SELF-STUDY REPORT
Accreditation Information and Self-Evaluation

Report of St. Petersburg College Campus Program

Veterinary Technology Program
(title of program)

St. Petersburg College
(name of college or school)

12376 Ulmerton Road., Largo, FL 33774   PO Box 13489, St. Petersburg, FL 33733
(address)

Report by Dr. Richard Flora, DVM, MSBA   Dean
              (name)   (official position)

Signature of Author: _____

Date——————— Telephone Number _____(727) 302-6721_____ Email: Flora.Richard@spcollege.edu _____

To save time for all concerned during the evaluation visit, and to ensure accuracy of the records of AVMA, please see Appendix F for submission guidelines. If an index or table of contents can be provided with the material submitted, it will greatly enhance the review process.

Administration, faculty, and students should be fully involved in the self-study, and any active advisory committees should have an opportunity for input before the final report is sent to CVTEA. Self-evaluation should be an ongoing activity of the program. This form is offered as a general outline for the report. Please discuss each major section in detail in narrative form.

Principal Administrative Officers (**if titles are not applicable, please provide appropriate terms**)

A.   President or Chief Executive   Dr. William D. Law, Jr., President
       Officer of College or School

       Signature: _____

B.   Dean of Academic Affairs   Dr. Anne M. Cooper, Senior Vice President, Academic & Student Affairs

C.   Dean of Student Affairs   Dr. Tonjua L. Williams, Vice President, Academic & Student Affairs

D.   Director of Financial Affairs   Dr. Douglas S. Duncan, Sr., V.P. Admin./Business & Info Services

E.   Department Head/Division Dean ___Dr. Richard M. Flora, DVM MSBA, Dean

F.   Director of Program for _____
       Educating Veterinary Technicians

Introduction

A. Provide a brief history of the program.

The veterinary technology program was established in 1971, at the request of a committee of local veterinarians. Classes began under the direction of the first program director, Dr. Norman Plews. The first class graduated in 1973. In 1974, Dr. David Tollon joined the faculty. In 1975 Dr. Jim Kelly filled the position of director, and the next year Dr. Tollon became director and Dr. Thomas Krall was hired. Drs. Tollon and Krall have remained on the faculty up to the present time. In 1978, Dr. Guy Hancock joined the faculty for 4 semesters. At that time the program utilized lecture and laboratory spaces in the Science Building of the St. Petersburg Campus as well as the animal laboratory at the College's Bay Pines VA Hospital site. Under Dr. Tollon's leadership, the program first became accredited by the AVMA in 1978. Dr. Katherine Shaw (Gloyd) became the director in 1979. In August of 1983 the program consolidated labs and lectures by moving to the new building at the Health Education Center, joining the College's other allied health programs. The 11,000 sq. ft. facility was modern, spacious, and well-equipped for teaching veterinary technology. Dr. Guy Hancock filled the Director's position in October of 1983 during the re-accreditation site visit. After receiving approval to begin a Bachelor of Applied Science Degree program, he then served as Dean from January, 2004 until June, 2006 at which point the position was then filled by Dr. Richard Flora. Since that time, Dr. Flora has conducted a full review of the AS curriculum and a redesign of the BAS curriculum. On September 24, 2010 groundbreaking took place for a new 33,000 sq. ft. Veterinary Technology Building located in Largo, Florida. Occupancy occurred on August 15, 2011 in time for the start of the fall 2011 semester.

B. Note the strengths and challenges of the program.

Strengths:

1. The excellent faculty members, who have many years of teaching and practice experience, are one of the major strengths. The faculty remain active in private practice which increases their credibility with colleagues who hire our graduates. The faculty are excellent clinicians who bring the same high standards and expectations into the classroom.

2. The institutional support provided by the College is one of the major advantages benefiting the Program. For four years in a row, St. Petersburg College was designated Florida's leader in distance learning among the state's 28 other community colleges. It ranked first in the number of courses offered (2,309) and the number of students (16,656). SPC has once again placed near the top of Community College Week's Top 100 Associate's Degree Producers List. In the primary category, All Disciplines, SPC was ranked 10th.[1][8]

3. The physical facilities and equipment of the veterinary technology program are outstanding.

Challenges:

1. Providing learning experiences with large animals is a challenge in our urban area. In our area the major demand for graduates is in small animal practice. Our faculty has established relationships with several equine facilities in our area and we have arranged for dairy calves to be housed at our location enabling us to provide effective large animal instruction that has been very well received by our students.

2. The size of the program, the various options available to students and growth of the Distance Education Program have all increased the workload on administration and management. Annual Unit Planning provides a mechanism to address these pressures and seek additional resources.

C   Do any critical, major, or minor recommendations from your last accreditation evaluation remain unmet? If so, please describe.

The recommendations, and their current status, from the 2004 site visit are as follows:

Critical Recommendations:

1. The Program be compliant with Occupational Safety and Health Administration (OSHA) regulations with respect to secondary labeling; availability of personal protective equipment, Material Safety Data Sheets (MSDS), and adequate eyewash stations; appropriate signage for oxygen and biological hazards; and absence of staff food preparation items in animal areas and radiograph developing room.

    Met as described in interim report of January 15, 2005. (All irregularities were fixed shortly after the site visit. The laboratory classes are scheduled to check compliance as part of the exercises each month. The animal facility technicians not only check that the lab classes are performing the check for compliance but also perform it themselves each month. In addition, administrative reassignment time has been given to Linda Masters to oversee compliance and develop web-based training for the faculty and students. Additional personal protective equipment is place where it is visible and handy to students. Eyewash nozzles have been added to faucets throughout the labs. Additional MSDS binders are also located in each lab. Oxygen and radiology signage is up. January 2005)

    We continue to adhere to the OSHA standards as outlined above with few adjustments. Linda Masters is no longer on staff however St Pete College provides yearly training for all staff. Animal facility technicians continue to check compliance on a monthly basis as well as students during class time. OSHA regulations are reviewed strictly with students during their first week here on campus and in their first week of classes online. With the move to the new building all laboratories are fitted with not only eye wash stations but also full body showers. MSDS binders continue to be located in laboratory locations.

2. The Program be compliant with United States Department of Agriculture (USDA) Animal Welfare Act (AWA) regulations with respect to impervious surfaces in animal housing and use areas, posted milling dates on secondary containers of animal foods, appropriate labeling of outdated drugs, and animal housing and environment.

    Met as described in interim report of January 15, 2005:   The secondary containers for animal food now all have labels with the milling dates. Outdated drugs are removed from the laboratories or clearly labeled for teaching demonstrations only and stored separately from drugs used clinically. The replacement of cabinetry in the kennel area is on the construction list but has not been accomplished as of this date. The facilities department has had a lot to cope with this year due to the hurricanes even though SPC was spared major damage. There is a prospect of the College acquiring a large office building and moving both the Health Education Campus and the Allstate Campus to a new site. The planners would like to wait for the decision on the new site before determining what degree of investment to make in renovations of the health Education Center. If we are to move, then we will invest just repairs to hold us until the move. If we are not to move, then we will invest in more replacement of counters and countertops with higher quality materials. January 2005.

    All secondary containers for animal food continue to have labels with the milling dates. As food containers empty and new food is replaced, labeling is removed from original packaging and place on top of secondary container. Outdated drugs continue to be removed from clinical setting, labeled, and stored away from clinically used medications. All facility concerns have been address with the relocation of the building.

3. The Program be compliant with Drug Enforcement Administration (DEA) regulations with respect to controlled drug logs.

    Met as described in interim report of January, 15, 2005: The procedures and protocols of

controlled drugs were reviewed and tightened up immediately following the site visit. The pages of the drug log books are serially numbered and printed from the Directors database of drug inventory. January, 2005

The procedures from maintain controlled drugs and logs remained consistent as described above.

Major Recommendations:

1. The Program director or his appointee takes a more active role in ensuring compliance with non-academic rules and regulations.

    Met as described in interim report of January 15, 2005: As described above we have put in place multiple systems for monthly assessment by students, faculty and staff of compliance with OSHA, USA and DEA regulations both for our own compliance as well as the benefit of students. The Director monitors the systems to ensure that we are in compliance. January, 2005

    These procedures remain in place as described in 2005

2. Efforts be made to improve communications among the full-time, percent-of-load, and adjunct Program faculty as planned.

    Met as describe in the Biennial Report of February 2006: In addition to what was reported in the interim report of January 05, we have set up a faculty commons in our course management system. This appears as a course on the home page of each faculty member when they sign into the system. The commons contains reference information, discussion boards and links. Campus program instructors are using the course management system to provide content, testing and grade book functions to students. (February 2006)

    In addition to the faculty commons, which remain in effect; all instructors are able to participate in faculty meetings via conference call.

