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Follow-up Response  
Form for Response to External Review  
Committee  
Instructional

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|  |                                       |
|--|---------------------------------------|
| Name of Division:  | Allied Health                         |
| Name of Department:                                      | Occupational Therapy Assistant        |
| Name of Program:   | Occupational Therapy Assistant        |
| This Program Review is being conducted during year:      | 2007-2008                             |
| Names of Staff or Faculty Completing Follow-Up Response: | Sheree Hilliard Talkington, M.A., OTR |

**I. Program's/Department's Purpose**

State the purpose of the program/department. How is this purpose within the mission of Amarillo College?

Amarillo College's Occupational Therapy Assistant program is dedicated to providing a rich education and training experience to persons from a diverse population. Upon completion of the educational program, graduates will be able to provide entry level occupational therapy assistant services in a large service area to their chosen community enhancing the quality of life for the persons they treat. Through a curriculum filled with opportunities to develop an understanding of human functioning, therapeutic interventions, and critical thinking skills, students will be prepared to work in a variety of interesting environments supporting their quest to become lifelong learners.

This statement of mission, or purpose, is in agreement with the mission of Amarillo College in the areas of diverse populations educated and served,

providing education, and providing community service through graduation of students to enhance the quality of life for persons in the service area.

Does the answer include a purpose statement for the office/department?  
Does the answer indicate how this office/department is within the mission of Amarillo College?

Acceptable

LPW

#### Followup Response

NO ANSWER

When was the last time the program's/department's purpose statement was reviewed/revised by faculty and staff in the program/department?

June 19, 2006

Does the answer indicate the last time the program's/department's purpose statement was reviewed/revised by faculty and staff in the program/department? Does the answer indicate how this program/department is within the mission of Amarillo College? within the mission of Amarillo College?

Acceptable

Concern

A link to the evidence for this date would make it much easier for the accreditation team to validate. LPW

#### Followup Response

NO ANSWER

If the program/department offers continuing education credits, how are these courses consistent with the mission of Amarillo College?

OTA does not offer continuing ed courses at this time. Project they will be offered summer 2008 or spring 2009.

Does the program/department offer continuing education credits? Does the answer indicate how these courses are consistent with the mission of Amarillo College?

Acceptable

Concern

However at this writing it is the middle of the Summer 2008. An update to this would seem appropriate. LPW

#### Followup Response

NO ANSWER

Does the program have admissions policies?

Where are the policies published?

Admission policies are published in an application packet which is located in multiple places. The division office makes available copies of the admission packet as does the bookcase outside the OTA lab, the West campus advisor Cheri Clifton, both faculty members, and the INTERNET OTA site left menu bar.

Are all the locations where the policies are published included in the answer?

Unacceptable

Concern

This could use expanding with more detail

#### Followup Response

This program review occurred 4 years ago. For print copy of the 2010-11 ACOTE accreditation self study and results, please call 806-354-6079.

E.) Explain how these policies are consistent with the mission of Amarillo College.

AC is dedicated to providing education to a diverse population. The OTA program admits students based on criteria which are academic and service area related including GPA and observations of the profession in the community.

Does the explanation of how the policies are consistent with the mission of Amarillo College appear to be accurate?

Acceptable

Concern

This could use expanding with more detail

#### Followup Response

NO ANSWER

F.) Is the program/department accredited?

Which agencies or organizations accredit the department/program?

American Occupational Therapy Association's Accreditation Council of Occupational Therapy Education

Are the complete names of the agencies or organizations which accredit the department/program cited?

Unacceptable

Recommendation

We need a link to this evidence and a link to the websites of these agencies would be excellent. DJH

#### Followup Response

This program review occurred 4 years ago. For print copy of the 2010-11 ACOTE accreditation self study and results, please call

806-354-6079.

G.) How many years are in the accreditation cycle?

10

How many years are in the accreditation cycle?

Acceptable

Concern

A link to the evidence would be needed here. DJH

Followup Response

NO ANSWER

H.) When were the accreditations affirmed or granted?

2000

When were the accreditations affirmed or granted?

Acceptable

Concern

null

Followup Response

NO ANSWER

I.) What is the current status of the accreditation?

Accredited

Are the current statuses of the accreditations identified (e.g. accredited, in process of renewal, in process of candidacy, other)?

Unacceptable

Recommendation

null

If not required, is the program eligible for accreditation?

Concern

null

Acceptable

Has this program/department sought accreditation even though it is not required (e.g. yes; If no, explain)?

Acceptable

Concern

null

Followup Response

NO ANSWER

J.) Is this program/discipline required to receive approval from an external agency or organization (other than the Texas Higher Education Coordinating Board) in order to offer courses?

Identify the external approver(s) for the department/program.

IF the program/discipline is required to receive approval from an external

agency or organization (other than the Texas Higher Education Coordinating Board) in order to offer courses, was (were) the external approver(s) for the department/program identified?

Unacceptable

Recommendation

null

#### Followup Response

This program review occurred 4 years ago. For print copy of the 2010-11 ACOTE accreditation self study and results, please call 806-354-6079.

K.) What approval schedule is required by the external approver(s)?

Was the approval schedule required by the external approver(s) identified?

Acceptable

Concern

null

#### Followup Response

NO ANSWER

L.) When did the program/department last receive approval?

When did the program/department last receive approval?

Acceptable

Concern

Based on previous answer if approvals are not needed then and NA here would be appropriate. LPW

Is the reason why the program/department is required to receive this approval clear?

Acceptable

Concern

null

#### Followup Response

NO ANSWER

## **II. Program's/Department's Improvements based on Planning, Evaluation and Assessment**

Identify at least one example of an improvement/revision which resulted from the annual PET forms for the last five years.

A program Web site developed.

After reviewing at least one example of improvements/revisions that resulted from the annual PET forms for the last five years, determine the extent that this program/department has used the PET forms to make improvements/revisions. Does this meet the minimum expectations for using PET forms to make improvements/revisions to the program/department?

The PET form shows no results for this goal. There are other goals on the form that show results and a more of a picture of improvement or revision. LPW

Recommendation

Followup Response

This program review occurred 4 years ago. For print copy of the 2010-11 ACOTE accreditation self study and results, please call 806-354-6079.

Identify at least one example of improvements/revisions which resulted from the last Program Review.

At the time of the last program review, this director was not employed by Amarillo College and therefore can not answer this item. There are no records or documentation to provide an answer to this item.

After reviewing at least one example of improvements/revisions that resulted from the last Program Review, determine the extent to which this program/department values the Program Review process to make improvements/revisions.

Unacceptable

Recommendation

Question was not answered. Surely there is a copy of the results of the last Program Review at AC. Most likely there are faculty or staff working here that were here during the review and have knowledge of changes made since that review. LPW

Followup Response

This program review occurred 4 years ago. For print copy of the 2010-11 ACOTE accreditation self study and results, please call 806-354-6079.

Identify all the delivery approaches used for courses within this program/department: (Select all that apply).

traditional classroom

After reviewing all delivery approaches for courses within this program/department, is this program positioned for growth? Does the committee have recommendations for delivery options which will provide additional growth?

Traditional classroom, Video, Web, Interactive TV (ITV)

After reviewing at least one example of improvements/revisions that is a response to accomplish a strategy or tactical objective within the Strategic Plan 2010-2015, determine the extent to which this program/department has contributed to the implementation success of the Strategic Plan? Does this department/program understand how it relates to the institution's future based on the Strategic Plan?

Unacceptable

Recommendation

All means of delivery will position the program for growth. LPW

NOTE: first blue area is the question to be considered here. Second blue question is repeating the following blue question. LPW

#### Followup Response

This program review occurred 4 years ago. For print copy of the 2010-11 ACOTE accreditation self study and results, please call 806-354-6079.

Identify at least one example of an improvement/revision that is a response to accomplish a strategy or tactical objective within the Strategic Plan 2010-2015.

Deliver one OTA course via computer related to AC strategic plan item # 1.1.1 which is to offer complete degree programs for on-line delivery.

After reviewing at least one example of improvements/revisions that is a response to accomplish a strategy or tactical objective within the Strategic Plan 2010-2015, determine the extent to which this program/department has contributed to the implementation success of the Strategic Plan? Does this department/program understand how it relates to the institution's future based on the Strategic Plan?

Acceptable

Concern

In a previous question "Identify all the delivery approaches used for courses within this program/department:" the answer was only Traditional classrooms. Wouldn't it be good to reinforce this by adding Web to that answer. LPW

Does this Committee have recommendations as to how this program/department may contribute to the implementation of the Strategic Plan?

Acceptable

Concern

#### Followup Response

NO ANSWER

Provide names and titles of those who determined the process used to assess outcomes of the program and/or courses in the department.

The names and title of the person who determined the process used to assess outcomes of the program and/or courses in the department is Sheree Hilliard Talkington, M.A., OTR, Director Occupational Therapy Assistant Program.

Has the program/department had a broad base of involvement from a majority of faculty and staff with the program/department regarding implementation of student learning outcomes of the program(s) (or department) and courses? What recommendations does the committee have for increasing involvement?

Unacceptable

Recommendation

This answer gives no indication that any faculty or staff is involved in the process. Recommendation is that more of the department is brought into the process. LPW

Followup Response

This program review occurred 4 years ago. For print copy of the 2010-11 ACOTE accreditation self study and results, please call 806-354-6079.

Explain the primary reasons behind the competencies that were selected.

The primary reasons behind the competencies that were selected is that they are directly related to the Amarillo College strategic plan, ACOTE standards, or were suggested by academic sources.

Do the selected competencies appear to be valid?

Acceptable

Concern

Have no idea what these competencies are therefore no way to evaluate if they are indeed valid. LPW

Followup Response

NO ANSWER

Identify the primary reasons for the assessment tool(s) selected.

The primary reasons for the assessment tool(s) selected are based on common use across OTA programs in the United States.

Will the assessment tool(s) selected provide valid and reliable results?

Acceptable



Concern

Have no idea what these tools are therefore no way to evaluate if they are indeed valid. LPW

Followup Response

NO ANSWER

Evaluate the assessment approaches to date.

The outcomes of the program and/or courses in the department using per cent recordings is adequate (pass rate, graduation rate, retention rate). The PET form for a yearly use is weak and that is why this program director developed in agreement with a consultant a 5 year PET plan articulating item per item with the AC strategic plan.

Using a bell curve to determine the outcomes in a course is not realistic and should not be the standard for the program. Some cohorts are very strong and others are weak. Expecting all to achieve a bell curve in courses does not reflect learning.

Evaluate the assessment approaches to date.

Followup Response

NO ANSWER

For student or program/course outcome assessments, review the program's/department's five-year graph(s) of quantitative results or provide a brief narrative summary of qualitative results.

YEAR Pass rate

2002 unknown

2003 100%

2004 67%

2005 100%

2006 90%

2007 88%

Review the program's/department's five-year graph(s) of quantitative results for student or program/course outcome assessments, or provide a brief narrative summary of qualitative results.

Acceptable

Followup Response

NO ANSWER

Review the five-year graph(s) of course completions for the program/department. 1. Explain any increase or decrease that is more than a one-year anomaly.

What changes have been made in the curricula of the program/department because of the analysis of these results?

A new program director was hired in the fall of 2004. Since that time the pass rate has increased from 67% to an average of 93%.

Have any changes been made in the curricula because of the analysis of these results?

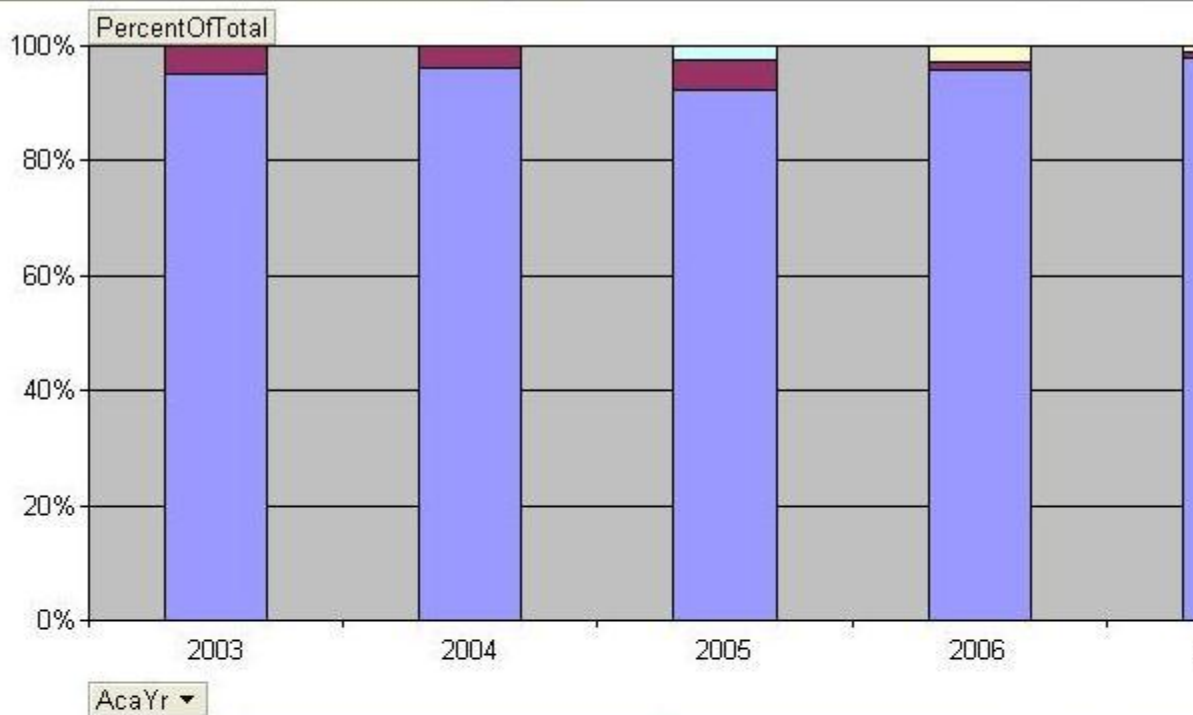
Unacceptable

Concern

While this increase has happened since the hiring of the new director, the question would be better served if there were indications of what the new director implemented to bring about the increase. LPW

Followup Response

NO ANSWER



| PivotTable1 |                |                |                |                |       |
|-------------|----------------|----------------|----------------|----------------|-------|
| DT_DEPT ▾   | TermType ▾     | AcaYrs ▾       |                |                |       |
| OTHA        | Fall           | All            |                |                |       |
|             | GradeCatg ▾    |                |                |                |       |
|             | A-C            | AU-W           | D-F            | Other          | Grand |
|             | + -            | + -            | + -            | + -            | + -   |
| AcaYr ▾     | PercentOfTotal | PercentOfTotal | PercentOfTotal | PercentOfTotal | Perce |
| 2003        | 20             | 1              |                |                |       |
| 2004        | 24             | 1              |                |                |       |
| 2005        | 36             | 2              |                |                | 1     |
| 2006        | 71             | 1              |                | 2              |       |
| 2007        | 94             | 1              |                | 1              |       |
| Grand Total | 245            | 6              |                | 3              | 1     |

In 2003, enrollment was at an all time low. In 2005 the program moved the entry time from spring semester to fall. For 2005 there were freshman students enrolled in January (10-13) and again in August(10-13 more students). This resulted in a high number of courses being repeated in a short time in the OTA curriculum.

Does the review of the five-year graph(s) of course completions demonstrate the use of analysis to implement a plan of action for retention? Is the analysis of any increase or decrease that is more than a one-year anomaly accurate?

Acceptable

Concern

Followup Response

NO ANSWER

Provide the program's/department's plan of action for improving any identified problem or results from the implementation of the plan of action.

None needed.

Will the plan of action likely improve the number of course completers?

Acceptable

Concern

There is no way for reader to evaluate this. LPW

Followup Response

NO ANSWER

Does the program/department provide for alternative methods of awarding credit? (Select all that apply).

Has the program/department provided for alternative methods of awarding credit? If not, which alternative methods would be recommended?

What approaches are used to assure outcomes are comparable to those expected of students who enrolled and completed the course?

Acceptable

Concern

There is no way for reader to evaluate this. LPW

Followup Response

This program review occurred 4 years ago. For print copy of the 2010-11 ACOTE accreditation self study and results, please call 806-354-6079.

For general education and/or core curriculum required by this program/department, identify the relevant competencies approved by the Academic Affairs Committee (See Catalog section entitled Degrees and Certificates: General Education Competencies).

Admission/application requirements - specific to the OTA program in agreement with the admission policies of the college and similar to other Allied Health programs.

Completion of the curriculum for the major and degree including 60 semester hours, general education requirements as specified, and completion of course competencies as established in the

syllabus.

### Minimum GPA of 2.0

Have all relevant competencies for general education and/or core curriculum been identified for this program/department? If not, which are obviously a part of this program/department's general education competencies?

Unacceptable

Recommendation

The question was asking the program to identify the relevant competencies approved by the Academic Affairs Committee not to cut and paste the section from the catalog. Competencies should be listed. Examples:

Communication Skills

Ethics, Integrity & Diversity

critical thinking, problem solving

etc. LPW

### Followup Response

This program review occurred 4 years ago. For print copy of the 2010-11 ACOTE accreditation self study and results, please call 806-354-6079.

Explain how outcomes for the competencies have been assessed and achieved and provide links to the documentation.

Application portfolios are reviewed for exact content related to admission to the college and the practice of occupational therapy. Admission criteria are assessed annually to determine compatibility with ACOTE requirements and reporting.

The registrar's office determines eligibility to graduate. The student must meet the degree plan requirements which reflect a minimum of 72 hours for the degree including gen ed. The registrar's office also determines the minimum GPA.

Course competencies are assessed through the first time pass rate on the certification exam as well as employer and new grad surveys.

Is the explanation of assessment approach(es) for general education competencies (outcomes) thorough? Is the analysis of the results accurate?

Have links to documentation which verify the assessment results been included?

Acceptable

Concern

Provide the links to the documentation. LPW

Followup Response

NO ANSWER

Outline a plan for correcting any weaknesses.

At present all of the assessments in place are adequate.

If assessment results and analysis are included, is there a plan for correcting any weaknesses included?

Acceptable

Concern

How does the reader verify this? LPW

Followup Response

NO ANSWER

Do students/graduates in this program/department have to be certified or licensed?

Review the results for certification/licensure results of the program/department and/or job placement for the past five years. Explain any increase or decrease that is more than one-year anomaly.

Statistics are not available for 2002 or 2003. In 2004 the pass rate was reported at 67%. In 2004 of the graduating OTA majors, only 1 of the 5 passed the national certification exam for a total of 20%. There is not an increase or decrease greater than a one-year anomaly.

Provide a plan of action for the identified problem.

No plan is needed.

IF students/graduates in this program/department have to be certified or licensed, do the results over the past five-years indicate that certification/licensure have been equal to or greater than the average of the past five-years AND/OR equal to the statewide or national benchmark for this certification/licensure? IF NOT, does the analysis and plan of action appear that the program/department has thoroughly reviewed the problem?

Unacceptable

Recommendation

The first question was not answered. A 1 in 5 pass rate for certification would appear to warrant a plan of action be identified even for one year.

Current year is 2008 have there been no statistics since 2004? LPW

Is the program's/department's plan of action for improving any identified problem or results likely to improve the certification/licensure results? Did program/department explain any increase or decrease that is more than a one-year anomaly? Does the plan correct any weaknesses included? If not, what is missing?

Acceptable

Concern

Based on no plan rational provided. However the statistics used appear to be stale and useless. LPW

Followup Response

NO ANSWER

R.) IF the department or program offers one or more technical programs (Associate in Applied Science or Certificates), has the program/department included an explanation of the job placement success during the past five years AND are these results at least equal to the statewide annual benchmark (90%)? Is the analysis of any increase or decrease that is more than a one-year anomaly accurate?

There is not an increase or decrease greater than a one-year anomaly.

IF the department or program offers one or more technical programs (Associate in Applied Science or Certificates), has the program/department included an explanation of the job placement success during the past five years? Is the analysis of any increase or decrease that is more than a one-year anomaly accurate?

Unacceptable

Recommendation

Again the initial question is not answered. LPW

Followup Response

This program review occurred 4 years ago. For print copy of the 2010-11 ACOTE accreditation self study and results, please call 806-354-6079.

S.) Provide a plan of action for the identified problem.

No plan is needed.

Is the program's/department's plan of action for improving any identified problem or results likely to improve the job placement rate for graduates of the technical program(s)?

Unacceptable

Recommendation

No way to evaluate this since original question was not answered. LPW

#### Followup Response

This program review occurred 4 years ago. For print copy of the 2010-11 ACOTE accreditation self study and results, please call 806-354-6079.

### III. Curricula

Does the program/department have affiliation(s)/agreement(s)/contract(s) with any other entity for the purpose of delivering instructional content?

Review the affiliation(s)/agreement(s)/contract(s), consider Amarillo College's mission, and then make a recommendation to: Provide an analysis of the review.

Contracts in place with a variety of clinical sites reveals that the student, college and health care site are all considered important factors in the contract.

If the program/department has affiliation(s)/agreement(s) with any other entity for the purpose of delivering instructional content, do these affiliations/agreements make it clear that Amarillo College maintains the responsibility for controlling all aspects of the educational program? Has the College ensured the quality of the program with these affiliations/agreements? If so, how? What is the schedule for reviewing the quality of these programs? Has the College ensured that programs remain with Amarillo College's mission?

Unacceptable

Recommendation

Questions was not answered. LPW

#### Followup Response

This program review occurred 4 years ago. For print copy of the 2010-11 ACOTE accreditation self study and results, please call 806-354-6079.

How many curricula changes were approved by the Academic Affairs Committee during the past five years?

3

Which steps in the curricula change process had faculty involvement prior to submitting the curricula proposal(s) to the Academic Affairs Committee?

All steps in the curricula change process had faculty involvement prior to submitting the curricula proposals. In years when only one



faculty member was employed, it was the sole responsibility of the program director to prepare and submit revisions.

Was the departmental faculty involvement documented and broad in representation? If not, what steps within curricula change process should have had more proof of greater departmental faculty involvement? Is the primary responsibility for curricula changes under the control of faculty? Does the program have a qualified faculty member in charge of the program's coordination and curriculum development?

Unacceptable

Recommendation

Need verification of this answer. Links would be appreciated. LPW

#### Followup Response

This program review occurred 4 years ago. For print copy of the 2010-11 ACOTE accreditation self study and results, please call 806-354-6079.

Is any program within the department a technical program (e.g. AAS or certificate)?

When was the last Advisory Committee meeting?

April 2007

Provide a link to the minutes of the last Advisory Committee(s) minutes in the Electronic Archives.

<http://acmail.actx.edu/servlet/webacc?action=Item.Read&User.cotext=lq5lyfPm1ih6kr9Ci9&Item.drn=19279z3z0&merge=msgitem&Url.Folder.type=Folder.UNIVERSAL&z=3>

Provide a link to the appropriate committee membership of the Advisory Committee(s) in the Electronic Archives.

[http://www.actx.edu/archives/files/uplink/Allied\\_Health\\_Advisory\\_Committees\\_Membership\\_2007\\_2008.pdf](http://www.actx.edu/archives/files/uplink/Allied_Health_Advisory_Committees_Membership_2007_2008.pdf)

If the department offers an AAS and/or certificate, do the minutes of the Advisory Committee prove that the curricula for each program is appropriate to the degree and/or certificate? Has the Advisory Committee been consulted in designing each degree and certificate? Has the Advisory Committee met at least once a year and been provided ample opportunity to guide the faculty in curricula changes?

