2016 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, AAS, RN, MSN, CNOR

Title: Professor

Address: Skyline College

3300 College Drive

City, State Zip San Bruno, CA 94066

Phone Number: (650) 738-4470 Fax Number: (650) 738-4299

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 (8/1/2015 to 7/31/2016): 15 Current Students Enrolled From Previous Academic Year: 9

Current Enrollment: 24

ENROLLMENT ANALYSIS - analysis of 8/1/2015 to 7/31/2016: In anticipation of several returning students, the initial number accepted was reduced from the total possible of 25 applicants to 17. However, two students declined to continue with the program after a week. So the total number of new students was 15.

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

Lab Ratio: 10/1

Academic Breaks:

06/06/2016-04/28/2017, 2017Jan.16Feb.17Feb.20Apr.17through21, July4Sept.5Oct.12Nov.11Dec.19throughJan.11

Tuition/Fees: In-State: \$2,500.00 Out of State: \$8,800.00

Greater than a 10% tuition change? NO

Institutional Accreditor(s): Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges (WASC-ACCJC)

Council for Higher Education Accreditation

PROGRAM ADVISORY COMMITTEE (PAC) DATA:

Date(s) of PAC Meeting(s): 11/17/2015, 03/08/2016

PAC MEMBERS:

Josh Blair - Current Student

Aurore Etienne - Current Student

Rachel Aguirre - ST Program Graduate - Verified Non-Faculty

Jean-Phillipe Olivares - ST Program Faculty

Alice Erskine - 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

Mary McKay - Practicing CST - Verified Non-Faculty

Olena Goldsmith - Practicing CST - Verified Non-Faculty

Paul Rueckhaus - Public Member - Verified Non-Faculty

Attachments: Advisory Committee Meeting Minutes

BUDGET:	AR 2016	AR 2015	AR 2014
Supplies & Equipment:	\$4,000	\$3,500	\$2,500
Capital Expenditures:	\$10,000	\$10,000	\$100,000
Professional Dev:	\$3,000	\$3,000	\$1,500

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
Kaiser Permananete Medical Center	Santa Clara, CA	Rick Ward	(408) 851- 6167	1	Existing Site With Changes
Mills-Peninsula Medical Center	Burlingame, CA	Diana Maionchi	(650) 696- 5592	1	Existing Site With Changes
San Francisco General Hospital	San Francisco, CA	Nikki Pin	(415) 206- 8134	1	Existing Site With Changes
Santa Clara Valley Medical Center	San Jose, CA	Gina Bommarito	(408) 885- 5248	1	Existing Site With Changes
Seton Medical Center	Daly City, CA	Joane Manatan	(650) 991- 6511	1	Existing Site With Changes
Stanford Health Services	Stanford, CA	Marylou Jackson	(650) 725- 4834	2	Existing Site With Changes
Lucille Packard Children's Hospital	Palo Alto, CA	Julie Cahn	(650) 863- 9159	1	Existing Site With Changes
Children's Hospital Oakland	Oakland, CA	Scout Hebink	(510) 428- 3218	1	Existing Site With Changes
Saint Francis Memorial Hospital	San Francisco, CA	Jason Santiago	(415) 353- 6743	1	Existing Site With Changes
Kaiser Permanente Hospital	San Leandro, CA	Jennifer Mendenhall	(510) 675- 5532	1	Existing Site With Changes
Kaiser Fremont	Fremont, CA	Patricia Kim	(510) 248- 5615	1	Existing Site With Changes
Alameda County General Hospital	Oakland, CA	Shedonna Stuart	(510) 437- 4969	1	Existing Site With Changes
Kaiser Santa Rosa	Santa Rosa, CA	Karen Callahan	(707) 571- 4504	1	Existing Site With Changes
Kaiser South San Francisco	South San Francisco, CA	Jezrel Badoy	(650) 742- 3373	1	Existing Site With Changes
Mercy Medical Center	Mt. Shasta, CA	Larry Hand	(530) 926- 6111	1	Existing Site With Changes
Veterans Affairs Medical Center	San Francisco, CA	Rennie Paw	(415) 221- 4810	1	Existing Site With Changes
Marin General Hospital	Greenbrae, CA	Sandra Twyman	(415) 925- 7958	1	Existing Site With Changes
California Pacific Medical Center Pacific	San Francisco, CA	Alicia Chen	(415) 600- 3288	1	Existing Site With Changes
Kaiser Permanente	San Jose, CA	Gabrielle Jones	(408) 363- 4423	1	Existing Site With Changes
Santa Rosa Memorial	Santa Rosa, CA	Chris Smith	(707) 525- 5300	2	Existing Site With Changes
San Mateo General	San Mateo, CA	Vicky Dunn	(650) 573- 2211	1	Existing Site With Changes
California Pacific Med Center Davies	San Francisco, CA	Mary Cuthbert	(415) 600- 5287	1	Existing Site With Changes
John Muir Medical Center	Walnut Creek, CA	Jeannemarie Hennesey	(925) 285- 4313	1	Existing Site With Changes
Veterans Affairs Medical Center	Palo Alto, CA	Debbie Byrd	(650) 493- 5000	1	Existing Site With Changes

