

Accreditation Review Council on Education in Surgical Technology and Surgical Assisting

(ARC/STSA)

2014 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, MSN, CST, 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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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 (8/1/2013 to 7/31/2014): 22

Current Students Enrolled From Previous Academic Year: 0

Current Enrollment: 22

ENROLLMENT ANALYSIS - analysis of 8/1/2013 to 7/31/2014: This year, we had fewer enrollees than our capacity due to some students dropping out at the last minute.

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

Lab Ratio: 10/1

Academic Breaks:

05/26/2014-06/08/2014,
07/04/2014,
08/09/2014-08/18/2014,
09/01/2014,
11/10/2014,
11/27/2014-11/28/2014,
12/20/2014-01/08/2015,
01/19/2015,
02/13/2015-02/17/2015,
03/28/2015-04/06/2015

Tuition/Fees: In-State: \$2,550.00 Out of State: \$8,800.00

Greater than a 10% tuition change? NO

Institutional Accrator(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:

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Date(s) of PAC Meeting(s): 05/08/2014

PAC MEMBERS:

Karen Devlin - Current Student

Mark Dorsey - ST Program Graduate - Verified Non-Faculty

Michael Wasilewski - ST Program Faculty

Alice Erskine - ST Program Faculty

Ijaz Ahmed - School Administrator

NO CURRENT APPOINTMENT - ST Employer

Lorne Rosenfield - Physician - Verified Non-Faculty

Mary McKay - Practicing CST - Verified Non-Faculty

Blake Zealear - Public Member - Verified Non-Faculty

Plan of Action for ST Employer: The previous employer representative just retired. Invitations to join the Advisory Committee have been sent to employers around the Bay Area.

Attachments: 2013 PAC minutes

BUDGET:	AR 2014	AR 2013	AR 2012
Supplies & Equipment:	\$2,500	\$2,500	\$2,500
Capital Expenditures:	\$100,000	\$100,000	\$100,000
Professional Dev:	\$1,500	\$1,500	\$1,600

BUDGET ANALYSIS: This basic budget gets supplementary assistance from county, state and federal grants, bond issues, as well as donations from vendors and healthcare facilities. These monies are sufficient for our current needs.

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CLINICAL AFFILIATE SITES:

Name of Institution	City, State	Contact Person	Telephone Number	# of Scrub Slots Available	Site/Contract Status
Kaiser Permanente Medical Center	Santa Clara, CA	Rick Ward	(408) 851-6167	1	Existing Site Without Changes
Mills-Peninsula Medical Center	Burlingame, CA	Diana Maionchi	(650) 696-5592	1	Existing Site Without Changes
San Francisco General Hospital	San Francisco, CA	Michael Grills	(415) 206-8134	1	Existing Site Without Changes
Santa Clara Valley Medical Center	San Jose, CA	Andrellie Lopez	(408) 885-5240	1	Existing Site Without Changes
Seton Medical Center	Daly City, CA	Moriah Wells	(650) 991-6511	1	Existing Site Without Changes
Stanford Health Services	Stanford, CA	Sheryl Michelson	(650) 723-7251	2	Existing Site Without Changes
Lucille Packard Children's Hospital	Palo Alto, CA	Charlotte Owens	(650) 724-3071	1	Existing Site Without Changes
Children's Hospital Oakland	Oakland, CA	Felipe Villeneuve	(510) 428-3221	1	Existing Site Without Changes
Saint Francis Memorial Hospital	San Francisco, CA	Patricia Mews	(415) 353-6520	1	Existing Site Without Changes
Kaiser Permanente Hospital	Hayward, CA	Jennifer Mendenhall	(510) 784-4313	1	Existing Site Without Changes
Kaiser Fremont	Fremont, CA	Yolanda Gho	(510) 248-3119	1	Existing Site Without Changes
Alameda County General Hospital	Oakland, CA	Shedonna Stuart	(510) 437-4969	1	Existing Site Without Changes
Kaiser Santa Rosa	Santa Rosa, CA	Karen Callahan	(707) 571-4670	1	Existing Site Without Changes
Kaiser South San Francisco	South San Francisco, CA	Andre Schotte	(650) 742-2393	1	Existing Site Without Changes
Mercy Medical Center	Mt. Shasta, CA	Larry Hand	(530) 926-6111	1	Existing Site Without Changes
Mercy Medical Center	Redding, CA	Careen Andrada	(530) 225-7125	1	Existing Site Without Changes
Veterans Affairs Medical Center	San Francisco, CA	Sharon Ales	(415) 750-2058	1	Existing Site Without Changes
Marin General Hospital	Greenbrae, CA	Kathy Konieczki	(415) 925-7576	1	Existing Site Without Changes
California Pacific Medical Center	San Francisco, CA	Pattie O'Connell	(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	Susan Crawford	(707) 525-5300	2	Existing Site Without Changes
San Mateo General	San Mateo, CA	Linda McMann	(650) 573-2211	1	Existing Site Without Changes

