

CONTEMPORARY PROGRAM INFORMATION - 8/1/2010-7/31/2011

Current Program Information

Program Name	Denver University
Campus Address	6 West Dry Creek Circle
Mailing Address (if different from Campus Address)	N/A
City	Littleton
State Abbreviation	CO
Zip Code	80120
Primary Program Phone	303-694-9262
Primary Program Phone Extension	123
Alternate Program Phone	303-694-9200
Alternate Program Phone Extension	123
Program Director Email	tim.sharp@du.edu
Verify Program Director Email	tim.sharp@du.edu
Program Fax	303-741-3655
Program Website	www.du.edu

Institutional Accreditor (indicate at least ONE (1) accreditor one of the corresponding accreditor fields below):

Regional Institutional Accreditor	N/A
National Institutional Accreditor	Council on Education (COE)
Other Institutional Accreditor	N/A

Program Enhancements

Distance Education

YES	<input type="checkbox"/>
NO	<input checked="" type="checkbox"/>

If YES, Distance Education Vehicle:

Web-based	<input type="checkbox"/>
Video-based	<input type="checkbox"/>
Combination	<input type="checkbox"/>
Other	<input type="checkbox"/>

If OTHER, describe the Distance Education Vehicle:

Satellite Campuses

YES	<input type="checkbox"/>
NO	<input checked="" type="checkbox"/>

If YES, list the name and city/state for each ARC/STSA-approved satellite campus:

Consortium Information

YES	<input type="checkbox"/>
NO	<input checked="" type="checkbox"/>

If YES, list the name and city/state for each ARC/STSA-approved consortium member:

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Enrollment Information

Maximum Number of Students per Cohort	10
Maximum Number of Cohorts per Year (max = 12)	4
Maximum Enrollment Capacity	40
Current New Students Enrolled (8/1/2010-7/31/2011)	35
Current Students Enrolled From Previous Academic Year	5

Program Length (in months)	18 months
Degree Awarded	certificate
Other Degree Awarded	N/A

Administrative Program Information

List all academic breaks and time off for the period of **5/1/2011-4/30/2012**

5/30/2011; 7/4/2011; 9/6/2011; 11/23-24/2011; 12/17/2011-1/15/2012; 3/9-20/2012

Total Annual Program Tuition and Fees	8/1/2010-7/31/2011 (In-State)	\$ 2,500.00
Total Annual Program Tuition and Fees	8/1/2010-7/31/2011 (Out of State)	\$ 2,950.00

Any tuition changes during the period of **8/1/2010-7/31/2011**?

YES

NO

If YES, describe the change:

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Assessment and Admissions Information

Any changes in the frequency of student evaluation during the period of **8/1/2010-7/31/2011**?

YES
NO

If YES, describe the change:

Any changes in the method(s) and/or tool(s) used for student evaluation during the period of **8/1/2010-7/31/2011**?

YES
NO

If YES, describe the change:

Student clinical evaluations have been revised to include more detailed rubrics for assessing student performance. The new assessment tool was implemented on August 1, 2010. A copy fo the new tool is submitted with this report.

Any changes in the methods used to share evaluations with students during the period of **8/1/2010-7/31/2011**?

YES
NO

If YES, describe the change:

Student clinical evaluations are sent to students via the electronic course management system (ECMS). Questions regarding the information on the evaluation are discussed using the ECMS "chat room". They are signed by the student by typing their comments, name and date into the applicable areas. The completed evaluation are returned using the ECMS and saved to the students electronic file.

Any changes in the admissions policy or process during the period of **8/1/2010-7/31/2011**?

YES
NO

If YES, describe the change:

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Program Budget Information - 8/1/2010-7/31/2011

Supplies and Equipment Budget:	\$ 4,000.00
Capital Expenditure Budget:	\$ 5,000.00
Professional Development Budget:	\$ 1,200.00

Program Budget Evaluation: The program's budget is adequate to meet the program's needs. Laboratory supplies are supplemented by donations from our clinical affiliates. Capital budget can be rolled over for up to 5 years, permitting the acquisition of large-ticket items. Each faculty member has access to \$300 in professional development funding for attending conferences off-campus. Additional professional development is provided on-campus without cost.

Communities of Interest Information

Describe how community needs are assessed and monitored: The Program Advisory Committee meets twice per year in Spring and Fall. During the Fall meeting, program goals and outcomes from the previous year's graduates are assessed. During the Spring meeting, program resources and the current job market is assessed to guide admissions numbers for the subsequent academic year. The committee is comprised of representatives of the 8 required communities of interest and a representative from each of the area surgical assisting employers.

Program Advisory Committee (PAC) Information **>>>>Please complete and attach a copy of the updated ARC/STSA Program Advisory Committee Form - SA**

PAC Meetings - 8/1/2010-7/31/2011

Dates of PAC Meetings:	October 15, 2010	April 18, 2011		
Have Community Needs Changed?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>			

>>>>If YES, please attach a copy of PAC minutes indicating review and assessment of community of needs change.

