Accreditation Review Council on Education in Surgical Technology and Surgical Assisting
(ARC/STSA)

2013 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, CNOR, CST
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 (8/1/2012 to 7/31/2013): 21

Current Students Enrolled From Previous Academic Year: 1

Current Enrollment: 22

ENROLLMENT ANALYSIS - analysis of 8/1/2012 to 7/31/2013: The limiting factor for enrollment is the number of available clinial sites. Since we anticipated only 20 sites available, we enrolled 22 students last year with the expectation that at least two students would not complete pre-clinnial coursework ssuccessfully.

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

Lab Ratio: 10/1

Academic Breaks:

07/04/2013,
08/14/2013-08/19/2013,
09/02/2013,
11/11/2013,
11/28/2013-11/29/2013,
12/17/2013-01/08/2014,
01/20/2014,
02/13/2014-02/18/2014,
03/15/2014-03/23/2014

Tuition/Fees: In-State: $2,550.00   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:

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Date(s) of PAC Meeting(s): 09/04/2012, 05/21/2013

PAC MEMBERS:

Malonnie Miller - Current Student

Mark Dorsey - ST Program Graduate - Verified Non-Faculty

Alice Erskine - ST Program Faculty

Michael Wasilewski - ST Program Faculty

Raymond Hernandez - School Administrator

Marlene Attell - ST Employer - Verified Non-Faculty

Lorne Rosenfield - Physician

Mary McKay - Practicing CST - Verified Non-Faculty

Blake Zealear - Public Member

Attachments:

BUDGET:	AR 2013	AR 2012	AR 2011
Supplies & Equipment:	$2,500	$2,500	$2,500
Capital Expenditures:	$100,000	$100,000	$4,000
Professional Dev:	$1,500	$1,600	$1,500

BUDGET ANALYSIS: This basic budget is supplemented by grants from various state, local and federal agencies. In addition, we are fortunate to have some generous healthcare facilities and vendors in our area who donate disposable supplies.

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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	Marlene Attell	(408) 851-6230	1	
Mills-Peninsula Medical Center	Burlingame, CA	Diana Maionchi	(650) 696-5592	1	
San Francisco General Hospital	San Francisco, CA	Michael Grills	(415) 206-8134	1	
Santa Clara Valley Medical Center	San Jose, CA	Andrellie Lopez	(408) 885-5240	1	
Seton Medical Center	Daly City, CA	Kathleen Parks	(650) 991-6511	2	
Stanford Health Services	Stanford, CA	Sheryl Michelson	(650) 723-7251	3	
Lucille Packard Children's Hospital	Palo Alto, CA	Christine Smith	(650) 724-3071	1	
Children's Hospital Oakland	Oakland, CA	Michael Domingo	(510) 428-3221	1	
Saint Francis Memorial Hospital	San Francisco, CA	Helen Krakow	(415) 353-6520	1	
Kaiser Permanente Hospital	Hayward, CA	Jennifer Mendenhall	(510) 784-4313	1	
Kaiser Fremont	Fremont, CA	Yolanda Gho	(510) 248-3119	1	
Kaiser Santa Clara	Santa Clara, CA	Marlene Attell	(408) 571-4670	1	
Alameda County General Hospital	Oakland, CA	Kathie Shea	(510) 437-4969	1	
Kaiser Santa Rosa	Santa Rosa, CA	Karen Callahan	(707) 571-4670	1	
Kaiser South San Francisco	South San Francisco, CA	Randall Rentschler	(650) 742-2393	1	
Mercy Medical Center	Mt. Shasta, CA	Larry Hand	(530) 926-6111	1	
Mercy Medical Center	Redding, CA	Careen Andrada	(530) 225-7125	1	
Veterans Affairs Medical Center	San Francisco, CA	Sharon Ales	(415) 750-2058	1	
Marin General Hospital	Greenbrae, CA	Kathy Konieczki	(415) 925-7576	1	
California Pacific Medical Center	San Francisco, CA	Pattie O'Connell	(415) 600-3288	1	

Attachments:

Program Personnel:

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President/CEO	Regina Stanback-Stroud, BSN
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, MS
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

PROGRAM OUTCOMES:

RETENTION (RET):