Attachments:

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Program Personnel:

President/CEO Regina Stanback-Stroud, MS, EdD
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, BA, MA
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:

Michael Wasilewski, CST Clinical Instructor

Other Program Personnel:

Ijaz Ahmed, MD, RRT, MS Supervisor, Allied Health Programs
Supporting Documents: CV of Supervisor of Allied Health Programs

Changes to the Methods and/or Tools Used for Student Evaluations: The instructors are now using a new tool to evaluate the students when they perform the site visits during the externship. This is not the same as the evaluation tool used by the preceptors to evaluate the student's weekly progress, but a tool for the instructors to be able to communicate with each other re the student's progress.

Changes to the Methods Used to Share Evaluations with Students: In June, 2014, the instructor will start using an online share service called WebAccess to allow each student to see his or her test scores and current standing in the program.

Admissions Policy or Process Changes: We are now currently accepting 30 students per cohort. This is in response to the large attrition rate from the previous year.

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PROGRAM OUTCOMES:

RETENTION (RET):

RET CURRENT DATA (8/1/2012-7/31/2013)

# of Students Enrolled	# of Students Graduated	% of Students Graduated
22	14	64%

RETENTION ANALYSIS (analysis of 8/1/2012-7/31/2013): Of the 22 enrolled, 2 failed to submit proper background checks.

Two failed courses and four withdrew from the program due to personal reasons. The two students who failed and most of those who dropped out were from a special cohort of students who had participated in a program for underserved student groups prior to admittance. It is possible they were not well-prepared for a program of this intensity.

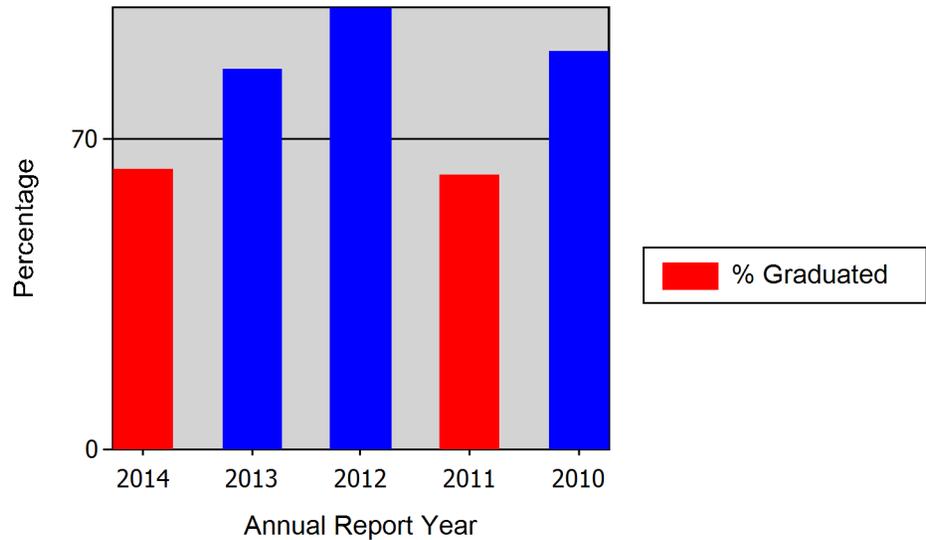
Does the program meet the ARC/STSA threshold for retention? NO

RETENTION PLAN OF ACTION AND TIMELINE FOR IMPLEMENTATION: The program has implemented new policies for the 2013-2014 cohort that require students to pass the background check and drug screening before they are allowed to register. As to the other reasons for such a high attrition rate, the program has increased the number of students admitted. The number of students admitted from the special cohort of underserved students groups has been limited due to a better screening process.

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RET TRENDS DATA:

Annual Reporting Year	Academic Year	# of Students Enrolled	# of Students Graduated	% of Students Graduated
2014	8/1/2012 - 7/31/2013	22	14	64%
2013	8/1/2011 - 7/31/2012	21	18	86%
2012	8/1/2010 - 7/31/2011	19	19	100%
2011	8/1/2009 - 7/31/2010	21	13	62%
2010	8/1/2008 - 7/31/2009	20	18	90%



RETENTION TRENDS ANALYSIS (analysis of 8/1/2010-7/31/2013): From a high of 100% in 2012 the retention rate has gone down radically. It is possible this is due in part to the fact that in years 2011 and 2012, we accepted a large proportion of students from a special cohort in a program designed to assist underserved students to obtain job training. The poor retention and success of the students from this cohort suggests they are not prepared for a program that places high academic and time demands upon the student.

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 (8/1/2012-7/31/2013)? NO

RETENTION PLAN OF ACTION AND TIMELINE FOR IMPLEMENTATION: The Plan for the coming year was to admit more students to offset the high rate of withdrawals. Student services (Financial Aid, counseling, etc.) have been asked to speak at the Orientation one month prior to the first class to offer assistance. The special cohort program has changed its screening for the students who will be admitted to this program. This was implemented as of the April 1, 2014 Application deadline.

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OUTCOMES ASSESSMENT EXAM (OAE):

OAE-PARTICIPATION RATE - CURRENT DATA (8/1/2012-7/31/2013)

Outcomes Assessment Exam elected for this reporting year: CST

# of Students Graduated	# of Students Who Took Exam	% of Students Who Took Exam
14	9	64%

ANALYSIS OF OAE PARTICIPATION AND REPORT RESULTS: Participation in the CST exam is less than expected considering 100% of the graduating class paid for the exam. Several of the grads have been unable to find work as a surgical tech in our area. Some of the grads told me that their employer does not require certification which may be why they have chosen not to take the exam. However, of those that took the exam, almost 78 passed the first time and almost 89% passed overall.

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

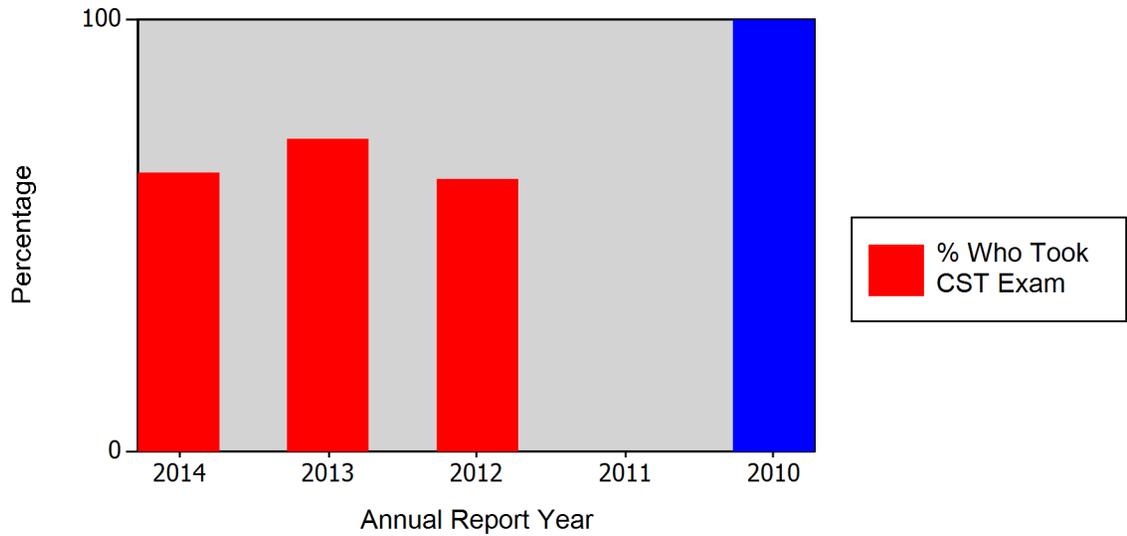
PLAN OF ACTION AND TIMELINE FOR IMPLEMENTATION TO RAISE OUTCOMES: To increase the participation rate, the plan is to offer a certification exam review course in the summer after graduation. Implementation shall be by June 30, 2014.

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
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%
2011	8/1/2009 - 7/31/2010	13	0	0%
2010	8/1/2008 - 7/31/2009	18	18	100%

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 8/1/2010-7/31/2013): Over the past 4 years, participation in the certification exam has gone up and is now seeing a downswing possibly due to low rate of employment.

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 (8/1/2012-7/31/2013)? NO

OUTCOMES ASSESSMENT EXAM TRENDS (RETURN RATE and/or SATISFACTION RATE) PLAN OF ACTION AND TIMELINE FOR IMPLEMENTATION: The plan is the same for both criteria: Implement a post-grad certification exam review course to encourage participation and improve test results. Implementation will be by June 30, 2014.

OAE-CST PASS RATE - CURRENT DATA

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
14	9	7	78%

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

PLAN OF ACTION AND TIMELINE FOR IMPLEMENTATION TO RAISE OUTCOMES: To increase the participation rate, the plan is to offer a certification exam review course in the summer after graduation. Implementation shall be by June 30, 2014.

OAE-CST PASS RATE - TRENDS DATA

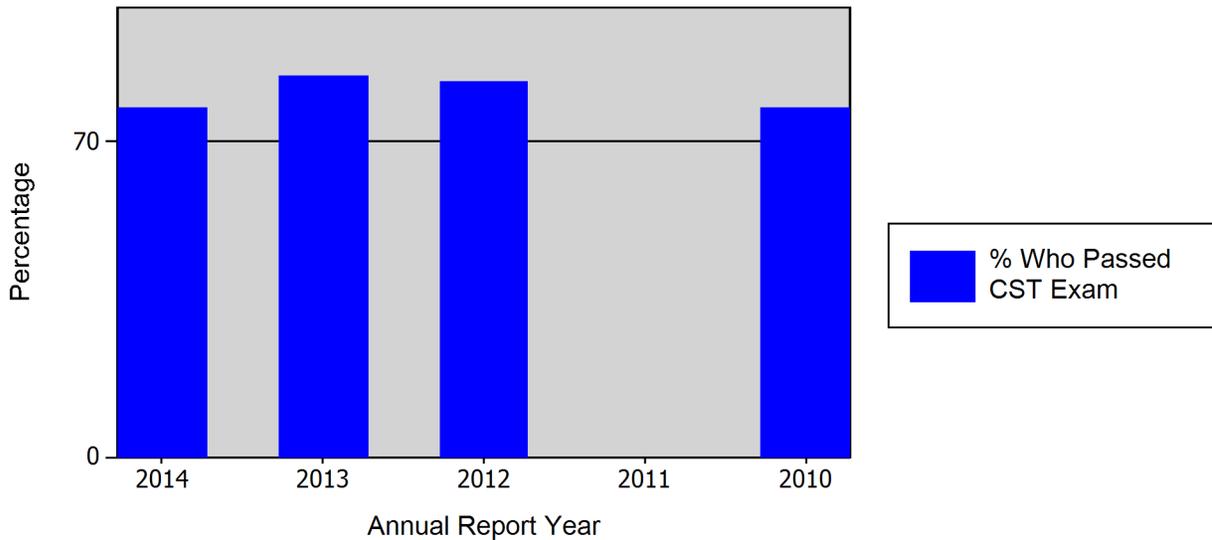
(8/1/2012-7/31/2013)

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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*
2014	8/1/2012 - 7/31/2013	CST	14	9	7	78%
2013	8/1/2011 - 7/31/2012	CST	18	13	11	85%
2012	8/1/2010 - 7/31/2011	CST	19	12	10	83%
2011	8/1/2009 - 7/31/2010	PAE	13	0	0	0%
2010	8/1/2008 - 7/31/2009	PAE	18	18	14	78%

* 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).