Unacceptable

Recommendation

First question not answered again. The first hyperlink only brings up the readers email. Second one works and proves the usefulness of hyperlinking validations. LPW

Is the membership of the Advisory Committee broad enough to provide the

scope of advice necessary for input on curricula? If not, what changes are recommended to the program/department?

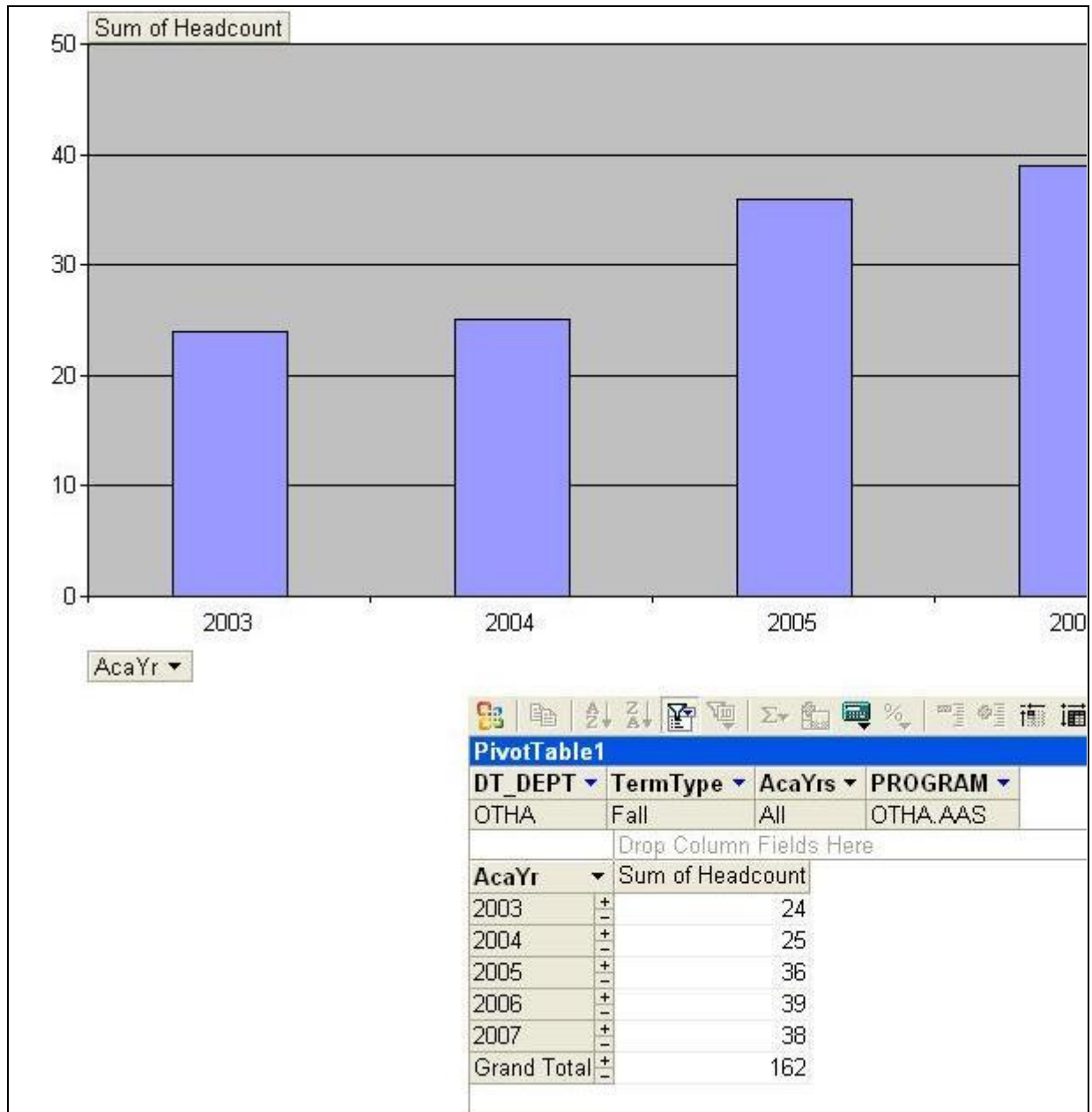
Acceptable

Followup Response

NO ANSWER

#### **IV. Enrollment Data**

After receiving the data indicating the number of students enrolled in the program/department, by total students, number of full-time equivalents, and number of completers, determine if there is more than a one-year anomaly.



There There is not an increase or decrease creating more than a one-year anomaly.

In 2003, enrollment was at an all time low. In 2005 the program moved the entry time from spring semester to fall. For 2005 there were freshman students enrolled in January (10-13) and again in August(10-13 more students). This resulted in a high number of students in the OTA curriculum.

Does the analysis by the faculty and staff of this data address any obvious

problems/declining statistics?

Acceptable

Followup Response

NO ANSWER

Create an action plan for needed improvement and commendation for any dramatic improvement.

The enrollment increased from a low in 2003-04 to a consistently higher level by 2007. This is the result of recruiting efforts at many levels at Amarillo College including the new program director, Allied Health Chair, and marketing.

Does the action plan or commendation address the problem addressed within the analysis? Does it appear that implementation of the action plan will resolve the problem and correct the decline?

