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Program Review
Form for External Review Committee

Instructional

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Form ID

72

Division

Allied Health

Department

SRGT

Program

Surgical Technology

Review Year

2007-2008

Member Names

Division Overview

Program/Department Purpose

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

The mission or purpose of the program is to prepare students as competent surgical technologists to fulfill this role in the operating room. Students will learn to meet the emergent, preventive, palliative, and restorative needs of clients requiring surgical services.

The mission of the program supports the college mission by providing educational opportunities and services to students of diverse cultural and educational backgrounds and to the clients/patients they serve in the community through academic and technical preparation.

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

Acceptable

Yes

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

The program's purpose statement is reviewed each year, no changes at this time have been made.

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

Yes

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

The surgical technology program does not offer continuing education credits.

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

Acceptable

yes

Does the program have admissions policies?

yes

Where are the policies published?

The admission policies are published on the surgical technology website, in the catalog and in each packet that is requested by prospective students

www.actx.edu/surg_tech

www.actx.edu

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

Acceptable

Recommendation: link to the actual admissions

policy.

http://www.actx.edu/surg_tech/index.php?module=article&view=8&MMN_position=26:26

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

The Surgical Technology admission policies are nondiscriminatory and an equal opportunity for every student.

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

Acceptable

Is the program/department accredited?

yes

Which agencies or organizations accredit the department/program?

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredits programs for the Surgical Technologist upon recommendation of the Accreditation Review Committee on Education in Surgical Technology (ARC-ST).

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

Acceptable

How many years are in the accreditation cycle?

10

How many years are in the accreditation

cycle?

Acceptable

When were the accreditations affirmed or granted?

In May 2007, a site visit was completed. Accreditation was continued until 2017.

When were the accreditations affirmed or granted?

Acceptable

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)?

Acceptable

yes

If not required, is the program eligible for accreditation?

Acceptable

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

Acceptable

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?

yes

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

The Commission on Accreditation of Allied Health Education grants permission to be accredited.

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?

Acceptable

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

The schedule for a site visit is every ten years or at the discretion of Accreditation Review Committee. A yearly program assessment tool is verified and sent to the accreditation.

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

Acceptable

When did the program/department last receive approval?

In November 2007, the Surgical Technology program was granted accreditation renewal.

www.caahep.org

When did the program/department last receive approval?

Acceptable

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

Acceptable

Improvements

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

One goal on the PET form states "Demonstrate the technical proficiency in all skills required to fulfill the role as a certified surgical technologist." In doing this, the lab ratio was changed from 12:1 to 6:1, (student/teacher ratio) allowing the students more instruction in smaller groups for better assessment of skills performed and proficiency of each individual student. This identifies strengths and weaknesses performed early on and allows individual proctoring.

www.actx.edu/archives/files/uplink/Surgical_Technology_PET_2006_2007.pdf

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?

Acceptable

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

The fall clinical rotation was broken down into two four hour clinical sessions per week instead of one eight hour session per week to enhance the learning experience of each student. This allows for smaller groups and helps with a decrease in anxiety brought on by the overwhelming environment of the operating room.

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.

Acceptable

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

traditional classroom, web, video,

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

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

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.

In accordance with strategy 3.2 in the Amarillo College Strategic Plan states "Increase the retention of first-time college students" we recommend that each new student takes a college success course as well as enrolling in "Badger Boot Camp" to increase new student orientation to college life.

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

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

Acceptable

No recommendations are noted

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

The Accreditation Review Committee of Surgical Technology. (ARC-ST)

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

It appears that no one from the faculty or staff of Amarillo College participated in the assessment of outcomes.

Explain the primary reasons behind the competencies that were selected.

Each year a program assessment tool is completed that gathers data from the following sources: A Program Assessment Exam, Programmatic retention/attrition, Graduate Satisfaction Survey, Employer Satisfaction Survey, Job Placement and a yearly Advisory Committee Meeting identifies strengths and weaknesses in our program.

Do the selected competencies appear to be valid?

Acceptable

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

The data collected is governed by our accreditation. CAAHEP and ARC-ST. The assessment tools are used to identify weaknesses and strengths within the program. This also identifies job placement and satisfaction of the employers who hire our graduates. The assessments tools help us to maintain the mission of Amarillo College.

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

Acceptable

Evaluate the assessment approaches to date.

All assessment data is in compliance with standard guidelines governed by Accreditation Review Committee on Surgical Technology (ARC-ST).

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

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.

