SELF-STUDY REPORT
Accreditation Information and Self-Evaluation

Report of St. Petersburg College Distance 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 Officer of College or School: Dr. William D. Law, Jr., President

   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.

The AS distance program began in 1994 after receiving approval from both St. Petersburg College as well as the State Board of Community Colleges. It became provisionally accredited in 1995 following a site visit. The program submitted semi-annual reports throughout the first five years and received full accreditation following a site visit in 2000. The program has continued to grow and presently exceeds the campus program in headcount and student semester hours.

In 2004approval was given to begin a Bachelor of Applied Science program. We were the 16th BAS degree in Veterinary Technology in the United States; and the first to be offered online. Our first classes were offered in January, 2005. With three areas of concentration, the students have a choice of selecting an Advanced Clinical Track, a Veterinary Hospital Management Track, or a Combined Track.

B. Note the strengths and challenges of the program.

Strengths:

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

2. The institutional support provided by the College is one of the 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. Extensive, continuous interaction between instructors and students provide excellent instruction and student support. Course design encourages critical thinking and student-to-student interaction.

Challenges:

1. The new state requirements for distance education programs is making us evaluate if we will continue to offer our online programs in those states requiring high fees.

2. Keeping up with new technology that allows more interaction in the online environment is an ongoing challenge. We are assisted in meeting this challenge by our Web and Instructional Technology department. Our instructors help pilot new programs and technology whenever possible.

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 were as follows:

Critical Recommendations:

None

Major Recommendations:

1. Students be made more aware of access to electronic library resources.

   Met as described in interim report, January2006: The student commons, in the course management system, has tutorials and links to the library resources. As described in the February 2008 report: Electronic library resources and links are periodically added to our online courses and Student Commons as they are developed by library staff.

   Instructors are continually re-evaluating the library resources and including them in classroom assignments. Additionally with the move to the new facility library resources are on site with library faculty weekly.

2. Communications be improved among full-time, percent-of-load, and adjunct faculty members.

   Met at described in interim report January2006: 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. As describe in the February 2008 report: Additionally bimonthly meetings are held with off campus faculty able to participate via conference calling.

   This continues to be the practice, new faculty are now paired with experienced members to observe courses prior to teaching and then mentored during their first semester of teaching. This happens in both the campus and distance programs.

3. Documentation of student completion of essential tasks be kept in a central location.

   Met at described in interim report January2006: This is accomplished by having task sheets from each lab course signed by instructors or clinic mentors and placed in student folder in program office. 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. Memoranda of understanding be used with all mentorship sites to improve communications.

   This recommendation was 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 student's 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 Affiliation Agreement

Minor Recommendations:

1. Program graduates be used as student mentors.

   Met as described in interim report of February 2008: The online Student Commons is available to all current students and graduates. Discussion boards and an email system allow students and graduates to post questions, concerns, and job opportunities. Graduates have the opportunity to respond to any and all postings. Additionally graduates are employed by the college in the NIPS program which supplies tutors for both campus and online students.

2. The advisory committee becomes more active in providing counsel to the Program.

   Met at described in interim report January2006: The advisory committee met this fall and has another meeting scheduled in April. The program director also met informally with some advisory committee members attending the NAVC this year. As described in the February 2008 report: The advisory committee continues to meet twice annually to provide guidance.

   This policy continues yearly and is guided with additional resources provided through the college.

3. Students be given clear feedback on criteria for grades on student projects.

   Addressed as described in interim report of February 2008: Rubrics have been developed and placed in courses to inform students of standards for scores on assignments.

   This area is one of the programs strengths. Feedback is essential to online learning and instructors utilize the online management to provide feedback on all assignments and projects.

4. Broadband access be provided for instructor use from home.

   Met at described in interim report January2006: A discount rate for home broadband that is available to students and faculty who are in the surrounding area.

   This continues to be offered though one of the local internet providers.

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.

AS Program

	Florida Resident	***Non-Resident***
Tuition Cost per Cr. Hr.	96.90	352.29
Basic Classes (22 Cr. Hrs.)	Completion in Advance Required	
Major Classes (51 Cr. Hrs.)	4941.90	17997.90
Lab Fees	N/A	N/A
Technology Fees	754.00	754.00
Ins. (Liability & Accident)	46.00	46.00
Books	2055.04	2055.04
Uniforms	Not Required	Not Required
Total Cost	**$7796.94**	**$20852.94**

BAS Program

	Florida Resident	***Non-Resident***
Tuition Cost per Cr. Hr.	108.45	406.96
General Education Courses	AA Degree often completed upon entry	
AS Degree	Required prior to admission	
Major Classes (42 Cr. Hrs.)	4554.90	17092.32
Lab Fees	N/A	N/A
Online Fees $15 / Cr. Hr.	630.00	630.00
Books	1171.78	1171.78
Uniforms	Not Required	Not Required
Total Cost	**$6356.68**	**$3511.10**

Lower Level Certificate Program

	Florida Resident	***Non-Resident***
Tuition Cost per Cr. Hr.	108.45	406.96
6 Classes (18 Cr. Hrs.)	1952.10	7325.28
Lab Fees	N/A	N/A
Online Fees $15 / Cr. Hr.	270.00	270.00
Books	174.94	174.94
Uniforms	Not Required	Not Required
Total Cost	**$2505.49**	**$8177.18**

Upper Level Certificate

	Florida Resident	***Non-Resident***
Tuition Cost per Cr. Hr.	108.45	406.96
8 Classes (24 Cr. Hrs.)	2602.80	9767.04
Lab Fees	N/A	N/A
Online Fees $15 / Cr. Hr.	360.00	360.00
Books	623.94	623.94
Uniforms	Not Required	Not Required
Total Cost	**$9189.70**	**$10750.98**

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 funds. Current scholarships include:

The Golden Fund Scholarship (BAS only) - $500 - 3500
The Suncoast Avian Society Scholarship – amount varies
The Connie Dell Davis Scholarship (AS only) - amount varies
The Hillsborough Animal Health Foundation Scholarship – amount varies
Veterinary Neuro Services Scholarships - $500
Dr. John C. Belcher Endowed Scholarship (AS only) - $500
Healthcare Scholarship (AS only) - $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 and contingency funds available 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.

If additional funding is needed for our BAS program, a request is forwarded to the Vice President of the Baccalaureate Programs and University Partnership 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 1 of 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.

The same holds true for our Baccalaureate program with the exception that instead of conferring with the Provost of the Health Education Center, Dr. Flora consults with the Vice President of the Baccalaureate Programs and University Partnership.