Stanford Outpatient Surgery Center	Redwood City, CA	Jill Luckhurst	(650) 497- 9457	1	Existing Site With Changes
Saint Mary's Medical Center	San Francisco, CA	Amy Long	(415) 750- 4022	2	Existing Site With Changes
Kaiser Medical Center	San Francisco, CA	Dennis Knapper	(415) 833- 4790	1	Existing Site With Changes
El Camino Med Center Los Gatos	Los Gatos, CA	Cindy Hammer	(408) 866- 3934	1	Existing Site With Changes
University of California	San Francisco, CA	Linda Hirahara	(415) 353- 1746	1	Existing Site With Changes
Kaiser Medical Center	Walnut Creek, CA	Katie Larson	(925) 295- 5455	1	Existing Site With Changes
Kaiser Permanente	Antioch, CA	Julie Gurecki	(925) 813- 7005	1	Existing Site With Changes
Hacienda Surgery Center	Pleasanton, CA	Megan Rose	(925) 734- 6744	1	New
Petaluma Valley Hospital	Petaluma, CA	Chris Smith	(707) 778- 2624	1	Existing Site With Changes
Washington Hospital	Fremont, CA	Lynn Milam	(510) 494- 7019	1	Existing Site With Changes

Attachments: Hacienda Surgery Center Contract

(ARC/STSA)

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Program Personnel:

President/CEO Regina Stanback-Stroud, 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: hernandez@smccd.edu

Program Core Faculty:

Jean-Phillipe Olivares Clinical Coordinator Supporting Documents:

Personnel Form.

Resume

Other Program Personnel:

Ijaz Ahmed, , RRT, MS, MD Supervisor, Allied Health Programs

Curriculum Changes: The content for SURG 441: Patient Care Concepts has had a deletion. The unit on Ethical and Legal Issues has been removed and was replaced with a full course called MEDA 415: Law and Ethics for Allied Health Professionals. It adds two more credits to the program required for graduation. This gives the student a more thorough understanding of their role in the healthcare profession and their obligations to the patient and the community. It is believed it will promote professionalism.

Another change: SURG 441: Patient Care Concepts has always had a Didactic Component and a Lab component. The student's grade, therefore, was dependent on how well they did academically and how well they did clinically. These components have been separated so that SURG 441 is now all didactic content and a new course, SURG 451, has been added that covers all of the clinical skills required to prepare the students for the internships.

Attachments: Curriculum Sequencing form, Curriculum Attestation form. Curriculum Approval for SURG 441, Curriculum Approval for SURG 451,

Advisory Committee Minutes Spring 2016, Curriculum Aproval for MEDA 415,

Syllabus for SURG 441 2016,

Student Handbook,

Syllabus for SURG 451,

Narrative Explaination of Changes,

Syllabus for SURG 441 2015

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PROGRAM OUTCOMES:

RETENTION (RET):

RET CURRENT DATA (8.

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

# of Students Fnrolled	# of Students Graduated	% of Students Graduated
31	17	55%

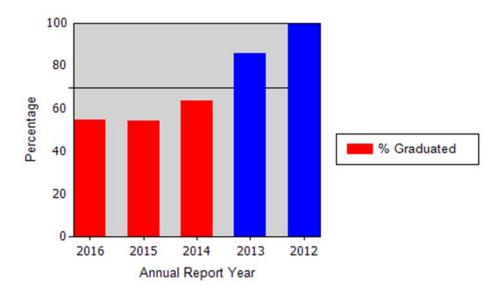
RETENTION ANALYSIS (analysis of 8/1/2014-7/31/2015): To improve the retention rate of the previous cohort, it was deemed appropriate to admit 4 more students to this cohort plus two retuning students for a total of 31. This placed a burden on both the Didactic Instructor and the Lab Instructor to provide the students with the individual attention required to help them be successful. It also made it challenging to find adequate clinical placements. Four students failed, and four withdrew. Eleven students received Incompletes at the end of the term. Of those, 4 completed their training by the end of the calendar year. 5 chose to return and join the current cohort 2015-16).

Does the program meet the ARC/STSA threshold for retention? NO

RETENTION PLAN OF ACTION AND TIMELINE FOR IMPLEMENTATION: Retention Plan 2016

RET TRENDS DATA:

Annual Reporting	Academic Year						% of Students Graduated	
2016		8/1/2014 - 7/31/2015			17	55%		
2015		8/1/2013 - 7/31/2014		12		55%		
2014		8/1/2012 - 7/31/2013					14	64%
2013	8/1/2011 7/31/201		21		18	86%		
2012	8/1/2010 7/31/201		19		19	100%		



RETENTION TRENDS ANALYSIS (analysis of 8/1/2012-7/31/2015): For the three years 2012 to 2015, the retention rate has gone down 45%. A Retention Plan of Action was formulated and submitted at the last accreditation renewal in Fall of 2014. (See attached below) The following actions were implemented per the Plan: 1) The students participating in the Career Advancement Academy are no longer accepted into the Surgical Technology Program until they have first completed the Central Service Technician Program; 2) The Program hired a tutor to support the Basic Sciences and Patient Care Concepts classes; 3) For the 2015-2016 cohort, no more than 25 students were accepted into the cohort; 4)Fifteen additional students were placed on the Waiting List and invited to the Orientation; 5)A part-time Clinical Coordinator/ Lab Instructor was hired to reduce the student-to-instructor ratio to 10 to one. 6) In addition, an Allied Health Programs Coordinator was hired to provide assistance with marketing the program, admitting the students, and collating documents thus allowing the Primary Instructor more time for instruction, office hours, and counseling the students. As of this report, the last month of the program year, the retention rate for the 2015-2016 cohort is at 85%.

Does the program meet or exceed the ARC/STSA threshold for retention 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)? NO

RETENTION PLAN OF ACTION AND TIMELINE FOR IMPLEMENTATION: Retention Plan of Action

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OUTCOMES ASSESSMENT EXAM (OAE):

OAE-PARTICIPATION RATE - CURRENT DATA

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

Outcomes Assessment Exam elected for this reporting year: CST

# of Students	# of Students Who	% of Students
Graduated	Took Exam	Who Took Exam
17	16	94%

ANALYSIS OF OAE PARTICIPATION AND REPORT RESULTS: Employers in the San Francisco Bay Area have only recently made certification a condition for hiring. They will accept new grads if they will be certified within a year of hire. Therefore, taking the certification exam has not been seen by the grads as mandatory. The participation rate has risen to 94%, but the pass rate has gone down to 69%. This may be a reflection of the challenges presented in learning in such a large class.

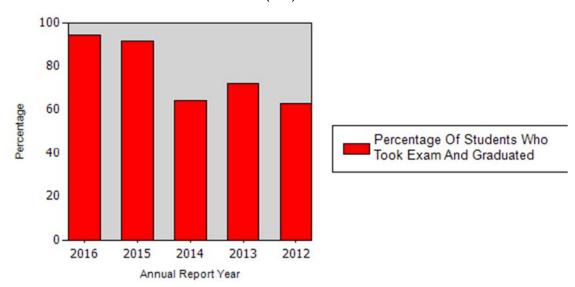
Does the program meet the ARC/STSA threshold for CST Exam participation rate? NO

PLAN OF ACTION AND TIMELINE FOR IMPLEMENTATION TO RAISE OUTCOMES: Plan of Action for CST Outcomes

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
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%
2012	8/1/2010 - 7/31/2011	19	12	63%

NOTE: There is no participation rate threshold for the period of 8/1/2008-7/31/2009 for programs approved to use the CST exam as their elected Outcomes Assessment Exam (OAE).



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OUTCOMES ASSESSMENT EXAM [CST EXAM] TRENDS ANALYSIS (analysis of 8/1/2012-7/31/2015): The participation rate has improved in the last two years but still does not meet the threshold of 100%. Participation may be increasing due to local hospitals seeking certified techs for hire. Since 2011, the pass rate has exceeded the threshold level of 70% until this last cohort. One factor may be the high student-to-teacher ratio in this cohort that may have impacted the students' learning outcomes.

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 (8/1/2014-7/31/2015)? NO

OUTCOMES ASSESSMENT EXAM TRENDS (RETURN RATE and/or SATISFACTION RATE) PLAN OF ACTION AND TIMELINE FOR IMPLEMENTATION: Plan of Action for CST Outcomes

OAE-CST PASS RATE - CURRENT DATA

Outcomes Assessment Exam elected for this reporting year: CST

# of Students Graduated [CST Exam-	# of Students Who Took CST Exam	# of Students Who Passed CST Exam	% of Students Who Passed CST Exam
17	16	11	69%

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

PLAN OF ACTION AND TIMELINE FOR IMPLEMENTATION TO RAISE OUTCOMES: Plan of Action for CST Outcomes

OAE-CST PASS RATE - TRENDS DATA

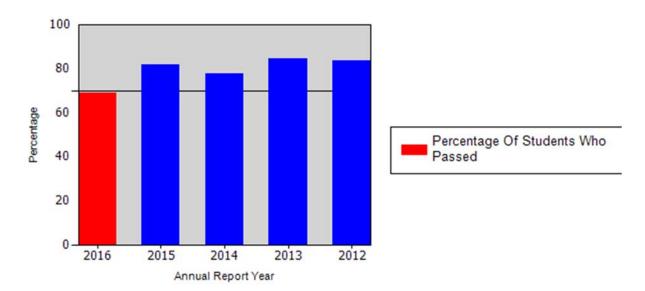
(8/1/2014-7/31/2015)

Annual Reporting Year	Academic Year	OAE Reported	# of Students Graduated [CST Exam-eligible]	# of Students Who Took CST Exam		% of Students Who Passed
2016	8/1/2014 7/31/201		17	16	11	69%
2015	8/1/2013 7/31/201		12	11	9	82%
2014	8/1/2012 7/31/201		14	9	7	78%
2013	8/1/2011 7/31/201		18	13	11	85%
2012	8/1/2010 7/31/201		19	12	10	83%

^{*} CST Exam Pass Rate = 70%

NOTE: There is no pass rate threshold for the period of 8/1/2008-7/31/2009 for programs approved to use the CST exam as their elected Outcomes Assessment Exam (OAE).

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OUTCOMES ASSESSMENT EXAM [CST EXAM] PASS RATE TRENDS ANALYSIS (analysis of 8/1/2012-7/31/2015): The participation rate has improved in the last two years but still does not meet the threshold of 100%. Participation may be increasing due to local hospitals seeking certified techs for hire. Since 2011, the pass rate has exceeded the threshold level of 70% until this last cohort. One factor may be the high student-to-teacher ratio in this cohort that may have impacted the students' learning outcomes.