3. Documentation of completion of essential tasks by all students be kept in a central location.

    Met as described in interim report of January 15, 2005: We are keeping a document from each lab course in every student's folder in the program office, listing the skills the student performed in that course and signed by the instructor. January, 2005

    This policy continues to remain in effect for both campus students which are signed off by the instructor and for distance students whose skills are signed off by their clinic mentor.

4. The Program developed and implemented a waiver system for personal health issues including, but not limited to, student pregnancy and rabies immunization.

    Met as described in interim report of January 15, 2005: The introductory laboratory course has a hospital procedures manual. In this manual are pages informing the students about health risks. The students sign the pages indicating that they have read them, understand, and that their questions, if any, have been answered. Students are directed to notify the office of pregnancy, and are then immediately directed to consult their physician about continued participation in laboratory courses. The college attorney is reviewing the procedures manual and the certification of training and will advise the program of any changes. January 2005

    The policies indicated above continue to be followed.

5. Memoranda of understanding (MOUs) be in place with all off-campus providers of instructional support.

    Met as described in interim report of January 15, 2005: The MOU that has been used very

successfully in the distance program is now used to document the hospitals where students in the campus work experience courses accomplish their work or volunteer hours. Instructors are directing students to complete a new MOU whenever they start at a new hospital. The completed MOU forms are kept in the students' record folder. January 2005

The program has switched to an Affiliation Agreement form which is similar to the MOU used in the past. Students must submit new forms yearly or as they enter a new clinic. Forms are reviewed and signed by the dean and remain on file.

Refer to pages 10 - 12 of the Appendix to view the new Affiliation Agreement.

Minor Recommendations:

1. Controlled drug inventory logs be kept in bound, paginated books.

    Controlled drugs are now kept in a bound paginated book.

2. Improved seating be provided in the Program classroom.

    Improvement in seating has been resolved with the relocation and construction of the new facility.

3. Increased office space be provided for non-full-time faculty.

    Increased office space for all full time faculty as well as adjunct faculty has been increased with the relocation and construction of the new facility.

4. The Program facilities be renovated to emulate contemporary educational, animal housing, and St. Petersburg College standards.

    Our new facility is state of the art! Photos of the building can be seen on pages 7 & 8 of the appendix.

I. *Institutional Accreditation*

A. Which agency recognized by the United States Department of Education accredits the parent institution?

    The College is accredited by the Southern Association of Colleges and Schools, Commission on Colleges.

II. *Finances*

A. Fill out the following financial page. Be sure to include Total Institutional Operating budget.

	Two Years Past	Prior Year	Current Year (Budgeted)
	FY 2010	FY 2011	FY 2012
TOTAL INSTITUTIONAL OPERATING BUDGET:	$123,115,198	$142,149,458	$144,868,595
PROGRAM REVENUE:			
State appropriated funds			
Federal funds			
Student tuition and fees	$935,654	$969,643	$1,016,318
Grants			
Other (specify)			
Total Revenue of Program	$935,654	$969,643	$1,016,318
PROGRAM EXPENDITURES:			
Personnel (include numbers/category)			
Veterinarians	$910,226	$895,012	892,837
Credentialed Veterinary Technicians			
Other Technical Personnel	$170,657	$167,961	$233,518
Other Instructional Personnel	$192,560	$216,244	$151,356
Non-academic Personnel			
Benefits on salaries	$359,482	$419,445	$275,913
Equipment			
Supplies	$73,282	$82,894	$76,618
Other (specify)			
Total Expenditures of Program	$1,706,207	$1,781,556	$1,630,242
FOR PROPRIETARY SCHOOLS:			
Total Assets of Institution			
Total Liabilities of Institution			

B.   What would be the theoretical total cost for student who is a resident of the state (if applicable) to complete the program, based on current tuition, fees, and equipment, books, and related costs.

	Florida Resident	*Non-Resident*
Tuition Cost per Cr. Hr.	96.90	352.29
Basic Classes (22 Cr. Hrs.)	2131.80	7750.38
Major Classes (51 Cr. Hrs.)	4941.90	17997.90
Lab Fees	870.00	870.00
Online Fees	N/A	N/A
Ins. (Liability & Accident)	46.00	46.00
Books	2055.04	2055.04
Uniforms	200.00	200.00
Total Cost	**$10341.64**	**$29271.61**

C.   Are program-specific scholarships or grants available?

There are a number of scholarships available to our students. A file is kept online in the

student commons with information regarding available scholarships. In addition, a scholarship bulletin board is maintained on campus. Current scholarships include:

> The Suncoast Avian Society Scholarship – amount varies
> The Connie Dell Davis Scholarship - amount varies
> The Hillsborough Animal Health Foundation Scholarship – amount varies
> Veterinary Neuro Services Scholarships - $500
> Dr. John C. Belcher Endowed Scholarship - $500
> Healthcare Scholarship- $500
> The American Kennel Club (AKC) and National Association of Veterinary Technicians in America (NAVTA) - $25,000.
> Oxbow Academy Scholarship Program - 2 for $500.
> AAEVT Anne Bailey, LVT Educational Scholarship 2009 - $1000
> Scholarships available to all SPC students - 3 for $5000

D.   Is the present budget adequate for program needs?

Yes. As the program continues to grow and the responsibilities of the Dean evolve to become increasingly college-wide it will be necessary to re-establish the Program Director position within the program. The continued advancement of the profession will require equipment be purchased that will enable our students to be proficient in the practices and procedures required of effective veterinary technicians. Budget procedures are in place to account for the addition of this equipment.

E.   Are changes in the present budget needed? If so, what?

Not at this time. Mechanisms are in place allowing for budget revision requests as needed.

F.   What provisions are made for emergency needs outside the established budget?

If emergency funding is needed for our AS program, a request is first forwarded to Provost of the Health Education Center and then to the Senior Vice President for approval.

III. *Organization and Communications*

A.   What is the primary focus (mission) of the program (companion animals, equine, food-producing animals, laboratory animal medicine)?

Our Mission:

We will provide a supportive learning environment, enabling students to achieve outstanding leadership and clinical competency, resulting in optimal animal care and nurturing of the human-animal bond for the benefit of society.

St. Petersburg College Mission Statement

The mission of St. Petersburg College is to provide accessible, learner-centered education for students pursuing selected baccalaureate degrees, associate degrees, technical certificates, applied technology diplomas and continuing education within our service area as well as globally in programs in which the College has special expertise. As a comprehensive, multi-campus postsecondary institution, St. Petersburg College seeks to be a creative leader and partner with students, communities, and other educational institutions to deliver enriched learning experiences and to promote economic and workforce development.

St. Petersburg College fulfills its mission by developing an outstanding team of diverse Faculty and staff providing students with advanced teaching and learning technologies in the classroom, distance education courses, international study opportunities, innovative teaching methods and a comprehensive library for promoting literacy and research. St. Petersburg College embraces continuous institutional self-evaluation to assure a climate for student success and an enduring commitment to excellence.

B.   Communications

   1.   Indicate organizational placement of the program within the institution and describe the line of communication between the program and the institution's administration.

        Refer to page 1of the Appendix to view the Organizational Chart

        Administratively, the lead instructor, faculty, and staff all report to Dr. Richard Flora, the program Dean. When higher levels of authority are needed, Dr. Flora will consult with the Provost of the Health Education Center, and if necessary the Senior Vice Presidents. Matters concerning students generally start with the instructors, then the Dean; and if necessary, the Associate Provost.

   2   Provide membership of the advisory committee and copies of the minutes of the last two advisory committee meetings.

        Refer to page 2of the Appendix for the 2011/2012 Advisory Committee Roster

        Refer to pages 3 & 4 of the Appendix for the October 27, 2010 Advisory Minutes
        Refer to pages 5 & 6 of the Appendix for the April 15, 2011 Advisory Minutes

   2.   Are improvements in communications needed? If so, what improvements are planned?

        Communication in the Veterinary Technology Program and the college as a whole ranks well above satisfactory. Bi-monthly veterinary technology staff meetings allow regular communication among all faculty and staff. Corporate training continually offers a variety of self-improvement classes that are free-of-charge to employees; communication is one of them.

IV. *Physical Facilities and Equipment*

A. Provide photographic or video picture of your facilities. Give a narrative description of facilities used by the program.

    St. Petersburg Veterinary Technology building, located at 12376 Ulmerton Road in Largo, Florida 33774, is built on a 12.5 acre parcel of which 6 acres are wetland and 6.5 are upland. The building is one story, 32,514 Square feet and building with a finish floor elevation of 48.30. The building site is in a "non-evacuation" zone and has 112 regular parking spaces and 5 handicapped accessible spaces. The building was designed to meet 125 MPH basic wind speed, and a Category C winds exposure.

        Refer to pages **7** & **8** of the Appendix for photos of our facility

B   Classrooms, laboratories, animal holding areas, and clinical facilities:

   1.   Discuss the adequacy of rooms and areas, including adequacy of lighting and ventilation.

        Our new 33,000 sq. ft. state-of-the-art Veterinary Technology building was designed according to our specifications with provision for an additional 5,000 square feet for future expansion. All aspects of the facility (including lighting and ventilation) are highly advanced and meet or exceed our expectations.

2. What changes are needed, if any?

We are very new into this move; as of yet, we have no changes that are requested or needed.

3. Is the program registered with the U.S. Department of Agriculture (USDA)? If so, include a copy of the latest USDA inspection report and responses to deficiencies noted.

The program is registered with the USDA.

[Refer to page 9 of the Appendix for the May, 2011Report](#) – No deficiencies noted

C. Equipment for classrooms, laboratories, and clinics:

1. What required equipment is not available, if any? (refer to Appendix H *Instructional Resources and Equipment List as a guide; do not submit table*)

With the exception of a cattle chute, to which we do have access, all required equipment listed on Appendix H of the *AVMA Instructional Resources and Equipment List Guide* is available here on campus.

2. What non-essential equipment is desired?

Faculty have expressed interest in fiber optic endoscopes.

D. Office and program storage space:

1. Is office space adequate for needs, including privacy of student counseling?

The office and administration area of our new facility is phenomenal. It is approximately 4709 sq. ft. This is almost three times that of our previous location. In addition to faculty offices, we have offices for support staff including instructional technology, library staff, advising/counseling, and individual testing.

2. Discuss or describe storage space provided for program.

In addition to separate file and work rooms in the administration area, storage space is equally abundant. The diagram of the building clearly shows multiple separate storage areas along with a 5000 Sq. Ft. area for future expansion.

Lab Storage Room w/closets	144
Computer & Collaborative Labs w/closets	141, 143 & 145
Food Storage Room	161A
Addition separate storage room	161B
Lab Procedures Storage Room	168
Storage Closet outside of Radiology	100F
Outside storage	178
Custodial Room	150
Custodial Storage Room	176
Mechanical Room	157
Mechanical Storage Room	139A
Facilities Room	139
Electrical Room	140 & 157A
Generator Room	157B
Telecom Room	159

3. What changes are needed, if any?

    None

E. Off-campus clinical sites for primary instruction of student skills (other than externships/practicums), if used:

1. List and describe sites used.

    Off-campus clinical sites are only used for a portion of the large animal laboratory course. These sites rotate from semester to semester. Farms are evaluated each semester based on need as well as previous experience of students and the farm itself.

2. Are memoranda of understanding in place with off-campus providers of instructional support that clearly indicate the responsibilities of the sites, the program, and program students?

    Affiliation agreements are used with each farm that is used for clinical experience. All responsibilities are clearly explained in this agreement.

    Refer to Pages 10 – 12 of the Appendix to view the Affiliation Agreement

3. How are these sites used in the delivery of instruction?

    Students, along with the instructors of the course, travel to specific locations during their allotted class time. The instructors are onsite with them and provide the primary instruction to the student. Students are able to use animals at the site for demonstration of the required skills under the supervision of the program instructors.

4. How many students are at each site at a given time?

    Typically there are 10 to 20 students per site at any given time. The ratio is always 10 students per instructor.

5. Who is responsible for validating the acquisition of requisite competencies at these sites, and how is that validation verified?

    Course instructors remain with the students at all times and are solely responsible for validating the acquisition of requisite competencies at all off-campus sites.

6. How are student learning activities at these sites monitored by program personnel

    Students are monitored by course instructors at all times when they are at these clinical sites.

F. Briefly describe any emergency preparedness or disaster plans in place.

    Every employee and classroom has a spiral bound Emergency Response Guide flip chart that covers the following topics:

1. Responding to emergencies
2. Injury or sudden illness
3. Evacuation procedures
4. Fire or explosion
5. Hazardous materials spill or release
6. Bomb threat
7. Suspicious mail and packages
8. Hostile person(s)

9. Shelter in place
10. Power outage
11. Weather emergencies (Thunderstorms, tornado)
12. Weather emergencies (Tropical storms, flood, hurricane)
13. Reporting suspicious behavior

A copy will be available at the site visit. It can also be viewed on the college website link: http://www.spcollege.edu/central/campussecurity/EM/images/EmergencyGuidestep-down.pdf

We are also developing an emergency plan for our new location which will be in place by the end of this year. Included in that plan will be a Continuation of Operations Plan. St Petersburg College has an Emergency Management Coordinator who works with each department to ensure their preparedness.

V. *Resources for Clinical Instruction*

A. List species of animals and numbers of each available for teaching purposes.

Species preceded by an asterisk are required. All others are recommended.

	OWNED BY THE PROGRAM	AVAILABLE
COMPANION ANIMALS		
*Cats	18	
*Dogs	16	
*Horses/ponies		yes
FOOD ANIMALS		
*Cattle		yes
Goats		yes
Poultry		
Sheep		
Swine		
LABORATORY & EXOTIC ANIMALS		
Gerbils		
Guinea pigs		
Hamsters		
*Mice	Purchased during lab	
Non-human primates		
*Rabbits	Purchased during lab	
*Rats	Purchased during lab	
*Birds		yes
Fish		
Reptiles		
Other – please specify		

B. How does the program ensure that adequate numbers of animals are available to provide sufficient hands-on experiences for each student?

The program maintains a kennel of 20 dogs and 20 cats most of the semester. In addition, we maintain a relationship with Pinellas County Animal Services to provide animals to use in return for services such as dentals, spays, and neuters. This allows all students to receive adequate training on live animals for their clinical skills.

C. What is the student to animal ratio for clinical labs?

The student to animal ratio for our laboratory courses differ depending on the lab and the course requirements. Beginning laboratory courses have a 2 student to one animal ratio while advanced surgery, nursing and radiology labs utilize one animal per 6 students. However, those numbers do change depending on the skills being taught during the lab. For example, a bandaging lab would be a 2/1 ratio where as a blood transfusion lab would be a 6/1 ratio of students to animals.

D. From where are animals that are used in the program procured? If using sources such as animal shelters, do you have memoranda of understanding with these sources?

All animals used on campus are owned by the program. They are procured from Pasco County Animal Services, a small animal rescue group in South St. Petersburg, Pinellas County Animal Services, and from owners who can no longer care for them. All sources complete a 'Release of Ownership' form that is maintained on file.

Refer to page 13 of the Appendix to view the Release of Ownership form

E. How are animals transported from the sources to the program?

When animals are transported from Pasco County Animal Services they are delivered by an animal control officer. Those that are released by their owners are generally transported by the owner. Occasionally, when it is necessary for us to do the pickup, the kennel supervisor will do so in her personal vehicle or an authorized driver will use the St. Petersburg College van.

F. Provide membership of the required institutional animal care and use committee (IACUC) and copies of the minutes of the last two meetings.

Refer to page 14 of the Appendix to view the current IACUC committee roster.
Refer to page 15 of the Appendix to view the Minutes of the 10/18/10 meeting.
Refer to page 16 of the Appendix to view the Minutes of the 4/12/11 meeting.

G. Who is in charge of animal care?

In addition to two on-call program veterinarians, our kennel is staffed 424 hrs a week by the following:
1 Kennel Supervisor – 40 Hrs.
1 FT Career Kennel Technician– 40 Hrs.
2 OPS Kennel Technicians – 40 Hrs. each
5 Student Workers – totaling 82 hours

H. How are teaching models used in program instruction?

Teaching models as well as cadavers are used in all clinical laboratory courses prior to students completing required invasive skills on live animals. This includes radiology, clinical nursing, and surgical preparatory courses.

I. If clinical services are provided to the public, how are these used to enhance program student educational experiences?

Clinical services are not provided to the public
.

VI. *Library and Informational Resources*

A. Library operations:

1. How many hours per week is the library open? Provide daily hours.

Monday -Thursday 7:30am-9:00pm
Fridays – 8:00am-4:00pm
Saturdays – 10:00am-5:00pm

2. What is the seating capacity?

110 seats and 44 PC stations

3. How is the library staffed? What are the credentials of library personnel?

2 career staff
2 librarians
5 adjunct librarians

7. Where is the library located in relation to the Program facilities?

The main library is located on the Health Education Center campus, about 10 miles from the new veterinary technology building. Librarian services are available at the veterinary technology building 6 hours a week. Also a small collection of reference materials is located at the VT building (about 100 titles).

B. Library veterinary technology-specific holdings:

1. How many books specifically relate to veterinary technology?

Books specifically related to veterinary technology:
   a. 600 print books (estimate)
   b. 100 e-books (estimate)

2. How many periodicals specifically relate to veterinary technology?

Over 100 print and online titles

3. What databases are available that pertain to veterinary technology?

Veterinary Science Database (CABI)
IKnowledge
Biological and Agricultural Index Plus
AGRICOLA (NAL)
BIOSIS Previews
MEDLINE

4. What types of auto tutorial and/or other learning resources are available to the veterinary technology students, including space, materials, personnel, computers and other equipment?

Students and faculty have access to online subject guides, online librarian assistance through Ask-A-Librarian, Inter-Library Loans services, computer access at classrooms and common areas. Librarians are on site six hours a week. Students have access to the Health Education Center and Seminole campus libraries.

C. How much money is allocated to veterinary technology-related acquisitions?

> Monographs - $3,500.00
> Periodical - $8,000.00
> Databases - $12,000.00

D. Evaluation:

1. Are library facilities adequate?   Yes

2. Are library holdings of reference books and periodicals current and adequate? Yes

3. What changes in library services would benefit the program?   None

4. What methods are used to encourage students to use the library?
   Instructors' assignments are designed in ways that require students to use library resources such as journals and reference books. Library tutorials are included in the online courses.

VII. *Admissions*

A. Maximum number of students to be admitted to program in each enrollment period.

 Desired enrollment into our campus program each semester is as follows:

> Fall   44
> Spring   24
> Summer   0

B. Number of enrollments per year.

On average, we generally take in between 60 and 70 new AS students each year.

C. Number of qualified applicants for each enrollment period for the current first year of the program.

The number of qualified applicants per program for the 2010/2011 academic year was:

> AS Campus   73
>   Fall: 53
>   Spring: 20
>   Summer: N/A

D. Number of students entering each enrollment period for the present first-year class.

The numbers of actual new applicants who enrolled were:

> AS Campus   66
>   Fall: 48
>   Spring: 18
>   Summer: N/A

E. Describe procedure for selecting first-year students:

1.   Minimal scholastic requirements, tests used, interview system, documentation required, and special provision for out-of-state students, if applicable.

Before entering the first term of the On Campus Veterinary Technology "program courses," all students must have completed at least 18 of the 22 credits of the required Veterinary Technology general education and support courses including composition, speech, mathematics, and biology. Students may take the general education and support courses at any regionally accredited college or university, or they may complete them through St. Petersburg College campus or distance education courses. The general education and/or support courses do not have to be taken in the order listed. Applicants must have worked or volunteered in a veterinary hospital at least 40 hours prior to applying for admission to fulfill the clinical observation requirement. Candidates will also complete the Health Programs Application form and the Veterinary Hospital Observation and Discussion form before they will be considered for acceptance into the Veterinary Technology Program.

The complete on-campus program application includes the following:
   a. The general college application and the $40 fee for new students at SPC.
   b. The Health Programs Application form.
   c. The Hospital Observation and Discussion form.
   d. Transcripts from high school (if no college degree) and any colleges
      attended sent directly to SPC from each school.

Applicants are considered as soon as their file is complete.

Out-of-state students must meet the same admission requirements as in-state students.

2. How are program personnel involved in the admissions process for program students?

Program personnel are generally the first point of contact for prospective students. The majority of program applicants initially connect with office staff after viewing the college website. Questions are answered and often times the prospective student will come for a tour of the campus and meet with the Dean for further discussion about the program. Students are encouraged to connect with a counselor and/or advisor if there are any further questions regarding the application process. Advisor contact information is provided to the student. Any questionable data received by the admission office is discussed with the Dean of the Veterinary Technology program. Once everything is complete and the student has officially been admitted, an acceptance letter is sent along with a "Letter of Intent" on which the student indicates when they intend to begin the program. When the letter of intent is returned to the admissions office, the Vet Tech Department is then notified and a welcome letter is sent to the student with information pertaining to orientation and registration.

3. What changes in admission requirements would benefit the program?

The requirements currently in place seem to be benefiting the program at present.

VIII. *Students*

A. Institutional enrollment:

   1. Total head count:

   2. Full-time equivalent:

| | Unduplicated Headcount | | | Full-time Equivalent Enrollment | | | | | |
| | College-wide | | | College-wide | | | Online | | |
	Lower	Upper	Total	Lower	Upper	Total	Lower	Upper	Total
Baccalaureate		5,347.0	5,347.0	602.4	2,148.3	2,750.8	398.6	1,362.4	1,761.0
Associate	30,814.0	-	30,814.0	12,717.9	10.8	12,728.7	3,758.8	2.9	3,761.7
Certificates	1,582.0	224.0	1,806.0	485.3	78.9	564.2	168.6	28.5	197.1
Other	7,366.0	-	7,366.0	6,507.9	112.8	6,620.7	1,893.2	63.5	1,956.7
Total	39,762.0	5,571.0	45,333.0	20,313.5	2,350.9	22,664.4	6,219.2	1,457.3	7,676.5

B. Number of students presently at each stage of the curriculum: (If the program offers more than one option, provide numbers for each program option separately)

1. First year: 61

2. Second year: 43

3. Third Year (if applicable):

4. Fourth Year (if applicable):

C. What is the maximum capacity of your program per incoming class?
    Combining the fall and spring semester, the maximum number of students that can begin our campus program in an academic year is between 70 and 75. There is no cap on our distance learning program.

D. Do you anticipate this number changing in the next two years? If yes, what is the anticipated maximum number in the next two years?

    No, our number of new admits is currently at maximum capacity.

E. What percentage of incoming students have previous college experience? Degrees?

    100% of our students have previous college experience. Completion of a minimum of 18 credit hours of the required general education classes is required before being admitted into the program.

F. If enrollment takes place at more frequent intervals, please show current enrollment in each academic term.

    AS Campus Program
        Fall, 2010 –   106
        Spring, 2011 –   116
        Summer, 2011 –   44
        Fall, 2011 -   112

G. Provide attrition information for current and past two academic years by describing how many students entered the program, how many students were lost within the first year, and how many were lost from enrollment until graduation.

    AS Program

Semester Admitted	Admitted	Enrolled 2nd Semester	% Retained	Enrolled one year	% Retained	Enrolled two years	% Retained	Graduated	% Graduated
Current									
Fall	40								

2010 - 2011									
Summer	0								
Spring	17	13	76						
Fall	50	43	86	40	80				
2009 - 2010									
Summer	0								
Spring	0								
Fall	63	56	89	47	75	4	6	36	57

H. Provide number of graduates for each of the past four years including, the current year to date. (If graduation occurs several times each year, show numbers of graduates in each academic term.) (Provide numbers for each program option separately)

<u>AS Campus Program Graduates</u>

	2007 / 2008	**2008 / 2009**	**2009 / 2010**	**2010 / 2011**
Fall	15	9	5	5
Spring	27	23	22	30
Summer	4	1	1	10

I. For new programs, when will the first class graduate?
   N/A

J. How are safety issues addressed? (see *Statement on Safety*, Appendix A)

1. Provide program policy for student pregnancy.

   The review of the Hospital Procedures Manual with students in ATE 1650L and ATE 1654L includes the following information.

PROGRAM POLICY REGARDING PREGNANCY OF VETERINARY TECHNOLOGY STUDENTS

If a student becomes pregnant or suspects a pregnancy she should notify the Program Director immediately. At this time, the student will be advised of potential risks involved in remaining in the laboratories and work experience courses. The student may elect to take a leave of absence or to continue in the Program. If the student elects to continue without leave, the following measures will be instituted:

a. The student will not participate in the use of portable radiology equipment in Large Animal Lab or in work experience courses during the first trimester. Voluntary participation is permitted during the last 6 months of pregnancy.

b. The student will only participate in anesthesia rotations if scavengers are being used during administration of gas anesthesia.

c. The student will not participate in cleaning of the cat ward unless she has had a positive Toxoplasmosis titer.

d. Should the student fail to achieve any course competencies due to pregnancy, the student will be given a grade of incomplete ("I") and be allowed to complete these competencies the next 1 or 2 following semesters.

e. The student will be asked to sign a form stating that she has been informed of the potential risks of to the fetus of ionizing radiation, waste anesthetic gases, and Toxoplasmosis.

2. Provide program student rabies vaccination policy.

Our vaccination policy is explained during orientation for campus students. Rabies vaccination is recommended; however, it is not required. Students electing to NOT receive a Rabies vaccine must sign a waiver stating such.

3. Have any student injuries or accidents occurred that required medical assistance beyond first aid?

There have been no student injuries that have involved students requiring medical assistance beyond first aid.

K. Describe student support services, including academic and personal counseling.

The Associate Provost supervises the student services functions that include admissions and counseling. That staff includes four full-time academic counselors, three full time admissions personnel, an outreach coordinator, a connections coordinator (disadvantaged student support), and administrative personnel. A large amount of the counseling and advising of prospective and current students is done by the Dean and the Lead Instructor. (This applies to both campus and distance programs equally) Recent upgrades made to the MySPC student information system now allow our students to easily access their student advisement report and view their individual academic requirements. The new system, which is called MyPlanner, is more student-friendly than prior advisement programs; however, it still does not replace the human aspect of advising.

L. Describe the activities of the student veterinary technician organization.

The activities of the student veterinary technician organization include organizing and attending fundraising events (examples include SPCA Pet Walk, bake sales, sales booth at NAVC).

1. How do the organization's activities contribute to the quality of the program?

The club's fundraising activities contribute to the program in a variety of ways. They allow the students to see the benefit of their hard work when donating funds to animal related charities in the community. They also require the members to work together toward a common goal which builds their skills working as a team. The executive officers also learn to flourish in leadership roles and display greater responsibility.

2. Is the student organization an institutional member of the National Association of Veterinary Technicians in America (NAVTA) and the state veterinary technician organization?

The Veterinary Technology Society is an institutional member of the National Association of Veterinary Technicians in America as well as the Florida Veterinary Technician Association.

3. What percentages of students are active in the organization?

Approximately 15% of our campus students are actively involved in the Veterinary Technology Society.

M. Through what channels do students have input to the program's policies and curriculum?

In addition to having input to the program's policies and curriculum through the online student commons, Student Survey of Instruction, and end of year course reflection, our campus students meet with program administrators monthly for an open discussion where program policies and curriculum can be addressed. They are also required to complete a course survey near the end of each semester where these issues are also addressed. There is also a student on our Advisory Committee.

IX. *Faculty and Staff*

A. Number of faculty/staff and full-time equivalents (FTE) devoted to the veterinary technology program and salary information. Only include faculty/staff from other departments who teach core veterinary technology courses to program students:

RANK	HEAD COUNT	FTE	MAXIMUM SALARY	MINIMUM SALARY	AVERAGE PAID CURRENT YEAR	LENGTH OF CONTRACT (9-month, 10-month, 12-month)
Program Director Dean	1	1.00	100,981	100,981	100,981	12-month
Lead Instructor Credentialed Veterinary Technician	1	1.26	68,872	56,009	68,872	10-month
Veterinarian Instructor	11	3.24 1.42 3.02	100,364 91,261 40,512	70,568 78,677 3,136	88,816 91,261 13,796	(3) 10-month (1) 12-month (6) Adjunct
Non-Veterinarian Instructors (Doctorate)	2	1.35 .01	100,624 8,964	85,456 8,964	100,624 8,964	(1) 12-month (1) Adjunct
Credentialed Veterinary Technicians	16	3.00 3.82	68,467 33,143	63,049 1,149	65,106 10,550	(3) 10-month (12) Adjunct
Other Program Instructors (specify)						

B. Provide the following information for each faculty/staff member assigned one-quarter time or more to the veterinary technology program:

Name	Credentials and Education, Dates and Degrees. Indicate state(s) person is credentialed	Title or Rank	Date of Original Appointment	Full- or Part-Time or Adjunct	Average Teaching Load in Student Contact Hours Per Week	Professional Association Memberships
Richard Flora	DVM Purdue University 1986 MS – Bus. Admin Indiana Univ. 1979 BS – Economics Rose-Hulman Inst. of Tech. 1974	Dean	July 1, 2006	Full-time		AVTE, NAVTA, AVMA, FVMA, FVTA
Ginny White	AS – Office Systems Technology SPC 2007 RE License Bert Rogers 1975	Admin. Specialist I	October 24, 1994	FT Career	N/A	FACC

Irene McDade		Admin. Specialist I	Sept. 22, 2003	Full-time	N/A	
Cal Kerkela		Staff Asst.	Sept. 11, 2006	Full-time	N/A	
Elaine Anthony	MA – Adult Ed USF 1991 BS – Elem. Ed Nova Southeastern Univ 1989 AS – Vet Tech SPC 1980 AA	Instructor	August 1978	Full-time	15/15/6	FVTA, AVTE, NAVTA
Kristen Brauer	DVM UF 2002 BS Eckerd College 1995	Instructor	September, 2002	Adjunct	Ave. ECH 7.35	AAHA, FVMA, PCVMA, PAF, Assoc. of Exotic Mammal Veterinarians, International Vet Acupuncture Society, National Association of Sugar Glider Veterinarians
Jennelle Frances	MA USF In Progress BAS SPC 2009 VHM Certificate SPC 2008 AS SPC 2008	Instructor	August, 2011	Adjunct	Ave. ECH 6.25	FFA, VTS,
Trish Gorham	MA National University 2011 BS UCF 2005 AA SPC 2002 AS SPC 1991	Lead Faculty	1996	Full-time	15/15/6	AVTE, NAVTA, FVTA,
Shashikant Goswami	Ph.D. College of Vet. Sciences, Haryana Agricultural Univ. 1992 M.V.Sc.	Instructor	August, 1996	Full-time	15/15/6	AVMA, FVMA, AVTE, FACC, World Assoc. of Veterinary Anatomists

	College of Vet. Sciences, Haryana Agricultural Univ. 1988 B.V.Sc. & A.H. M.V.Sc. College of Vet. Sciences, Haryana Agricultural Univ. 1985					
Barbara King	BA USF 1999 AS SPC 1994	Instructor	January, 2002	Adjunct	Ave. ECH 7.50	None
Thomas Krall	DVM Ohio State 1974	Instructor	August, 1976	Full-time	15/15/6	AVMA, FVMA, AAVTE, AAHABV
Janet Modrakovic	BAS SPC 2010 AA SPC 2010 AS St. Clair 1988	Instructor	September, 2000	Percent-of-Load	12/12/9	FVMA, FVTA, FTS (Faculty Advisor)
Tara O'Neachtain	M Ed. UF In Progress BAS SPC 2009 AS SPC 2006	Instructor	October, 2007	Adjunct	Ave. ECH 8.00	NAVTA, DART, FVTA
Ryan O'Shea	AS SPC 2006	Instructor	January, 2012	Adjunct	Ave. ECH 2.00	FVTA, NAVTA, ARAV
Jeanne Perrone	BA Drew University 1983 AAS Parkland College 1991	Instructor	January, 2005	Adjunct	3 ECH (BAS) Spring semester Guest speaker (AS Program)	FVMA, Acad. of Vet Tech Dental Tech., AVDT, NAVTA, AVDS, IVTA, Parkland College Vet Tech Program Advisory Committee, Vet Tech Assoc. IL
Annette Poirier	BAS SPC	Instructor	1998	Adjunct	Ave. ECH 2.75	FVTA, NAVTA, FVMA,

	2007 AS SPC 1983					American College of Veterinary Internal Medicine Forum
Ginny Price	MS Walden Univ. 2006 BA USF 2003 AA SPJC 1980	Instructor	Aug,, 2006 Dec., 1997 (Percent-of-Load) Nov. , 1994 (Adjunct)	Full-time	15/15/6	FVTA, NAVTA, AVTE, Society of Veterinary Behavior Technicians
Debbie Raines	AA SPC 1985 AA SPC 1975	Instructor	1992	Adjunct	Ave. ECH 8.42	SPCA, FVTA, FVMA
Laurie Rankin	BAS SPC 2008 AA & AS SPC 1993	Instructor	January, 2000	Percent-of-Load	12/12/9	FVTA
Vivian Tiffany	BAS SPC 2007 AA SPC 2005 AS SPC 1988	Instructor	1992	Full-time	15/15/6	NAVTA, AVTE, FVTA, FVMA, FVMT, International Academy of Veterinary Pain Management
David Tollon	MBA St. Leo 2005 DVM Ohio State 1974 BS Univ. of Miami 1968	Instructor		Full-time	15/15/6	AVMA, FVMA, AAHA, VHMA, AVTEA, PCVMA
John Zisk	DVM Ross University 1987 BS University of Hartford 1984	Instructor		Adjunct	12/12/9	AVMA. AAEP, FVMA
Glenda Hern	BAS SPC In Progress AS - CVT	Kennel Supervisor	September 1, 2010	FT Career	N/A	FVTA, FVMA

	SPC 2008					
Jessica Rice	AS SPC 2000 BAS In progress	Kennel Technician	August, 2002	FT Career	N/A	

Faculty resumes will be available on site.