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

Refer to page 2 of the Appendix to view 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

3. 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.

Recently, the college is attempting to expand its communication with distance learning students via the creation of an online newspaper that can be found at http://newspaper.ampcommunity.com/

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 distance programs have no on site classrooms for clinical use. It is not uncommon, however, for online students who live within a reasonable distance from the campus to elect to take some of their lab classes on site.

2. What changes are needed, if any?

N/A

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 to view 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*)

Online students have a required skills and equipment list that must be completed by their employer. If a particular skill or piece of equipment is not available, it is the student's responsibility to find a facility where said skill can be learned and observed.

2. What non-essential equipment is desired?

N/A

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.

   Primary instruction for distance students is maintained with the instructor through videos and ANGEL learning management system. However, off site clinical sites are maintained by each student. Mentors within the practices guide students through skills under the direction of instructions provided by the instructor within the course. This mentor must be a credentialed technician or veterinarian.

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 site that is used for clinical experience and the responsibilities are clearly explained in this agreement. The student must provide an agreement for each clinic which they are using to accomplish skills.

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

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

   These sites are used for students to learn and become proficient at their essential skills. Primary instruction is provided by the instructors in various forms and then implemented by the student and mentor within a clinical setting.

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

   Typically, there is only one student per site at any given time. On rare occasions we will have multiple students at one clinical site.

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

   Essential skills are mentored by a technician or veterinarian in the clinic; however, instructors verify those skills through many different methods and are the final verification that the student has become proficient at the skill.

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

   Learning activities are monitored by individual course instructors by use of skills sign off sheets and video or picture projects as well as a number of other assignments developed to assess the students learning.

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.

N/A

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

Students in the distance program use their own animals, hospitalized animals or owner animals being seen in practice for their clinical skills. Additionally, for laboratory animals, students may obtain different species to complete required tasks.

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

There are no program-owned animals used for the distance program.

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?

There are no program-owned animals used for the distance program.

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

No animals are transported for use in the distance program.

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 view the Minutes of the 4/12/11 meeting.

G. Who is in charge of animal care?

N/A

H. How are teaching models used in program instruction?

There are no teaching models used in the distance program to replace animal use.

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

Since being in a clinic a minimum of 20 hours a week is mandatory for our distance learning

students, they not only acquire the same skills as campus students but they have that day to day interaction with hospital staff as well as patients and clientele. This type of environment enhances skill practice.

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

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

   The 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. Online library tutorials are included in the online courses which detail online resources available to students.

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

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

E. 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.

VI. *Admissions*

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

   AS Program – Currently there is no limit on the maximum number of distance students admitted
   BAS Program – Currently there is no limit on the maximum number of students that are admitted.
   Certificate Programs – Currently there are no limits on the maximum number of students admitted to either the upper or lower level certificate programs.

B. Number of enrollments per year. The 2010/2011 figures were:

   AS Program – 80 new students
   BAS Program – 70 new students
   Certificate Programs – 8 new students

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

AS Distance	98	
	Fall:	45
	Spring:	30
	Summer:	23
BAS Distance	76	
	Fall	26
	Spring	32
	Summer	18

Certificate 10

Fall	3
Spring	2
Summer	5

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

The numbers of actual new applicants who enrolled were:

AS Distance 80

Fall:	40
Spring:	22
Summer:	18

BAS Distance 70

Fall	29
Spring	23
Summer	18

Certificate 8

Fall	4
Spring	3
Summer	1

E. Describe procedure for selecting first year students:

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

AS Program

Before entering the first semester of the Distance Veterinary Technology "program courses," all students must have completed at least 18 of the 22 credits of general education and support courses and be computer literate. 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. 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. Students must also be in a veterinary hospital at least 20 hours per week each semester they are enrolled in the distance program. Students must master over 200 tasks and skills, resulting in the need to be in a hospital where there is the opportunity, equipment, supplies, and expertise to be instructed and learn these tasks and skills. 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 distance 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.

BAS Program

Students must have earned an AS or AAS in VT from an AVMA accredited school along with at least 15 general education credits which can be applied to the SPC gen-ed requirements. Additionally, the prospective student must have completed all necessary college preparatory coursework (no remediation needed).

Certificate Programs

Students must have earned a baccalaureate degree to be admitted to our VETTC-CT post-baccalaureate certificate.

To be admitted to our VMG-CT certificate students must meet admission requirements for St Petersburg College and be eligible to take college-level courses.

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?

AS Program

Program personnel are generally the first point of contact for prospective students. The majority of program applicants initially connect with office staff via phone or email after viewing the website. Questions are answered and students are encouraged to connect with a counselor and/or advisor if there are any further questions regarding the application process. Contact information is provided to the student. Once the application process is completed and all required documents received, the Health Education Center admissions office reviews the file and makes an admission determination. Any questionable data is discussed with the Dean of the Veterinary Technology Department. 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. The Vet Tech Department is then notified and welcome letters are sent to the student with information pertaining to orientation and registration.

BAS Program

The Baccalaureate Specialist handles the admissions decision/paperwork for prospective students and once admitted, he notifies the program staff to begin the orientation process. The administrative specialist enters the new student's information in the departmental database and sends out a welcome letter providing the student with the contact information of their assigned faculty advisor and detailing the pertinent information needed for the student to successfully register and begin the program.

Certificate Programs

The Baccalaureate Specialist reviews the applicants for the VETTC-CT post-baccalaureate certificate with the Dean and admits qualified candidates.

The admissions officer in the Health Education Center reviews applicants for the VMG-CT certificate with the Dean and admits qualified candidates.

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

AS Program

The requirements currently in place are sufficient at present.

BAS Program

It would be beneficial to us if other AVMA programs required their AS and AAS degree students to take at least one college-level math class while completing their programs. That lack of a college-level math class is the reason for the majority of our program denials.

Certificate Programs

The requirements currently in place are sufficient 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)

AS Distance Program

This program was originally designed with the 40-hour per week working person in mind; therefore, it was designed to be completed over a three-year period.

1st Year – approximately 115 students
. 2nd Year – approximately 56 students
3rd Year – approximately 24 students

BAS Program

1st Year – approximately 44 students
2nd Year – approximately 15 students
3rd Year Plus – approximately 55 students

B. What is the maximum capacity of your program per incoming class?

Currently, there is no maximum capacity for any of our distance learning classes (AS, BAS, or Certificate)

C. 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 changes are anticipated at this time for any of our distance programs.

D. What percentage of incoming students has previous college experience? Degrees?

AS Program

100% of our students have previous college experience. Before entering the first term of the 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

BAS Program

100% of our students have college experience with at least an AS or AAS Degree.
Approximately 50% have an AA Degree as well.
Approximately 30% have a BA, BAS or MA Degree.

Certificate Programs

Upper Level Certificate Program - 100% of our students have college experience. A bachelor degree in any field is required for admission.

Lower Level Certificate Program – Currently 100% of our students have some college experience. About 55% of these students hold some type of college degree.

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

AS Program

Fall, 2010 –	175
Spring, 2011 –	165
Summer, 2011 –	115
Fall, 2011 -	187

BAS Program

Fall, 2010 –	108
Spring, 2011 –	101
Summer, 2011 –	57
Fall, 2011 -	114

Certificate Programs

Fall, 2010 –	18
Spring, 2011 –	18
Summer, 2011 –	15
Fall, 2011 –	13

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	53								
2010 - 2011									
Summer	16	11	69						
Spring	25	20	80						
Fall	36	32	89	22	61				
2009 - 2010									
Summer	16	16	100	12	75				
Spring	24	14	58	14	58				
Fall	45	40	89	26	58	20	44	4	9

BAS Program

Semester Admitted	Admitted	Enrolled 2nd Semester	% Retained	Enrolled one year	% Retained	Enrolled two years	% Retained	Graduated	% Graduated
Current									
Fall	29								
2010 - 2011									
Summer	10	5	50						
Spring	24	15	63						
Fall	18	10	56	10	56				
2009 - 2010									
Summer	7	1	14	1	14				
Spring	23	14	61	13	57				
Fall	20	17	85	15	75	14	70		

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)

AS Distance Program Graduates

	2007 / 2008	**2008 / 2009**	**2009 / 2010**	**2010 / 2011**
Fall	15	23	15	16
Spring	16	14	13	8
Summer	13	7	8	8

BAS Program Graduates

	2007 / 2008	2008 / 2009	2009 / 2010	2010 / 2011
Fall	13	10	16	8
Spring	11	18	16	14
Summer	2	1	3	4

Certificate Program Graduates

	2007 / 2008	2008 / 2009	2009 / 2010	2010 / 2011
Fall	1	8	8	6
Spring	7	6	6	3
Summer	3	2	2	2

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 pregnancy policy for all students is outlined in the Hospital Procedures Manual which is explained the first day of class in their beginning clinical practice laboratory.

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.

Rabies vaccination is recommended; however, it is not required. Students electing to NOT receive a Rabies vaccine must sign a waiver stating such.

Refer to pages 17 & 18 of the Appendix for copies of rabies forms.

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

   No injuries have been reported by our distance students.

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

AS Program

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.

BAS Program

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. Subsequently, every new student to the VT baccalaureate program is given the names and contact information for key support personnel. Our baccalaureate specialist is readily available via phone or email to answer any questions or concerns pertaining to admissions, general education classes, foreign language, and graduation. A faculty advisor is also assigned to each student to guide them along their course path within the major depending on the track they have selected. The administrative specialist serves as a mentor and liaison keeping the student connected, motivated, and on track. The dean's open door policy makes him equally accessible as well. Through a continuous team effort to meet the needs of our online student population, SPC's Vet Tech program represents what can ideally be done in an educational setting when people work towards the same goal… helping students achieve their educational dreams and goals.

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

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

   The Distance Veterinary Technology Society is a student organization that meets online and uses a dedicated message board folder for communications. The students meet in person at conferences such as the FVMA conference and the NAVC each year. The society serves as a mechanism for students to participate in leadership activities in the profession. The society helps support students and is a mechanism for addressing difficulties and concerns.

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 30 to 35% of the students respond to either message boards or gatherings at yearly conferences.

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

Our distance learning students have input to the program's policies and curriculum through the online student commons, Student Survey of Instruction, and end of year course reflection. This gives them the opportunity to address program policies and curriculum.

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.	Dean	July 1, 2006	Full-time		AVTE, NAVTA, AVMA, FVMA, FVTA

	of Tech. 1974					
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
Lucy Bartlett	DVM UGA 1983 Bd. Cert in Avian Am Bd. Vet Med 1993 2002 Recertified BS UGA 1997	Instructor	1997	Adjunct	Ave. ECH 2.00	ABVP, AVMA, AAV
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
Michael Cornwell	DVM Ohio State 1969	Instructor	August, 2001	Adjunct	Ave. ECH 9.00	AAHA, AVMA, OhVMA, FVMA, Columbus Academy of Veterinary Med., Phi Zeta Honorary Society, Alpha

						Psi Veterinary Professional Fraternity.
John Ervin	US Army & General Staff College 1983 US Army Medical Officer Career Course 1974 DVM University of GA 1964 BS University of GA 1960	Instructor	August, 1996	Percent-of-Load	12/12/9	AVMA, AAFHV, NEHA
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. College of Vet. Sciences, Haryana Agricultural Univ. 1988 B.V.Sc. & A.H. M.V.Sc. College of Vet. Sciences, Haryana Agricultural Univ.	Instructor	August, 1996	Full-time	15/15/6	AVMA, FVMA, AVTE, FACC, NAVTA, World Assoc. of Veterinary Anatomists

	1985					
Cyndy Grey	DM Univ. of Phoenix 2005 MA Univ. of Memphis 1984 BA Univ. of Houston 1978	Instructor	May 16, 2005	Full-time	18/18/12	AAHA, VHMA, Academy of Management, Alumni Assoc. Network
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
Katie Meyer	DVM Michigan State 1979 BA Michigan State 1977	Instructor	1995	Adjunct	Ave. ECH 2.00	
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
Yuko Okazato	BA Eckerd College 1991 AS SPC 1998	Instructor	August, 2003	Percent-of-Load	12/12/9	FVTA, FVMA
Jeanne Perrone	BA Drew University 1983	Instructor	January, 2005	Adjunct	3 ECH (BAS) Spring semester	FVMA, Acad. of Vet Tech Dental Tech., AVDT,

	AAS Parkland College 1991				Guest speaker (AS Program)	NAVTA, AVDS, IVTA, Parkland College Vet Tech Program Advisory Committee, Vet Tech. Assoc. IL
Annette Poirier	BAS SPC 2007 AS SPC 1983	Instructor		Adjunct	Ave. ECH 2.75	FVTA, NAVTA, FVMA, 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
Wendy Rib	DVM UF 1989 BS Virginia Tech 1981 Certifications in Vet Acupuncture & Vet Chiropractic 1993	Instructor		Full-time	18/18/12	
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	Instructor		Full-time	15/15/6	AVMA, FVMA,

	St. Leo 2005 DVM Ohio State 1974 BS Univ. of Miami 1968					AAHA, VHMA, AVTEA, PCVMA
John Zisk	DVM Ross University 1987 BS University of Hartford 1984	Instructor		Adjunct	12/12/9	*AVMA. AAEP, FVMA*

Faculty resumes will be available at the site visit.

