

2023 INSTRUCTIONAL ANNUAL PROGRAM PLANNING WORKSHEET

CURRENT YEAR: 2022-2023 PROGRAM: MEDICAL ASSISTING

CLUSTER: HEALTH AND WELLNESS, SKILLED TRADES AND TECHNOLOGY

LAST YEAR CPPR COMPLETED: 2021-2022

NEXT SCHEDULED CPPR: 2025-2026

CURRENT DATE: 3/3/2023

The Annual Program Planning Worksheet (APPW) is the process for:

- reviewing, analyzing and assessing programs on an annual basis
- documenting relevant program changes, trends, and plans for the upcoming year
- identifying program needs, if any, that will become part of the program's Resource Plan ([download from this folder](#)) (Please review the [Resource Allocation Rubric](#) when preparing the resource plan)
- highlighting specific program accomplishments and updates since last year's APPW
- tracking progress on a Program Sustainability Plan if established previously

Note: Degrees and/or certificates for the *same* program *may be consolidated* into one APPW.

This APPW encompasses the following degrees and/or certificates:

- Medical Assisting, A.S., Medical Assisting, C.A., Medical Assisting, C. S.

GENERAL PROGRAM UPDATE

Describe significant changes, if any, to program mission, purpose or direction. *If there are not any, indicate: NONE.*

There are no changes to the Medical Assisting program's mission, purpose, or direction. The previous full-time faculty retired in the Spring of 2020 and the program has been unable to obtain either part-time or full-time faculty to run the program since this retirement. A full-time position was approved through the prioritization process in October 2021. A full-time position was flown in the Spring of 2022 without success. Part-time pools were also posted in Fall 2020/Spring 2021, Fall 2021, and Fall 2022 without success. The full-time position is currently posted this Spring.

PROGRAM SUSTAINABILITY PLAN UPDATE

Was a Program Sustainability Plan established in your program's most recent Comprehensive Program Plan and Review?

Yes If yes, please complete the Program Sustainability Plan Progress Report below.

No If no, you do not need to complete a Progress Report.

If you selected yes, please complete the Program Sustainability Plan Progress Report below after

you complete the Data Analysis section. That data collection and analysis will help you to update, if necessary, your Program Sustainability Plan.

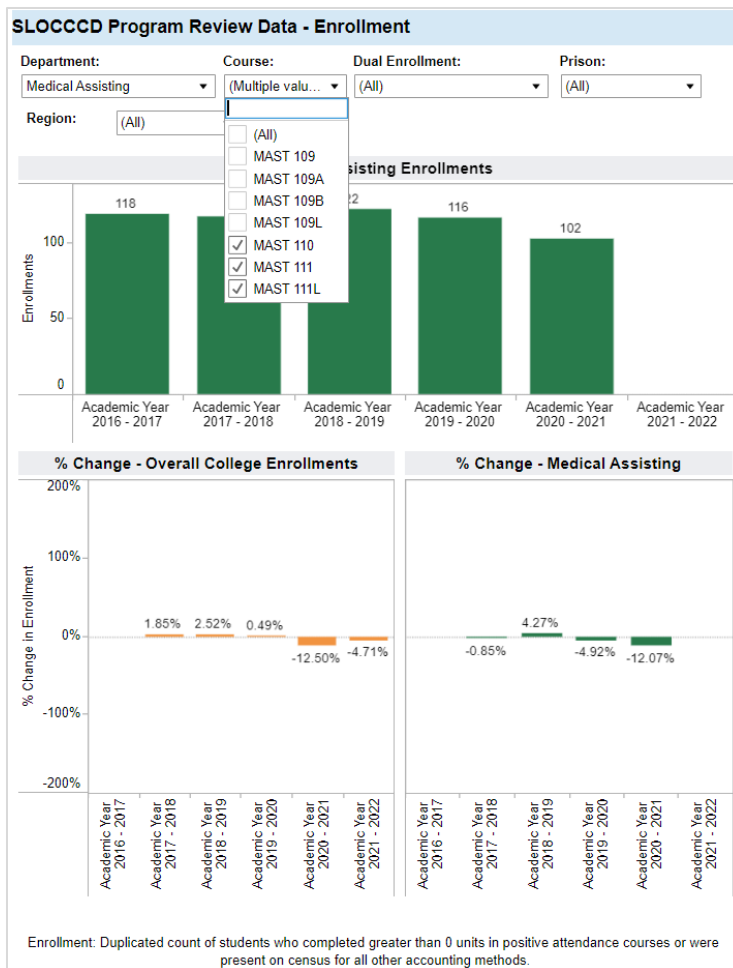
DATA ANALYSIS AND PROGRAM-SPECIFIC MEASUREMENTS

Your responses to the prompts for the data elements below should be for the entire program. If this APPW is for multiple degrees and/or certificates, then you MAY want to comment on each degree and/or certificate or discuss them holistically for the entire program being sure to highlight relevant trends for particular degrees and/or certificates if necessary. Responses in this document need only reference the most recent year's available data.

A. General Enrollment (Insert Aggregated Data Chart)

Insert the data chart and explain observed differences between the program and the college.

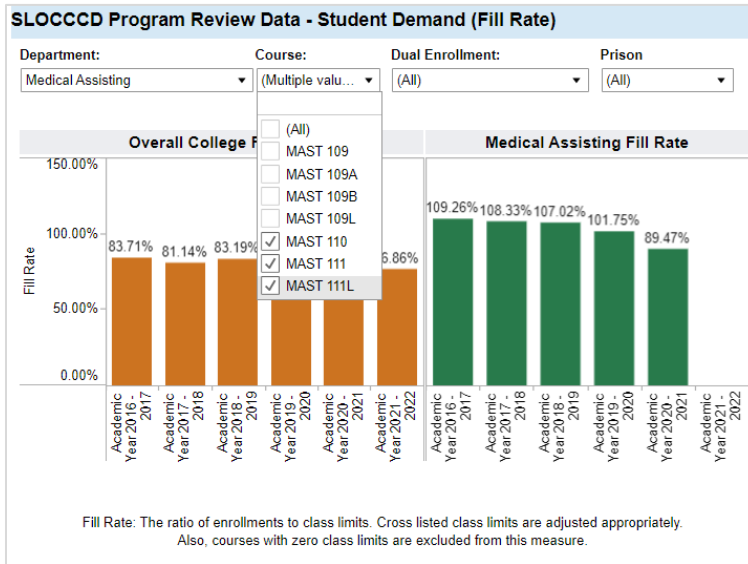
The program was not in session in the 2021-2022 academic year. The Phlebotomy and Medical Assisting programs previously shared the MAST prefix and data for 2020-2021 is only reflective of the phlebotomy program (see PHLB APPW). The program has not been in session since Fall of 2020.



B. [General Student Demand \(Fill Rate\) \(Insert Aggregated Data Chart\)](#)

Insert the data chart and explain observed differences between the program and the college.

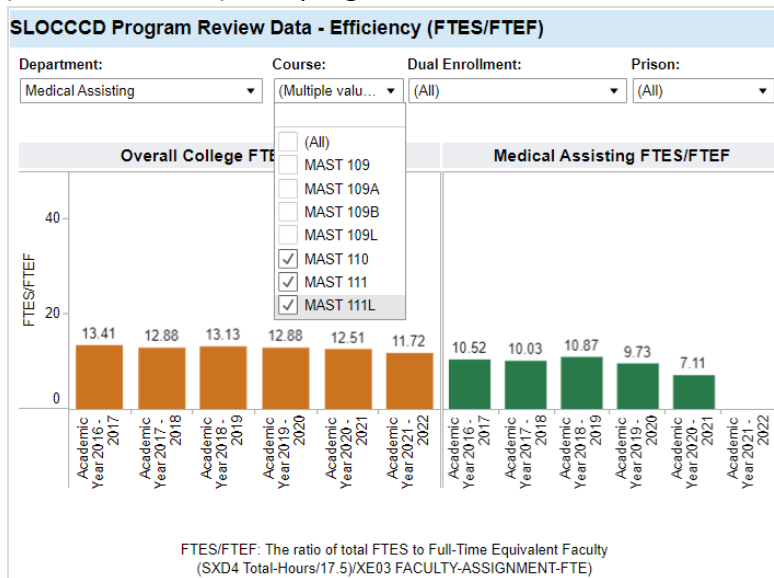
The program was not in session in the 2021-2022 academic year. The data for 2020-2021 is only reflective of the phlebotomy program which previously shared the MAST prefix (see PHLB APPW). The program has not been in session since the Fall of 2020.



C. [General Efficiency \(FTES/FTEF\) \(Insert Aggregated Data Chart\)](#)

Insert the data chart and explain observed differences between the program and the college.

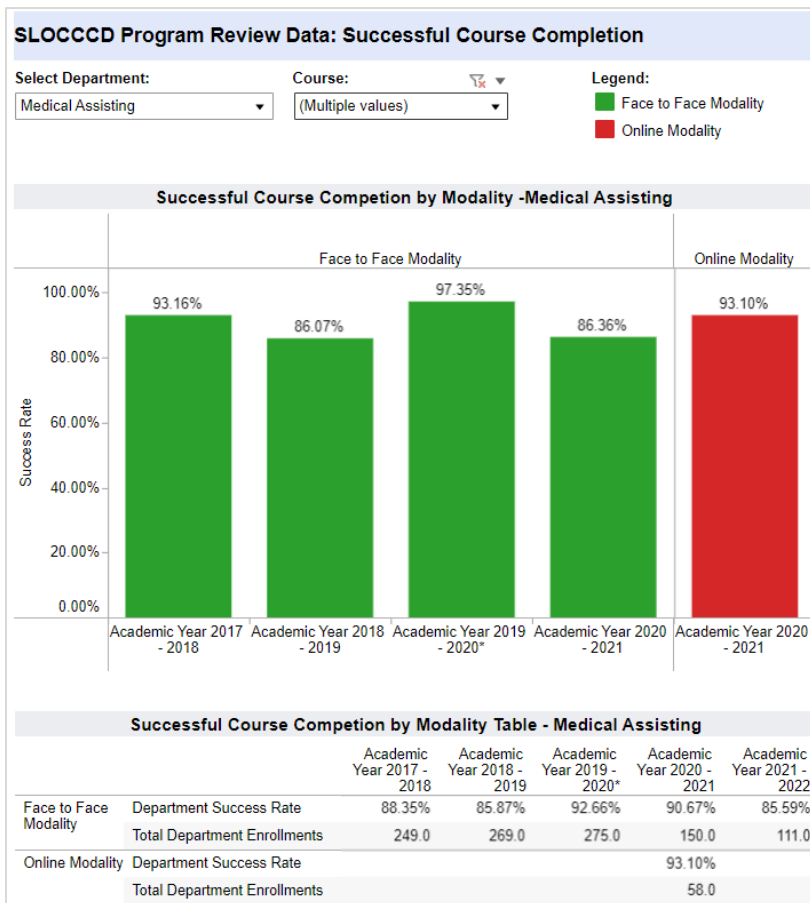
The program was not in session in the 2021-2022 academic year. The data for 2020-2021 is only reflective of the phlebotomy program which previously shared the MAST prefix (see PHLB APPW). The program has not been in session since the Fall of 2020.



D. [Student Success—Course Completion by Modality \(Insert Data Chart\)](#)

Insert the data chart and explain observed differences between the program and the college.

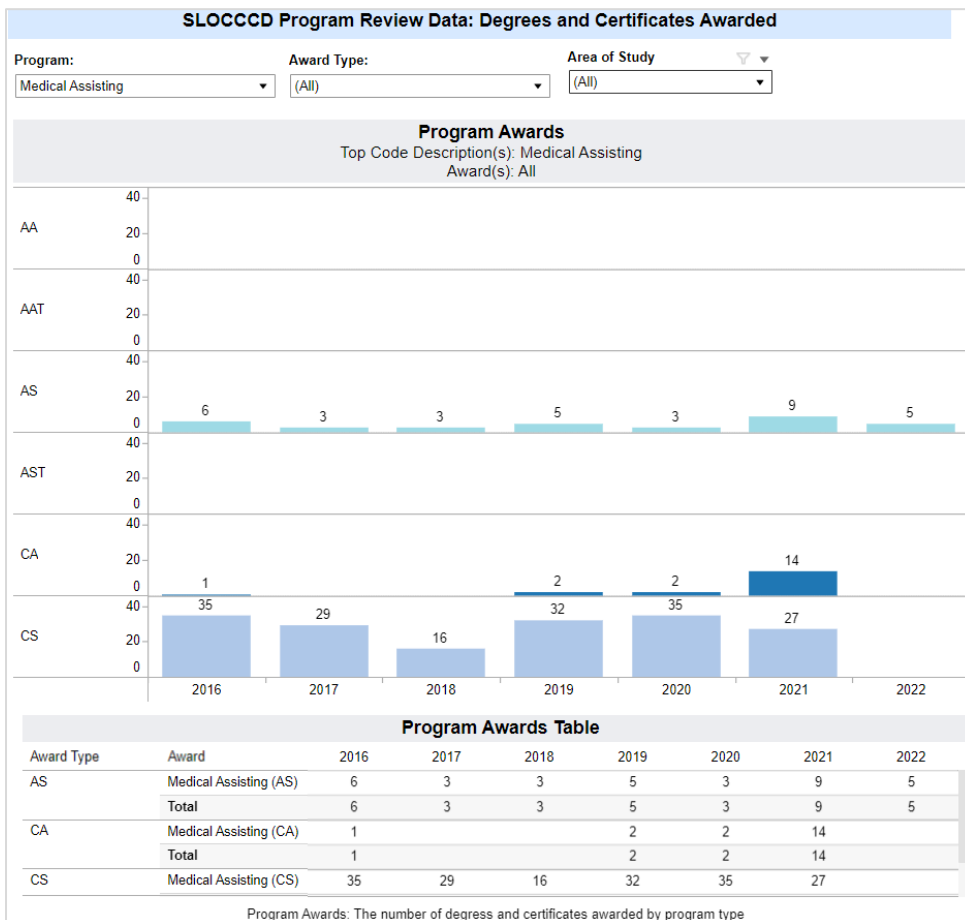
The program was not in session in the 2021-2022 academic year. The data for 2020-2021 is only reflective of the phlebotomy program which previously shared the MAST prefix (see PHLB APPW). The program has not been in session since the Fall of 2020.



E. [Degrees and Certificates Awarded \(Insert Data Chart\)](#)

Insert the data chart and explain observed differences between the program and the college.

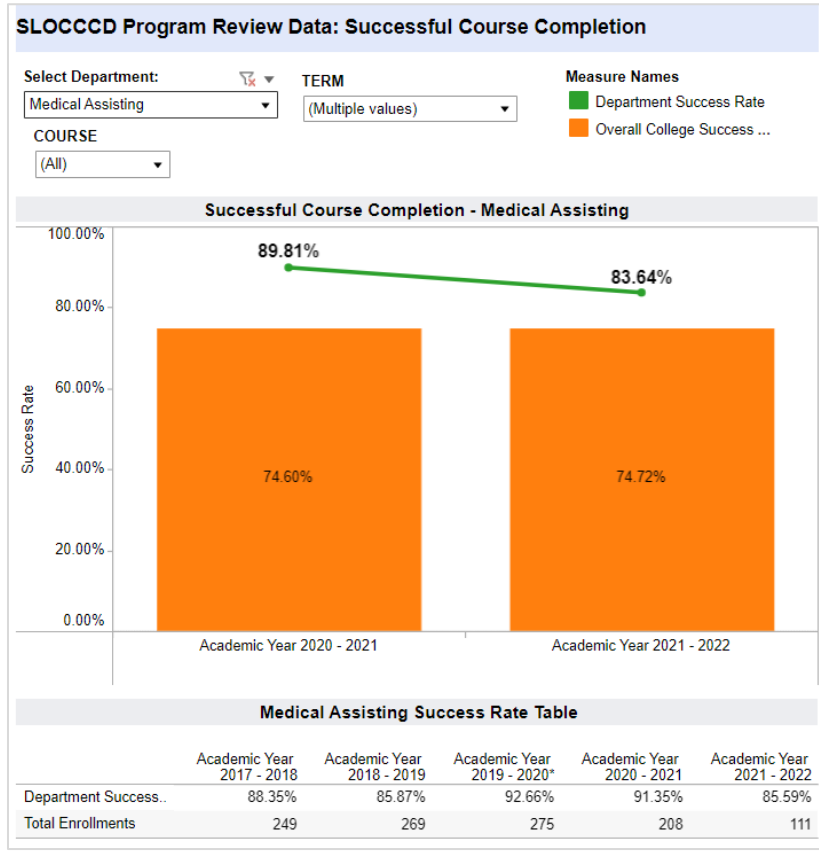
The reporting data below demonstrates 14 Certificates of Achievement (C.A.), 27 Certificates of Specialization (C.S.), and 9 Associate Degree in Science (A.S.) degrees were awarded in 2021 for Medical Assisting. The A.S. requires 34.5-35.5 units and the C.A. requires 25.5-26.5 units. Although the program has not been in session since Fall 2020, students have completed other course requirements to earn the Medical Assisting A.S. degree and C.A. in 2021. The data also indicates 14 C.A. requiring 12.5 units were awarded in 2021. Although the program was not in session in the 2021-2022 academic year, students may have applied for C.S. after completing the Medical Assisting courses in 2020. In 2022, 5 A.S. degrees were awarded however C.A. and C.S. were not awarded due to the program not being in session.



F. [General Student Success – Course Completion \(Insert Aggregated Data Chart\)](#)

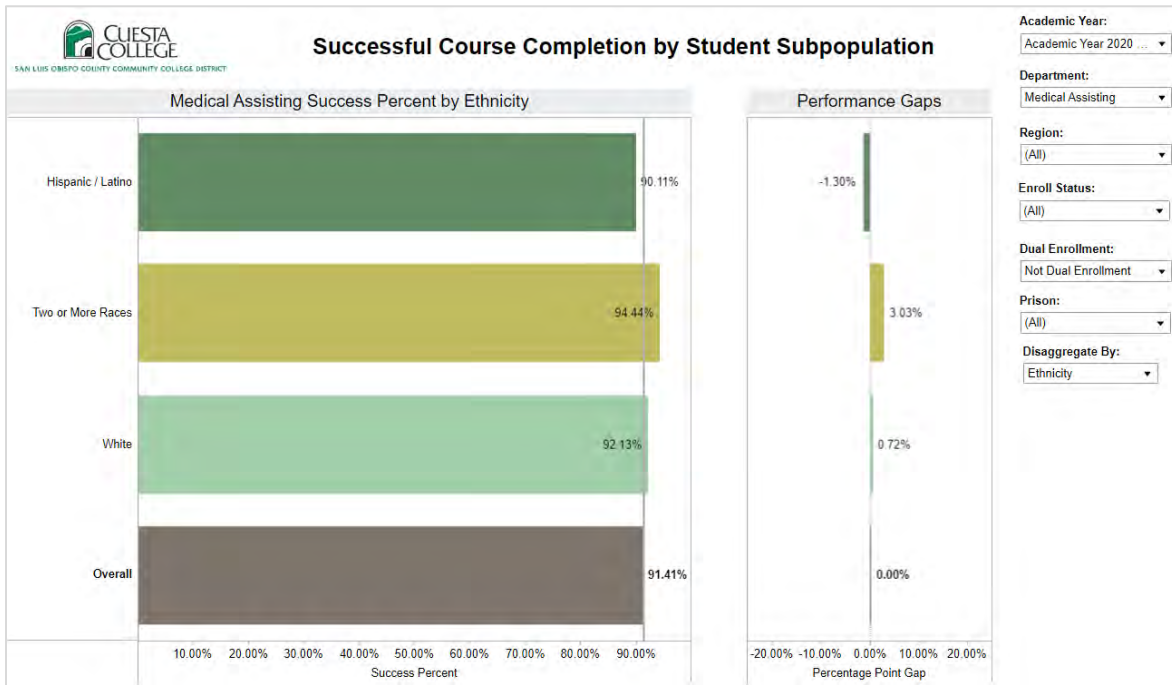
Insert the data chart and explain observed differences between the program and the college.

The program was not in session in the 2021-2022 academic year. The data is only reflective of the phlebotomy program which previously shared the MAST prefix (see PHLB APPW). The program has not been in session since the Fall of 2020.



G. Review the [Disaggregated Student Success](#) charts; include any charts that you will reference. Describe any departmental or pedagogical outcomes that have occurred as a result of programmatic discussion regarding the data presented.

This report shows the student subpopulation by ethnicity. The academic year selected is 2020-2021. The program was not in session during this academic year. It is unclear if the data represents students who have selected Medical Assisting as a major or program.



OTHER RELEVANT PROGRAM DATA (OPTIONAL)

Provide and comment on any other data that is relevant to your program such as state or national certification/licensure exam results, employment data, etc. If necessary, describe origin and/or data collection methods used.

State certification/licensure exam results and employment data are not available. The last program cohort enrolled in Spring 2020.

PROGRAM OUTCOMES ASSESSMENT CHECKLIST AND NARRATIVE

CHECKLIST:

- SLO assessment cycle calendar is up to date.
- All courses scheduled for assessment have been assessed in eLumen.
- Program Sustainability Plan progress report completed (if applicable).

NARRATIVE:

Briefly describe program changes, if any, which have been implemented in the previous year as a direct result of the Program or Student Services Learning Outcomes Assessment. *If no program changes have been made as results of Program or Student Services Learning Outcomes Assessment, indicate: NONE.*

- No program changes have been made as a result of the last SLOs. Previous full-time faculty completed SLOs for MAST 110, 111, and 111L in March 2020.

PROGRAM PLANNING / FORECASTING FOR THE NEXT ACADEMIC YEAR

Briefly describe any program plans for the upcoming academic year. These may include but are not limited to the following: *(Note: you do not need to respond to each of the items below). If there are no forecasted plans for the program, for the upcoming year, indicate: NONE.*

- A. New or modified plans for achieving program-learning outcomes
 - B. Anticipated changes in curriculum, scheduling or delivery modality
 - C. Levels, delivery or types of services
 - D. Facilities changes
 - E. Staffing projections
 - F. Other
- It is the goal for the college to hire a new full-time tenure track faculty this semester to manage and run the medical assisting program again starting Fall 2023. The program has received many inquiries from community agencies and students regarding the restart of the program.

PROGRAM SUSTAINABILITY PLAN PROGRESS REPORT

This section only needs to be completed if a program has an existing Program Sustainability Plan. Indicate whether objectives established in your Program Sustainability Plan have been addressed or not, and if improvement targets have been met.

Area of Decline or Challenge	Identified Objective (Paste from PSP)	Planning Steps (Check all that apply)	Has the Improvement Target Been Met?
Enrollment		<input type="checkbox"/> Identified <input type="checkbox"/> Resources Allocated <input type="checkbox"/> Implemented	Select one
Student Demand (Fill Rate)		<input type="checkbox"/> Identified <input type="checkbox"/> Resources Allocated <input type="checkbox"/> Implemented	Select one
Efficiency (FTES/FTEF)		<input type="checkbox"/> Identified <input type="checkbox"/> Resources Allocated <input type="checkbox"/> Implemented	Select one
Student Success – Course Completion		<input type="checkbox"/> Identified <input type="checkbox"/> Resources Allocated <input type="checkbox"/> Implemented	Select one
Student Success – Course Modality		<input type="checkbox"/> Identified <input type="checkbox"/> Resources Allocated <input type="checkbox"/> Implemented	Select one
Degrees and Certificates Awarded		<input type="checkbox"/> Identified <input type="checkbox"/> Resources Allocated <input type="checkbox"/> Implemented	Select one

If Program Sustainability Plan is still necessary, provide a brief description of how you plan to continue your PSP and update your PSP to remove any objectives that have been addressed and include any new objectives that are needed.