2023 INSTRUCTIONAL ANNUAL PROGRAM PLANNING WORKSHEET

CURRENT YEAR: 2023-2024   **PROGRAM: PSYCHIATRIC TECHNICIAN PROGRAM**
CLUSTER: HEALTH, AGRICULTURE, WORKFORCE & KINESIOLOGY   **LAST YEAR CPPR COMPLETED: 2022-2023**
NEXT SCHEDULED CPPR: 2023-2024   **CURRENT DATE: 2/8/2023**

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:

Psychiatric Technician Associate in Science and Psychiatric Technician Certificate of Achievement

GENERAL PROGRAM UPDATE

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

NONE.

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
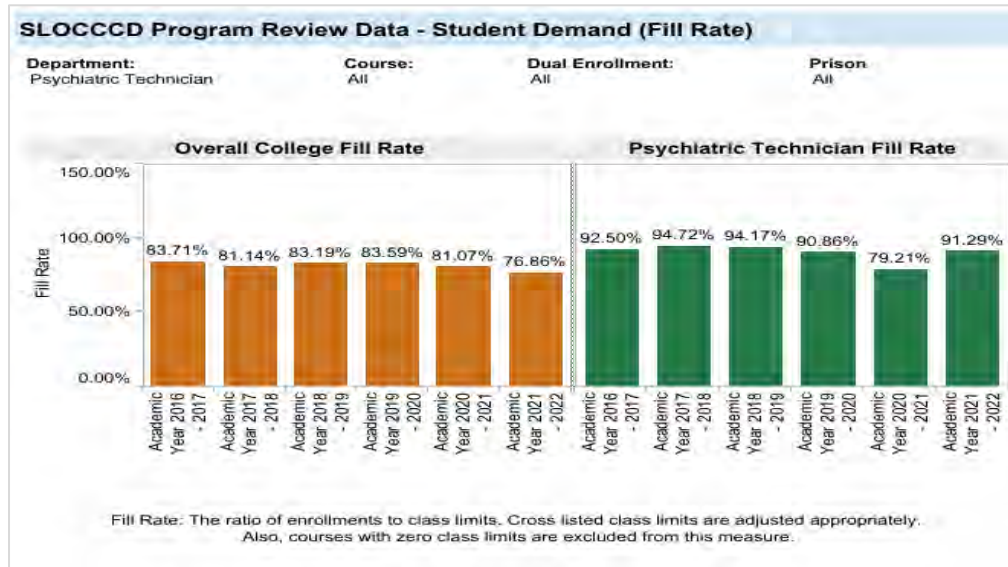
most recent year's available data.

    A.   General Enrollment (Insert Aggregated Data Chart)

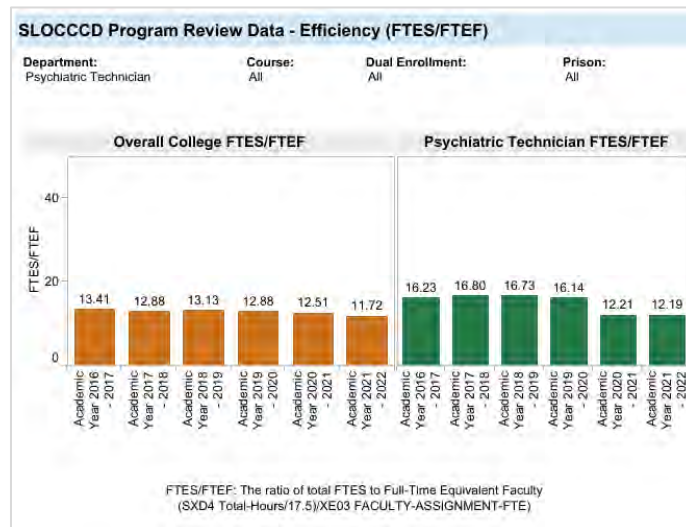In the academic year of 2020-2021, the PT Program experienced a drop in enrollment due to the COVID-19 pandemic. It is a greater decline than the overall college experience. In the 2023-2022 academic year, the program experienced a greater enrollment percentage than the college. Being able to get students back into face-to-face instruction and clinical sites helped increase the enrollment numbers.

