



Interim Report

(to be completed by the program director)

Program Information

Program Sponsor: _____

Program Type:

BMS ☐ CG ☐ DMS ☐ HT ☐ HTL ☐ MLA ☐
MLM ☐ MLS ☐ MLT ☐ Path A ☐ PHM ☐ PBT ☐

Program Location (City, State, Zip): _____

Program Director Name/Credentials: _____

Program Director Phone: _____

Program Director Email: _____

Date of Last Award: _____

The Interim Report serves to confirm the program is reviewed to ensure alignment with current standards, with attention to Standard II Assessment and Continuous Quality Improvement.

*Additional documentation may be submitted with the Interim Report to support narrative statements, although it is not required. The maximum number of pages submitted as documentation with the Interim Report should **not exceed 10 pages**.*

Complete the following chart with data from the last three active years of outcome measures since the ten-year accreditation award. If the program was inactive since the ten-year accreditation award, please note that in the chart and describe in the box below.

Outcome Measures	-	-	-
ASCP BOC Certification Rates	%	%	%
AMT Certification Rates	%	%	%
Other Certification Rates	%	%	%
Combined Certification Rates	%	%	%
Graduation Rates	%	%	%
Attrition Rates	%	%	%
Placement Rates	%	%	%



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Outcome Measures: Describe how all program reported outcome measures (certification rates, graduation rates/attrition rates, and placement rates) have been analyzed and used in program assessment and quality improvement.

- a. If a program change has occurred since the last accreditation cycle in response to assessment of program reported outcome measures, provide an example of the change.

- b. Describe the impact of that program change since implementation.

Graduate Feedback: Describe how graduate feedback that is collected at least three months post-graduation (for example, surveys, advisory committee, clinical visits, etc.) has been analyzed and used in program assessment and quality improvement.

- a. If a program change has occurred since the last accreditation cycle in response to assessment of graduate feedback, provide an example of the change.



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- b. Describe the impact of that program change since implementation.

Employer Feedback: Describe how employer feedback (for example, surveys, advisory committee, clinical visits, etc.) has been analyzed and used in program assessment and quality improvement.

- a. If a program change has occurred since the last accreditation cycle in response to assessment of employer feedback, provide an example of the change.

- b. Describe the impact of that program change since implementation.

Additional Review Measures (if applicable): Identify and include how other measures, including qualitative measures, are evaluated in this process (for example, review of student evaluations, end of course evaluations, other program or faculty evaluations, curriculum reviews).



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- a. If a program change has occurred since the last accreditation cycle in response to assessment of additional review measures, provide an example of the change.

- b. Describe the impact of that program change since implementation.

If during the last three active years, one or more Annual Survey Action Plan(s) have been required due to not meeting NAACLS benchmarks, describe the impact of the Action Plan(s) that was/were provided to NAACLS.

☐ **NA**, No Annual Survey Action Plan was required.

- a. Describe the benchmark(s) that was not met and the Action Plan created.

- b. Describe the impact of the Action Plan(s) since implementation.

Preparer

Important note: Please type your name below. Do not use E-Sign or "Save a certified copy".

Name: _____

Date: ____/____/____

**Henderson Community College
Medical Laboratory Technician Program
NAACLS Standard II**

Program Assessment and Continuous Quality Improvement Timeline

Note: Items in bold are specifically listed as integral components in the Program Assessment and Continuous Quality Improvement Plan. Items in blue and bold font are NAACLS required items for Program Assessment and Continuous Quality Improvement. Items in regular font contribute to and support the assessment and improvement process.

