Polk Community College

Airside Center   Lakeland

3515 Aviation Drive
Lakeland, Florida 33811

Substantive Change Prospectus

Prepared for: Commission on Colleges

of the Southern Association of Colleges and Schools

May 15, 2009

SUBSTANTIVE CHANGE PROSPECTUS – COVER SHEET

Submitted by: *Polk Community College*

Type of Change: *Expanding programs at an existing off-campus site from less than 50%, to 50% or more of credits toward degree*

Program(s): *1. Cardiovascular Technology*
2. Diagnostic Medical Sonography
3. Radiography

School/Unit: *Polk Community College, Airside Center*

Person to be contacted with questions regarding this prospectus:

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Off-Campus sites at which 50% or more of a program's credits are available:

None

Off-campus sites at which 25%-49% of a program's credits are available:

Airside Center, Lakeland
JD Alexander Center, Lake Wales

Programs for which 50% or more of program credits are approved for electronic delivery:

Associate in Arts (A.A.)

Certificate and/or degree programs which are related to the proposed program(s):

This is not applicable, as this prospectus does not pertain to a newly proposed certificate or degree program but instead to the expansion of an existing Allied Health program to deliver 50% or more of the credits toward program requirements during the Fall Term of academic year 2009-2010 at an existing off-campus site (Center).

Institutional strengths which facilitate the offering of the proposed program(s):

This is not applicable, as this prospectus does not pertain to a newly proposed certificate or degree program but instead to the expansion of an existing Allied Health program to deliver 50% or more of the credits toward program requirements during the Fall Term of academic year 2009-2010 at an existing off-campus site (Center). However, PCC has an excellent track record of successful Allied Health programs, an outstanding Allied Health faculty, and strong synergies with local healthcare providers to support the clinical portion of the existing programs and their expansion.

The List of degrees which PCC is authorized to grant:

The current list of degrees as per PCC's 2008-2009 Catalog is shown on the following page.

PROGRAMS OFFERED AT POLK COMMUNITY COLLEGE

ASSOCIATE IN ARTS (AA)
(Advising Tracks)

Code	Program
11000	Liberal Arts
11050	Library Sciences
11100	General Transfer – FSC
11111	General Transfer-PCSB
11200	Animal Science
11210	Plant Sciences
11220	Soils Science
11230	Horticulture Science
11240	Food Science
11247	Nutritional Sciences
11250	Agriculture Science
11260	Agriculture Economics
11300	Citrus and Environ. Hort- FSC
11500	Business Administration
11510	Actuarial Sciences
11550	Business Administration - FSC
11555	Accounting - FSC
11570	Business Administration - WC
11700	Computer Information Systems
11725	Computer Science
12000	Elementary Education
12010	Elementary Education - USF
12050	Education - FSC
12190	Agricultural Teacher Ed (Vocational)
12200	Biology Teacher Ed
12210	Business Teacher Ed (Vocational)
12220	Chemistry Teacher Ed
12225	Dance/Drama Education
12230	English Teacher Ed
12240	Foreign Languages Teacher Ed
12250	Home Economics Teacher Ed
12260	Mathematics Teacher Ed
12265	Music Teacher Ed
12280	Physics Teacher Ed
12290	Science/Math Teacher Ed - FSU
12300	Social Studies Teacher Ed
12540	Engineering
12550	Eng Information Systems - USF
12575	Surveying
12600	Civil Engineering Technology
12610	Construction Engineering Tech
12625	Design Engineering Technology
12650	Electronic Engineering Tech
12655	Mechanical Engineering Tech
12675	Manufacturing Engineering Tech
12800	Foreign Languages
12900	Addictions Studies
12903	Athletic Training
12905	Community Health
12910	Health Information Mgmt
12920	Health Services Administration
12925	Health Sciences (B.S.)
12930	Medical Technology
12940	Nursing
12950	Pharmacy
12955	Physical Therapy
12970	Radiologic (Medical) Technology
12975	Rehabilitative Services
12980	Respiratory Therapy
12990	Dietetics/Nutritional Services
13000	Economics & Policy Specialization
13020	Environmental Management
13040	Human Resources Development
13060	Waste Mgmt & Util & Water Mgmt
13100	Art
13200	Music
13500	Mass Communications
13520	Mass Communications - FSC
13600	Mathematics and Statistics
13700	Exercise Science/Wellness
13720	Leisure Services - Management
13740	Leisure Services - Professional
13760	Natural Resources
13780	Therapeutic Recreation
13800	Philosophy and Religion
13900	Astronomy/Atm Sci/Meteorology
13950	Biological Science
13975	Biological & Physical Sciences
14000	Botany/Zoology
14050	Chemical Sciences
14100	Chemistry
14200	Entomology
14250	Environmental Science
14255	Wildlife Ecology and Conservation
14260	Forest Resources and Conservation
14300	Forensic Science
14350	Physics
14400	Radiation Physics
14500	Economics - Social Sciences
14550	Geography
14650	History
14700	Political Science and Government
14750	Psychology
14800	Public Administration
14850	Social Work
14900	Sociology
14925	Human Services

ASSOCIATE IN SCIENCE (AS)

Code	Program
25020	Accounting Technology
25030	Bus Admin/Mgt: (BA/BS Career Path)
25060	Financial Services
25120	Medical Office Administration
25130	Office Administration
25140	Office Management Administration
25240	Computer Info Systems Analysis
25261	Computer Netwk Eng. MCSE
25263	Computer Netwk Eng. CISCO
25264	Computer Netwk Eng. CCNP
25265	Computer Netwk Eng. LINUX
25266	Computer Netwk Eng. Security
25267	Computer Netwk Eng. Wireless Admin
25320	Early Childhood Ed & Mgmt
25450	Emergency Medical Services
25480	Health Information Management
25510	Nursing - Preadmissions
25530	Occupational Therapy Assistant
25540	Physical Therapist Assistant
25560	Invasive Cardiovascular Technology
25580	Respiratory Care
25590	Diagnostic Medical Sonography
25610	Nursing – Bridge Program – Preadm.
25710	Supply Chain Management
25745	Electrical Distribution Tech
25840	Multimedia Technology
25900	CJ Law Enforcement (Exam)
25905	CJ Law Enforcement (Pre-Exam)
25910	CJ Corrections (Exam)
25915	CJ Corrections (Pre-Exam)
25930	CJ Law Enforcement (Pre-1988)
25935	CJ Corrections (Pre-1988)
25980	Fire Science Technology

ASSOCIATE IN APPLIED SCIENCE (AAS)

Code	Program
A5020	Accounting Technology
A5041	Bus Admin/Mgt: Business Admin
A5042	Bus Admin/Mgt: Marketing-Program
A5043	Bus Admin/Mgt: Insurance-Program
A5060	Financial Services
A5120	Medical Office Administration
A5130	Office Administration
A5140	Office Management Administration
A5240	Computer Info Systems Analysis
A5261	Computer Netwk Eng. MCSE
A5263	Computer Netwk Eng. CISCO
A5264	Computer Netwk Eng. CCNP
A5265	Computer Netwk Eng. LINUX
A5266	Computer Netwk Eng. Security
A5267	Computer Netwk Eng. Wireless Admin
A5320	Early Childhood Ed & Mgmt
A5450	Emergency Medical Services
A5480	Health Information Management
A5530	Occupational Therapy Assistant
A5540	Physical Therapist Assistant
A5570	Radiologic Technology
A5572	PCC-LRMC-Artic Radiograph Prog
A5745	Electrical Distribution Tech
A5840	Multimedia Technology
A5850	Supply Chain Management
A5900	CJ Law Enforcement (Exam)
A5905	CJ Law Enforcement (Pre-Exam)
A5910	CJ Corrections (Exam)
A5915	CJ Corrections (Pre-Exam)
A5930	CJ Law Enforcement (Pre-1988)
A5935	CJ Corrections (Pre-1988)
A5980	Fire Science Technology

APPLIED TECHNICAL DIPLOMA

Code	Program
B8130	Emergency Medical Tech
B8060	Medical Transcription

CREDIT CERTIFICATES

Code	Program
68030	Coding Specialist
68160	Paramedic
68228	Office Support Tech Certificate
68229	Office Specialist Tech Certificate
68230	Office Management Certificate
68310	Microcomputer Repair/Install Certificate
68320	MCSE Certificate
68340	Cisco (CCNA) Certificate
68350	Advanced Cisco (CCNP) Certificate
68360	Computer Programming Microsoft

