

Western Technical College Program Planning Document - Action Plan

Program/Department Name		Medical Assistant					Date Created	9/29/2017					
Division		Health and Public Safety					Date Reviewed	3/12/2017; 4/24/18					
Academic Year Launched	Doing, Done, Ditch, Delay*	Solution/Action	Key Results	Current Level of Performance	Performance Measurement	Non-Financial Resources Needed	Financial Resources Needed				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	Doing	Coaching sessions – mandatory for students with a grade of 78% or lower for Human Body in Health and Disease.	1-Course Completion	It is voluntary for students and some students do go to coaching sessions, but not routinely.	Mandatory coaching for 100% of the students who falls below 78% grade success plan would outline expectations.	Faculty time and compensation (if needed) outside of the course hours.						Human Body in Health and Disease faculty and Associate Dean of the MA program.	Began Jan 2017 semester Revisit Jan 2018
2017-18	Doing	Meet every semester with admissions personnel to go over MA program declared student lists and clean up enrollment reporting of dropped program students.	2-Enrollment Demand	No formal process currently in place.	Planned meeting towards the end of every semester.	Identify who would be best to meet with in WTC admissions. Could be a part of the program head duties each semester.						MA program chair and the Associate Dean of the MA program. Faculty continue to share student news in team meetings.	Dec 2017 May 2018 August 2018
2017-18	Done, Doing	Improve retention rate collection for WTCS data.	1-Course Completion	No formal process currently in place. We are reporting retention data to our accreditation body and on the MA Program web page from program cohort data	Meet with Institutional Research	Time to research WTCS retention data methods and meeting time with QRP staff at WTC.						MA program chair and Associate Dean of the MA program.	12/1/2017
2018-19	Doing	Continue expansion in order to run a 3rd cohort in Spring 2018. This is in response to increased employer demand for Medical Assistants in La Crosse and regional learning centers.	2-Enrollment Demand	WTCS Grant provided for 2018-2019									
2018-19	Done	Maintain equipment & supplies to support 3rd cohort enrollment & expansion. - \$3,000 Infant stimulator	1-Course Completion	WTCS Grant provided for 2018-2019	Students will have their learning enhanced by additional resources.		\$3000 purchased w grant	Major Equipment					
2018-19	Done	Maintain equipment & supplies to support 3rd cohort enrollment & expansion. - \$3,000 Ultra-sound machine for ABIs	1-Course Completion	WTCS Grant provided for 2018-2019	Students will have their learning enhanced by additional resources.		\$3000 purchased w grant	Major Equipment					
2018-19	Done	Maintain equipment & supplies to support 3rd cohort enrollment & expansion. - \$3,200 Vital Sign Sounds TUTOR with TUTOR modules	1-Course Completion	WTCS Grant provided for 2018-2019	Students will have their learning enhanced by additional resources.		\$3200 purchased w grant	Major Equipment					

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2018-19	Done	Maintain equipment & supplies to support 3rd cohort enrollment & expansion. - \$2,400 Human Body Models	1-Course Completion	WTCS Grant provided for 2018-2019	Students will have their learning enhanced by additional resources.		\$2500 purchased w grant	Major Equipment					
2018-19	Ditch	Explore a MAERB accredited MA program curriculum that can be utilized by clinics for apprenticeship.											
2019-20	Done	Maintain equipment & supplies to support 3rd cohort enrollment & expansion. \$1500-Two Gaumard Mike and Michelle Pediatric Care Simulators-1 year old	1-Course Completion	grant funded	Students will have their learning enhanced by additional resources.			Major Equipment				Joan Miksis	
2019-20	Done	Maintain equipment & supplies to support 3rd cohort enrollment & expansion. \$800-Life/Form Intramuscular Injection Simulator for Ventrogluteal/Dorsogluteal/Vastus Lateralis injections	1-Course Completion	grant funded	Students will have their learning enhanced by additional resources.			Major Equipment				Joan Miksis	
2019-20	Done	Maintain equipment & supplies to support 3rd cohort enrollment & expansion. \$1500-Intramuscular Injection Simulator for IM and SQ injections	1-Course Completion	grant funded	Students will have their learning enhanced by additional resources.			Major Equipment				Joan Miksis	
2019-20	Doing	Maintain equipment & supplies to support 3rd cohort enrollment & expansion. Level 2 program mix=GROW	4-Stakeholder Satisfaction	under budget for program supply needs	supplies will be adequate for instructional needs of 3 cohorts				\$3300 needed in 5230-50900 permanent need	Supplies	2	Joan Miksis	asap
2019-20	Doing	increase printing budget to sustain additional cohort	2-Enrollment Demand	budget too low	printing needs will be met for 3 cohorts				\$400 needed to be added to 5260-50900 permanent need	Other	4	Joan Miksis	asap