Over the past five years, job placement for the graduate students, has been greater than 85%. The other 15% have chosen to return to further their education or have chosen another profession. Students who complete the program are not required to write the exam for certification this time.

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

There are no graphs attached

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

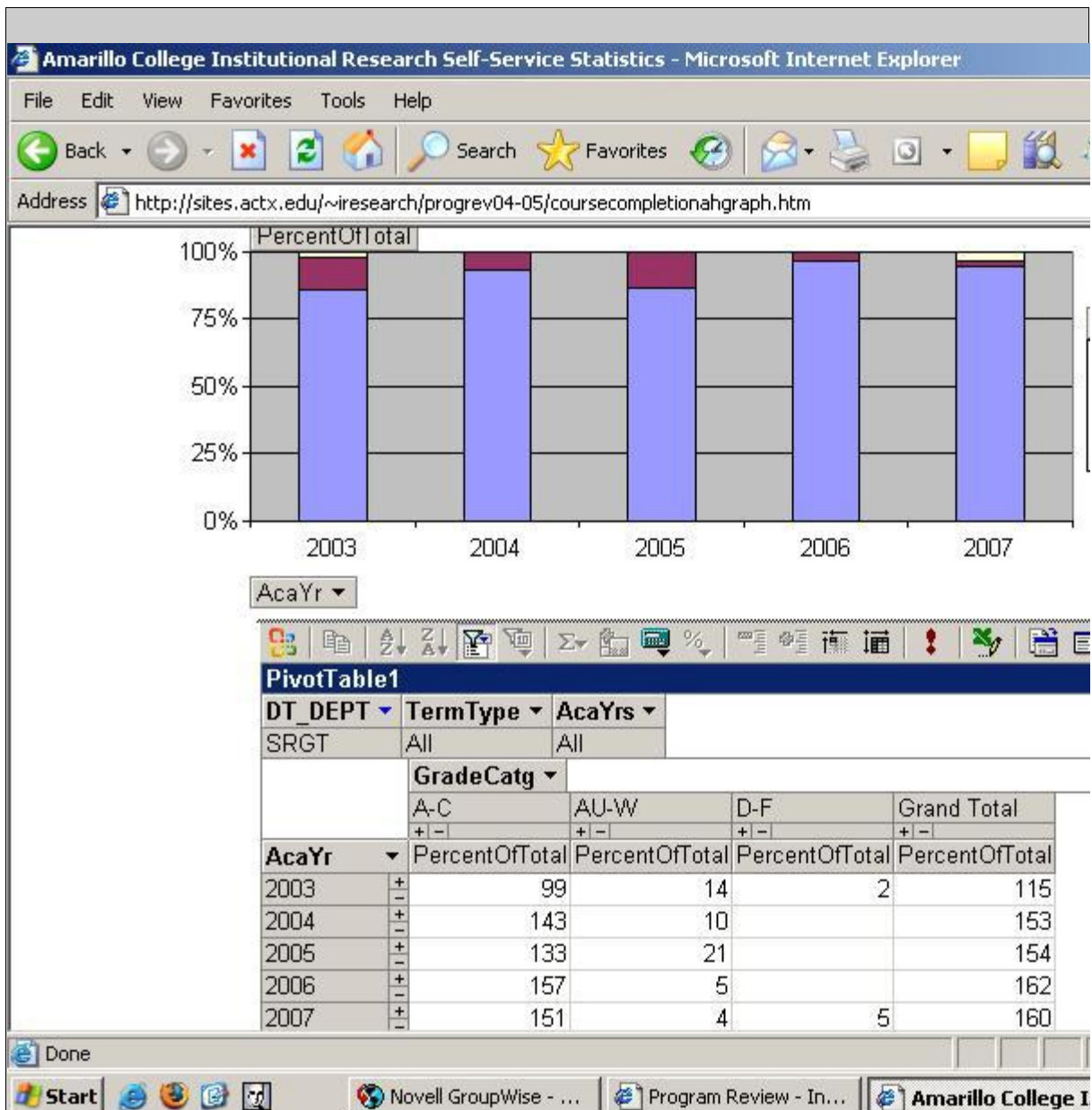
There has been no change in curricula for the Surgical Technology Program at this time.

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

Unacceptable

There have been no changes to the curricula in the past 5 years.

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



The Attrition rate has improved over the past two years by decreasing student/teacher ratio during the initial lab/clinical settings.

