Directions

Dear SAC Administrative Liaisons:

This is a flexible and intentionally brief outline, created by deans in prior pilot years, to support your writing of the Annual Update Administrative Response (AR). To view examples of recently completed ARs, please visit Program/Discipline Review at PCC and scroll down to the table.

1. In 2021-2022 the office of Effectiveness and Planning will create a template file for each Pathway. These files will include the Annual Update Reports submitted by the SACs in your Pathway as well as a folder of individual AR forms for each SAC. We will share these folders with the administrative liaison (and the Pathway Deans) after the SACs submit their Annual Updates (usually early December 2021).
2. When your AR file is complete, please "Share" it with nichole.reding@pcc.edu. (Use the blue "Share" button in the top right corner.) E&P will convert the file to .pdf and post it to the table here: [Program/Discipline Review at PCC](#)
3. Feel free to delete these instructions.
4. Our hope is to receive all the AR's by Friday, March 18, 2022, and post all the ARs before April 1st, in time to be viewed by our accreditation visitors in April.

Tip from deans from prior years:
- Many SAC liaisons have found it helpful to have a principal writer and supporting deans and directors as commenters. ⇒ Feel free to share and early draft of your AR document with deans and directors and others.

Tip from past pilot participants and support from Student Affairs:
- The AR is an opportunity to invite participation within and even across pathways. In addition, the AR is an opportunity for admin liaisons of Academic Affairs (deans and directors) to invite participation and conversation with leaders in Student Affairs. (Consider contacting Heather Lang, VP Student Affairs, heather.lang@pcc.edu to get started.) This engagement is essential when the AR cites services and support that is offered by or could be offered by our Student Affairs departments/programs.

Timeline:
1) When the SAC liaison and co-writers have completed the AR, the SAC liaison should re-share the document with Nichole Reding and indicate that the document is final. (nichole.reding@pcc.edu , ⇒ Use the blue "Share" button in the top right corner.)
2) Again, our hope is to receive all final documents no later than **Friday, March 18, 2022.** This will allow SAC Chairs and SAC liaisons some time to include these documents as they plan for their spring SAC meetings. (Spring SAC day 2022 will be Tuesday, April 26th.) And this will allow time for Effectiveness and Planning to post the documents publicly for our accreditation visitors in April 2022.

⇒ If you have questions, or if you would like to schedule a 1:1 or small-group coaching meeting with Effectiveness and Planning, please contact Dieterich Steinmetz (dsteinme@pcc.edu) or Nichole Reding (nichole.reding@pcc.edu) ⇒ You can also schedule a meeting directly by going to the E&P Office Hours appointment calendar, [here](#).

The template starts on the next page.

Program Review – Annual Program/Discipline Update
Administrative Response and Follow Up
Winter 2021-2022

Program/Discipline:

SAC Chair(s): Dr. Christine Fletcher

SAC Administrative Liaison (Director or Program Dean): Jason Johnson

Other Dean(s) or Director(s):

Department Chair(s): Dr. Ragan Borzcik

Date: October 22, 2022

I would like to acknowledge the Veterinary Technology SAC for their dedication to student success and hard work to keep the program moving forward during the pandemic.The amount of work required to teach classes, support students, keep curriculum updated, stay abreast of accreditation changes, and just general program management can feel insurmountable. Yet, the VT Program has consistently persevered due to the leadership of the full-time faculty, amazing staff, and a small, but mighty, cadre of dedicated adjunct faculty and casual employees members.

This administrative response is intended to both recognize your efforts and provide you with some suggestions for the future. Toward these aims, this response will:
- Highlight the strengths and successes of the program as evidenced by the data, your analysis and your reflection
- Recognize areas of challenge or concern
- Address goals and resources
- Provide recommendations for next steps

Strengths and successes of the program as evidenced by the data, analysis and reflection

Adaptability. The VT Program's ability to quickly transition to remote/online courses at the onset of the pandemic is commended. The amount of work to rethink how the VT curriculum could be delivered without sacrificing quality during the past three years is super impressive. In addition, simultaneously supporting 3 cohorts in Fall 2021 was another stretch for the faculty and staff and is a testament to how dedicated the program is to student success.

High Success Rates and Continuous Improvement. The completion rates for all classes, regardless of modality, are excellent and a model for CTE programs (>95%). Even though course success rates are already very good, it is impressive to see that the VT Program continues to look for ways to improve student success, such as the peer mentor approach to helping first year students in VT105 and VT106. This same continuous improvement spirit has been applied to the program's learning assessment projects and curricular updates such as the dentistry courses. Finally, A pass rate of ~96% on the national accreditation exam is amazing!

These success rates and efforts to continuously improve speak to the VT faculty and staff's commitment to equitable student success.

Job Placement. It is great to see A 100% job placement rate for the respondents to the graduate survey. This is a testament to how well students are prepared for the workplace and the strong industry partnerships developed by the VT Program.

Advisory Committee Engagement & Industry Partnerships. The efforts to engage the advisory committee in curriculum development and other program decisions is commendable. The inclusion of community-focused VT109, Radiation Safety, course to the schedule every term is an excellent example of listening and responding to the Advisory Committee's recommendations. Looking ahead, organizing Advisory Committee meetings to have a majority focus on soliciting input on curriculum, equipment needs, and program structure will continue to position the program for future success.

The new partnership with the Oregon Humane Society is poised to transform the breadth of real work hands-on experience students get while in the program. The ongoing work to change the course schedule to realize this new collaboration only further demonstrates how proactive the program is and how committed the faculty and staff are to continuous improvement.

Areas of Challenge or Concern

Challenge: recruitment of diverse students into the VT Program

Response: The enrollment of predominantly female students into the program is an ongoing challenge that many healthcare programs face. Your ongoing reevaluation of the application and admissions process is vital in ensuring the gateway mechanisms to the program are consistently updated to remove bias. Data on applicant diversity versus the diversity of admitted students is central to this work.

There may be some opportunities to improve program diversity through the college-wide advising model implemented as part of the pathway model at the college. This model affords programs a broader opportunity to develop a pipeline of students beyond a program's home campus. The college's marketing group is also considering providing program-specific marketing support, but they are not there yet. As you look for more immediate solutions to this

challenge, it may be fruitful to make space at advisory committees meeting to discuss ideas for recruiting more male students and students of color into the program. Tracking data on the demographics of applicants versus the demographics of admitted students will assist in annually assessing the effectiveness of the program's admissions process. The newly hired temporary Outreach & Admissions Specialist could assist with tracking this data if it is already not available.

Lastly, it is noted in the APU that pay rates may be a factor in interested students electing to pursue other paths. It may be beneficial to reaffirm graduate compensation and employment opportunities via a market analysis through the college's Effectiveness and Planning group. This data, along with that collected from the annual graduate survey, could be used to revise the salary info posted on the program website and in marketing materials. Currently, the posted figures are a broad range that may not accurately reflect wages in the college's service district.

Challenge: Animal procurement

Response: It is recognized that the increasing essential skills requirements outlined by the AVMA are putting additional strain on the program. This will be partially addressed by the new collaboration with the Oregon Humane Society. However, animal procurement is also a significant constraint to meeting the new requirements while also limiting possible expansion opportunities for the program. The hope is that the program's new Academic Professional position (kennel manager) will help address these challenges through innovative and expanded partnerships with shelters and rescues.

Challenge: AVMA Rabies vaccine requirements for students

Response: The program accreditation requirement for students to be vaccinated for rabies is a significant challenge. The cost is prohibitive to many students, could reduce access to students, and make it even more challenging to diversify the pool of applicants.

As this requirement is impacting all accredited CVT programs, it is recommended that public programs in the region be surveyed for how they are addressing this challenge. With this information in hand, the Program Dean along with VT FDC can bring it to college leadership to discuss solutions to overcoming this significant student access challenge.

Reflection on goals and resources

This topic will be addressed more fully by the VT Program during part B of the new program review process.

It is exciting to see the program's consideration of expansion opportunities such as larger cohorts or a cohort targeting part-time students. Exploring the possibility of program growth is a multi-step process that can be challenging to take on during a time of budget constraints while also staying atop of the current cohorts and incremental curricular changes necessitated by accreditation. Looking ahead, part B of the Annual Program Update process will be instrumental in thinking about how to lay the groundwork for potential program expansion.

Conclusion and Suggestions for the Future

Thank you for creating a meaningful Annual Program Update. The Veterinary Technology Program remains at the forefront of CTE programs at the college. As you look to the next academic year, here are some things to consider:
- Continue to discuss how best to leverage the new AP position to reduce animal procurement challenges that continue to constrain the program.
- Continue to rethink animal procurement approaches and the on-call model to minimize on-call needs and best ensure equitable distribution of duties across program faculty and staff
- Work with your Program Dean to explore opportunities to improve VT program awareness among all HEP pathway advisors to draw students from across the district.
- Consider taking a first step toward program expansion exploration. Work with your Program Dean to leverage the college's Effectiveness and Planning group to conduct a market analysis to document the projected industry demand and graduate salaries.
- Continue development of a matrix comparing how programs in the region are addressing the AVMA's rabies requirement. This will be instrumental in determining how the college can direct its support of the VT Program and its students.

Recommended next steps

   __X_   Proceed as planned on program review schedule

   ___   Follow up conversation needed with SAC, Dept Chair(s) and Dean

Thank you,

Jason Johnson, Program Dean for MP, IHP, MA, OMT, HIM, MLT, and Vet Tech