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

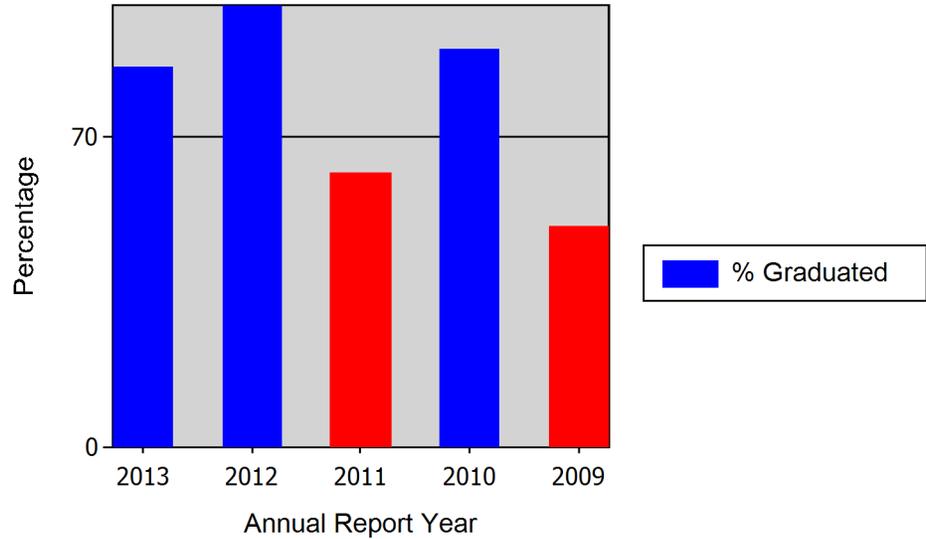| # of Students Enrolled	# of Students Graduated	% of Students Graduated
21	18	86%

RETENTION ANALYSIS (analysis of 8/1/2011-7/31/2012): Retention is well above standard.

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

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RET TRENDS DATA:

Annual Reporting Year	Academic Year	# of Students Enrolled	# of Students Graduated	% of Students Graduated
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%
2009	8/1/2007 - 7/31/2008	22	11	50%

RETENTION TRENDS ANALYSIS (analysis of 8/1/2009-7/31/2012): Except for year 2009-10, the retention rate has been trending upwards. The economy may have had something to do with the students' abilty to stay in school.

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

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OUTCOMES ASSESSMENT EXAM (OAE):

OAE-PARTICIPATION RATE - CURRENT DATA   (8/1/2011-7/31/2012)

Outcomes Assessment Exam elected for this reporting year: CST

# of Students Graduated	# of Students Who Took Exam	% of Students Who Took Exam
18	13	72%

ANALYSIS OF OAE PARTICIPATION AND REPORT RESULTS: The number of grads who took the exam is below the goal of 100%. In Northern California, there is no requirement that a surgical technologist be certified before employment so the only incentive is professionalism. However, of those who take the exam, the pass rate on the first try is more than satisfactory.

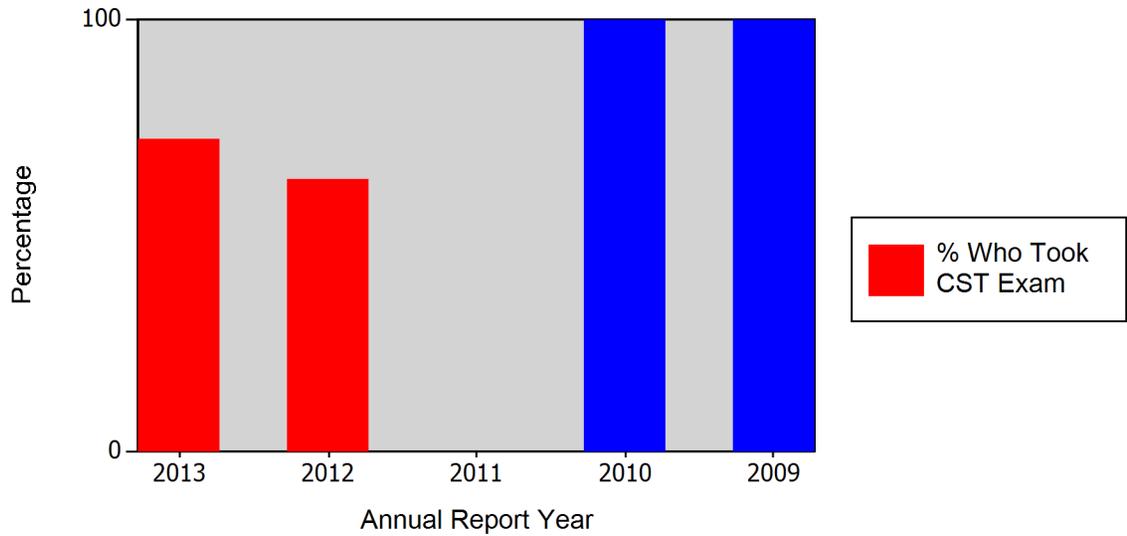Does the program meet the ARC/STSA threshold for CST Exam participation rate? NO