Acceptable

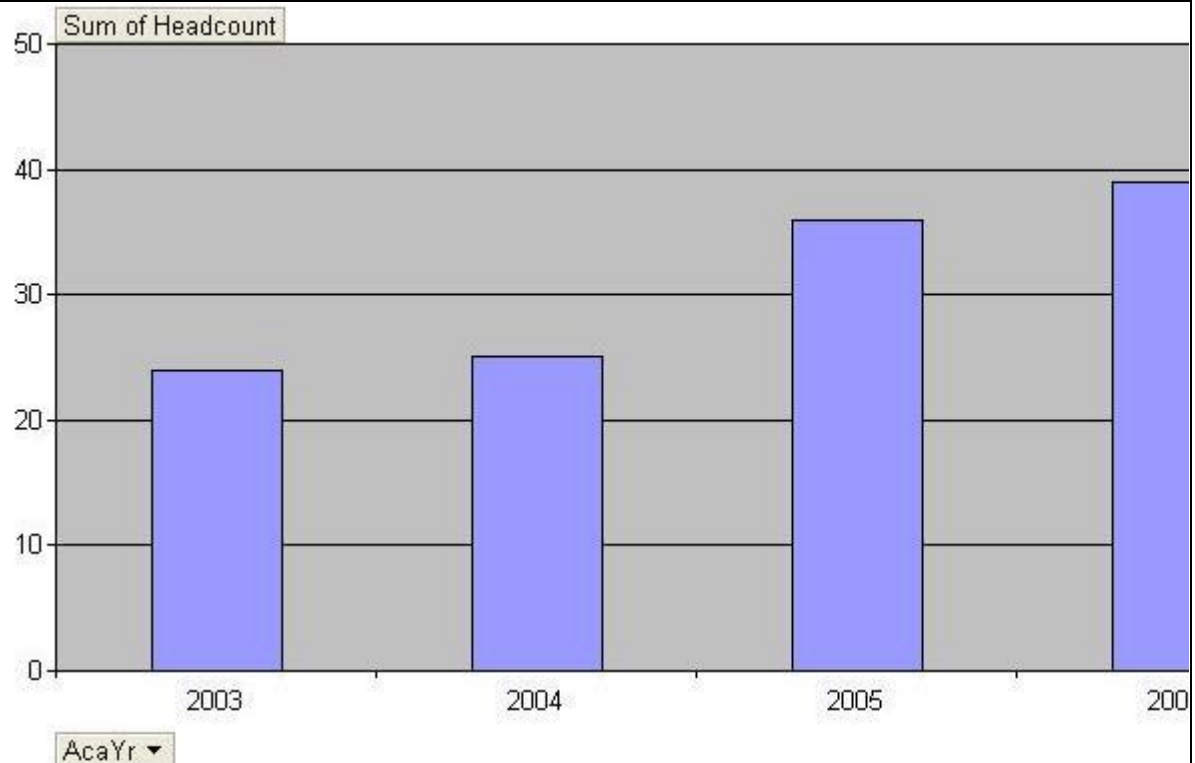
Does the External Review Committee have any other analysis or recommendations for increasing enrollments based on the program/department's data?

Acceptable

Followup Response

NO ANSWER

For programs/departments with majors, review the graphs of program majors and the number of new majors by year. 1. Provide an analysis of the program's/department's faculty.



| PivotTable1             |                  |        |          |
|-------------------------|------------------|--------|----------|
| DT_DEPT                 | TermType         | AcaYrs | PROGRAM  |
| OTHA                    | Fall             | All    | OTHA.AAS |
| Drop Column Fields Here |                  |        |          |
| AcaYr                   | Sum of Headcount |        |          |
| 2003                    | 24               |        |          |
| 2004                    | 25               |        |          |
| 2005                    | 36               |        |          |
| 2006                    | 39               |        |          |
| 2007                    | 38               |        |          |
| Grand Total             | 162              |        |          |

There is not an increase or decrease creating more than a one-year anomaly.

Does the analysis by the faculty and staff of this data address any obvious problems/declining statistics regarding students enrolled as majors within the program/department? Does the action plan or commendation address the problem addressed within the analysis? Does it appear that implementation of the action plan will resolve the problem and correct the decline? Does the External Review Committee have any other analysis or recommendations for increasing the number of students majoring in this program/department based on this program's/department's data?

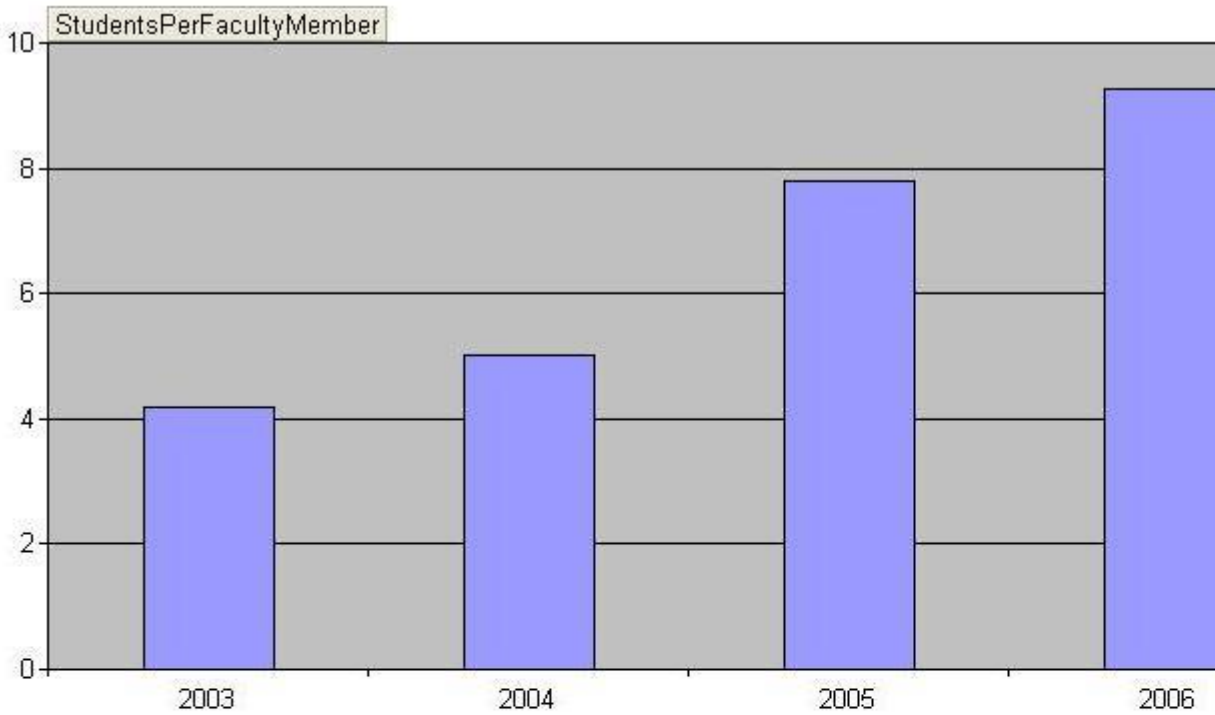
Acceptable

Followup Response

NO ANSWER

## V. Resources

Faculty 1.) Review the five-year graph(s) of the student to faculty ratio in the program/department. a. Explain any increase or decrease that is more than a one-year anomaly.



AcaYr ▼

|                         |                          |          |           |
|-------------------------|--------------------------|----------|-----------|
| PivotTable1             |                          |          |           |
| DT_DEPT ▼               | TermType ▼               | AcaYrs ▼ |           |
| OTHA                    | Fall                     | All      |           |
| Drop Column Fields Here |                          |          |           |
| AcaYr ▼                 | StudentsPerFacultyMember |          |           |
| 2003                    | +                        | -        | 4.2       |
| 2004                    | +                        | -        | 5         |
| 2005                    | +                        | -        | 7.8       |
| 2006                    | +                        | -        | 9.25      |
| 2007                    | +                        | -        | 8.7272727 |
| Grand Total             | +                        | -        | 7.5       |

Does the analysis by the faculty and staff of this data address any obvious problems/declining statistics regarding student-to-faculty ratio within this program/department?

Unacceptable

Recommendation

The graph is fine but there is no analysis given. LPW

#### Followup Response

This program review occurred 4 years ago. For print copy of the 2010-11 ACOTE accreditation self study and results, please call 806-354-6079.

Provide an action plan for improvement of any identified problem.

Does the action plan or commendation address the problem addressed within the analysis? Does it appear that implementation of the action plan will resolve the problem and correct the decline? Does the External Review Committee have any other analysis or recommendations regarding student-to-faculty ratio within this program/department?

Acceptable

#### Followup Response

NO ANSWER

In the database for Roster of Instructional Staff (also known as Faculty Roster), review the credentials of each full-time and part-time faculty member within the program/department.

The one full time faculty member meets the THECB and SACS requirements and is current in these.

Identify any faculty teaching a transfer course which, according to the information within the database for Roster of Instructional Staff (also known as Roster of Faculty) do not meet the requirements of faculty teaching a transfer course and explain the credential problem. Identify any faculty teaching a technical course which, according to the information within the database for Roster of Instructional Staff (also known as Roster of Faculty) do not meet the requirements of faculty teaching a technical course and explain the credential problem based on SACS requirements and/or THECB requirements. Identify any faculty teaching a developmental course which, according to the information within the database for Roster of Instructional Staff (also known as Roster of Faculty) do not meet the requirements of faculty teaching a developmental course and explain the credential problem.

Acceptable

#### Followup Response

NO ANSWER

List the names and the last date for all full-time faculty evaluations

based on the schedule indicated in the Faculty Performance Review (FPRP).

Jennie Sparks February 2007

If any full-time faculty member (or Board-appointed faculty member) has not been completed the Faculty Performance Review (FPRP) within the past two years and is listed in the aforementioned Roster of Instructional Staff (also known as Roster of Faculty), identify the faculty member's name and the date of the last FPRP.

Acceptable

Followup Response

NO ANSWER

List the names of each part-time faculty and the last date of evaluation by students and supervisor for each course taught.

no part time faculty

If any part-time faculty member has not been evaluated by both students and supervisor for each course taught within the past year and is listed in the aforementioned Roster of Instructional Staff (also known as Roster of Faculty), identify the faculty member's name and state the specific problem.

Acceptable

Followup Response

NO ANSWER

Amarillo College's Board Policy Manual defines each faculty member's academic freedom as full freedom in the classroom in discussing the subject being taught and to pursue research and publications. However, a faculty member must not attempt to force on students a personal viewpoint and must at all times allow for diversity of opinion. Has anyone in the program/department filed a grievance for violation of the aforementioned academic freedom?

If anyone within the department has filed a grievance for violation of academic freedom based on the definition stated in Amarillo College's Board Policy Manual, briefly describe the violation (excluding personal identifiers) and the total number of violations.

Unacceptable

Recommendation

Not answered. A simple YES or No. LPW

Followup Response

This program review occurred 4 years ago. For print copy of the 2010-11 ACOTE accreditation self study and results, please call



806-354-6079.

Library 1. Which of the following library collections/resources/services have been used by faculty, staff and/or students within the past five years? (Select all that apply).

Does it appear that the library collections/resources/services used by the faculty, staff, and/or students within the past five years are accurate and thorough?

Unacceptable

Recommendation

Question not answered. LPW

#### Followup Response

This program review occurred 4 years ago. For print copy of the 2010-11 ACOTE accreditation self study and results, please call 806-354-6079.

H.) Which two or three collection/resources/services should be improved to support Amarillo College's mission regarding teaching and service?

The occupational therapy texts in the circulating collection are out of date and need to be updated.

Has the program/department identified which two or three collections/resources/services should be improved to support Amarillo College's mission regarding teaching and service?

Unacceptable

Recommendation

Only identified one. LPW

#### Followup Response

This program review occurred 4 years ago. For print copy of the 2010-11 ACOTE accreditation self study and results, please call 806-354-6079.

Does your program/department have discipline accreditation?

How has the library participated in this discipline's accreditation?

On initial accreditation in 2000 and will again during the expected visit in 2009-10.

Does the program/department have a discipline accreditation? IF SO, has the library participated in completing the approver's evaluation?

Unacceptable

Recommendation

Question not answered. LPW

#### Followup Response

This program review occurred 4 years ago. For print copy of the 2010-11 ACOTE accreditation self study and results, please call 806-354-6079.

Technology and Security/Privacy 1. After assessing the strengths and weaknesses of the program's/department's access to technology, what improvements would ensure that students have access and training in the use of technology?

Having a computer lab within the Allied Health building would greatly benefit the students. Having on-line courses to determine computer use readiness before they enroll in on-line courses should be required.

Does the program's/department's assessment of strengths and weaknesses include ways to improve both students' access to & training in the use of technology?

Acceptable

Followup Response

NO ANSWER

What improvements would ensure that students use technology? Again, having more computers available and having a newer computer in the lab would help. The current lab computer is 10 years old.

Does the program's /department's answer include improvements that would ensure that students use technology? Are the recommendation(s) of this program/department feasible?

Acceptable

Followup Response

NO ANSWER

Review program/department operations. Does any operation present the possibility for violations of security, confidentiality, or integrity of student records?

What changes need to be made to prevent violations of this nature?

After a review of this program's /department's operations based on this Self-Study and any other information available to this Committee, does any operation present the possibility for violations of security, confidentiality, or integrity of student records? If so, describe those operations and identify the violation possibility in detail.

Unacceptable

Recommendation

There is no way to verify this. LPW

What changes need to be made to prevent violations of this nature?

Followup Response

NO ANSWER

Explain what aspects of the services need to be strengthened. Better communication across the college of financial support for the students would enable them to focus on learning rather than worrying about monies being out there somewhere that they might qualify for and can't get to because they have not been informed.

Do the Self-Study recommendations of this program/department for support services that need to be improved appear to be valid?

Acceptable

Followup Response

NO ANSWER

Support Services for Students 1. Which support services need to be strengthened to better serve students in this program/department?

Financial aid

Followup Response

NO ANSWER

Describe any indicators or problems that prevent a healthy, safe and secure environment for the students, faculty and staff of this program/department.

There needs to be specific campus (east, Washington, west) mass casualty response systems. If there were a campus shooting, how would faculty be informed to keep students safe and what is the method for notifying those off campus?

Are recommendations to assure a healthy, safe and secure environment for staff and students of this program/department valid? Are any of these recommendation(s) more significant and/or urgent?

Acceptable

Followup Response

NO ANSWER

Describe any indicators or problems that hamper adequate physical facilities, both on and off campus, to meet the needs of the program/department.

West campus buildings as a whole are not ADA compliant and we are in jeopardy of being sued as a result. As an ALLIED HEALTH

building we should be the model for access for persons with disabilities. Instead, when invited speakers to the campus guest lecture in a class, I often have to apologize for the lack of services which are pointed out by the guest.

Do any of the problems or concerns regarding adequate physical facilities appear to be significant and/or urgent? Are there any other needs which this Self-Study didn't cite but are critical based on other information? Which of these needs are most significant and/or urgent?

Acceptable

Followup Response

NO ANSWER

## **VI. Budget**

Which program/department outcomes have resulted in budget requests to date?

Amarillo College operates on a flat / zero budget year to year since 2004-05. The only budget request has been for accreditation fee increases.

Have any of this program's/department's outcomes resulted in budget requests to date? If not, why not?

Unacceptable

Recommendation

Respondant does not appear to have answered this question. There is however no links to verify the answer. LPW

Followup Response

This program review occurred 4 years ago. For print copy of the 2010-11 ACOTE accreditation self study and results, please call 806-354-6079.

Project the program's/department's strategic initiatives for the next five years based on the program's/department's outcomes. The OTA program will continue to support and plan for classes of historically typical size, for at least 90% pass rate on the certification exam, and placement in employment within 4 months after graduation.

Has this program/department been able to project strategic initiatives for the next five years based on the program's/department's outcomes? If not, what appears to be blocking this program/department from accomplishing this?

Acceptable

Concern

Based on previous questions answer. LPW

Followup Response

NO ANSWER

## **VII. Publications**

If the program/department publishes any advertising or recruitment documents (electronic or paper), do the documents accurately represent Amarillo College and the program/department?

If no, explain what is inaccurate.

IF the program/department has published any advertising or recruitment documents (electronic or paper), check at least one copy of each document and determine whether it accurately represents Amarillo College and the office/department?

Acceptable

IF anything appears to be inaccurate, identify the apparent violation.

Followup Response

NO ANSWER

B.) Does the program/department publish any documents (electronic or paper) with references to SACS accreditation? Are the references in compliance with SACS approved statement? Which reference is not in compliance? Describe how you will assure compliance for all references in the future.

IF the program/department has published any document(s) with a reference to SACS accreditation, are all references consistent with the approved statement? (Approved reference: Amarillo College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane Decatur, Georgia 30033-4097 or call for questions about the accreditation of Amarillo College.) IF any references are inconsistent, identify all documents with the inconsistent reference(s).

Acceptable

IF the Self-Study did identify the inconsistencies, does the plan for assuring future compliance appear to correct the problem? IF the Self-Study did NOT identify all inconsistencies, what plan does this Committee recommend?

Followup Response

NO ANSWER

|                    |   |
|--------------------|---|
| <b>VIII. Other</b> | State any additional comments/concerns which may impact this program/department during the next five years.   |
|                    | IF additional comments/concerns were included in the Self-Study regarding items which may impact this program/department during the next five years, what recommendations and/or concerns are warranted? IF NO such items were included in the Self-Study but this Committee feels such comments or concerns are valid, cite them and include any relevant recommendations. |
| Acceptable         |   |
| Followup Response  |   |
| NO ANSWER          |   |

IF additional comments/concerns were included in the Self-Study regarding items which may impact this program/department during the next five years, what recommendations and/or concerns are warranted? IF NO such items were included in the Self-Study but this Committee feels such comments or concerns are valid, cite them and include any relevant recommendations.

| Followup Response |
|-------------------|
| NO ANSWER         |

Cancel