

2017 Annual Report

Skyline College

3300 College Drive
San Bruno, CA 94066

www.skylinecollege.edu

Degree(s) Awarded: Certificate

Length of Program(s): 12 months

Program Director	Alice Erskine, AS, BSN, CNOR, MSN, CST, RN, MSN, CNOR
Title:	Professor
Address:	Skyline College 3300 College Drive
City, State Zip	San Bruno, CA 94066
Phone Number:	(650) 738-4470
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Email Address:	erskine@smccd.edu

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ENROLLMENT DATA:

Maximum Number of Students per Cohort: 25

Maximum Number of Cohorts (Starts) per Year: 1

Maximum Enrollment Capacity: 25

Current New Students Enrolled (8/1/2016 to 7/31/2017): 21

Current Students Enrolled From Previous Academic Year: 2

Current Enrollment: 23

ENROLLMENT ANALYSIS - analysis of 8/1/2016 to 7/31/2017: Twenty-two persons were selected to enter the program primarily because we anticipated 3 more to enter from a previous cohort bringing the total number to the maximum allowable of 25.

Does the program enroll at or below the program's stated maximum enrollment capacity? YES

Lab Ratio: 6/1

Academic Breaks:

05/27/2017-06/04/2017,
07/04/2017-07/04/2017,
08/11/2017-08/15/2017,
09/04/2017-09/04/2017,
10/11/2017-10/11/2017,
11/10/2017-11/10/2017,
11/23/2017-11/26/2017,
12/16/2017-01/10/2018,
02/16/2018-02/19/2018,
03/17/2018-03/25/2018

Tuition/Fees: In-State: \$2,700.00 Out of State: \$9,800.00

The students have advised me that the cost of the textbooks has increased over the years. The estimate includes the highest estimated price for the books.

Institutional Accrator(s): Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges (WASC-ACCJC)
Council for Higher Education Accreditation

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PROGRAM ADVISORY COMMITTEE (PAC) DATA:

Date(s) of PAC Meeting(s): 10/14/2016, 05/12/2017

PAC MEMBERS:

- Adriana Morales - Current Student
- Genevieve Menamie - Current Student
- Aurore Etienne - ST Program Graduate - Verified Non-Faculty
- Josh Blair - ST Program Graduate - Verified Non-Faculty
- Mary McKay - ST Program Faculty
- Alice Erskine - ST Program Faculty
- Jean-Phillipe Olivares - ST Program Faculty
- Ijaz Ahmed - School Administrator
- Dolly Chan - ST Employer - Verified Non-Faculty
- Colleen Fiammengo - ST Employer - Verified Non-Faculty
- Anjanette Pong - ST Employer - Verified Non-Faculty
- Lorne Rosenfield - Physician - Verified Non-Faculty
- Andrew Rosenberg - Physician - Verified Non-Faculty
- Olena Goldsmith - Practicing CST - Verified Non-Faculty
- Robert Labarthe - Public Member - Verified Non-Faculty
- Carol Labarthe - Public Member - Verified Non-Faculty

Attachments:

BUDGET:	AR 2017	AR 2016	AR 2015
Supplies & Equipment:	\$6,000	\$6,000	\$3,500
Capital Expenditures:	\$0	\$10,000	\$10,000
Professional Dev:	\$3,000	\$3,000	\$3,000

BUDGET ANALYSIS: The program assesses the budget annually to determine the academic, clinical, facility and faculty needs of the program. This annual report is included in the data used by the Division Dean to determine a fair and equitable distribution of available funds considering the program's goals and mission. Funds from additional sources such as grants, awards, and state bond issues often supplement this budget. It is adequate for our needs.

CLINICAL AFFILIATE SITES:

Name of Institution	City, State	Contact Person	Telephone Number	# of Scrub Slots Available	Site/Contract Status
Mills-Peninsula Medical Center	Burlingame, CA	Diana Maionchi	(650) 696-5592	1	Existing Site Without Changes
San Francisco General Hospital	San Francisco, CA	Nikki Pin	(415) 206-8134	2	Existing Site Without Changes