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 currently has 2 full-time career staff made up of one Administrative Specialist I and one Staff Assistant. They serve both the campus and the distance program.

The BAS program has one full-time career person who is an Administrative Specialist I. She serves the certificate programs as well.

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 completed 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 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?

Both our AS and BAS curriculum is based on semester hours. 73 credit hours are required for our AS degree and 120 credit hours are required for our BAS degree. The VETTC-CT certificate requires 20 credit hours and our VMG-CT certificate requires 18 credit hours.

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

AS – Veterinary Technology
BAS – Veterinary Technology
VETTC-CT – Upper Division Hospital Management Certificate
VMG-CT – Lower Division Hospital Management Certificate

C. Provide the program curriculum showing suggested course sequencing.

AS Program

DISTANCE EDUCATION PROGRAM BEGINS IN AUGUST, JANUARY AND MAY

The Distance Education Program is designed for students who cannot commute to campus. The credit earned by distance education is the same as credit earned on campus. Students may combine distance education courses with on-site courses in order to better accommodate work and family obligations. The difference between local and distance learning is in the method of delivery, not in the content or the desired outcomes.

Before entering the first semester of the Distance Veterinary Technology "program courses," all students must have completed at least 18 of the 22 credits of general education and support courses and be computer literate. 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. 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. Students must also be in a veterinary hospital at least 20 hours per week each semester they are enrolled in the distance program. Students must master over 200 tasks and skills, resulting in the need to be in a hospital where there is the opportunity, equipment, supplies, and expertise to be instructed and learn these tasks and skills. 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 contact a counselor and/or advisor.

The Veterinary Technology Distance Education Program is based on the following assumptions:

a. At least 18 of the 22 credits of the general education and support courses are completed including composition, mathematics, and biology prior to admission.
b. Students have the initiative, resourcefulness and perseverance to work independently.
c. Students have a solid relationship with an employer veterinarian.
d. Students have experience using a computer and have access to a computer and the internet.
e. Students must subscribe to any Internet service.

The complete distance 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.

Distance Program – Veterinary Technology Courses are designed to be completed in the specific sequence below. Please contact the program director for advice if you wish to make adjustments.

YEAR ONE - 17 credits

Term I (6 credits)

ATE 1110	ANIMAL ANATOMY	3
ATE 1110L	ANIMAL ANATOMY LABORATORY	1
ATE 1741	VETERINARY MEDICAL TERMINOLOGY	1
ATE 2050C	SMALL ANIMAL BREEDS AND BEHAVIOR	1

Term II (6 credits)

ATE 1311L	VETERINARY OFFICE PROCEDURES	1
ATE 1650L	VETERINARY CLINICAL PRACTICE I	1
ATE 1943	VETERINARY WORK EXPERIENCE I	1
ATE 2631	ANIMAL NURSING I	3

Term III (5 credits)

ATE 1211	ANIMAL PHYSIOLOGY	3
ATE 1654L	VETERINARY CLINICAL PRACTICE II	1
ATE 1944	VETERINARY WORK EXPERIENCE II	1

YEAR TWO - 18 credits

Term I (7 credits)

ATE 2611	ANIMAL MEDICINE I	3
ATE 2651L	ANIMAL NURSING AND MEDICINE LABORATORY I	2
ATE 2710	ANIMAL EMERGENCY MEDICINE	1
ATE 2945	VETERINARY WORK EXPERIENCE III	1

Term II (6 credits)

ATE 2612	ANIMAL MEDICINE II	3
ATE 2653L	ANIMAL NURSING AND MEDICINE LABORATORY II	2
ATE 2946	VETERINARY WORK EXPERIENCE IV	1

Term III (5 credits)

ATE 2638	ANIMAL LABORATORY PROCEDURES I	3
ATE 2638L	ANIMAL LABORATORY PROCEDURE LABORATORY	2

YEAR THREE - 16 credits

Term I (7 credits)

ATE 2639	ANIMAL LABORATORY PROCEDURES II	3
ATE 2639L	ANIMAL LABORATORY PROCEDURES LAB II	2
ATE 1636	LARGE ANIMAL CLINICAL AND NURSING SKILLS	2

Term II (5 credits

ATE 2634	ANIMAL NURSING II	3
ATE 2656L	LARGE ANIMAL CLINICAL AND NURSING SKILLS LAB	1
ATE 2661	LARGE ANIMAL DISEASES	1

Term III (4 credits)

ATE 1671L	LABORATORY ANIMAL MEDICINE	1
ATE 2722	AVIAN AND EXOTIC PET MEDICINE	2
ATE 2501C	PROFESSIONAL DEVELOPMENT SEMINAR	1

BAS Program

APPROVED REQUIREMENTS FOR STUDENTS WITH CATALOG YEAR 20111/0445 (BEGINNING 8/22/2011) OR LATER
REFER TO CURRICULUM FILES FOR PREVIOUS CATALOG YEAR REQUIREMENTS

GENERAL EDUCATION COURSES (37 credits)

* Enhanced World View Requirement	
ENC 1101 - COMPOSITION I or (Honors)	3
ENC 1102 - COMPOSITION II or (Honors) or (approved Literature course)	3
SPC 1017 INTRODUCTION TO SPEECH COMMUNICATION	3
or (SPC 1017H, SPC 1065, SPC 1608, or SPC 1608H)	
HUM 2210 WESTERN HUMANITIES: ANCIENT TO RENAISSANCE	3
or (HUM 2210H, HUM 2233, HUM 2233H, HUM 2270 or HUM 2270H)	
* Humanities/Fine Arts Approved Course	3
Mathematics - Any 2 college-level approved courses with MAC, MAP, MAS, MGF, MTG or STA prefix	6
Natural Sciences - One Biological & One Physical Science Approved Course (One course must include a lab	6-7
or Biological Sciences - Any college-level Biological Science approved courses	
or Physical Sciences - Any college-level Physical Science approved courses	
POS 2041 - AMERICAN NATIONAL GOVERNMENT or (Honors)	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	
Lower Division Veterinary Technology (by transfer)	**41**

MAJOR COURSES (42 credits)

CORE COURSES (18 credit hours) - Grade of C or higher required

ATE 3100	TOOLS FOR SUCCESS	1
ATE 3200	SAFETY AND REGULATORY COMPLIANCE IN VETERINARY TECHNOLOGY	1
ATE 3615	VETERINARY PHARMACOLOGY	3
ATE 3744	ADVANCED VETERINARY TERMINOLOGY	1
ATE 3914	INTRODUCTION TO VETERINARY TECHNOLOGY RESEARCH	3
ATE 4000	VETERINARY TECHNOLOGY CAPSTONE I	1
ATE 4814	VETERINARY TECHNOLOGY CAPSTONE II	5
ATE 4854	LEADERSHIP IN VETERINARY TECHNOLOGY	3

PROGRAM TRACKING OPTIONS:

CLINICAL TRACK (24 credit hours) - Grade of C or higher required

ATE 3616	SMALL ANIMAL NURSING	3
ATE 3617	COMPANION ANIMAL DISEASES	3
ATE 3637	SMALL ANIMAL NUTRITION	3
ATE 3658	ANESTHESIA AND SURGICAL NURSING	3

Select 12 credits:

ATE 3316	FINANCE FOR THE VETERINARY MANAGER	3
ATE 3344	SUPERVISION IN THE VETERINARY HOSPITAL	3
ATE 3410	DENTAL TECHNIQUES IN VETERINARY TECHNOLOGY	3
ATE 3510	UNDERSTANDING THE HUMAN-ANIMAL BOND	3
ATE 3515	LEGAL AND ETHICAL ISSUES IN VETERINARY TECHNOLOGY	3
ATE 3601	INTEGRATIVE VETERINARY NURSING	3
ATE 3642	VETERINARY OPHTHALMIC NURSING	3
ATE 3643	LARGE ANIMAL NURSING	3
ATE 3803	TEACHING TECHNIQUES FOR VETERINARY TECHNICIANS	3
ATE 4051	ADVANCED VETERINARY BEHAVIOR	3
ATE 4317	VETERINARY HOSPITAL MANAGEMENT	3
ATE 4319	VETERINARY HOSPITAL MARKETING	3
ATE 4711	EMERGENCY AND CRITICAL CARE	3

OR

HOSPITAL MANAGEMENT TRACK (24 credit hours) - Grade of C or higher required

ATE 3316	FINANCE FOR THE VETERINARY MANAGER	3
ATE 3344	SUPERVISION IN THE VETERINARY HOSPITAL	3
ATE 3515	LEGAL AND ETHICAL ISSUES IN VETERINARY TECHNOLOGY	3
ATE 4317	VETERINARY HOSPITAL MANAGEMENT	3

Select 12 credits:

ATE 3410	DENTAL TECHNIQUES IN VETERINARY TECHNOLOGY	3
ATE 3510	UNDERSTANDING THE HUMAN-ANIMAL BOND	3
ATE 3601	INTEGRATIVE VETERINARY NURSING	3
ATE 3616	SMALL ANIMAL NURSING	3
ATE 3617	COMPANION ANIMAL DISEASES	3
ATE 3637	SMALL ANIMAL NUTRITION	3
ATE 3642	VETERINARY OPHTHALMIC NURSING	3
ATE 3643	LARGE ANIMAL NURSING	3
ATE 3658	ANESTHESIA AND SURGICAL NURSING	3
ATE 3803	TEACHING TECHNIQUES FOR VETERINARY TECHNICIANS	3
ATE 4051	ADVANCED VETERINARY BEHAVIOR	3
ATE 4319	VETERINARY HOSPITAL MARKETING	3
ATE 4711	EMERGENCY AND CRITICAL CARE	3

OR

COMBINED CLINICAL AND HOSPITAL MANAGEMENT TRACK (24 credit hours) - Grade of C or higher required

Select 6 credits:

ATE 3616	SMALL ANIMAL NURSING	3
ATE 3617	COMPANION ANIMAL DISEASES	3
ATE 3637	SMALL ANIMAL NUTRITION	3
ATE 3658	ANESTHESIA AND SURGICAL NURSING	3

Select 6 credits:

ATE 3316	FINANCE FOR THE VETERINARY MANAGER	3
ATE 3344	SUPERVISION IN THE VETERINARY HOSPITAL	3
ATE 3515	LEGAL AND ETHICAL ISSUES IN VETERINARY TECHNOLOGY	3
ATE 4317	VETERINARY HOSPITAL MANAGEMENT	3

Select 12 credits: Courses Not Already Taken

ATE 3316	FINANCE FOR THE VETERINARY MANAGER	3
ATE 3344	SUPERVISION IN THE VETERINARY HOSPITAL	3
ATE 3410	DENTAL TECHNIQUES IN VETERINARY TECHNOLOGY	3
ATE 3510	UNDERSTANDING THE HUMAN-ANIMAL BOND	3
ATE 3515	LEGAL AND ETHICAL ISSUES IN VETERINARY TECHNOLOGY	3
ATE 3601	INTEGRATIVE VETERINARY NURSING	3
ATE 3616	SMALL ANIMAL NURSING	3
ATE 3617	COMPANION ANIMAL DISEASES	3
ATE 3637	SMALL ANIMAL NUTRITION	3
ATE 3642	VETERINARY OPHTHALMIC NURSING	3
ATE 3643	LARGE ANIMAL NURSING	3
ATE 3658	ANESTHESIA AND SURGICAL NURSING	3
ATE 3803	TEACHING TECHNIQUES FOR VETERINARY TECHNICIANS	3
ATE 4051	ADVANCED VETERINARY BEHAVIOR	3
ATE 4317	VETERINARY HOSPITAL MANAGEMENT	3
ATE 4319	VETERINARY HOSPITAL MARKETING	3
ATE 4711	EMERGENCY AND CRITICAL CARE	3

TOTAL PROGRAM HOURS **120**

NOTE: If you have not completed two consecutive years of the same foreign language in high school or 8 credits in college, you will need to complete 8 credits of foreign language before completing the B.A.S. program.

Certificate Programs

Veterinary Hospital Management Certificate Program

St Petersburg College offers two Veterinary Hospital Management Certificate programs that meet the education requirements set by the Veterinary Hospital Managers' Association. Those who successfully complete the programs will be eligible to take the Certified Veterinary Practice Manager examination.

Post Baccalaureate Veterinary Practice Management Certificate

This program is available to students who have earned a baccalaureate degree or higher from a regionally accredited institution. Students also need to have satisfied all other admissions requirements. The courses for this program are:

- ATE 3100 Tools for Success (1 credit)
- ATE 3200 Safety and Regulatory Compliance in Veterinary Technology (1 credit)
- ATE 3316 Finance for the Veterinary Manager (3 credits)
- ATE 3344 Supervision in the Veterinary Hospital (3 credits)
- ATE 3515 Legal and Ethical Issues in Veterinary Technology (3 credits)
- ATE 4317 Veterinary Hospital Management (3 credits)
- ATE 4319 Veterinary Hospital Marketing (3 credits)
- ATE 4854 Leadership in Veterinary Technology (3 credits)

Veterinary Management Certificate

For those students who do not meet the admissions requirements for the VETTC-CT certificate, we have this second certificate program. Admissions requirements for this certificate are the same as those for admission to St. Petersburg College. The courses for this certificate are:

- ATE 1301 Basics of Veterinary Management (3 credits)
- ATE 1302 Legal Issues for the Veterinary Hospital (3 credits)
- ATE 1303 Marketing for the Veterinary Hospital (3 credits)
- ATE 1304 Veterinary Financial Accounting (3 credits)
- ATE 1364 Leadership in the Veterinary Office (3 credits)
- ATE 2349 Veterinary Hospital Operations (3 credits)

D. Student time involved in classes:

1. Hours per week:

AS Program

Distance learning students must be in a clinical setting a minimum of 20 hours each week and should be spending an additional 10 hours each week on course related work.

BAS Program

While baccalaureate students are not required to be in a clinical setting, they are informed in their initial welcome letter to the program that they should expect to devote at least 3 hours of study to every credit hour they take.

2. Weeks per term

Fall – 16 weeks
Spring – 16 weeks
Summer – 10 weeks

3. Terms per year

Distance learning classes are offered all three terms.

4. Externship/preceptorship (hours required)

AS Program

Students enrolled in the distance program must complete 20 hours each week of clinical time. Additionally, 64 hours during each of the four terms is spend in externship as explained in the specific work experience courses.

BAS Program

No externship/preceptorship is required. Students are, however, required to complete a Capstone project which must then be presented face-to-face with the instructor. If a student is unable to come to campus to make their presentation, they then must use a webcam to give a live presentation.

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).

AS Program

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.

BAS Program

ATE 3001 ADVANCED VETERINARY TERMINOLOGY - 1 credits
(New number ATE 3744)

Prerequisite: Admission to the VETTC-BAS program or permission of the Dean. This course expands on the basics of terminology introduced in Associate Degree terminology courses. Words for each system of the body will be mastered as well as knowledge of abbreviations used in pharmacology, record keeping and laboratory testing. Students will achieve mastery of concepts through completion of exams and written assignments requiring use of the terminology. 17 contact hours or equivalent.

ATE 3100 TOOLS FOR SUCCESS - 1 credits

Prerequisite: Admission to the Veterinary Technology BAS program. This course will introduce and review core concepts that will increase the probability of the veterinary technology student's successful completion of the Bachelor's program in Veterinary Technology. The course is designed to familiarize and/or review the following: navigating the online environment, using the SPC online library and the Internet as a research tool, the essentials of writing and grammar, core concepts for writing using American Psychological Association (APA), standards for writing style and referencing, introduction to PowerPoint, and introduction to an electronic portfolio system. 16 contact hours or equivalent.

ATE 3200 SAFETY AND REGULATORY COMPLIANCE IN VETERINARY TECHNOLOGY - 1 credits

Prerequisite: Admission to the Veterinary Technology BAS program. This course will introduce and heighten veterinary technician learner's awareness of veterinary specific safety hazards and regulatory compliance issues. The course is designed to acquaint veterinary technician learners to the following: (1) personal safety hazards, (2) patient safety hazards, (3) Human Resource issues related to safety, (4) licenses, permits, and registrations, (5) Occupational and Safety Health Administration (OSHA), and (6) reproductive and gender issues. 16 contact hours or equivalent.

ATE 3316 FINANCE FOR THE VETERINARY MANAGER - 3 credits

Prerequisite: Admission into the Veterinary Technology BAS Program. This course will guide the student in the study of the financial and economic concepts necessary to run a small business with an emphasis on managing cash flow and planning. 47 contact hours or equivalent.

ATE 3344 SUPERVISION IN THE VETERINARY HOSPITAL - 3 credits

Prerequisites: ATE 3100 with a minimum grade of "C", ATE 3200 with a minimum grade of "C". This course will prepare the student to manage the human resource cycle in its entirety in the veterinary hospital including the care of employees while in the organization. 47 contact hours or equivalent.

ATE 3515 LEGAL AND ETHICAL ISSUES IN VETERINARY TECHNOLOGY - 3 credits

Prerequisite: ATE 3100 with a minimum grade of "C." This course is part of the managerial track in the BAS program in veterinary technology. It will give the student an understanding of the legal and ethical aspects of veterinary practice. 47 contact hours or equivalent.

ATE 3615 VETERINARY PHARMACOLOGY - 3 credits

Prerequisite: Admission to the VETTC-BAS program or permission of the Dean. This course develops the concepts of pharmacology essential in understanding the advanced clinical courses of the baccalaureate program. The technologist will learn both the scientific fundamentals and the practical applications of pharmacology. The course will explore the most commonly used classes of drugs, the applications to each body system and the record keeping responsibilities involved in handling and prescribing medications, including controlled substances. Students will achieve mastery of concepts through completion of exams, written assignments and case studies. 47 contact hours or equivalent.

ATE 3616 SMALL ANIMAL NURSING - 3 credits

Prerequisite: ATE 3658 with minimum grade of "C." This course will focus on the nursing care required by companion animals as the result of disease or neonatal, geriatric, and obstetrical needs. 47 contact hours or equivalent.

ATE 3617 COMPANION ANIMAL DISEASES - 3 credits

Pre- or co-requisites: ATE 3001 with a minimum grade of "C" and ATE 3615 with a minimum grade of "C." This course is designed to provide the student with essential knowledge of the common diseases affecting companion animals. Students will learn the basics of recognizing diseases. Clinical signs, diagnostic tests and appropriate client education will be highlighted. The course will emphasize dogs and cats, but will also include other companion species including birds, ferrets and rodents. 47 contact hours or equivalent.

ATE 3633 SMALL ANIMAL NUTRITION - 3 credits
(New number ATE 3637)

Prerequisite: Admission into the Veterinary Technology BAS program or Biology BS program. This course provides identification and function of nutrients, understanding of pet food labels, and applications for wellness, life stages, and therapeutic nutrition (prescription foods) for dogs and cats. 47 contact hours or equivalent.

ATE 3658 ANESTHESIA AND SURGICAL NURSING - 3 credits

Prerequisite: ATE 3615 with a minimum grade of "C." This course will focus on anesthesia and surgical procedures associated with providing anesthesia and surgical services to veterinary patients, including anesthetic, pre-surgical, surgical, and post-surgical procedures. 47 contact hours or equivalent.

ATE 3803 VETERINARY TECHNOLOGY COMMUNICATIONS - 3 credits
(Old Program)

This course is designed to provide the student with an introduction to educational concepts and theory relative to effective communication in many veterinary settings. Topics included are development and design of training materials, designing goals and objectives for training materials, client instruction, principles of learning, learning styles and motivation, case-based learning, and using media and software. Emphasis will be on presenting the basic concepts of planning, development and evaluation of presentations and materials. 47 contact hours or equivalent.

ATE 3914 INTRODUCTION TO VETERINARY TECHNOLOGY RESEARCH - 3 credits

Prerequisite: Admission to the Veterinary Technology BAS program or permission of the Dean. This course is an overview of the role and scope of research as it relates to the formation of veterinary technology knowledge and the application to veterinary technology practice. The focus is on basic strategies, methodology, and the types of research design. Critiquing of current veterinary technology research is included. 47 contact hours or equivalent.

ATE 4000 VETERINARY TECHNOLOGY CAPSTONE I - 3 credits

Prerequisite: Admission to the Veterinary Technology BAS program. Pre- or co-requisite ATE 4854 and ATE 3914 with a minimum grade of "C". This course is designed to prepare the student for successful completion of Veterinary Technology Capstone II. The student will apply knowledge of a professional role in veterinary technology to develop a capstone project based on education, internship, or research. The student will formulate a plan of study and present his/her plan to a committee for approval. 16 contact hours or equivalent.

ATE 4051 ADVANCED VETERINARY BEHAVIOR - 3 credits
(Old Program)

This course will introduce the student to tasks expected of a technician working at a veterinary practice where behavior cases are evaluated. Tasks to include: phone triage, collecting behavioral history, implementing a behavior plan and follow up calls and visits. Animal learning and communication dogs and cats will be covered as well as basic psychopharmacology. Student projects will include keeping a log of observed animal behavior and designing a behavioral education program. 47 or equivalent contact hours.

ATE 4317 VETERINARY HOSPITAL MANAGEMENT - 3 credits

Prerequisite: ATE 3316 with minimum grade of "C." This course will give the student an overview of business subjects that will be applicable in any business environment but with particular emphasis in veterinary medicine. 47 contact hours or equivalent.

ATE 4319 VETERINARY HOSPITAL MARKETING - 3 credits
(Old Program)

Prerequisite: Admission to the BAS program or permission of the dean. This course will give the student an overview of pricing, advertising, product and service positioning, and marketing research methods for the veterinary hospital. 47 contact hours or equivalent.

ATE 4711 EMERGENCY AND CRITICAL CARE - 3 credits
(Old Program)

This course will focus on learning and applying emergency and critical care techniques appropriate for veterinary technicians. The student will acquire knowledge of the proper use of drugs, fluids, and

equipment for emergency and critical care patients. Students will also learn to evaluate and monitor these patients. 47 contact hours or equivalent.

ATE 4813 VETERINARY TECHNOLOGY CAPSTONE - 3 credits
(Old Program)

Pre- or co-requisites: ATE 3914 and ATE 4854. This course is an opportunity for the student to apply the skills and knowledge acquired in the program to a contemporary issue in the profession. It should be taken during the student's last semester at the college. The student will address a major case study or professional issue in detail. 47 contact hours or equivalent.

ATE 4814 VETERINARY TECHNOLOGY CAPSTONE II - 5 credits

Prerequisites: ATE 4000 with a minimum grade of "C" and ATE 3914 with a minimum grade of "C". This course is an opportunity for the student to apply the skills and knowledge acquired in the program to a chosen professional role through education, internship or research. It must be taken during the student's last semester at the college. 77 contact hours or equivalent.

ATE 4854 LEADERSHIP IN VETERINARY TECHNOLOGY - 3 credits

Prerequisites: ATE 3100 with minimum grade of "C," ATE 3200 with minimum grade of "C." This course focuses on the theories, concepts and principles of leadership. Emphasis will be on the development of leadership skills related to personal behavior, communication, organization and self-examination. This course explores opportunity to develop leadership roles appropriate to the veterinary technology profession. 47 contact hours or equivalent.

CERTIFICATE (UPPER) VETTC-CT

ATE 3100 TOOLS FOR SUCCESS - 1 credits

Prerequisite: Admission to the Veterinary Technology BAS program. This course will introduce and review core concepts that will increase the probability of the veterinary technology student's successful completion of the Bachelor's program in Veterinary Technology. The course is designed to familiarize and/or review the following: navigating the online environment, using the SPC online library and the Internet as a research tool, the essentials of writing and grammar, core concepts for writing using American Psychological Association (APA), standards for writing style and referencing, introduction to PowerPoint, and introduction to an electronic portfolio system. 16 contact hours or equivalent.

ATE 3200 SAFETY AND REGULATORY COMPLIANCE IN VETERINARY TECHNOLOGY - 1 credits

Prerequisite: Admission to the Veterinary Technology BAS program. This course will introduce and heighten veterinary technician learner's awareness of veterinary specific safety hazards and regulatory compliance issues. The course is designed to acquaint veterinary technician learners to the following: (1) personal safety hazards, (2) patient safety hazards, (3) Human Resource issues related to safety, (4) licenses, permits, and registrations, (5) Occupational and Safety Health Administration (OSHA), and (6) reproductive and gender issues. 16 contact hours or equivalent.

ATE 3316 FINANCE FOR THE VETERINARY MANAGER - 3 credits

Prerequisite: Admission into the Veterinary Technology BAS Program. This course will guide the student in the study of the financial and economic concepts necessary to run a small business with an emphasis on managing cash flow and planning. 47 contact hours or equivalent.

ATE 3344 SUPERVISION IN THE VETERINARY HOSPITAL - 3 credits

Prerequisites: ATE 3100 with a minimum grade of "C", ATE 3200 with a minimum grade of "C". This course will prepare the student to manage the human resource cycle in its entirety in the veterinary hospital including the care of employees while in the organization. 47 contact hours or equivalent.

ATE 3515 LEGAL AND ETHICAL ISSUES IN VETERINARY TECHNOLOGY - 3 credits

Prerequisite: ATE 3100 with a minimum grade of "C." This course is part of the managerial track in the BAS program in veterinary technology. It will give the student an understanding of the legal and ethical aspects of veterinary practice. 47 contact hours or equivalent.

ATE 4317 VETERINARY HOSPITAL MANAGEMENT - 3 credits

Prerequisite: ATE 3316 with minimum grade of "C." This course will give the student an overview of business subjects that will be applicable in any business environment but with particular emphasis in veterinary medicine. 47 contact hours or equivalent.

ATE 4319 VETERINARY HOSPITAL MARKETING - 3 credits

Prerequisite: Admission to the BAS program or permission of the dean. This course will give the student an overview of pricing, advertising, product and service positioning, and marketing research methods for the veterinary hospital. 47 contact hours or equivalent.

ATE 4854 LEADERSHIP IN VETERINARY TECHNOLOGY - 3 credits

Prerequisites: ATE 3100 with minimum grade of "C," ATE 3200 with minimum grade of "C." This course focuses on the theories, concepts and principles of leadership. Emphasis will be on the development of leadership skills related to personal behavior, communication, organization and self-examination. This course explores opportunity to develop leadership roles appropriate to the veterinary technology profession. 47 contact hours or equivalent

CERTIFICATE (LOWER) VMG-CT

ATE 1301 BASICS OF VETERINARY MANAGEMENT - 3 credits

This course will guide the student in an overview of the components necessary to manage any veterinary hospital. 47 contact hours or equivalent.

ATE 1302 LEGAL ISSUES FOR THE VETERINARY HOSPITAL - 3 credits

Prerequisite: REA 0001. This course will guide the student in the study of legal issues with an emphasis on the legal aspects of veterinary hospitals. 47 contact hours or equivalent.

ATE 1303 MARKETING FOR THE VETERINARY HOSPITAL - 3 credits

This course will help the student to plan, organize, direct and evaluate marketing programs for a small business with an emphasis on the veterinary hospital. It will give the student a basic understanding of the marketing aspects of veterinary practices. 47 contact hours or equivalent.

ATE 1304 VETERINARY FINANCIAL ACCOUNTING - 3 credits

This course will guide the student in the study of veterinary financial accounting with an emphasis on measuring, communicating and interpreting financial activity in the veterinary hospital with an emphasis on managing cash flow and planning. 47 contact hours or equivalent.

ATE 1364 LEADERSHIP IN THE VETERINARY OFFICE - 3 credits

This course focuses on the development of leadership skills. It provides a basic understanding of leadership and group dynamics theory and will assist the student in developing a personal philosophy of leadership and an awareness of the moral and ethical responsibilities of leadership. Topics include decision making, leadership ethics, goal formation, building trust, empowering others, conflict resolution, and managing organizational change. The course will integrate readings from contemporary multi-cultural writing and experiential learning exercises with current leadership theories and practices. 47 contact hours or equivalent.

ATE 2349 VETERINARY HOSPITAL OPERATIONS - 3 credits

Prerequisite: Admission to the Veterinary Technology CT program. This course is designed to provide students with an understanding of best practices in veterinary hospital operations. 47 contact hours or equivalent.

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.

<u>AS Program</u>

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.

<u>BAS Program</u>

Tests, quizzes, research papers, projects, and other learning assessments are used throughout the program courses. At the end of the program students take our Capstone course. Within that course each student designs, carries out, and presents a research project that utilizes the knowledge they have acquired in the program in an area of personal interest.

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

<u>AS Program</u>

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

BAS Program

Individual course instructors are responsible for designing assessment tools that determine the student's mastery of the subject matter for each course. Reflective assignments are used extensively.

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?

AS Program

All distance 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.

BAS Program

N/A

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

AS Program

Yes. Students enrolled in any laboratory course must provide their mentors with an appropriate skills list provided within the course. Instructors are responsible for final skill evaluation.

BAS Program

N/A

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

AS Program

Students learning activities are monitored at these sites through video/picture, skill projects, learning activities and signed off skills as well as personal contact with mentors as needed by program instructors

BAS Program

N/A

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

AS Program

There are no curriculum changes being considered at this point.

BAS Program

Electives may be added on an as needed basis.

J. Describe use of distance learning (if any) or any anticipated use (if not a DLP). (See *Guidelines for Off-Campus Clinical Instruction*, Appendix C.)

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

Students enrolled in the program are encouraged to attend the North American Veterinary Conference each year in Orlando or any other professional conference. If the student's location prohibits this, they can attend any RACE certified continuing education activity near their location. Experience here will instill the importance of continuing education. In addition, critical thinking questions, reflections, and the BAS capstone class all require the student to take on the responsibility of finding answers and implementing strategies to overcome obstacles.

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	32	27	541
2008	26	21	533
2009	32	25	487
2010	24	19	474
2011	31	27	499

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.

State examination is not required for certification.

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

Refer to pages 39 & 40 of the Appendix for the actual 2009-2010 graduate survey report.

BAS Students

Response to Preparedness (27 were sent, 14 received back- below shows the respondents that answered the following questions)

Category	Best Prepared	Best %	Least Prepared	Least %
Animal Nursing	6/9	66.7	1/7	14.3
Lab Procedures	5/9	55.6	3/7	42.9
Anesthesia	3/9	33.3	1/7	14.3
Surg. Prep	6/9	66.7	1/7	14.3
Radiology	5/9	55.6	1/7	14.3
Office proc.	5/9	55.6	2/7	28.6
Pharmacology	4/9	44.4	2/7	28.6

Refer to pages 41 & 42 of the Appendix for the actual 2009-2010 graduate survey report.

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

Refer to pages 43 & 44 of the Appendix for the actual 2009-2010 employer's survey report.

BAS Employers

Response to Preparedness (3 were sent, 1 received back). Since a single response cannot accurately represent the entire program, employer survey results about college preparation was not reported. Several of our BAS students are graduates of our AS program whose employers are happy with their skill set and are paying for their baccalaureate degree.

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.

AS Program

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

BAS Program

There were 27 Alumni Surveys sent out to the 2009-2010 graduates of the Veterinary Technology Program. Responses were received from 14 BAS graduates.

Refer to pages 41 & 42 of the Appendix for the actual 2009-2010 Alumni Survey Reports.

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

Refer to page 45 of the Appendix for samples of the alumni survey and page 49 for the employer survey.

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

Survey results for both our AS and BAS distance program 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 making sure our equipment and course content are current with the emerging 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 our 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 AS graduates have the skills expected of entry-level veterinary technicians.

Our BAS graduates have already acquired their entry level clinical skills when they complete their AS degree.