

San Joaquin Valley College
Occupational Therapy Assistant
Capital / Non-Capital / Consumables

Description	Qty	Unit Cost	Ext Cost
Leasehold Improvements	1	35,000.00	35,000.00
Leasehold Improvements			35,000.00
Capital Items			0.00
Patriot Full-Electric Low Bed with Fiberboard Decorative Walnut Bed Ends	1	797.12	797.12
training Stairs, Straight With 2 And 3 Steps With Platform, 30 Inch Wide	1	1,023.00	1,023.00
mulit purpose combination rack	1	795.00	795.00
Bailey Electric Hi-Lo Mat Platform	1	5,907.00	5,907.00
wall mounted folding mat platform	1	737.18	737.18
Work Table with Crank Hydraulic Lift	1	2,100.95	2,100.95
Non-Capital Items			11,360.25
Pegs	1	9.98	9.98
Foot Funnel	1	12.00	12.00
Rolyan pinch exerciser	1	14.54	14.54
Jamar Technologies Discriminator	1	28.15	28.15
Jamar Technologies 9 hole Peg test kit	2	37.44	74.88
Brandt Industries 6 Inch Exercise Skates	1	38.76	38.76
Yes U can Fine motor kit	1	64.31	64.31
bolt boards	1	64.73	64.73
Bilateral Sander	1	95.31	95.31
Jamar Monofilaments set of 5 monofilaments	1	126.06	126.06
mobile arm support	1	386.63	386.63
cando vinyl dumbbells	4	1.32	5.28
cando vinyl dumbbells	2	1.32	2.64
cando vinyl dumbbells	2	1.32	2.64
Purell® NXT® Space Saver™ Dispenser Only 33.8 oz (1000 mL)	5	2.25	11.25
TENSOR Elastic Bandage w/Removable Clips - 6" wide	15	3.06	45.90
Precision Scissors	10	3.19	31.90
taylor reflex hammer	8	3.93	31.44
3M Coban Self-Adherent Wrap 4" wide	25	5.35	133.75
Cuff Weights - Yellow	1	6.09	6.09
Cuff Weights - Tan	1	6.09	6.09
Cuff Weights - Blue	1	6.09	6.09
Cuff Weights - Black	1	6.09	6.09

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Description	Qty	Unit Cost	Ext Cost
one handed denture brush with suction cups	1	6.84	6.84
McKesson Confiderm® Nitrile Exam Gloves - NonSterile, PowderFree, Textured, Blue	10	7.59	75.90
McKesson Confiderm® Nitrile Exam Gloves - NonSterile, PowderFree, Textured, Blue	10	7.59	75.90
McKesson Confiderm® Nitrile Exam Gloves - NonSterile, PowderFree, Textured, Blue	10	7.59	75.90
Sani Cloth Super Wipes - Large Dispenser	10	8.07	80.70
pocket arm sling	2	8.51	17.02
Baseline 360 Degree Clear Plastic Goniometer	8	8.77	70.16
Baseline 360 Degree Clear Plastic Goniometer	8	8.77	70.16
compression gloves	2	8.86	17.72
compression gloves	2	8.86	17.72
Kineso taping	1	8.99	8.99
porcupine balls	1	9.12	9.12
porcupine balls	1	9.12	9.12
gait belts	8	9.41	75.28
good grips utensils	7	9.60	67.20
good grips utensils	7	9.60	67.20
good grips utensils	7	9.60	67.20
Baseline Measurement Tape	30	9.82	294.60
Invacare Dual-head Stethoscopes	8	9.89	79.12
Purell Instant Hand Sanitizer - 1000 ml Refill	20	10.02	200.40
pediatric spoons	1	10.31	10.31
Twist and Bend bars	1	10.69	10.69
flexi cut cups	1	14.31	14.31
weighted base cup	1	14.50	14.50
theraputty	1	15.32	15.32
theraputty	1	15.32	15.32
theraputty	1	15.32	15.32
tuning fork with variable frequency	8	16.72	133.76
pediatric feeding	1	16.81	16.81
crutches	2	17.25	34.50
plastic transfer board	4	17.81	71.24
theraband 6 yards medium red	4	17.81	71.24
theraband 6 yards heavy green	4	17.81	71.24
theraband 6 yards thin yellow	4	17.81	71.24
theraband 6 yards x-heavy blue	3	17.81	53.43
push up bars	1	18.15	18.15

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Description	Qty	Unit Cost	Ext Cost
snap on walker basket	1	19.03	19.03
foam tubing	4	19.95	79.80
FitBall Balance Disc	1	20.69	20.69
hand keyper	1	20.86	20.86
pocket dresser	2	21.12	42.24
Bendable inspection mirror	1	21.48	21.48
hand based writer	1	21.82	21.82
Poli-Gel Wheelchair Cushion	5	25.20	126.00
Power webs	2	25.96	51.92
Quadriplegic Palmar Clip with Pocket	1	26.92	26.92
footstool	1	28.77	28.77
prism glasses	1	29.38	29.38
Economy I.V. Pole with Removable Top - 4 Legs	1	36.48	36.48
footstool with handrail	1	36.66	36.66
transfer board 8 x 30	2	37.27	74.54
transfer board 8 x 24	2	37.27	74.54
Hemi walker	2	42.89	85.78
rolyan energizing exercise balls	1	54.20	54.20
rolyan energizing exercise balls	1	54.20	54.20
rolyan energizing exercise balls	1	54.20	54.20
pulse ox	6	57.32	343.92
Digit flex	2	58.50	117.00
forearm crutches	1	60.03	60.03
bed wedge	1	60.24	60.24
Comfy Splints Hand/wrist	2	63.68	127.36
GivMohr sling	1	70.67	70.67
abduction pillow	1	71.82	71.82
Cando vinyl covered foam wedge	1	73.47	73.47
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Cando vinyl covered foam wedge	1	73.47	73.47
Slim weight bar	1	77.20	77.20
positioning pillows	4	85.67	342.68
Drop arm commode	1	93.89	93.89
BOSU PowerStax	1	99.95	99.95
half rolls positioners	1	112.36	112.36
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Description	Qty	Unit Cost	Ext Cost
Pinch Gauges	2	125.07	250.14
tumble form Valu-form rolls	1	147.01	147.01
3M Littmann Teaching Stethoscopes	2	147.46	294.92
MagneTrainer ER Mini Exercise Bike	2	169.00	338.00
Chrome Sport - Dual Axle Wheelchair	3	175.85	527.55
portable versa table	1	189.99	189.99
Beasy Board Glyder Transfer	2	198.98	397.96
Cruiser III Wheelchair with Swing-Away Footrest	3	206.26	618.78
6 Piece Stainless Steel Goniometer Set	2	209.99	419.98
DMI 18" Wheelchair with Removable Desk Arms	2	217.75	435.50
Hausmann Twin Wedge Set	1	233.00	233.00
tumble form wedges	1	241.04	241.04
hand dynamometer baseline 3 piece kit	2	276.96	553.92
Silver Sport Full Reclining Wheelchair	1	288.74	288.74
heavy duty wheelchair	1	322.03	322.03
heavy duty wheelchair	1	322.03	322.03
bariatric drop arm commode	1	379.49	379.49
forearm volumeter	1	387.50	387.50
Tumble Forms	1	394.21	394.21
Tumble Forms	1	394.21	394.21
portable mirror	1	415.00	415.00
tumble forms scooter board	1	446.99	446.99
Tumble Forms barrel	1	604.41	604.41
See me tunnel	1	35.86	35.86
Sensory Hugs Washable weighted blankets	1	74.95	74.95
United Scientific Supplies, HSL501 Life-Sized Human Skeleton Model	1	215.20	215.20
Universal Bracket for pulley	1	5.95	5.95
button hook/zipper pull combo	2	6.95	13.90
SureFit Food guard	4	8.95	35.80
good grips jar opener	1	9.95	9.95
ADL Universal cuff	8	10.95	87.60
Mug with lid and handles	4	10.95	43.80
theraband hand exercisors	1	11.25	11.25
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Various loops scissors	1	17.95	17.95
Standard Sphygmomanometer	8	17.95	143.60

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Description	Qty	Unit Cost	Ext Cost
pointed tips	1	19.95	19.95
Norco Shoulder Pulley	1	19.95	19.95
offset adjustable cane	3	20.95	62.85
Body care grooming Aids	1	22.95	22.95
hair washer	1	22.95	22.95
quad cane	2	24.95	49.90
long loops scissors	1	27.95	27.95
long loops scissors with finger holes	1	27.95	27.95
Dycem non slip matting	3	31.95	95.85
body washer curved	1	32.95	32.95
Wrist Support with Universal Cuff	2	32.95	65.90
Wrist Support with Universal Cuff	2	32.95	65.90
stacking cones	3	34.95	104.85
optimal walker wheels	1	34.95	34.95
side walker	2	39.95	79.90
waterproof cutting board	1	49.95	49.95
first aid kit	1	52.95	52.95
Total hip replacement kit	5	64.95	324.75
shower seat with back	1	69.95	69.95
See-thru work tray	1	76.95	76.95
Universal tub transfer bench	1	79.95	79.95
Two button folding walker with wheels	4	79.95	319.80
heavy duty bariatric folding walker	1	89.95	89.95
Achieva™ SMART-Mirror™	1	89.95	89.95
bariatric shower bench with back	1	99.95	99.95
rolling walker	2	129.95	259.90
comfortline flip away tray	1	179.95	179.95
comfortline flip away tray	1	179.95	179.95
Over bed table	3	259.95	779.85
Personal Work Table	1	365.00	365.00
hands free page magnifier and stand	1	31.95	31.95
Probe Covers for Filac 3000EZ/3000AD Thermometers	1	4.44	4.44
Covidien Filac™ 3000EZ Thermometer	2	175.25	350.50
Easy Glide writer	1	49.94	49.94
Rainbow folding mat	1	133.99	133.99
sensory brushes colorful 6 pack	1	11.99	11.99

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Description	Qty	Unit Cost	Ext Cost
Bumbo Play tray	1	12.99	12.99
Sivan Green Peanut Yoga Ball	1	13.99	13.99
Everlast EverGrip Weighted Vest	1	37.99	37.99
CanDo Peanut Roll	1	52.64	52.64
Consumable Items			19,860.97

Program	Circulation Type	Price	Title	Author	Edition	ISBN/ISSN or SKU	Publisher	Publication Date	Notes
OTA	Book	\$109.00	Occupational Therapy for Children and Adolescents	Case-Smith, J. & O'Brien, J.C.	7th ed.	978-0323169257	Elsevier	2014	
OTA	Book	\$82.99	Conditions in Occupational Therapy: Effect on Occupational Performance	Atchison, B. & Drette, D.	5th ed.	978-1496332219	Wolters-Kluwer	2016	
OTA	Book	\$64.95	Mental health practice for the occupational therapy assistant	Manville, C.A. & Keough, J.L.	1st ed.	978-1617112508	SLACK Inc.	2016	
OTA	Book	\$79.95	Leading & Managing Occupational Therapy Services	Braveman, B.H.	2nd ed.	978-0803643659	F.A. Davis Company	2016	
OTA	Book	\$75.95	Occupational Therapy in Community-Based Practice Settings	Scaffa, M.E. & Reitz, S.M.	2nd ed.	978-0803625808	F.A. Davis Company	2013	
OTA	Book	\$95.95	Occupational Therapy: Performance, Participation, and Well-Being	Christiansen, C.H.; Baum, C.M.; Bass, J.D.	4th ed.	978-1617110504	SLACK Inc.	2014	
OTA	Book	\$77.95	Group Dynamics in Occupational Therapy: The Theoretical Basis and Practice Application of Group Intervention	Cole, M.B.	5th ed.	978-1630913670	SLACK Inc.	2017	
OTA	Book	\$65.95	The OTA's Guide to Documentation: Writing SOAP Notes	Morreale, M.J. & Borcherding, S.	4th ed.	978-1630912963	SLACK Inc.	2017	
OTA	Book	\$105.95	Mobility in Context: Principles of Patient Care Skills	Johansson, C. & Chinworth, S.	2nd ed.	978-0803658172	F.A. Davis Company	2018	
OTA	Book	\$124.95	Adult Physical Conditions	Mahle, A. & Ward, A.	1st ed.	978-0803659186	F.A. Davis Company	2018	Available August 2018
OTA	Book	\$72.95	Davis's Drug Guide for Rehabilitation Professionals	Ciccone, C.D.	1st ed.	978-0803625891	F.A. Davis Company	2013	
OTA	Book	\$29.95	History of Occupational Therapy: The First Century	Andersen, L.T. & Reed, K.L.	1st ed.	978-1617119972	SLACK Inc.	2017	
OTA	Book	\$61.95	Global Perspectives in Professional Reasoning	Cole, M.B. & Creek, J.	1st ed.	978-1617116353	SLACK Inc.	2016	
OTA	Book	\$56.95	Professionalism Across Occupational Therapy Practice	Deluilis, E.D.	1st ed.	978-1630910914	SLACK Inc.	2017	
OTA	Book	\$112.00	Culture and Occupation: Effectiveness for Occupational Therapy Practice, Education, and Research	Wells, S.; Black, R.M.; Gupta, J.	3rd ed.	978-1569003718	AOTA Press	2016	
OTA	Book	\$104.00	Practical Applications for the Occupational Therapy Code of Ethics (2015)	Scott, J.B.; Reitz, S.M.	2015 ed.	978-1569003879	AOTA Press	2017	
OTA	Book	\$69.00	Reference Guide to the Occupational Therapy Code of Ethics 2015	Slater, D.Y.	2015 ed.	978-1569003756	AOTA Press	2016	
OTA	Book	\$158.00	Occupational Therapy Practice Guidelines for Individuals with Autism Spectrum Disorder	Tomchek, S.D.	1st ed.	978-1569003855	AOTA Press	2016	
OTA	Book	\$98.00	Transitions Across the Lifespan: An Occupational Therapy Approach	Orentlicher, M.L.; Schefkind, S.	1st ed.	978-1569003725	AOTA Press	2015	
OTA	Book	\$148.00	Occupational Therapy Practice Guidelines for Adults with Stroke	Wolf, T.; Nilsen, D.M.	2nd ed.	978-1569003671	AOTA Press	2015	
OTA	Book	\$148.00	Occupational Therapy Practice Guidelines for Adults with Neurodegenerative Diseases	Preissner, K.	3rd ed.	978-1569003558	AOTA Press	2014	
OTA	Book	\$148.00	Occupational Therapy Practice Guidelines for Home Modifications	Siebert, C.	4th ed.	978-1569003572	AOTA Press	2014	
OTA	Book	\$99.95	Physical Dysfunction Practice Skills for the Occupational Therapy Assistant	Early, M.B.	3rd ed.	978-0323059091	Elsevier	2012	
OTA	Book	\$69.95	Diseases of the human body	Tamparo, C.D.	6th ed.	978-0803644519	F.A. Davis Company	2016	
OTA	Book	\$74.99	Exercise for special populations	Williamson, P.	1st ed.	978-0781797795	Wolters-Kluwer	2012	
OTA	Book	\$109.00	Movement Disorders Rehabilitation	Chien, H.F.; Barsottini, O.G.P	1st ed.	978-3319460604	Springer	2017	
OTA	Book	\$62.00	Occupational Therapy in Psychiatry and Mental Health	Crouch, R.; Alers, V.	5th ed.	978-1118624227	Wiley	2014	
OTA	Book	\$113.00	Assistive Technologies: Principles and Practice	Cook, A.M.; Polgar, J.M.	4th ed.	978-0323096317	Elsevier	2015	
OTA	Book	\$77.95	Preparing for the Occupational Therapy National Board Exam	DiZazzo-Miller, R.; Pociask, F.D.	2nd ed.	978-1284072457	Jones & Bartlett	2016	
OTA	Book	\$82.99	Atlas of Human Anatomy	Netter, F.	7th ed.	978-0323393225	Elsevier	2018	
OTA	Book	\$99.95	Case Studies for the Occupational Therapy Assistant	Theis, J.	1st ed.	978-1435425767	Cengage	2010	
OTA	Periodical	\$299.00	American Journal of Occupational Therapy		Print	0272-9490	American Occupational Therapy Association	Active	Print and online subscriptions available
OTA	Periodical	\$80.00	Canadian Journal of Occupational Therapy		Print	0008-4174	Sage Periodicals	Active	Print and online subscriptions available
OTA	Periodical	\$191.00	British Journal of Occupational Therapy		Print	0308-0226	Sage Periodicals	Active	Print and online subscriptions available
OTA	Periodical	\$401.00	Journal of Occupational Rehabilitation		Print	1053-0487	Plenum Press	Active	Print and online subscriptions available
OTA	Periodical	\$917.00	Occupational Therapy in Mental Health		Print+Online	0164-212x	Taylor & Francis Group	Active	Print+Online Sub only
OTA	Periodical	\$2,255.00	Gerontology		Print	0304-324x	S Karger	Active	Print and online subscriptions available
OTA	Periodical	\$574.00	Journal of Occupational Science		Print+Online	1442-7591	Taylor & Francis Group	Active	Print+Online Sub only
OTA	Periodical	\$108.00	Occupational Therapy Journal of Research: Occupation, Participation and Health		Print	1539-4492	Sage Periodicals	Active	Print and online subscriptions available
OTA	Periodical	\$681.00	Clinical Rehabilitation		Print	0269-2155	Sage Periodicals	Active	Print and online subscriptions available

**San Joaquin Valley College
Occupational Therapy Assistant
Financial Budget Summary**

Occupational Therapy Assistant				
	Start Up	1-12 Months	13-24 Months	Total
Average Census		22	34	
Revenue		\$ 579,369	\$ 919,898	\$ 1,499,267
Direct Expense^A				
Salaries	150,456	440,366	447,560	1,038,382
Text & supplies	-	20,066	23,862	43,928
Physicals	-	5,682	8,947	14,629
Lab Supplies	19,861	22,887	36,041	78,789
Cert./Licenses Exams	-	-	15,198	15,198
Library Resources	1,085	-	-	1,085
Consultant	39,000	-	-	39,000
Accreditation Fee	4,390	8,780	4,000	17,170
Total Direct	\$ 214,792	\$ 497,781	\$ 535,608	\$ 1,248,181
Administrative Expense^B				
Depreciation ^C	583	7,000	7,000	14,583
Non Capital	11,360	-	-	11,360
Marketing	50,000	30,000	-	80,000
Administrative Support	-	57,937	91,990	149,927
Total Administrative	\$ 61,944	\$ 94,937	\$ 98,990	\$ 255,870
Net Income^D	\$ (276,736)	\$ (13,348)	\$ 285,300	\$ (4,784)

A: Expenses directly related to the student

B: Administrative expenses that support student learning

C: Depreciation: Capital Expense (5 yr)

D: Campus income before other income/expenses, corporate allocation and taxes

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Occupational Therapy Assistant
Financial Budget Detail

	Values	Start Up	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	1-12 Months
CENSUS															
Beginning Census			-	19	18	17	17	17	17	17	17	17	36	35	
Starts			20	-	-	-	-	-	-	-	-	20	-	-	40
Drops			1	1	1	-	-	-	-	-	-	1	1	1	6
Graduates			-	-	-	-	-	-	-	-	-	-	-	-	-
Ending Census			19	18	17	17	17	17	17	17	17	36	35	34	
Revenue															
Net revenue/student/dy	\$	82	\$ 1,398	\$ 1,324	\$ 1,251	\$ 1,251	\$ 1,251	\$ 1,251	\$ 1,251	\$ 1,251	\$ 1,251	\$ 2,649	\$ 2,575	\$ 2,502	
Days earned per month			26	29	31	30	31	30	31	31	30	31	30	31	
Net revenue			36,349	38,409	38,777	37,526	38,777	37,526	38,777	38,777	37,526	82,115	77,259	77,553	\$ 579,369
Direct Expenses:															
Salaries		138,033	32,217	32,217	32,217	32,217	32,217	32,217	32,217	32,217	40,617	35,217	35,217	35,217	\$ 404,000
Payroll taxes		12,423	2,900	2,900	2,900	2,900	2,900	2,900	2,900	2,900	3,656	3,170	3,170	3,170	\$ 36,366
Text & supplies	\$	271	-	5,423	-	-	-	4,610	-	-	-	10,033	-	-	\$ 20,066
Physicals	\$	22	-	414	392	370	370	370	370	370	370	784	762	740	\$ 5,682
Lab Supplies	\$	88	19,861	1,666	1,578	1,491	1,491	1,491	1,491	1,491	1,491	3,157	3,069	2,981	\$ 22,887
Cert./Licenses Exams	\$	894	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Library Resources			1,085	-	-	-	-	-	-	-	-	-	-	-	\$ -
Consultant			39,000	-	-	-	-	-	-	-	-	-	-	-	\$ -
Accreditation Fee			4,390	-	-	-	4,390	-	4,390	-	-	-	-	-	\$ 8,780
Total direct expenses		214,792	42,620	37,087	36,977	36,977	41,367	41,587	41,367	36,977	46,133	52,360	42,218	42,108	497,781
Gross profit per month			(6,271)	1,322	1,799	548	(2,591)	(4,061)	(2,591)	1,799	(8,608)	29,755	35,041	35,445	\$ 81,588
Gross profit %			-17.3%	3.4%	4.6%	1.5%	-6.7%	-10.8%	-6.7%	4.6%	-22.9%	36.2%	45.4%	45.7%	14.1%
Depreciation	\$	583	583	583	583	583	583	583	583	583	583	583	583	583	\$ 7,000
Non Capital	\$	11,360	11,360	-	-	-	-	-	-	-	-	-	-	-	\$ -
Marketing			50,000	10,000	10,000	10,000	-	-	-	-	-	-	-	-	\$ 30,000
Administrative Support		10%		3,635	3,841	3,878	3,753	3,878	3,753	3,878	3,753	8,212	7,726	7,755	\$ 57,937
Total Expenses			61,944	14,218	14,424	14,461	4,336	4,461	4,336	4,461	4,336	8,795	8,309	8,339	94,937
Net Income			(276,736)	(20,489)	(13,102)	(12,662)	(3,788)	(7,052)	(8,397)	(7,052)	(2,662)	(12,944)	20,960	26,732	27,106
Accumulative Net Income			(276,736)	(297,225)	(310,327)	(322,989)	(326,776)	(333,828)	(342,226)	(349,277)	(351,939)	(364,883)	(343,922)	(317,190)	(290,084)
Salaries + Benefits															
OTA Program Director	\$	8,750	87,500	8,750	8,750	8,750	8,750	8,750	8,750	8,750	8,750	8,750	8,750	8,750	\$ 105,000
OTA Instructor - Full Time	\$	6,667	26,667	13,333	13,333	13,333	13,333	13,333	13,333	13,333	13,333	13,333	13,333	13,333	\$ 160,000
OTA Instructor - Part Time	\$	3,000	-	-	-	-	-	-	-	-	8,400	3,000	3,000	3,000	\$ 17,400
OTA Field Work Coordinator	\$	6,667	10,000	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	\$ 80,000
OTA Admin Assistant	\$	3,467	13,867	3,467	3,467	3,467	3,467	3,467	3,467	3,467	3,467	3,467	3,467	3,467	\$ 41,600
Total Direct Salaries			138,033	32,217	32,217	32,217	32,217	32,217	32,217	32,217	40,617	35,217	35,217	35,217	404,000

Occupational Therapy Assisting- Fresno Plan as of March 2018			
Task Title	Assigned to	Task Status	Month
Present Occupational Therapy Assisting program selection rubric and feasibility data to Senior Management	Angela Heinz	Completed	May-17
Secure contract with Interim Program Director			
Submit Letter of Intent to the Accreditation Council for Occupational Therapy Education (ACOTE)			
Begin obtaining verbal confirmation from clinical sites to host future Occupational Therapy Assisting students for clinical experience	Jerry Franksen		Jun-17
Define and prepare Occupational Therapy Assisting program curriculum requirements; begin curriculum development	Carole Brown		
Prepare Occupational Therapy Assisting program marketing budget and 2-year student enrollment projections	Angela Heinz		Jan-18
Determine campus facility options for Occupational Therapy Assisting program in Fresno	Steve Perry		Oct-17
Prepare Occupational Therapy Assisting program equipment list: furniture, equipment, supplies, textbook requirement	Ralph Ortiz		Jan-18
Set-up Occupational Therapy Assisting program project accounting and complete full budget estimate for Fresno	Scott Perry		Feb-18
Present Occupational Therapy Assisting program proposal and recommendation for Fresno to Senior Management for approval to execute and implement	Angela Heinz		
Prepare Occupational Therapy Assisting program space allocation plan and facility concept drawings for Fresno	Steve Perry		
Present Occupational Therapy Assisting program facility and program proposal to Board of Governors for approval to proceed	Angela Heinz		Mar-18
Prepare and submit ACCJC Substantive Change to establish Occupational Therapy Assisting program in Fresno	Crystal VanderTuig		
Prepare and submit application to the Bureau for Private Postsecondary Education for approval of the Occupational Therapy Assisting program	Crystal VanderTuig	Not Started	Jul-18
Obtain written agreements from clinical sites to host future Occupational Therapy Assisting students for clinical experience	Angela Heinz		
Complete curriculum development	Carole Brown		Feb-19
Submit application to ACOTE for "Candidacy Status"	Greg Osborn		Mar-19
Prepare Occupational Therapy Assisting program computer and software installation and access plan for Fresno	David Mendes		May-19
Prepare the Occupational Therapy Assisting program architectural drawings for Fresno	Steve Perry		
Obtain construction bids for the Occupational Therapy Assisting program classrooms in Fresno			
Confirm contractor and build-out timeline for Fresno			
Obtain remodel permit for Fresno			
Recruit and train Occupational Therapy Assisting program staff for Fresno	Jerry Franksen		Jul-19
Provide Occupational Therapy Assisting program Product Knowledge to Fresno's admission team	Wendi Oliveira		
Submit Occupational Therapy Assisting program IS equipment list for procurement for Fresno	David Mendes		
Prepare and launch Occupational Therapy Assisting program in learning management system for Fresno	Adam Lefaive		Not Started
Prepare and launch Occupational Therapy Assisting program in student records system for Fresno	Cheyenne Reyes		
Secure "Candidacy Status" from ACOTE	Angela Heinz		
Launch Occupational Therapy Assisting program marketing and workshop campaign for Fresno	Joseph Holt	Dec-19	
Deliver New Faculty Orientation to Fresno Occupational Therapy Assisting faculty	Ash Carter		
Complete Occupational Therapy Assisting program lab furniture and equipment installation for Fresno	Ralph Ortiz	Jan-20	
Deliver New Student Orientation to Occupational Therapy Assisting students in Fresno	Jerry Franksen		
Deliver Occupational Therapy Assisting program first day of student instruction for Fresno		Greg Osborn	
Complete and submit Self Study to ACOTE	Greg Osborn		
Complete On-Site Evaluation with ACOTE			
Evaluate Occupational Therapy Assisting program development process for Fresno	Angela Heinz	Sep-20	
Secure accreditation from ACOTE	Greg Osborn		