Western Technical College Program Planning Document - Action Plan

Program/Department Name		Biomedical Electronics					**Date Created**							
Division		Integrated Technology					**Date Reviewed**							
Academic Year Launched	**Doing, Done, Ditch, Delay***	**Solution/Action**	**Key Results**	**Current Level of Performance**	**Performance Measurement**	**Non-Financial Resources Needed**	**Financial Resources Needed**				**Program Priority (1-6)**	**Point Person**	**Timeline**
							Capital $ ($5,000+)**	**Capital Description(s)**	**Operational $**	**Operational Description(s)**			
**Doing, Done, Ditch, Delay only applies to current or past items. Leave column blank for future items.*							***Remember to review 10-year capital planning items each year prior to finalizing capital request.*						
2017-18		Increase program-level marketing, focusing on females		Current start = 16, 0 females	Desired start = 16-20, better proportion of females	• Time to visit with high school teachers • Collaborative work with K-12 relations • Marketing assistance to target older population						Deb Hether Chris Magnuson – NTO Lilly Kosir	Start Winter 2018 Evaluate Summer 2018
2017-18		Work with research to determine where students leave the program		Unknown where students leave program	Determine where students leave the program	Support and assistance of research group						IR- Kemah Lilly Kosir	Ongoing
2017-18		Implement an online orientation for students to complete before admitted into the program		Graduation rate 19.1% in 2015	Graduation rate 31%	Program Web page development assistance						Marketing- Julie Lemon? Lilly Kosir Larry Sleznikow	5/1/2018
2017-18		Redesign Coursework and program ** 2018-19 Development of new courses, 8 credits, Modify three courses by 1 credit		Noel Levitz Student Satisfaction rate of 5.67	Noel Levitz Student Satisfaction rate of above the average of 5.72	**Collaboration with colleagues in the field and industry** • Curriculum redesign • Scheduling accommodations for single instructor program • Assistance with developing blended learning and classroom						BL course development course. Lilly Kosir	Ongoing Evaluate May 2018
2018-19		Travel and Training RSTI X-ray PM Training level one course select one key result and priorty			Improvement in current imaging course and student grades and satisfaction				$ 2,000	Training			
2018-19		Development of new courses, 8 credits, Modify three courses by 1 credit COST - Operational state $8/credit Select one key result and priorty			Courses documented in WIDS plus course materials completed					Curriculum Development			

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2019-20		Seek support for Internship legal documentation	4-Stakeholder Satisfaction			Connect with Amy Schmidt / and HPS for further direction					1		
2019-20		Develop recruitment efforts at HS level	2-Enrollment Demand		Increase transcripted credit, increase HS visits with HS teachers						2	Tyler Ludeking Lily Kosir	

Standard Costs

Additional Monitor	$175 - $300
All-in-One (staff computer)	$900
Desktop Computer	$1,000
Display (depending on size) *$5,000+ would be capital*	$2,000 - $8,000
Elmo	$800
Full-time Faculty	$80,000
Projector	$3,000
Projector Screen	$400

Capital Equipment Definition

• A capitalized asset is defined as an item with a purchase price of **$5,000 or more** per unit or set **and** with a life expectancy of 2 or more years.
• A **set** is a group of interrelated items that function together, like a computer, monitor and keyboard.
• Software is capitalized if the cost is over $5,000 and it has a useful life of 2 years or more. If the software is an annual license or subscription fee, it must be expensed per the WTCS Financial Accounting Manual (FAM).

