

**Western Technical College Program Planning Document - Action Plan**

Program/Department Name		Surgical Tech & Central Service					Date Created		9/27/2017				
Division		Health and Public Safety					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)			
<i>*Doing, Done, Ditch, Delay only applies to current or past items. Leave column blank for future items.</i>							<i>**Remember to review 10-year capital planning items each year prior to finalizing capital request.</i>						
2017-18		Explore marketing options for reaching larger audience. Educate about the profession and increase interest (Youtube, Instagram, visuals, etc)		*Not currently using social media to recruit *Max 16/cohort. Downward trend in 3 yr *2015-16 = 15 students *2016-17 = 9 students *2017-18= 10 students	18-19 academic year (fall start) with additional program prep students.	• Campus support, K-12 relations, further direction, skills to effectively complete this type of marketing to all perspective students						Chuck Gillette Steve Thompson	Start Fall 2017
2017-18		Encourage students to attend weekly coaching hours per policy or success plan to accelerate skills that need improvement		*Currently offering set coaching hours. Last years coaching hours had low attendance. *With increased lab technical skills being introduced, an increase in student attendance to coaching hours will improve skill	Maintain student success and retention through fall courses Graduation success threshold is 60% and above (accreditation). • 2015 grad % = 26% • 2016 grad % = 87% • 2017 grad % = 60% • 2017 grad % = 50% (CS)						Jillian Berndt	Fall 2017 start  August 2018 review graduate success	
2018-19		Discuss student benefits and site availability regarding regional placement during the Clinical 4 Timeline.											
2018-19		Update and integrate specialty procedure equipment for student prep and practice as it relates to Surgical Interventions 1 and 2.			Students relate/practice with lab instrumentation in safe/correct manner		\$ 2,500	Major Equipment			1		
2018-19		Implement any system-wide modifications as result of June 2017 state called meeting, along with any accreditation updates or standards changes											
2018-19		Re-Implement our teaching assistant - TA to maintain teaching ratio – Intro to Surgical Tech			Assist with compliance with ARC-STSA regarding 10:1 Ratio				\$ 2,500	Staffing - Part Time	2		

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2018-19		Attend national conference to stay current in advances within surgical technology/instructor education Total - \$1700 - Conference cost \$350 - Travel/hotel \$1,000			Compliance with out of OR education requirements of licensing and accreditation			\$ 1,350	Training, Travel	3			
2018-19		Continued placement, as appropriate, will increase regional site satisfaction. Take into account challenges and benefits to students/staff/regional partners	4-Stakeholder Satisfaction		Results from annual reporting surveys of employers. Number and success rate of students at regional clinical sites.								