

PET FORM
Planning and Evaluation Tracking
(2011-2012 Assessment Period)

Division of: Health Sciences

Person Responsible for this Division: Bill Crawford

Department of: Mortuary Science

Person Responsible for this Form: Scott Rankin

Purpose Statement (With Last Updated Date): **The Amarillo College Mortuary Science Department is committed to provide the funeral service industry with entry level funeral service professionals with a comprehensive program that enables proof of competency via didactic and clinical curriculum, which complies with all of the requirements of the Texas Funeral Service Commission (licensing agency) and the American Board of Funeral Service Education (accrediting agency)(Last Reviewed: Fall 2011).**

Goal Statement #1: Guide students to pass the National Board Examination for licensure.

Outcome/Objective Statement

(Be sure to include audience, behavior, conditions, degree/benchmark, and evaluation method):

STANDARD: 75% of students will score 75% or higher on both Arts and Sciences sections of the NBE on first attempt.

TOOL: Completed exam scores are collected by the program director each December. The program director has developed a spread sheet analysis that identifies areas of weakness.

• Results (Provide Numbers and Percentages for Quantitative Data)

From January 1, 2010 through December 31, 2010, the total number of NBE takers was 10, with 8 passing the Arts section of the NBE 75% or better first attempt and 9 passing the Sciences section 75% or better first attempt. This was a combined pass rate for first time takers of 83%. The pass rates in the past have been combined, but are now separated by Arts and Sciences.

• Analysis

- Provide Previous Data/Result Analysis

(Include if benchmark was met and how results relate to outcome statement):

Standard was exceeded; this was a huge improvement over the 66% pass rate from 2009.

Comparing individual sections for 2009 and 2010 year Microbiology has been identified as an area of concern having a 61% average pass rate. In addition Restorative Art scores dropped just below 75%.

• Improvements

- List any Improvements Made in the **2010-2011** (Last Academic) Year Based on the **2009-2010** PET Results: Dr. Nicole Dolby began developing a new course titled Workplace Microbiology during the 2010-2011 specifically geared toward Mortuary Science students and what they need to know.
- Evaluate Why Improvements Were Successful/Were Not Successful:
- Provide the Budget Information Needed to Make Past Improvements (Cost/Details): N/A

- Recommendations/Actions for 2011-2012
 - Person Responsible (Who will complete the action?):
Dr. Nicole Dolby (Workplace Microbiology) and Scott Rankin (Restorative Arts – Spring 2012)
 - Action Plan:
A new course is being developed by Dr. Nicole Dolby specifically geared toward Mortuary Science students and what they need to know. This class will be offered the first time Spring 2012. Restorative Art class is taught by the program director and has been given an upgrade Spring of 2011 which will continue Summer of 2011. Restorative Art is only taught in the spring. These courses will be monitored closely and reported on the next appropriate PET form.
 - Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date):
 - Budget Information Needed for Future Action (Cost/Details): N/A
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Goal Statement #2: (New goal as of 2011-12. Complete data will begin in 2012-2013)

Automatically award credentials to those students who qualify (AC Strategic Plan through 2015: Strategy 1.6).

Outcome/Objective Statement

(Be sure to include audience, behavior, conditions, degree/benchmark, and evaluation method):

Students within the Mortuary Science program will be awarded a Certificate and/or a degree upon successful completion of program requirements. After programming modifications, Colleague will provide a list to the Registrar's Office of students who have successfully completed a degree or certificate. (AC Strategic Plan through 2015: Task 1.6.1.1.1)

- Results (Provide Numbers and Percentages for Quantitative Data)
 - **2009-2010 Data:**
As new program director, I am unable to gather complete numbers but will in future reports.
MRTS.CERT – 17 awarded and MRTS.AAS – 6 awarded
 - **2010-2011 Data:**
As new program director, I am unable to gather complete numbers but will in future reports.
MRTS.CERT – 20 awarded and MRTS.AAS – 8 awarded
- Analysis
 - Provide Previous Data/Result Analysis
(Include if benchmark was met and how results relate to outcome statement):
- Improvements
 - List any Improvements Made in the **2010-2011** (Last Academic) Year Based on the **2009-2010** PET Results:
Due to new position as program director I am unable to list detailed improvements. However, the former program director did make improvements each semester to enable students with a better opportunity to succeed.
 - Evaluate Why Improvements Were Successful/Were Not Successful:
Improvements in number of completers can be related to the new program requirements put in place by the former program director through the accreditation process as well as increased enrollment due to receiving accreditation.
 - Provide the Budget Information Needed to Make Past Improvements (Cost/Details): N/A

- Recommendations/Actions for 2011-2012
 - Person Responsible (Who will complete the action?):
Scott Rankin
 - Action Plan:
Monitor each semester and record and keep data of those successful completing MRTS.CERT and/or MRTS.AAS programs. Compare those numbers each semester to the number of students enrolled in each program. Possibility of tracking each student throughout the program to gain a more accurate average length of complete time.
 - Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date):
Data will be compiled from Fall, Spring and Summer semester of a catalog year to give an accurate number of completions for the year.
 - Budget Information Needed for Future Action (Cost/Details): N/A
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Goal Statement #3: (New goal as of 2011-12. Data will begin in 2012-13)

“No Excuses” Goals: Goal #4 – Complete courses with a grade of C or better.

Outcome/Objective Statement

(Be sure to include audience, behavior, conditions, degree/benchmark, and evaluation method):

MRTS students will successfully achieve a minimum score of 75% (Grade of C) to receive MRTS course credit.

Additional Information

MRTS students who successfully meet all requirements of the MRTS.AAS program are required and certified to sit for the Arts and Sciences portions of the National Board Exam (NBE). A minimum score of 75% is needed to pass each section. To increase student awareness, standards and expectations, a new grading scale for all MRTS courses was put in place beginning Fall 2011. The minimum overall point total for a student to receive a C was raised from 70 to 75. To receive credit for a MRTS course, a student must make a C or better. We will look to see if number of students failing one or more MRTS courses increases or decreases. In addition, we can compare a student’s National Board Exam scores to their overall average of MRTS courses to see if they are closely related.

- Results (Provide Numbers and Percentages for Quantitative Data)
 - **2009-2010 Data:** Numbers = ____ out of ____ and Percentage =s ____%
(New goal, no data to report)
 - **2010-2011 Data:** Numbers = ____ out of ____ and Percentage =s ____%
(New goal, no data to report)
- Analysis
 - Provide Previous Data/Result Analysis
(Include if benchmark was met and how results relate to outcome statement):
- Improvements
 - List any Improvements Made in the **2010-2011** (Last Academic) Year Based on the **2009-2010** PET Results:
To increase student awareness, standards and expectations, a new grading scale for all MRTS courses was put in place beginning Fall 2011. The minimum overall point total for a student to receive a C was raised from 70 to 75.

- Evaluate Why Improvements Were Successful/Were Not Successful
 - Provide the Budget Information Needed to Make Past Improvements (Cost/Details): N/A
 - Recommendations/Actions for 2011-2012
 - Person Responsible (Who will complete the action?):
Scott Rankin (Program Director) with the assistance of the course instructors.
 - Action Plan:
Monitor MRTS courses grades closer each semester. Require instructors to report (when grades are due at the end of each semester) to the program director the following: how many students (a) made 75 or better, (b) made between 70-75 and (c) below a 70.
 - Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date):
Implementation of the action plan will begin Fall 2011.
 - Budget Information Needed for Future Action (Cost/Details): N/A
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