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Santa Clara Valley Medical Center	San Jose, CA	Gina Bommarito	(408) 885-5248	1	Existing Site Without Changes
Seton Medical Center	Daly City, CA	Joane Manatan	(650) 991-6511	1	Dropped Site
Stanford Health Services	Stanford, CA	Marylou Jackson	(650) 725-4834	2	Existing Site Without Changes
Lucille Packard Children's Hospital	Palo Alto, CA	Julie Cahn	(650) 863-9159	1	Existing Site Without Changes
Children's Hospital Oakland	Oakland, CA	Scout Hebink	(510) 428-3218	1	Existing Site Without Changes
Saint Francis Memorial Hospital	San Francisco, CA	Jason Santiago	(415) 353-6743	1	Existing Site Without Changes
Kaiser Permanente Hospital	San Leandro, CA	Jennifer Mendenhall	(510) 675-5532	1	Existing Site Without Changes
Kaiser Fremont	Fremont, CA	Patricia Kim	(510) 248-5615	1	Existing Site Without Changes
Kaiser Santa Rosa	Santa Rosa, CA	Karen Callahan	(707) 571-4504	1	Existing Site Without Changes
Kaiser South San Francisco	South San Francisco, CA	Jezrel Badoy	(650) 742-3373	1	Existing Site Without Changes
Mercy Medical Center	Mt. Shasta, CA	Larry Hand	(530) 926-6111	1	Existing Site Without Changes
Veterans Affairs Medical Center	San Francisco, CA	Rennie Paw	(415) 221-4810	1	Existing Site Without Changes
Marin General Hospital	Greenbrae, CA	Michael Geramia	(415) 925-7958	1	Existing Site Without Changes
California Pacific Medical Center Pacific	San Francisco, CA	Alicia Chen	(415) 600-3288	1	Existing Site Without Changes
Kaiser Permanente	San Jose, CA	Gabrielle Jones	(408) 363-4423	1	Existing Site Without Changes
Santa Rosa Memorial	Santa Rosa, CA	Janet Ramsing	(707) 525-5300	1	Existing Site Without Changes
San Mateo General	San Mateo, CA	Vicky Dunn	(650) 573-2211	1	Existing Site Without Changes
California Pacific Med Center Davies	San Francisco, CA	Jill Ley	(415) 600-5287	1	Existing Site Without Changes
John Muir Medical Center	Walnut Creek, CA	Jeannemarie Hennesey	(925) 285-4313	1	Dropped Site
Veterans Affairs Medical Center	Palo Alto, CA	Thomas Ager	(650) 493-5000	1	Existing Site Without Changes
Stanford Outpatient Surgery Center	Redwood City, CA	Jill Luckhurst	(650) 497-9457	1	Existing Site Without Changes
Saint Mary's Medical Center	San Francisco, CA	Amy Long	(415) 750-4022	1	Existing Site Without Changes
Kaiser Medical Center	San Francisco, CA	Dennis Knapper	(415) 833-4790	1	Existing Site Without Changes
El Camino Med Center Los Gatos	Los Gatos, CA	Judy Moreno	(408) 866-3934	1	Existing Site Without Changes
University of California Parnassus	San Francisco, CA	Linda Hirahara	(415) 353-1746	1	Existing Site Without Changes

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Kaiser Medical Center	Walnut Creek, CA	Katie Larson	(925) 295-5455	1	Existing Site Without Changes
Kaiser Permanente	Antioch, CA	Julie Gurecki	(925) 813-7005	1	Existing Site Without Changes
Hacienda Surgery Center	Pleasanton, CA	Megan Rose	(925) 734-6744	1	Existing Site Without Changes
Petaluma Valley Hospital	Petaluma, CA	Judy Wilhelm	(707) 778-2624	1	Existing Site Without Changes
Washington Hospital	Fremont, CA	Lynn Milam	(510) 494-7019	1	Existing Site Without Changes
California Pacific Medical Center California	San Francisco, CA	Pan Bauer	(415) 600-2059	1	Existing Site Without Changes
El Camino Medical Center	Mountain View, CA	Luis Barberia	(650) 940-7333	1	Existing Site Without Changes
Alta Bates Summit MC Ashby	Berkely, CA	Cynthia Brehm	(510) 204-1526	1	New
Stanford ValleyCare Medical Center	Pleasanton, CA	Ed Laris	(925) 416-7101	1	Existing Site Without Changes
Alta Bates Summit MC Summit campus	Oakland, CA	Colleen Fiammengo	(510) 869-6581	1	New

Attachments: Clinical Site Attestation Alta Bates MC,
Clinical Site Attestation Summit MC,
Clinical Site North Bay MC,
Clinical Attestation Summit

Program Personnel:

President/CEO Regina Stanback-Stroud, BS, MS, MA, EdD, RN, MS
 Title: President, Skyline College
 Address: Skyline College
 3300 College Drive
 City, State Zip San Bruno, CA 94066
 Phone Number: (650) 738-4111
 Fax Number: (650) 738-4299
 Email Address: stroudr@smccd.edu

Dean Raymond Hernandez, RRT, MPH
 Title: Dean, Math/Science/Technology
 Address: Skyline College
 3300 College Drive
 City, State Zip San Bruno, CA 94066
 Phone Number: (650) 738-4354
 Fax Number: (650) 738-4299
 Email Address: hernandezr@smccd.edu

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Program Core Faculty:

Jean-Phillipe Olivares, BSN, CST	Clinical Coordinator
Mary McKay, AS, CST	Instructional Aide
Supporting Documents:	McKay Resume, Program Personnel Data Form

Other Program Personnel:

Ijaz Ahmed, , RRT, MS, MD	Supervisor, Allied Health Programs
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Curriculum Changes: A course was added to the curriculum entitled SURG 455: Certified Surgical Technologist Exam Preparation and is required for graduation. The purpose of adding this course is to encourage 100% student participation in taking the exam and to increase the pass rate of those who take the exam.