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Program Personnel Summary

Program Personnel
President/CEO

Salutation	Dr.
First Name	Samuel
Last Name	Houston
Credentials	PhD
Title	President
Email	samuel.houston@du.edu
Verify Email	samuel.houston@du.edu
Address	6 West Dry Creek Circle, Amblin Hall - 200
City	Littleton
State Abbreviation	CO
Zip Code	80120
Phone	303-693-2000
Extension	200
Fax	303-742-2541
It this a new appointment?	
YES	<input type="checkbox"/>
NO	<input checked="" type="checkbox"/>

Dean

Salutation	Dr.
First Name	Rita
Last Name	Goodrich
Credentials	EdD
Title	Academic Dean
Email	rita.goodrich@du.edu
Verify Email	rita.goodrich@du.edu
Address	6 West Dry Creek Circle, Amblin Hall - 303
City	Littleton
State Abbreviation	CO
Zip Code	80120
Phone	303-693-2240
Extension	N/A
Fax	303-742-2369
It this a new appointment?	
YES	<input type="checkbox"/>
NO	<input checked="" type="checkbox"/>

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Program Director

Salutation	Mr.
First Name	Timothy
Last Name	Sharp
Credentials	CST/CSFA, MEd
Title	Program Director
Email	tim.sharp@du.edu
Verify Email	tim.sharp@du.edu
Address	6 West Dry Creek Circle, Health Science Center - 342
City	Littleton
State Abbreviation	CO
Zip Code	80120
Phone	303-694-9262
Extension	123
Fax	303-741-3655
It this a new appointment?	
YES	<input type="checkbox"/>
NO	<input checked="" type="checkbox"/>

Medical Director

Salutation	Dr.
First Name	Adrian
Last Name	Johnson
Credentials	MD
Title	Medical Director
Email	adrian.johnson@du.edu
Verify Email	adrian.johnson@du.edu
Address	6 West Dry Creek Circle, Health Science Center - 345
City	Littleton
State Abbreviation	CO
Zip Code	80120
Phone	303-694-9262
Extension	125
Fax	303-741-3655
It this a new appointment?	
YES	<input type="checkbox"/>
NO	<input checked="" type="checkbox"/>

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Didactic and Laboratory Instructors

List the name and credential(s) for all program
didactic and laboratory instructors for the program
during the period of **8/1/2010-7/31/2011**:

Suzanne Jones, CSA, MEd

>>>> Please complete and attach a copy of the updated ARC/STSA Program Personnel Report Form - SA <<<<

>>>> Please complete and attach a copy of the ARC/STSA Program Faculty Curriculum Vitae Form - SA, ARC/STSA Faculty Schedule of Responsibilities Form - SA, a current résumé, and proof of a CSFA* [*formerly CFA] or CSA credential for all didactic and laboratory instructors listed above <<<<

Clinical Preceptors

>>>> Please complete and attach a copy of the updated ARC/STSA Clinical Preceptor Reporting Form - SA <<<<

Clinical Preceptor Delegates

>>>> Please complete and attach a copy of the updated ARC/STSA Clinical Preceptor Delegate Reporting Form - SA <<<<

Clinical Affiliate Sites

>>>> Please complete and attach a copy of the updated ARC/STSA Clinical Affiliation Site Reporting Form - SA <<<<

Curriculum

Has the curriculum changed?

YES	<input type="checkbox"/>
NO	<input checked="" type="checkbox"/>

If YES, curriculum change explanation:

>>>>For curriculum changes, please complete and/or attach the following:

- 1) Currently approved syllabus/syllabi that is changed
- 2) Proposed syllabus/syllabi
- 3) A narrative and comparison specifying the changes between the approved & the proposed change
- 4) An updated, completed ARC/STSA Curriculum Comparison Form - SA for the proposed curriculum

If YES, does the new curriculum meet or exceed the *Core Curriculum for Surgical Assisting*, current edition?

N/A	<input checked="" type="checkbox"/>
YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

PROGRAM OUTCOMES INFORMATION - 8/1/2009-7/31/2010

Retention - (8/1/2009-7/31/2010)

Completion Date #1:	October 13, 2009
Original # of Students Admitted	8
Re-entry/Transfer-in Students Added to Cohort	2
Total Students Enrolled	10
Total Students Graduated	8
Total Students Graduated %	80%
Completion Date #2:	December 18, 2009
Original # of Students Admitted	9
Re-entry/Transfer-in Students Added to Cohort	1
Total Students Enrolled	10
Total Students Graduated	10
Total Students Graduated %	100%
Completion Date #3:	March 31, 2010
Original # of Students Admitted	8
Re-entry/Transfer-in Students Added to Cohort	2
Total Students Enrolled	10
Total Students Graduated	6
Total Students Graduated %	60%
Completion Date #4:	June 28, 2010
Original # of Students Admitted	10
Re-entry/Transfer-in Students Added to Cohort	0
Total Students Enrolled	10
Total Students Graduated	6
Total Students Graduated %	60%
Completion Date #5:	
Original # of Students Admitted	
Re-entry/Transfer-in Students Added to Cohort	
Total Students Enrolled	0
Total Students Graduated	
Total Students Graduated %	#DIV/0!
Completion Date #6:	
Original # of Students Admitted	
Re-entry/Transfer-in Students Added to Cohort	
Total Students Enrolled	0
Total Students Graduated	
Total Students Graduated %	#DIV/0!
Completion Date #7:	
Original # of Students Admitted	
Re-entry/Transfer-in Students Added to Cohort	
Total Students Enrolled	0
Total Students Graduated	
Total Students Graduated %	#DIV/0!

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Completion Date #8:		
Original # of Students Admitted		
Re-entry/Transfer-in Students Added to Cohort		
Total Students Enrolled	0	
Total Students Graduated		
Total Students Graduated %	#DIV/0!	
Completion Date #9:		
Original # of Students Admitted		
Re-entry/Transfer-in Students Added to Cohort		
Total Students Enrolled	0	
Total Students Graduated		
Total Students Graduated %	#DIV/0!	
Completion Date #10:		
Original # of Students Admitted		
Re-entry/Transfer-in Students Added to Cohort		
Total Students Enrolled	0	
Total Students Graduated		
Total Students Graduated %	#DIV/0!	
Completion Date #11:		
Original # of Students Admitted		
Re-entry/Transfer-in Students Added to Cohort		
Total Students Enrolled	0	
Total Students Graduated		
Total Students Graduated %	#DIV/0!	
Completion Date #12:		
Original # of Students Admitted		
Re-entry/Transfer-in Students Added to Cohort		
Total Students Enrolled	0	
Total Students Graduated		
Total Students Graduated %	#DIV/0!	
Retention Data Summary		
Students Admitted	35	
Re-entry/Transfer Students	5	
Total Students Enrolled	40	
Total Students Graduated	30	
Total Students Graduated %	75%	

Retention Analysis (8/1/2009-7/31/2010)

Please provide a detailed analysis of program retention data for the period of **8/1/2009-7/31/2010**.

The retention rate for 8/1/2009-7/31/2010 was 75% overall and met the ARC/STSA threshold, but the third and fourth cohorts (3/31/2010 and 6/28/2010) were only at 60% retention. Data from exit interviews of students who did not complete the program indicate that the reasons for non-completion include loss of financial support (4 student's spouses was laid off) and academic performance (6 students did not successfully pass Advanced Anatomy or Advanced Microbiology). The program will monitor retention for the next academic year to see if this trend continues.

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Retention Trends Summary

2011	MEETS THRESHOLD	DID NOT MEET THRESHOLD
	X	

Does the program meet the ARC/STSA threshold for retention (70%) for the most recent year (8/1/2009-7/31/2010)?

YES	X
NO	

If **NO**, please indicate a plan of action and timeline for implementation that specifies how retention will be raised to and maintained at a level that meets or exceeds the ARC/STSA threshold.

Outcomes Assessment Exam (OAE) - (8/1/2009-7/31/2010)

Completion Date #1:

October 13, 2009

# of Student Graduated	8
# Who Took CFA Exam	4
# Who Took CSA Exam	4
Total Students Testing	8
Total Students Testing %	100%
# Who Passed CFA Exam	2
# Who Passed CSA Exam	2
Total Students Passing	4
Total Students Passing %	50%

Completion Date #2:

December 18, 2009

# of Student Graduated	10
# Who Took CFA Exam	5
# Who Took CSA Exam	5
Total Students Testing	10
Total Students Testing %	100%
# Who Passed CFA Exam	3
# Who Passed CSA Exam	3
Total Students Passing	6
Total Students Passing %	60%

Completion Date #3:

March 31, 2010

# of Student Graduated	6
# Who Took CFA Exam	3
# Who Took CSA Exam	3
Total Students Testing	6
Total Students Testing %	100%
# Who Passed CFA Exam	1
# Who Passed CSA Exam	1
Total Students Passing	2
Total Students Passing %	33%

Completion Date #4:

June 28, 2010

# of Student Graduated	6
# Who Took CFA Exam	3
# Who Took CSA Exam	3
Total Students Testing	6
Total Students Testing %	100%
# Who Passed CFA Exam	1
# Who Passed CSA Exam	1
Total Students Passing	2
Total Students Passing %	33%