C. Is the program instructional staffing adequate for program needs? If not, what are those needs?

Our instructional staffing is adequate for our program needs. Faculty continually strive to improve their performance by thinking outside the box, attending professional conferences, and participating in personal growth seminars. We continually attempt to add new adjunct instructors in order to have fresh ideas.

D. Describe clerical support available to program

The AS program is currently supported by 2 full-time career staff made up of one Administrative Specialist I and one Staff Assistant.

E. Are institutional policies for retirement, consultation or outside work by faculty, etc. adequate? If not, explain: (*Please do not include the faculty handbook*)

Full time employees may join either the Florida Retirement System or the TIAA-CREF. Under new legislations, the college is required to pay 5% of individual salaries into the retirement system. Employees are required to contribute 3%.

1. Are program personnel supported, either financially or otherwise, to attend scientific meetings?

The college provides each full time faculty member $1500 every two years for professional development. The funds can be used for conference attendance, course tuition, travel, or any other professional development activities as chosen by the faculty member and approved by the Dean.

2.   Describe College support and requirements for professional education and self-improvement of faculty and staff.

The College requires full time faculty to specify development goals each year and evaluate those from the previous year. Units may be earned by attending CE, authoring articles or books, serving on committees or in professional organization offices, and similar activities. There are two categories of development activities. One from each category must be completed in each 2-year period. By legislative mandate, 2% of the college budget must be for Staff and Program Development. The distribution of these funds is determined by the President's Cabinet.

F. Personnel issues:

1. Are salaries adequate?

Salaries are very competitive with other colleges. A recent compensation study was done for faculty and a new salary schedule including pay raises was put into effect. A study for Career Service is now under way and is expected to be completed by the end of 2011. A study on A & P is scheduled to begin sometime in early 2012.

2. Discuss faculty and staffing continuity and stability.

   The present faculty and staff have been in place for several years allowing consistent course instruction and student support. Current faculty members have been in place for up to 36 years. New instructors are incorporated into our instructional staff to provide insight and suggestions for improvement in our practices and procedures.

3. Describe the policy and financial provision for part-time faculty, the number currently used in the program, and how they are used in the program.

   AS Program

   The College supports a ratio of up to 60% full time and 40% adjunct instructors according to credit hours. This is higher than many community colleges. Part time instructors may be paid as Percent-of-Load (in which case they must have office hours in proportion to their load) or adjunct. Contracts are by the semester and dependent upon sufficient enrollment to justify holding the courses. In addition to the Dean, the AS program (both campus and distance combined) is currently supported by seven full-time employees, four percent-of-load, and twelve adjunct instructors.

   BAS Program

   In addition to the Dean, our BAS program currently has two full time faculty and one adjunct instructor. In addition, we also employ four of our full time AS faculty, one percent-of-load AS faculty, and two to three AS adjunct faculty for adjunct instruction in our baccalaureate program.

4. Who is responsible for hiring and dismissal of program faculty members and support personnel?

   The Dean makes recommendations through the Provost's office to the Senior Vice President for adjunct and percent-of-load faculty and student assistants. When a vacancy opens up in a full time or career staff position, it must be advertised and attract a sufficient pool of diverse applicants. A search and screening committee recommends finalists, and then the Dean and Provost interview. The President interviews all final candidates before recommending them to the Board of Trustees

5. How is teaching effectiveness evaluated?

   During approximately the 14th week of sessions I and II, all students are asked to evaluate all course sections and instructors using the Student Survey of Instruction. The evaluations are compiled and reports are returned to the department heads. Each instructor receives a report that includes personal comments made anonymously b the students. These evaluations and comments are reviewed by the Dean and used in the faculty member's annual review.

6. Describe any changes needed in personnel policies.

   Present personnel policies allow vacancies to be filled with qualified individuals. Provision for terminating present employees is also adequate and protects employee rights.

X. *Curriculum*

A. Total number of credit hours:

   a. Based on quarters or semesters?
      Our Associates curriculum is based on semester hours. There are 73 credit hours required for the AS degree

B. What degree(s) (or certificate) is/are granted?

Upon completion of our campus program, students earn an AS – Veterinary Technology degree.

C. Provide the program curriculum showing suggested course sequencing.

Before entering the first term of the On Campus Veterinary Technology "program courses," all students must have completed at least 18 of the 22 credits of the required Veterinary Technology general education and support courses including composition, mathematics, and biology. Students may take the general education and support courses at any regionally accredited college or university, or they may complete them through St. Petersburg College campus or distance education courses. The general education and/or support courses do not have to be taken in the order listed. Applicants must have worked or volunteered in a veterinary hospital at least 40 hours prior to applying for admission to fulfill the clinical observation requirement. Candidates will also complete the Health Programs Application form and the Veterinary Hospital Observation and Discussion form before they will be considered for acceptance into the Veterinary Technology Program. Please see a counselor and/or advisor.

The complete on-campus program application includes the following:

a. The general college application and the $40 fee for new students at SPC.
b. The Health Programs Application form.
c. The Hospital Observation and Discussion form.
d. Transcripts from your high school (if no college degree) and any colleges you have attended
   sent directly to SPC from each school.

Applicants are considered as soon as their file is complete.

GENERAL EDUCATION COURSES (18 credits)
* Enhanced World View Requirement
ENC 1101 - COMPOSITION I or (Honors)   3
SPC 1017   INTRODUCTION TO SPEECH COMMUNICATION   3
    or (SPC 1017H, SPC 1065, SPC 1608, or SPC 1608H)
* Humanities/Fine Arts Approved Course   3
ª Mathematics - One college level course with MAC, MAP, MAS, MGF, MTG or STA prefix   3
* Social & Behavioral Sciences Approved Course   3
PHI 1600   STUDIES IN APPLIED ETHICS   3
    or (PHI 1602H, PHI 1631, PHI 2635 or PHI 2649)
Computer/Information Literacy Competency Requirement

SUPPORT COURSES (4 credits)
Biological Sciences - Any BSC Biology course and Lab   3, 1
    or (Transferable college-level Biology/Biology Lab OR Zoology/Zoology Lab)   (3, 1)

FALL TERM IN PROGRAM (12 credits)
ATE 1110   ANIMAL ANATOMY   3
ATE 1110L ANIMAL ANATOMY LABORATORY   1
ATE 1211   ANIMAL PHYSIOLOGY   3
ATE 1311L VETERINARY OFFICE PROCEDURES   1
ATE 1650L VETERINARY CLINICAL PRACTICE I   1
ATE 1741   VETERINARY MEDICAL TERMINOLOGY   1
ATE 1943   VETERINARY WORK EXPERIENCE I   1
ATE 2050C SMALL ANIMAL BREEDS AND BEHAVIOR   1

SPRING TERM IN PROGRAM (11 credits)

ATE 1636	LARGE ANIMAL CLINICAL AND NURSING SKILLS	2
ATE 1654L	VETERINARY CLINICAL PRACTICE II	1
ATE 1944	VETERINARY WORK EXPERIENCE II	1
ATE 2501C	PROFESSIONAL DEVELOPMENT SEMINAR	1
ATE 2631	ANIMAL NURSING I	3
ATE 2656L	LARGE ANIMAL CLINICAL AND NURSING SKILLS LAB	1
ATE 2722	AVIAN AND EXOTIC PET MEDICINE	2

FALL TERM IN PROGRAM (14 credits)

ATE 2611	ANIMAL MEDICINE I	3
ATE 2634	ANIMAL NURSING II	3
ATE 2638	ANIMAL LABORATORY PROCEDURES I	3
ATE 2638L	ANIMAL LABORATORY PROCEDURE LABORATORY	2
ATE 2651L	ANIMAL NURSING AND MEDICINE LABORATORY I	2
ATE 2945	VETERINARY WORK EXPERIENCE III	1

SPRING TERM IN PROGRAM (14 credits)

ATE 1671L	LABORATORY ANIMAL MEDICINE	1
ATE 2612	ANIMAL MEDICINE II	3
ATE 2639	ANIMAL LABORATORY PROCEDURES II	3
ATE 2639L	ANIMAL LABORATORY PROCEDURES LAB II	2
ATE 2653L	ANIMAL NURSING AND MEDICINE LABORATORY II	2
ATE 2661	LARGE ANIMAL DISEASES	1
ATE 2710	ANIMAL EMERGENCY MEDICINE	1
ATE 2946	VETERINARY WORK EXPERIENCE IV	1

TOTAL PROGRAM HOURS — **73**

[a] Suggested course is MGF 1106, but for transfer to upper division science degree programs students should take MAC 1105. **Note:** In addition to the schedule listed above, the student, with permission of the program director, may elect to take reduced credit hours each semester and extend the program over eight semesters. Courses must be taken in proper sequence and all other program requirements apply.