Attachments: Syllabus for SURG 455: Certified Surgical Technologist Exam Preparation, Curriculum Attestation, College Catalog Publication of ST Information, Curriculum Publication, Curriculum Sequencing

Changes to the Methods and/or Tools Used for Student Evaluations: All quizzes and assignments are uploaded to an online format, Canvas. The student logs-in and completes the quiz within a given time frame. All assignments are now submitted online. Also, clinical evaluations are available online for the student to download and share with preceptors.

Changes to the Methods Used to Share Evaluations with Students: These evaluation methods are available online where the students can see their grades, the instructors' comments, and the preceptors' assessments.

PROGRAM OUTCOMES:

RETENTION (RET):

RET CURRENT DATA **(8/1/2015-7/31/2016)**

# of Students Enrolled	# of Students Graduated	% of Students Graduated
19	13	68%

RETENTION ANALYSIS (analysis of 8/1/2015-7/31/2016): Two students from a previous cohort were added to the original seventeen. Two students failed didactic classes, and one did not complete her mandatory case load. Three students dropped the program for personal reasons.

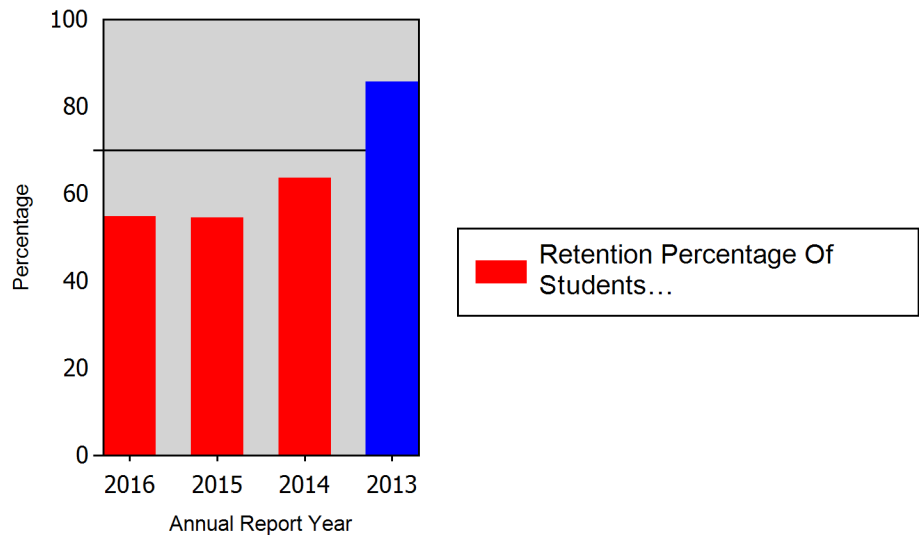
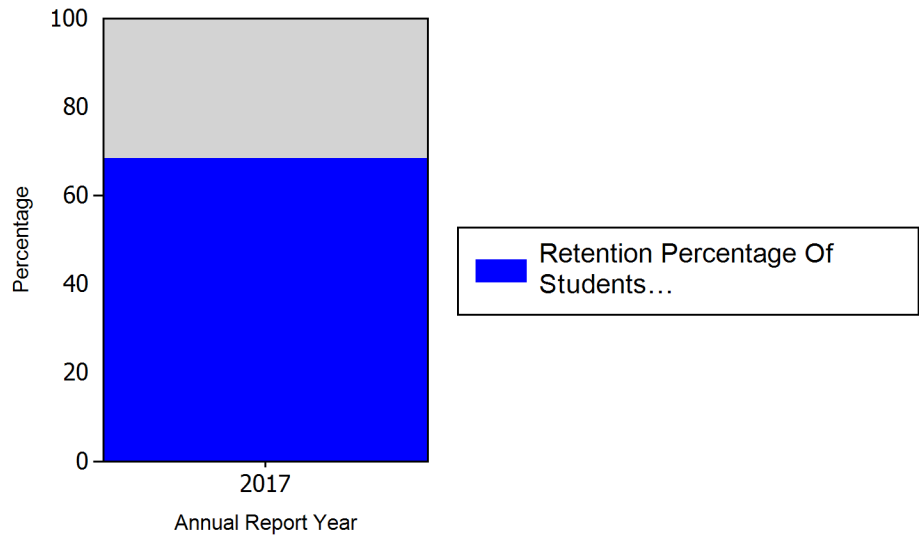
Does the program meet the ARC/STSA threshold for retention? YES

RET TRENDS DATA:

Annual Reporting Year	Academic Year	# of Students Enrolled	# of Students Graduated	% of Students Graduated
2017	8/1/2015 - 7/31/2016	19	13	68%
2016	8/1/2014 - 7/31/2015	31	17	55%

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2015	8/1/2013 - 7/31/2014	22	12	55%
2014	8/1/2012 - 7/31/2013	22	14	64%
2013	8/1/2011 - 7/31/2012	21	18	86%



RETENTION TRENDS ANALYSIS (analysis of 8/1/2013-7/31/2016): After 2013, retention rates went down due to the fact a large percentage of students were from a specific cohort of under-served students known as the Career Advancement Academy. It was apparent these students were not prepared for the intense study and time commitment the program requires. Since 2015, however, none of these CAA students have been admitted directly to the program. Instead, they are asked to complete a Sterile Processing program prior to admittance into the ST Program. The retention rate is slowly returning to the 2013 rate.

Does the program meet or exceed the ARC/STSA threshold for retention for all 3 years? NO

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Does the program meet or exceed the ARC/STSA threshold for the most recent year (8/1/2015-7/31/2016)? YES

OUTCOMES ASSESSMENT EXAM (OAE):

OAE-PARTICIPATION RATE - CURRENT DATA **(8/1/2015-7/31/2016)**

Outcomes Assessment Exam elected for this reporting year: CST

# of Students Graduated	# of Students Who Took Exam	% of Students Who Took Exam
13	9	69%

ANALYSIS OF OAE PARTICIPATION AND REPORT RESULTS: Four students postponed taking the exam due to personal reasons. One attempted the exam but failed.

An Action Plan created for last year's cohort was to offer the on-campus Web-based Testing. However, there was a technical difficulty in our IT lab preventing this from being implemented. A new Action Plan was created and will be implemented this year.

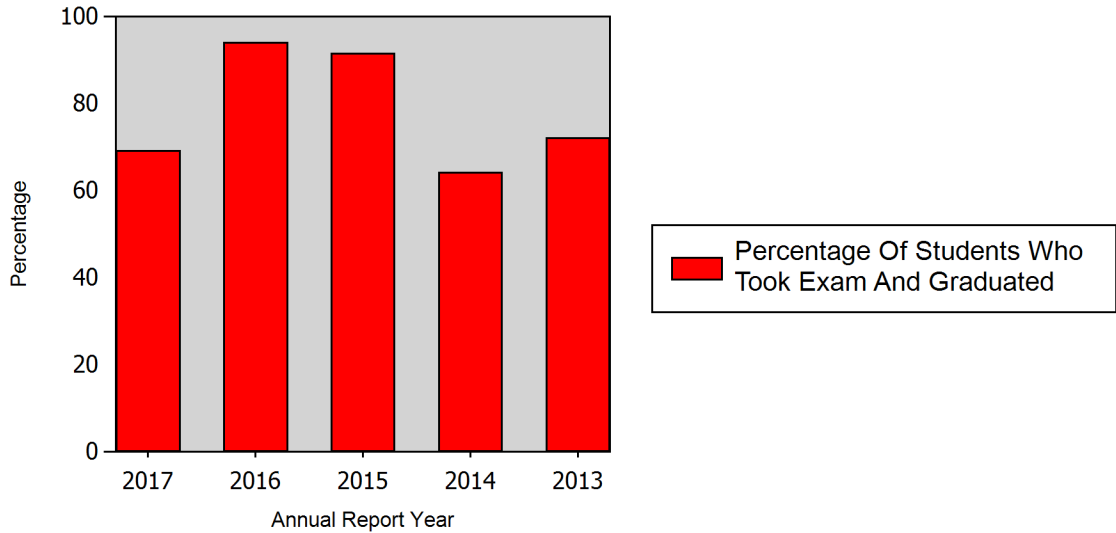
Does the program meet the ARC/STSA threshold for CST Exam participation rate? NO

PLAN OF ACTION AND TIMELINE FOR IMPLEMENTATION TO RAISE OUTCOMES: Action Plan for Certification Participation

OAE-CST PARTICIPATION RATE - TRENDS DATA

Annual Reporting Year	Academic Year	# of Students Graduated [CST Exam-eligible]	# of Students Who Took CST Exam	% of Students Who Took CST Exam
2017	8/1/2015 - 7/31/2016	13	9	69%
2016	8/1/2014 - 7/31/2015	17	16	94%
2015	8/1/2013 - 7/31/2014	12	11	92%
2014	8/1/2012 - 7/31/2013	14	9	64%
2013	8/1/2011 - 7/31/2012	18	13	72%

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OUTCOMES ASSESSMENT EXAM [CST EXAM] TRENDS ANALYSIS (analysis of 8/1/2013-7/31/2016): Since 2013, the program's student pass rate has been well above the ARC/STSA threshold except for the 2014-2015 year, while participation is still less than optimal. STs in California are not required to be certified for employment. However, in the last year, Northern California employers have begun to require certification prior to hiring. It is anticipated, therefore, that the participation rate will increase.

Does the program meet or exceed the ARC/STSA threshold for Outcomes Assessment Exam [CST Exam] participation rate (100%) for all 3 years? NO

Does the program meet or exceed the ARC/STSA threshold for Outcomes Assessment Exam [CST Exam] participation rate (100%) for the most recent year (8/1/2015-7/31/2016)? NO

OUTCOMES ASSESSMENT EXAM TRENDS (PARTICIPATION RATE) PLAN OF ACTION AND TIMELINE FOR IMPLEMENTATION: Trends Plan of Action

OAE-CST PASS RATE - CURRENT DATA **(8/1/2015-7/31/2016)**

Outcomes Assessment Exam elected for this reporting year: CST

# of Students Graduated [CST Exam-eligible]	# of Students Who Took CST Exam	# of Students Who Passed CST Exam	% of Students Who Passed CST Exam
13	9	8	89%

Does the program meet the ARC/STSA threshold for CST Exam pass rate? YES

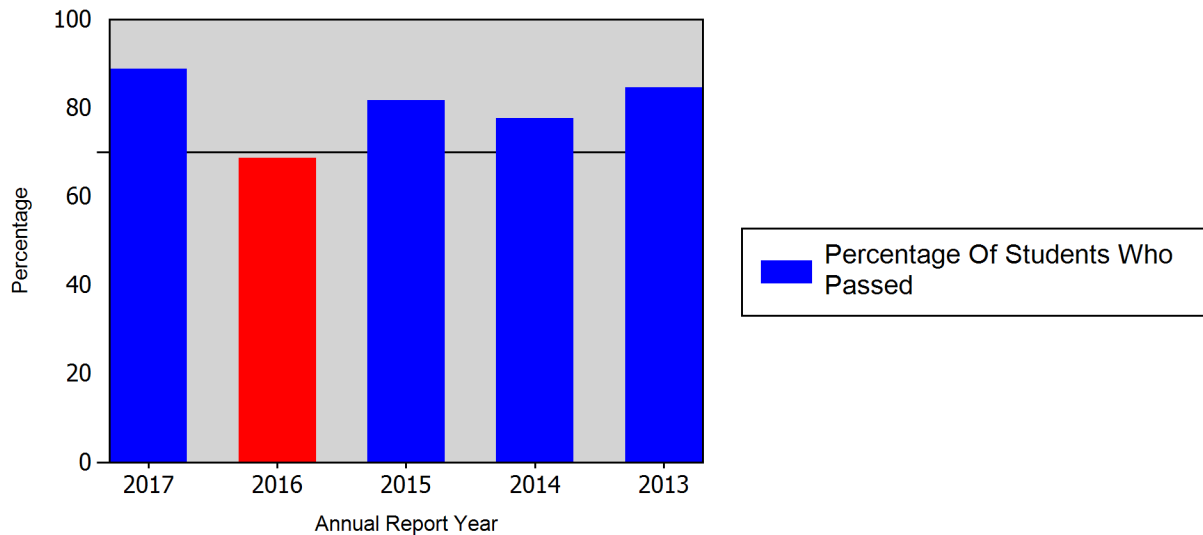
OAE-CST PASS RATE - TRENDS DATA

Annual Reporting Year	Academic Year	OAE Reported	# of Students Graduated [CST Exam-eligible]	# of Students Who Took CST Exam	# of Students Who Passed CST Exam*	% of Students Who Passed CST Exam*

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2017	8/1/2015 - 7/31/2016	CST	13	9	8	89%
2016	8/1/2014 - 7/31/2015	CST	17	16	11	69%
2015	8/1/2013 - 7/31/2014	CST	12	11	9	82%
2014	8/1/2012 - 7/31/2013	CST	14	9	7	78%
2013	8/1/2011 - 7/31/2012	CST	18	13	11	85%

* CST Exam Pass Rate = 70%



OUTCOMES ASSESSMENT EXAM [CST EXAM] PASS RATE TRENDS ANALYSIS (analysis of 8/1/2013-7/31/2016): Since 2013, the program's student pass rate has been well above the ARC/STSA threshold except for the 2014-2015 year, while participation is still less than optimal. STs in California are not required to be certified for employment. However, in the last year, Northern California employers have begun to require certification prior to hiring. It is anticipated, therefore, that the participation rate will increase.

Does the program meet or exceed the ARC/STSA threshold for Outcomes Assessment Exam [CST Exam] pass rate (70%) for all 3 years? NO

Does the program meet or exceed the ARC/STSA threshold for Outcomes Assessment Exam [CST Exam] pass rate (70%) for the most recent year (8/1/2015-7/31/2016)? YES

GRADUATE PLACEMENT (GP):

GP CURRENT DATA (8/1/2014-7/31/2015)

ST Employed %	ST Employed & Cont Ed %	Cont Ed %	Total Grads Placed %
88%	0%	6%	94%

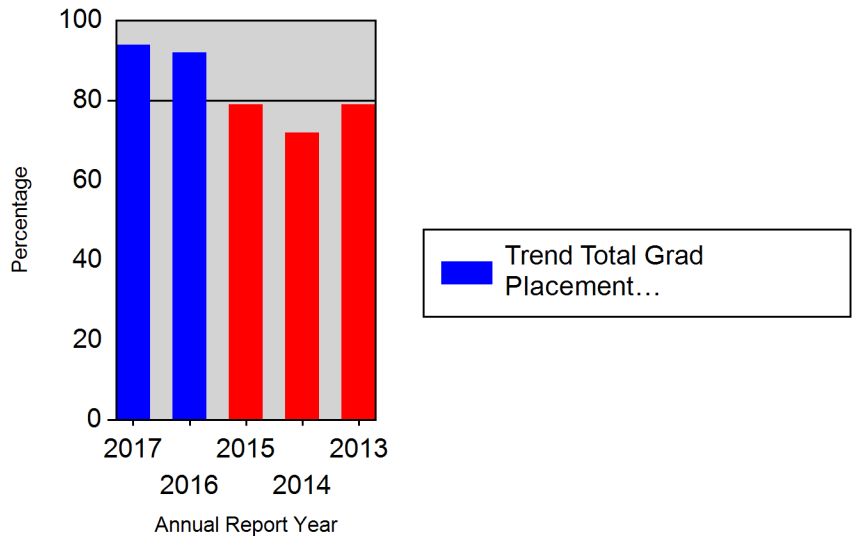
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GRADUATE PLACEMENT OUTCOMES ANALYSIS (analysis of 8/1/2014-7/31/2015): Some graduates waited until they had passed their certification exam before looking for a job. The placement rate meets the threshold.

Does the program meet the ARC/STSA threshold for graduate placement (80%)? YES

GP TRENDS DATA

Annual Reporting Year	Academic Year	# of Students Graduated	ST Employed	ST Employed & Cont Ed	Cont Ed	Total Grad Placement	Total Grad Placement %
2017	8/1/2014 - 7/31/2015	17	15	0	1	16	94%
2016	8/1/2013 - 7/31/2014	12	10	0	1	11	92%
2015	8/1/2012 - 7/31/2013	14	9	0	2	11	79%
2014	8/1/2011 - 7/31/2012	18	12	1	0	13	72%
2013	8/1/2010 - 7/31/2011	19	11	3	1	15	79%



GRADUATE PLACEMENT OUTCOMES TREND ANALYSIS (analysis of 8/1/2012-7/31/2015): Since the economy has recovered in the San Francisco Bay Area, there has been a hospital and surgery center building boom. Along with that the number of positions for surgical techs has increased. Placement rates have improved consequently.

Does the program meet or exceed the ARC/STSA threshold for graduate placement for all 3 years? NO

Does the program meet or exceed the ARC/STSA threshold for the most recent year (8/1/2014-7/31/2015): YES

EMPLOYER SATISFACTION (ES):

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ES SURVEY OUTCOMES - CURRENT DATA

(8/1/2014-7/31/2015)

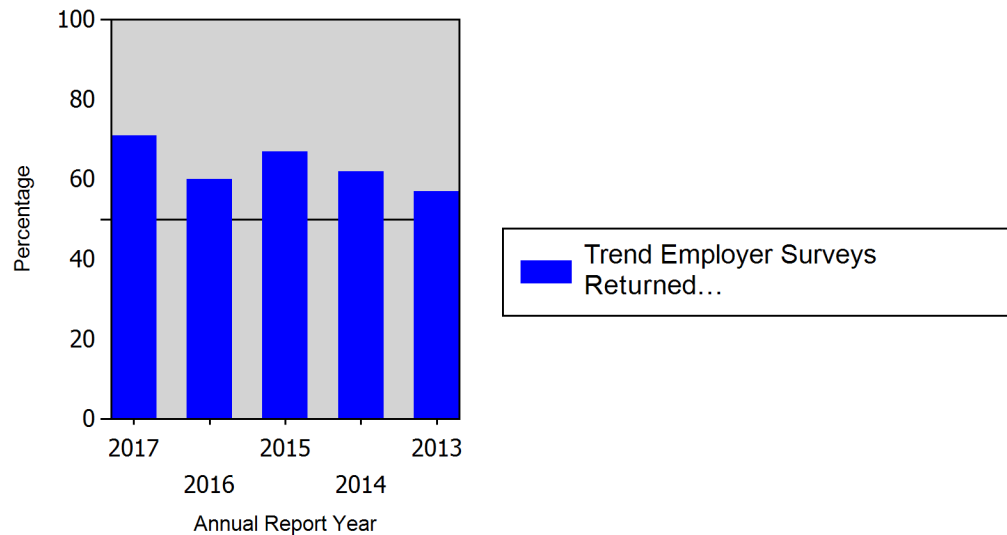
Employer Survey Return %	Employer Satisfaction %
71%	100%

EMPLOYER SURVEY RETURN RATE AND SATISFACTION RATE ANALYSIS (analysis of 8/1/2014-7/31/2015): At the time the employer surveys were sent, there were only 7 students employed. The return rate was acceptable. The satisfaction rate was more than acceptable.