OUTCOMES ASSESSMENT EXAM [CST EXAM] PASS RATE TRENDS ANALYSIS (analysis of 8/1/2010-7/31/2013): Over the past 4 years, participation in the certification exam has gone up and is now seeing a downswing possibly due to low rate of employment.

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 (100%) for the most recent year (8/1/2012-7/31/2013)? YES

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GRADUATE PLACEMENT (GP):

GP CURRENT DATA (8/1/2011-7/31/2012)

ST Employed %	ST Employed & Cont Ed %	Cont Ed %	Total Grads Placed %
67%	6%	0%	72%

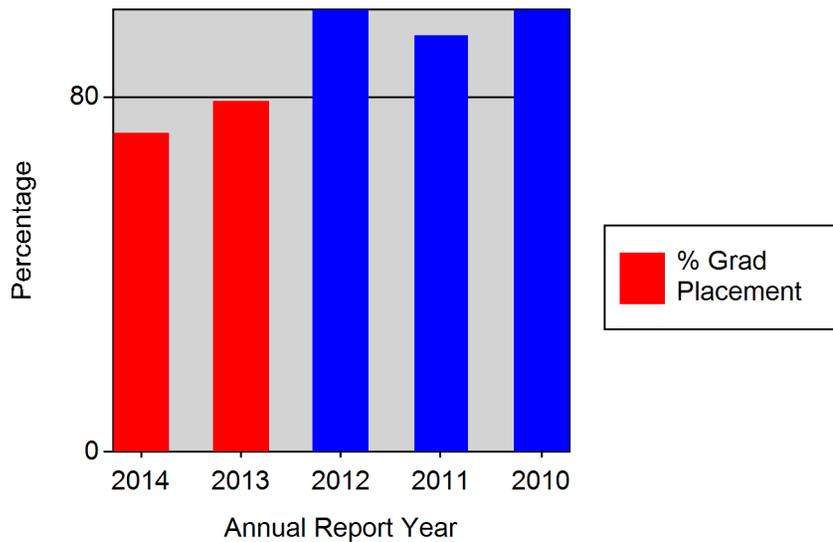
GRADUATE PLACEMENT OUTCOMES ANALYSIS (analysis of 8/1/2011-7/31/2012): The placement of grads was lower than expected possibly due to the economic downturn in our area. There have been many STs of retirement age who cannot afford retire because of the high cost of living in this area.

Does the program meet the ARC/STSA threshold for graduate placement (80%)? NO

GRADUATE PLACEMENT PLAN OF ACTION AND TIMELINE FOR IMPLEMENTATION: Plan is to offer the annual Job Fair at our college on an earlier date so students can start planning to apply to employers open to new graduates. Invitations will be sent to HR departments in January, 2015 with the Job Fair offered by April 15, 2015. Also, we plan to invite employers from seven counties around the San Francisco Bay Area.

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 %
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%
2012	8/1/2009 - 7/31/2010	13	11	2	0	13	100%
2011	8/1/2008 - 7/31/2009	18	15		2	17	94%
2010	8/1/2007 - 7/31/2008	11	10		2	12	109%



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GRADUATE PLACEMENT OUTCOMES TREND ANALYSIS (analysis of 8/1/2009-7/31/2012): Placement rates have fallen in the last several years in part due to the changes in the economy in our area. Employers are not hiring as many new graduates as in years past.

