



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

*Western Association
of Schools and Colleges*

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November 15, 2013

Dr. Kevin Walthers
Superintendent/President
Allan Hancock College
800 South College Drive
Santa Maria, CA 93454-6399

Dear President Walthers:

The Committee on Substantive Change of the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges met November 14, 2013 to review the two Substantive Change Proposals from Allan Hancock College for the 1) new Registered Veterinary Technician program, and 2) for transfer of the Public Safety Programs to the Lompoc Valley Center.

The Committee acted to approve both of the proposals and thanks the College for providing well documented reports. As mandated by Federal regulations, the Lompoc Valley Center will need to be visited within six months of the transfer of the Public Safety Programs. Please contact me to make arrangements for my visit to the Center.

On behalf of the Commission, I wish to express continuing interest in the institution's educational programs and services. It remains the College's responsibility to inform the Commission of any program change. Professional self-regulation is the most effective means of assuring integrity, effectiveness and educational quality.

Sincerely,

A handwritten signature in cursive script, appearing to read "Susan B. Clifford".

Susan B. Clifford, Ed.D.
Vice President

SBC/mg

Cc: Ms. Nancy Meddings, Accreditation Liaison Officer
Ms. Martina Fernandez-Rosario, U.S. Department of Education

SUBSTANTIVE CHANGE PROPOSAL:
NEW CERTIFICATE PROGRAM: REGISTERED
VETERINARY TECHNICIAN



800 S. College Drive
Santa Maria, CA 93453

Submitted by: Nancy Meddings
Accreditation Liaison Officer

Submitted to: Accrediting Commission for Community
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10 Commercial Boulevard Suite 204
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October 14, 2013

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Nancy Meddings
Dean, Academic Affairs



**AHC Registered Veterinary Technician Program Substantive Change
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NEW CERTIFICATE PROGRAM: REGISTERED VETERINARY TECHNICIAN

A. Concise Description of the Proposed Change and the Reasons for It

Description of the Change

Allan Hancock Joint Community College District covers all of northern Santa Barbara County and parts of San Luis Obispo and Ventura Counties. The district is primarily semi-rural, with substantial distances between population centers. The College is the primary vocational training center for the area, with programs that meet regional needs in agriculture, health sciences, and public safety, to name a few.

Allan Hancock College (AHC) proposes to offer a new Registered Veterinary Technician (RVT) certificate program to meet the specific academic requirements of the State of California Department of Consumer Affairs, Veterinary Medical Board, Registered Veterinary Technician Examining Committee for registration test eligibility under Title 16, Section 2068.5 (Post-Secondary Education and Practical Experience). The program is intended to meet the academic requirements of the Alternate Route eligibility category, which requires 20 units of study. The new curriculum for the program has gone through the local curriculum committee, regional consortium and California Community College Chancellor's Office approval processes. The program will be offered onsite at the Santa Maria campus, with field trips to various clinical locations for observation. In addition to the curriculum provided in this program, students must complete a combination of at least 4,416 hours of directed clinical practice in no less than 24 months under the direct supervision of a California-licensed veterinarian. Upon completion of the program, students will receive a certificate of achievement that, combined with the required direct supervised work experience, will allow students to take the California Registered Veterinary licensing examination.

Relationship to the Institution's Stated Mission

Allan Hancock College Joint Community College District covers 3,000 square miles on California's beautiful central coast, and serves over 20,000 credit students annually. The Allan Hancock College Mission is:

Allan Hancock College provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural and economic vitality of our diverse community.

This certificate program will contribute substantially to the economic vitality of both the AHC district and the region nearby by training skilled veterinary assistants. The majority of technicians currently working in veterinary offices in this geographic area are unlicensed assistants. An RVT can perform such tasks as suturing incisions, administering anesthesia, and other functions that an unlicensed assistant is legally prohibited from performing. RVTs are preferred by veterinarians for several reasons, including the fact that veterinary medicine has advanced in recent years. Many services are now comparable to human medicine, requiring more highly skilled assistants to run an efficient veterinary facility.

Presently, there are no other community colleges offering this program in Santa Barbara County, or nearby San Luis Obispo and Ventura Counties. An advisory committee including three local veterinarians has been formed, and they are very supportive of an RVT program in this area. It is estimated that 12 to 15 students will complete the program in the first year, and 20 to 25 per year thereafter.

Rationale for the Change

There is a growing pet population in the United States, and the central coast region of California is no exception. In the city of Santa Maria alone, pet lovers own approximately 15,714 dogs and 17,167 cats. Skilled veterinary care is in high demand, and RVTs are described in the Bureau of Labor Statistics 2012 Occupational Outlook Handbook as doing “many of the same tasks for a veterinarian that nurses would for a doctor.”

The initial concept for the program came from the board president of the local Humane Society, which is in the process of constructing a large new shelter facility scheduled to open in late 2013 and will include veterinary services with a focus on spay/neuter. After an initial meeting and some research, which included a needs assessment survey sent to 106 veterinary clinics in the Santa Barbara and San Luis Obispo regions, college staff realized there was a large geographic area in which no formal training is available to become a Registered Veterinary Technician.

The distinction between an RVT and an unlicensed assistant is significant in scope of work and pay. Based on research, the current demand from employed, unlicensed assistants for an RVT program is estimated to be between 290 and 330 students. This does not include those looking for a new career in this area, or students from other nearby regions such as Bakersfield.

The current labor market outlook for veterinary technicians is strong, with estimated growth of 52% from 2010 to 2020, according to the Bureau of Labor Statistics Occupational Outlook Handbook. The average starting salary for a student earning an RVT license is 38% higher (\$14.62/hr.) than an unlicensed assistant (\$10.57/hr.). RVT training provides an educational and career opportunity that will improve regional veterinary services while increasing the skills and earning potential of existing veterinary assistants.

B. Description of the New Program to be Offered

Educational Purposes of the Change

Allan Hancock College's Veterinary Technician certificate program is designed to provide students with the skills and knowledge necessary to pursue a career as a Registered Veterinary Technician. This field may include various types of animal care, veterinary laboratory procedures and surgical techniques as well as x-ray technology, dental extractions, general animal nursing, emergency care, and veterinary office procedures. This program will also assist the student in qualification for the California Registered Veterinary Technician Examination by providing the educational requirements mandated by the California Veterinary Medical Board (CA VMB).

Goals: The goal of the Licensed Veterinary Technician certificate program is to meet the specific academic requirements of the State of California Department of Consumer Affairs, Veterinary Medical Board, Registered Veterinary Technician Examining Committee for registration test eligibility under Title 16, Section 2068.5 (Post-Secondary Education and Practical Experience). The program is intended to meet the academic requirements of the Alternate Route eligibility category. Specific program objectives and outcomes are:

A) Objectives:

1. Prepare students for eligibility to take the state licensing examination.
2. Provide appropriate coursework that applies to the student goal of completion of the Veterinary Technician Certificate Program.
3. Prepare students to function as a competent entry level licensed veterinary technician.

B) Program Learning Outcomes:

Completers of the licensed veterinary technician certificate program will:

1. Successfully complete the California Registered Veterinary licensing examination.
2. Correctly perform the clinical skills required of veterinary technicians by the California Registered Veterinary Technician Association.
3. Perform animal nursing and critical care for common domestic animals including: restraint, administering medications, diagnostic sampling for laboratory evaluation, maintaining fluid therapy, applying and removing bandages, and applying emergency protocols.
4. Provide competent assistance with office procedures, telephone contacts, admitting and discharging patients, and maintaining medical and financial records.

This proposed program meets all ACCJC Eligibility Requirements, Accreditation Standards, and Commission policies related to student learning programs and services and resources. A complete description of the program is on the RVT Webpage .

Proposed Program Meets Eligibility Requirements, Accreditation Standards, and Commission Policies Related to Student Learning Programs and Services and Resources

As described more fully in sections F and G below, the Registered Veterinary Technician certificate program meets all the ACCJC Eligibility Requirements, Accreditation Standards, and Commission policies related to student learning programs, services, and resources. AHC has been in good accreditation standing (no sanctions) for many years, including the 2010 full review and external team evaluation, and the 2013 midterm report.

C. Description of the Planning Process Which Led to the Request for the Change

The Change's Relationship to the Institutions Planning, Evaluation and Stated Mission

The RVT program will be included in the established evaluation, outcomes and assessment process for academic programs at AHC. All vocational programs undergo comprehensive program review every six years, an abbreviated review every two years, and submit annual updates in between. The program also has a distinguished local advisory committee:

- Rich Seidenberg, DVM.
- Mary McClain, DVM
- Brenda Forsythe, DVM
- Ben Trogdon, Owner Nipomo Dog and Cat Hospital
- Claire Sheehy, President, Santa Maria Valley Humane Society Board

As stated earlier, the RVT program clearly fits within the scope of the AHC mission by providing a quality educational opportunity that enhances student learning and contributes to the economic vitality of our diverse community. This program will attract new students to the college, serving those who currently work as veterinary assistants (non-licensed) and those desiring a new career. Since the state no longer grants licensure to those completing four-year degrees in animal sciences, this program may attract under-employed residents with college degrees looking for a career with strong job opportunities. Students who become RVTs can also complete other coursework in preparation for application to veterinary medicine (DVM) programs.

The Assessment of Needs and Resources That has Taken Place

After the initial suggestion from the board president of the Santa Maria Valley Humane Society that the region needed an RVT program, a great deal of additional research and planning was done. An advisory group composed of practicing veterinarians (including some from the Humane Society) and directors of RVT programs at other community colleges was formed starting in 2009. The group met two to three times per semester. A needs assessment (found in the Evidence Appendix) was sent to 106 mailing addresses of veterinary clinics in February of 2010, with responses from 34 owners and 97 employees at the facilities. The addresses were provided by the Mid-Coast Veterinary Medical Association serving the Santa Barbara and San Luis Obispo regions. There were an additional 24 clinics with no addresses at the time of mailing.

Among the 97 employee respondents, 74% of those who were not already RVTs (74 non-licensed respondents) indicated that they have an interest in this program, with another 21% indicating “maybe”. With approximately 130 to 150 employers in the Santa Barbara and San Luis Obispo, employing an average of 6 employees (range of 1 to 18), with one half not licensed, there are approximately 290 to 330 (74% of 390 to 450) perspective incumbent workers with a desire to become an RVT, and another 61 employees with a possible interest. (Note: the majority of staff respondents (76%) were not licensed, while clinic owners indicate that 42% of staff are not licensed). With average turnover of two staff per year (based on survey results), there are over 200 more openings that need to be filled annually. When current employers were asked if their assistants would enroll in a program, 82% responded “yes”. The estimated demand of incumbent workers from the employer perspective suggests a demand of around 320 current employees for this program. Thus, the current demand from currently employed unlicensed assistants is estimated to be between 290 and 330 students. There are of course those who are looking for a new career in this area, which means the survey of current unlicensed assistants underestimates the actual demand. The program would also likely attract students from other regions such as Ventura and Bakersfield.

Upon review of the needs assessment results, and with review of the two program options allowed in the state of California, the advisory board recommended implementation of the Alternate Route Program. This program meets the needs of incumbent workers looking to increase their scope of responsibility and salary, while allowing both part-time and full-time attendance. There is a large non-licensed incumbent workforce that current employers are willing to offer higher salaries to upon licensure. The Alternate Route Program is also less resource intensive for the college. The course sequence can accommodate a student who wishes to complete the program in one year, after which they can sit for the RVT exam. Students attending part-time can complete the program in two years, while continuing to work towards their 4,416 hours of documented employment. The program also covers the mandated content in one or more of each of the required courses.

Anticipated Effect of the Proposed Change on the Rest of the Institution

The Registered Veterinary Technician program will add one more high quality educational program to AHC offerings, and fill a vocational training need in the community. The changes that will occur are beneficial, as described in section A above and in the next section.

Intended Benefits That Will Result From the Change

The RVT program will attract a cohort of students who will advance in their career fields through acquiring a higher level of skills, which will in term benefit both them and the local communities economically. These students primarily will already have positions, and will benefit from being able to remain in them while attending college locally. Veterinary offices throughout the central coast will benefit from the increased availability of highly skilled veterinary technicians. The RVT certificate program will increase the efficiency of facilities use at the College by utilizing space evenings and weekends. Last but certainly not least, pets and pet owners will benefit by having licensed RVT staff tend to them as needed.

A Description of the Preparation and Planning Process for the Change

The planning process for the RVT program started with advisory board meetings, which occurred periodically starting in 2009. The advisory board was involved in the needs assessment and other preliminary research, including obtaining course outlines from other community colleges that offered RVT training. The board also assisted with developing the budget, equipment and supply needs, and advising on appropriate prerequisite courses. Facilities and technology resources were already in place, so minimal planning was needed in those areas.

The curriculum was written by the program coordinator, Dr. Seidenberg, and the life and physical sciences department chair, Linda Metaxas. After approval from the department, the new curriculum went through the Academic Senate Curriculum Committee (known as the AP&P Committee) and was approved on November 1, 2012. The California Community College Chancellor's Office approval was obtained on March 12, 2013.

While approvals were being obtained, resources were being requested through the AHC Foundation and other sources as detailed in the budget evidence. There was very strong financial support for the program from several foundation sources, as shown in the three year budget in evidence. The program also received Perkins/CTEA funds.

D. Evidence That the Institution has Provided Adequate Human, Physical, Technology and Financial Resources and Processes Necessary to Initiate, Maintain, and Monitor the Change, and to Assure That the Activities Undertaken are Accomplished with Acceptable Quality

Adequate and Accessible Student Support Services

Support services are available in a variety of modalities to RVT program students. The library webpage offers 24/7 access to journals, ebooks, email reference service, research tips and more. In addition, specific funding has been identified in the RVT program budget for veterinary reference books. Counseling is available by appointment, drop-in, phone, and online, and includes DSPS services. Other services with both onsite and online components include admissions and records, financial aid, health services, tutoring, the bookstore and programs such as MESA. The program is centered at the Santa Maria campus, but most onsite services are available at the Lompoc Valley Center as well. All services onsite and online are ADA compliant. The College received two commendations for its support services during the last ACCJC comprehensive external team visit in 2010.

Sufficient and Qualified Faculty, Management and Support Staffing

The veterinary technician program will be placed in the Life and Physical Sciences department, under the direction of an academic dean and faculty department chair. The program will be coordinated by Richard Seidenberg, DVM. Dr. Seidenberg attended the School of Veterinary Medicine at UC Davis, and has been a practicing veterinarian for 28 years. Any part-time faculty hired for the program will meet minimum qualifications as established by the California Community College Chancellor's Office. There is clerical, laboratory assistant and departmental secretary support available as needed.

Professional Development for Faculty and Staff to Effect the Change

The program coordinator is new to both Allan Hancock College and the California Community College System. He is being provided with various orientations and professional development sessions to acquaint him with policies, procedures and systems he will be using. Counselors have been trained so they can give guidance to students interested in the RVT program.

Appropriate Equipment and Facilities

The Life and Physical Sciences facilities were all upgraded through Bond Measure I, which allocated \$181 million for facilities and technology improvement. The new state-of-the-art Building M classrooms and labs opened in 2007. The program will primarily be conducted on campus in this building, with field trips to veterinary facilities and the new Santa Maria Valley Humane Society facility when it opens (scheduled for late 2013). To optimize facilities use and to accommodate the schedules of students currently working as veterinary assistants, courses will be offered evenings and Saturdays.

Appropriate equipment and supplies were planned for in the budget, including canine and feline manikins, suture and intubation equipment, and training videos and books.

Sustainable Fiscal Resources

The facilities for housing this program are in place, as described above, and there are no new facilities costs associated with the RVT program. There are start-up costs for equipment, supplies, and the initial personnel costs. Initial funding has been confirmed and will be provided through a combination of foundation grants, CTEA/Perkins funds, and the district general fund. The complete budget plan is included in the Evidence Appendix.

Comparative Analysis of the Budget, Enrollment, and Resources; Identify New or Reallocated Funds

The overall general budget for AHC is available in the District Adopted Budget 2013-14. District unrestricted general fund support for the program is minimal, primarily staffing costs of \$90,700 out of the overall unrestricted general fund of \$50,391,147. The program will function as a cohort program, which together with the required equipment expenses limits efficiency; however, compared to other cohort programs such as nursing and public safety, the RVT program is relatively inexpensive. There also has been excellent support from alternate funding sources for start-up costs (see the budget plan in the Evidence Appendix).

Plan for Monitoring Achievement of the Desired Outcomes

The outcomes for this program are listed above in section B, the description of the program. The RVT program will participate in the comprehensive outcomes assessment and program review process already in place at AHC. The process includes using the eLumen system to enter course and program outcomes assessment and improvement plans. Outcomes and assessment are also a component of the program review process, which includes both comprehensive reviews and annual updates.

Evaluation and Assessment of Student Success, Retention and Completion

All programs that lead to certificates and degrees are monitored by the Institutional Research and Planning Office (IRP) to track the number of students successfully completing them. In addition, programs such as RVT leading to licensure exams track the successful exam completion rates of their students. Assessment occurs as part of the annual program review update, or cyclically as part of more comprehensive program review.

Additional evaluation measures include the established college processes for evaluating faculty and staff (which include student input), and student satisfaction and climate surveys conducted by the IRP.

E. Evidence That the Institution has Received All Necessary Internal and External Approvals

Faculty, Administrative, Governing Board or Regulatory Agency Approvals

The program was approved through the AHC Curriculum Committee (known as the AP&P Committee) on November 1, 2012. The AHC Board of Trustees approved the program at the December 11, 2012 board meeting. The California Community College Chancellor's Office approval was obtained on March 12, 2013.

AHC belongs to the South Central Regional Consortium, a California Community College organization consisting of eight regional colleges focused on career technical education and workforce preparation. The Consortium approved the RVT program unanimously on December 14, 2012. All the approvals are found in the Evidence Appendix.

Legal Requirements

There are no legal requirements specific to the Registered Veterinary Technician certificate program.

Evidence of Governing Board Action to Approve the Change and any Budget Supporting the Change

The AHC Board of Trustees approved the program at the December 11, 2012 board meeting.

F. Evidence That Each Eligibility Requirement Will Still be Fulfilled Specifically Related to the Change

The Registered Veterinary Technician Certificate Program generally does not significantly affect most of the eligibility requirements, as demonstrated below:

1. Authority: Allan Hancock College is authorized by the California Education Code and California Community Colleges Board of Governors to operate as an educational institution and to award degrees. AHC has the authority to operate as a degree-granting institution based on continual accreditation with the Accrediting commission for Community and Junior Colleges of the Western Association of Schools and Colleges. There is no change with the RVT program.

2. Mission: The AHC Board of Trustees adopts the college mission, which was last revised in 2007. The RVT Program fits within the AHC mission by providing a quality educational opportunity that supports the intellectual and economic vitality of our diverse community.

3. Governing Board: The RVT program has no impact on the composition or role of the Allan Hancock College Board of Trustees. The AHC Board is composed of five members elected by trustee area on alternating years for a term of four years, plus one nonvoting student trustee elected by the student body for a term of one year. The Board already approved the RVT certificate program.

4. Chief Executive Officer: The AHC Board of Trustees selects and appoints the superintendent/president of the district, who has primary responsibility for the college. Dr. Kevin Walthers started in this capacity on July 8, 2013. He is supportive of the program and the attention it has garnered in the local community.

5. Administrative Capacity: Dr. Paul Murphy, the Dean of Life and Physical Sciences played an integral part in the development of the RVT certificate program. He calculated a small percentage of his time in the budget development process for RVT program oversight. This is a relatively small program, with a coordinator and clerical support provided to handle the bulk of administrative duties. The institution's administrative capacity can support this change.

6. Operational Status: AHC enrolls approximately 15,000 credit, noncredit, and community service students each semester. Students are actively pursuing degrees and transfer—21% state both an AA/AS and transfer as their goal. The College is fully operational, with fall, spring, summer, and online courses designed to meet the varied educational needs of students. The impact of the RVT certificate program would be to cause a small increase in enrollment (planned class limit is 25 students).

7. Degrees: In accordance with the Chancellor's Office standards and guidelines, AHC offers organized sequences of courses leading to degrees and certificates. In May 2013, 749 graduates earned 1016 degrees and another 604 students earned 637 vocational certificates. The RVT program adds one vocational/workplace preparation certificate to the current offerings.

8. Educational Programs: All degree programs are congruent with the College mission and are in recognized fields of study that lead to degrees and certificates. All programs meet state guidelines and college requirements in length, breadth, depth, scope, and rigor. The RVT Program adds one vocational/workplace preparation program to the current offerings, and is included in the 2013-14 catalog along with 106 other certificates and 88 degrees. As with all programs, quality and student learning outcomes are evaluated each year in either annual program review updates or comprehensive program review.

9. Academic Credit: All academic credit awarded at AHC is consistent with California Education Code and Title 5 regulations. Clearly stated criteria for the award of credit are published in the annual catalog. The RVT certificate program takes two semesters to complete, and the courses range from 1-4 units of credit depending on the number of classroom hours. A grade of “C” or higher is required in all RVT courses to progress through the program.

10. Student Learning and Achievement: AHC publishes student learning outcomes at the course, program, degree, and institution level. Course outcomes are in the course outline of record, as well as on every syllabus. Program and institutional outcomes are published in the annual catalog. All outcomes are assessed as part of a well-established process that ties to program review, overseen by the Learning Outcomes and Assessment Committee. The complete description of the RVT program including student learning outcomes is published in the AHC Catalog 2013-14. The program coordinator will monitor achievement of these outcomes through the established processes at AHC, including program review and use of the eLumen online outcomes assessment system. The College reached the proficiency level in SLOs assessment in 2012-13, as confirmed in the Midterm Report of March 2013 and the ACCJC response letter dated July 3, 2013.

11. General Education: Allan Hancock College’s general education component of AA/AS degrees is designed to develop a breadth of knowledge and promote intellectual inquiry in all students. A minimum of 21 semester units in general education is required for all degrees except AA/AS Transfer degrees. All general education courses have identified student learning outcomes, which are assessed. The RVT certificate program does not impact the GE offerings established at AHC, as the certificate does not lead to a degree requiring GE courses, or to transfer to a four year college.

12. Academic Freedom: All AHC faculty and students are free to examine and test knowledge appropriate to their disciplines. AHC Board Policy 7200 on academic freedom will not change in any way due to the RVT program, and the program faculty and students will be afforded the same protection under this policy as all others.

13. Faculty: There is a sufficient number (142) of well-qualified, full-time faculty at AHC who meet all state minimum education and experience qualifications or the equivalent. Faculty responsibilities are published in the Faculty Association Collective Bargaining Agreement, the Faculty Resource Guide, in personnel policies and procedures, and in job announcements.

Faculty are totally responsible for curriculum development through the Academic Senate Curriculum (AP&P) Committee, and are responsible for defining and assessing SLOs. The faculty coordinator of the RVT certificate program, Dr. Seidenberg, adds to the existing number of full-time faculty.

14. Student Services: AHC offers a comprehensive array of onsite and online student services consistent with the college mission to serve the diverse student population. These include admissions and records, counseling, financial aid, learning assistance (DSPS), and the testing center. The RVT program is designed to stay small (25 students) and serve practicing veterinary assistants, so there should be no noticeable impact on services. RVT students will be made aware of support services by the program coordinator. Counselors and other staff members have been informed about the program, so they can offer information and advising.

15. Admissions: AHC admission policies are in accordance with its mission and generally reflective of the open access philosophy of California Community Colleges. For most of AHC's programs, admissions occur online through the Banner system according to established policies and protocols. The RVT Program is restricted, similar to the nursing program and public safety academies. Students must have completed Biology 100 and Chemistry 120 (or the equivalent) prior to enrolling, and must be eligible for Math 311 (Algebra 1). The RVT program is designed specifically for students already working in veterinary settings, and they will be admitted to the program through the coordinator prior to registration through the online system.

16. Information and Learning Resources: The College provides access to information and learning resources and services to support its mission and instructional programs. The Blackboard online course management system is widely used for both online and onsite courses, with 464 active sections in fall 2012 (122 of those sections were online only). All students have onsite and online access to library resources, including journals and ebooks. Sources for RVT students include online veterinary reference works such as Saunders Comprehensive Veterinary Dictionary and the Access Science database, which includes a veterinary module. Funds have also been identified to add veterinary books and resources to the library. Tutoring is available through the Academic Resources Center (ARC), which houses a Tutoring and Writing Center, and a separate Math Center. There may be a slight increase in demand from RVT students for tutoring in the prerequisite science and math courses. There is a large Open Access Computer Lab (OACL) housed in the ARC.

17. Financial Resources: Allocations to support all programs and services, both onsite and online, are in accordance with the AHC mission and reflect institutional priorities. Budget goals and priorities are developed and updated annually through a shared governance process. Allan Hancock College has remained fiscally stable throughout the last few years of budget reductions in the California Community College system, with adequate resources to support a comprehensive offering of programs and services. The RVT certificate program received a combination of foundation grants and Perkins/CTEA funding to start, with annual district support also factored in. Grants include \$99,000 over three years from the Edwin and Jeanne Woods Family Foundation and \$100,000 over three years from the Henry Mayo Newhall Foundation. Details of the funding plan for the program can be found in the Evidence Appendix.

18. Financial Accountability: The College annually undergoes an external financial audit by a certified public accounting firm, and reports the results publicly at a Board of Trustees meeting. The audit is certified, and any exceptions are explained. AHC has a proud history of positive audit reports, and is confident that the new RVT certificate program will fall within that tradition.

19. Institutional Planning and Evaluation: Allan Hancock College systematically plans for continuous improvement of institutional structures, processes, and student achievement of educational outcomes. Strategic planning is accomplished through a shared governance structure often referred to as CCPD (Councils and Committees Pathways to Decisions), and an annual planning retreat. Program review of academic, student services and administrative areas occurs in regular cycles with annual updates focused on outcomes assessment and improvement plans. Program review resource requests link to the priorities established through strategic planning. Resource allocation is based on strategic priorities, program review resource requests, and other established processes such as full time faculty prioritization. Data on the results of many planning efforts and learning outcomes is available publicly in the annual fact book and other documents published by the Institutional Planning and Research Office. The RVT certificate program will be included in established planning and evaluation processes.

20. Integrity in Communication with the Public: AHC produces an accurate and current annual catalog both in hard copy and online, and an updated website which provide all of the required general information, requirements, major policies affecting students, and locations where other policies may be found. The RVT webpage and RVT catalog page contain all the pertinent information the public and prospective students need to learn about the RVT program.

21: Integrity in Relations with the Accrediting Commission: AHC adheres to all ACCJC Commission eligibility requirements, accreditation standards, and policies. The College complies with all ACCJC directives in a complete, honest, and accurate manner, and notifies ACCJC regarding any changes in status. The Commission is being notified of the new RVT certificate program through this substantive change proposal, as directed by the commission staff.

G. Evidence That Each Accreditation Standard Will Still be Fulfilled Specifically Related to the Change and That All Relevant Commission Policies are Addressed

Standard I. Institutional Mission and Effectiveness

A. Mission

The AHC mission of providing quality educational opportunities to our diverse population encompasses the addition of new programs to meet the creative, intellectual, cultural and economic vitality of the community. The Registered Veterinary Technician program clearly falls within the scope of the mission, and will assist in meeting the veterinary care needs of our growing region and pet owner population.

B. Improving Institutional Effectiveness

At AHC, there are systematic processes and procedures in place to improve overall effectiveness through integrated planning, assessment, and resource allocation. The Learning Outcomes and Assessment Committee (LOAC) oversees the measurement and assessment of student learning and student services. Through use of the eLumen online system, assessment and improvement plans are recorded and utilized in program reviews, as well as in department discussions on quality. The Institutional Effectiveness Council works to coordinate institutional planning timelines and the annual strategic planning retreat, where data is evaluated to identify annual and long term priorities and goals. All of these processes are regularly evaluated within a broad-based shared governance structure. The RVT program will have all the same assessment, program review, resource allocation and other requirements that other AHC programs have.

Standard II. Student Learning Programs and Services

A. Instructional Programs

Allan Hancock College offers high quality instructional programs, consistent with its mission, that meet the needs of our diverse community. All programs have established procedures that assure ongoing and systematic review of their relevance, appropriateness, achievement of learning outcomes, currency, and future needs. Faculty expertise is relied on to identify and measure student learning through outcomes assessment. The College provides clear and accurate information through the annual catalog and website about educational courses, programs, certificates, and degrees that includes student learning outcomes. The College adheres to and makes public all board policies that assure the integrity of the teaching and learning process.

The Registered Veterinary Technician program meets this standard by complying with all existing Commission and AHC quality assurance requirements. Student learning outcomes have been identified for this program, and it will begin the assessment cycle at the end of the 2013-14 academic year.

B. Student Support Services

Support services from qualified and trained staff that address the needs of RVT and all other students in an encouraging environment are accessible both onsite and online (see Eligibility Requirement #14). The annual catalog contains precise and accurate information in both hard copy and online versions. Services that RVT students might utilize in facing challenges include counseling, learning assistance (DSPS) health services, and financial aid assistance. All student services have defined outcomes that are regularly and systematically evaluated for improvement.

C. Library and Learning Support Services

AHC library and learning support services are sufficient to support the College's instructional programs and other activities (see Eligibility Requirement #16). Library and learning support services are available days and evenings onsite, and some are 24/7 online for all AHC students, faculty and staff. Services include the library, tutoring, writing center, math center, and the open access computer lab. Academic services have defined outcomes that are regularly evaluated for improvement. As stated above, there are some specific resources that will be of particular interest to RVT program students, including veterinary books and an online veterinary database.

Standard III. Resources

A. Human Resources

Allan Hancock College employs qualified faculty, staff and administrators to support student learning and services and improve institutional effectiveness. All college employees are regularly evaluated through a prescribed process in order to assess effectiveness and foster improvement. RVT certificate program personnel are subject to all the standards, regulations and processes in place to ensure quality, professional ethics, and integrity. After surveys to identify training requests and needs, a schedule of professional development activities is published annually on the myHancock portal for all faculty and staff.

B. Physical Resources

The College provides sufficient and safe physical resources to support and assure the quality of its programs. The RVT program will utilize existing space in the Life and Physical Sciences complex that was part of a recent bond measure modernization project. In the RVT certificate program planning phase, necessary equipment and funding sources for it were identified and included in the budget planning, as shown in evidence. After the initial investment in manikins and trainers, the ongoing supply costs are minimal (\$2000/annually).

C. Technology Resources

AHC provides technology resources to support student learning and services. Systems utilized by faculty and students include Banner for registration and schedules, the myHancock portal for announcements and information such as transcripts and waitlist status, and Blackboard for online learning. No new additional technology was necessary to implement the RVT certificate program; it will utilize existing systems and infrastructure.

D. Financial Resources

Allan Hancock College plans and manages financial affairs with integrity and in a manner that ensures financial stability. The shared governance Budget Council works to provide the campus with a realistic assessment of resource availability, and is part of the overall integrated planning process. The College maintains a sufficient cash flow to meet obligations, and is consistently regarded as credible and accurate in reporting by qualified external auditors. The Registered Veterinary Technician program has a carefully planned budget, with identified funding sources as shown in the Evidence Appendix. The program's budget will be monitored through established AHC internal controls and systems, which are designed to prevent the possibility of exceeding established spending limits. The initial cohort for the program is full, and all projections indicate this is a sustainable program.

Standard IV. Leadership and Governance

A. Decision Making Roles and Process

Institutional excellence including ethical and effective leadership is a tradition at Allan Hancock College. The Councils and Committees: Pathways to Decisions (CPPD) shared governance structure has been in place since 2010 and ensures that all constituencies have a voice in the decision making process. The RVT certificate program has been approved at all internal governance levels, including the Curriculum Committee (AP&P) of the Academic Senate on 11/1/13 and the Board of Trustees on 12/11/12.

B. Board and Administrative Organization

The AHC Board of Trustees represents the public interest in AHC through ethical, consistent policy and decision making. The Board works closely with the Superintendent/President in carrying out the college mission, ensuring educational quality, and maintaining financial integrity. The Board holds public meetings once a month, with special meetings held as needed. The Board participates in self-evaluation annually, as well as annual evaluation of the Superintendent/President. The Registered Veterinary certificate program complies with all established Board policies and procedures, and received formal Board approval as stated above.

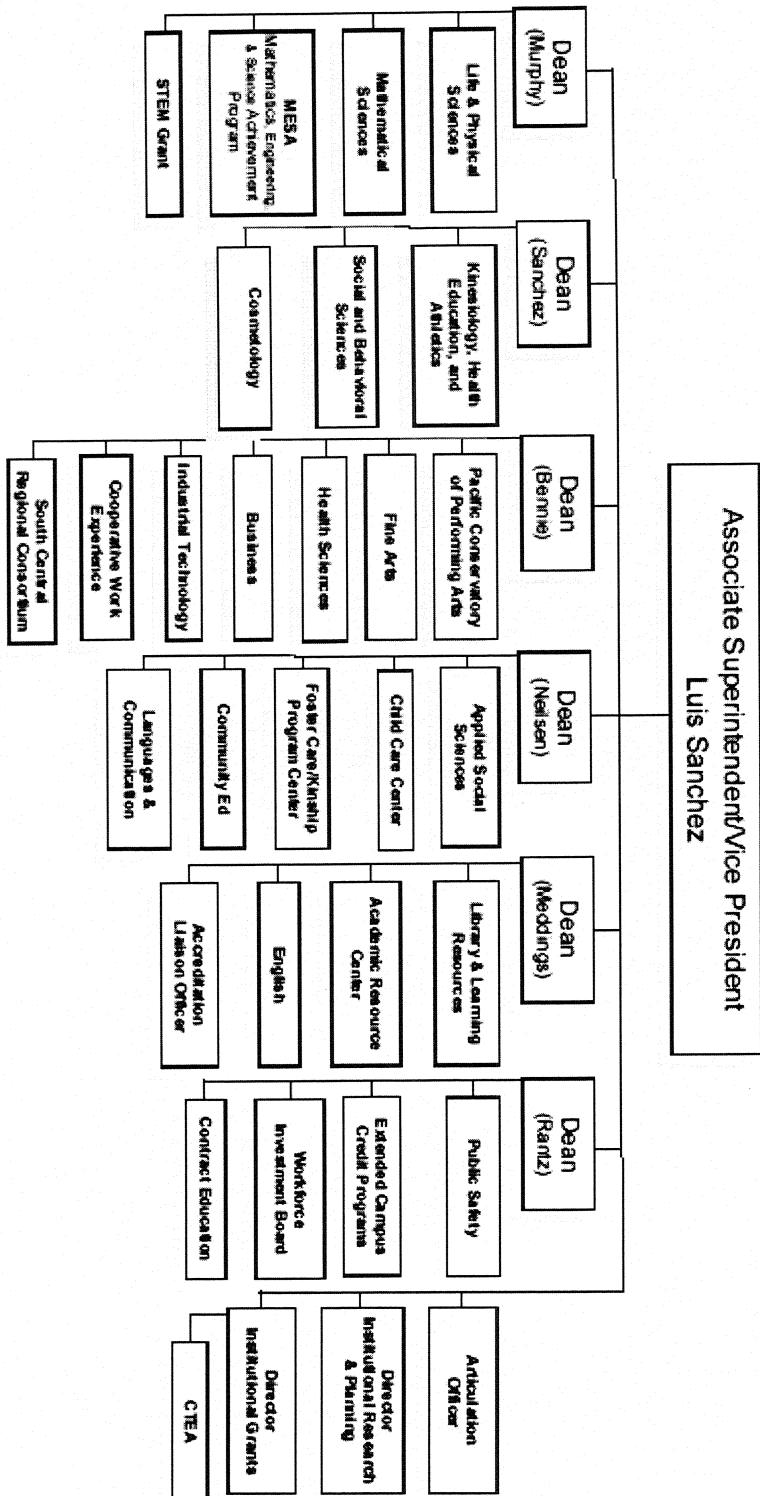
Relevant Commission Policies

AHC remains compliant with all ACCJC Commission Policies as listed in the *Accreditation Reference Handbook*. The addition of the RVT program relates only to the ACCJC Policy on Substantive Change, as it adds a new program that is a significant departure from existing offerings when the institution was last evaluated in 2010.

EVIDENCE APPENDIX



Academic Affairs



Veterinary Technician Program Cost Sheet

	Year 1	Year 2	Year 3	
Staffing				
FT Instr/Coordinator	\$ 90,000.00	\$ 94,500.00	\$ 99,225.00	Salary and benef
Clerical asst	\$ 44,000.00	\$ 44,000.00	\$ 44,000.00	Salary and benef
 Manikins/simulators				
Emily K9 Positioning Manikin	\$ 6,677.00			Two
Critical Care Jerry	\$ 6,120.40			Two
Critical Care Fluffy	\$ 2,138.40			Two
Goldie K9 breath/heart sound simulator	\$ 4,155.80			Two
K9 IV Trainer	\$ 2,310.00			Four
K9 Intubation Trainer	\$ 2,591.60			Four
IM and SUB Q Injection Pad	\$ 336.80			Four
Suture Patch	\$ 105.00			Eight
Suture Patch II	\$ 255.00			Eight
Training Videos	\$ 660.00			Two
 Miscellaneous				
Supplies	\$ 4,000.00	\$ 2,000.00	\$ 2,000.00	
Reference Books	\$ 2,250.00			
Travel	\$ 1,400.00	\$ 1,000.00	\$ 1,000.00	
 Total Per Year	 \$ 167,000.00	 \$ 141,500.00	 \$ 146,225.00	

Quantiti

	Year 1	Year 2	Year 3	
Staffing	\$ 134,000.00	\$ 138,500.00	\$ 143,225.00	Total Staffing \$ 415,725.00
Equipment/Misc	\$ 33,000.00	\$ 3,000.00	\$ 3,000.00	Total Equipment/Mis \$ 39,000.00
Total	\$ 167,000.00	\$ 141,500.00	\$ 146,225.00	\$ 454,725.00

Request from Woods Family Foundation	\$ 33,000.00	\$ 33,000.00	\$ 33,000.00
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Request from Newhall Foundation	\$ 134,000.00	\$ 100,000.00	\$ 75,000.00
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Remaining AHC Contribution		\$ 8,500.00	\$ 38,225.00
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Veterinary Technician Program

Allan Hancock Support

Dean	\$ 15,000.00	Percent of Salary and Benefits
Department Chair	\$ 9,000.00	Percent of Salary and Benefits
Department Secretary	\$ 4,500.00	Percent of Salary and Benefits
PT Salaries	\$ 26,400.00	Instructional Costs
Facilities (science lecture and labs) 9 courses	\$ 10,800.00	Cost per square foot for 9 courses
Other grant funding	\$ 25,000.00	

Total AHC Support Per Year	\$ 90,700.00
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Suzanne Valery, Ed.D.
Director
Institutional Grants

CTEA FUNDS 2013-2014 MEMORANDUM OF UNDERSTANDING

TO: Richard Seidenberg
FROM: Suzanne Valery, Director, Institutional Grants/CTEA
CC: Paul Murphy, Dean Academic Affairs
DATE: July 22, 2013

SUBJECT: CTEA ALLOCATION 2013-2014 - \$32,987.00

By signing below, the Registered Veterinary Program understands that the allocation of 2013-2014 CTEA funds, in the amount of \$32,987.00, has been granted as a result of an application submitted, by, (or on behalf of), Richard Seidenberg, as part of the District's application to the Chancellor's Office.

I/we also understand that this plan was approved by the Project Monitor at the Chancellor's Office and that any changes to the budget must FIRST be approved by my/our dean, the CTEA Project Director (Suzanne Valery), and, may require prior approval of the Project Monitor.

As a recipient of CTEA funds, I/we agree to the following:

- I/we will use the funds allocated for the activities identified in the attached CTEA plan.
- I/we will spend CTEA funds prior to spending district monies. Funds not encumbered by the end of March 2014, may be subject to re-allocation.
- I/we will provide quarterly and annual report information in a timely manner as requested by the CTEA Grant Assistant. (Report due dates: October 10, January 10, April 10 and July 10 and the final annual report due by August 10)
- I/we will submit timesheets and/or time & effort sheets on a monthly basis for CTEA-funded personnel.
- I/we will process purchase requisitions for equipment no later than December 16, 2013 (Funds for equipment must be encumbered by December 16, 2013 or they may be subject to re-allocation.)
- I/we will participate in the annual AHC Career Exploration Day (fall semester)
- I/we will participate in the annual AHC Counselor Workshop/CTE Trade Fair (spring semester).
- I/we will hold at least one department/program Advisory Committee meeting - in the fall semester or in the spring semester.
- I/we will provide an up-to-date list of Advisory Committee members, complete with contact information, to the CTEA office no later than October 30, 2013 on the form to be provided.
- I/we will participate in the development of the CTE website and marketing materials by providing necessary information to Public Affairs.

CTEA Project Director: Suzanne Valery (signature):

Date: 8/5/13

Initiator: Richard Seidenberg (signature):

Date: 7/23/13

Dean: Paul Murphy (signature):

Date: 7/25/13

Academic Policy & Planning Committee Minutes

Meeting: Thursday, November 1, 2012 – Captain’s Room – 2:00 PM

VOTING MEMBERS		NON-VOTING MEMBERS
X Chair – Sofia Ramirez-Gelpi X Applied Social Sciences – Judith Dal Porto X Business – Carmen Montañez-Rodríguez X Counseling – Lydia Maxwell X English – Susan Farley X Fine Arts – Michael Dempsey X Kinesiology, Rec & Athletics – Sheri Bates X Health Sciences – Larry Manalo	X Industrial Technology – Robert Mabry X Languages & Communication – Noé Chavez-Magaña X Life and Physical Sciences – Rob Lennihan X Mathematics & Engineering – Derek Mitchem X Miscellaneous – Kerry Runkle X Public Safety – Mike Messina Social & Behavioral Sciences – Lubna Haddad X Student Representative – Victoria Gonzalez	X Curriculum Specialist – Rebecca A X Admissions & Records – Janet Hoo Articulation – David De Non-Credit Education – v VP, Academic Affairs – Luis Sá
INVITEES Dean, Academic Affairs – Roanna Bennie Dean, Academic Affairs – Paul Murphy Dean, Academic Affairs – Nancy Meddings Dean, Student Services – Rob Parisi		OT Karen Tait, past AP&P Guests Linda Metaxas Paul Murphy
Dean, Academic Affairs – Ardis Neilsen Dean, Matriculation/Counseling – Charles Osiris Dean, Extended Campus – Rick Rantz		

I. Approval of Minutes - a motion was made to approve the minutes of the 10/25/2012 meeting. (M/S/P Manalo/Montanez)

II. Approval of the Agenda – a motion was made to approve the agenda with the following changes:
 a) add for 2nd reading BIOL 155, NURS 329, 330, 332, AG 150, 152, 153, 154, 155, 156, and 157
 b) table consent agenda informational item PEIA and PE information (M/S/P –Manalo/Lennihan)

II. Curriculum 2nd Reading + PCAs Consent Agenda Items

- a) New programs:
 - ENVT Certificate of Accomplishment in Hazardous Materials - General Worker
 - ENVT Certificate of Accomplishment in HAZWOPER Refresher (8hr)

- b) New courses:
 - PHYS 121 Project and Design Lab 1
 - PHYS 122 Project and Design Lab 2
 - PHYS 123 Project and Design Lab 3
 - PHYS 124 Project and Design Lab 4
 - RVT 301 Veterinary Anatomy, Physiology and Terminology
 - RVT 302 Veterinary Office Procedures
 - RVT 363 Veterinary Pharmacology
 - RVT 304 Clinical Pathology and Microbiology
 - RVT 305 Medical Nursing and Animal Care
 - RVT 306 Surgical Nursing and Dentistry
 - RVT 307 Veterinary Equipment and Radiograph
 - RVT 308 Seminar for Registered Veterinary Technicians
 - AG 150 Introduction to Agribusiness
 - AG 152 Introduction to Animal Science
 - AG 153 Introduction to Sustainable Agriculture
 - AG 154 Introduction to Fruit Science
 - AG 155 Introduction to Mechanized Agriculture
 - AG 156 Intro to Environmental Horticulture
 - AG 157 Agricultural Sales, Communication & Leadership

- c) Course mods:
 - BIOL 155 General Zoology
 - NURS 329 Endocrine and Reproductive Systems
 - NURS 330 Pediatrics
 - NURS 332 Neuro-sensory System
 - ENVT 450 HAZWOPER Refresher (8hr)
 - LS 312 Adaptive Computer and Learning Skills
 - LS 501 Individual Learning Assessment

ACADEMIC POLICY AND PLANNING COMMITTEE
CURRICULUM REPORT

December 11, 2012

Sofia Ramirez-Godoy, Chairperson

Indiñi Del Puerto, Applied Social Sciences

Carmen Montañez-Rodríguez, Business

Lydia Maxwell, Counseling

Susan Farley, English

Mubac' Dorogosz, Fine Art

Saeri Jates, Kinesiology, Recreation and Athletics

Larry Manó'n, Health Sciences

Robert Mabry, Industrial Technology

Nee Chavez, Languages & Communication

Kerry Runkle,

Learning Resources, Economic Development, Learning Assistance Program, and Health Services

Robert Lennihan, Life and Physical Sciences

Derek Mitzman, Mathematical Sciences

Mike Messina, Public Safety

Tulra Haddad, Social & Behavioral Sciences

Victoria Gonzalez, ASBG Student Representative

Janet Hooghuis, Admissions & Records Representative (ex officio)

David DeCroot, Articulation Officer (ex officio)

Non-Credit Education (vacant)

Luis Sanchez, Vice President, Academic Affairs (ex officio)

Rebecca Andres, Curriculum Specialist

Adopted by Board of Trustees: _____

_____ Date

President, Board of Trustees
Allan Hancock Joint Community
College District

NEW CREDIT COURSES/PROGRAMS RECOMMENDED FOR ADOPTION**NEW: COURSES (effective 2013-2014)**

Course Prefix	Course Title	Units
AG 130	Introduction to Agribusiness	3
AG 132	Introduction to Animal Science	3
AG 133	Introduction to Sustainable Agriculture	3
AG 134	Introduction to Fruit Science	3
AG 155	Introduction to Mechanized Agriculture	3
AG 156	Intro to Environmental Horticulture	3
AG 157	Agricultural Sales, Community, & Leadership	3
AG 319	Introduction to Wine Microbiology	3
AG 321	Basic Winemaking III	3
AG 322	Basic Winemaking IV	3
ARCH 151	Architectural Design Studio I	5
ARCH 152	Architectural Design Studio II	5
PHYS 121	Project and Design Lab 1	1
PHYS 122	Project and Design Lab 2	1
PHYS 123	Project and Design Lab 3	1
PHYS 124	Project and Design Lab 4	1
RVT 301	Veterinary Anatomy, Physiology, and Terminology	3
RVT 302	Veterinary Office Procedures	2
RVT 303	Veterinary Pharmacology	2
RVT 304	Clinical Pathology and Microbiology	3
RVT 305	Medical Nursing and Animal Care	4
RVT 306	Surgical Nursing and Dentistry	4
RVT 307	Veterinary Equipment and Radiography	2
RVT 308	Secretary for Registered Veterinary Technicians	1

NEW: EXPERIMENTAL and SPECIAL TOPICS COURSES

Course Prefix	Course Title	Units
AG 379E	Introduction to Beer Brewing	2
LE 499	Topics in Law Enforcement Training	0.5 - 1

NEW: PROGRAMS (effective 2013-2014)

DEGREE and/or CERTIFICATE PROGRAM TITLE	TOTAL PROGRAM UNITS
Associate Degree for Transfer - Associate in Science in Administration of Justice for Transfer	18
Associate Degree for Transfer - Associate in Science in Early Childhood Education for Transfer	24
Certificate of Achievement - Registered Veterinary Technician (Licensed)	30
Certificate of Achievement - Hazardous Materials General Site Worker	2
Certificate of Achievement - HAZWOPER Refresher 8-Hour	0.5

Subject 2013-2014 meeting date and/or South County Regional Consortium approval

STATE OF CALIFORNIA
CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE
1102 Q street
Sacramento, Ca 95811-6549
(916) 445-8752
<http://www.cccco.edu>

BRICE W. HARRIS, CHANCELLOR



03/12/2013

Sanchez, Luis
College CIO
ALLAN HANCOCK

Dear Colleague:

In compliance with California Education Code section 70901 and California Code of Regulations, Title 5, Subchapter 2. Approval by the Chancellor, the California Community Colleges Chancellor's Office Academic Affairs Division has reviewed and approved the following instructional program:

CURRICULUM INVENTORY RECORD

College: 611

Credit Status: Credit

Program Title: Registered Veterinary Technician (Licensed)

Program Award: Certificate of Achievement: 18 or greater semester (or 27 or greater quarter) units

Program Control Number: 31784

TOP Code: 010210

Program Goal(s): Career Technical Education (CTE)

For a program to be recognized by the U.S. Department of Education, the Accrediting Commission for Community and Junior Colleges/Western Association of Schools and Colleges (ACCJC/WASC) must approve the program as a substantive change. Once a program is approved by the California Community Colleges Chancellor's Office (CCCCO), colleges must follow the steps outlined in the ACCJC Manual (www.accjc.org). Please note: colleges are not eligible to collect state apportionment or federal support for granting this award without first receiving approval from the Chancellor's Office and the ACCJC.

For questions regarding this review please submit your written inquiry to curriculum@cccco.edu.

Sincerely,

Academic Affairs Division
California Community Colleges Chancellor's Office



SOUTH CENTRAL REGIONAL CONSORTIUM
www.scrcc.cc Passcode scrcc755

Friday, December 14

Pierpont Inn, 550 San Jon Road, Ventura, CA 93001
8:30-9:00 a.m. Continental Breakfast and Networking
9:00-11:30 Meeting, 11:30-12:30 Working Lunch

MINUTES

WELCOME AND INTRODUCTIONS

Meeting called to order at 9:00am.

Approval of October Minutes

Tabled

Presentation

Debbie Newcomb from Ventura College thanked the group for sending her to the Workforce Leaders conference at Lake Arrowhead. Matthew Green also attended. They reported that they felt it was very worthwhile.

Program Approval

- Registered Veterinary Technician (Licensed), Allan Hancock College
Presented by Rick Rantz and approved unanimously

CCCAOE Board Report (VP South Central Region)

Julius Sokenu reported that the Workforce Leadership conference board is reviewing evaluation responses. Comments thus far indicate that participants felt it was too compressed and they wanted more engagement. The board is looking at enhancements to meet the sophistication of the audience.

The board is also looking for nominations for the excellence awards. The deadline is January 18 at the next SCRC meeting. All nominations should be sent to Julius so that we can recognize the nominees from our region at our February SCRC meeting. The position for Vice President is also up for nomination.

Regional Chairs Report

Diane attended the November 27 meeting in Sacramento where there was a presentation on Doing What Matters, CTE/EWD not merged and program approval process was mapped.

Betty participated in a conference call with other chairs with discussion focused on all the upcoming changes.

Chancellor's Office Reports

Robin Harrington reported that colleges should have turned in financial aid info. February 15 is the deadline for resubmission of info, turn in your numbers! Colleges have lost money due to incorrect numbers or missed deadlines in the past. All the info is on the website concerning report updates.

Claims are all closed for our region. March 15 will be the deadline for online applications. Perkins was extended again for the 14/15 school year. It may or may not be authorized after that. The CTE Transitions Grant will be a go but will be part of the 1C application.

Veterinary Owner Staffing Survey

Allan Hancock College is in preliminary stages to determine the needs and requirements of a registered veterinary technician program offered in partnership with the Santa Maria Valley Humane Society. This survey is intended to determine the skills and training needs of veterinary technicians working the region. Your assistance in completing the survey is greatly appreciated.

1. Clinic Name? _____

2. How many years have you been a practicing DVM? _____

3. What is your **perceived need** for a Registered Veterinary Technician Program at Allan Hancock College? Please circle the most appropriate response.

Very Low Need	Low Need	Neutral	High Need	Very High Need
1	2	3	4	5

4. What is the **need** for additional Registered Veterinary Technicians at your clinic?

Very Low Need	Low Need	Neutral	High Need	Very High Need
1	2	3	4	5

5. Is it important that your unregistered Veterinary Assistants become licensed RVTs?

Unimportant	Somewhat unimportant	Neutral	Somewhat important	Important
1	2	3	4	5

6. How many veterinary assistants do you employ? _____

7. Do you **currently** employ any Registered Veterinary Technicians?

___Yes, how many? _____

___No

Veterinary Technician and Staff Survey

Allan Hancock College is conducting a needs assessment to determine the feasibility of offering a Veterinary Technician program leading to licensure as a Registered Veterinarian Technician (RVT). We appreciate your time in completing this survey.

1. Current position

RVT____ Vet Tech (non-licensed)____ Other (please describe)_____

2. Years in current position, including employment at other facilities

1 to 3____ 4 to 5____ 6 to 10____ More than 10____

If you are a Registered Veterinary Technician:

3. Where did you receive your education?_____

4. How many years did the program take?_____ Part-time or Full-time?

5. When were classes offered?

Day____ Evening____ Day&Eve____ Weekends____ Online____

6. If you had to choose over, would you attend this program? Yes____ No____

Please explain:

7. What recommendations would you make to Allan Hancock College with regard to offering a RVT program? Please comment on time of day, online offerings, and subject matter. Should we offer a 2-year AA degree program or an alternate route 20-unit program?