PLAN OF ACTION AND TIMELINE FOR IMPLEMENTATION TO RAISE OUTCOMES: We are currently looking at offering the CST exam on site to increase the numbers of grads wo take the exam and to reach out to provide this service to the community.

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
2013	8/1/2011 - 7/31/2012	18	13	72%
2012	8/1/2010 - 7/31/2011	0	12	63%
2011	8/1/2009 - 7/31/2010	0	0	0%
2010	8/1/2008 - 7/31/2009	0	18	100%
2009	8/1/2007 - 7/31/2008	0	13	118%

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 8/1/2009-7/31/2012): While the numbers of grads who take the exam is about the same every year, the rate of passing has improved.

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

OUTCOMES ASSESSMENT EXAM TRENDS (RETURN RATE and/or SATISFACTION RATE) PLAN OF ACTION AND TIMELINE FOR IMPLEMENTATION: To improve particpation rate, the plan is to apply to become a site for Web-based testing for year 2014. The application will be submitted by April 15 for a June date. The graduates will test no later than June 24, 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
18	13	11	85%

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

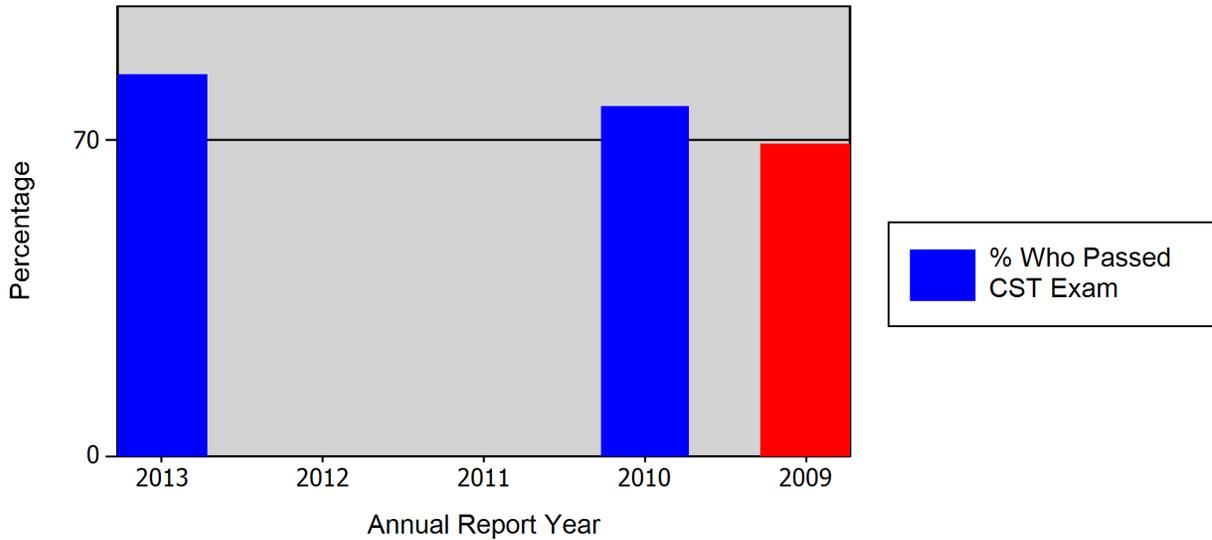OAE-CST PASS RATE - TRENDS DATA   (8/1/2011-7/31/2012)

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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2013	8/1/2011 - 7/31/2012	CST	18	13	11	85%
2012	8/1/2010 - 7/31/2011	CST	0	12	10	0%
2011	8/1/2009 - 7/31/2010	PAE	0	0	0	0%
2010	8/1/2008 - 7/31/2009	PAE	0	18	14	78%
2009	8/1/2007 - 7/31/2008	PAE	0	13	9	69%

* 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 8/1/2009-7/31/2012): While the numbers of grads who take the exam is about the same every year, the rate of passing has improved.

