

| Standard # | Missing Documents/Concerns |
|--------------------------------------|---|
| Standard III.A, Standard III.A.2: | <p>Evidence was not submitted that all stakeholders, including students and faculty, provide input on resource adequacy.</p> <p>Graduate and employer surveys developed in spring 2025, and copies included.</p> |
| Standard III.B. | <p>The Self Study does not include a ratio between instructor and students in the clinical laboratory affiliates.</p> <p>HCC does not assign instructors at the clinical site. Please refer to the Clinical/Applied Learning Affiliate Facility Fact Sheets supplied with the self-study to verify one Clinical Liaison per maximum of five students and one Clinical Preceptor per maximum of two students at each site.</p> |
| Standard IV.A.g. | <p>There is a discrepancy in the total MLT curriculum credits for semester 3. The total is listed as 15 credit hours, but the addition of credits for all courses during that semester is 14.</p> <p>MLT program map reflecting current credit hour and class requirements is included. The credit hour total for semester three (Second Year – Fall Semester II) is 14.</p> |
| Standard IV.A.h. | <p>At this time, there is no qualified Program Director.</p> <p>New PD appointed 04/01/2025. NAACLS approval of position change and didactic faculty factsheet included.</p> |
| Standard IV.A.k.2 | <p>A policy for clinical assignments when placement cannot be immediately guaranteed is not provided in the Self Study or attachments.</p> <p>New program policy manual will include policy for clinical assignments and be completed by 08/01/2025.</p> |
| Standard IV.B.1. | <p>Sponsor regulation for student record retention is not provided.</p> <p>HCC's record retention policy is included.</p> |
| Standard VII.A. | <p>The program does not currently have a program director.</p> <p>New PD appointed 04/01/2025. NAACLS approval of position change and didactic faculty factsheet included.</p> |

- Standard VII.C.1. The program does not currently have a program director and only an adjunct faculty member. From the information provided, it is not clear which courses are taught by whom.
- New PD appointed 04/01/2025. The PD will serve as full time faculty in MLT program.
- Standard VII.D. No advisory committee meetings or other opportunities for input have been held.
- In the process of assembling an advisory committee. Expect to meet remotely twice annually beginning 08/2025.
- Standard VIII.C. The frequency of evaluations for student laboratories is not provided.
- Students will be evaluated at both the midpoint and end of each semester based on skills rubrics.

Didactic Faculty Fact Sheet (All Programs)

Faculty

| | | | |
|-------------|------------------------------|----------------|-------------------------------------|
| Name | Shawnda Coon | Credentials | MLS(ASCP) ^{CM} |
| Employed by | Hagerstown Community College | Position/Title | Instructor-Program Coordinator, MLT |

Certification Information (please list all)

| Credential | Certified by | Certification # | Year Certified |
|------------|--------------|-----------------|----------------|
| MLS | ASCP | 229428 | 2009 |
| MLT | ASCP | 68271(expired) | 2005 |

Distribution of Work

| | Teaching (%) | Administration (%) | Clinical Services (%) | Research (%) |
|---------------------------------|--------------|--------------------|-----------------------|--------------|
| Proportion of time in each area | 90 | 10 | | |

Education

| Education | Institution | Field of Study | Degree | Year |
|-----------------|---------------------------------|---------------------------------|------------------------------|------|
| Undergraduate | Kent State University | Zoology | Bachelor of Science | 2002 |
| Graduate | Cleveland State University | Adult Education and Development | Master of Education | 2022 |
| Other (Specify) | Lorain County Community College | Clinical Laboratory Science | Associate of Applied Science | 2005 |

Experience (List current position first):

| Institution/City/State | Position | Years |
|--|-------------------------------------|-----------|
| Hagerstown Community College, Hagerstown, MD | Instructor-Program Coordinator, MLT | 2025 |
| Lakeland Community College, Kirkland, OH | Program Director, MLT & Phlebotomy | 2023-2025 |
| Lakeland Community College, Kirkland, OH | Adjunct Faculty-MLT | 2019-2023 |
| Cuyahoga Community College, Cleveland, OH | Adjunct Faculty-MLT | 2020-2022 |

List principal functions in the education program:

From HCC Academic Affairs Faculty Guidebook August 2024 Page 19

- Coordinate routine events and programmatic needs appropriate to programmatic needs (orientations, manuals, course fees)
- Coordinate aspects of curriculum development at the program level
- Collect COG data from faculty and complete COGS (with assistance from other lead faculty as appropriate); complete POGs
- Complete any required Program reports
- Coordinate review of national assessments or juried performance assessment
- Develop strategic campaign plan to increase enrollment
- Maintain and implement a larger number of D2L master classroom sites if insufficient assistance from other lead faculty available
- Liaison with program's local professional community as needed
- Participate in Affinity Group or other Professional Groups
- Recruit members, chair and plan for Advisory Council
- Coordinate Accreditation for Program
- Maintain Special Spaces, such as, studio space, laboratory, technical equipment, safety inspections
- Managing Use of Special Spaces, including scheduling and supporting student access, with Security, Facilities, Maintenance, LT and IT staff
- Manage supplies/clinical supply inventory control

Attach three consecutive years of professional development activities that are relevant to the position functions.



April 1, 2025

Shawnda Coon, M.Ed., MLS (ASCP)cm
Program Director
Hagerstown Community College
11400 Robinwood Drive
Hagerstown, MD 21742-

Dear Ms. Coon,

Thank you for submitting the required materials to document your appointment as the MLT Program Director at Hagerstown Community College in Hagerstown, MD. Program directors who have been approved as a program director of a NAACLS accredited program prior to October 1, 2013, remain eligible as a program director. Our records will be updated to reflect the **following change, effective immediately:**

Shawnda Coon, M.Ed., MLS (ASCP)cm, Program Director

replacing

Natalia Guggisberg, MD,MSc, GS, (AAB), MB, Program Director

The three documents needed by programs going through the accreditation process are the NAACLS Standards, Standards Compliance Guide, and Guide to Accreditation, all of which can be found on the [NAACLS website](#).

The NAACLS Standards Compliance Guide (SCG) is designed to highlight documentation needed to demonstrate compliance with the NAACLS Standards. The SCG is intended for the convenience of program officials.

The Guide to Accreditation is designed to familiarize and assist you with the programmatic accreditation process.

To stay updated with everything NAACLS, including informational articles, CEO updates, and policy changes, we highly suggest you subscribe to our [NAACLS News](#) blog.

It is important that the program maintain the following accreditation documentation:

1. All accreditation status letters.
2. A copy of the most recent Self-Study Report.
3. Copies of the Self-Study Review, the Site Visit Report, Progress Report and the program's responses to these documents.

4. Copies of correspondence with NAACLS.

If you have any questions, please contact your MLT Program Coordinator, Russell DeCaluwe, rdecaluwe@naacsls.org.

Sincerely,

A handwritten signature in cursive script that reads "Jessica Jasso".

Jessy Jasso | Program Accreditation Coordinator & Review Liaison

2025 Med Lab Tech (MLT) Employer Survey
Hagerstown Community College (HCC)

Employment status of the most recent graduate:

- ☐ Full-time (30 hours per week or more)
- ☐ Part-time (29 hours per week or less)
- ☐ PRN

Length of the graduate's employment with your company:

- ☐ Less than 6 months
- ☐ 6 months to 1 year
- ☐ More than 1 year

Please rate the graduate's performance as an entry-level MLT in the following areas:

| | Below Standards | Meets Standards | Exceeds Standards | N/A |
|------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Overall Technical Knowledge | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Work Attitude | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Quality of Work Performed | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Quantity of Work Performed (Speed) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Attendance | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Initiative | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Performance in Hematology | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Performance in Chemistry | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Performance in Blood Bank | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Performance in Urinalysis | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

| | Below Standards | Meets Standards | Exceeds Standards | N/A |
|----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Other <div></div> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Please comment on the overall quality and performance of the HCC graduate you employ.

How likely would you hire another graduate of the Medical Laboratory Technology program at HCC?

- ☐ Not Sure
- ☐ Not Very Likely
- ☐ Somewhat Likely
- ☐ Very Likely

How many MLTs do you anticipate hiring within the next two years?

| | 0 | 1 | 2 | 3 | 4 | 5+ |
|---------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Full-time (30 hours per week or more) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Part-time (29 hours per week or less) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| PRN | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Comments

Are there currently skill gaps that HCC should address within the MLT program or new skill required for MLTs in the near future?

Please feel free to use the space below for any additional comments or suggestions for Medical Laboratory Technician program at HCC.

Please place your contact information below should we need to clarify a survey response with you:

| | |
|---------|-------------|
| Name | <div></div> |
| Title | <div></div> |
| Company | <div></div> |
| Email | <div></div> |
| Phone | <div></div> |

Section 1: HCC Outcomes

Please rate your confidence in your ability to perform the following tasks:

Perform specimen analysis according to established protocols and procedures in the following areas:

| | Confident | Somewhat Confident | Not Confident | Does Not Apply |
|---------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Hematology | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Coagulation | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Clinical Chemistry | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Immunology | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Immunohematology | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Microbiology | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Urine/body fluid analysis | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Follow laboratory operations protocols, including specimen handling and processing.

- ☐ Confident
- ☐ Somewhat Confident
- ☐ Not Confident
- ☐ Does Not Apply

Demonstrate technical skills, social behavior, and professional awareness as defined by the American Society for Clinical Laboratory Science and the American Society of Clinical Pathologists.

- ☐ Confident
- ☐ Somewhat Confident
- ☐ Not Confident
- ☐ Does Not Apply

Comply with safety and governmental regulations for handling chemical and biological materials.

- ☐ Confident
- ☐ Somewhat Confident
- ☐ Not Confident
- ☐ Does Not Apply

Behave legally and ethically in adherence with the professional conduct standards for clinical laboratories.

- ☐ Confident
- ☐ Somewhat Confident
- ☐ Not Confident
- ☐ Does Not Apply

Apply critical thinking skills for problem-solving in laboratory and clinical settings.

- ☐ Confident
- ☐ Somewhat Confident
- ☐ Not Confident
- ☐ Does Not Apply

Communicate professionally and ethically with patients, laboratory personnel, and other healthcare professionals.

- ☐ Confident
- ☐ Somewhat Confident
- ☐ Not Confident
- ☐ Does Not Apply

Indicate your agreement with the following statement.

I understand the importance of continued professional

development and have identified strategies for maintaining professional competence and growth as a healthcare professional.

- ☐ Strongly agree
- ☐ Agree
- ☐ Disagree
- ☐ Strongly disagree
- ☐ Does Not Apply

Section 2 Employer info/certificates/continued education

Have you taken the Medical Laboratory Certification exam through ASCP?

- ☐ Yes
- ☐ No

How prepared did you feel to pass the exam?

- ☐ Not at all prepared
- ☐ Somewhat prepared
- ☐ Prepared
- ☐ Very prepared

Would you recommend HCC's Medical Laboratory Technician Program to others interested in a career in medical laboratory science?

- ☐ Yes
- ☐ Maybe
- ☐ No

Are you currently working in the medical laboratory field?

- ☐ Yes
- ☐ No

Where are you employed?

How long did it take you to find a job after you graduated from HCC?

- ☐ I had a job at graduation
- ☐ 1-2 months
- ☐ 3-4 months
- ☐ 5-6 months
- ☐ 7-8 months
- ☐ 9-10 months
- ☐ 11-12 months
- ☐ More than 12 months

In addition to the graduate survey you are taking now, we also send an employer survey for accreditation. Please provide your supervisor's name and email address.

Are you currently in school to further your education in laboratory science or a related field?

- ☐ Yes
- ☐ No

Do you plan to pursue an advanced degree or certification in the future?

- ☐ Yes
- ☐ No

☐ Not sure

What was the most valuable thing you learned from this program that helped you in the workforce?

Is there anything you wished you learned more about while in this program?

Additional comments or suggestions: