

Screen Shot Sample
Annual Report Instructions—ST

2012

CURRENT PROGRAM INFORMATION PAGE:

Create New Current Program Information

Regional Institutional Accreditor:

National Institutional Accreditor:

Other Institutional Accreditor: (please list full name)

Address 1:

Address 2:

Address 3:

City:

State:

Zip:

Primary Program Phone:

Primary Program Phone Extension:

Alternate Program Phone:

Alternate Program Phone Extension:

Program Director Email:

Verify Program Director Email:

Program Fax:

Program Website Address:

PROGRAM ENHANCEMENTS PAGE:

Campus Information

AAD

Offers ARC/STSA approved Accelerated Alternate Delivery (AAD) program: Yes No

Distance Education

Offers Core ST courses via Distance Education: Yes No

Satellite Campuses

Has ARC/STSA approved Satellite Campus(es): Yes No

Consortium Information

Has ARC/STSA approved Consortium: Yes No

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ENROLLMENT INFORMATION PAGE:

Enrollment Information

Enrollment

Max Number Of Students Per Cohort:

Max Number Of Cohorts Per Year:

Maximum Enrollment Capacity:

Current New Students Enrolled: (8/1/2011 to 7/31/2012)

Has CAAHEP Approved Inactive Status? Yes No

Current Students Enrolled From Previous Academic Year:

Program Length and Degree Awarded

Program Length 1 (in months): Degree Awarded 1: ▼

Program Length 2 (in months):

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ADMINISTRATIVE PROGRAM INFORMATION PAGE:

Administrative Program Information

List all academic breaks and time off for the coming academic year:

Start:  End (Optional): 

Total Annual Program Tuition And Fees (In State): \$

Total Annual Program Tuition And Fees (Out Of State): \$

Has or will the tuition changed during the current year? Yes No

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ASSESSMENT AND ADMISSIONS INFORMATION PAGE:

Assessment and Admissions Information

Has the program changed the frequency of student evaluation? Yes No

Has the program changed the method(s) and/or tool(s) used for student evaluation? Yes No

Has the program changed the method(s) used to share evaluations with students? Yes No

Has the program changed its admissions policy or process? Yes No

Cancel

Save

Save and Next

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BUDGET INFORMATION PAGE:

Program Budget Information

Supplies And Equipment Budget: \$

Capital Expenditures Budget: \$

Professional Development Budget: \$

Program Budget Evaluation:

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COMMUNITIES OF INTEREST INFORMATION PAGE:

Communities of Interest Information

Describe how community needs are assessed and monitored:

Program Advisory Committee (PAC) Information

Current Required PAC Members:

PAC Members found.

[Add New PAC Member](#)

Number of PAC meetings per year:

Date(s) of Program Advisory Committee Meetings:

Have Community Needs Changed? Yes No

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COMMUNITIES OF INTEREST INFORMATION—PAC MEMBER SUB-PAGE:

New Program Advisory Committee (PAC) Required Member

Representation:	Public Member ▼
Last Name:	X
First Name:	X
Professional Title:	X
Place of Employment:	X
City:	X
State:	AK ▼
Zip Code:	00000
Phone:	(000) 000-0000
Phone Extension:	0

The public member appointed to the surgical technology program's advisory committee holds a duty to represent the interests of the patient that may come under the care of the surgical technologist, and therefore has a vested interest in the proper education of the surgical technologist for quality patient care. The public member must not be:

- a current or former employee of the sponsoring institution
- a current or former employee of any clinical affiliate associated with the program
- a current or former student of the surgical technology program
- a current or former healthcare provider

Checking this box indicates that the public member meets the above criteria

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PROGRAM PERSONNEL PAGE:

Program Personnel Summary

Please update/verify the data for the PROGRAM DIRECTOR before updating/verifying data for other personnel or adding new personnel.

	Last Name	First	Initial	Salutation	Type	Title	E-mail	Phone	Ext	Verified?
Edit	Brink	Dean		Mr.	President/CEO	President	DBrink@nowhere.edu	(546) 406-5465		Yes
Edit	Moore	Maggie		Mrs.	Dean	Director of Education	MMoore@nowhere.edu	(549) 070-9979		Yes
Edit	Alley	Donny		Mr.	Program Director	Program Director	DAlley@nowhere.edu	(554) 654-0654		Yes
Edit	Johnson	Sally		Ms.	Assistant Dean/Non-Dean Administrator	Assistant Dean of Health Care	SJohnson@nowhere.edu	(454) 646-4505	645	Yes
Edit	Jones	Shawn		Ms.	Non-Core Instructor	Instructor	SJones@nowhere.edu	(546) 464-6549	46	Yes
Edit	Smith	Mark		Mr.	Core Instructor	Core Instructor	MSmith@nowhere.edu	(847) 879-5464		Yes

[Add New Program Personnel](#)

The program has verified the contact information (name, mailing address, email address, phone number, fax number) for President/CEO, Dean, and Program Director (or comparable appointments).

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PROGRAM PERSONNEL SUB-PAGE:

Program Personnel

Contact Type: Program Director

Salutation: Ms.

First Name: Ellie

Middle Initial:

Last Name: Alley

Program Personnel Credentials

Credentials found.
[Associate with existing Credentials...](#)

Other Credentials:

Job Title: Program Director

Phone: (554) 654-0854

Phone Extension:

Fax: (645) 606-4648

Email: EAlley@nowhere.edu

Verify Email: EAlley@nowhere.edu

Program Website Address: www.nowhere.com

Address 1: XXX Same as Program Director

Address 2: Same as Program Director

Address 3: Same as Program Director

City: XXX Same as Program Director

State: TX Same as Program Director

Zip: 00000 Same as Program Director

This is a new appointment (appointed after 8/1/2011).

The program verifies that the above information is accurate

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CLINICAL AFFILIATE SITES PAGE:

Clinical Affiliate Sites

	<u>Name</u>	<u>City</u>	<u>State</u>	<u>Contact Person</u>	<u>Primary Campus Slots Available</u>	<u>Primary Campus Slots Filled</u>	<u>Site/Contract Status</u>	
Edit	WYT Network	Fort William	AK	Jeff Moore	4	2	Existing Site Without Changes	✘
Edit	My Hospital	Dosey	AK	Fred Flint	1	1	Existing Site With Changes	✘
Edit	Riverpointe Medical Center	River	AK	Wilma Rutt	3	0	Dropped Site	✘
Edit	Alaska Medical Center	Dokyn	AK	Wilma Flint	2	2	New Site	✘

[Add New Clinical Affiliate Site](#)

Please attach an updated ARC/STSA Clinical Affiliation Site Reporting Form that includes information for all current clinical affiliates.

Clinical Affiliate Site Files attached.

[Attach Clinical Affiliation Site documents other than Contracts](#)

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CURRICULUM PAGE:

Curriculum

Has Curriculum Changed? Yes No

Lab Ratio: Students To Teacher Ratio

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CURRICULUM CHANGES PAGE:

Curriculum

Has Curriculum Changed? Yes No

Curriculum Changes Explanation:

Please Attach the Following Files:

-Currently approved syllabus/syllabi that is changed.

-Proposed syllabus/syllabi.

-A narrative and comparison specifying the changes between the approved and the proposed change.

-A completed ARC/STSA Curriculum Comparison Form for the proposed curriculum(available online at www.arcstsa.org/forms/ST/forms_and_facts_ST.htm).

o Curriculum Files attached.

[Attach Curriculum File](#)

Does the new curriculum meet or exceed the *Core Curriculum for Surgical Technology*, current edition? Yes No

Lab Ratio: Students To Teacher Ratio

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PROGRAM OUTCOMES COMPLETION DATES PAGE:

Program Outcomes Completion Dates

0 Program Outcomes Completion Dates found.
Add New Program Outcomes Completion Date

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PROGRAM OUTCOMES COMPLETION DATES SUB-PAGE:

Create New Program Outcomes Completion Date

Date: 

Cancel

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PROGRAM RETENTION PAGE:

Program Retention Data

	Completion Date	Original Students Admitted	Re-entry/Transfer-in Students Added to Cohort	Total Students Enrolled	Total Students Graduated	Total Student Graduated %
Edit	8/1/2010	0	0	0	0	0

2012 Retention Summary

# of Students Enrolled	# of Students Graduated	% of Students Graduated
0	0	0.0%

Retention Analysis (analysis of 8/1/2010 to 7/31/2011):

Does the program meet the ARC/STSA threshold for retention (70%)? Yes No

Retention Trends Summary

Annual Reporting Year	Academic Year	# of Students Enrolled	# of Students Graduated	% of Students Graduated
2012	8/1/2010-7/31/2011	0	0	0.0%
2011	8/1/2009-7/31/2010	14	8	57.0%
2010	8/1/2008-7/31/2009	18	12	67.0%
2009	8/1/2007-7/31/2008	18	12	67.0%
2008	8/1/2006-7/31/2007	16	9	56.0%

Retention Trends Analysis (analysis of 8/1/2008 to 7/31/2011):

Does the program meet or exceed the ARC/STSA threshold for retention (70%) for all three years? Yes No

Does the program meet or exceed the ARC/STSA threshold for the most recent year (8/1/2010-7/31/2011)? Yes No

Retention Trends Plan of Action and Timeline for Implementation:

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OUTCOMES ASSESSMENT EXAM RESULTS PAGE:

Outcome Assessment Exam Results

Outcomes Assessment Exam elected for this reporting year: CST PAE

Completion Date	# of Students Graduated	# of Students Who Took Exam	# of Students Who Passed Exam	% of Students Who Passed
Edit 8/1/2010	0	0	0	0.0%

2012 AR Outcomes Assessment Exam Summary

# of Students Graduated	# of Students Who Took Exam	# of Students Who Passed Exam	% of Students Who Passed
0	0	0	0.0%

Analysis Of OAE Participation and Report Results:

Does the program meet the ARC/STSA threshold for participation (100%)? Yes No

Does the program meet the ARC/STSA threshold for pass rate (100% "E" and/or "S")? Yes No

(100% "E" and/or "S" for PAE)

If the program does not meet thresholds, submit a plan of action and timeline for implementation to raise outcomes to meet threshold(s).

Outcomes Assessment Exam Trends Summary

Annual Reporting Year	Academic Year	# of Students Graduated	# of Students Who Took Exam	# of Students Who Passed Exam	% of Students Who Passed
2012	8/1/2010-7/31/2011	0	0	0	0.0%
2011	8/1/2009-7/31/2010	8	0	0	0.0%
2010	8/1/2008-7/31/2009	12	0	0	0.0%
2009	8/1/2007-7/31/2008	12	12	10	83.0%
2008	8/1/2006-7/31/2007	9	9	7	78.0%

Outcomes Assessment Exam Trends Analysis (analysis of 8/1/2008 to 7/31/2011):

Does the program meet or exceed the ARC/STSA threshold for Outcomes Assessment Exam participation rate (100%) for all 3 years? Yes No

Does the program meet or exceed the ARC/STSA threshold for Outcomes Assessment Exam pass rate (100% "E" and/or "S") for all 3 years? Yes No

Does the program meet or exceed the ARC/STSA threshold for Outcomes Assessment Exam participation rate (100%) for the most recent year (8/1/2010-7/31/2011)? Yes No


Does the program meet or exceed the ARC/STSA threshold for Outcomes Assessment Exam pass rate (100% "E" and/or "S") for the most recent year (8/1/2010-7/31/2011)? Yes No

Outcomes Assessment Exam Trends (Return Rate and/or Satisfaction Rate) Plan of Action and Timeline for Implementation:

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GRADUATE OUTCOMES COMPLETION DATES PAGE:

Graduate Outcomes Completion Dates

Completion Dates	
Edit	6/17/2010 


The dates listed on this page indicate the graduating cohorts that will be reported on the "Graduate Outcomes" pages to follow. If the dates listed are incorrect or additional graduation dates occurred that are not listed in the box above, please contact the ARC/STSA at 303-694-9262 for further assistance.

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GRADUATE OUTCOMES COMPLETION DATES SUB-PAGE:

Graduate Outcomes Completion Date

Date: 

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GRADUATE PLACEMENT OUTCOMES PAGE:

Graduate Placement Outcomes

Completion Date	# of Graduates	ST Employed	ST Employed & Cont Ed	Cont Ed	Grad Placement
Edit 8/17/2010	8	0	0	0	0

2012 AR Graduate Placement Summary

ST Employed %	ST Employed & Cont Ed %	Cont Ed %	Total Grads Placed %
0	0	0	0

Graduate Placement Outcomes Analysis (analysis of 8/1/2009 to 7/31/2010):

Does the program meet or exceed the ARC/STSA threshold for graduate placement (80%)? Yes No

Graduate Placement Plan of Action and Timeline for Implementation:

Graduate Placement Trends Summary

Annual Reporting Year	Academic Year	# of Students Graduated	ST Employed	ST Employed & Cont Ed	Cont Ed	Total Grad Placement	Total Grad Placement %
2012	8/1/2009-7/31/2010	8	0	0	0	0	0.0%
2011	8/1/2008-7/31/2009	11	9	0	0	9	75.0%
2010	8/1/2007-7/31/2008	11	10	0	1	11	92.0%
2009	8/1/2006-7/31/2007	9	8	0	0	8	89.0%
2008	8/1/2005-7/31/2006	10	8	0	2	10	100.0%

Graduate Placement Outcomes Trend Analysis (analysis of 8/1/2007 to 7/31/2010):

Does the program meet or exceed the ARC/STSA threshold for graduate placement (80%) for all three years? Yes No

Does the program meet or exceed the ARC/STSA threshold for the most recent year (8/1/2009-7/31/2010)? Yes No

Graduate Placement Trends Plan of Action and Timeline for Implementation:

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EMPLOYER SURVEY OUTCOMES PAGE:

Employer Survey Outcomes

Completion Date	# Employer Surveys Distributed	# Employer Surveys Returned	# Employer Satisfactory Surveys
Edit 6/17/2010	0	0	0

2012 AR Employer Survey Summary

Employer Survey Return %	Employer Satisfaction %
0	0

Employer Survey Outcomes Analysis (analysis of 8/1/2009 to 7/31/2010):

Does the program meet or exceed the ARC/STSA threshold for employer survey return rate (50%)? Yes No

Does the program meet or exceed the ARC/STSA threshold for employer survey satisfaction rate (85%)? Yes No

Employer Survey Plan of Action and Timeline for Implementation:

Employer Survey Trends Summary

Annual Reporting Year	Academic Year	# Employer Surveys Distributed	% Employer Surveys Returned	% Employer Satisfaction Surveys
2012	8/1/2009-7/31/2010	0	0	0
2011	8/1/2008-7/31/2009	9	67	100
2010	8/1/2007-7/31/2008	8	75	100
2009	8/1/2006-7/31/2007	8	75	83
2008	8/1/2005-7/31/2006	6	83	100

Employer Survey Outcomes Trend Analysis (analysis of 8/1/2007 to 7/31/2010):

Does the program meet or exceed the ARC/STSA threshold for employer survey return rate (50%) for all 3 years? Yes No

Does the program meet or exceed the ARC/STSA threshold for employer survey satisfaction rate (85%) for all 3 years? Yes No

Does the program meet or exceed the ARC/STSA threshold for employer survey return rate (50%) for the most recent year (8/1/2009-7/31/2010)? Yes No

Does the program meet or exceed the ARC/STSA threshold for employer survey satisfaction rate (85%) for the most recent year (8/1/2009-7/31/2010)? Yes No

Employer Survey Trends (Return Rate and/or Satisfaction Rate) Plan of Action and Timeline for Implementation:

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GRADUATE SURVEY OUTCOMES PAGE:

Graduate Survey Results

Completion Date	# Graduate Surveys Distributed	# Graduate Surveys Returned	# Graduate Satisfactory Surveys
Edit 6/17/2010	0	0	0

2012 AR Graduate Survey Summary

Graduate Survey Return %	Graduate Satisfaction %
0	0

Graduate Survey Outcomes Analysis (analysis of 8/1/2009 to 7/31/2010):

Does the program meet or exceed the ARC/STSA threshold for graduate survey return rate (50%)? Yes No

Does the program meet or exceed the ARC/STSA threshold for graduate survey satisfaction rate (85%)? Yes No

Graduate Survey Plan of Action and Timeline for Implementation:

Graduate Survey Trends Summary

Annual Reporting Year	Academic Year	# Graduate Surveys Distributed	Graduate Surveys Returned %	Graduate Satisfaction %
2012	8/1/2009-7/31/2010	0	0	0
2011	8/1/2008-7/31/2009	12	50	100
2010	8/1/2007-7/31/2008	12	50	83
2009	8/1/2006-7/31/2007	9	67	100
2008	8/1/2005-7/31/2006	10	70	86

Graduate Survey Outcomes Trend Analysis (analysis of 8/1/2007 to 7/31/2010):

Does the program meet or exceed the ARC/STSA threshold for graduate survey return rate (50%) for all 3 years? Yes No

Does the program meet or exceed the ARC/STSA threshold for graduate survey satisfaction rate (85%) for all 3 years? Yes No

Does the program meet or exceed the ARC/STSA threshold for graduate survey return rate (50%) for the most recent year (8/1/2009-7/31/2010)? Yes No

Does the program meet or exceed the ARC/STSA threshold for graduate survey satisfaction rate (85%) for the most recent year (8/1/2009-7/31/2010)? Yes No

Graduate Survey Trends (Return Rate and/or Satisfaction Rate) Plan of Action and Timeline for Implementation:

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FINAL SUBMISSION PAGE:

Final Submission Page

Report Year: 2012

Program:

By clicking the Submit Report button below your report will be finalized and submitted to ARC/STSA. Once you have submitted your report, you will no longer be able to access this report.

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