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

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GRADUATE PLACEMENT (GP):

GP CURRENT DATA   (8/1/2010-7/31/2011)

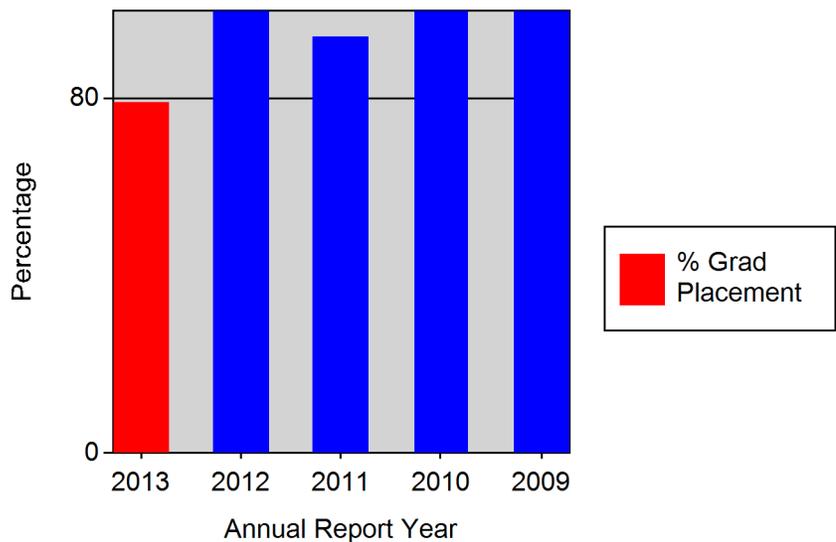| ST Employed %	ST Employed & Cont Ed %	Cont Ed %	Total Grads Placed %
58%	16%	5%	79%

GRADUATE PLACEMENT OUTCOMES ANALYSIS (analysis of 8/1/2010-7/31/2011): This year's graduates had a very hard time finding employment. Hospitals where they trained were cutting back staffing numbers. This is due to the economic downturn and the fact that many staff members of retirement age were choosing not to retire.

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

GRADUATE PLACEMENT PLAN OF ACTION AND TIMELINE FOR IMPLEMENTATION: We are encouraging our students to try finding work in small surgery centers and doctor's offices. Plan is to send out notices to these facitlies, letting them know that our shool is a resource for well-trained STs. This will be implemented by July 31, 2013.

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 %
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%
2009	8/1/2006 - 7/31/2007	14	12		2	14	100%

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GRADUATE PLACEMENT OUTCOMES TREND ANALYSIS (analysis of 8/1/2008-7/31/2011): Up until the 2010-2011 year, placement has been satisfactory. It took this class longer to obtain employment than previous years, but eventually most found a position.

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 (8/1/2010-7/31/2011): NO

GRADUATE PLACEMENT PLAN OF ACTION AND TIMELINE FOR IMPLEMENTATION: Plan is to notify surgeons who perform office surgery and small surgery centers that our college is a resource for well-trained STs. Letters will be sent by July 31.

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EMPLOYER SATISFACTION (ES):

ES SURVEY OUTCOMES - CURRENT DATA   (8/1/2010-7/31/2011)
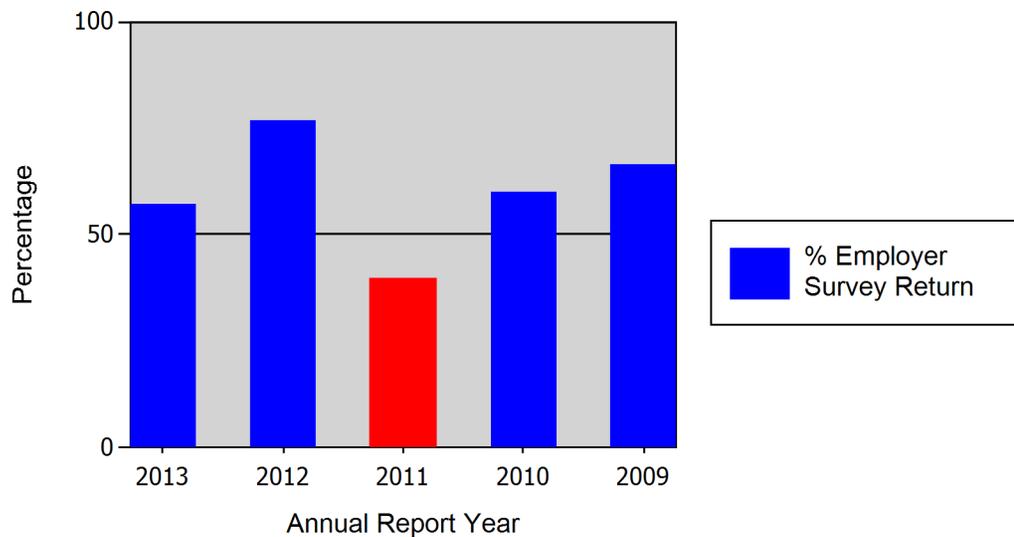
Employer Survey Return %	Employer Satisfaction %
57%	100%

EMPLOYER SURVEY RETURN RATE AND SATISFACTION RATE ANALYSIS (analysis of 8/1/2010-7/31/2011): Survey results are satisfactory.

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 %
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%
2009	8/1/2006 - 7/31/2007	6	67%

EMPLOYER SURVEY RETURN RATE TREND ANALYSIS (analysis of 8/1/2008-7/31/2011): Except for one year (2008-9) Employer satisfaction rates have improved.

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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? (8/1/2010-7/31/2011)? YES

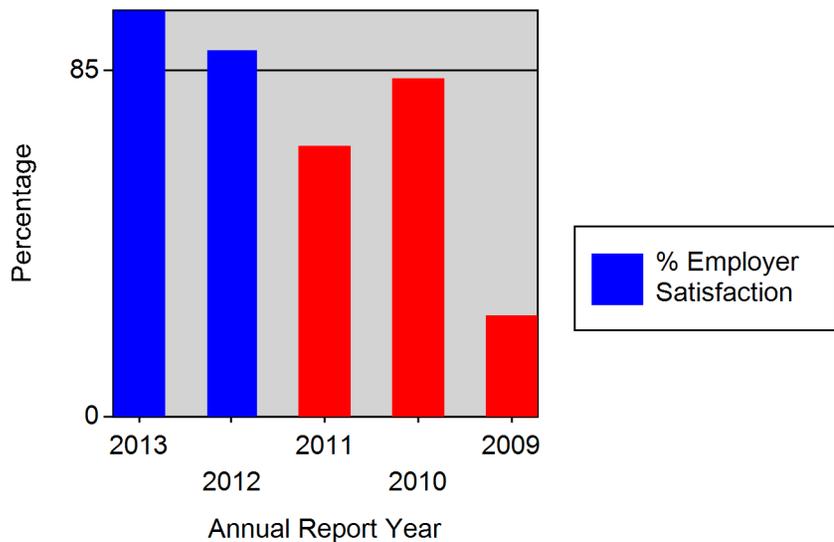ES SATISFACTION RATE - CURRENT DATA   (8/1/2010-7/31/2011)

Employer Survey Return %	Employer Satisfaction %
57%	100%

EMPLOYER SURVEY RETURN RATE AND SATISFACTION RATE ANALYSIS (analysis of 8/1/2010-7/31/2011): Survey results are satisfactory.

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 %
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%
2009	8/1/2006 - 7/31/2007	6	25%

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EMPLOYER SURVEY SATISFACTION RATE TREND ANALYSIS (analysis of 8/1/2008-7/31/2011): Except for one year (2008-9) Employer satisfaction rates have improved.

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? (8/1/2010-7/31/2011)? YES

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GRADUATE SATISFACTION (GS):

GS SURVEY OUTCOMES - CURRENT DATA   (8/1/2010-7/31/2011)

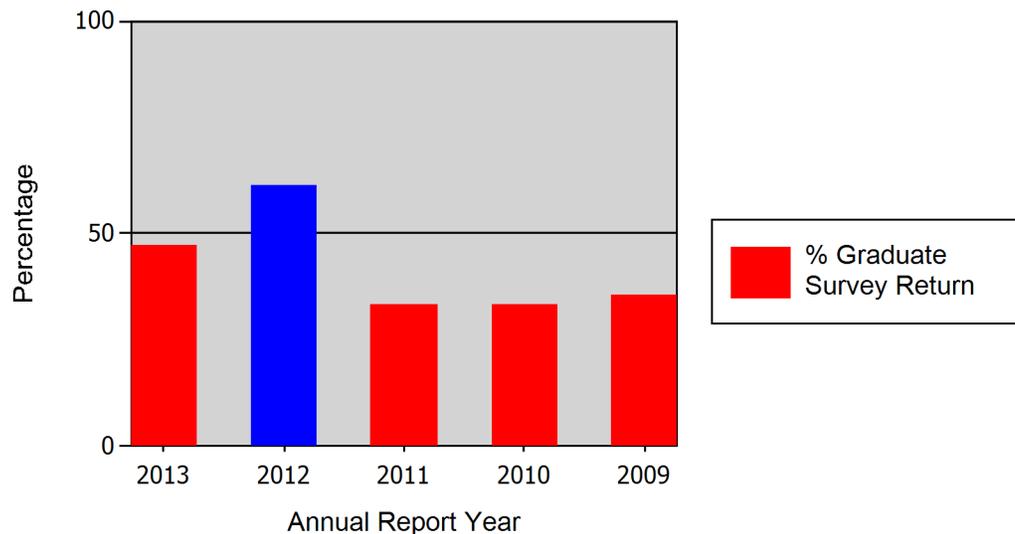| Graduate Surveys Returned %	Graduate Satisfaction %
47%	100%

GRADUATE SURVEY RETURN RATE AND SATISFACTION RATE ANALYSIS (analysis of 8/1/2010-7/31/2011): While the return rate is low, the grads' Satisfaction with the progrma is high.

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 send the survey in two forms, printed and online to see if this will increase the results. The printed survey will be sent by July 31, 2013. The online survey will be sent by August 31.

GS RETURN RATE - TRENDS DATA

Annual Reporting Year	Academic Year	# of Graduate Surveys Distributed	Graduate Survey Return %
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%
2009	8/1/2006 - 7/31/2007	14	36%

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GRADUATE SURVEY RETURN RATE TREND ANALYSIS (analysis of 8/1/2008-7/31/2011): Except for the year 2008-9, the graduates are genrally satisfied with their training. However, the results may be a bit skewed due to the low numbers of returns.

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? (8/1/2010-7/31/2011)? NO

GRADUATE SURVEY TRENDS (RETURN RATE and/or SATISFACTION RATE) PLAN OF ACTION AND TIMELINE FOR IMPLEMENTATION: To increase return rates, the plan is to send the surveys in two forms, printed and online. These shall be sents by July 31 and August 31, respectively.

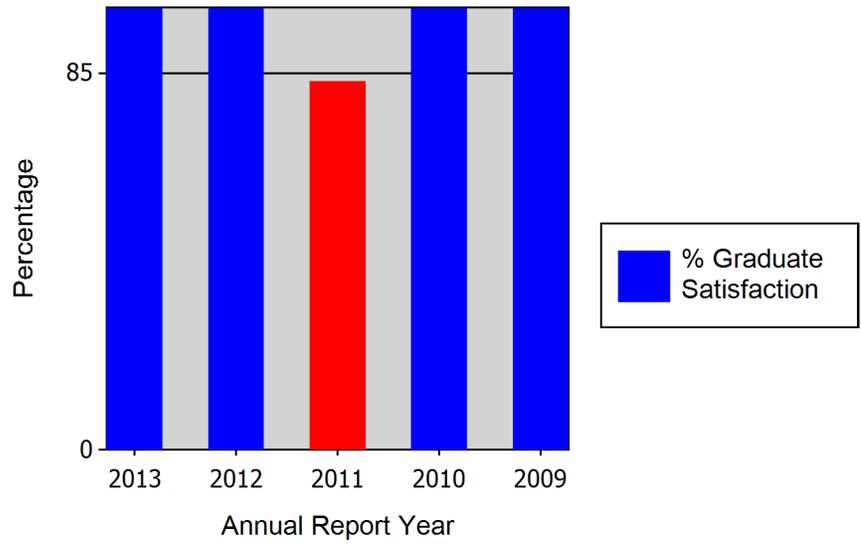GS SATISFACTION RATE - CURRENT DATA   (8/1/2010-7/31/2011)

Graduate Surveys Returned %	Graduate Satisfaction %
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GS SATISFACTION RATE - TRENDS DATA

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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%
2009	8/1/2006 - 7/31/2007	14	100%

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Submission Date: 5/20/2013