Schedule or Timeline	Assessment Method / Contributing Activity	Responsible Individual	Benchmark / Indicators / NAACLS Standard	Assessment Process / Reviewers
Monthly	Retrieve external certification data	Program Director	<ul style="list-style-type: none"> Update MLT program webpage monthly with external certification rates for the last three (3) active years (Std. IV.A.1.d) 	<ul style="list-style-type: none"> ASCP BOC – MLT <ul style="list-style-type: none"> Update “NAACLS Compliance – Student, Graduate and BOC Data” spreadsheet <ul style="list-style-type: none"> Exam Statistics sheet for appropriate academic year BOC Analysis of Scores sheet AMT – MLT <ul style="list-style-type: none"> Update “NAACLS Compliance – Student, Graduate, and BOC Data” spreadsheet <ul style="list-style-type: none"> Exam Statistics sheet for appropriate academic year AMT Analysis of Scores sheet Place a work order with HCC to update HCC MLT program webpage to reflect most up-to-date external certification rates for compliance with NAACLS Standard IV.A
January	Review and analyze external certification results	Program Director	<ul style="list-style-type: none"> At least a 75% average pass rate from the last three (3) active years for graduates who take a certification exam within the first year following graduation (Std. II.B.I) Demonstrate how the results of program outcomes are reviewed and evaluated for program assessment and continuous quality improvement, including use in program planning, curriculum development, and resource acquisition/allocation (Std. II.D.1-4) 	<ul style="list-style-type: none"> Cumulative national data for previous calendar year is available in January and it is used to update the national data on the “NAACLS Compliance – Student, Graduate and BOC Data” spreadsheet. Identify any content area that with an overall program pass rate of <75% and shade it on the spreadsheet. Check previous years’ data to determine if the shaded content areas have been <75% for more than two consecutive years. Identify the 3-year average pass for students who took the exam within 1 year of graduation. Success is a pass rate of 75% or higher to be in compliance with NAACLS. <ul style="list-style-type: none"> Note: NACCLS requires the three year average is computed using raw student numbers, not annual percentages, from the last three active years.

Schedule or Timeline	Assessment Method / Contributing Activity	Responsible Individual	Benchmark / Indicators / NAACLS Standard	Assessment Process / Reviewers
				<ul style="list-style-type: none"> ○ Note: The overall pass rate is a combination of ASCP BOC and AMT MLT certification exams. ○ Note: Students who fail the exam but subsequently pass the exam within 1 year of graduation are considered a “pass” in calculating program pass rate. • Share both metrics with MLT faculty and adjunct instructors and Program Advisory Committee members. <ul style="list-style-type: none"> ○ Make program or course modifications as necessary and record on the “Program Modification Tracking” sheet. <ul style="list-style-type: none"> i. Assess the effectiveness of any modification made in the following year by reviewing that content area’s program pass rate or 3-year average overall pass rate.
February	Prepare Strategic Needs Assessment / Budget	Program Director	<ul style="list-style-type: none"> • Document how review and evaluation of feedback from graduates and employers is used in resource acquisition/allocation (Std. II.D.1) • Submit documentation verifying that resource acquisition is incorporated into the continuous quality improvement process (Std. II.D.2) • Demonstrate the program’s financial resources are adequate for assuring achievement of program goals and continued program operation (Std. III.A.I) 	<ul style="list-style-type: none"> ▪ Review last academic year’s program expenses to determine if a request for additional monies in the budget is required. ▪ Include annual NAACLS accreditation fees in budget. ▪ Include annual ASCP BOC PPR fee in budget. ▪ Include professional development cost in budget. ▪ Assess needs by using the following feedback tools: <ul style="list-style-type: none"> ○ MLT Student Survey of Program Resources ○ MLT Faculty and Instructor meeting minutes ○ MLT Program Advisory Committee meeting minutes ▪ Upload budget justification and quotes into college Strategic Needs Assessment software (Anthology Campus Labs) for consideration.
March	Review and Analyze Graduate Survey results	Program Director	<ul style="list-style-type: none"> • 85% of graduates who complete the survey will indicate strongly agree or agree when rating the overall quality of their preparation for employment from the program (Std. II.B.2) • Describe how the results of graduate feedback are reviewed and evaluated for program assessment and continuous quality improvement, including use in program planning, curriculum development, and resource acquisition/allocation (Std. II.D.1-4) 	<ul style="list-style-type: none"> • Compile and report data from graduate survey results on the “Graduate Survey results – sent 6 months post grad” spreadsheet. • Gather graduate feedback from all other sources for review (Program Advisory Committee meetings, informal communication) • Review and analyze graduate survey results and all other graduate feedback. • Share the data with MLT faculty and adjunct instructors at the MLT faculty and adjunct instructor meeting in May for their input and feedback. • Share the data with the Program Advisory Committee at the meeting in April for their input and feedback. • Make any program or course modifications needed and record on the “Program Modification Tracking” sheet.