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 (8/1/2011-7/31/2012): NO

GRADUATE PLACEMENT PLAN OF ACTION AND TIMELINE FOR IMPLEMENTATION: As mentioned above, the plan is to offer a Job Fair earlier in the year to introduce the students to employers. Deadline is April 15, 2015. Also, the Program Director plans to invite more employers to join the Advisory Committee in hopes this will increase interest in the outcomes of the grads. Implementation for this action will be by June 30, 2014.

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EMPLOYER SATISFACTION (ES):

ES SURVEY OUTCOMES - CURRENT DATA

(8/1/2011-7/31/2012)

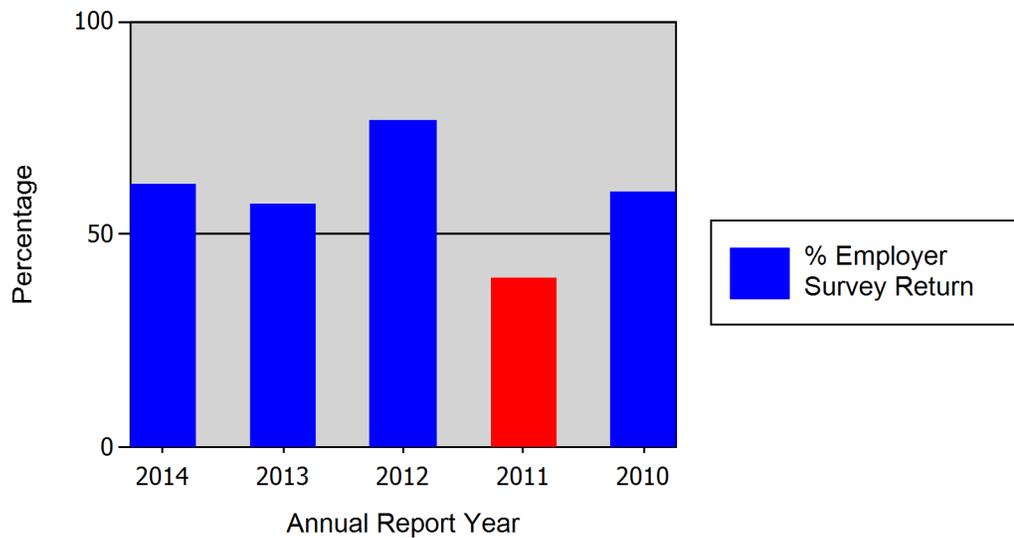
Employer Survey Return %	Employer Satisfaction %
62%	100%

EMPLOYER SURVEY RETURN RATE AND SATISFACTION RATE ANALYSIS (analysis of 8/1/2011-7/31/2012): All employers who returned surveys have expressed satisfaction with the training of the grads. The return rate is skewed a little because one employer hired two of these grads.

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 %
2014	8/1/2011 - 7/31/2012	13	62%
2013	8/1/2010 - 7/31/2011	14	57%
2012	8/1/2009 - 7/31/2010	13	77%
2011	8/1/2008 - 7/31/2009	15	40%
2010	8/1/2007 - 7/31/2008	10	60%



EMPLOYER SURVEY RETURN RATE TREND ANALYSIS (analysis of 8/1/2009-7/31/2012): The survey return rate has been up and down but generally greater than the threshold for almost all years.

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

Does the program meet or exceed the ARC/STSA threshold for employer survey return rate (50%) for the most recent year? (8/1/2011-7/31/2012)? YES

ES SATISFACTION RATE - CURRENT DATA

(8/1/2011-7/31/2012)

Employer Survey Return %	Employer Satisfaction %
62%	100%

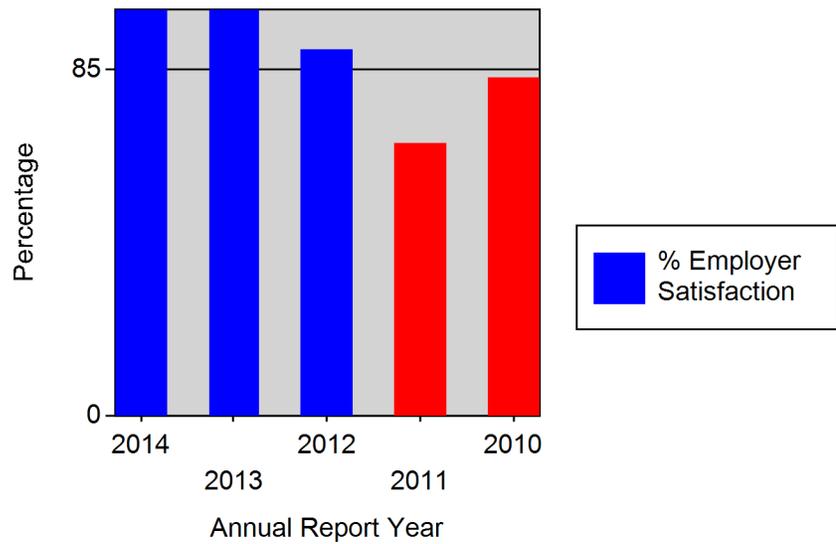
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Does the program meet the ARC/STSA threshold for employer survey satisfaction rate (85%)? YES

ES SATISFACTION RATE - TRENDS DATA

Annual Reporting Year	Academic Year	# of Employer Surveys Distributed	Employer Satisfaction %
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%
2011	8/1/2008 - 7/31/2009	15	67%
2010	8/1/2007 - 7/31/2008	10	83%

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EMPLOYER SURVEY SATISFACTION RATE TREND ANALYSIS (analysis of 8/1/2009-7/31/2012): The survey return rate has been up and down but generally greater than the threshold for almost all years.

Does the program meet or exceed the ARC/STSA threshold for employer survey satisfaction rate (85%) for all 3 years?
NO

Does the program meet or exceed the ARC/STSA threshold for employer survey satisfaction rate (85%) for the most recent year? (8/1/2011-7/31/2012)? YES

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GRADUATE SATISFACTION (GS):

GS SURVEY OUTCOMES - CURRENT DATA (8/1/2011-7/31/2012)

Graduate Surveys Returned %	Graduate Satisfaction %
28%	100%

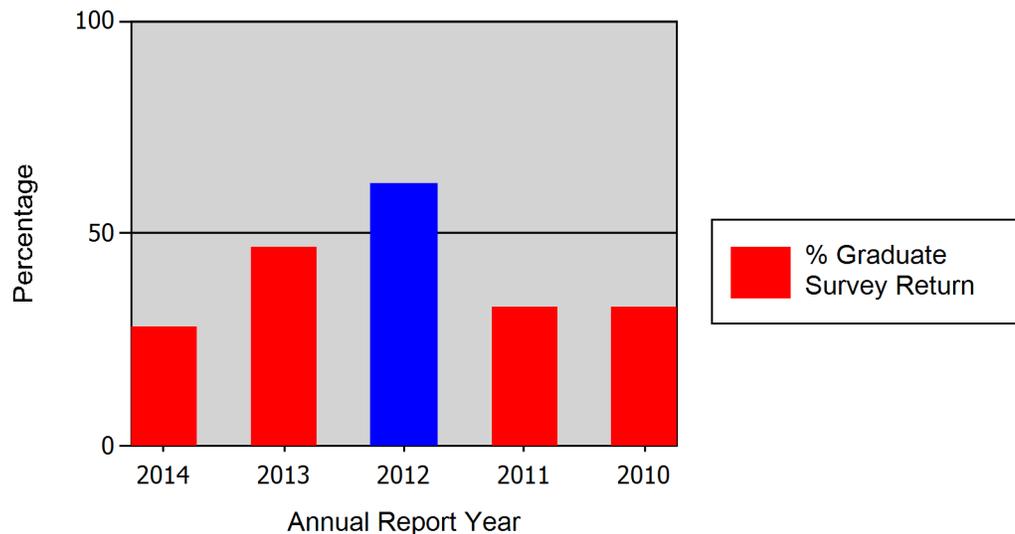
GRADUATE SURVEY RETURN RATE AND SATISFACTION RATE ANALYSIS (analysis of 8/1/2011-7/31/2012): Even after distributing the surveys to the graduates twice by regular mail and twice by email, the return rate was very poor. However, of the few that were returned, the grads expressed satisfaction with their training.