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

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

Skill assessment tools are used weekly to identify problems with demonstration to better assess students in the clinical role. Students who appear to be struggling are encouraged to attend an open lab that is arranged for the student to practice 1:1. Student testing is implemented weekly to assess progress of students. Open labs are scheduled twice weekly for student success.

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

Acceptable

Does the program/department provide for alternative methods of awarding credit?

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

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).

General education requirements are located in the catalog on page 45 also located on the web @:

www.actx.edu/programs/index.php

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?

Acceptable

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

Students are assessed each month throughout the program in areas of math, application of skills, communication, technology, aesthetic awareness and ethics, integrity and diversity by using a monthly clinical evaluation tool throughout the program. Students must meet all outcomes to pass. An exit competency is completed at the end of the program as well. Student must exhibit competency in all areas to complete program.

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

Outline a plan for correcting any weaknesses.

No weaknesses have been noted thus far.

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

Unacceptable

Un able to respond no weaknesses noted

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

no

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.

Provide a plan of action for the identified problem.

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?

no answer

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?

Unacceptable

no answer

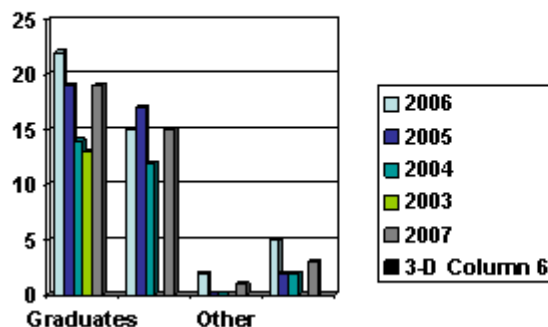
IF the department or program offers one or more technical programs (Associate in Applied Science or Certificates), has the program/department included an explanation of the job placement success during the past five years AND are these

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 has been a consistency in job placement for the past several years. Students usually are employed prior to graduation.

Student Employment 2003-2007



Data on Annual Report

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)? If not, what is missing?

Student job placement does not seem to warrant any changes at this time.

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

Graph needs further explanation or a graph representing the percentage of graduates employed should be inserted.

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

No plan of action stated

Curricula

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

yes

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.

There are to be no changes in the affiliation agreements at this time.

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

question not answered

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

0

Which steps in the curricula change process had

faculty involvement prior to submitting the curricula proposal(s) to the Academic Affairs Committee?

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

no curricula changes noted

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

yes

When was the last Advisory Committee meeting?

The surgical technology program schedules an advisory committee meeting each year during spring semester. The last advisory meeting met on February 27, 2008.

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

archives.actx.edu/

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

1st link not working

2nd link is not to the actual committee

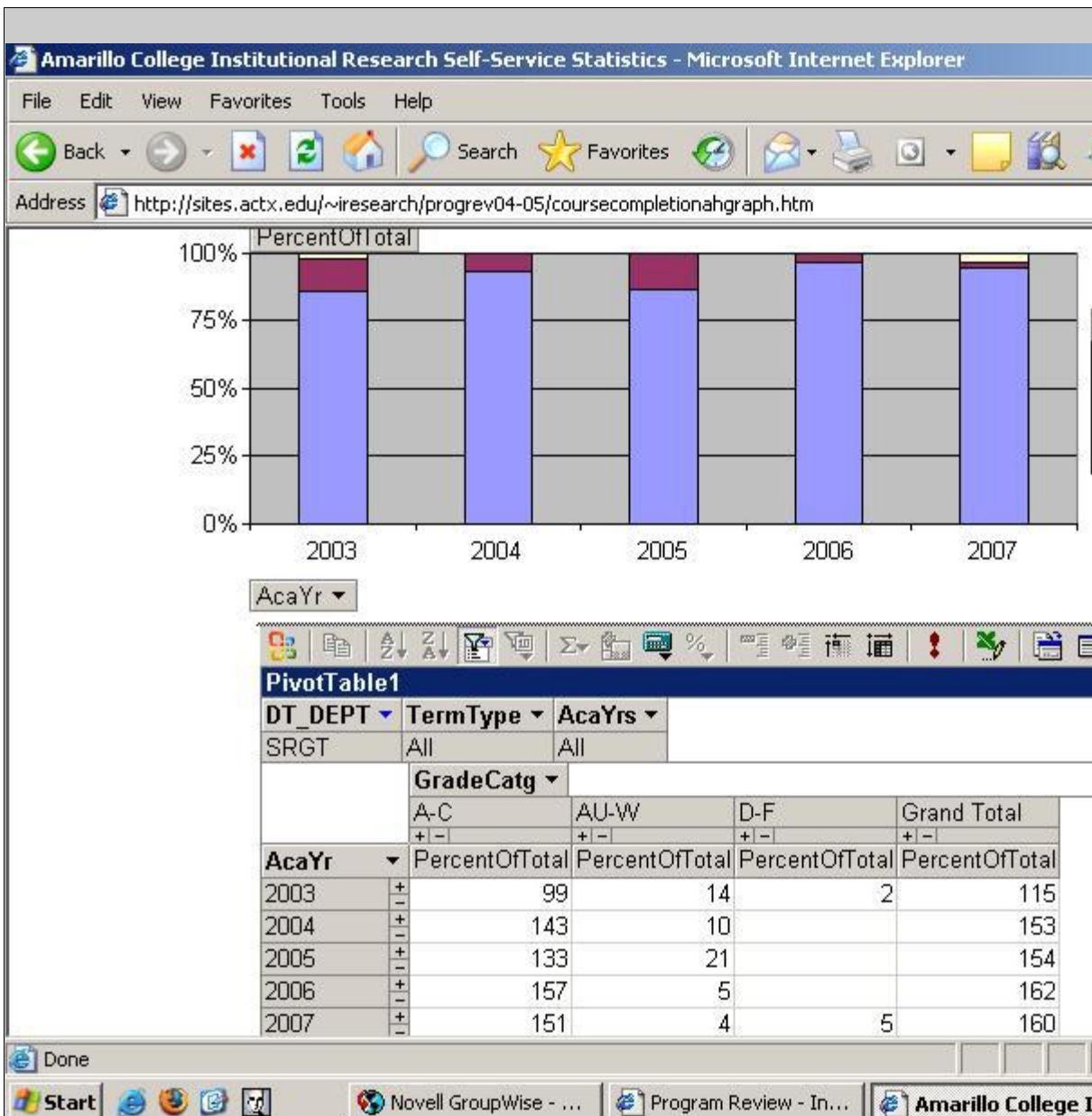
Is the membership of the Advisory Committee broad enough to provide the scope of advice necessary for input on curricula? If not, what changes are recommended to the program/department?

Acceptable

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.

If so, provide the faculty and staff analysis of their assessment of the problem.



The attrition rate has increased and maintained steady for the past three years as shown on following graft:

Does the analysis by the faculty and staff of this data address any obvious problems/declining statistics?

Acceptable

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

The attrition rate has improved over the past four years. No action is necessary at this time.

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?

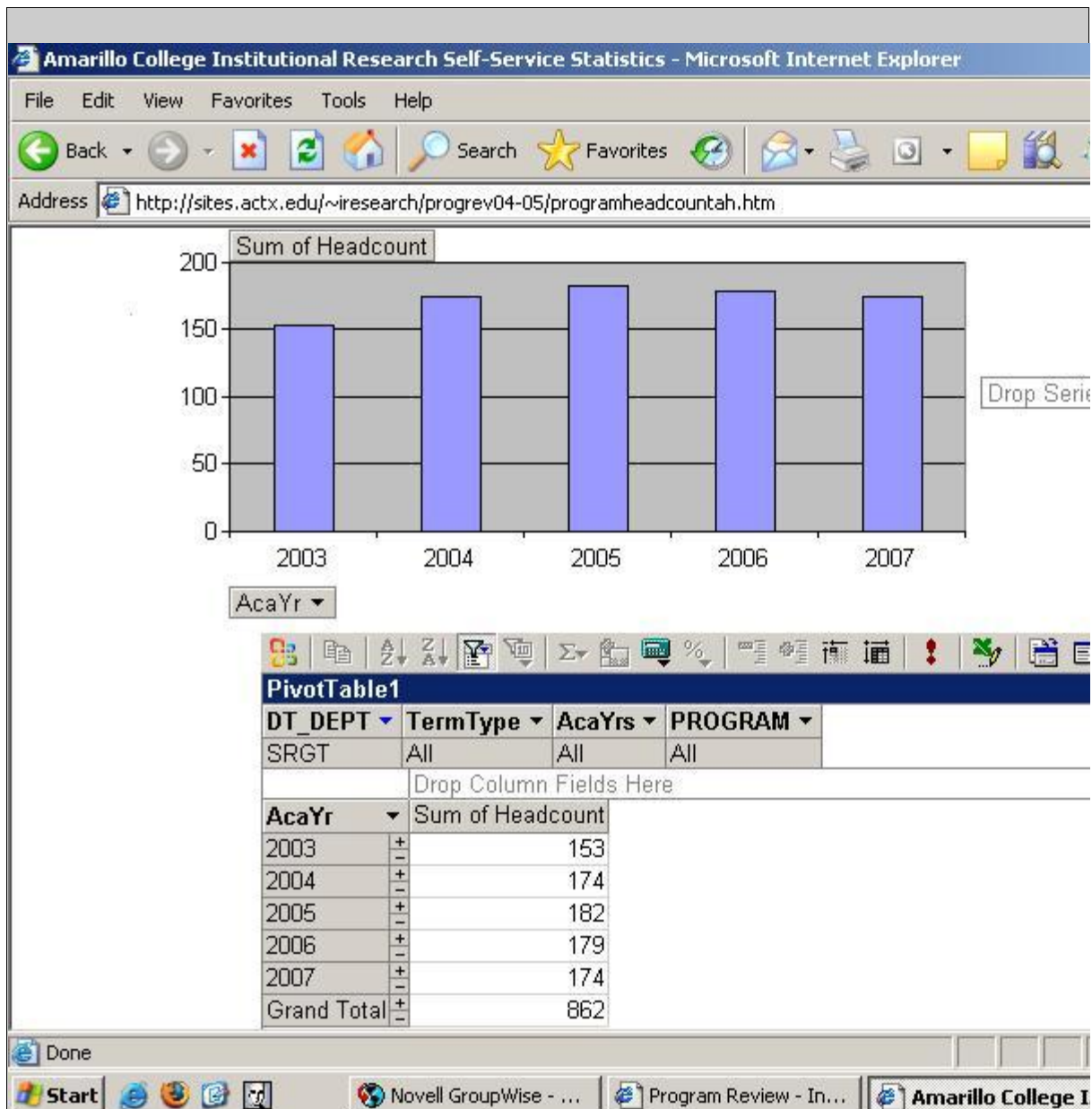
Acceptable

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

Acceptable

For programs/departments with majors, review the graphs of program majors and the number of new majors by year.

Provide an analysis of the program's/department's faculty and staff assessment of the problem and an action plan for needed improvement and commendation for any dramatic improvement.



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

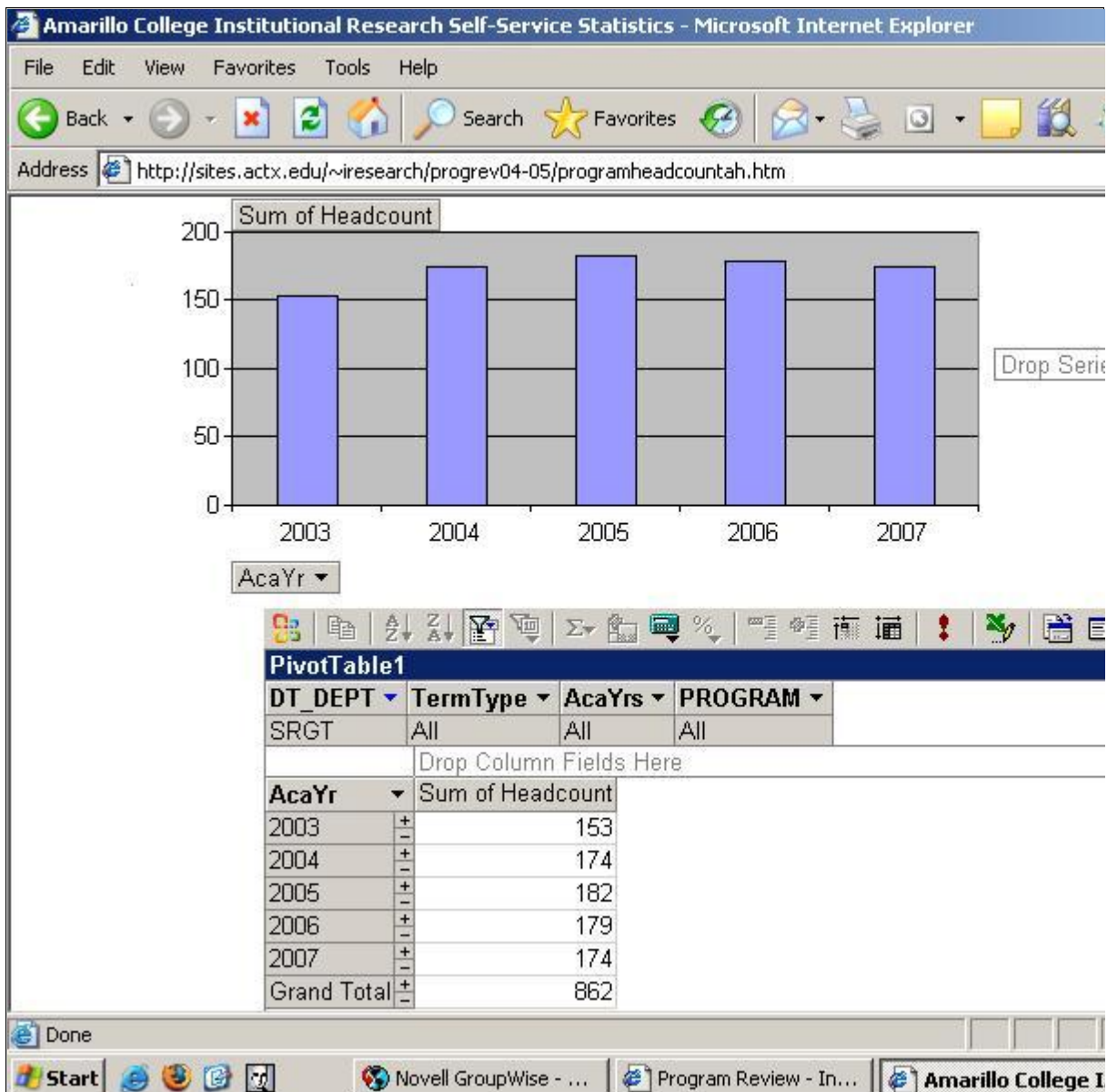
appear that implementation of the action plan will resolve the problem and correct the decline? Does the External Review Committee have any other analysis or recommendations for increasing the number of students majoring in this program/department based on this program's/department's data?

no analysis given

Resources

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

Student to faculty ratio in the classroom is 25:1. In the lab setting the ratio is 6:1 with help from part-time staff. Students are given individual attention during open lab time and by appointment.



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?

Acceptable

Provide an action plan for improvement of any identified problem.

No problems identified at this time.

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?

no action plan

In the database for [Roster of Instructional Staff](#) (also known as Roster of Faculty), review the credentials of each full-time and part-time faculty member within the program/department. If any faculty member does not meet the SACS and THECB requirements, evaluate whether additional documentation is significant to grant an exemption.

Qualifications met, AAS complete, working towards BSN,

Registered Nurse license and Certification in Surgical Technology current.

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

List the names and the last date for all full-time faculty evaluations based on the schedule indicated in the Faculty Performance Review (FPRP).

Lisa Holdaway, Program Director - evaluated yearly in spring

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

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

N/A

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

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?

no

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.

Acceptable

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.)

Circulating collection Reference collection

Reserve collection Tutorials/guides

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?

Acceptable

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

Review committee stated that library resources are current and warrant no change at this time.

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?

Acceptable

"warrant"

Does your program/department have discipline accreditation?

yes

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

Library has maintained up to date material for our students to access when doing term papers. Review committee stated we have adequate research material for students.

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

Acceptable

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?

Weakness - Updated computer in the surgical tech lab would be helpful for students to view new instrument, do practice quizzes and interactive videos for surgical procedures. This is a good way to encourage group study using this new technology. Our computer is eight years old and is in need of retiring.

Strength - Computer lab is available at various hours and staff is adequately trained.

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

What improvements would ensure that students use technology?

Computers again need to be updated to keep up with the technology demands.

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

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

no

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.

Acceptable

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

Acceptable

Which support services need to be strengthened to better serve students in this program/department?

A division counselor is recommended for students wanting to apply in any Allied Health Program.

Explain what aspects of the services need to be strengthened.

Students need a counselor to encourage them with academic placements and problems that may arise.

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

Acceptable

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

A faster response from security when a problem arises. A better communication system in the event of any critical/crises alert that may arise. Example: Tornado warnings.

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

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

None noted at this time.

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

Budget

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

Requested material was approved for the 2006-2007 school year. New equipment and instruments provided better teaching tools for students to utilize.

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

Acceptable

Project the program's/department's strategic initiatives for the next five years based on the program's/department's outcomes.

We would like to request a "smart classroom" and a increase in space for proper lab demonstrations.

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

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?

yes

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?

no documents or links attached

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

Acceptable

Does the program/department publish any documents (electronic or paper) with references to SACS accreditation?

no

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 404-679-4500 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?

Acceptable

Other

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.

no answer