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Completion Date #5:	January 0, 1900
# of Student Graduated	0
# Who Took CFA Exam	
# Who Took CSA Exam	
Total Students Testing	0
Total Students Testing %	#DIV/0!
# Who Passed CFA Exam	
# Who Passed CSA Exam	
Total Students Passing	0
Total Students Passing %	#DIV/0!
Completion Date #6:	January 0, 1900
# of Student Graduated	0
# Who Took CFA Exam	
# Who Took CSA Exam	
Total Students Testing	0
Total Students Testing %	#DIV/0!
# Who Passed CFA Exam	
# Who Passed CSA Exam	
Total Students Passing	0
Total Students Passing %	#DIV/0!
Completion Date #7:	January 0, 1900
# of Student Graduated	0
# Who Took CFA Exam	
# Who Took CSA Exam	
Total Students Testing	0
Total Students Testing %	#DIV/0!
# Who Passed CFA Exam	
# Who Passed CSA Exam	
Total Students Passing	0
Total Students Passing %	#DIV/0!
Completion Date #8:	January 0, 1900
# of Student Graduated	0
# Who Took CFA Exam	
# Who Took CSA Exam	
Total Students Testing	0
Total Students Testing %	#DIV/0!
# Who Passed CFA Exam	
# Who Passed CSA Exam	
Total Students Passing	0
Total Students Passing %	#DIV/0!

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Completion Date #9:	January 0, 1900
# of Student Graduated	0
# Who Took CFA Exam	
# Who Took CSA Exam	
Total Students Testing	0
Total Students Testing %	#DIV/0!
# Who Passed CFA Exam	
# Who Passed CSA Exam	
Total Students Passing	0
Total Students Passing %	#DIV/0!
Completion Date #10:	January 0, 1900
# of Student Graduated	0
# Who Took CFA Exam	
# Who Took CSA Exam	
Total Students Testing	0
Total Students Testing %	#DIV/0!
# Who Passed CFA Exam	
# Who Passed CSA Exam	
Total Students Passing	0
Total Students Passing %	#DIV/0!
Completion Date #11:	January 0, 1900
# of Student Graduated	0
# Who Took CFA Exam	
# Who Took CSA Exam	
Total Students Testing	0
Total Students Testing %	#DIV/0!
# Who Passed CFA Exam	
# Who Passed CSA Exam	
Total Students Passing	0
Total Students Passing %	#DIV/0!
Completion Date #12:	January 0, 1900
# of Student Graduated	0
# Who Took CFA Exam	
# Who Took CSA Exam	
Total Students Testing	0
Total Students Testing %	#DIV/0!
# Who Passed CFA Exam	
# Who Passed CSA Exam	
Total Students Passing	0
Total Students Passing %	#DIV/0!
OAE Data Summary	
# of Student Graduated	30
# Who Took CFA Exam	15
# Who Took CSA Exam	15
Total Students Testing (Participation Rate)	30
Total Students Testing (Participation Rate) %	100%
# Who Passed CFA Exam	7
# Who Passed CSA Exam	7
Total Students Passing (Pass Rate)	14
Total Students Passing (Pass Rate) %	47%

OAE Analysis (8/1/2009-7/31/2010)	100% of the students completed either the CFA or CSA exam.
Please provide a detailed analysis of program outcomes assessment exam <u>participation rate</u> data for the period of 8/1/2009-7/31/2010 .	
Please provide a detailed analysis of program outcomes assessment exam <u>pass rate</u> data for the period of 8/1/2009-7/31/2010 .	47% of the students successfully passed either the CFA or CSA certification exam. The curriculum does not appear to prepare students to be successful on one exam over the other. Analysis of the exam content scores indicates that low scores in Advanced Anatomy and Advanced Microbiology resulted in achieving a non-passing score. These content areas are covered in the first term of the program. Students may not be retaining sufficient information from these content areas to successfully pass the certification exam.

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OAE Trends Summary

There are no OAE thresholds for 8/1/2009-7/31/2010 - no OAE Trends Summary analysis required for the 2011 Annual Report.

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Required Updated Forms - Verification

- ARC/STSA Program Advisory Committee Form - SA
- ARC/STSA Program Personnel Report Form - SA
- ARC/STSA Clinical Preceptor Reporting Form - SA
- ARC/STSA Clinical Preceptor Delegate Reporting Form - SA
- ARC/STSA Clinical Affiliation Site Reporting Form - SA
- 4 Instructor Forms for each didactic/lab instructor

Optional Forms (if indicated) - Verification

- PAC Minutes - Communities of need change
- Curriculum Change Documents:
 - Currently approved syllabus/syllabi that is changed
 - Proposed syllabus/syllabi
 - A narrative and comparison specifying the changes between the approved & the proposed change
 - A completed ARC/STSA Curriculum Comparison Form - SA for the proposed curriculum

Name of Person Completing the Report

Date of Report Completion/Submission