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 (8/1/2014-7/31/2015)? NO

OUTCOMES ASSESSMENT EXAM TRENDS (RETURN RATE and/or SATISFACTION RATE) PLAN OF ACTION AND TIMELINE FOR IMPLEMENTATION: Plan of Action for CST Outcomes

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GRADUATE PLACEMENT (GP):

GP CURRENT DATA (8/1/2013-7/31/2014)

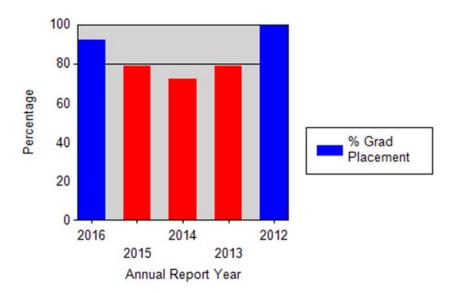
ST Fmnloved	ST Employed & Cont Ed %	Cont Ed %	Total Grads Placed %
83%	0%	8%	92%

GRADUATE PLACEMENT OUTCOMES ANALYSIS (analysis of 8/1/2013-7/31/2014): There was a substantial increase in the percentage of graduates who were placed this year. One grad chose not to pursue a career in surgical technology and another chose to continue her education towards a degree in nursing.

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

GP TRENDS DATA

Annual Reporting	Academi c Year	 of Students raduated	Er	ST mployed	ST Emplo & Cont	 Cont Ed	Total Grad Placement	Total Grad Placement %
2016	8/1/20 7/31/2	12		10	0	1	11	92%
2015	8/1/20 7/31/2	14		9	0	2	11	79%
2014	8/1/20 7/31/2	18		12	1	0	13	72%
2013	8/1/20 7/31/2	19		11	3	1	15	79%
2012	8/1/20 7/31/2	13		11	2	0	13	100%



GRADUATE PLACEMENT OUTCOMES TREND ANALYSIS (analysis of 8/1/2011-7/31/2014): The trend for placements for the last three years has been less than the standard until this last year. The economy has improved and with it, hospitals in the Bay Area are increasing their staffing levels. The graduates of this class have also been open to finding jobs in facilities other than acute care institutions which further increased their chances of being hired. For example, one grad is employed in a small surgery center, another in a GI clinic.

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Does the program meet or exceed the ARC/STSA threshold for graduate placement for all 3 years? YES

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EMPLOYER SATISFACTION (ES):

ES SURVEY OUTCOMES - CURRENT DATA

(8/1/2013-7/31/2014)

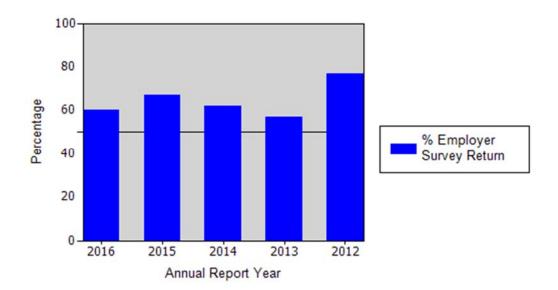
Employer	Employer
Survey Return	Satisfaction %
60%	100%

EMPLOYER SURVEY RETURN RATE AND SATISFACTION RATE ANALYSIS (analysis of 8/1/2013-7/31/2014): Employers were more than satisfied with the caliber of graduates this year. In the written part of the Employer survey, one employer asked if we could send more of our students to train with them so they could groom them for employment.

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

ES RETURN RATE - TRENDS DATA

Annual Reporting		demic 'ear	ς	# of Employer	Employer Survey
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	2013 8/1/2010 - 7/31/2011			14	57%
2012 8/1/2009 - 7/31/2010		13	77%		



EMPLOYER SURVEY RETURN RATE TREND ANALYSIS (analysis of 8/1/2011-7/31/2014): The trend for the last three years continues to show employers are more than satisfied with the caliber of graduates form our program.

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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ES SATISFACTION RATE - CURRENT DATA

(8/1/2013-7/31/2014)

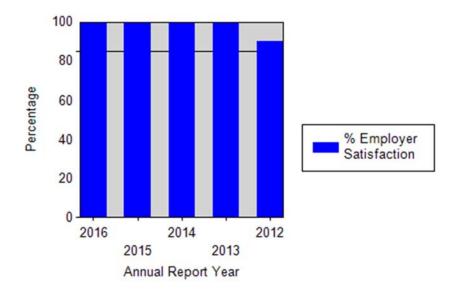
Employer Survey	Employer Satisfaction %		
60%	100%		

EMPLOYER SURVEY RETURN RATE AND SATISFACTION RATE ANALYSIS (analysis of 8/1/2013-7/31/2014): Employers were more than satisfied with the caliber of graduates this year. In the written part of the Employer survey, one employer asked if we could send more of our students to train with them so they could groom them for employment.

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

ES SATISFACTION RATE - TRENDS DATA

Annual Reporting		ademic Vear		# of Employer	Employer Satisfaction %
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%
2012 8/1/2009 7/31/2010			13	90%	



EMPLOYER SURVEY SATISFACTION RATE TREND ANALYSIS (analysis of 8/1/2011-7/31/2014): The trend for the last three years continues to show employers are more than satisfied with the caliber of graduates form our program.

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

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GRADUATE SATISFACTION (GS):

GS SURVEY OUTCOMES - CURRENT DATA (8/1/2013-7/31/2014)

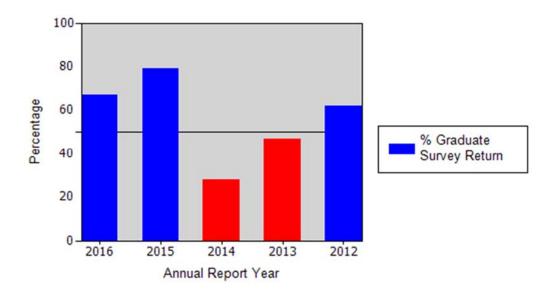
Graduate Surveys) Sat		
67%		100%	

GRADUATE SURVEY RETURN RATE AND SATISFACTION RATE ANALYSIS (analysis of 8/1/2013-7/31/2014): The surveys show the grads are more than satisfied with the training they received.

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

GS RETURN RATE - TRENDS DATA

Annual Reporting	 ademic Vear	Sı	# of Graduate	Graduate Survey
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%
2012	8/1/2009 - 7/31/2010		13	62%



GRADUATE SURVEY RETURN RATE TREND ANALYSIS (analysis of 8/1/2011-7/31/2014): For the last two years, the Graduate survey return rate has stayed above the threshold. The Satisfaction rate remains at 100%.

Does the program meet or exceed the ARC/STSA threshold for graduate survey return rate (50%) for all 3 years? NO

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Does the program meet or exceed the ARC/STSA threshold for graduate survey return rate (50%) for the most recent year? (8/1/2013-7/31/2014)? YES

GS SATISFACTION RATE - CURRENT DATA

(8/1/2013-7/31/2014)

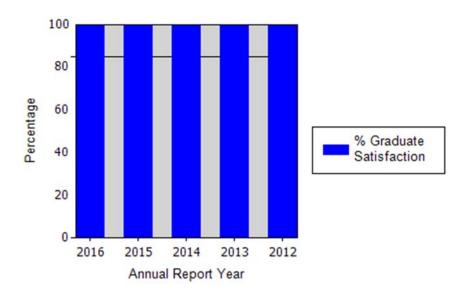
Graduate Surveys	Gradu Satisfact	
67%		100%

GRADUATE SURVEY RETURN RATE AND SATISFACTION RATE ANALYSIS (analysis of 8/1/2013-7/31/2014): The surveys show the grads are more than satisfied with the training they received.

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

GS SATISFACTION RATE - TRENDS DATA

Annual Reporting		ademic # 0		of Graduate Surveys Distributed	Graduate Satisfaction %
2016		8/1/2013 - 7/31/2014		12	100%
2015		8/1/2012 - 7/31/2013		14	100%
2014	2014 8/1/201 7/31/20			18	100%
2013		8/1/2010 - 7/31/2011		19	100%
2012		8/1/2009 - 7/31/2010		13	100%



GRADUATE SURVEY SATISFACTION RATE TREND ANALYSIS (analysis of 8/1/2011-7/31/2014): For the last two years, the Graduate survey return rate has stayed above the threshold. The Satisfaction rate remains at 100%.

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

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