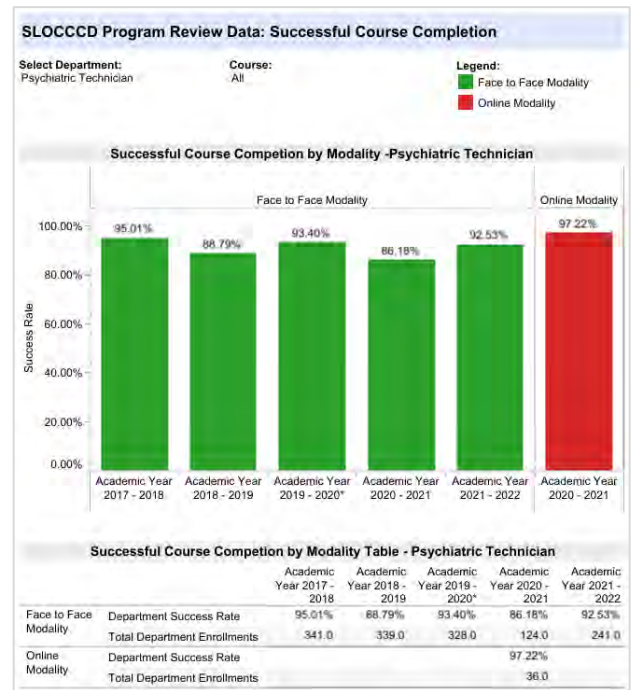B. [General Student Demand (Fill Rate) (Insert Aggregated Data Chart)](#)

The Program receives applications from students throughout the state. Fill rates are always at 100% at the start of each new cohort. Attrition varies from term to term. Students generally withdraw due to academic or personal issues. Students who drop out are eligible to reapply and re-enter the program within one year on a space-available basis. A list is maintained of students eligible to re-enter. The Program Director and staff attend numerous recruitment events throughout each term and advertise via email and the Cuesta College website. DSH-Atascadero has created a Recruitment Coordinator office that travels state-wide to various recruitment events. The Program Director provides recruitment materials that are distributed at these events. The Program Director and staff hold public informational meetings throughout the year. The demand is above the college student demand.

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

The projected enrollment is 45 students per cohort three times a year. The Psychiatric Technician Program is slightly above the overall college FTES/FTEF in the 2021-2022 academic year. The demand for Psychiatric Technicians continues to grow state-wide. The Psychiatric Technician Program maintains a 1:15 instructor-student ratio for clinical courses as mandated by the BVNPT.

D. Student Success—Course Completion by Modality (Insert Data Chart)

SLOCCCD Program Review Data: Successful Course Completion

Select Department: All
Course: All
Legend: Face to Face Modality / Online Modality

Successful Course Completion by Modality Table - All

		Academic Year 2017 - 2018	Academic Year 2018 - 2019	Academic Year 2019 - 2020*	Academic Year 2020 - 2021	Academic Year 2021 - 2022
Face to Face Modality	Department Success Rate	76.86%	76.30%	84.07%	84.25%	79.29%
	Total Department Enrollments	53,586	52,830	51,887	11,701	22,173
Online Modality	Department Success Rate	71.39%	73.13%	78.55%	72.61%	71.93%
	Total Department Enrollments	12,311	14,888	16,965	48,504	34,884

SLOCCCD Program Review Data: Successful Course Completion

Select Department: Psychiatric Technician
Course: All
Legend: Face to Face Modality / Online Modality

Successful Course Completion by Modality Table - Psychiatric Technician

		Academic Year 2017 - 2018	Academic Year 2018 - 2019	Academic Year 2019 - 2020*	Academic Year 2020 - 2021	Academic Year 2021 - 2022
Face to Face Modality	Department Success Rate	95.01%	88.79%	93.40%	86.18%	92.53%
	Total Department Enrollments	341.0	339.0	328.0	124.0	241.0
Online Modality	Department Success Rate				97.22%	
	Total Department Enrollments				36.0	

Successful student course completion rates are above the college-wide success rates. Instructors continue to work closely with students as they identify challenging content. Having regular instructor office hours has allowed students to meet with the instructors if needed. An emphasis on program rigor and student commitment is presented to applicants during the initial application process and again at orientation.
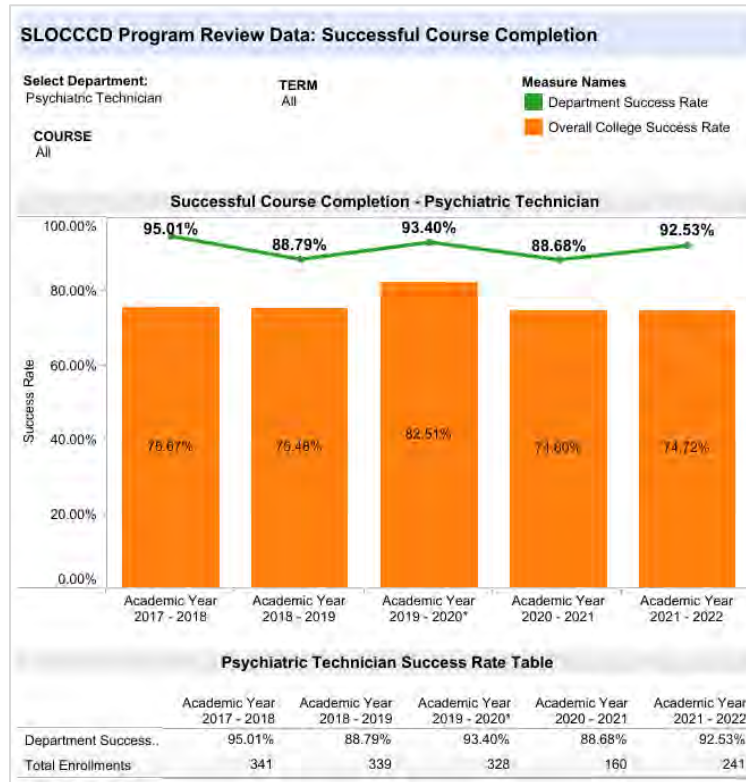
4 S a n L u i s O b i s p o C o u n t y C o m m u n i t y C o l l e g e D i s t r i c t
I n s t r u c t i o n a l A n n u a l P r o g r a m P l a n n i n g W o r k s h e e t
Approved by Academic Senate April 28, 2017 Document to be Used for Submission Spring, March 6, 2023

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

SLOCCCD Program Review Data: Degrees and Certificates Awarded

Program: Psychiatric Technician
Award Type: All
Area of Study: All

Program Awards
Top Code Description(s): Psychiatric Technician
Award(s): All

Program Awards Table

Award Type	Award	2016	2017	2018	2019	2020	2021	2022
AS	Psychiatric Technician (AS)	5	3	9	13	9	11	10
	Total	5	3	9	13	9	11	10
CA	Psychiatric Technician (CA)	76	37	91	72	57	57	3
	Total	76	37	91	72	57	57	3
Grand Total		81	40	100	85	66	68	13

Program Awards: The number of degress and certificates awarded by program type

The data shown is inaccurate. The Institutional Research office has been contacted and awaiting corrections. The number of students that received a Certificate of Achievement totals 45 for the 2022 academic year. This total does show a decline in previous academic years. Registration numbers have been low as interested candidates work on the required prerequisites that were re-established in 2021.
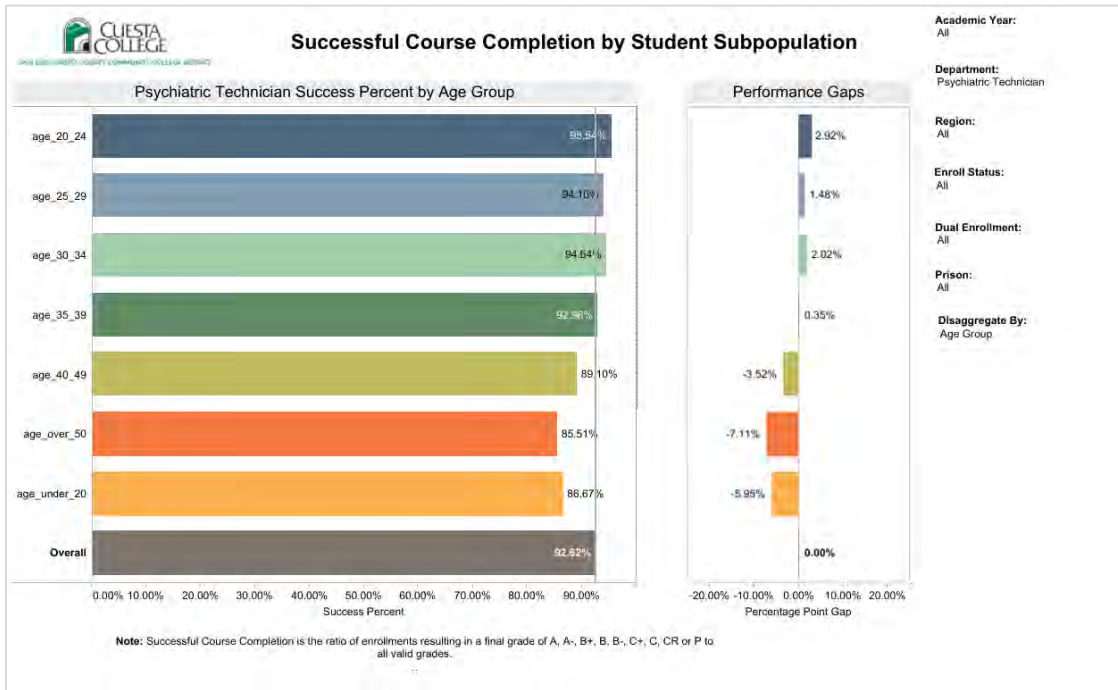
Instructional Annual Program Planning Worksheet
Approved by Academic Senate April 28, 2017 Document to be Used for Submission Spring, March 6, 2023

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

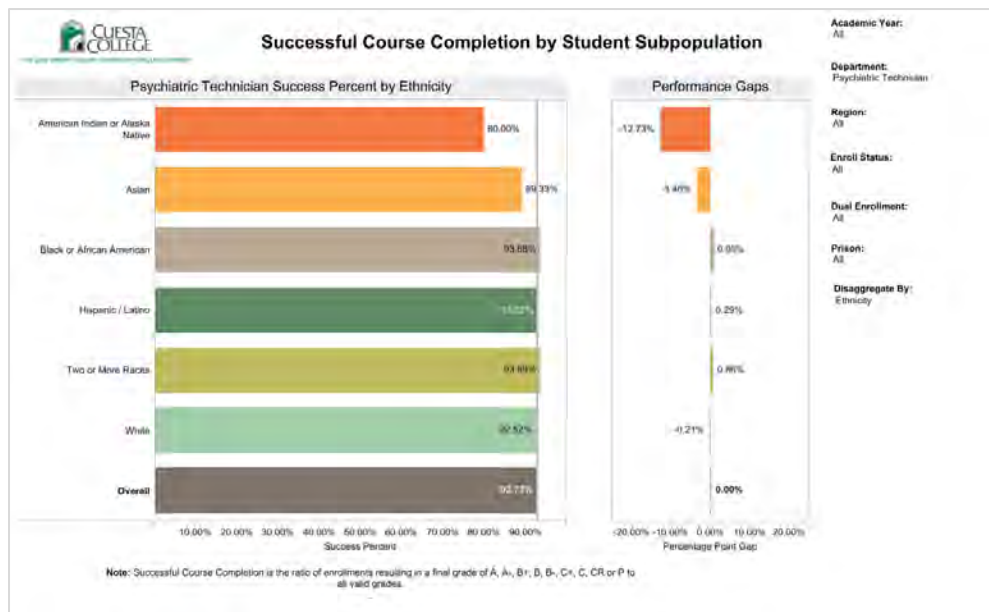Insert the data chart and explain the observed differences between the program and the college.

SLOCCCD Program Review Data: Successful Course Completion

Select Department:
Psychiatric Technician

TERM
All

Measure Names
- Department Success Rate
- Overall College Success Rate

COURSE
All

Successful Course Completion - Psychiatric Technician

	Academic Year 2017 - 2018	Academic Year 2018 - 2019	Academic Year 2019 - 2020*	Academic Year 2020 - 2021	Academic Year 2021 - 2022
Department Success	95.01%	88.79%	93.40%	88.68%	92.53%
College (bar)	78.67%	76.46%	82.51%	74.00%	74.72%

Psychiatric Technician Success Rate Table

	Academic Year 2017 - 2018	Academic Year 2018 - 2019	Academic Year 2019 - 2020*	Academic Year 2020 - 2021	Academic Year 2021 - 2022
Department Success..	95.01%	88.79%	93.40%	88.68%	92.53%
Total Enrollments	341	339	328	160	241

Student course completion rates are higher than college-wide course completion rates. Instructors continue to work closely with students as they identify challenging content. Having regular instructor office hours has allowed students to meet with the instructors if needed. An emphasis on program rigor and student commitment is presented to applicants during the initial application process and again at orientation.
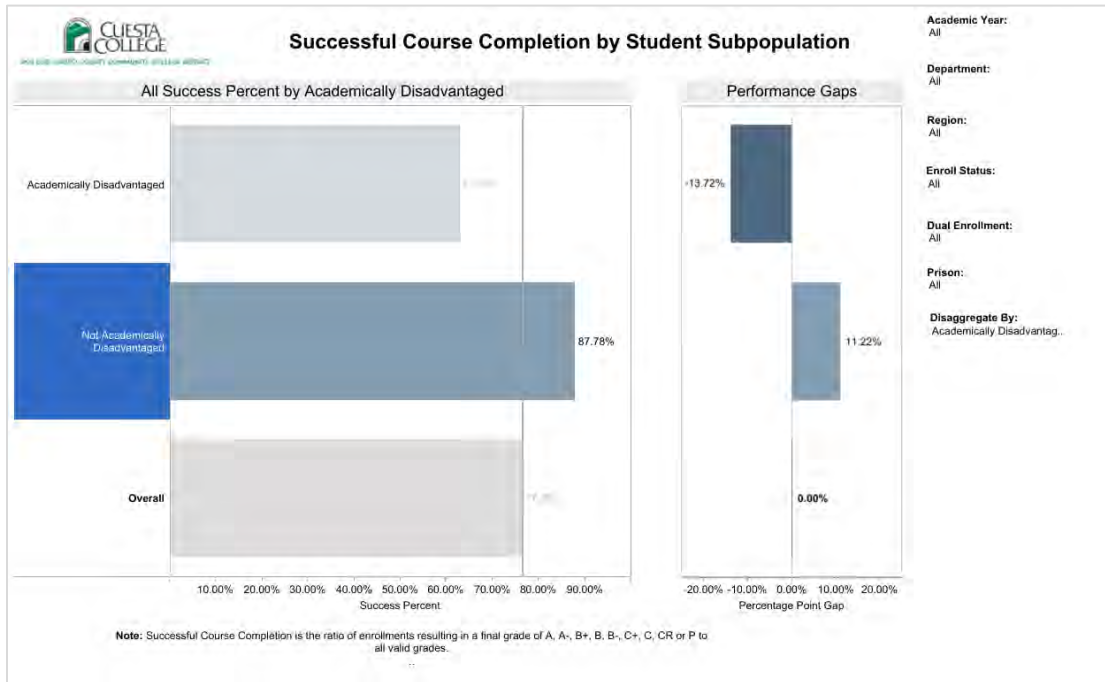
G. Review the [Disaggregated Student Success](#) charts; include any charts that you will reference. Describe any departmental or pedagogical outcomes that have occurred as a result of programmatic discussion regarding the data presented.
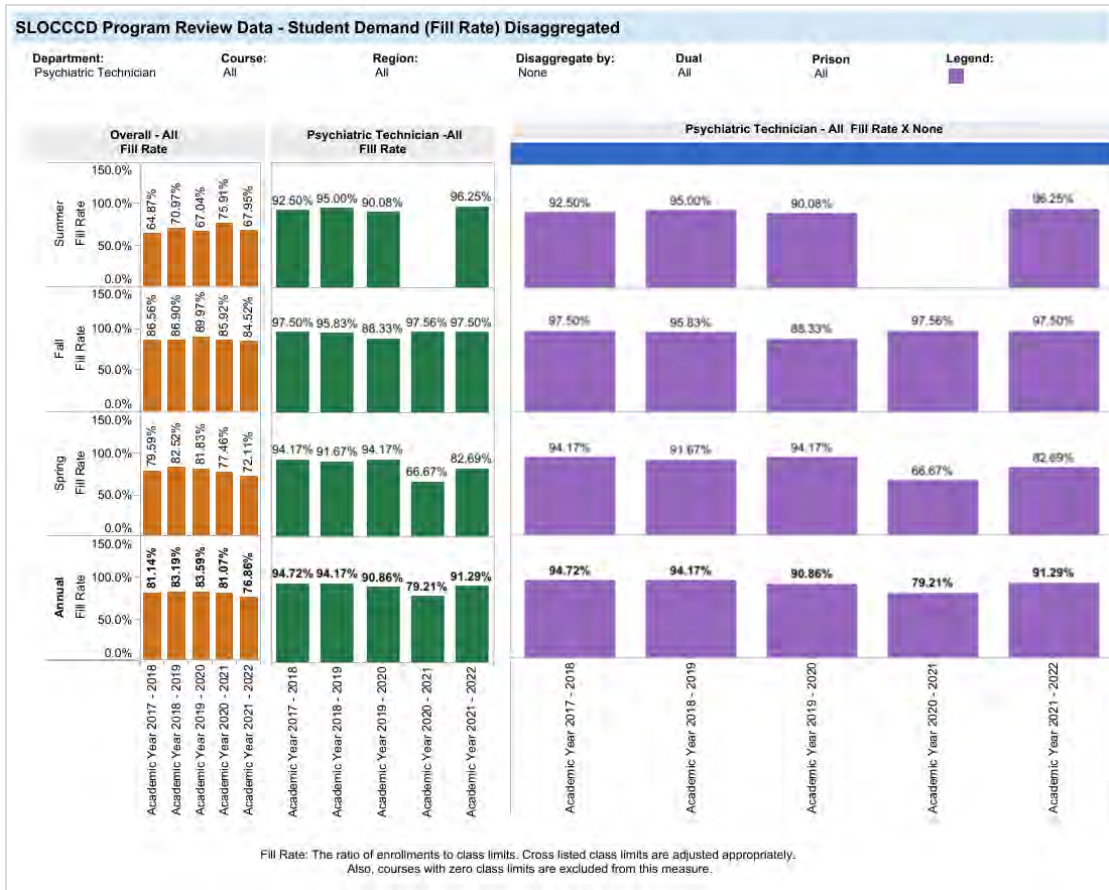

We serve an age group of 18 to over 50 years old. The rigorous curricula of the Psych Tech Program are challenging. However, it is achievable and shows a high success percentage for the age group we attract.

The Psych Tech Program is an extremely well diverse program. The program attracts students from many different ethnicities. All students are treated equally and receive the needed support and encouragement from faculty and staff. ESL students utilize Cuesta resources to assist them in success.

Academically disadvantaged students enrolled in the Psychiatric Technician Program are less successful compared to not academically disadvantaged students. This might be attributed to the rigor of the program. Students complete 61.5 units in a twelve-month program. DSPS services are available and provided for those students that qualify. Students who require testing accommodations are required to test at either of the Cuesta College campuses when the campus is open. During periods when the campus is closed, accommodations are provided at the program classrooms at DSH-Atascadero. Academically disadvantaged students are encouraged to record classroom lectures and utilize a variety of study techniques. Instructors hold early morning and afternoon study/review sessions throughout each term for interested students.

SLOCCCD Program Review Data - Student Demand (Fill Rate) Disaggregated

Fill Rate: The ratio of enrollments to class limits. Cross listed class limits are adjusted appropriately. Also, courses with zero class limits are excluded from this measure.

The Psychiatric Technician Program is an ongoing program that registers in Spring, Summer, and Fall. Each semester is documented to have a higher fill rate than the overall-college fill rates. During the 2020-2021 academic year a summer session was not registered due to the extension of the spring term related to the COVID-19 pandemic.

OTHER RELEVANT PROGRAM DATA (OPTIONAL)

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

N/A

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: *NONE.*

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:*

The program goal for the upcoming academic year is to bring more awareness of the Psych Tech program to the community. Being able to utilize any marketing and advertising resources available such as billboards, radio and television commercials, and providing additional informational meetings. The research shows the job opportunities for a licensed Psychiatric Technician are great in San Luis Obispo County. Bringing more awareness to our community of program availability will help attract students and fill jobs.

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		☐ Identified ☐ Resources Allocated ☐ Implemented	Select one
Student Demand (Fill Rate)		☐ Identified ☐ Resources Allocated ☐ Implemented	Select one
Efficiency (FTES/FTEF)		☐ Identified ☐ Resources Allocated ☐ Implemented	Select one
Student Success – Course Completion		☐ Identified ☐ Resources Allocated ☐ Implemented	Select one
Student Success — Course Modality		☐ Identified ☐ Resources Allocated ☐ Implemented	Select one
Degrees and Certificates Awarded		☐ Identified ☐ Resources Allocated ☐ 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.