Spreadsheet User Tips

Line Break Within a Cell	Press Alt and Enter keys
Change Row Height	Position mouse over row line so the white cross becomes a double arrow and double click
Save Document As	Excel Macro-Enabled Workbook (*.xlsm)
Enable Content	If prompted, click Enable Content when the document first opens

Instructions for Working Through the Action Plan

• If requesting new funding, add the information on a new line
• Can add multiple years to the "**Academic Year Launched**" column (i.e. 2018-19, 2019-20)
• Multiple items can be included in the same cell if they are tied together and/or will be assigned the same priority level ***Solution/Action*** *example:* "Update technology: software $4,000 (operational) and purchase new projectors $6,000 (capital)" - Priority 1
• If requesting more than one item for capital or operational within the same priority level, list all items in the **Solution/Action** column and total the dollar amount in the **Financial Resources Needed** section in the **Capital $** and **Operational $** columns appropriately
• Multiple selections can be made from the "**Capital Description(s)**" and "**Operational Description(s)**" drop-down menus; select one at a time
• Only select one **Key Resul**t for each line item
• Only select one **Priority** for each line item; items with different priorities should be entered on separate lines
• Deans and Associate Deans must review and approve this document before items are entered into the Annual Planning Database

Western Technical College Program Planning Document - Data & Evidence

Program/Department Name	Biomedical Electronics	**Date Created**	9/29/17
Division	Integrated Technology	**Date Reviewed**	

1. Using the data and evidence analysis for your program/department, identify the trends that you see in your <u>quantitative</u> data.

• Course completion has increased from 79.3% in 2011 to 91.5% in 2015. Our program ranks 1 out of 3 in comparison to other WTCS Colleges
• Our enrollment has declined from 87 in 2011 to 59 in 2015.
• The average for second year retention from 2010-2015 is 58.1% with a current rate of 51.3%
• Western's number of starting students ranged from 32 in 2010 to a high of 57 in 2011. Averaging 42 first-term students declaring the program in a given year, which is the highest of the comparison group.
• Graduation rate has declined from 43.8% in 2011 to 19.1% in 2015. Western's third-year graduation rate (average) of 26.2% is behind MATC at 31.4%
• From 2016-2020, these occupations are expected to grow 16.6%.There is a high percentage of aging population, 60.3% of those employed are 45 years of age or older. The smallest segment of workers is the 19-24-year-old population with 2.1%. The high school population of students may benefit from greater exposure to the occupations and benefits of working in bio-medical occupations.
• Gaps in student satisfaction relate to instruction effectiveness, student support, age of lab equipment, and convenience of course schedule.

2. Using the data and evidence for your program/department, identify themes that you see in your <u>qualitative</u> data.

• Increasing participation in survey would improve information and validity. Only 3 respondents in past 3 years. Previous surveys were utilized in this plan.
• Positive feedback about real-life application of concepts and course variety including academic learning and breadth of material covered to prepare one for troubleshooting and independent thinking.
• More hands on would be beneficial, with newer, and more equipment to work independently, and with technical manuals, schematics, UNIX, 3 phase, troubleshooting, medical terminology, and electronics.
• Coursework and challenges were a benefit for learning critical thinking.
• Comments on effectiveness of Lilly as opposed to Jon as program instructor.
• Hands on and clinical/internship experiences are highly valued.
• Concerns about waitlist and transparency.
• Ethics and communication training were beneficial.
• Good class size and opportunities for one on one learning.
Including 2017 survey, with 100% response due to class time given to compete survey:
Themes above repeated with some additions:
• Narrow breadth of material for focused learning, Improve blackboard and organization, More networking
• Overall satisfaction with learning and hands on training and skill development, more hands on always good

3. Strengths and best practices our program/department could share with others include:

• Internships.
• Hands-on learning activities.
• Real life work at the HSC, Gundersen clinical, and internships.
• Breadth of material to prepare for a varied troubleshooting experience in a diverse environment.

4. Based upon thorough data and evidence analysis, the 3-4 areas or issues we are most concerned about include:

• Enrollments
• Graduation rates
• Student satisfaction with instruction
• More and newer equipment

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Links to Data

Faculty Website - Program Excellence Webpage

Annual Data and Evidence Analysis 2018-2019

Annual Data and Evidence Analysis 2019-2020