Does the program meet the ARC/STSA threshold for graduate survey return rate (50%)? NO

GRADUATE SURVEY PLAN OF ACTION AND TIMELINE FOR IMPLEMENTATION: Plan is to use an online survey tool such as Survey Monkey to see if this increases the response rate. This will be implemented by June 30, 2014.

GS RETURN RATE - TRENDS DATA

Annual Reporting Year	Academic Year	# of Graduate Surveys Distributed	Graduate Survey Return %
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%
2011	8/1/2008 - 7/31/2009	18	33%
2010	8/1/2007 - 7/31/2008	12	33%



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GRADUATE SURVEY RETURN RATE TREND ANALYSIS (analysis of 8/1/2009-7/31/2012): The response rate for the graduate surveys has gone down significantly in the years since a high in 2010. Possibly this is due to the poor placement rate of the grads or the fact that the method of using mailed surveys is no longer acceptable to young people. The low response rate also skews the satisfaction results.

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

Does the program meet or exceed the ARC/STSA threshold for graduate survey return rate (50%) for the most recent year? (8/1/2011-7/31/2012)? NO

GRADUATE SURVEY TRENDS (RETURN RATE and/or SATISFACTION RATE) PLAN OF ACTION AND TIMELINE FOR IMPLEMENTATION: Plan is to use online services to survey the grads in hopes of obtaining a higher response rate. Implementation date is no later than June 30, 2014.

GS SATISFACTION RATE - CURRENT DATA (8/1/2011-7/31/2012)

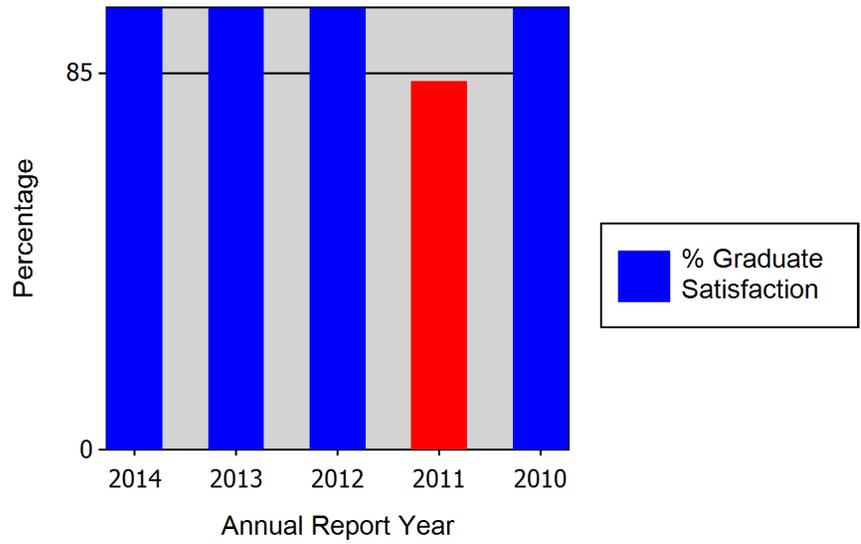
Graduate Surveys Returned %	Graduate Satisfaction %
28%	100%

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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 %
2014	8/1/2011 - 7/31/2012	18	100%
2013	8/1/2010 - 7/31/2011	19	100%
2012	8/1/2009 - 7/31/2010	13	100%
2011	8/1/2008 - 7/31/2009	18	83%
2010	8/1/2007 - 7/31/2008	12	100%



GRADUATE SURVEY SATISFACTION RATE TREND ANALYSIS (analysis of 8/1/2009-7/31/2012): The response rate for the graduate surveys has gone down significantly in the years since a high in 2010. Possibly this is due to the poor placement rate of the grads or the fact that the method of using mailed surveys is no longer acceptable to young people. The low response rate also skews the satisfaction results.

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

Submission Date: 5/1/2014