

Western Technical College Program Planning Document - Action Plan

Program/Department Name		Medical Administrative Professional					Date Created	9/27/2017				
Division		Business Division					Date Reviewed	10/8/2018 by Gary Brown				
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
							Capital \$** (\$5,000+)	Capital Description(s)	Operational \$	Operational Description(s)		
							<i>**Remember to review 10-year capital planning items each year prior to finalizing capital request</i>					
2017-18 2018-19	Doing	Collaborate with Health Sciences instructors to improve "C or better course completion" in gate keeper class (Body Structure and Function). Review course offering options.	1-Course Completion	Course completion rates continue to be very low in Body Structure and Function: 2015 (65%); 2016 (73.7%); and 2017 (50%).	Increase course completion in Body Structure and Function (C or better) from 55-65% to 80% in the next year	<ul style="list-style-type: none"> • Early Alert for failing students • Time to meet with Health Science (Body Structure & Function) faculty 					1	<ul style="list-style-type: none"> • Program head – Joan Benson • Faculty for Gatekeeper courses
2017-18 2018-19	Doing	Collaborate with career services, adult learning, K-12 relations, community engagement, and college marketing to create a plan for outreach strategies. Travel to High Schools & Job Fairs.	2-Enrollment Demand	Enrollment declined in 2017 but has increased in 2018.	Increase enrollment in MAP, HOA, and /or HOP programs	Meeting with Career Services (Kim Panzer) and K-12 Relations.					2	Program Head - Joan Benson
2018-19 2019-20	Doing	Update curriculum to keep current with trends and review program name	4-Stakeholder Satisfaction, 2- Enrollment Demand	Updated 106 course competency	All 106 courses have updated competencies	Continue working on courses in WIDS.						Gail Fancher Kim Walsh- Betthausen

Timeline
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Spring 2018
Fall - 2019
Fall - 2019

Standard Costs

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

Capital E

- A capitalized asset is defined as an item with a life expectancy of 2 or more years.
- A set is a group of interrelated items that f
- **Software is capitalized if the cost is over \$ software is an annual license or subscription Accounting Manual (FAM).**

Spree

Line Break Within a Cell	Press Alt an
Change Row Height	Position mc arrow and c
Save Document As	Excel Macro
Enable Content	If promptec

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 p
Solution/Action example: "Update technology: software \$4,000 (operational) and purchase new proje
- If requesting more than one item for capital or operational within the same priority level, list all items in th
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-
- Only select one **Key Result** for each line item
- Only select one **Priority** for each line item; items with different priorities should be entered on separate lir
- Deans and Associate Deans must review and approve this document before items are entered into the An

Equipment Definition

with a purchase price of **\$5,000 or more** per unit or set and

function together, like a computer, monitor and keyboard.

**\$5,000 and it has a useful life of 2 years or more. If the
in fee, it must be expensed per the WTCS Financial**

Spreadsheet User Tips

and Enter keys

mouse over row line so the white cross becomes a double
double click

Macro-Enabled Workbook (*.xlsm)

When you click Enable Content when the document first opens

priority level

Factors \$6,000 (capital)" - Priority 1

in the **Solution/Action** column and total the dollar amount in

dropdown menus; select one at a time

names

Annual Planning Database

Western Technical College Program Planning Document - Data & Evidence

Program/Department Name	Medical Administrative Professional	Date Created	9/27/17
Division	Business Division	Date Reviewed	

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

Data Source: WTCS QRP Data Cube: Successful Course Completion Extracted 8/22/2017
 Successful Course Completion: At least 80% of the courses completed with a "C" or better

- Five program courses that were below 80% completion in 2016 are now at 80% or better.
- Body Structure and Function has been identified as a gatekeeper course. Completion rates with "C" or better are as follows: 2015 (65%); 2016 (73.7%); and 2017 (50%).

Data Source: WTC Comparative Data 2016
 Second Year Retention Rates: Percentage still enrolled or graduated from the program

- Rates increased (41.7% in 2013 to 65.2% in 2015). College average is 55.2%.

Third Year Graduation: Percentage graduating in three years

- Rates increased (16.7% in 2013 to 25.4% in 2015)
- MAP is a new program which began in 2012
- Majority of MAP students are part-time students

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

1. Data Source: Student Learning Outcomes Assessment Spring 2015

- Students comment they do not want such late night classes.
- Lack of campus support not available in evenings
- Child care not available
- Provide internships or job shadows in the certificate and diploma pathways

2. Data Source: Noel Levitz conducted in 2015

- Safety Issues for night students
- Parking concerns for La Crosse students
- Security and lighting

3. Data Source: Medical Admin Club minutes 2016

- Student club activities provide learning opportunities and networking with professionals.

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

- Multiple delivery methods offered: face-to-face, blended, online, and IDL formats.
- IDL courses increase student satisfaction and increase enrollment.
- Field study and practical experience to support and further develop skills.
- Knowledgeable, and involved advisory committee keep the program current and up-to-date.
- Faculty commitment to part-time, evening, and non-traditional students.

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

- Downward trend in course completion rates in gatekeeper classes
- Safety and security issues / parking, lighting, and security
- Classes offered at a convenient time

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Links to Data

<https://facultyresources.westerntc.edu/program-planning-resources/business/>

Annual Data and Evidence Analysis 2018-2019

ENROLLMENT: Due to lower enrollments in past years, the faculty will take a more active role in monitors students enrollments from term-to-term.

GATEKEEPER COURSE: There is a continued concern about the course completion rate of general education gatekeeper course, Body Structure and Function (10-806-120). Using the WTCS Program Performance Dashboard, Body Structure and Function has a completion rate of about 50% over the past four years. A similar completion rate is observed in other WTC schools for the similar programs. However, FVTC offers a different course which has a 90% completion rate. Will investigate other course options to encourage student success, while still offering comparable learning outcomes.

Annual Data and Evidence Analysis 2019-2020