Schedule or Timeline	Assessment Method / Contributing Activity	Responsible Individual	Benchmark / Indicators / NAACLS Standard	Assessment Process / Reviewers
				<ul style="list-style-type: none"> Assess any modification and its effectiveness by evaluating the graduate feedback in the next academic year. Success will be indicated by improved results or comments or lack thereof.
March	Review and Analyze Employer Survey results	Program Director	<ul style="list-style-type: none"> 85% of employers who complete the survey will indicate the graduate is well prepared by marking strongly agree or agree (Std. II.B.2) Describe how the results of employer feedback are reviewed and evaluated for program assessment and continuous quality improvement, including use in program planning, curriculum development, and resource acquisition/allocation (Std. II.D.1-4) 	<ul style="list-style-type: none"> Compile and report data from graduate survey results on the "Employer Survey results – sent 6 months post grad" spreadsheet. Gather employer feedback from all other sources for review (HCC TEDS Employer Survey, Program Advisory Committee meetings, informal communication) Review and analyze employer survey results and all other graduate feedback. Share the data with MLT faculty and adjunct instructors at the MLT faculty and adjunct instructor meeting in May for their input and feedback. Share the data with the Program Advisory Committee at the meeting in April for their input and feedback. Make any program or course modifications needed and record on the "Program Modification Tracking" sheet. Assess any modification and its effectiveness by evaluating the employer feedback in the next academic year. Success will be indicated by improved results or comments or lack thereof.
April	Conduct Program Advisory Committee meeting	Program Director	<ul style="list-style-type: none"> 85% of members who complete the survey will indicate the meeting was productive and they were given ample opportunity to express their views by marking "Y" to both questions (Std. II.D.2) Demonstrate how the advisory committee has input into the program (including curriculum) ensuring it maintains relevancy and effectiveness (Std. II.D.2) 	<ul style="list-style-type: none"> Agenda will cover (at a minimum): <ul style="list-style-type: none"> Program outcomes (certification rates, placement rates, graduation rates) Graduate feedback Employer feedback Discussion of curriculum, equipment, educational software, teaching positions, enrollment and NAACLS accreditation status Program Advisory Committee input and feedback Committee members will include representatives from the following groups: <ul style="list-style-type: none"> Sponsor (college) administration Current students of the program Graduates of the program Business and industry partners – representatives from clinical affiliates including lab supervisors, lab managers, lab professionals, and HR hiring professionals. High School teachers in our service area

Schedule or Timeline	Assessment Method / Contributing Activity	Responsible Individual	Benchmark / Indicators / NAACLS Standard	Assessment Process / Reviewers
				<ul style="list-style-type: none"> ○ Parents • Allied Health Division Assistant will attend, take minutes, and administer meeting evaluations. Minutes are maintained in Anthology Campus Labs college software. • Any program or course modifications that are necessary based on this meeting's feedback will be recorded on the "Program Modification Tracking" sheet. • The effectiveness of any modification made will be assessed in the following semester. Effectiveness will be determined dependent upon specific modification
April	Review task lists for practicum courses	Program Director	<ul style="list-style-type: none"> • Demonstrate how the advisory committee has input into the program (including curriculum) ensuring it maintains relevancy and effectiveness (Std. II.D.2) • Provide documentation to verify that curriculum development are incorporated into the continuous quality improvement process (Std. II.D.2) 	<ul style="list-style-type: none"> • Review task lists used for practicum courses for relevancy and to ensure alignment with current practices. Update as needed. • Every other year ask Program Advisory Council to provide recommendations for additions/deletions/modifications to the tasks on the lists.
April	Verify completion of degree requirements for graduating students	Program Director	<ul style="list-style-type: none"> • Submit examples of tools used to collect data for graduation rates (Std. II.B.2) 	<ul style="list-style-type: none"> • Review the transcript for each graduating student in PeopleSoft to ensure all graduation requirements have been met. • Work with HCC MLT Advisor to resolve any missing requirements per college guidelines. • Record graduation status or lack thereof on the respective year of "Exam Stats" sheet on the "NAACLS Compliance – Student, Graduate and BOC Data" spreadsheet
April	Administer, Evaluate and Analyze the Student Survey of Program Resources	Program Director	<ul style="list-style-type: none"> • 85% of students who complete the survey will indicate overall satisfaction by averaging a 4 or above on the survey questions • Supply other outcome measures data used in program evaluation (Std. II.B.5 optional) • Submit evidence that resource assessment is a part of continuous program evaluation (Std. III.A.2) • Demonstrate the program's physical resources are evaluated for adequacy in the program's assessment and continuous quality improvement process (Std. III.A.2) 	<ul style="list-style-type: none"> ▪ Administered electronically to graduating students near the end of MLT 279 ▪ Results of survey recorded on the "Program Resources survey results" spreadsheet. ▪ Feedback from survey shared with MLT faculty and adjunct instructors and Program Advisory Committee for discussion, input and feedback. ▪ Any new or additional resources deemed necessary are included in the annual Strategic Needs Assessment for consideration by the sponsor (college administration). ▪ Any program or course modifications (and reassessments of those modifications) needed from analysis of survey feedback will be recorded on the "Program Modification Tracking" sheet.

Schedule or Timeline	Assessment Method / Contributing Activity	Responsible Individual	Benchmark / Indicators / NAACLS Standard	Assessment Process / Reviewers
				<ul style="list-style-type: none"> ○ Effectiveness of any modifications will be defined by next year's survey results as improved scores or comments or lack thereof.
April	Administer, Evaluate and Analyze the Exit Survey	Program Director	<ul style="list-style-type: none"> • 85% of students who complete the survey will indicate very satisfied or satisfied with their overall experience in the program 	<ul style="list-style-type: none"> ▪ Administered electronically to graduating students near the end of MLT 279 ▪ Results of survey recorded on the "Exit Survey results – MLT279" spreadsheet. ▪ Feedback from survey shared with MLT faculty and adjunct instructors and Program Advisory Committee for discussion, input and feedback. ▪ Any program or course modifications (and reassessments of those modifications) needed from analysis of survey feedback will be recorded on the "Program Modification Tracking" sheet. <ul style="list-style-type: none"> ○ Effectiveness of any modifications will be defined by next year's survey results as improved scores or comments or lack thereof.
May	Review MLT Student Handbook	Program Director	<ul style="list-style-type: none"> • Complete MLT Student Handbook revisions for next academic year prior to the first week of class in August to ensure current information is available to prospective and enrolled students (Std. IV.A) 	<ul style="list-style-type: none"> ▪ Revise content as necessary to maintain currency of policies, procedures and other college and program information to be compliant with NAACLS Standard IV.A. ▪ Ensure HCC MLT program webpage lists the information that can be found in the MLT Student Handbook and instructions for contacting the Allied Health Division Chair to obtain a copy.
May	MLT Program Review and Strategic Planning	Program Director	<ul style="list-style-type: none"> • Use indicators in Program Review and Strategic Planning to indicate the degree to which the program is meeting identified program, college, institution mission and stated outcomes/goals (Std.II.A) • Demonstrate how the results of program outcomes are reviewed and evaluated for program assessment and continuous quality improvement, including use in program planning, curriculum development, and resource acquisition/allocation (Std. II.D.1-4) 	<ul style="list-style-type: none"> ▪ Complete annual reporting in Anthology Campus Labs for MLT Program Review and Strategic Planning to include outcomes data for each unit outcome, analysis of the data, use of results and improvement plan for next academic year. ▪ Record any necessary program or course modifications on the "Program Modification Tracking" sheet. <ul style="list-style-type: none"> ○ Record assessment of modification effectiveness after next year's program review. Success will be defined as improved outcomes. ▪ Print improvement plans for implementation in August.
May	Review Learner Evaluations of Instruction (LEI) from spring semester	Program Director Allied Health Division Chair	<ul style="list-style-type: none"> • 70% of students who complete the survey will indicate overall course satisfaction by selecting positive answers on questions 1-6 • Submit documentation verifying that curriculum development is incorporated into the continuous quality improvement process (Std. II.D.2) 	<ul style="list-style-type: none"> ▪ Deliver LEI to each individual instructor either through email or in person, discussing any areas of strength and/or for improvement. ▪ Make program or course modifications as necessary and record on the "Program Modification Tracking" sheet.

Schedule or Timeline	Assessment Method / Contributing Activity	Responsible Individual	Benchmark / Indicators / NAACLS Standard	Assessment Process / Reviewers
			<ul style="list-style-type: none"> Supply other outcome measures data used in program evaluation (Std. II.B.5 optional) 	<ul style="list-style-type: none"> Assess the effectiveness of any modification made in the following year by reviewing the LEI. Effectiveness will be defined as improved scores or comments as applicable.
May	Review Proficiency Evaluations	Program Director MLT faculty or adjunct instructor teaching MLT 279	<ul style="list-style-type: none"> 100% of students in MLT 279 will score an average of 70% or higher on their proficiency evaluations Supply other outcome measures data used in program evaluation (Std. II.B.5 optional) 	<p>Proficiency evaluations will be reviewed for all students completing MLT 279 for use in program improvement related to quality of course instruction, specifically affective competencies.</p> <ul style="list-style-type: none"> The results will be documented in Anthology Campus Labs during the annual Program Review and Strategic Planning which is due in May. The average score will be entered in the gradebook of the Learning Management System for the college for MLT 279. Any program or course modifications that are necessary based on this evaluation will be recorded on the “Program Modification Tracking” sheet. The effectiveness of any modification made will be assessed in the following semester by reviewing the Proficiency Evaluation scores from MLT 278. Effectiveness will be defined as improved scores or comments as applicable.
May	Review Course Learning Objectives Test Mapping for each MLT course	Program Director	<ul style="list-style-type: none"> Submit documentation verifying that curriculum development is incorporated into the continuous quality improvement process (Std. II.D.2) 	<ul style="list-style-type: none"> Ensure student assessments cover all course learning objectives. Any course or test question modification made will be documented on the Program Modification Tracking sheet and reassessed for effectiveness in the next academic year cycle.
May	Calculate, Review and Analyze Program Graduation / Attrition Rates	Program Director	<ul style="list-style-type: none"> At least a 70% average graduation rate from the last three (3) active years for graduates who have begun the final half of the program went on to successfully graduate from the program (Std. II.B.2) Provide the last three active years of attrition rates (Std. II.B.4) Demonstrate how the results of program outcomes are reviewed and evaluated for program assessment and continuous quality improvement, including use in program planning, curriculum development, and resource acquisition/allocation (Std. II.D.1-4) Update MLT program webpage monthly with graduation rates for the last three (3) active years (Std. IV.A.1.d) 	<ul style="list-style-type: none"> Degree conferral is recorded by the HCC registrar in PeopleSoft. Calculate the annual graduation / attrition rate. <ul style="list-style-type: none"> Use the NAACLS definition: Graduation rates from the last three (3) active years must demonstrate that an average of at least 70% of students who have begun the final half of the program go on to successfully graduate from the program. The program definition of “final half” is the last two semesters of the program and is identified by enrollment in MLT 215. Calculate the three (3) year average graduation rate. <ul style="list-style-type: none"> Note: NACCLS requires the three (3) year average is computed using raw student numbers, not annual percentages, from the last three active years. Record the annual graduation / attrition rate and the three (3) year average graduation rates on the “Exam Stats” and the “Data for

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				<p>NAACLS Annual Report” sheet on the “NAACLS Compliance – Student, Graduate and BOC Data” spreadsheet.</p> <ul style="list-style-type: none"> Place a work order with HCC to update HCC MLT program webpage to reflect most up-to-date graduation rates for compliance with NAACLS Standard IV.A Identify whether the annual or three (3) year average graduation rate is <70% which is the NAACLS benchmark and shade it on the spreadsheet. Share the metrics with MLT faculty and adjunct instructors and Program Advisory Committee members. <ul style="list-style-type: none"> Make program or course modifications as necessary and record on the “Program Modification Tracking” sheet. Assess the effectiveness of any modification made in the following year by reviewing the graduation rate.
May	Calculate, Review and Analyze Program Placement Rates	Program Director	<ul style="list-style-type: none"> At least a 70% average placement rate from the last three (3) active years for responding graduates have found employment in the field or a closely related field (for those who seek employment) or continue their education within one (1) year of graduation (Std. II.B.3) Demonstrate how the results of program outcomes are reviewed and evaluated for program assessment and continuous quality improvement, including use in program planning, curriculum development, and resource acquisition/allocation (Std. II.D.1-4) Update MLT program webpage monthly with placement rates for the last three (3) active years (Std. IV.A.1.d) 	<ul style="list-style-type: none"> Use HCC Data Forms collected from MLT 279 students prior to graduation to determine employment / transfer status. Use HCC Graduate Survey data if needed to supplement the HCC Data Forms. Calculate the annual program placement rate. <ul style="list-style-type: none"> Use the NAACLS definition: Placement rates from the last three (3) active years must demonstrate that an average of at least 70% of responding graduates either find employment in the field or a closely related field (for those who seek employment) or continue their education within one (1) year of graduation. Calculate the three (3) year average graduation rate. <ul style="list-style-type: none"> Note: NAACLS requires the three (3) year average is computed using raw student numbers, not annual percentages, from the last three active years. Record the annual and three (3) year average placement rates on the “Exam Stats” and the “Data for NAACLS Annual Report” sheet on the “NAACLS Compliance – Student, Graduate and BOC Data” spreadsheet. Place a work order with HCC to update HCC MLT program webpage to reflect most up-to-date placement rates for compliance with NAACLS Standard IV.A Identify whether the annual or three (3) year average placement rate is <70% which is the NAACLS benchmark and shade it on the spreadsheet.

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				<ul style="list-style-type: none"> ▪ Share the metrics with MLT faculty and adjunct instructors and Program Advisory Committee members. <ul style="list-style-type: none"> ○ Make program or course modifications as necessary and record on the “Program Modification Tracking” sheet. ▪ Assess the effectiveness of any modification made in the following year by reviewing the placement rate.
May	Review MLT Program Assessment and Continuous Quality Improvement Plan and Timeline	Program Director	<ul style="list-style-type: none"> • Complete plan revisions prior to the start of the next academic year • Provide evidence of a mechanism for continually and systematically reviewing the effectiveness of the program (Std. II.A) 	<ul style="list-style-type: none"> ▪ Review for any additions or deletions to align with current practices.
May	Conduct MLT faculty and adjunct instructor meeting	Program Director	<ul style="list-style-type: none"> • Supply other outcome measures data used in program evaluation (Std. II.B.5 optional) 	<ul style="list-style-type: none"> • Agenda will cover (at a minimum): <ul style="list-style-type: none"> ○ Program outcomes (certification rates, placement rates, graduation rates) ○ Graduate feedback ○ Employer feedback ○ Discussion of curriculum, equipment, educational software, teaching positions, enrollment and NAACLS accreditation status ○ MLT faculty and adjunct instructor input and feedback • Any program or course modifications that are necessary based on this meeting’s feedback will be recorded on the “Program Modification Tracking” sheet. • The effectiveness of any modification made will be assessed in the following semester. Effectiveness will be determined dependent upon specific modification.
August	Program Advisory Committee member list updated	Program Director	<ul style="list-style-type: none"> • For each advisory member, list the name, credentials, relationship to the program (administrator, lab professional, educator, graduate, public member, etc.) and describe how they have knowledge of medical lab science education (Std. II.D.1) 	<ul style="list-style-type: none"> ▪ Review Program Advisory Committee member list and update, if necessary. ▪ Send official invitation letters to any new committee members. ▪ Ensure the member list includes representatives from the following groups: <ul style="list-style-type: none"> ○ Sponsor (college) administration ○ Current students of the program ○ Graduates of the program ○ Business and industry partners – representatives from clinical affiliates including lab supervisors, lab managers, lab professionals, and HR hiring professionals.

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				<ul style="list-style-type: none"> ○ High School teachers in our service area ○ Parents
November	Program Advisory Committee meeting	Program Director	<ul style="list-style-type: none"> • 85% of members who complete the meeting evaluation will indicate the meeting was productive and they were given ample opportunity to express their views by marking “Y” to both questions • Demonstrate how the advisory committee has input into the program (including curriculum) ensuring it maintains relevancy and effectiveness 	<ul style="list-style-type: none"> • Agenda will cover (at a minimum): <ul style="list-style-type: none"> ○ Program outcomes (certification rates, placement rates, graduation rates) ○ Graduate feedback ○ Employer feedback ○ Discussion of curriculum, equipment, educational software, teaching positions, enrollment and NAACLS accreditation status ○ Program Advisory Committee input and feedback • Committee members will include representatives from the following groups: <ul style="list-style-type: none"> ○ Sponsor (college) administration ○ Current students of the program ○ Graduates of the program ○ Business and industry partners – representatives from clinical affiliates including lab supervisors, lab managers, lab professionals, and HR hiring professionals. ○ High School teachers in our service area ○ Parents • Allied Health Division Assistant will attend, take minutes, and administer meeting evaluations. Minutes are maintained in Anthology Campus Labs college software. • Any program or course modifications that are necessary based on this meeting’s feedback will be recorded on the “Program Modification Tracking” sheet. • The effectiveness of any modification made will be assessed in the following semester. Effectiveness will be determined dependent upon specific modification
November	Send out Graduate Surveys	Program Director	<ul style="list-style-type: none"> • Describe the process by which the program collects feedback from program graduates (Std. II.C.1) 	<ul style="list-style-type: none"> • Collect personal email addresses for graduating students using the HCC Data Form • Send electronic Graduate Surveys to students’ personal email address.
November	Send out Employer Surveys	Program Director	<ul style="list-style-type: none"> • Describe the process by which the program collects feedback from employers of program graduates (Std. II.C.2) 	<ul style="list-style-type: none"> • Collect employers’ business email addresses from Clinical/Applied Learning Experience Liaisons • Send electronic Employer Surveys to employers’ business email address for those employers of graduates.

Schedule or Timeline	Assessment Method / Contributing Activity	Responsible Individual	Benchmark / Indicators / NAACLS Standard	Assessment Process / Reviewers
December	Review Learner Evaluations of Instruction (LEI) from fall semester	Program Director	<ul style="list-style-type: none"> 70% of students who complete the survey will indicate overall course satisfaction by selecting positive answers on questions 1-6 Submit documentation verifying that curriculum development is incorporated into the continuous quality improvement process (Std. II.D.2) Supply other outcome measures data used in program evaluation (Std. II.B.5 optional) 	<ul style="list-style-type: none"> Deliver LEI to each individual instructor either through email or in person, discussing any areas of strength and/or for improvement. Make program or course modifications as necessary and record on the “Program Modification Tracking” sheet. <ul style="list-style-type: none"> Assess the effectiveness of any modification made in the following year by reviewing the LEI. Effectiveness will be defined as improved scores or comments as applicable.
December	Review Proficiency Evaluations	Program Director MLT faculty or adjunct instructor teaching MLT 278	<ul style="list-style-type: none"> 100% of students in MLT 278 will score an average of 70% or higher on their proficiency evaluations Supply other outcome measures data used in program evaluation (Std. II.B.5 optional) 	<p>Proficiency evaluations will be reviewed for all students completing MLT 278 for use in program improvement related to quality of course instruction, specifically affective competencies.</p> <ul style="list-style-type: none"> The results will be documented in Anthology Campus Labs during the annual Program Review and Strategic Planning which is due in May. The average score will be entered in the gradebook of the Learning Management System for the college for MLT 278. Any program or course modifications that are necessary based on this evaluation will be recorded on the “Program Modification Tracking” sheet. The effectiveness of any modification made will be assessed in the following semester by reviewing the Proficiency Evaluation scores from MLT 279. Effectiveness will be defined as improved scores or comments as applicable.
December	Conduct MLT faculty and adjunct instructor meeting	Program Director	<ul style="list-style-type: none"> Supply other outcome measures data used in program evaluation (Std. II.B.5 optional) 	<ul style="list-style-type: none"> Agenda will cover (at a minimum): <ul style="list-style-type: none"> Program outcomes (certification rates, placement rates, graduation rates) Graduate feedback Employer feedback Discussion of curriculum, equipment, educational software, teaching positions, enrollment and NAACLS accreditation status MLT faculty and adjunct instructor input and feedback Any program or course modifications that are necessary based on this meeting’s feedback will be recorded on the “Program Modification Tracking” sheet. The effectiveness of any modification made will be assessed in the following semester. Effectiveness will be determined dependent upon specific modification.