Does the program meet the ARC/STSA threshold for employer survey return rate (50%)? YES

ES RETURN RATE - TRENDS DATA

Annual Reporting Year	Academic Year	# of Employer Surveys Distributed	Employer Survey Return %
2017	8/1/2014 - 7/31/2015	7	71%
2016	8/1/2013 - 7/31/2014	10	60%
2015	8/1/2012 - 7/31/2013	9	67%
2014	8/1/2011 - 7/31/2012	13	62%
2013	8/1/2010 - 7/31/2011	14	57%



EMPLOYER SURVEY RETURN RATE TREND ANALYSIS (analysis of 8/1/2012-7/31/2015): For all three years, the satisfaction rate and the return rates have been above the threshold.

Does the program meet or exceed the ARC/STSA threshold for employer survey return rate (50%) for all 3 years? YES

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Does the program meet or exceed the ARC/STSA threshold for employer survey return rate (50%) for the most recent year? (8/1/2014-7/31/2015)? YES

ES SATISFACTION RATE - CURRENT DATA

(8/1/2014-7/31/2015)

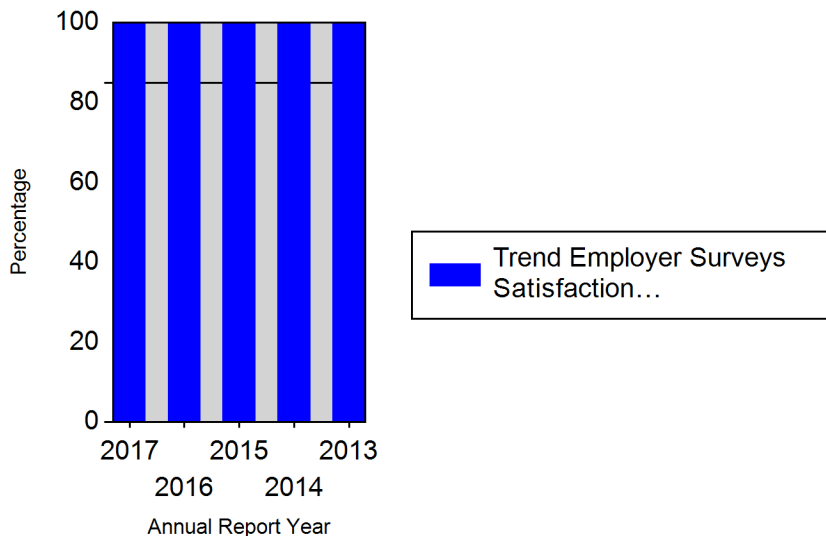
Employer Survey Return %	Employer Satisfaction %
71%	100%

EMPLOYER SURVEY RETURN RATE AND SATISFACTION RATE ANALYSIS (analysis of 8/1/2014-7/31/2015): At the time the employer surveys were sent, there were only 7 students employed. The return rate was acceptable. The satisfaction rate was more than acceptable.

Does the program meet the ARC/STSA threshold for employer survey satisfaction rate (85%)? YES

ES SATISFACTION RATE - TRENDS DATA

Annual Reporting Year	Academic Year	# of Employer Surveys Distributed	Employer Satisfaction %
2017	8/1/2014 - 7/31/2015	7	100%
2016	8/1/2013 - 7/31/2014	10	100%
2015	8/1/2012 - 7/31/2013	9	100%
2014	8/1/2011 - 7/31/2012	13	100%
2013	8/1/2010 - 7/31/2011	14	100%



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EMPLOYER SURVEY SATISFACTION RATE TREND ANALYSIS (analysis of 8/1/2012-7/31/2015): For all three years, the satisfaction rate and the return rates have been above the threshold.

Does the program meet or exceed the ARC/STSA threshold for employer survey satisfaction rate (85%) for all 3 years?
YES

Does the program meet or exceed the ARC/STSA threshold for employer survey satisfaction rate (85%) for the most recent year? (8/1/2014-7/31/2015)? YES

GRADUATE SATISFACTION (GS):

GS SURVEY OUTCOMES - CURRENT DATA **(8/1/2014-7/31/2015)**

Graduate Surveys Returned %	Graduate Satisfaction %
94%	94%

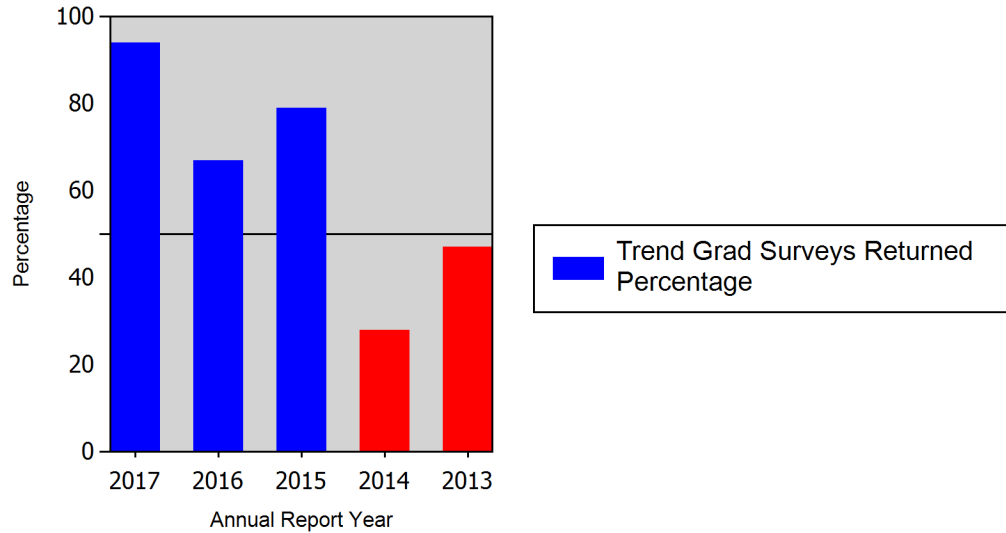
GRADUATE SURVEY RETURN RATE AND SATISFACTION RATE ANALYSIS (analysis of 8/1/2014-7/31/2015): The rate of return and the satisfaction rates were all above the thresholds.

Does the program meet the ARC/STSA threshold for graduate survey return rate (50%)? YES

GS RETURN RATE - TRENDS DATA

Annual Reporting Year	Academic Year	# of Graduate Surveys Distributed	Graduate Survey Return %
2017	8/1/2014 - 7/31/2015	17	94%
2016	8/1/2013 - 7/31/2014	12	67%
2015	8/1/2012 - 7/31/2013	14	79%
2014	8/1/2011 - 7/31/2012	18	28%
2013	8/1/2010 - 7/31/2011	19	47%

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GRADUATE SURVEY RETURN RATE TREND ANALYSIS (analysis of 8/1/2012-7/31/2015): For all three years, the rate of survey returns and satisfaction were above threshold.

Does the program meet or exceed the ARC/STSA threshold for graduate survey return rate (50%) for all 3 years? YES

Does the program meet or exceed the ARC/STSA threshold for graduate survey return rate (50%) for the most recent year? (8/1/2014-7/31/2015)? YES

GS SATISFACTION RATE - CURRENT DATA **(8/1/2014-7/31/2015)**

Graduate Surveys Returned %	Graduate Satisfaction %
94%	94%

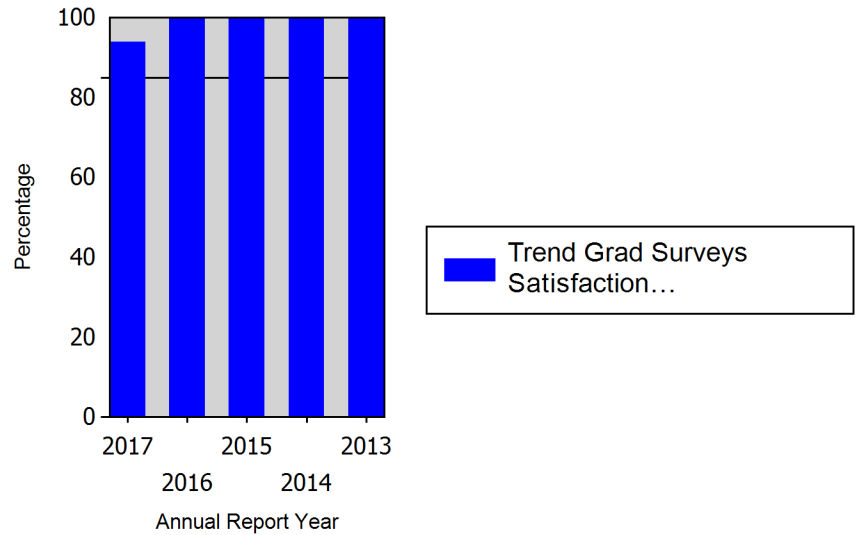
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Does the program meet the ARC/STSA threshold for graduate survey satisfaction rate (85%)? YES

GS SATISFACTION RATE - TRENDS DATA

Annual Reporting Year	Academic Year	# of Graduate Surveys Distributed	Graduate Satisfaction %
2017	8/1/2014 - 7/31/2015	17	94%
2016	8/1/2013 - 7/31/2014	12	100%
2015	8/1/2012 - 7/31/2013	14	100%

2014	8/1/2011 - 7/31/2012	18	100%
2013	8/1/2010 - 7/31/2011	19	100%



GRADUATE SURVEY SATISFACTION RATE TREND ANALYSIS (analysis of 8/1/2012-7/31/2015): For all three years, the rate of survey returns and satisfaction were above threshold.

Does the program meet or exceed the ARC/STSA threshold for graduate survey satisfaction rate (85%) for all 3 years?
YES

Does the program meet or exceed the ARC/STSA threshold for graduate survey satisfaction rate (85%) for the most recent year? (8/1/2014-7/31/2015)? YES

Submission Date: