Search Standards By User

I.	Section I: Program Profile

I.A.   Program Purpose

Describe the purpose of the program and how it contributes to the mission of Skyline College.

Response Detail

No Response Information to Display

Narrative

The mission of the Emergency Medical Care department is to train competent emergency medical responders capable of providing emergency and non-emergency care in the prehospital and out-of-hospital setting. This is a result of the program's motivated professionals teaching students up-to-date occupational skills as well as communication skills to help students assess and treat their patients more effectively. Students enrolled in the program are typically interested in working in the field as EMT's, applying to Paramedic or Fire Science programs, or working in another field that requires some emergency medical training.

Suggested Follow Ups

Date	Suggested Follow Up
No Suggested Follow Ups to Display	

Associated Objectives	Planning Unit
No Associated Objectives to Display	

Associated Outcomes	Planning Unit
No Associated Outcomes to Display	

Internet Links

Link	URL
No Internet Links to Display	

Documents

File Name	File Type	File Size	File Date
No Documents to Display			

I.B.   Program Student Learning Outcomes

List the current program student learning outcomes (PSLOs).

Response Detail

No Response Information to Display

Narrative

Demonstrate competency in the cognitive, psychomotor, and affective domains when providing emergency medical care
Pass the final written exam, which is comprehensive
Pass the National Registry written exam, which is administered off-site
Pass the National Registry Skills Exam, which is the program's lab final

Search Standards By User

Suggested Follow Ups	
Date	**Suggested Follow Up**
No Suggested Follow Ups to Display	

Associated Objectives	**Planning Unit**
No Associated Objectives to Display	

Associated Outcomes	**Planning Unit**
No Associated Outcomes to Display	

Internet Links	
Link	**URL**
No Internet Links to Display	

Documents			
File Name	**File Type**	**File Size**	**File Date**
No Documents to Display			

Source: CPR

Cycle: CPR (2017-18 Cycle)

User Name: Crawford, Judith

Response Types: All Responses Types

I.C.   Profile: Program Review Team

Comprehensive program review is intended to be a collaborative process which promotes dialogue and reflection. Please identify all individuals who contributed to or shaped the program review narrative. Include names and the title or role of each person.

Response Detail
No Response Information to Display

Narrative
Judith Crawford- EMC Program director and Primary Instructor/Adjunct Faculty **Ray Hernandez- Dean of Science, Math and Technology**

Suggested Follow Ups	
Date	**Suggested Follow Up**
No Suggested Follow Ups to Display	

Associated Objectives	**Planning Unit**
No Associated Objectives to Display	

Associated Outcomes	**Planning Unit**
No Associated Outcomes to Display	

Internet Links	
Link	**URL**
No Internet Links to Display	

Documents			
File Name	**File Type**	**File Size**	**File Date**
No Documents to Display			

II.	Section II: Assessment, Analysis, and Findings

II.A.   Program Effectiveness

Search Standards By User

Review data related to the program and assess the program's effectiveness at meeting its described purpose. Consider using college-wide data for comparison purposes. Program data may include:
- Standard program review reports from PRIE including indicators of success, retention, and equity
- Program-specific data such as labor market data, surveys, and custom reports
- Program Student Learning Outcome (PSLO) reports from TracDat
- Prior CPR/APPs
- Feedback from the program's administrator, advisory committees, and/or other stakeholders
- Course outlines of record and offering history (instructional programs only)
- Professional development received
- Other relevant data
- Additional data may be requested from PRIE by completing the Research Request Form available at
http://www.skylinecollege.edu/prie/request.php

Based on the data reviewed, describe the overall effectiveness of the program and any conclusions drawn from the data.

Response Detail
No Response Information to Display

Narrative

The EMC Department meets the mission/goals of the College by providing accessible high-quality classes. It also meets the goals of the District by providing career and technical education that provides employment or career advancement for graduates. The Department provides quality graduates and an aggressive recruitment process for local healthcare and transport employers.
The EMC Department consists of four courses, which will be discussed in more detail.
EMC 410 Emergency Medical Technician- This course is an entry-level class that is required for EMT certification and employment in the transport, fire or clinical field. The course offers basic assessment and treatment skills of pre-hospital and out-of-hospital patients. Many graduates go on to pursue programs such as Allied Health, Fire Science, Paramedic, RN, NP and PA. The Program Director works closely with local employers to ensure quality clinical placement, employment for graduates and through our advisory board. The course provides time and physical space for recruitment presentations and job interviews each semester. Students must pass the National Registry of Emergency Medical Technicians written comprehensive exam.The pass/fail data provided by the NREMT is used to measure success of the course for graduates' ability to become certified as an EMT as well as comparison to national standards. EMC 410 exceeds national pass rates, particularly first time passing. This is significant as a candidate must pay for each time they test.
      Data for Fall 2012 to Fall 2017-
                    Skyline first time pass rate: 81% cumulative pass rate 86%
 National first time pass rate: 68% cumulative pass rate 80%
 EMC 400 Emergency Medical Responder- The EMR class provides advanced first aid and a CPR certification for students exploring interest in healthcare as well as preparation for allied health programs offered at Skyline and the District. Student who complete the EMR class may go on to other allied health programs as well as expand their skills as community disaster responders and/or Health & Safety Officers at their place of employment.
EMC 425 American Heart Association BLS Provider Certificate- This CPR class offers certification for all students who participate in Allied Health Programs at the College and District. It is a prerequisite for many healthcare programs in the District such as EMT, Respiratory Therapy and Fire Science Academy. This is the only AHA BLS course in the District and is significantly less expensive than acquiring certification through a private business.
EMC 415 EMT Refresher- An EMT Refresher for EMT certification renewal is required by California to be an approved EMT Training Program and CE (continuing education) provider.

Suggested Follow Ups	
Date	**Suggested Follow Up**
No Suggested Follow Ups to Display	

Search Standards By User

Associated Objectives	Planning Unit
No Associated Objectives to Display	

Associated Outcomes	Planning Unit
No Associated Outcomes to Display	

Internet Links

Link	URL
No Internet Links to Display	

Documents

File Name	File Type	File Size	File Date
2018 CPR emc program data.pdf	Portable Document Format	149.944 KB	3/22/2018 3:30:17 PM

Search Standards By User

II.A.1   Progress on Prior Program Objectives (Goals)

Describe the progress made on prior CPR/APP objectives including identification of achievements or areas in which further effort is needed. If the program is new with no prior CPR/APP, comment on new program implementation.

Below the narrative box, use the Associate Objectives feature to select the related objectives. Once associated, you may also view each objective. If appropriate, edit the status to Completed or Discontinued.

Response Detail

No Response Information to Display

Narrative

Since the last CPR the department has:
Added a class, EMC 400, and added one additional adjunct faculty position
Acquired a donated ambulance from Bayshore Transport
Increased community outreach through high school presentations, CTE/career fairs and participating in panels both on and off campus.
Added one additional clinical site

Suggested Follow Ups

Date	Suggested Follow Up
No Suggested Follow Ups to Display	

Associated Objectives	Planning Unit
Increasing retention rates for EMC 410	Emergency Medical Technology
DRAFT - Increase in EMC personnel	Emergency Medical Technology

Associated Outcomes	Planning Unit
No Associated Outcomes to Display	

Internet Links	
Link	URL
No Internet Links to Display	

Documents			
File Name	File Type	File Size	File Date
No Documents to Display			

II.A.2.   Progress on Program Student Learning Outcomes

Describe the progress made on PSLOs including achievements, gaps in learning, and/or areas in which further effort is needed.

Upload the TracDat report to the SPOL document repository in the Program Review folder for the current academic year (Program Uploads). Make sure the file name includes the program name or abbreviation (e.g., PRIE-TracDat 2017).

Search Standards By User

Response Detail

No Response Information to Display

Narrative

There is no Narrative Entered.

Suggested Follow Ups

Date	Suggested Follow Up
No Suggested Follow Ups to Display	

Associated Objectives	Planning Unit
No Associated Objectives to Display	

Associated Outcomes	Planning Unit
No Associated Outcomes to Display	

Internet Links

Link	URL
No Internet Links to Display	

Documents

File Name	File Type	File Size	File Date
EMC 2017 PR Tracdat 2012-2017.pdf	Portable Document Format	135.604 KB	3/23/2018 10:44:44 AM

II.A.3.a. Program Personnel

Describe the current staffing structure of the program and how it aligns with achieving the purpose of the program.

Response Detail

No Response Information to Display

Narrative

The EMC department has 0 FTE, 4 adjunct faculty, 4 Instructor Aides II and 4 Instructor Aides I. An invaluable asset to the program is the volunteer pool of eleven former graduates of the EMT class who proctor/instruct for the EMC 400 and EMC 410 labs.
The department needs to hire, from the volunteer pool an additional two IAs per our personnel budget.

Suggested Follow Ups

Date	Suggested Follow Up
No Suggested Follow Ups to Display	

Associated Objectives	Planning Unit
No Associated Objectives to Display	

Associated Outcomes	Planning Unit
No Associated Outcomes to Display	

Internet Links	
Link	URL
No Internet Links to Display	

Documents			
File Name	File Type	File Size	File Date
No Documents to Display			

II.A.3.b.   Personnel FTE

Provide the current FTE of each category of personnel.
- FT Faculty FTE:
- Adjunct Faculty FTE:
- Classified Staff FTE:
- Administrator FTE:

Response Detail
No Response Information to Display

Narrative

Provide the current FTE of each category of personnel.
- FT Faculty FTE: 0
- Adjunct Faculty FTE: 4
- Classified Staff FTE: 8
- Administrator FTE:(Personnel FTE) 0

Suggested Follow Ups	
Date	Suggested Follow Up
No Suggested Follow Ups to Display	

Associated Objectives	Planning Unit
DRAFT - Increase in EMC personnel	Emergency Medical Technology

Associated Outcomes	Planning Unit
No Associated Outcomes to Display	

Internet Links	
Link	URL
No Internet Links to Display	

Documents			
File Name	File Type	File Size	File Date
No Documents to Display			

II.A.4.   Program Access

Describe matters of access relevant to your program such as offering patterns, service hours, F2F vs. DE offerings, availability of services to online students, on-campus vs. off-campus locations, unaddressed needs, and/or highly effective practices.

Response Detail
No Response Information to Display

Narrative
All courses in the department are face to face classes. **EMC 410 is offered in all 3 semesters** **EMC 425 is offered in all 3 semesters** **EMC 400 is offered in Fall/Spring** **EMC 415 is offered in Summer only**

Suggested Follow Ups	
Date	**Suggested Follow Up**
No Suggested Follow Ups to Display	

Associated Objectives	**Planning Unit**
No Associated Objectives to Display	

Associated Outcomes	**Planning Unit**
No Associated Outcomes to Display	

Internet Links	
Link	**URL**
No Internet Links to Display	

Documents			
File Name	**File Type**	**File Size**	**File Date**
No Documents to Display			

II.A.5.   Program Environment

Describe key factors and changes impacting the program such as college initiatives, industry needs, regulatory changes, state mandates, grant requirements, personnel changes, demand for classes/services, and other issues.

Response Detail
No Response Information to Display

Narrative
There is no Narrative Entered.

Suggested Follow Ups	
Date	**Suggested Follow Up**
No Suggested Follow Ups to Display	

Search Standards By User

Associated Objectives	Planning Unit
No Associated Objectives to Display	

Associated Outcomes	Planning Unit
No Associated Outcomes to Display	

Internet Links

Link	URL
No Internet Links to Display	

Documents

File Name	File Type	File Size	File Date
No Documents to Display			

Search Standards By User

II.A.6.   Program Equity

Based on the data reviewed, highlight any progress and/or effective practices employed in the program to address identified student equity gaps and minimize disproportionate impact. Describe any pre-existing or anticipate program barriers in making progress. If you intend to request resources for objectives related to equity, explain any connections between barriers described and the support/resource(s) requested.

Response Detail
No Response Information to Display

Narrative
There is no Narrative Entered.

Suggested Follow Ups	
Date	**Suggested Follow Up**
No Suggested Follow Ups to Display	

Associated Objectives	Planning Unit
No Associated Objectives to Display	

Associated Outcomes	Planning Unit
No Associated Outcomes to Display	

Internet Links	
Link	**URL**
No Internet Links to Display	

Documents			
File Name	**File Type**	**File Size**	**File Date**
No Documents to Display			

Source: CPR

Cycle: CPR (2017-18 Cycle)

User Name: Crawford, Judith

Response Types: All Responses Types

III.	Section III: Program Curriculum (Programs With Course Offerings Only)
III.A.	Curriculum Review

There are four steps to program review of curriculum:

(1) Request your program's Course Offering Report from PRIE. Based on that report, take action to bank, delete, and/or reactivate courses. PLEASE SEE THE CPR WEBSITE (DIRECTIONS AND FORMS) FOR DETAILED INSTRUCTIONS. http://www.skylinecollege.edu/comprehensiveprogramreview/directionsforms.php

(2) Review and update all course outlines on CurricUNET. PLEASE SEE THE CPR WEBSITE (DIRECTIONS AND FORMS) FOR DETAILED INSTRUCTIONS. http://www.skylinecollege.edu/comprehensiveprogramreview/directionsforms.php

(3) Complete the Course Outline and Prerequisite Checklist Table. Upload the file to the SPOL document repository in the Program Review folder for the current academic year (Program Uploads).

(4) Verify and document the two-year cycle of curriculum offering to ensure that students have access to courses necessary to complete certificates, degrees, and transfer in a timely manner. Review the sequencing of prerequisites.

Response Detail

No Response Information to Display

Narrative

There is no Narrative Entered.

Suggested Follow Ups

Date	Suggested Follow Up
No Suggested Follow Ups to Display	

Associated Objectives	Planning Unit
No Associated Objectives to Display	

Associated Outcomes	Planning Unit
No Associated Outcomes to Display	

Internet Links

Link	URL
No Internet Links to Display	

Documents

File Name	File Type	File Size	File Date
EMC. 415 Course Outline. 415 Course Outline. 415 Course Outline	415 CoursFile Type	85.067 KB	3/23/2018 11:18:21 AM

Search Standards By User

IV.	Section IV: Reflection

IV.A.1.   Considering Key Findings

Considering the results of CPR assessment, identify program strengths, challenges, opportunities, concerns, and areas in which further research is needed. Describe how the key findings can be used to improve program effectiveness in order to promote student learning and achievement.

Response Detail

No Response Information to Display

Narrative

There is no Narrative Entered.

Suggested Follow Ups

Date	Suggested Follow Up

No Suggested Follow Ups to Display

Associated Objectives	Planning Unit

No Associated Objectives to Display

Associated Outcomes	Planning Unit

No Associated Outcomes to Display

Internet Links

Link	URL

No Internet Links to Display

Documents

File Name	File Type	File Size	File Date

No Documents to Display

IV.A.2.   Aspirations

The key findings and program aspirations will be used as the foundation to build a strategy for program enhancement.
- What is the ideal future of the program?
- What long-term results does the program want to achieve?
- How do the key findings prompt or inform the program's aspirations?

Response Detail

No Response Information to Display

Narrative

There is no Narrative Entered.

Suggested Follow Ups

Date	Suggested Follow Up

No Suggested Follow Ups to Display

Source: CPR

Cycle: CPR (2017-18 Cycle)

User Name: Crawford, Judith

Response Types: All Responses Types

Associated Objectives	Planning Unit
No Associated Objectives to Display	

Associated Outcomes	Planning Unit
No Associated Outcomes to Display	

Internet Links	
Link	URL
No Internet Links to Display	

Documents			
File Name	File Type	File Size	File Date
No Documents to Display			

V.	Section V: Strategy for Program Enhancement

V.A.   Program Strategy

Based on the key findings and aspirations, develop a plan designed to enhance the quality of the program. Describe the strategy (or strategies) to be implemented over the next six years. Strategies could include intended changes or areas of inquiry to pursue. [NOTE: In the next item, objectives will be created with action steps and resource requests to support each strategy identified here. Each objective will also be tied to an Institutional Goal.]

Response Detail
No Response Information to Display

Narrative
There is no Narrative Entered.

Suggested Follow Ups	
Date	Suggested Follow Up
No Suggested Follow Ups to Display	

Associated Objectives	Planning Unit
No Associated Objectives to Display	

Associated Outcomes	Planning Unit
No Associated Outcomes to Display	

Internet Links	
Link	URL
No Internet Links to Display	

Search Standards By User

Documents			
File Name	**File Type**	**File Size**	**File Date**
No Documents to Display			

V.B.   Action Plan and Resource Requests

Develop one of more measurable objectives (goals) to begin in the next year. Each objective will include action steps and any related resource requests. No narrative response will be entered in this section, but the objectives you create will be printed automatically in the CPR report under this item.

(1) To begin, click on PLANNING at the top of the page, then CREATE A NEW OBJECTIVE. To view previously created objectives, click PLANNING at the top of the page, then VIEW MY OBJECTIVE.
(2) IMPORTANT! Make sure to associate each objective to this standard in the CPR and link each objective to one or more Institutional Goals. Need help? Contact the PRIE Office for further instructions.

Response Detail
No Response Information to Display

Narrative
There is no Narrative Entered.

Suggested Follow Ups	
Date	**Suggested Follow Up**
No Suggested Follow Ups to Display	

Associated Objectives	Planning Unit
No Associated Objectives to Display	

Associated Outcomes	Planning Unit
No Associated Outcomes to Display	

Internet Links	
Link	**URL**
No Internet Links to Display	

Documents			
File Name	**File Type**	**File Size**	**File Date**
No Documents to Display			

Objectives by Planning Unit and Status

Planning Year: 2018-2019

Planning Year: 2018-2019

Unit Code	Planning Unit	Unit Manager
2414EMTX00	**Emergency Medical Technology**	**Crawford, Judith**

Objective Status: New/In Progress

388	Increase in EMC personnel	
	Hire 2 IA by May 2018.	