AHC Veterinary Technician Advisory Meeting

Agenda

August 12, 2010

1. Survey results
2. Program structure
3. Curriculum
4. Next steps

Attendees:

Ben Trogdon, Owner Nipomo Cat and Dog Hospital
Brenda Forsythe, DVM, Orcutt Veterinary Hospital
Elizabeth Hennessy, DVM
Mary McClain, DVM, Santa Maria Humane Society
Paul Murphy, PhD (Allan Hancock)
Linda Metaxas, (Allan Hancock)

Meeting Notes

Paul presented the needs assessment survey results. The results showed strong support for the program need from local employers. Local employers (Ventura, Santa Barbara, San Luis Obispo) are willing to pay 40% more per hour for the increased scope of work RVTs are legally allowed. Current vet assistants were surveyed to determine their interest in becoming licensed and what schedules work best.

Linda provided a proposed curriculum and program structure modeled after MT SAC primarily, as well as Santa Rosa, and LA Pierce. The group reviewed the structure of the alternate route program versus a full two-year program, such as Foothill College's program. The two-year program with full surgical facilities and need to staff a full-time veterinarian is cost prohibitive at this time. The group concluded that the academic preparation in the AHC program along with OJT is more than adequate to prepare students to be RVTs.

Based on the survey results, the group examined the courses and descriptions at the other colleges to determine where topics and objectives are covered.

The group discussed next steps and tentative meeting dates

Registered Veterinary Technician Advisory Board Meeting

Department/Program: Life & Physical Sciences Dept., Registered Vet Tech Program

Scheduled Meeting Date (mm/dd/yy): 12/7/11

Scheduled Meeting Location and time: S-106, 7-8:30pm

Number of Attendees: 8

Paul Murphy (Allan Hancock)
Linda Metaxas (Allan Hancock)
Scott Palmer, DVM
Rich Seidenberg, DVM
Mary McClain, DVM
Brenda Forsythe, DVM
Elizabeth Hennesy, DVM
Claire Sheehy, Humane Society

The entire meeting was devoted to discussing the courses in the program, unit value, hours, method of instruction, and supplies/equipment. Linda obtained course outlines from other community colleges and provided draft outlines for AHC. Alongside the course outlines, the group reviewed the California Veterinary Medical Association (CVMA) required subject matter for alternate route programs. The CVMA requires content to be covered in

- Dental prophylaxis and extraction
- Anesthetic instrumentation, induction, and monitoring
- Surgical nursing and assisting, including instrumentation, suturing techniques, and application of splints and casts
- Radiography and radiation safety
- Diseases and nursing of animals, including zoonotic diseases and emergency veterinary care

along with coursework in mathematics, chemistry, biology, microbiology, anatomy and physiology, and medical terminology.

The group discussed whether the program prerequisites should include biology, chemistry and math (typical) or cover the needed material within the Vet Tech program. It was concluded that having some introductory science experience would be beneficial.

Given the details in the course outlines, Linda and Rich agreed to meet in a more focused setting to flesh out some of the details, which could be brought back to the group.

The meeting ended at 8:40

RECREATION

204

SOCIOLOGY**REC 107 Recreational Sports Programming 3 units**

An examination of the theories and practices of programming sports activities in a variety of recreational settings. Both individual and team sports will be studied. Emphasis will be placed on the planning of activities such as leagues, instructional programs, tournaments and sports festivals. This class will study the development and operation of sports venues. Students will gain experience by planning actual events. (F,S,U) (GR/P/NP)

REGISTERED VETERINARY TECHNICIAN**RVT 301 Veterinary Anatomy, Physiology and Terminology 3 units**

Prerequisites: BIOL 100 and CHEM 120

This course introduces commonly used terminology and biological concepts used in veterinary medicine. It includes study of basic normal anatomy and physiology (in both large and small animals) in a body systems format, along with related vocabulary and spelling. Commonly used veterinary acronyms and abbreviations are woven throughout the course where relevant. (F) (GR)

RVT 302 Veterinary Office Procedures 2 units

Limitation on enrollment: Acceptance to the RVT program

This course covers veterinary hospital records, client relation, medical terminology, filing of governmental reports, legal responsibilities of registered veterinary technicians and application of veterinary medical clinics. (F) (GR)

RVT 303 Veterinary Pharmacology 2 units

Limitation on enrollment: Acceptance to the RVT program

This course covers basic concepts in veterinary pharmacology, including the chemistry of pharmaceuticals and biologics commonly used in the maintenance of animal health. It also includes generic terminology, abbreviations for prescriptions, labeling requirements, state and federal laws, classification of materials, weights and measures, drug dosage flow rates, pharmacological mathematics and the metric system, side effects and drug interactions, and the safe handling of bio-hazardous material. (F) (GR/P/NP)

RVT 304 Clinical Pathology & Microbiology 3 units

Limitation on enrollment: Acceptance to the RVT program

Prerequisite: BIOL 100

This course introduces students to the expansive field of clinical pathology and microbiology. Topics include bacteriology, clinical chemistry, urinalysis, cytology, hematology, internal and external parasites, immunology, and serology. (F) (GR)

RVT 305 Medical Nursing & Animal Care 4 units

Limitation on enrollment: Acceptance to the RVT program

Prerequisite: Completion or concurrent enrollment in RVT 301

This course covers all areas of surgical nursing, including instrumentation, surgical preparation, surgical assistance, post-operative care, administration and monitoring of anesthesia, dentistry and dental extraction, CPR, sterilization of equipment and the maintenance of a sterile environment. (S) (GR)

RVT 306 Surgical Nursing & Dentistry 4 units

Limitation on enrollment: Acceptance to the RVT program

Prerequisite: Completion or concurrent enrollment in RVT 301

This course covers all areas of surgical nursing, including instrumentation, surgical preparation, surgical assistance, post-operative care, administration and monitoring of anesthesia, dentistry and dental extraction, CPR, sterilization of equipment and the maintenance of a sterile environment. (S) (GR)

RVT 307 Veterinary Equipment & Radiography 2 units

Limitation on enrollment: Acceptance to the RVT program

Advisory: Eligibility for READ 310

This course provides an introduction to diagnostic imaging equipment used in veterinary practices, and the safe operation of radiographic equipment. It includes developing, trouble-shooting and reading radiographs. Students must be able to understand technical terminology and concepts. (S) (GR)

RVT 308 Seminar for Registered Veterinary Technicians 1 unit

Acceptable for credit: CSU

This course provides an overview of the Registered Veterinary Technician field and a review of such topics as animal anatomy and physiology, nursing concepts, medications and dosage calculations, safe handling techniques for medical instruments and radiography equipment, and general office procedures. (S,U) (GR/P/NP)

SOCIOLOGY**SOC 101 Introduction to Sociology 3 units**

Acceptable for credit: CSU, UC

A survey course in the science of society, which examines major sociological processes and structures with particular attention to American society. Emphases are placed upon basic sociological concepts, social institutions, social issues and the connections between individual consciousness and the broader socio-historical context. (F,S) (GR/P/NP)

SOC 102 Social Problems 3 units

Acceptable for credit: CSU, UC

A survey of national and international social problems, their causes and possible solutions. Macro level problems related to economic, gender and ethnic stratification are emphasized as well as issues of criminality, drug abuse, environmental resources and pollution and changing social institutions. (F,S) (GR/P/NP)

SOC 104 Social Science Research Methods 3 units

Acceptable for credit: CSU, UC

Advisory: SOC 101 or PSY 101

An introduction to sociological/psychological research methods. Presents the research process from topic selection through data collection for a variety of methods such as surveys, experiments, in-depth interviews, content analysis and comparative/historical research. This course is not open to students who are enrolled in or have received credit for PSY 104. (F,S) (GR/P/NP)