VOCATIONAL CERTIFICATES

Code	Program
58500	Correctional Officer Certificate
58510	Cross-Over Corr to Law Enf
58550	Corr Officer To Corr Probation
58610	CMS Basic Law Enforcement
58650	Correctional Probation Officer

LINKAGE (In Cooperation with other Inst)

Code	Program
27700	Dental Hygiene (VCC)
27701	Dental Hygiene (SPJC)
27702	Nuclear Medicine Tech (HCC)
27703	Dental Hygiene (PHCC)
27709	Radiation Therapy Tech (HCC)
27711	Dental Hygiene (HCC)

NON-DEGREE SEEKING

Code	Program
30060	Honors
38888	Non-Degree Seeking
39020	Teacher Recertification
F9025	Educator Prep Institute (EPI) Certificate
39030	Transient
39070	Post Baccalaureate
39080	Post Associate of Arts Degree
39085	Post Associate of Science Degree

2008-2009 Catalog

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Abstract

Polk Community College is requesting a substantive change to offer 50% or more of the required program credits for three of its Allied Health programs: Cardiovascular Technology, Diagnostic Medical Sonography, and Radiography at the Airside Center, an existing off-campus instructional site. The Airside Center street address is:

- PCC Airside Center; 3515 Aviation Drive; Lakeland, FL 33811

The Airside Center was created to address an immediate need for instructional space, to meet demand for a trained workforce by local employers, and to provide for residents seeking jobs or job advancement in West Polk County. It provides room for PCC's Medical Imaging Complex, which currently includes the new Diagnostic Medical Sonography Program, the new Cardiovascular Program, and the Radiography Program (relocated from the Winter Haven campus). In addition, it supplies the interim space for the Corporate College, which provides training in partnership with local manufacturing and supply companies. The building is owned by the City of Lakeland, with whom the College signed a multi-year lease. After significant renovations, classes started at the Airside Center on January 7, 2008.

One hundred and twenty students are currently served by the center. The projected demand for the Airside Center programming is subject to ongoing evaluation with growth of enrollment.

Background Information

The original creation of the Airside Center and the subsequent request to offer 50% or more of the program credits for Cardiovascular Technology, Diagnostic Medical Sonography, and Radiography are clearly linked to the College mission through the strategic planning process. Polk Community College has engaged in a college-wide process of soliciting broad-based input from faculty and staff to develop strategic goals and objectives for a rolling 5-year strategic plan. Four College goals and associated objectives resulted from this process. Goal #1 aligns most closely with the proposed change (See Appendix A, *PCC Strategic Plan 2007-2012*).

- Goal #1: Enhance the College's contributions to Polk County through quality programs and services that ensure the highest level of student achievement.

- Objective 1.1: Improve student access by adding new PCC site locations.

- Objective 1.2: Increase student retention and annual FTE enrollment across credit and non-credit courses.

This change will allow students in the programs to take more of their coursework at the Airside Center, supporting the student-cohort concept inherent in the design of each of these programs.

The creation of the Airside Center was approved by the Polk Community College District Board of Trustees at its July 2007 meeting.

The programs offered at the Airside Center are not offered on the Polk Community College Winter Haven or Lakeland campus, or any other off-campus site.

Assessment of Need and Program Planning/Approval

The creation of the Airside Center and the request to offer 50% or more of the program credits for the Cardiovascular Technology, Diagnostic Medical Sonography, and Radiography programs at this site are the result of a lack of available classroom and lab space on the existing PCC campuses. This shortage of facility space was due to unprecedented growth in FTE enrollment (see Appendix B, *PCC FactBook 2007-2008*) and a need to find a location to house these programs that aligned with the *PCC Master Plan* (see Appendix C, *Site Designation Request*).

At the time of its move to the Airside Center in January 2008, the Radiography Program was already well established at the Winter Haven campus. The need for relocation was primarily due to space shortages on this campus and the foreseen advantages of offering these three programs, which will form PCC's Medical Imaging Complex, under one roof. The College's assessment of the need for the creation of the recently established Cardiovascular Technology and Diagnostic Medical Sonography programs follows.

Cardiovascular Technology

According to the U.S. Department of Labor, cardiovascular technologists and technicians represent one of the fastest growing occupations in the country. This occupation is projected to experience a 33% increase in jobs nationwide between 2004 and 2014. This growth is the result of an aging population; older individuals have a higher incidence of heart problems and require diagnostic imaging more than younger individuals. Employment of vascular technologists and echo-cardiographers will grow as advances in vascular technology and sonography reduce the need for more costly and invasive procedures. This program establishes career tracks that culminate in an A.S./A.A.S. degree in cardiovascular technology.

Cardiovascular technology appears on the *State and Regional Targeted Occupations Lists for 2007-2008*. Florida lists a 2.63% annual growth in jobs, with 156 openings. Additionally, the regional healthcare providers have identified a significant need for this program based on the hiring challenges of their facilities. The need identified by these regional partners is reflected in letters of support from Lakeland Regional Medical Center, Winter Haven Hospital, Heart of Florida Regional Medical Center, Bartow Regional Medical Center, and Lake Wales Medical Center.

Diagnostic Medical Sonography

According to the U.S. Department of Labor, employment of diagnostic medical sonographers is expected to grow much faster than the average employment growth rate for all occupations through 2014. As the population grows and ages, there will be an increased demand for diagnostic imaging and therapeutic technology. This occupation shows a projected increase in jobs nationwide of at least 27% between 2004 and 2014. Growth will occur as the population ages, as older individuals have a higher incidence of health problems and use more diagnostic imaging. Employment of diagnostic medical sonographers will grow as advances in technology reduce the need for more costly and invasive procedures. Additionally, diagnostic medical sonographers are recognized by the Bureau of Labor Statistics as a high-wage

occupation. This program will establish career tracks that culminate in an A.S./A.A.S. degree in Diagnostic Medical Sonography (DMS).

DMS appears on the *State and Regional Targeted Occupations Lists for 2007-2008*. Florida lists a 3.6% annual growth rate in jobs, with 211 openings. DMS is characterized as a high-skill/high-wage career. Additionally, the regional healthcare providers have identified a significant need for this program based on the hiring challenges of their facilities. The need identified by these regional partners is reflected in letters of support from Lakeland Regional Medical Center, Winter Haven Hospital, Heart of Florida Regional Medical Center, Bartow Regional Medical Center, and Lake Wales Medical Center.

Both the Cardiovascular Technology and Diagnostic Medical Sonography programs have been reviewed and approved the Polk Community College Academic Quality Council, the College's curriculum committee. The Cardiovascular Technology program was approved at the September 2008 Academic Quality Council meeting; the Diagnostic Medical Sonography program was approved at the October 2007 PCC Academic Quality Council meeting.

Description of the Change

The proposed change involves the expansion of an off-campus site, the Polk Community College Airside Center. Beginning fall 2009 (contingent upon SACS approval), students in Cardiovascular Technology, Diagnostic Medical Sonography, and Radiography degree programs can earn 50% or more of the credits toward their chosen program of study.

Cardiovascular Technology

The Cardiovascular Technology Program fosters and supports creative and positive learning experiences within an atmosphere of academic excellence and continuous improvement. The College's goal is to provide every student with the knowledge, skills, and professional attributes needed to excel within the invasive diagnostic and interventional cardiovascular fields.

The Cardiovascular Technology Program provides students with an organized curriculum that includes the College-required General Education classes in addition to the required core classes for the Invasive Cardiovascular Curriculum. The Invasive Cardiovascular Specialist is a vital member of the cardiac catheterization and peripheral vascular teams. His/her primary role is to assist and scrub with physicians during diagnostic and interventional cardiovascular procedures, monitor a patient's hemodynamic status during the procedure, and to operate specialized imaging equipment with consideration of radiation safety.

The Cardiovascular Technology program provides highly-skilled individuals capable of critical thinking in a fast-paced environment to a specialty that is vital to the diagnosis and treatment of patients with Coronary Artery Disease (CAD) and Peripheral Artery Disease (PAD). The field is continually expanding due to the increase in the middle aged and elderly populations in Polk County (and throughout the nation). According to the U.S. Department of Labor, employment of cardiovascular technologists is expected to grow by approximately 27% over the next decade. Individuals in this demographic are prone to develop CAD and PAD resulting from the normal aging process.

Graduates from the Cardiovascular Technology Program find employment in hospital Cardiac Catheterization Labs, Outpatient Cardiovascular Labs, traveling agencies, and other industry-related facilities in Florida and throughout the country. Entry-level technologists can expect to make approximately $40,000 per year.

This pay is based on a 40-hour work week and has the potential to increase with on-call pay and shift differential. Graduates are also eligible to take the national board exams administered by Cardiovascular Credentialing International (CCI) for the Registered Cardiovascular Invasive Specialist (RCIS) credential.

PROGRAM OUTCOMES

1. Prepare students for immediate employment with minimal additional training in diagnostic and interventional cardiac catheterization labs and clinics.
2. Acquaint students with the knowledge of normal versus abnormal conditions that affect cardiac and peripheral systems.
3. Develop effective learning domains that delineate the student's role and responsibilities regarding the patient, the physician, and other catheterization team members.
4. Provide students with the cognitive and psychomotor domains needed to assist the physician by mastering competencies in patient care and technical procedural skills.
5. Prepare students to successfully complete the CCI examination for RCIS with a 60% pass rate for first-time test takers.
6. Encourage students to attend and/or participate in local professional society functions and continuing educational experiences after graduation and successful completion of the national registry exam.
7. Encourage students to maintain high standards regarding their professional ethics and practices as they serve the needs of the community as Invasive Cardiovascular Technologists.

ACCREDITATION

The Cardiovascular Technology Program is a new, limited-enrollment healthcare program at PCC. The program is seeking accreditation through the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Joint Review Committee on education in Cardiovascular Technology (JRC-CVT).

ADMISSION CRITERIA

The following are the minimum requirements for admission to the Cardiovascular Technology Program:

1. Acceptance to Polk Community College (as a credit student) with all required admission documents received by the Registrar.
2. Completion of any required College Preparatory courses.
3. A documented overall GPA of 2.0 or higher (at the time of admission).
4. A documented GPA of 2.0 or higher in all prerequisite courses (at the time of admission).
5. Completion of the following prerequisite courses prior to admission in the program: ENC 1101 English Composition
   MAC 1105 College Algebra (or higher)
   BSC 2085C Anatomy and Physiology I
   HSC 1531 Medical Terminology

ADDITIONAL PROGRAM REQUIREMENTS

These additional admission requirements are to be completed after acceptance into the program:

1. Complete Medical Physical
2. Immunization and Communicable Disease Screening
3. 10 Panel Drug Screening
4. Signed Affidavit of Moral Character attesting to the non-committance of specific criminal acts
5. Florida Department of Law Enforcement (FDLE) background check
6. Current CPR certification

The Program Director provides information regarding the completion of these additional admission requirements with the letter of acceptance sent to each student.

ADMISSION PROCESS

In August 2008, the Cardiovascular Technology Program began admitting students using a "selective admissions" procedure. Students seeking admission into the program must receive an application to the program at a required meeting with the Program Director. An application and documentation of the clinical observation hours must be submitted no later than May 1 of each year (for the August admission class). Failure to submit the proper documentation by this deadline will result in disqualification of a student for an upcoming class.

A selection committee meets for the evaluation of applications during the second week of May. Notices of acceptance are mailed to students during the third week of May. The committee evaluates applications utilizing the following criteria: college grade point average, number of credits completed that apply to the General Education requirements for an A.S. degree in Cardiovascular Technology, prior healthcare experience related to this field of study, and the establishment of Polk County residency.

The following prerequisite courses must be completed with a GPA of 2.0 or higher before an application is considered for acceptance:

ENC   1101   English Composition
MAC   1105   College Algebra (or higher)
BSC   2085C Anatomy and Physiology I
HSC   1531   Medical Terminology

PCC reserves the right to make changes in the admission criteria as circumstances require. Every reasonable effort is made to communicate changes in the program to potential students.

PROGRAM COST

The cost of the program is approximately $8,500. This cost includes fees for the courses, books, uniforms, the National Registry exam, and ACLS Certification. This figure does not include any College Preparatory courses that a student may require.

CERTIFICATION EXAMINATION

Following the completion of all requirements for graduation from the Cardiovascular Technology Program, graduates are eligible to sit for the National Registry exam administered by Cardiovascular Credentialing International (CCI). After successful completion of this exam, the graduate is credentialed as a Registered Cardiovascular Invasive Specialist (RCIS).

Radiological Technologists (RT) have the option to sit for both the registry administered by CCI and the registry administered by the American Registry of Radiological Technologist (ARRT) for Cardiovascular Intervention (CI). After successful completion of

this exam, the graduate earns additional credentials and is listed as RT(R)(CI). If graduates opt to take both registries, they can receive the credentials RT(R)(CI), RCIS.

ELECTIVES

Students are encouraged to add appropriate electives to their programs of study as their schedules permit. Electives such as Computer Technology, Human Relations, Chemistry, Microbiology, or other Health Science courses would be pertinent to careers in Cardiovascular Technology. While these courses are not required, they serve to prepare students to enter the allied health workforce and act as additional preparation for the national registry exams.

PROGRAM CURRICULUM

		Credits	Location
General Education Requirements		**19**	L=Lakeland Campus W=Winter Haven Campus Airside Center
ENC 1101	English Composition	3	L/W/Airside
MAC1105	College Algebra (or higher)	3	L/W/Airside
PHI 2600	Ethics	3	L/W/Airside
PSY 2012	Psychology	3	L/W/Airside
BSC 2085C	Anatomy and Physiology I	5	L/W
HLP 1081	Wellness Concepts	2	L/W
Core Program Requirements		**58**	
HSC 1531	Medical Terminology	2	L/W
BSC 2086C	Anatomy and Physiology II	5	L/W
CVT 1000C	Intro to Cardiovascular Technology	4	Airside
CVT 1261	Cardiovascular Anatomy & Physiology	4	Airside
CVT 1220	Cardiovascular Pharmacology	3	Airside
CVT 2420C	Invasive Cardiology I	3	Airside
CVT 2421C	Invasive Cardiology II	3	Airside
CVT 2500	EKG Interpretation	3	Airside
CVT 2510	Medical Instrumentation	3	Airside
CVT 2100L	Cardiovascular Practicum I	2	Hospital
CVT 2511	Radiation Biology and Protection	3	Airside
CVT 2110L	Cardiovascular Practicum II	6	Hospital
CVT 2120L	Cardiovascular Practicum III	6	Hospital
CVT 2211	Critical Care Applications	2	Airside
CVT 2843L	Cardiovascular Practicum IV	6	Hospital
CVT 2844L	Cardiovascular Practicum V	3	Hospital
Total Program Credit Hours		**77**	

CVT LIBRARY/LEARNING RESOURCES

In addition to the resources described further below (see page 17), a special resource room (Room 134, see also room layout on page 19) is designated to hold program-relevant Allied Imaging reference books.

Diagnostic Medical Sonography

The Diagnostic Medical Sonography (DMS) program fosters and supports creative and positive learning experiences within an atmosphere of academic excellence and continuous improvement. The College's goal is to provide every student with the knowledge, skills, and professional attributes necessary to succeed as sonographers.

Diagnostic Medical Sonography is the specific allied imaging modality that uses special equipment to direct high-frequency sound waves into the patient's body. Sonographers are the highly-skilled professionals who operate the equipment that collects the reflected echoes and forms an image that may be videotaped, transmitted, or photographed for interpretation and diagnosis by a physician. There are several areas of specialization in the field of Sonography, including specialization in the Abdomen, Obstetrics/Gynecology, Echocardiography, Vascular Technology, Neurosonology, and Ophthalmology.

The DMS program provides its students with an organized curriculum that includes College-required General Education classes in addition to the required core classes for the Diagnostic Medical Sonography curriculum. The program emphasizes the responsibilities of the sonographer in promoting high clinical standards within the field of Sonography. These responsibilities include independent decision making and critical thinking that are vital to assisting the physician in his or her diagnosis.

Employment of diagnostic medical sonographers is expected to grow continuously as the population grows and ages, increasing the demand for diagnostic imaging and therapeutic technology. Median annual earnings were $52,000 in 2004 based upon a 40-hour work week, with the potential to earn additional pay for on-call responsibilities. Sonographers are employed in hospitals, private physicians' offices, and diagnostic imaging centers. Graduates of the program are eligible to take the National Board exams administered by the American Registry for Diagnostic Medical Sonographers (ARDMS) for the Registered Diagnostic Medical Sonographer (RDMS) credential.

PROGRAM OUTCOMES

1. Prepare student sonographers to successfully complete the ARDMS examination with a minimum of 75% pass rate for first-time test takers.
2. Prepare student sonographers for immediate employment in diagnostic sonography by providing opportunities to master competencies in technical skills, patient care practices, critical-thinking situations, problem-solving skills, and effective communication.
3. Encourage student sonographers to attend and/or participate in local professional society functions, as well as in continuing educational experiences.
4. Encourage student sonographers to maintain high professional ethics and practices as they serve the needs of the community as sonographers.

ACCREDITATION

The Diagnostic Medical Sonography Program is a new, limited-enrollment program at PCC. The program is seeking accreditation through the *Commission on Accreditation of Allied Health Education Programs (CAAHEP)* upon the recommendation of the *Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS).*

ADMISSION CRITERIA

The following are minimum requirements for admission to the Diagnostic Medical Sonography Program:

1. Acceptance to Polk Community College (as a credit earning student) with all of the required admission documents received by the Registrar.
2. Completion of any required College Preparatory courses.
3. Documentation of an overall GPA of 2.0 or higher (at the time of admission).
4. Documentation of a GPA of 2.0 or higher in all prerequisite courses (at the time of admission).
5. Completion of the following prerequisite courses prior to admission into the program: ENC   1101   English Composition I
            MAC   1105   College Algebra
            BSC   2085C Human Anatomy and Physiology I
            PHY   2001C Basic Concepts of Physics

ADDITIONAL PROGRAM REQUIREMENTS

Admission requirements that are to be completed after admission into the program:

1. Physical examination and Essential Functions screening
2. Immunization and Communicable Disease Screening
3. Drug Screening
4. Current Cardiopulmonary Resuscitation (CPR) Certification
5. Signed Affidavit of Moral Character attesting to the non-committance of specific criminal acts
6. Florida Department of Law Enforcement (FDLE) background check

The Program Director provides information regarding the completion of these additional admission requirements with the student's letter of acceptance.

ADMISSION PROCESS

The Diagnostic Medical Sonography Program admits students under a "selective admissions" procedure. Students seeking admission to the program must receive a program application from the Program Director. Applications must be submitted by August 31 of each year (for a January start date). Failure to submit the required documentation by the deadline prevents a student from starting in the upcoming class.

 A selection committee meets during the second week of September for evaluation of applications. Letters of acceptance are mailed during the third week of September. The committee evaluates the applications using the following criteria: college grade point average, number of credits completed that apply to the General Education requirements for the A.S. degree in Diagnostic Medical Sonography, prior healthcare experience related to this field of study, and an established residency in Polk, Highlands, or Hardee County. The following prerequisite courses must be completed with a GPA of 2.5 or higher before the application is considered for acceptance:

ENC   1101   English Composition I
MAC   1105   College Algebra
BSC   2085C Human Anatomy and Physiology I
PHY   2001C Basic Concepts of Physics

PCC reserves the right to make changes in the admission criteria as circumstances require. Every reasonable effort is made to communicate changes in the program to potential students.

PROGRAM COST

The cost of the program is approximately $7,500. This cost includes fees for courses, books, uniforms, and National Registry exams.

CERTIFICATION EXAMINATION

Following the completion of all requirements for graduation from the Diagnostic Medical Sonography Program, graduates are eligible to take the National Registry exam administered by the American Registry of Diagnostic Medical Sonographers. After successful completion of this exam, the graduate earns the credential of Registered Diagnostic Medical Sonographer (RDMS).

PROGRAM CURRICULUM

		Credits	Location
General Education Requirements		**19**	L=Lakeland Campus W=Winter Haven Campus Airside Center
ENC 1101	English Composition	3	L/W/Airside
MAC1105	College Algebra or higher	3	L/W/Airside
PHI 2600	Ethics	3	L/W/Airside
PSY 2012	Psychology	3	L/W/Airside
BSC 2085C	Anatomy & Physiology I	5	L/W
HLP 1081	Wellness Concepts	2	L/W
Core Program Requirements		**53**	
PHY 2001C	Basic Concepts of Physics	4	L/W
HSC 1531	Medical Terminology	2	L/W
BSC 2086C	Human Anatomy and Physiology II	5	L/W
RTE 2762	Cross Sectional Anatomy	1	Airside
SON 1000	Intro to Sonography	3	Airside
SON 1100C	Procedures and Protocols	3	Airside
SON 1111C	Abdominal Sonography I	3	Airside
SON 1112C	Abdominal Sonography II	3	Airside
SON 1121C	OB/GYN Sonography I	3	Airside
SON 2122C	OB/GYN Sonography II	3	Airside
SON 1211	Medical Sonographic Physics I	3	Airside
SON 1212	Medical Sonographic Physics II	3	Airside
SON 2150	Neurosonology & Superficial Structures	3	Airside
SON 2061	Seminar in Sonography	4	Airside
SON 1804L	Clinical Practicum I	2	Hospital
SON 2814L	Clinical Practicum II	2	Hospital
SON 2824l	Clinical Practicum III	3	Hospital
SON 2834L	Clinical Practicum IV	3	Hospital
Total Program Credit Hours		**72**	

DMS LIBRARY/LEARNING RESOURCES

In addition to the resources described further below (see page 17), a special resource room (Room 134, see also room layout on page 19) is designated to hold program-relevant Allied Imaging reference books.

Radiography

The Radiography Program fosters and supports creative and positive learning experiences within an atmosphere of academic excellence and continuous improvement. The College's goal is to provide every student with the knowledge, skills, and professional attributes necessary to succeed as radiographers.

The Radiography Program provides its students with an organized curriculum that includes courses in General Education and radiologic education; these courses prepare students for careers as members of the healthcare team. The radiographer is a licensed professional who is primarily responsible for applying ionizing radiation to demonstrate portions of the human body on a radiograph, fluoroscopic screen, or other imaging modality to assist the physician in the diagnosis of disease and injury. Radiographers work in hospitals, private practices, clinics, traveling agencies, and other facilities.

Students are required to provide documented proof that they are free of contagious diseases prior to placement in healthcare facilities for professional practicum courses. In addition, federal, state, and local requirements regarding substance abuse shall apply. The Radiography Program is offered at the Airside Center. Classes are scheduled Monday through Friday, during day and evening hours.

ACCREDITATION

Polk Community College has achieved accreditation from the Joint Review Committee on Education in Radiologic Technology. Graduates of the Radiography program are eligible to take the American Registry of Radiologic Technologists examination for certification as Radiographers. This examination carries national certification and allows the student to apply for state licensure.

ADMISSION CRITERIA

The following are the minimum requirements for admission to the Radiography Program:
1. Acceptance to Polk Community College (as a credit student) with all required admission documents received by the Registrar.
2. Completion of any required College Preparatory courses.
3. A documented overall GPA of 2.00 or higher (at the time of admission).
4. A documented GPA of 2.00 or higher in all prerequisite courses, with a grade of "C" or higher in each course (at the time of admission).
5. Completion of the following prerequisite courses prior to admission:
   - BSC 1084C   Basic Anatomy and Physiology
   - (BSC 2085 and BSC 2086C may replace BSC 1084C)
   - ENC 1101   English Composition
   - HSC 1531   Medical Terminology
   - MAT 1033   Intermediate Algebra (or higher)

ADDITIONAL PROGRAM REQUIREMENTS

Admission requirements that are completed after admission to the program include:
1. Physical examination and Essential Functions Screening
2. Immunization and Communicable Disease Screening
3. Current CPR Certification

4. Florida Department of Law Enforcement (FDLE) background checks
5. Drug screening
6. Signed affidavit attesting to the non-committance of specific criminal acts

The Program Manager provides information regarding the completion of these additional admission requirements with a student's acceptance letter.

ADMISSION PROCESS

The Radiography Program admits students under a selective admissions procedure. Students seeking admission to the program must receive an application for admission from the Lakeland Campus Registrar Office and submit the completed application to this office by August 31 of each year (for admission to the Spring Term). The following prerequisite courses must be completed with a grade of "C" or better:

BSC	1084C	Basic Anatomy and Physiology
(BSC	2085 and BSC 2086C may replace BSC 1084C)	
ENC	1101	English Composition
HSC	1531	Medical Terminology
MAT	1033	Intermediate Algebra (or higher)

PROGRAM COST

The approximate cost of the program is $8800.This cost includes fees for courses, books, and uniforms.

POTENTIAL EARNINGS

Radiographers may work a part-time or full-time (40 hours) work week. Entry-level radiographers can expect an annual salary of approximately $34,000-37,000, with additional pay for shift differential.

CERTIFICATION EXAMINATION

Following the completion of all requirements for graduation from the Radiography Program, graduates are eligible to take the National Registry examination administered by the American Registry of Radiologic Technologists. The cost for first-time examinees is $150. After successful completion of this exam, the graduate earns the credential of Registered Technologist in Radiography and may use the designation RT(R)(ARRT).

FLORIDA LICENSURE

The State of Florida requires all persons practicing radiography to hold a state license. All graduates who have successfully completed the ARRT examination may apply for and receive a state license. The $150 fee is payable to the Florida Department of Health, Bureau of Radiation Control.

ELECTIVES

Students are encouraged to add appropriate elective courses to their programs of study as their schedules permit. Electives such as Sociology, Psychology, Human Relations, Humanities, Government, and computer courses, among others, would be pertinent to careers in Radiography. While these courses are not required, they serve to prepare students to enter the allied health workforce.

PROGRAM CURRICULUM		Credits	Location
			L=Lakeland Campus W=Winter Haven Campus Airside Center
General Education Requirements		**19**	
ENC 1101	English Composition	3	L/W/Airside
MAT1033	Intermediate Algebra (or higher)	3	L/W/Airside
PHI 2600	Ethics	3	L/W/Airside
Social Science	Approved for General Education	3	L/W/Airside
BSC 1084C	Basic Anatomy and Physiology	5	L/W
HLP 1081	Wellness Concepts	2	L/W
Core Program Requirements		**58**	
CGS 1061C	Intro to Computers & Information Systems	3	L/W/Airside
HSC 1531	Medical Terminology	2	L/W
RTE 1000	Orientation to Radiologic Technology	2	Airside
RTE 1111	Radiographic Nursing Procedures	2	Airside
RTE 1418	Principles of Radiographic Exposure I	2	Airside
RTE 1458	Principles of Radiographic Exposure II	3	Airside
RTE 1503	Radiographic Positioning I	3	Airside
RTE 1513	Radiographic Positioning II	3	Airside
RTE 1613	Radiographic Physics	3	Airside
RTE 1804	Radiographic Clinical I	2	Hospital
RTE 1814	Radiographic Clinical II	3	Hospital
RTE 2061	Radiographic Management Seminar	4	Airside
RTE 2385	Radiation Biology and Protection	2	Airside
RTE 2458L	Radiographic Quality Assurance	2	Airside
RTE 2523	Radiographic Positioning III	3	Airside
RTE 2762	Cross-Sectional Anatomy	1	Airside
RTE 2782C	Radiographic Pathology	2	Airside
RTE 2824	Radiographic Clinical III	3	Hospital
RTE 2834	Radiographic Clinical IV	4	Hospital
RTE 2844	Radiographic Clinical V	4	Hospital
RTE 2854	Radiographic Clinical VI	5	Hospital
Total Program Credit Hours		**77**	

RTE LIBRARY/LEARNING RESOURCES

In addition to the resources described further below (see page 17), a special resource room (Room 134, see also room layout on page 19) is designated to hold program-relevant Allied Imaging reference books.

Faculty

The existing faculty adequately supports the program and no significant alteration in faculty workload will result from this change. A complete faculty roster for each program, including a description of faculty member's qualifications and experiences relevant to the programs offered, can be found in the attached faculty roster (see Appendix D, *Faculty Roster Forms*).

Library and Learning Resources

Learning Resources at Polk Community College consist of libraries and Learning Resource facilities known locally as the Teaching/Learning Computing Centers (TLCC). Full service library and TLCC facilities are located at the Lakeland and Winter Haven campuses. Services provided by these facilities are extended to all Airside Center students as well as faculty members teaching at the Center.

Library Services

Library services are available at the Airside Center on an outreach basis. A library office space (ASL-108), a computer librarian information kiosk, and a dedicated storage area (ASL-148) are in place at the Center. While there is not a physical library collection at the facility, professional librarians (each having a Master of Library Science degree and significant experience with electronic references) provide information literacy instruction. Librarians have been assigned for a total of 20 hours per week at the Airside facility. The librarians' scheduled times at the facility are planned such that they coincide with peak class times.

Table 1: PCC Airside Center Library Services Operating Schedule, Spring Term 2008

Monday – Thursday
        9:00 a.m. – 12:00 p.m.
        4:30 p.m. – 6:30 p.m.

Students, faculty, and staff at the Airside Center have full access to the library's array of online resources. All electronic resources are Web-based and accessible with authenticated login through the Internet. Once authorized, users provide their Library Borrower IDs and PINs to authenticate. Once signed in, they have access to over 100 commercial full-text databases and over 42,000 electronic books. PCC librarians maintain the PCC Library website and provide locally created content, including a subject guide to librarian-reviewed websites, tutorials, course-specific content, links to local libraries, and information about the College libraries (such as operating schedules, locations and directions, policies, and a staff directory).

Table 2: Medical and Allied Health Commercial Databases Available at Polk Community College as of March 2008	
CINAHL Plus Full-text (EBSCO	MEDLINE with Full-text (EBSCO)
Current Issues, Reference Shelf Plus (Wilson)	Natural Medicines Comprehensive Database (Therapeutic Research Center)
Health and Wellness Resource Center (Gale)	Nursing and Allied Health Source (ProQuest)
Health Reference Center Academic (Gale)	Nursing Library (Rittenhouse)
Health Source Consumer Edition (EBSCO)	Physician's Desk Reference (PDR) (Micromedex)
Health Source Nursing Academic Edition (EBSCO)	Psych Articles (EBSCO)
MEDLINE via FirstSearch (OCLC)	Thomson Healthcare Series

Except for a selected set of program-relevant Allied Imaging reference books in Room 134 (see also room layout on page 19) there are no physical library collection of books or other materials at the Center. However, students, faculty, and staff may request available circulating materials from any PCC campus library. Requested items are delivered to the Airside Center by internal courier within two working days. Requests can be made directly from the PCC Library Online Catalog, through an in-person meeting with an Airside Librarian, by telephone to the holding library, or via the library's *Ask-a-Librarian* online e-mail reference service.

Borrowed materials may be returned to the Airside Center or to any other PCC campus library. Professional reference resources specific to the allied health programs are located at the Center and are maintained within those departments. Many general and discipline-specific reference resources are accessible electronically through PCC's subscription databases (such as the *Gale Virtual Reference Library*, *Biography Resource Center*, *Health and Wellness Resources Center*, and *Encyclopedia Britannica, et al*).

The librarians assigned to the Airside Center provide reference and consultation services to students and are available to teach information literacy sessions upon the request of the faculty. The Airside Center has a computer lab and multi-media classrooms available for information literacy instruction. The librarians serve as liaisons from the staff of the Lakeland campus library, which has administrative responsibility for Airside Center library services.

In addition to the Airside Center librarians, a PCC e-mail reference service is available as well as an online helpdesk that is provided through a partnership with statewide community colleges. This virtual reference helpdesk is staffed by academic librarians from Florida's community colleges, universities, and private institutions and is available seven days per week. The e-mail reference service is staffed by PCC librarians.

Teaching/Learning/Computing Center

The Lakeland Campus TLCC houses and maintains a student-use computer lab. A student-use computer lab facility is in place at the Airside Center (ASL-118) as well. This facility contains 32 computers. Each computer has full Internet access, applications software such as *Microsoft Office 2007*, and specialized courseware such as *Skills Tutor* and *MyMathLab*. Airside Center librarians are available to assist students using this facility.
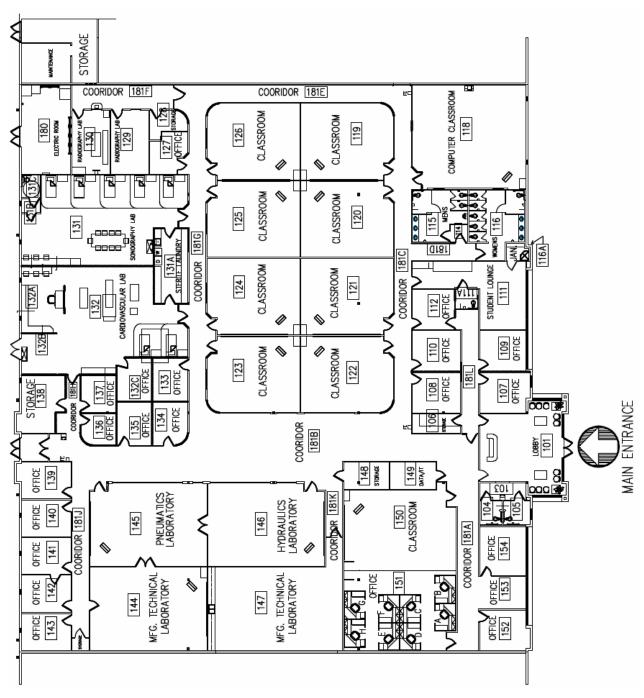
Tutoring services are planned for Airside Center students taking General Education courses in math and English. The use of online tutoring tools such as *SmartThinking* and the scheduling of peer tutors at the facility are tools that are being considered with growth of enrollment. PCC's online course management program, *Polk Access to Learning* (PAL), is available to all faculty members for online courses and for supplementing face-to-face instruction. PAL access is arranged upon instructor request to the College's Instructional Technology Department. This department maintains a liaison at the Airside Center. PAL provides convenient access to both the PCC library and TLCC Web sites.

Physical Resources

The building hosting the Airside Center is owned by the City of Lakeland, with whom the College signed a multi-year lease. Detailed descriptions of the facilities are listed on the following page and supported by the floor plan below.

OCCUPANCY:

- o Cardiovascular Technology Program: Rooms 123, 132, and 139
- o Diagnostic Medical Sonography Program: Rooms 124 and 131
- o Radiography Program: Rooms 125-130; Room 140
- o Corporate College (for non-credit courses)/Administration/Remaining Facilities

The Airside Center was created to provide room for PCC's Medical Imaging Complex; it also provides the interim space for PCC's Corporate College, which provides training in partnership with local manufacturing and supply companies. After significant renovations, the following facilities are available:

- (8) Classrooms: Rooms 119-126.

- (1) Computer Laboratory: Room 118.

- (2) Radiography laboratories: Rooms 129 and 130 (one lab equipped with functioning equipment, the other awaiting funding for equipment).

- (1) Cardiovascular laboratory: Room 132 (equipped with functioning equipment; laboratory space contains viewing area rooms 132A and 132B, two curtain-equipped beds, and cabinet storage).

- (1) Diagnostic Medical Sonography (DMS) laboratory: Room 131 (equipped with functioning equipment; laboratory space contains six hospital-grade curtain-equipped beds, meeting space, a private bathroom, and cabinet storage)

- The DMS lab has six US machines equivalent in technology to machines used in hospitals today. There are three internet-equipped computers in the lab for student use in research and reviewing for National Board exams, and a PP projector and overhead projector with PC for presentations and lectures.

- The DMS classroom (Room 124) is a standard classroom equipped for current technology needs.

- (1) Sterile laundry space: Room 131A (shared by the cardiovascular laboratory and the sonography laboratory).

- Office space for program personnel: Rooms 127, 132C, 133-137.

- Dedicated storage space for allied health programs: Rooms 128 and 138.

- Student/staff lounge: Room 111

- Office space for administration and The Corporate College.

- (4) Laboratories dedicated to Corporate College training sessions.

- (1) Classroom dedicated to Corporate College training sessions.

- Conditioned space for server and telephone-communication equipment.

- The latest technology for the delivery of instruction in all classrooms and all laboratories (similar to the technology at both Winter Haven and Lakeland campuses).

- The latest technology for all office spaces and meeting space(s) (similar to the technology at both Winter Haven and Lakeland campuses).

- Gathering space in atrium for students, staff, and visitors.

- Approximately 450 parking spaces are available for all building occupants.

Financial Support

The financial resources to support the creation and operation of the Airside Center come from five main sources: 1) an administrative fee charged to the Corporate College, 2) Federal Department of Labor Grant, 3) student tuition and fee revenue, 4) State FTE funding, 5) Capital Outlay and Debt Services (CO & DS) funding.

A first year budget with projected revenue and expenses is itemized in the table below.

The only contractual service associated with this change is a lease agreement in the amount of $225,000 with the City of Lakeland.

All operational and management resources for this change are currently available through existing college staff. The creation of the Airside Center provides the physical resource necessary to house the Medical Imaging Complex and associated instruction in West Polk County.

All required resources have materialized as planned.

Proposed Programming	Projected FTE	Revenue
1 Corporate College Headquarters		$100,000
2 Federal Department of Labor Grant		$ 70,000
3 Medical Imagining Complex		
a. Radiology	Not new revenue (a)	
b. Sonography	35 (b)	$193,025
c. Cardiovascular Tech	35 (b)	$193,025
4 General Education	60 (b)	$330,900
5 CO&DS funding for facilities remodel and equipping		$872,421
Total Revenue		**$1,759,371**

(a) Revenue from current program is currently accounted for in the college budget.
    Analysis considers only new revenue from new programs.
(b) Based on state revenues/tuition of $5,515 per student x FTE projection.

Personnel Needs	Projected Salary & Benefits	
1 Center Director	(Future expense $70,000)	$0
2 Staff Assistant	(Future expense $32,000)	$0
3 CVT Program Director	(offset by grant funds)	$70,000
4 IT/Computer Lab Coordinator		$70,000
5 Adjunct Faculty		$30,000
6 Librarian (50%)		$15,000
7 Maintenance/Custodial/Security		$158,000
8 Needed on occasional basis		$50,000
a. Advisor		
b. Cashier		
	Sub-Total	**$393,000**

Equipment and Furniture to open building – one time expense	
1 Classroom desks/tables and chairs	$100,000
2 Desktop PC	$107,322
3 Office Furniture	$ 40,000
4 Library kiosk, shelving, tables and chairs	$ 50,000
5 Classroom multimedia	$213,293
Sub-Total	**$510,615**

Remodel Expense	
1 Remodel	$387,318
2 A/E Cost	$ 30,000
3 Moving	$ 25,000
4 Signage	$ 50,000
Sub-Total	**$492,318**

Technology Infrastructure	
1 Phone & Equipment	$30,960
2 Phone & Equipment	$37,478
3 Phone & Data Cabling	$70,000
Sub-Total	**$138,438**

Lease (Recurring Expense)	
Annually for 25,000 square feet x $9.00	**$225,000**

| **Total Expenses** | **$1,759,371** |

Evaluation and Assessment

Polk Community College engages in all Institutional Effectiveness (IE) processes as defined in SACS Core Requirement Five. The planning and evaluation process is ongoing and integrated across all College units, and focuses on systematic, improvement-oriented measures in support of the College's mission, vision, and goals.

- The Office of *Institutional Research, Effectiveness, and Planning* (IREP) reports directly to the President and coordinates all IE activities.

- The *College Planning Council* (CPC) involves a broad participation by all College constituencies and governs unit-level planning across the annual planning cycle.

- The *Institutional Effectiveness Council* (IEC) is the oversight committee for institution-wide review and evaluation efforts.

Within this framework, the CPC is a key component of the College's planning process. Its purpose is to advise the President on matters related to PCC's annual planning and IE process. The Council is actively involved in determining future plans and serves as an important link between the College community, the IEC, and the *Budget Council.* Council members are liaisons for the various areas of the College and act as experts on planning within their areas.

The IEC serves as the overall coordinating body for institutional effectiveness. It provides an on-going, comprehensive, broad-based, and institutionally-integrated system for assessment and evaluation. Its main purpose is to improve institutional and student success, and to demonstrate the degree to which PCC has been effective in fulfilling or achieving its stated mission and goals. It involves a process of continually reviewing and articulating the mission and goals of the College, defining and assessing intended outcomes, analyzing assessment data, and using the results for improving educational programs and services.

During the 2007/2008 planning cycle for fiscal year 2008/2009, the College moved from a partially paper-based planning process to an integrated planning software application that was previously piloted by other community colleges in Florida. The *Strategic Planning Online* (SPOL) solution is specifically designed to automate the strategic planning process (manage strategic objectives, institutional goals, and accreditation requirements), while ensuring that budgets are supporting the strategic planning effort. The annual Planning and IE Cycles are illustrated in further detail in Appendix A *(PCC Strategic Plan 2007-2012)* and in Appendix E *(PCC Level Change Application, Part B).*

Core Evaluation and Assessment Processes

While departmental objectives and strategies are established and measured on an institutional planning unit level, there are several overarching cycles that are mainly governed by the IREP Office that feed also into the annual planning and review process of the College. Overall, there are six distinct areas of related IE activities:

1. Planning Review: The College's Strategic Plan is currently in the second year of its 5-year cycle. Typically, there would be a one-year latency period in between strategic plans that is used for a more detailed review of environmental and College data. During this time, the previous strategic plan would still provide some orientation markers for all planning units, unless some goals and measures are

explicitly excluded based on data at hand. While PCC's strategic plan is defined as a "rolling plan," meaning that certain sub-goals/objectives can be adjusted annually, the current plan "expires" with fiscal year 2011/2012. The following fiscal year will be used for the development of a new strategic plan, which will involve all College constituencies, its advisory boards, community stakeholders, and the District Board of Trustees (DBOT). Other aspects of the strategic planning process at PCC are described above and can be reviewed within the *Strategic Plan 2007 to 2012* document in Appendix A.

2. Gen-Ed Review: The review of student learning outcomes across the General Education (A.A.) curriculum is currently in its second year of a proposed 4-year cycle. It has to be noted, however, that the current cycle is somewhat different due to changes in academic leadership at PCC and the recommendation of state-wide General Education Goals. As a result, the College engaged in a complete redesign of its General Education Goals, which led to a trickle-down effect of change, including a comprehensive review of all Basic Course Information (BCI) sheets that detail the course content and learning outcomes, and the development of new PCC Assessment forms that are currently used to conclude the remapping of PCC's Gen-Ed matrix (scheduled to be completed by the end of Spring Term 2009). As a result, the assessment and evaluation schedule has been shortened for some program areas in order to provide new Gen-Ed data for the ongoing SACS compliance review process.

3. Workforce Program Review: This assessment area pertains mainly to the College's A.S. and A.A.S. degrees and certificate programs. Since most of these programs face additional requirements from their respective professional accrediting bodies that typically exceed SACS standards in many details, their assessment follows by necessity those specific compliance timelines and contents. Starting with the SPOL Assessment Module implementation this spring, all programs will, however, use the new, central assessment repository to post their IE data. In addition, a new *Program Review Form* and a unified *Performance Success Indicator* sheet will be used to facilitate the administrative programs' review.

4. Educational Support Review: Many assessment and review activities take place as part of department-internal, service-level reviews that use student surveys, utilization data, and focus group results. In addition, the IREP Office administers College-wide surveys on a regular basis and provides reports via the Office's website (www.polk.edu/ir) or by direct dispersal to the department. In particular, the *ACT Student Opinion Survey* and the *Community College Survey of Student Engagement* (CCSSE) have been very instrumental in assessing student perceptions and experiences at PCC.

5. Administrative Service Review: Evaluation activities for this area reflect mechanisms similar to those described in *Section 4: Educational Support Review.* In addition, a College-wide climate survey, the *Personal Assessment of the College Environment* (PACE) was administered in 2003 and 2006, which will be replaced by a PCC-designed climate survey, the outcome of a Faculty Senate initiative, during the spring of 2009. The new instrument will provide more differential insight into PCC's workflow efficiencies and leadership development needs within and across functional areas.

6. State Accountability Review: Underlying data is provided by the FLDOE, including comparative information across the Florida College System. This data is also used within the state's funding calculations and is part of the President's annual

evaluation by the DBOT. Data and cross-college rankings are published as part of *PCC's FactBook* (see Appendix B).

Closing the Loop across IE Activities

General Education Goals for the A.A. degree have been revised during the previous two academic years and can be found on page 46 of the current *PCC Catalog* (see Appendix F). The resulting student learning outcomes serve as the source for the objectives of designated General Education core courses. These core courses are ones that all students are required to complete as part of the A.A. degree and have individual student learning outcomes that are directly linked to the established General Education Goals of the College. Associated with each student learning outcome are measures and success indicators that determine the extent to which the desired student learning outcomes have been achieved. These measures provide the framework for faculty to develop improvement strategies.

Selected measures identified in the State Accountability Reports (Appendix B, *PCC FactBook 2007-2008*, Sections 6.1-7.1) serve as A.A. program outcomes, which are similar in fashion to the A.S. program outcomes. The Accountability Report includes five multi-part measures of institutional functions, from high school enrollment data, to College Preparatory course success. The DBOT, the President, the Vice President for Academic and Student Services, and the academic deans monitor this accountability data as part of the College's planning and evaluation process and ensure that improvement strategies are deployed and adequately supported.

Strategic initiatives of all institutional planning units are recorded in SPOL and linked to the College's mission and goals by selecting in the application the primary College Goal(s) any given initiative or objective supports. Unit managers are encouraged to provide quarterly status updates on all of their objectives, which are reviewed twice a year. In addition, end-of-fiscal-year results must be provided, including a mandatory section that indicates how results will be used in order to achieve the objective's desired outcome.

Student learning outcomes are defined for all A.S./A.A.S. degree programs and are found in program materials published for students. These outcomes, as well as overall program outcomes and the methods for analyzing the achievement of these outcomes through established performance indicators, are part of detailed program evaluation plans that are in place for every A.S./A.A.S. degree program at PCC. The evaluation plans are at varying stages of implementation, depending on a program's assessment cycles and its specific accreditation requirements.

The program-specific assessment plans/matrices for Cardiovascular Technology, Diagnostic Medical Sonography and Radiography can be found on the following pages. All student learning outcomes across the General Education Curriculum are evaluated as part of the College-wide General Education Assessment, which involves a random selection of students enrolled in the required General Education course selections across PCC's campuses and center sites. The measurement-specifics concerning student learning outcomes for the General Education curriculum are determined by departmental faculty, governed by the Campus Deans of Academic Services, and aggregated in a central assessment repository by the Office for Institutional Research, Effectiveness, and Planning.

Cardiovascular Technology Program

Program Assessment Plan

The Cardiovascular Technology Program has developed a resource assessment matrix to evaluate the effectiveness of program goals and expected outcomes as recommended by the program's accrediting agency, the JRC-CVT. All program goals and expected outcomes required by each graduate were developed based on the National Curriculum Guidelines as listed by the Society of Invasive Cardiovascular Professionals (PCC's accrediting body) and PCC's rigorous strategic plan. All didactic, laboratory, and clinical instruction is tailored for students to achieve the expected goals and outcomes. The program utilizes a combination of resource surveys, evaluations, and competencies to determine the effectiveness of the curriculum content. There may be additions or modifications to program goals as a result of the review and evaluation of measurement tools and action plans.

Goal 1: Cardiovascular Technology Program will prepare students to successfully complete the Cardiovascular Credentialing International (CCI) examination.

Outcomes	Measurement Tool	Time Frame	Person Responsible	Actual Outcome	Action Plan
1. In a cohort, 60% of graduates will pass the CCI exam on their first attempt.	CCI Exam Summary Report	Annually	Program Director	Re-evaluate methods of instruction and evaluation after first class successfully completes the CCI registry exam.	TBD
2. Graduates' scores on the CCI exam will reflect the national average score.	CCI Exam Summary Report	Annually	Program Director	Re-evaluate methods of instruction and evaluation after first class successfully completes the CCI registry exam.	TBD

Goal 2: Program will prepare students for immediate employment with minimal additional training in interventional cardiac catheterization labs.					

Outcomes	Measurement Tool	Time Frame	Person Responsible	Actual Outcome	Action Plan
1. In a cohort, 100% of students will graduate from the program with a "C" or better in all required program courses.	Genesis and Passport Reports	Every August	Program Director	Re-evaluate methods of instruction and evaluation after first class successfully completes the CCI registry exam.	TBD
2. Students will graduate with clinical competence.	Clinical Competency Evaluation Forms	Every August	Program Director and Clinical Coordinator	Re-evaluate methods of instruction and evaluation after first class successfully completes the CCI registry exam.	TBD
3. Students will demonstrate cognitive(knowledge), psychomotor (skills), and affective (behavior) abilities in this field.	Clinical Competency Evaluation Forms	Every August	Program Director and Clinical Coordinator	Re-evaluate methods of instruction and evaluation after first class successfully completes the CCI registry exam.	TBD
	Clinical Hands-on Evaluation Forms	Every Term with Clinical Practicum's	Program Director, Clinical Coordinator, and Clinical Lab Assistant	Re-evaluate methods of instruction and evaluation after first class successfully completes the CCI registry exam.	TBD
	Employer Surveys	Every August	Affiliate Catheterization Lab Manager	Re-evaluate methods of instruction and evaluation after first class successfully completes the CCI registry exam.	TBD

Goal 3: The program will encourage students and graduated cardiovascular technologists to attend professional functions and subscribe to professional publications for continuing education.

Outcomes	Measurement Tool	Time Frame	Person Responsible	Actual Outcome	Action Plan
1. Students will demonstrate professional development and growth.	Society of Invasive Cardiovascular Professionals (SICP) Registry Review Course	Every August	Program Director	Re-evaluate methods of instruction and evaluation after first class successfully completes the CCI registry exam.	TBD
2. Graduates will demonstrate a desire to continue education by cross training in another RCIS modality or pursuing a higher academic degree.	Graduate Survey	Evaluated 1 year post-graduation	Program Director	Re-evaluate methods of instruction and evaluation after first class successfully completes the CCI registry exam.	TBD
3. Graduates will subscribe to free professional publications to enhance clinical knowledge and complete CE point requirements.	Graduate Survey	Evaluated 1 year post-graduation	Program Director	Re-evaluate methods of instruction and evaluation after first class successfully completes the CCI registry exam.	TBD

Diagnostic Medical Sonography Program

Program Assessment Plan
The Diagnostic Medical Sonography Program is a new medical imaging program at PCC. As part of the process of self study and initial program accreditation, the following assessment plan will be utilized to help establish a rigorous, broad based self-evaluation and program assessment. This assessment plan presents program goals, intended outcomes, measurement tools, and timeframes for each goal. Actual Outcomes and resultant action plans will be updated after the graduation of the first class.

Goal 1: The program will prepare student sonographers to successfully complete the American Registry for Diagnostic Medical Sonography (ARDMS) examination.

Outcomes	Measurement Tool	Time Frame	Person Responsible	Actual Outcome	Action Plan
Graduates will pass ARDMS examination on their first attempt.	ARDMS examination summary report	Annually	Program Director	TBD	TBD
Graduates' scores on ARDMS examination will reflect national averages.	ARDMS examination summary report	Annually	Program Director	TBD	TBD
Graduates' scores on ARDMS examination will reflect state averages.	ARDMS examination summary report	Annually	Program Director	TBD	TBD

Goal 2: The program will prepare students for immediate employment in diagnostic sonography by providing opportunities to master competencies in technical skills, patient care practices, critical thinking situations, problem-solving skills, and effective communication.

Outcomes	Measurement Tool	Time Frame	Person Responsible	Actual Outcome	Action Plan
1. The majority of each entering class will ultimately graduate from the program.	Class rosters for SON1000 and SON2122C	Annually in December	Program Director	TBD	TBD
2. Students will graduate with clinical competence.	Clinical competency evaluation forms	Annually in December	Program Director	TBD	TBD
3. Students will demonstrate critical thinking, problem solving, and communication skills.	Clinical competency form, lab simulations, and classroom demonstrations	During and at end of each term	Clinical Coordinator	TBD	TBD
4. Graduates indicate they were adequately prepared to perform as entry-level sonographers.	Graduate surveys	One year post-graduation	Program Director	TBD	TBD

Goal 3: Program will encourage student sonographers to attend and/or participate in professional society functions and continual educational experiences.

Outcomes	Measurement Tool	Time Frame	Person Responsible	Actual Outcome	Action Plan
1. Students will demonstrate professional development and growth.	Attendance at state or national sonography conference	Evaluated in August of each year.	Program Director	TBD	TBD
2. Graduates will demonstrate desire to continue education by gaining additional certification(s) in other sonography concentrations, or by pursuing a higher academic degree.	Graduate survey	One year post-graduation	Program Director	TBD	TBD

Goal 4: Program will encourage student sonographers to maintain high professional ethics and practices as they serve the needs of the community as sonographers.

Outcomes	Measurement Tool	Time Frame	Person Responsible	Actual Outcome	Action Plan
1. Graduates will indicate that they practice within the legal and ethical framework of the profession.	Graduate survey	Annually	Program Director	TBD	TBD
2. Employers will indicate satisfaction with graduates' professional ethics and practices.	Employer survey	Annually	Program Director	TBD	TBD

Radiography

Program Assessment Plan

Goal 1: The program will prepare student radiographers to successfully complete the American Registry of Radiologic Technologists (ARRT) examination.

Outcomes	Measurement Tool	Benchmark	Time Frame	Person Responsible
1. Graduates will pass the ARRT examination on their first attempt.	ARRT Examination Summary Report	A 75% pass rate for first-time test takers	Annually	Program Manager
2. Graduates' scores on the ARRT examination will reflect national averages.	ARRT Examination Summary Report	Average class score requirements will vary with the national average	Annually	Program Manager

Goal 2: The program will prepare graduates for immediate employment in diagnostic radiology by providing opportunities to master competencies in technical skills, patient care practices, critical thinking situations, problem solving skills and effective communication.

Outcomes	Measurement Tool	Benchmark	Time Frame	Person Responsible
1. The majority of each entering class will ultimately graduate from the program.	Roll sheets from Orientation and Seminar Courses	A 75% or greater will successfully complete the program	Evaluated for each graduating class	Program Manager
2. Students will graduate with clinical competence.	Clinical Competency Evaluation Forms	Completion of 100% of ARRT required/mandated competencies	Evaluated for each graduating class	Clinical Coordinator and Program Manager
3. Students will demonstrate critical thinking, problem solving, and communication skills.	Clinical Competency Evaluation Forms

Classroom demonstration | Achievement of 2 or greater on clinical competency for item 1, 6, and 7 on competency form.
Satisfactory achievement of positioning simulations.
Case-study presentations completed with a grade of 75% or better | Evaluated at the conclusion of each clinical competency

Evaluated in Positioning I, II, and III.
Evaluated in Positioning III. | Clinical Instructor Clinical Coordinator Program Manager

Clinical Coordinator

Clinical Coordinator |
| 4. Graduates will indicate that they were adequately prepared to perform as entry-level radiographers. | Graduate Survey | A total of 46 points or greater on Parts II-V, questions 1-16 on survey | Evaluated 1 year after graduation from program | Program Manager |
| 5. Employers will indicate that graduates were adequately prepared to perform as entry-level radiographers | Employer Survey | A total of 60 points or greater on Parts II-V, questions 1-20 of the survey | Evaluated 1 year after graduation from program | Program Manager |

Goal 3: The program will encourage student radiographers to attend and/or participate in professional functions and continuing professional education.				

Outcomes	Measurement Tool	Benchmark	Time Frame	Person Responsible
1. Students will demonstrate professional development and growth	Attendance at West Coast Educators Council of Radiologic Technologists (WCEC) or Atlanta Society seminar	At least 75% of each graduating class will attend a state or national seminar.	Evaluated in April of each year	Program Manager
	Graduate Survey	At least 25% of respondents will indicate a desire to continue their education by cross training or achieving a higher degree	Evaluated 1 year after graduation.	Program Manager

Goal 4: Encourage student radiographers to maintain high professional ethics and practices as they serve the needs of the community as radiographers.

Outcomes	Measurement Tool	Benchmark	Time Frame	Person Responsible
1. Students must satisfy professionalism segment of all clinical education evaluations, midterm evaluations, technologist evaluations, and Part V of Employer Survey	Clinical Evaluations for Clinic I-VI	28 of 35 possible points	End of each semester	Clinical Coordinator
	Midterm Evaluation	24 of 30 possible points	Mid semester	Clinical Coordinator
	Technologist Evaluation of Students items 5, 6, and 7	9 of 15 possible points	End of each semester	Clinical Coordinator
	Employer Survey Part V	12 of possible 16 points	Annually	Program Manager

Appendices

Appendix A   **PCC Strategic Plan 2007-2012**

Appendix B   **PCC FactBook 2007-2008**

Appendix C   **Site Designation Request & Approval**

Appendix D   **Faculty Roster Forms**

Appendix E   **Level Change Application (Part B)**

Appendix F   **PCC Catalog 2008-2009**