

Program Viability Committee Summary

November 10, 2022, 10:00 a.m. to 11:30 a.m. – Zoom

Members present: Garrett Rieck (Noncredit Faculty), Tricia George (Humanities/Interim Curriculum Committee Chair), Jason Burgdorfer (MSHP-MSE), Jesse Vera (Adjunct Counselor & AMSA Faculty Co-Advisor), Julie Hovden (Counseling), Dr. Omar Torres (CIO), Jennifer Paris (SBS), Rebecca Eikey (MSHP-MSE), Jennifer Paris (ECE), Erik Polanco (ASG Student Rep)

Guests: Marilyn Jimenez (Academic Senate Administrative Assistant), Harriet Happel (Dean of Career Ed and Integrative Learning, CTE), Dr. Kathy Bakhit (Dean, HPPS), Daylene Meuschke (Dean, Inst. Research, Planning & Effectiveness), Kristi Miura (Nursing), Jenn Germany

I. Routine Matters

1. Call to order: 10:04 am
2. Approval of 10/27/2022 meeting minutes:
 - a. A correction was made to the spring 23 summary. PV Committee meetings will be held on Thursdays and not Tuesdays.
 - b. Motion to approve the meeting minutes by Jesse Vera, seconded by Julie Hovden. Unanimous. Approved.
3. Approval of the Agenda
 - a. Motion to approve the agenda by Erik Polanco, seconded by Dr. Rebecca Eikey. Unanimous. Approved.

II. Discussion

1. Program Initiation: Surgical Technologist – Kristi Miura and Kathy Bakhit
2. **Need for the program:** The goal of COC is to serve the community and fill that gap and for students to earn decent wages. There has been a nationwide growth in health occupation. As of September 2022, the health occupation has continued to grow by 13% from 21-31. This is almost double for all occupations and is due to the need to replace workers who are leaving their occupations.
3. **South-Central Coast Regional Consortium LMI Report:** Local Jobs announcements for the 91355 in the past 8 weeks has been at 206. There are 878 regional completions for all fields compared with 1,091 openings for 2020, this is a 213 positions gap. The medium wages are higher for all occupations at \$45K. Nationwide the median pay for Surgical Assistants and Technicians is \$23K. For the bottom 10% in the state of CA. the annual wages are at 36K but can go up to \$75K.
4. **Industry Experts:** Jenn Germany has served as a Surgical Technician for 31 years. She has served as a past Navy Corpsman, Navy Director and Surgical Technologist for the last 20 years. Kristi Miura (faculty) has worked in OR in a surgical capacity and has served as the faculty champion, working with Nursing faculty.
5. **Advisory Board:** There is strong support from Henry Mayo and they have provided letters of support. One member requested 100 technicians as they have many job openings to fill.
6. **Accreditation bodies:** There are two different types of accreditation that all programs must follow, these include CCAHEP and ABHES. Both are relatively equal in the demand for which the program is qualified to be accredited. The documents have a signal hub which is the ARCHST that sets up all documents, guidelines and rules for the accrediting body.
 - KHEP is considered the gold standard and is very stringent and meticulous about information. For KEHP a director needs to be in place. This will require a self-

study, an outline of what type of faculties have, budget and community report, how many clinical sites would you have available immediately and % of students trying to enroll.

- ABHES is simpler and is the same information required and the standard is not as strict. There is some leeway as far as uploading info or having to print a book.
 - With regards to a timeline some will require the director and clinical coordinator to be hired before a college goes through the accreditation process. Other require a cohort which requires graduates. There are many support systems which help to make sure documents are done correctly. A clinical site is not mandated for accreditation but it is required for clinicals. Need clinical contracts to meet board item requirements, need onboarding requirements and meticulous record keeping as some clinical partners may visit. There was a submission in the previous program review for support staff.
7. **What do Surgical Technologist do?** Assist in operations, are the surgeon's right hand, supervise to make sure surgeons don't skip a step, prepare operation rooms, transport patients and adjust lights. There are different terms for a *Certificate of Medical Technology* and *Technologist*.
- **Technician:** Is someone who is trained hands on and does not have board certification authority.
 - **Technologist:** The department is striving to develop program that is fully accredited to allow students to build their careers.
8. **Education and Experience:** Must have a HS or GED. Most schools do a basic entrance exam such as the HESE. This is vocational education. Students do not need have to have any medical background including high school graduates but will be fully educated. This program also prepare the students to serve as Pathology Assistant, Sterile Processing Tech, and Surgical Tech.. Students need to know the microbiology, sterile processing and surgical technology. This is not just the passing of the instrumentation as a Technologist does the circular role, sterilization and bed side process.
9. **Associates of Science in Surgical Tech:** This program prepares graduates for the entry level careers. Not a transfer degree. There are mandated GE or prerequisite courses with 64 core units. 18 months of core curriculum is standard.
10. **Surgical Technologist Core Curriculum and units:**
- **Mandated GE Courses:** English, College Math/Algebra (such as a Basic & College level Math) and Computer Skills. Critical Thinking course will not be needed for a local degree and would count as a Humanities requirement. Oral Communication & Written Communication (3 units) would count as Humanities. The overall proposal can be approved with the understanding the mapping of courses will need to be revised.
 - **Lab Courses:** Introduction to Science such as Pharmacology: This course breaks down the different types of anti-biotics and intravenous fluids, how are medications passed thought out the body and how to read labels. Medical Terminology and Lab (4 units), Anatomy & Physiology I & II w/lab (4 units each) and Microbiology (3 units of lecture & 2 units of lab). This doesn't have to be hands on lab. The lab component can be incorporated into the lesson plan and offered in person or online. In the lab setting it is a 10:1 ration but can have as many students. It is 1 instructor per 10 units. There is pre-requisite for Biology 100 and Chemistry 151 and this add more units. Pre-requisites are an accreditation standard.
 - **Core Curriculum:** Surgical Technology Theory I: This is Intro to Theory and covers what is a surgical tech, death and ethical issues. Surgical Technology Theory II

and III: This covers ethical and moral responsibilities. This is the operating room, equipment, instruments, how to scrub down, gloves, set up back table and the intro for lab. Surgical Procedures I: This is MIS surgery, general, OBGYN and urinary surgery. This course then goes into ENT, ophthalmology and vascular system. Towards the end of the course the focus will be on clinical rotations. Need to have a minimum AST requirement but no aspect requirements, however ABHES does. There are two separate terms to allow time to meet the requirements which includes a minimum of 120 cases between 5 different specials with the hours. Both are needed to graduate.

- **Total Units:** A correction will be made as the total units should be 23 units and not 28 units. This program may require 6 more units. Too many units may be a barrier for success and retention? This program is similar to nursing except for medical terminology. There is a diversity requirement as well with CALGETC and this will also change the unit requirement.

11. Human Resources Needed:

- **Full-Time Surgical Assistant:** A full-time Surgical Tech will need to be requested. This position will be responsible for mapping the curriculum. It will then be determined if this is a recommended, strongly recommended or a pre-req position. PTA Assistant Director, Dr. Pevsner is working on this. **Surgical Director Assistant:** The idea is not to build the program and then have accreditation require that the faculty director be involved from the beginning. The bulk of the curriculum design and budget planning will happen with a full-time faculty in place. It is beneficial to have an additional FTF once classes begin.

12. **Physical Resource Needed:** To initiate the program a lecture and lab space equipped as an operating room will be needed. Can use a hospital setting and will need to have mock operating rooms. With the Towsley Hall remodel the hope is to make sure the program has enough room and lab space. If there are 10 students per operation the program may need 2 operating rooms. Depending on the size of the space of lab 2-3 areas can be created.

13. **Cost of equipment:** Need to have at least one surgical bed and machine. These do not have to be new or state of the art but need to be in place. Disposables will be a constant with students. There is no need for a CR and microscope as this is part of clinical rotation. Will need a sterilizer of some sort and does not need to be a large in wall can be a counter mounted. A full generated list can be provided of what is required. Dr. Kathy Bakhit and Dr. Omar Torres are working on a spreadsheet with consultation and outlines for lecture, lab, equipment, surgical bed, gurney or lifts, and counter space need for Pharmacy Tech. Need to be thoughtful in identifying the need for the new science building.

14. **Southwest College Program:** They had some issues meeting accreditation requirement with HIPPA and had to close down the program. If there are multiple different programs and schools they all have to be under the same curriculum. For a for-profit school it is typically credit hours or clock hours. The numerical guidelines can be construed to match COC's needs. Total units may be 41-42. Southwest College's program is 43.5 units for just the surgical are and does not includes the sciences, with the sciences includes the total is 46 units. The nursing degree is 39 units. Some surgical courses at Skyline College are both lecture and lab for a total of 6 units. If the program ends up with 48 units, it is not unusual.

15. **Program Required Units:** A 1-unit lab at a CCC is equal to 54 hours of instruction. 5 units would be 54 X 5. This would not be 54 + and this is a typical lab which goes the entire duration of the semester, with 3 hours a week being average. 1 unit is equivalent to 18

hours. In the COC system 4 units is 3 units of lecture and 1 unit of lab with 54 lab hours. The total units required will be less for the AA degree. Skyline College has the only active program for CCC. Some of the labs 5 ½ units.

16. **Surgical Technology Externship Hours Required:** The program includes mandatory 600 hours of externship to be completed prior to graduation. This is a mandatory requirement for the national board surgical exam with NBSTSA. For KHET it is 30 days after the term end or graduation. Current with ABHES identify with clinicals. Students need to complete the 600 hours of externship and courses. Every school does a minimum 40 hours a week and students need to adjust their schedules to accommodate. Other programs do a limited number of hours per week. For this program it is non-paid with 36-50 hours of externship up to the 16 weeks. The externship 600 hours counts for the clinical hours.
17. **Financial Aid:** Most students work afternoon or side jobs. Students plan out 1 year in advance and to make sure they are covered.
18. **Paid Internships:** A paid internship for surgical tech and this can be looked at. If students are not taking a full load student can qualify for some FA and with internships can work with Nicole and Harriet to create a paid internship with CWEE. Colleges will need to update the policies of the new acronym "WEE" to outline paid or non-paid with 54 hours required. Counseling can talk to students as some may have 11.75 units. Nursing has created support classes. Some students can enroll in a support class to get them to 12 units or they can take a 1-unit DANCE class.
 - **Surgical Tech:** Education delivery can be done in person or in a blended format. Blended is new to this field and learned to adapt due to COVID. In person is ideally best and this is a hands-on program.
19. **Alternative Pathway for Nursing:** This program may be one potential pathway for nursing as pre-requisites will be completed. The waitlist is long to get into the Nursing program with 500-700 applying for 50 spots at COC.
20. **Military and Veteran Student Experience:** For an AA program, accepting military experience has not been seen but for the BA this has been seen. There is a BA in Surgical Tech. There are 2 schools that will take a statement of motivation and military transcripts. There is a credit for prior learning policy that was approved due to the veteran's needs. Would they agree to all credit for prior learning and choose the assessment? There would need to be some prep work to ensure this is done in an equitable way. Major or program directors have a military background as they already know what the standards need is and looking at transcripts they would know.
21. **Timeline to complete Pre-Requisites:** Need to see the visual with the CHEM and BIO pre-req courses and this may not be done in 3 semesters. The pre-ques will be done in 1 year + the additional classes for the AA and this can be done during WI and SU sessions. The program itself would be 3 semesters. This program can be set up as an accelerated program to be completed in 8 weeks or as long as 16 weeks. This will depend on the program director managing the actual teaching. A student can take 2 classes at once for example, Theory I with Pharmacology and Theory II with lab. It is not recommended to have students take intro to lab in the beginning as they haven't learned anything about theory.
22. **Student Interviews for the Program:** Each student applicant is interviewed for 15-20 minutes by the program director to find out both the faculty and student expectation. This helps to clarify a student isn't going into nursing and clarifies the level of dedication. Student will need to understand that lives on their hands and this needs to take this seriously. At the end of the day no student will be turned away and a student

will adapt or not. With nursing and EMT a group orientation is done to share information, so they understand the level of commitment.

23. **Next Steps:** There will be some follow up needed to updated curriculum map, have a list of equipment with possible prices, some preliminary discussion for CPL as many faculty teaching will be veterans and the students enrolled will be veterans. Tricia George can help with the program course mapping. Need to also see the cost analysis for 40 students as when courses are sequenced, what is the cohort size? The cohort size will determine by COC. Smaller for profits schools only introduced 12 students per year. Some enroll 50 and dwindle down to 30 students. The pre-requisites are included in the curriculum and will have to be vetted. Need to outline in what semester the classes would be offered such as winter or spring etc. and the time of completion.
24. **Next Meeting:** The PV Committee meeting is scheduled for Feb. 16, 2023. This program will be on the next agenda.

4 programs approved and 7 reports.

III. Adjournment: