Note: revisions have been highlighted. The first column below matches the list of requested information as indicated on TracDat. The second column is where you can input your data at this time. The third column represents the information you would see if you pressed the help button (a question mark). You will be able to copy and paste or type in your information from the center column directly into the APRU on TracDat. Save this word doc in the following format: s12apru_deptname. Last steps, remember, you will be uploading this copy in to the Trac Dat, Documents file. ALWAYS keep a soft copy of your work in your files to ensure that your work is not lost. Please refer to your workshop handout or contact: leewheatcoleen@deanza.edu if you have questions.

Information Requested	Input your answers in columns provided. Use word wrap. Note: reference documents can also be attached. Make sure to note the name of any reference documents in your explanations.	? Trac Dat Help button will reveal (sorry no hyperlinks)
I.A Department Name:	**Health Technologies**	
Program Mission Statement:	To provide many students with quality academic and practical training in the various Health Technologies careers that are offered.	You may create a new one or copy from your 2008-09 comprehensive program review.
What is the primary mission of your program?	CTE	Basic Skills, Transfer. Career/Technical, Learning Resources/Academic Services, personal enrichment, N/A
Choose a secondary mission of your program.	Transfer	Basic Skills, Transfer. Career/Technical, Learning Resources/Academic Services, personal enrichment, N/A
Number of Certificates of Achievement Awarded	83	If applicable, enter the number of certificates of achievement awarded during the current academic year. Please refer to: http://research.fhda.edu/factbook/deanzadegrees/dadivisions.html leave blank if not applicable to your program
Number Certif of Achievement-Advanced awarded:	3	If applicable, enter the number of certificates of achievement awarded during the current academic year. Please refer to http://research.fhda.edu/factbook/deanzadegrees/dadivisions.html leave blank if not applicable to your program
Number AA and/or AS Degrees awarded:	1	If applicable, enter the number of certificates of achievement awarded during the current academic year. Please refer to http://research.fhda.edu/factbook/deanzadegrees/dadivisions.html leave blank if not applicable to your program
Academic Services and LR: # Faculty Served		Only for programs that serves staff or students in a capacity other than traditional instruction, e.g. tutorial support, service learning,etc. 0 = no change; (X)= decreased; X = increased; blank= not applicable to your program

Academic Services and LR: # Student Served		Only for programs that serves staff or students in a capacity other than traditional instruction, e.g. tutorial support, service learning,etc. 0 = no change; (X)= decreased; X = increased; blank= not applicable to your program
Academic Services and LR: # Staff Served		Only for programs that serves staff or students in a capacity other than traditional instruction, e.g. tutorial support ,service learning,etc. 0 = no change; (X)= decreased; X = increased; blank= not applicable to your program
# Faculty Employees	0	For ALL programs (Total FTEF that has changed this year, if the computer does not accept a decimal then please round up or down to the nearest whole number). At this time only a numerical response will be accepted. (program reviews 2008s-10 available at: http://www.deanza.edu/gov/IPBT/program_review_files.html) 0 = no change; (X)= decreased; X = increased; blank= not applicable to your program
# Student Employees		For ALL programs. Total number that has changed this year. At this time only a numerical response will be accepted. 0 = no change; (X)= decreased; X = increased; blank= not applicable to your program
# Part-time Faculty Employees	0	For ALL programs (Total PTFTEF that has changed this year, if the computer will not accept a decimal then please round up or down to the nearest whole number). At this time only a numerical response will be accepted. (0 = no change; (X)= decreased; X = increased; blank= not applicable to your program
# Staff Employees	0	For ALL programs. At this time only a numerical response will be accepted. ONLY report the number of staff that directly serve your program only, Deans will make a report regarding staff who serve multiple programs. 0 = no change; (X)= decreased; X = increased; blank= not applicable to your program
II.A-Growth and Decline of targeted student populations	Latina: stable success rate(2007-8:66%, 2009-10:74%, 2010-11: 74%) African Ancestry decline success rate (2007-8:82%, 2009-10:70%, 2010-11: 44%) Pacific Islander growth success rate from last year(2007-8:100%, 2009-10:50%, 2010-11: 82%) Filipino Stable Success Rate(2007-8:81%, 2009-10:87%, 2010-11: 85%)	Briefly, address student success data relative to your program Growth or decline in targeted populations (Latina/o, African Ancestry, Pacific Islander, Filipino) refer to the sites: www.research.fhda.edu/programreview/DAProgram Review/DeAnza_PR_Div_pdf/DeAnzaProgram ReviewDiv/htm (prior to 2010 PR sheets)