D. Student time involved in classes:

1. Hours per week:
    If taking the recommended course sequence, students are typically on campus 20 hours each week.

2. Weeks per term:
    Sessions I and II of the academic year consist of 16 weeks each and Session III, 10 weeks.

3. Terms per year:
    Since no summer program core courses are required, there are two terms each year for campus students.

4. Externship/preceptorship (hours required):
    Part of the curriculum requires four work experience classes. Each class requires 64 hours.

E. College calendar:

    Refer to pages 19 & 20 of the Appendix for the current 2011 / 2012 College Calendar

1. Date present academic year began: 8/22/11

2. Date present academic year will end: 7/19/12

F. Provide a brief catalog-style (outline) description for each core veterinary technology course. (Do not repeat student attendance, honesty, grading, conduct policies).

ATE 1110 ANIMAL ANATOMY 3 credits

Prerequisite: Approval of Program Director. Co-requisite: ATE 1110L. This course will teach the fundamentals of anatomy of domestic animals, especially the canine, with emphasis on locating and identifying the anatomical regions and landmarks. Introduction to descriptive and topographical terms to aid the student in communicating with the professional staff. 47 contact hours or equivalent.

ATE 1110L ANIMAL ANATOMY LABORATORY 1 credits

Co-requisite: ATE 1110. This course is designed to acquaint the student with the fundamental techniques involved in anatomic dissection as well as necropsy procedures. This laboratory will correlate with lecture material learned in Animal Anatomy and will help to visualize these concepts. 47 contact hours or equivalent.

ATE 1211 ANIMAL PHYSIOLOGY 3 credits

Pre- or co-requisites: ATE 1110 and ATE 1110L, both with a grade of "C" or higher. This course is designed to acquaint the student with physiology of the domestic animal species. The course emphasizes the differences between the systems of the domestic animals, such as the metabolism and digestive processes of the ruminants, non-ruminant monogastric and monogastric species. Aspects of physiology relating to the pathogenesis of certain diseases will also be discussed. 47 contact hours.

ATE 1311L VETERINARY OFFICE PROCEDURES 1 credits

Prerequisite: MAT 1033 with a grade of "C" or higher or any three credit course with MGF, MAC or STA prefix with a grade of "C" or higher and Admission to the Veterinary Technology AS program. This course is designed to acquaint the student with mathematics and office procedures used in veterinary hospital management and veterinary computer applications. 47 contact hours.

ATE 1636 LARGE ANIMAL CLINICAL AND NURSING SKILLS 2 credits

Prerequisite: Admission to the Veterinary Technology program. This course is designed to acquaint the student with the fundamentals of farm animal herd health management, reproductive physiology, and lactation physiology. Aspects of farm animal husbandry will be discussed. 32 contact hours.

ATE 1650L VETERINARY CLINICAL PRACTICE I 1 credits

This course is designed to acquaint the student with basic laboratory and nursing skills, including restraint, history taking, examination room techniques, administration of medication, basic parasitology, and basic clinical pathology procedures. 47 contact hours or equivalent.

ATE 1654L VETERINARY CLINICAL PRACTICE II 1 credits

Pre- or co-requisites: ATE 1650L with a grade of "C" or higher and ATE 1110 with a grade of "C" or higher. This is a course designed to acquaint the student with basic skills in radiology and surgical nursing. 47 contact hours or equivalent.

ATE 1671L LABORATORY ANIMAL MEDICINE 1 credits

Prerequisite: ATE 2651L with a grade of "C" or higher. This course is a study of the technical clinical aspects of laboratory animal care, including restraint and handling, common diseases, and nutrition. The animals studied include rabbits, rats, mice, guinea pigs, hamsters, and primates. 45 contact hours.

ATE 1741 VETERINARY MEDICAL TERMINOLOGY 1 credits

This course is an introduction to medical terminology and veterinary terminology. Included is an introduction to the foundation of veterinary and medical language such as word roots, prefixes, suffixes, and combining forms. 16 contact hours.

ATE 1943 VETERINARY WORK EXPERIENCE I 1 credits

This course consists of supervised clinical experience in a work place approved by the instructor. A minimum of 64 hours in a full service veterinary clinic is required. 64 contact hours.

ATE 1944 VETERINARY WORK EXPERIENCE II 1 credits

Prerequisite: ATE 1943 with a grade of "C" or higher. This course consists of supervised clinical experience in a work place approved by the instructor. A minimum of 64 hours, in an approved work place is required. 64 contact hours.

ATE 2050C SMALL ANIMAL BREEDS AND BEHAVIOR 1 credits

Prerequisite: Admission to the Veterinary Technology AS program. This is a lecture/lab course on normal canine and feline behavior, obedience training and feline training. Discussion topics will include normal canine and feline behavior and causes of behavior problems in dogs and cats. The student will train a dog and a cat, will discuss or apply corrections for common behavioral problems, and will learn about the different canine and feline breeds. 32 contact hours.

ATE 2501C PROFESSIONAL DEVELOPMENT SEMINAR 1 credits

Prerequisite: Admission to the Veterinary Technology AS program. This course is designed to acquaint the student with the laws and the agencies governing the care, use, and movement of animals and livestock. The course also includes veterinary issues, resume writing, and effective job seeking techniques. 32 contact hours.

ATE 2611 ANIMAL MEDICINE I 3 credits

Pre- or co-requisite: ATE 1211 with a minimum grade of "C." This is a course designed to acquaint the student with history taking, examination room techniques,

anesthesiology, asepsis and general and surgical instrument identification and care. 47 contact hours or equivalent.

ATE 2612 ANIMAL MEDICINE II 3 credits

Prerequisite: ATE 1211 with a minimum grade of "C." The course topics include immunity, disease prevention, common vaccinations and diseases in small animals, zoonotic disease, health hazards in veterinary practice, and veterinary dentistry. 47 contact hours or equivalent.

ATE 2631 ANIMAL NURSING I 3 credits

This course is a study of the technical skills of medicating animals, taking and processing radiographs, and surgical instrumentation. 47 contact hours or equivalent.

ATE 2634 ANIMAL NURSING II 3 credits

Prerequisite: ATE 1211 with a minimum grade of "C." This course is a study of the principles and practices related to veterinary pharmacology, obstetrics and pediatric care. Lecture topics will include a review of veterinary pharmacy and pharmacology, pharmacokinetics, principles of small animal obstetrics, and veterinary pediatric medicine. Emphasis is on the application of the principles of pharmacology, obstetrics and pediatrics in small animal veterinary practice. 47 contact hours.

ATE 2638 ANIMAL LABORATORY PROCEDURES I 3 credits

Prerequisite: Any College-level BSC or ZOO with a minimum grade of "C," ATE 1211 with a minimum grade of "C." Co-requisite: ATE 2638L. This lecture course is designed to introduce the veterinary technician student to common parasites and their life cycles seen in routine veterinary practice. Hematology and the kinetics of the hematopoietic system are discussed with emphasis on normal blood smears and common changes seen during disease states of domestic animals. 47 contact hours.

ATE 2638L ANIMAL LABORATORY PROCEDURE LABORATORY 2 credits

Co-requisite: ATE 2638. This course is for the reinforcement and application of laboratory procedures and principles taught in Animal Laboratory Procedures. 90 contact hours.

ATE 2639 ANIMAL LABORATORY PROCEDURES II 3 credits

Prerequisite: ATE 2638 with a minimum grade of "C." Co-requisite: ATE 2639L. This lecture course serves as a continuation of Animal Lab Procedures I and covers topics of immunology, organ function and diagnostic testing. Additional topics include normal and abnormal exfoliative cytology, veterinary microbiology, and the evaluation of endocrine disorders. 47 contact hours.

ATE 2639L ANIMAL LABORATORY PROCEDURES LAB II 2 credits

Prerequisite: ATE 2638L with a minimum grade of "C." Co-requisite: ATE 2639. This course provides experience in the clinical application of the techniques discussed in

Animal Laboratory Procedures II in the areas of immunology, clinical chemistry, cytology, veterinary microbiology, coagulation testing, and abnormal and comparative hematology. 92 contact hours.

ATE 2651L ANIMAL NURSING AND MEDICINE LABORATORY I 2 credits

Prerequisites: ATE 1654L with a minimum grade of "C," ATE 1311L with minimum grade of "C," ATE 1211 with minimum grade of "C." Pre- or co-requisites: ATE 2611 with a minimum grade of "C," ATE 2631 with a minimum grade of "C." This course is designed to acquaint the student with laboratory procedures, exam room techniques, anesthesia, and principles of radiology practices utilized in veterinary hospitals. 92 contact hours.

ATE 2653L ANIMAL NURSING AND MEDICINE LABORATORY II 2 credits

Prerequisite: ATE 2651L with a minimum grade of "C." This course is a continuation of Animal Nursing and Medicine Laboratory I. Skills will be developed in veterinary anesthesia, animal nursing care, and veterinary radiology procedures. 92 contact hours.

ATE 2656L LARGE ANIMAL CLINICAL AND NURSING SKILLS LAB 1 credits

Pre- or co-requisite: ATE 1636 with a minimum grade of "C." This course is designed to acquaint the student with the fundamentals of large animal husbandry, herd health management, preventive medicine, animal restraint and nutrition as it relates to the bovine, equine, porcine, and caprine species. 47 contact hours.

ATE 2661 LARGE ANIMAL DISEASES 1 credits

Prerequisite: ATE 1636 with a minimum grade of "C". This course is designed to acquaint the student with the fundamentals of preventative medicine and common diseases present in the large animal species. Aspects of equine, bovine, ovine and porcine diseases and common treatments will be emphasized. 17 contact hours.

ATE 2710 ANIMAL EMERGENCY MEDICINE 1 credits

Pre- or co-requisite: ATE 1211 with a minimum grade of "C." This course is designed to acquaint the student with the fundamentals of emergency veterinary medicine, including office and record systems, veterinary emergency first aid, toxicology, as well as knowledge of assistance in specialized veterinary medical and surgical techniques relating to common emergencies. 17 contact hours.

ATE 2722 AVIAN AND EXOTIC PET MEDICINE 2 credits

Prerequisite: ATE 1211 with a minimum grade of "C." This course is designed to acquaint the student with the fundamentals of avian and exotic pet husbandry, physiology, management, and medicine. This course includes the following vertebrate groups as lecture topics: reptiles, birds and exotic mammals. 32 contact hours or equivalent.

ATE 2945 VETERINARY WORK EXPERIENCE III 1 credits

Prerequisite: ATE 1944 with a minimum grade of "C." Pre- or co-requisite: ATE 2651L with a minimum grade of "C." This course consists of supervised clinical experience in a

full service veterinary clinic and/or shelter approved by the instructor. A minimum of 64 hours is required, at least 16 of which must be performed in an animal shelter. May be repeated one time for credit in a clinical worksite approved by the instructor. 64 contact hours.

ATE 2946 VETERINARY WORK EXPERIENCE IV 1 credits

Prerequisite: ATE 2945 with a minimum grade of "C." This course consists of supervised clinical experience in a full service veterinary clinic and/or emergency clinic approved by the instructor. A minimum of 64 hours is required, at least 32 of which must be performed in an emergency clinic. 64 contact hours.

ATE 2947 VETERINARY WORK EXPERIENCE V 1 credits

Prerequisite: ATE 2946 with a minimum grade of "C". This course consists of supervised clinical experience in a workplace approved by the instructor. A minimum of 64 hours in an approved workplace is required. 64 contact hours. May be repeated up to four times.

G. Provide two examples of standardized criteria used for evaluating student acquisition of skills.

1. Describe how standardized criteria are used to ensure that all students have completed all required tasks and have been assessed using the defined criteria.

   Each course has been developed by a team of instructors and a master course written. All instructors teaching a section receive the exact course from the ANGEL development server and instruction is based on the master course. All skills and course curriculum are exact from each section of the course regardless of the instructor teaching the course. Course instructors are in constant communication about requirements of the courses as well as best practices. Additionally, student skills are assessed through mentor signature, course required videos/pictures as well as additional course projects to determine skill competency.

2. Who is responsible for evaluating skills acquisition in the program?

   Individual course instructors are responsible for evaluating all skills within their respective courses.

H. Describe off campus assignments (preceptorships, internships, externships, affiliations, practicums, field trips).

1. Are memoranda of understanding used that delineate the expectations of all parties?

   All work experience students are required to submit an Affiliation Agreement for any hospital in which they are to perform skills.

   Refer to pages 10 - 12 of the Appendix to view the Affiliation Agreement.

2. Are there criteria in place for onsite supervisors to assess student performances?

   Students enrolled in each of the work experience courses must provide their mentors with an appropriate skills list provided within the course. In addition, those mentors are required to fill out 2 evaluations on the students during the semester which assess the students' performance.

3. How are student learning activities at these sites monitored by program personnel?

   Students learning activities are monitored at these sites through midterm and final evaluations as

well as personal contact with mentors as needed by program instructors.

I.   What changes in the curriculum, if any, are being considered?

No curriculum changes are being considered at this time.

J.   Describe use of distance learning (if any) or any anticipated use (if not a DLP).

The students in the campus program have access to all courses within our ANGEL learning management system; however, all courses are taken in a face to face format with the exception of the work experience courses.

K.   Describe efforts to instill habits of life-long learning, including continuing education offerings.

Students enrolled in the program on campus are required to attend the North American Veterinary Conference each year in Orlando. Experience here will instill the importance of continuing education. In addition, critical thinking activities in program courses encourage active learning and emphasize the importance of life-long learning.

XI. *Outcomes Assessment*

A.   Submit copies of summary sheets and domain scores of VTNE information as provided by PES for the last five years.

Year	Number taking	Number passing	Average score
2007	41	26	477
2008	64	46	481
2009	44	34	460
2010	33	26	479
2011	34	29	504

Summary sheets with domain VTNE scores can be viewed on pages 21 – 38 of the Appendix.

B.   If a state veterinary technician examination is used, please report data for the past five years, including current year to date.

C.   Provide summaries of assessments of:

1.   Surveys of graduates indicating educational preparedness and employment satisfaction.

The survey results included are of the 2009-2010 graduating class. 34 total alumni responded to the survey and it was not indicated if they were distance or campus students. 83% of the respondents indicated that they were employed full time in a position related to their studies. 54% indicated the degree allowed them to meet certification needs while 51% stated the degree allowed them to earn more money. 50% of the respondents indicated SPC did exceptionally well in helping to meet their goal, while 47% said SPC did very well. 100% of the survey results indicated students would recommend SPC's Veterinary Technology Program to another.

A.S. Students Response to Preparedness (78 were sent, 36 received back however below shows the respondents that answered the following questions)

Category	Best Prepared	Best %	Least Prepared	Least %
Animal Nursing	20/30	66.7	1/25	4
Lab Procedures	16/30	53.3	6/25	24
Anesthesia	16/30	53.3	4/25	16
Surg. Prep	15/30	50	8/25	32
Radiology	14/30	46.7	7/25	28
Office proc.	13/30	43.3	5/25	20
Pharmacology	11/30	36.7	11/25	44

2. Surveys of employers of graduates indicating satisfaction with graduates.

A.S. Employers response to Preparedness (10 were sent, 7 received back- below shows the respondents that answered the following questions)

Category	Best Prepared	Best %	Least Prepared	Least %
Animal Nursing	4/5	80	1/4	25
Lab Procedures	4/5	80	1/4	25
Anesthesia	2/5	40	2/4	50
Surg. Prep	2/5	40	1/4	25
Radiology	1/5	20	1/4	25
Office proc.	1/5	20	2/4	50
Pharmacology	2/5	40	2/4	50

3. Evaluation of faculty and staff related to adequacy of clinical resources, facilities and equipment, library resources, and preparedness of graduates.

No specific evaluation addresses this set of items. Questions about the faculty as well as the course are asked in the student survey of instruction that is done every fall and spring. In addition, faculty are repeatedly asked to suggest and/or request needed equipment, library books, and other supplies.

4. Any other method of assessment used.

Other than the evaluations already discussed, there are currently no other forms of evaluation that are being used.

D. Provide numbers of surveys sent out and numbers received.

There were 78 Alumni Surveys sent out to the 2009-2010 graduates of the Veterinary Technology Program. Responses were received from 32 AS graduates and 4 Certificate graduates.

E. Please have representative samples of surveys available for site team perusal at the site visit.

F. How is collected data from graduates and employers used to improve the program?

Survey results are reviewed by program staff. Areas of weakness are discussed and courses

examined and restructured as needed. The communication within the program among instructors of specific programs is very good. Courses are constantly being reviewed and reworked based on both survey results and VTNE domain test scores.

G. How is feedback from the advisory committee used for program improvement?

        The advisory committee consists of many practicing veterinarians and technicians. Their feedback in the program is vital to keeping the content of the courses current with the trends of veterinary medicine. Additionally this committee tends to employ many of our graduates so they are able to point out specific areas of strengths and weaknesses with graduates.

H. How is data from VTNE results and applicable state examinations used for program improvement?

        Feedback received from graduates, employers, and performance on the national exam is analyzed and discussed with faculty. The program advisory committee also gives input.

I. Are Program graduates prepared with entry-level skills?

        According to employer surveys and student performance on the VTNE our graduates have the skills expected of entry-level veterinary technicians.