%	0%	0%	0%	0%	11%	3%	97%	0%	29
PM	3 Year Avg	19%	72%	3%	0%	0%	0%	0%	8%	6%	94%	0%	29
PM	**FY11**	**21%**	**66%**	**7%**	**0%**	**0%**	**0%**	**7%**	**0%**	**7%**	**93%**	**0%**	27
College	3 Year Avg	41%	39%	3%	3%	1%	3%	1%	8%	55%	44%	0%	27
College	**FY11**	**45%**	**37%**	**3%**	**4%**	**1%**	**3%**	**1%**	**6%**	**55%**	**45%**	**0%**	**24**

Emergency Medical Technologies Program Review

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G2b: Student Demographics Chart

This chart illustrates the program's percentages of students by ethnic group. . Each group has four bars. The first bar represents the program's prior three year percent. The second bar shows last year's (FY11) percent. The third and fourth bars represent the overall college percents.

Paramedics: Demographics

Legend:
- Program Prior 3 Year Average
- Program FY11
- College Prior 3 Year Average
- College FY11

Group	Values shown
Hispanic	21%, 45%
White	66%, 37%
Asian	7%, 3%
Afr Am	0%, 4%
Pac Isl	0%, 1%
Filipino	0%, 3%
Nat Am	7%, 1%
Other	0%, 6%
Female	7%, 55%
Male	93%, 45%

G3: Student Demographics Detail Report

The program student success detail information is available in *Appendix D – Program Review Student Demographics Report*. This report is a PDF document and is searchable. The student success information was extracted from the District's Banner Student System. The student demographic information includes all information associated with the program's subject codes. The *Program Review Student Demographics Report* is sorted by subject code (alphabetical order) and includes the following sections: comparative summary by year, and detail demographics by term and course.

Emergency Medical Technologies Program Review

2011-2012

G4: Interpretation of the Program Demographic Information

The Emergency Medical Technician and the Paramedic program's demographics reflect industry demographics. This industry is dominated by young males. The emergency medical services industry overall is not a widely diverse work force, accordingly our demographic numbers are reflective of that makeup.

Emergency Medical Technologies Program Review

2011-2012

4. Performance Assessment

A1: Program-Level Student Learning Outcomes - EMT

Program-Level EMT Student Learning **Outcome 1**	Performance Indicators
Function within the Emergency Medical Technician scope of practice to apply scientific knowledge as well as the skills necessary in providing emergency medical care. (3.1 - 3.7, 5.6, 5.7)	100% of the successful students will demonstrate their scientific knowledge by maintaining an 80% written testing average throughout the program. This will be measured in EMTV01 100% of the successful students will perform at a good/pass level or higher on skills performance check-off sheets.
Operating Information	
In EMT V01 100% of the successful students maintained an 80% on all written tests including the final examination process. Current studies are underway to examine the efficiency of the practical skills examinations.	
Analysis – Assessment	
In EMTV01 students met the performance goal.	

Program-Level EMT Student Learning **Outcome 2**	Performance Indicators
Provide competent and safe care in a variety of settings to a group of patient with diverse needs across the life span. (1.4, 3.1 – 3.7, 5.7, 6.1)	Students shall receive no more than two negative comments during hospital clinical and field internship as it relates to competent and safe care in a variety of settings to a group of patients with diverse needs across the life span
Operating Information	
Insufficient data is available to assess this PLSLO	
Analysis – Assessment	
Data relating to this SLO has not been collected. Further analysis will be required once data has been collected for the spring 2012 class.	

Program-Level EMT Student Learning **Outcome 3**	Performance Indicators
Seek certification as EMTs and meet the expectations of the Emergency Medical Services community. (all sections of 2, 3, 5, 6 plus 1.3, 1.4, 1.5, 4.2, 4.3)	For those students seeking certification 80% will pass the National Registry Examination. Feedback from Advisory committee will determine whether changes need to be made to accommodate the needs of the EMS medical community.
Operating Information	
Data will be gathered from the National Registry website which reflects our program performance.	
Analysis – Assessment	
The National Registry report reflecting the last two years of student test scores s indicates a first attempt pass rate of 73% and a second pass rate of 81%.	

Emergency Medical Technologies Program Review

2011-2012

A1: Program-Level Student Learning Outcomes - PM

Program-Level PM Student Learning **Outcome 1**	Performance Indicators
Function within the paramedic scope of practice to provide professional, competent and safe care while applying scientific knowledge and demonstrating mastery of skills, management and leadership to a group of patients with complex and diverse needs. (1.4, 3.1-3.7, 5.6, 5.7, 6.1)	1. 100% of the successful students will demonstrate their scientific knowledge by maintaining an 80% written testing average throughout the program. 2. 100% of the successful students will perform at a good/pass level or higher on skills performance check-off sheets
Operating Information	
In PM V01 100% of the successful students have maintained a 75% on all quizzes and an 80% on all written tests including the final examination process. Current studies are underway to examine the efficiency of the skills performance check-off sheets.	
Analysis – Assessment	
In PM V01 students met the performance goal.	

Program-Level PM Student Learning **Outcome 2**	Performance Indicators
Utilize effective communication and interpersonal skills with patients, the health care team and while providing education to individuals and groups. (1.2 - 1.5, 4.2, 6.2, 6.3, 6.4, 6.5, 6.6)	1. In PM V01 100% of the students will earn a minimum of 85% on educational presentations which demonstrate effective communication and interpersonal skills to their peers. 2. In PMV02 Students will provide educational experiences in demonstration and drill format to preceptors and peers on a pass/fail basis documented on "field internship daily performance record".
Operating Information	
In PM V01 students met the performance goal. In PM V02, data as to the pass/fail rating on the demonstrations as documented on the "field internship daily performance records" has not been collected.	
Analysis – Assessment	
Performance Indicator 1 Data relating to the second performance indicator for this SLO has not been collected. Further analysis will be required once data has been collected for the spring 2012 class.	

Emergency Medical Technologies Program Review

2011-2012

Program-Level PM Student Learning **Outcome 3**	Performance Indicators
Understand and observe the concept of lifelong learning, including the pursuit of advanced degrees and practice in the health field. (2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7)	In PM V01 students will attend at least two continuing education classes (field care audits and lectures) offered by the Ventura County base hospitals.
Operating Information	
The program's educational schedule for the last two years included one presentation of field care audits, and one presentation of pre-arrival instructions in class. Field trips also included two field care audits and one lecture presentation of continuing education presented to the paramedics in Ventura County. Various guest speakers cover subject content and need for continuing education or demonstrate employment possibilities available with further education and experience.	
Analysis – Assessment	
In PM V01 Educational goals have been met with existing schedule.	

Program-Level PM Student Learning **Outcome 4**	Performance Indicators
Seek licensure as a paramedic and that meet the expectations of the Emergency Medical Services community. (all sections of 2,3,5,6 plus 1.1, 1.2, 1.3, 1.4, 1.5 4.2, 4.3)	For those students seeking licensure certification 90% will pass the National Registry Examination. Feedback from Advisory committee will determine whether changes need to be made to accommodate the needs of the EMS medical community.
Operating Information	
In FY 11 100% of the students met this performance goal. In a twelve year average 98 percent of students have successfully passed the National Registry Licensure examination. Yearly advisory committee discussions reflect that the program is meeting or exceeding all expectations.	
Analysis – Assessment	
The 98% success rate surpasses the 90% goal.	

Emergency Medical Technologies Program Review

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4B: Student Success Outcomes

Student Success Outcome 1	Performance Indicators
The EMT program will increase its retention rate from the average of the program's prior three-year retention rate. The retention rate is the number of students who finish a term with any grade other than W or DR divided by the number of students at census.	The EMT program will increase the success rate by 5% or more above the average of the program's success rate for the prior three years.

Operating Information
In FY 11 the EMT success rate was 76%. For the prior three year average the success rate was 66%

Analysis – Assessment
In FY 11 the EMT success rate increased by 10% over the prior three average. The performance indicator was met and was in fact exceeded by 5%.

Student Success Outcome 2	Performance Indicators
The paramedic program will increase its retention rate from the average of the college's prior three-year retention rate. The retention rate is the number of students who finish a term with any grade other than W or DR divided by the number of students at census.	The paramedic program will increase the retention rate by 5% or more above the average of the college retention rate for the prior three years.

Operating Information
In FY 11 the paramedic program retention was 97%. The college retention rate for the prior 3 years was 85%

Analysis – Assessment
The paramedic program retention rate of 97% during FY 11 was 12% above the college retention rate. The performance indicator was exceeded.

Student Success Outcome 3	Performance Indicators
The program will increase the student success rates from the average of the college's prior three-year success rates. The student success rate is the percentage of students at census who receive a grade of C or better.	The paramedic program will maintain a rate that is equal to or above that of the college.

Operating Information
In FY 11 the paramedic program success rate was at 86%. The college FY 11 retention rate was at 70%.

Analysis – Assessment
In FY 11 the paramedic program exceeded the college success rate by 16%. Performance indicator was exceeded.

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C. Program Operating Outcomes

Program Operating Outcome 1	Performance Indicators
The EMT program will maintain WSCH/FTEF above the 600 goal set by the district.	The EMT program will exceed the efficiency goal of 600 set by the district by 5%.
Operating Information	
The EMT program for FY 11 WSCH/FTEF number is 563. The 3 year EMT program average was 575.	
Analysis – Assessment	
The EMT program did not meet the districts WSCH number of 600. The program recommends negotiating the college coal to accommodate for reduction in class size that was established in 2009.	

Program Operating Outcome 2	Performance Indicators
Inventory of EMT and paramedic instructional equipment is functional, current, and otherwise adequate to maintain a quality-learning environment. Inventory of all equipment over $200 will be maintained and a replacement schedule will be developed. Service contracts for equipment over $5000 will be budgeted if funds are available.	A comprehensive, updated inventory of equipment in the program(s) will be created. A schedule for the replacement of outdated equipment over $1,000 will be created.
Operating Information	
The inventory list is out of date and needs to be reviewed (3B1)	
Analysis – Assessment	
The inventory list through Banner is out of date and does not contain most equipment in the program. With the data in 3B1, there is no way to analyze the total cost of ownership. Baseline inventory data is that listed under the program code in Banner. An onsite inventory will be conducted and hereafter inventory maintenance will be an ongoing activity.	

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5. Findings

Finding 1

Due to regulation changes students now are subject to a criminal background clearance. We have recently implemented registration changes that should improve our current retention rate (Finding link E6 [p.26]).
These new changes will also require additional clerical support.

Finding 2

This inventory list is not complete. A result of developing a complete and accurate inventory list is to provide an adequate budget for equipment maintenance and replacement (total-cost-of-ownership). The program needs to establish a current inventory and replacement schedule. (See B1: Program Inventory Table [p.10], B2: Interpretation of the Program Inventory Information [p.10])

Finding 3

Since FY09 the EMT program has performed below the District WSCH goal of 600 with a 3 year average of 575. (Refer to tables C2a [p.12], D1a [p.15], D3a [p.17], and interpretations C4 [p.14], D6 EMT [p.19])

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6. Initiatives

Initiative: Improve retention rate by improving the criminal background clearance procedure.

Initiative ID: EMTs12-01

Links to Finding 1:

Recent regulation changes by our clinical and field site providers now mandate that all students obtain criminal background clearance along with drug and alcohol testing. We found that students were entering the program without a clear understanding of what the background procedure involved and therefore an unnecessary number of students were forced to drop mid-semester simply based on a negative background investigation. This issue was having a negative effect on our student retention rate.

New procedures have been put into place to deal on a proactive basis so that clearance can be received prior to registration, thereby reducing the number of students dropping solely due to their background. This process, however, has resulted in a significant increase in clerical time and coverage.

Historically, the paramedic program started in 1999 and was given a budget and clerical staff to support a maximum of 24 students/year. Three years later the State of California mandated that all paramedic programs become accredited through Commission on Accreditation of Allied Health Education Programs (CAAHEP). This requires the preparation of self studies and site visits every four years as well as extensive annual reports. Approximately six years ago the EMT program was removed from Nursing and added to the Emergency Medical Technologies; however there was no increase in clerical support to assist with the addition of 180 students/year or the increase in work load to support accreditation. This has had a negative impact on the paramedic program and EMT programs.
Refer to E6 [p.26]).

Benefits: Higher retention rates for EMT program

Request for Resources:

Presently we are supported by a clerical II position 10month, 60%. In order to accommodate all of the needs of the department as well as the increased workload from the new registration process we would like to request a clerical III, 12month, 70%.

Funding Sources
Please check one or more of the following funding sources.

No new resources are required (use existing resources)	
Requires additional general funds for personnel, supplies or services (includes maintenance contracts)	X
Requires computer equipment funds (hardware and software)	
Requires college equipment funds (other than computer related)	
Requires college facilities funds	
Requires other resources (grants, etc.)	

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Initiative:
Create an up-to-date equipment inventory with a replacement schedule for all items over $1,000.00 for both EMT and Paramedic programs

Initiative ID: EMTs12-02

Links to Finding 2:
The inventory list in Banner is not complete. The program needs to establish a current inventory and replacement schedule. (See B1: Program Inventory Table, B2: Interpretation of the Program Inventory Information [p.10])

Benefits:
A result of developing a complete and accurate inventory list is to provide an adequate budget for equipment maintenance and replacement (total-cost-of-ownership). This would allow students to train with the most current equipment and better prepare them to be successful in today's work environment. This will also allow us to identify future equipment needs of the programs.

Request for Resources:
None

Funding Sources:

Please check one or more of the following funding sources.

No new resources are required (use existing resources)	X
Requires additional general funds for personnel, supplies or services (includes maintenance contracts)	
Requires computer equipment funds (hardware and software)	
Requires college equipment funds (other than computer related)	
Requires college facilities funds	
Requires other resources (grants, etc.)	

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Initiative:
Renegotiate WSCH for EMT program

Initiative ID: EMTs12-03

Links to Finding 3:

Fiscal year 09 class structure was changed to reduce operating expense. The number of students per semester was decreased from 90 to 60. This was done so that the lecture component could be delivered by one part time faculty and would not exceed the extra large class limits.
It would appear by this finding that the WSCH goal of 600 is inappropriate for the EMT program and needs to be renegotiated. (Refer to tables C2a [p.12], D1a [p.15], D3a [p.17], and interpretations C4 [p.14], D6 EMT [p.19])

Benefits:
A more realistic representation of WSCH for the EMT program

Request for Resources:
None

Funding Sources:

Please check one or more of the following funding sources.

No new resources are required (use existing resources)	X
Requires additional general funds for personnel, supplies or services (includes maintenance contracts)	
Requires computer equipment funds (hardware and software))	
Requires college equipment funds (other than computer related)	
Requires college facilities funds	
Requires other resources (grants, etc.)	

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6A: Initiatives Priority Spreadsheet

Refer to the attached Excel spreadsheet.

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7A: Appeals

After the program review process is complete, your program has the right to appeal the ranking of initiatives.

If you choose to appeal, please complete the form that explains and supports your position.
The appeal will be handled at the next higher level of the program review process.

7B: Process Assessment

In this first year of program review using the new format, programs will be establishing performance indicators (goals) for analysis next year. Program review will take place annually, but until programs have been through an entire annual cycle, they cannot completely assess the process. However, your input is very important to us as we strive to improve, and your initial comments on this new process are encouraged.