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2019-20	Doing	Add adjunct MA instructors to teach an additional section of Human Body and/or other additional MA program course sections in order to meet increased employer demand. Decrease workload overage for FT instructors (consistently at 24+) Level 2 analysis=GROW	2-Enrollment Demand		Improve retention and meet employer demand, adjunct are needed for additional section of MA courses.			\$11,000 permanent need add to 5077-50900	Staffing - Part Time	1	Joan Miksis	asap	
2019-20	Doing	Responding to dropping retention. Success Workshop required for all MA students entering Human Body in Health and Disease. Utilize Academic and Retention Coaches. Faculty will continue with assisting in heavy labs as 2nd faculty	1-Course Completion		Retention will increase and more students will graduate.			\$4000 needed to fund 2nd instructor in CP labs-perm need	Staffing - Part Time	3	Julie Czaplewski	1/1/2019	
2020-21	Doing	Sustain the grant funded full-time MA instructor to teach a third cohort in order to meet increased employer demand. Program mix level 2=GROW	2-Enrollment Demand		Meet employer demand for additional MA graduates by sustaining a 3rd cohort.			\$80000 permanent need July 2020	Staffing - Full Time			fall 2020 college funds to sustain after grant	
2020-21	Doing	sustain the grant funded third cohort in order to meet increased employer demand. Program mix Level 2=GROW	4-Stakeholder Satisfaction		meet clinical needs by increasing travel to enable faculty to supervise 3rd cohort			2000 travel, perm need July 2020	Other				

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 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 Result** 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	Medical Assistant	Date Created	9/29/17
Division	Health and Public Safety	Date Reviewed	3/9/18

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

According to the 2015 Noel Levitz (SSI)

- College shows concerns for individuals + 0.87
- Importance – Quality of instruction is excellent 6.71
- Security staff response quickly responding in an emergency -1.11

Graduate Survey –2015

- Surveys with positive responses (rating of 3, 4, or 5) for affective, psychomotor, and cognitive areas – 22 (100% graduate survey satisfaction)

Blueprint Print for Prosperity Data 2014-2016

- Retention for gate keeper course Human Body in Health and Disease- Power Campus course retention data from Spring 2010-2013 = 144 total students, 118 passed, 13 got a D/F, 13 got an F1 or withdrew

WTCS Comparative Data 2015 vs ARF -Program Retention Survey

- WTCS reported 72.6% over 5-year span (2010-2015) for retention/graduation rate average was 30.6% for 2015
- ARF (Annual Report Form) for accreditation reported 87.6% over 5-year span (2010-2015) for retention/graduation rate was 90.77% for 2015

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

2017 Student Learning Outcomes

- Students like the hands-on learning experience
- Experiences are authentic and job offers can occur during MA Practicum
- Numerous praises of the MA instructors

- o Helped students understand hard concepts
- o Spent extra time with them - coaching

- Length of program
- o 2nd term rushed
- o Too much information and too fast-paced

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

Students' comments from various program surveys

- Development of hands-on-skills
- Instructor knowledge and professionals in the field
- Instructor –student communication/coaching/relationships
- Majority of students obtain a strong career within two terms

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

- Fail rate in Human Body in Health and Disease.

Reported data is inconsistent from WTCS compared to Program Data for retention and graduation rates.

Better communication and understanding of the admission process and program placement in order to “clean” up the enrollment of MA program declared students who are not attending the program.

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Division

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Links to Data

[Faculty Website - Program Excellence](#)

Annual Data and Evidence Analysis 2018-2019

Annual Data and Evidence Analysis 2019-2020