		and www.deanza.edu/ir (2010-11 PR sheets here)
Trends in equity gap:	Equity gap of targeted populations comparing DAC(67%) and Health Tech (71%) is 4%. We have worked diligently with Perkins grant money to increase the success rate of these students. Our gap was 70% compared to DAC gap of 69% success rate. We have improved.	Refer to http://www.deanza.edu/president/EducationalMasterPlan2010-2015Final.pdf, p.16. Briefly address why this has occurred.
Closing the student equity gap:	Our strategy of offering more review sessions, more mentors, and working with workforce education (supply grant money) has worked!	What progress or achievement has the program made relative to the plans stated in your program's 2008 -09 Comprehensive Program Review, Section III.B, towards decreasing the student equity gap? See IPBT website for past program review documentation. If a rationale for your strategies was not stated in the 2008-2009 CPRU, then briefly explain now.
Overall growth/decline in # students:	Health Technologies has increased enrollment from 1,988 in 2008-9, 2,142 in 2009-10 to 2,180 in 2010-11 (9% increase). Our success rate for all Health Tech students was 82% in 2008-9, 86% in 2009-10 and 84% in 2010-11. We have to reverse the decline of 2% in the last 2 years by even more review sessions and mentors.	Briefly address the overall enrollment growth or decline of a comparison between all student populations and their success.
Changes imposed by internal/external regulations	Curriculum: All HTEC courses were updated last year. There were some glitches regarding pre-requisites; these problems were solved Faculty: Retirement (6/2012) of the only full-time faculty/coordinator of this department; a replacement position has been approved to make the transition seamless.	Address program changes implemented as a response to changes in College/District policy, state laws, division/department/program level requirements or external agencies regulations? How did the change(s) affect your program? (e.g. any curriculum, program reorganization, staffing etc.)
Progress in "Main Areas of Improvement"	Increase in Retention Rates: 2008-9: 89%, 2009-10: 93%, 2010-11: 92% Successful! Develop New Clinical Sites: We have developed 3 new clinical sites due to the increase in jobs in the past 2 years. Explore Additional Funding: We are still grateful to Perkins and the donations of supplies from the various medical facilities. We need t o pursue more external funding. Increase Students Success: Our review sessions and mentors have helped!	Based on the 2008-09 Comprehensive Program Review, Section I.C. "Main Areas for Improvement", briefly address your program's progress in moving towards assessment or planning or current implementation of effective solutions.

	Develop national accreditation for our phlebotomy, Medical Assisting, Coding, Medical Transcription and EKG Tech programs: We have not made any progress in this area due to lack of budget. Fortunately, out students are eligible for employment without national accreditation of these programs. **Explore New Health Tech programs** with the advice of our Advisory Committee: This is not possible presently due to budget constraints. **Convert existing HTEC courses to Hybrid Distance Learning Courses:** This is a retirement project!	
CTE Programs: Impact of External Trends:	After researching the labor statistics (regional, State), there is a prediction of 22% increase in Health Technologies' employment opportunities with Medical Assisting, Coding, Phlebotomy and EKG Tech (Lab Assisting) expected to increase 30% or more. With regard to enrollment management plans, we hope to convert several non-lab courses to hybrid courses using distance learning technology. Fortunately, there are more employment opportunities for our graduates. We have a 100% pass rate for our national phlebotomy and coding examinations and the State Certification Examination for Medical Assistants.	Career Technical Education (CTE) programs, provide regional, state, and labor market data, employment statistics, please see "CTE Program Review Addenda" at: www.deanza.edu/gov/IPBT/resources.html Identify any significant trends that may affect your program relative to: 1) Curriculum Content; 2) Future plans for your program e.g. enrollment management plans.
CTE Programs: Advisory Board Input:	The most significant latest advisory board recommendations included encouraging graduates t o various discuss scenarios with our students (not breaching HIPPA regulations). We have started doing this which better prepares the students for the real medical world. Also, more donations were offered to the program which we have taken advantage of.	Career Technical Education (CTE), provide recommendations from this year's Advisory Board (or other groups outside of your program, etc.) Briefly, address any significant recommendations from the group. Describe your program's progress in moving towards assessment or planning or current implementation of effective solutions.
IV. A Budget Trends	The "B budget has been stable for the past 2 years, although we do have a student increase. We have had a slight increase in our Perkins monies which has helped greatly because of the increase in our enrollment , especially, in our phlebotomy program which requires more professional experts.	Assess the impact of external or internal funding trends upon the program and/or its ability to serve its students. ==If you don't work with Budget, please ask your Division Dean to give you the information.==
Enrollment Trends	The increase in the tuition in July may be a factor in the Health Tech enrollment, although, even with the rise in tuition over the past few years, our enrollment has continued to increase. We will definitely have to manage our enrollment if it continues to increase due t o lack of external and internal funds.	Assess the impact of external or internal funding changes upon the program's enrollment and/or its ability to serve its students. ==If you don't work with Enrollment Trends, please ask your Division Dean to give you the information.==
V. A -Faculty Position	Replacement-FT Replace due t o vacancy (retirement) and	A drop down menu will allow you to choose: Replace due to

Needed	Growth-Request for one additional FT (administrative skills) due to growth in enrollment	Vacancy, Growth, No Faculty Needed
Staff Position Needed	Growth-One FT classified for administrative and clinical duties for Health Tech and MLT programs. Presently, we have ½ classified but she works full time in the Allied Health and Nursing Resource Center so she is not available to help us in our classrooms most of the time. With our increase in enrollment we need full time assistance	A drop down menu will allow you to choose: Replace due to Vacancy, Growth, No Faculty Needed Only make request for staff if relevant to your department only. Division staff request should be in the Dean's summary.
Justification for Faculty/Staff Positions:	Faculty-replacement-the only full time faculty member is retiring June 29, 2012. A replacement position has been authorized. In addition to teaching a full time load, she has completed almost all the SLOs, PLOs, supervised assessments, conducted Information meetings, prepared current program materials, etc. Faculty-Growth-only one full time faculty to teach in t he 10 programs Staff Growth-Health Tech and MLT need staff to assist in both administrative and classroom assistance.	Provide information such as: institutional, SLO, PLO data that supports the need for this replacement, what would be impact of not replacing this position, services lost if not replaced, include all assessment data that supports a need for growth, etc.
Equipment Request	Measure C Request submitted And Phlebotomy chairs 4 portable ergonomic workstations with desktop computers and printers EKG machines	A drop down menu will allow you to choose: Under $1,000 or Over $1,000 or no equipment requested. At this time, the majority of your equipment requests have been submitted through Measure C processes. But, if you have items that cannot be covered through Measure C, please input your requests here.
Equipment Title and Description, Quantity	As per Measure C 4 phlebotomy chairs 4 portable ergonomic workstations with desktop computers and printers (**TOTAL=$18,000**). 2 EKG machines ($20,000 each) (**TOTAL $40,000**)	Description should identify if the item(s) are new or replacement(s), furniture/fixtures, instructional equipment, technology related, expected life of item, recommended warrantees etc. Did this request emanate from a SLOAC or PLOAC process? Does this item require new or renovated infrastructure (eg wireless access, hardwire access, electric, water or heat sources . . .)
Equipment Justification	As per Measure C 4 phlebotomy chairs to increase the number of phlebotomy students (our most popular program) and 4 portable ergonomic workstations with desktop computers and printers (**TOTAL=$18,000**). This is in conjunction with MLT request for software to simulate a clinical laboratory 2 EKG machines ($20,000 each) to handle the increase in enrollment	Who will use this equipment? What would the impact be on the program with or without the equipment? What is the life expectancy of the current equipment? How does the request promote the college mission or strategic goals? Etc.

	40 students performing 30 EKGs each (1,200 EKGs per quarter) **(TOTAL $40,000)**	
Facility Request	**Computer Classroom for our computer HTEC courses:** Medical Communications, Medical Transcription and Medical Office Management classes. We have electronic medical record software for each of these classes. We have been using SC3013 but, starting Fall 2012, it will no longer be available to Health Tech due to ATC being closed and their classes being moved. Our HTEC courses are offered 2-3 times per year. A room similar to SC3013 would work. We need at least 30 PC computers. Again, our enrollment is increasing.	Name type of facility or infrastructure items needed. Renovation vs new. Identify associated structures needed to support the facility e.g. furniture, heat lamps, lighting, unique items above and beyond what is normally included in a similar facility
Facility Justification	**Computer Classroom for our computer HTEC courses:** We have been using SC3013 but, starting Fall\2012, it will no longer be available to Health Tech due to ATC being closed and their classes being moved. Our HTEC courses are offered 2-3 times per year. A room similar to SC3013 would work. We need at least 30 PC computers. Again, our enrollment is increasing.	Who will use this facility? What would the impact be on the program with or without the facility? What is the life expectancy of the current facility? How does the request promote the college mission or strategic goals? Etc.
B Budget Augmentation	**We are requesting a10% increase in our "B" budge**t due to 9% increase in enrollment (and increase in enrollment in 2011-12). The extra monies would be used to purchase supplies for our 10% increase in enrollment.	How much? Who/what could be supported if this additional funding was awarded? What would the impact be on the program with or without the funds? How does the request promote the college mission or strategic goals? If you do not deal with the B budget directly, you can use the comment: "please refer to the Dean's summary".
Staff Development Needs	During the 2011 Convocation (100% faculty participation) I learned that I need to support our part-time faculty more than I have been (I have protected them from many of the processes that I have to perform). We have decided to meet more frequently as a group (most work full-time) which will enhance our courses which will help our students.	What assessment led to this request? What would the impact be on the program with or without the funds? How does the request promote the college mission or strategic goals?
SLOAC and PLOAC summary	This past year all HTEC SLOs were designed, submitted and 95% were assessed. We all learned that we need to do this process continually in order to know what the students need emphasized.	What did you learn from your SLOAC and PLOAC activities this year?
Future plans	Enrollment planning will be invaluable if our student numbers continue to increase. Also converting some of our courses to hybrids will help with enrollment management.	How do you plan to reassess the outcomes of receiving each of the additional resources requested above?
Submitted by:	Patricia Hassel hasselpatricia@fhda.edu 408-864-8789	APRU writer's name, email address, phone ext.