San Joaquin Valley College
Textbook Improvement Proposal

Approved:	Yes ☒ No ☐
Date:	November 14, 2016
PR Number:	061014

STANDARD:	Proposed textbook revisions must support the outcomes of the program and be in alignment with SJVC's Mission Statement and Strategic Plan.
POLICY:	Textbook Improvement Proposals are to be completed in full and submitted with support documentation to CurriculumImprovements@sjvc.edu between *60 - 90 days prior* to the department's Program Review for peer review and institutional determination. Senior Management approval is required for any text expense greater than 5%.
PROCESS:	Complete and submit the Textbook Improvement Proposal to CurriculumImprovements@sjvc.edu. Attendees at Program Review will vote on adoption of the proposed text/software. A corporate curriculum team member will coordinate implementation of approved proposals.
TIMELINE:	Please allow 90 days for implementation of textbook changes.

Person Requesting:	*Jeff Rutherford, Rancho Cordova Campus Director*
Date:	*9/7/2016*
Campus:	*All Five RT Campuses (Cordova, Ontario, Temecula, Bakersfield, & Visalia)*
Program:	*Respiratory Therapy*
Course:	*All Clinical Courses (RT1, RT22, RT33, and RT44)*
Current text(s):	*None. Manually tracked in different ways across all five campuses*
ISBN:	*N/A*

SECTION 1: New Textbook Information	
Title:	*Clinical Trac*
Author:	*Henry Caldwell*
Publisher:	*C & G Technical Group*
ISBN:	*N/A*
Cost:	*$55/student*
Edition:	
Software required:	Yes ☐ No ☒ | IS Notified: Yes ☐ No ☒
Suitable as Class Set:	Yes ☐ No ☒ | Explain: *This is a URL based clinical tracking system with a per student license.*

SECTION 2: Cost Analysis		
Cost increase of 5% or more must be submitted to Senior Management.		
Review Date:	Approved ☒	Disapproved ☐
Comments:		

SECTION 3: Measurement What metrics will be used to evaluate the effectiveness of the proposed text? (CLO improvement, licensure, certification, etc.) What is the current status and what is the expected target?			
Metric	**Current Status**	**Target**	**Date**
Inter-rater reliability (IRR) (this is a CoARC mandate)	Varies by campus	90%	10/1/2017
PLO 1 – Perform Clinically as a competent advanced-level Respiratory Therapist	>85%	100%	10/1/2017
CoARC Survey response rate (Graduate and Graduate Employer)	<50%	80%	10/1/2017

SECTION 4: Summary of Student Learning Outcomes
1. Provide a general explanation of the benefits of the new textbook.
ClinicalTrac is an online, multi-platform tool designed specifically for program clinical management. It is FERPA and HIPPA compliant. For the student, ClinicalTrac will provide an easily accessible interface to all thing clinical (their site assignment, Clinical Handbook, competencies assigned, attendance, and site/preceptor evaluations) all in one convenient place. The one-time fee of $55 will provide the student full access to his/her clinical records for two years' post-graduation. From these records, students are able to create comprehensive clinical experience reports that can be added to their virtual resume/portfolio. For the Preceptor/instructor ClinicalTrac provides access to all assigned student records (attendance, clinical competencies and assessments, and student evaluations). For the administrator (PD & DCE) ClinicalTrac keeps us informed by providing real-time data analysis on clinical sites preceptors/instructors and students. The system will allow us to perform competency assessment and evaluations integrated with rapid analysis and feedback simplifying IRR monitoring and improvement. Through contact management, combined with survey capability, annual CoARC accreditation report completion will be streamlined. DCE's are able to track background checks, immunization and health screening requirements within ClinicalTrac. Key personnel are also able to assign CoARC surveys directly from the ClinicalTrac system to graduates and site employers. The dashboard display allows key personnel to immediately identify areas that require attention in student competency, attendance, among others. The system will standardize across all RT campuses how and where we conduct student clinical tracking information with this all-in-one data management system by eliminating all paper and ancillary tracking systems. This will substantially improve the productivity of

program personnel and free up Key personnel to utilize their time to focus on needs of the students and those of the clinical site. Programs will have indefinite access to all student records.

2. How does this textbook support the PLOs?

PLO 1 – Perform Clinically as a competent advanced-level Respiratory Therapist

- *ClinicalTrac will provide an easily accessible interface to all thing clinical (their site assignment, Clinical Handbook, competencies assigned, attendance, and site/preceptor evaluations) all in one convenient place.*

- *It will provide an easy dash board display for the student to quickly view areas of clinical competency that the individual student needs to concentrate on improving in order to ensure mastery.*

3. How does this textbook better support the CLOs than the current textbook? (Please address specific SLOs in your response)

Currently, all five campuses manually track in different ways. It is very dependent upon the systems that each campus has in place (as everyone does it differently) and the level and reliability of communication in place at each program with all stake holders. The system will standardize across all RT campuses how and where we conduct student clinical tracking information with this all-in-one data management system by eliminating all paper and ancillary tracking systems it will also standardize the way competencies are assessed. This will substantially improve the productivity of program personnel and free up Key personnel to utilize their time to focus on needs of the students and those of the clinical site.

4. How does this new textbook support the action items listed on your current Program Review Plan? If it doesn't directly align with action items, provide additional explanation or justification for change.

Action Item 3: ATL and Equipment List:

- The ClinicalTrac system directly supports this PR action item. Antiquated tracking and evaluation methods are being eliminated and this resource is being proposed to standardize the clinical competency assessment process and clinical tracking for a standard design RT Program ATL.

Action Item 4: Develop Common Assessments:

- The ClinicalTrac system directly supports this PR Action item. This resource will provide a standardized method of assessing student's clinical competency and mastery in a standardized fashion, as well as tracking said competency throughout their time in the program. It will facilitate immediate analysis by key program personnel to ensure Inter-rate reliability during assessment.

5. What additional instructor resources are provided with this textbook that are not provided with the current textbook? (PowerPoints, software, etc.)

Program personnel can access a student's clinical record from their personal mobile device to verify clinical attendance, complete clinical competency checkoffs and view real time updates to record to determine areas of clinical competency that need to be improved.

6. *Additional Information:*

The system includes 500GB of Server space per campus. Additional space is available at a cost of $125/GB. Initial allotment of 500GB will be sufficient until the 3rd year of the contracted licensing cycle, at which point an additional $400 annually will be assessed per campus.

SECTION 5: Academic Leadership Input
A statement from the Academic Dean (Campus Director if submitted by the Academic Dean) documenting their knowledge and support of the proposed improvement is necessary to process the proposal (Separate Attachments or emails to the Curriculum Specialist are acceptable).

Cordova CD, Jeff Rutherford completed TIP.

CAO input:

Cheyenne- *student attendance must stay within CampusVue*

Adam Lefaive- confirmed that CampusVue is compatible on a *limited basis* with the ClinicalTrac system. Attendance captured in ClinicalTrac will be downloaded to CVue in the same manner as with D2L to Academic info.

David Mendes- *confirmed that the 500gb of disk space will not be housed on the campus servers but rather in the cloud by ClinicalTrac (URL based). No anticipated issues or additional expense required.*

Ralph Ortiz- *contract reviewed; estimated expense (below)*

Proposed Fees and Payment Schedule			Per		
Description	Terms	Units Students	Student Fee	Access Years	Ext Cost
2nd Year Student Fee					$3,000
Year-1 Students License Fee	1, 3, 4, 5	207	$55 x	2	$22,770
Year-2 Students License Fee	1, 3, 4, 5	207	$55 x	2	$22,770
Year-3 Students License Fee	1, 3, 4, 5	207	$55 x	2	$22,770
Total 3-Year Agreement Cost ->					$71,310

			Payment Schedule				
Now	12/01/16	01/01/17	12/01/17	01/01/18	12/01/18	01/01/19	Tot
$3,000	$11,385	$11,385	$11,385	$11,385	$11,385	$11,385	$71,310

Annette Austerman- *training provided by ClinicalTrac with support for reinforcement from PDs*

Program Review Report

Respiratory Therapy

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Executive Summary

✅ **Institutional Mission Statement:**

San Joaquin Valley College prepares graduates for professional success in business, medical, and technical career fields. The College serves a diverse student population with a common interest in professional development through career-focused higher education. The College is committed to student development through the achievement of measurable learning outcomes, emphasizing a balance of hands-on training and academic instruction. The College identifies and responds to the educational and employment needs of the communities it serves. The College is committed to the success of every student.

✅ **Program Description:**

The Respiratory Therapy program is 80 weeks in length and prepares students to be a member of a health care team that evaluates, treats, and manages patients with respiratory illness and other cardiopulmonary disorders. In addition to performing respiratory care procedures, respiratory therapists are involved in clinical decision-making and patient education. Students receive extensive clinical practice in hospitals and clinics to gain real world experience.

✅ **Objective:**

Program Review is a faculty-driven inquiry process that provides a structure for continuous quality improvement of each academic program. The process brings together key program stakeholders to evaluate a wide range of data about the program in order to reflect on student learning. Upon concentrated analysis of the data portfolio, stakeholders use the results to construct plans for program improvement and enhancement.

Summary:

The Respiratory Therapy program review was delivered in an asynchronous format. This format allowed for deeper analysis of stakeholder participation, effective timeframe and historical capture. The program review began on October 14, 2016 and concluded November 25, 2016.

A total of 23 active participants completed the Preparation Self-Assessment with an average score of 70%. This self-assessment was to gauge participants' understanding of data analysis as it pertains to their program and courses. Further evaluation of these foundational concepts was demonstrated in discussion forums marked *Data Observation* and *Data Analysis*. These discussion forums were guided by the Curriculum and Assessment Department staff as facilitators.

Participants included: Program Directors, Instructors, CAO Academic Affairs, students, and employers via Advisory Board feedback.

In 2016, the RT program on all five campuses purchased ClinicalTrac and HealthStream. ClinicalTrac is a clinical management interface supporting the CoArc mandate of inter-rater reliability. HealthStream is a program used to electronically validate that a student has passed the American Heart Association skill testing requirements for the HeartCode courses. In addition, the Rancho Cordova campus purchased MyClinicalExchange and MyClinicalExchSub; database subscription sites as part of the Dignity Health System which is used by hospital sites to maintain and monitor student compliance, access and participation in rotations and orientations.

Reducing and rewriting CLOs and PLOs was a main topic in the discussion. Course outlines and mastery assessments are being revised. All revisions will be completed by July 2017.

Program Achievement Highlights: 2014 to 2015

RT

- **Course Completion** improved from 94.6% to 95%
- **Attendance** remained steady at 97.2% to 97.4%
- **Placement** improved from 51% to 70%
- **Graduation** dipped from 76% to 74%
- **Learning Outcome Achievement** improved from 75% to 81%
- **Retention:**
    - **First Term** increased from 87% to 93%. Ontario saw an 8% increase and Visalia improved 13 percentage points from 2014 to 2015. Programs overall are at 90% YTD for 2016.

Admissions:

Academic Year	RT
2014	271
2015	205

2016	230

Total Starts by Campus

Campus	2014	2015		2016
Bakersfield	45	33		27
Ontario	82	46		61
Rancho Cordova	77	51		76
Temecula	29	35		40
Visalia	38	40		26
SJVC	**271**	**205**		**230**

RT Licensure:

				Pass Rate 2015 - Data Collection Period still Open for This Year	Pass Rate 2016 - Data Collection Period still Open for This Year	
Revised:	10.20.16					
Programmatic Accreditation w/Threshold Requirement						
Program	Campus	Test(s)	Pass Rate 2014	Pass Rate 2015 - Data Collection Period still Open for This Year	Pass Rate 2016 - Data Collection Period still Open for This Year	Programmatic Standard/ Threshold (Minimum)
Respiratory Therapy	Bakersfield	NBRC: Certified RT Credential (CRT)	100% (49)	97.0%	96.0%	AS OF TODAY, 80% of total number of graduates obtaining NBRC CRT credential (3 year average)
	Rancho Cordova	NBRC: Registered RT Credential (RRT)	91% (71)	98.0%	97.0%	
		NBRC: Certified RT Credential (CRT)	100% (78)	100.0%	96.0%	
	Ontario	NBRC: Registered RT Credential (RRT)	93%	93.0%	90.0%	
		NBRC: Certified RT Credential (CRT)	99% (70)	97.0%	92.0%	
	Temecula	NBRC: Registered RT Credential (RRT)	90% (40)	100.0%	100.0%	
		NBRC: Certified RT Credential (CRT)	100% (40)	100.0%	100.0%	
	Visalia	NBRC: Registered RT Credential (RRT)	90% (37)	69% 20/29	61.0%	
		NBRC: Certified RT Credential (CRT)	100% (41)	79% 23/29	71.0%	

In January 2015, the CRT and WRRT were combined into the Therapist's Multiple Choice (TMC) exam. In order to obtain an RRT credential, which is required for employment in CA, grads must pass the TMC exam at a rate of 94%; attaining the lower threshold awards only the CRT (which does not allow for employment in CA); attaining the higher threshold allows the candidate to then sit for the Clinical Simulation Exam (CSE). Only upon passing the CSE is the RRT credential awarded.

While programs are required to meet 88% for CRT, there is no current threshold for RRT. However, as CA requires RRT for employment, an *internal* threshold of 80% has been suggested by Greg Osborn (CAO Director of Program Compliance/Accreditation) to ensure that we are maintaining a high rate of licensure which also assists with placement.

*Visalia experienced curriculum and personnel changes. In the 2015 advisory board minutes, the program director expressed that students were memorizing questions and not applying critical thinking concepts. Visalia adopted an adaptive learning tool for quizzing students prior to the TMC and CSE. There was a direct correlation between students who performed well on the TMC exam and in clinical simulations.

Placement:

	Q1	Q2	Q3	Q4	**Average**
2014	30%	68%	50%	56%	**51%**
2015	63%	76%	71%	70%	**70%**

Placement rate calculations include standards and definitions which changed substantially effective July 2016. These are not an accurate reflection of graduate placement under the new standards and definitions, and are suitable for internal use only, and then only as comparative rather than absolute measures.

Participants expressed opportunities for placement improvement and increased ownership from every department. Students can seek sub-acute, post-acute, pulmonary rehabilitation, home health and out of area employment opportunities. Soft skills and professionalism improvement was a recommendation by employers during Advisory Board sessions.

Resources

Textbooks:

The number of textbooks was reduced and standardized based on instructor input. Bundles were separated and itemized on the Approved Textbook List to comply with the Department of Education regulation on tuition unbundling. The Comprehensive Respiratory Therapist Exam Review and the Preparation Guide were adopted. The revised ATL was reviewed and approved by Program Review participants.

Library and Learning Resources Center Survey:

9/23 participants completed the LLRC Survey. Below are the summaries of that survey. See Action Item #6 on page 12 for a response to the survey requests.

Responses	Sufficient Resources for Faculty	Sufficient Resources for Students
Yes	74%	73%
No	5%	10%
N/A	21%	17%
Resources that need improvement are communicated to the LLRC Corporate Liaison and disseminated to each campus LLRC:		

* The Corporate Coordinator of Library and Learning Resources reviews the survey results and follows up with campus leadership as needed.

➢ Some books are outdated (Ontario)

➢ Would like to have the C & S Solutions modules that used to be available on all computers for students to access on campus and at home re-established. (Cordova)

➢ Additional computers in the LRC to access LIRN- (Note: computer labs are available throughout each campus to access LIRN) (Cordova)

➢ Need thorough evaluation of the eLearning resources to determine what may be deleted/procured (Cordova)

- Need more journal articles from our AARC and CSRC organizations either online or physical copies
- YouTube directory of videos relevant to each course (Ontario)
- Increase computers (Cordova)
- Need more time to review and make suggestions (Cordova)
- Add Dana Oakes books- Hemodynamic monitoring pocket books for students (Vis)
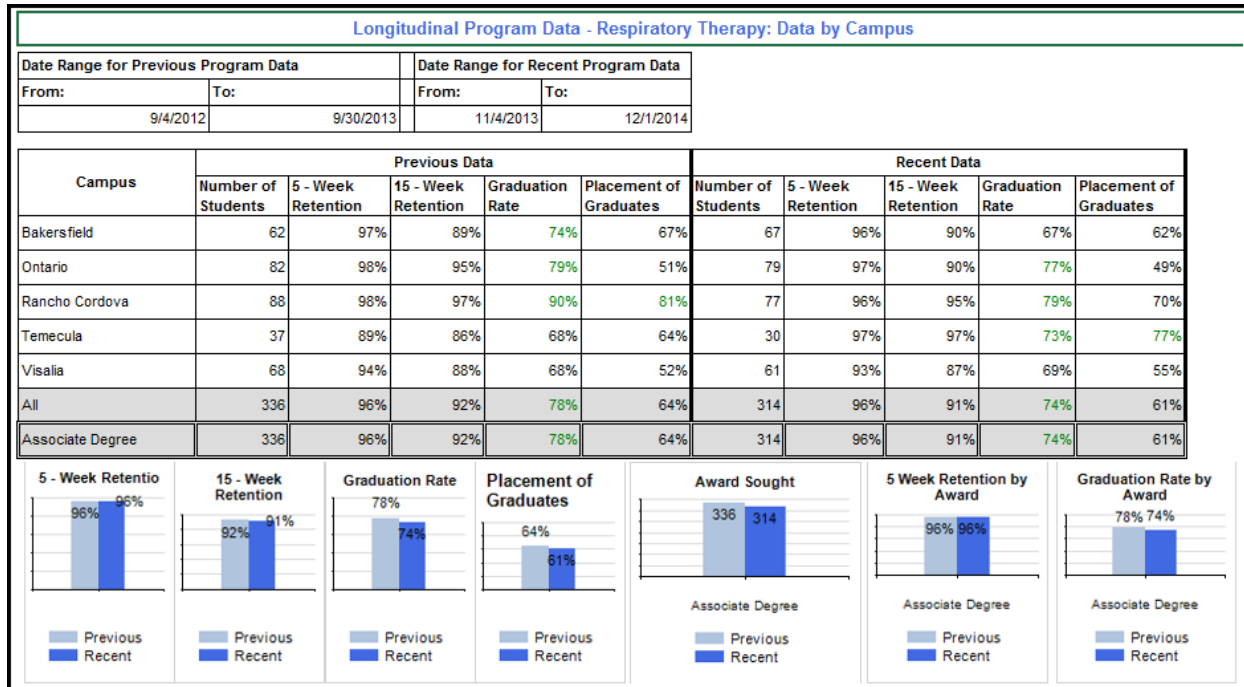
Support Resources:

- Suggest that RT instructors (Benton and McCord) meet with career services to develop a resume template that is relevant to RCP employment (Ontario)
- Add more computers (Cordova)
- Add computers in the LLRC (Cordova)
- More computers and bigger/better printers in the LLRC (Vis)

Library Resources:
SJVC is improving its library collections. An institutional subscription to Ebrary Academic Complete (referred to hereinafter as "Ebrary") has been purchased. Ebrary, an online digital library database, provides access to more than 128,000 titles from leading publishers. Subject collections align with curricular foci for both core and general education courses. While library resources are being added through the library resource acquisition process, a formal evaluation of the available resources for every academic program and general education courses was conducted in spring 2016. Based upon the evaluation results, additional resources may be purchased to ensure that library holdings effectively support instruction.

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Course Statistics

RT Longitudinal Program Data by Campus

Longitudinal Program Data - Respiratory Therapy: Data by Campus

Date Range for Previous Program Data			Date Range for Recent Program Data		
From:	To:		From:	To:	
9/4/2012		9/30/2013	11/4/2013		12/1/2014

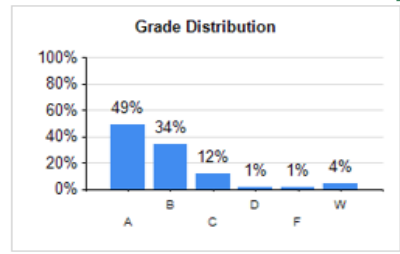| Campus	Previous Data					Recent Data				
	Number of Students	5 - Week Retention	15 - Week Retention	Graduation Rate	Placement of Graduates	Number of Students	5 - Week Retention	15 - Week Retention	Graduation Rate	Placement of Graduates
Bakersfield	62	97%	89%	74%	67%	67	96%	90%	67%	62%
Ontario	82	98%	95%	79%	51%	79	97%	90%	77%	49%
Rancho Cordova	88	98%	97%	90%	81%	77	96%	95%	79%	70%
Temecula	37	89%	86%	68%	64%	30	97%	97%	73%	77%
Visalia	68	94%	88%	68%	52%	61	93%	87%	69%	55%
All	336	96%	92%	78%	64%	314	96%	91%	74%	61%
Associate Degree	336	96%	92%	78%	64%	314	96%	91%	74%	61%

RT Longitudinal Program Data- Core Course

Longitudinal Program Data - Respiratory Therapy: Data by Course

Date Range for Previous Program Review			Date Range for Recent Program Review		
From:	To:		From:	To:	
9/4/2012		9/30/2013	11/4/2013		12/1/2014

Course Category	Previous Program Data					Recent Program Data				
	Course Code	Times Taught	# Student	% Attending > 85%	% Course Complete	Course Code	Times Taught	# Student	% Attending > 85%	% Course Complete
Core	PHAR21	20	293	99%	99%	PHAR21	17	273	99%	98%
	RT1	15	316	98%	96%	RT1	14	299	97%	93%
	RT10	15	333	98%	91%	RT10	16	319	96%	87%
	RT2	20	291	99%	94%	RT2	18	275	100%	95%
	RT20	21	296	96%	93%	RT20	19	281	98%	94%
	RT3	23	274	100%	96%	RT3	21	263	98%	93%
	RT30	23	272	99%	96%	RT30	21	266	95%	93%
	RT31	23	272	97%	96%	RT31	22	263	94%	94%
	RT4	21	265	98%	98%	RT4	21	246	98%	98%
	RT40	21	265	100%	99%	RT40	21	246	98%	98%
	RT41	21	264	100%	99%	RT41	22	252	96%	96%
	Total	223	336	98%	96%	Total	212	314	97%	94%
GE – Science	BIO24	17	274	95%	93%	BIO24	14	255	93%	91%
	BIO31	21	264	94%	91%	BIO31	19	237	94%	95%
	CHE3A	19	263	96%	90%	CHE3A	17	252	93%	88%
	Total	57	295	95%	92%	Total	50	274	94%	91%
GE – Standard	ENG121	15	202	97%	97%	ENG121	14	186	96%	97%
	ENG122	19	190	96%	98%	ENG122	23	190	97%	98%
	MTH121	17	243	98%	95%	MTH121	18	205	97%	96%
	MTH122	22	230	97%	98%	MTH122	23	189	98%	99%
	PHIL1C	28	243	97%	99%	PHIL1C	28	225	94%	98%
	PSY1	28	144	96%	95%	PSY1	28	151	83%	89%
	SOC1	31	188	96%	97%	SOC1	33	187	76%	98%
	Total	160	324	97%	97%	Total	167	294	93%	97%
All Courses	Total	440	336	98%	96%	Total	429	314	96%	94%

Grade Distribution Comparison — Previous (5369), Recent (5010)

Current Program Data - Respiratory Therapy

Date Range of Current Program Measures

From:	To:
6/9/2014	6/27/2016

Course Category	Course Code	Times Taught	# Students	% Attending >	% Course Complete
Core	PHAR21	31	602	99%	96%
	RT1	22	427	98%	96%
	RT10	20	396	97%	92%
	RT10A	7	141	96%	93%
	RT10B	2	48	100%	100%
	RT2	25	463	100%	94%
	RT20	27	521	97%	94%
	RT3	26	474	99%	95%
	RT30	26	480	97%	94%
	RT31	26	474	96%	95%
	RT4	26	458	99%	98%
	RT40	26	457	98%	98%
	RT41	26	463	97%	97%
	Total	**290**	**797**	**98%**	**95%**
GE - Science	BIO24	27	433	94%	93%
	BIO31	25	410	94%	93%
	CHE3A	27	443	95%	91%
	Total	**79**	**562**	**95%**	**93%**
GE - Standard	ENG121	25	223	95%	96%
	ENG122	43	310	95%	98%
	MTH121	30	291	95%	95%
	MTH122	35	313	98%	99%
	PHIL1C	45	412	94%	99%
	PSY1	44	275	84%	92%
	SOC1	48	298	87%	97%
	Total	**270**	**651**	**93%**	**97%**
All Courses	**Total**	**639**	**805**	**97%**	**95%**

Grade Distribution

A	B	C	D	F	W
49%	34%	12%	1%	1%	4%

Retention:

First Term Retention

Location	2014	2015	2016
Bakersfield	81%	88%	81%
Ontario	86%	94%	89%
Rancho Cordova	94%	93%	96%
Temecula	97%	94%	86%
Visalia	83%	96%	93%

Graduation:
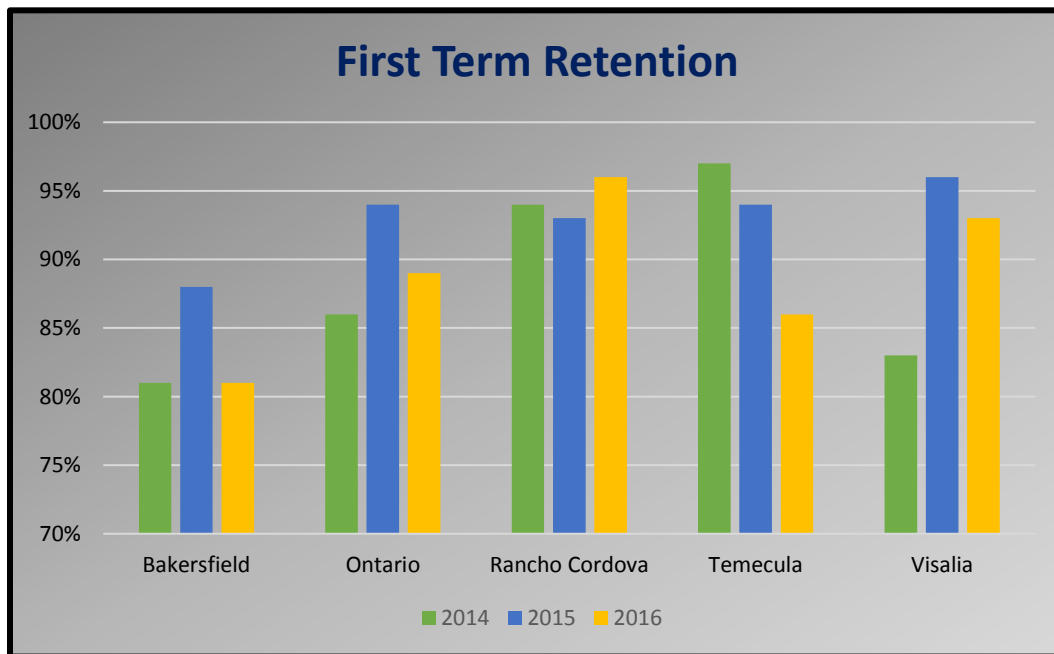
Graduation Rate
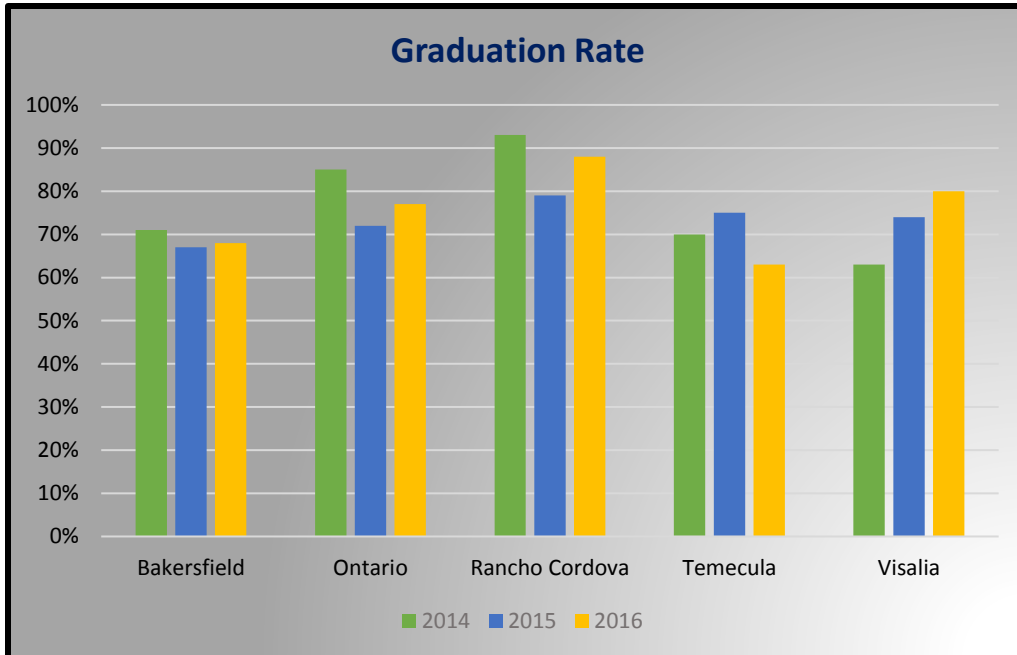
Attendance:

Attendance

Course Completion:

Course Completion

	2014	2015	2016
Bakersfield	91%	92%	94%
Ontario	94%	96%	95%
Rancho Cordova	97%	95%	95%
Temecula	96%	93%	91%
Visalia	95%	98%	94%

Student Learning Outcomes:

Learning Outcome Achievement

	2014	2015	2016
Bakersfield	83%	90%	98%
Ontario	69%	89%	96%
Rancho Cordova	72%	69%	71%
Temecula	87%	87%	93%
Visalia	72%	83%	76%
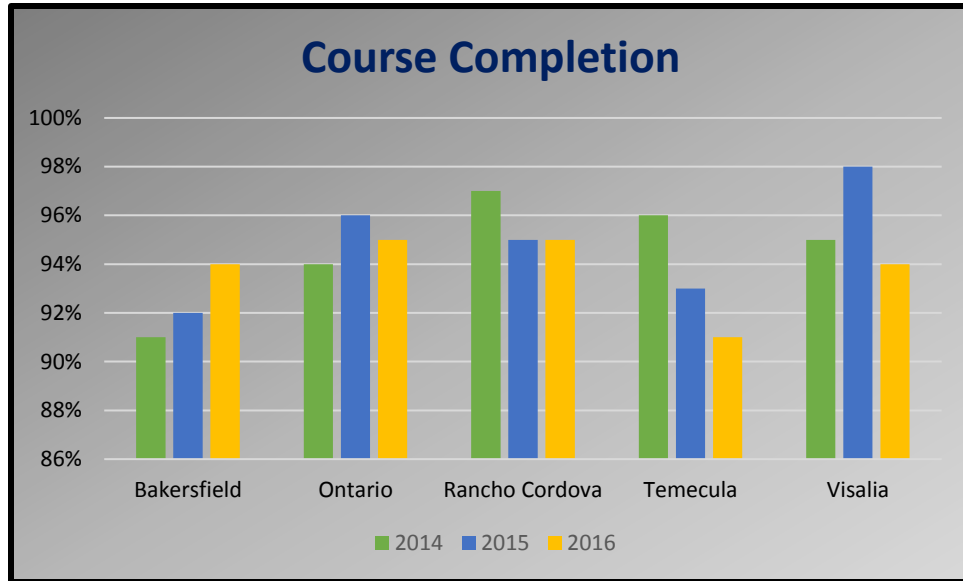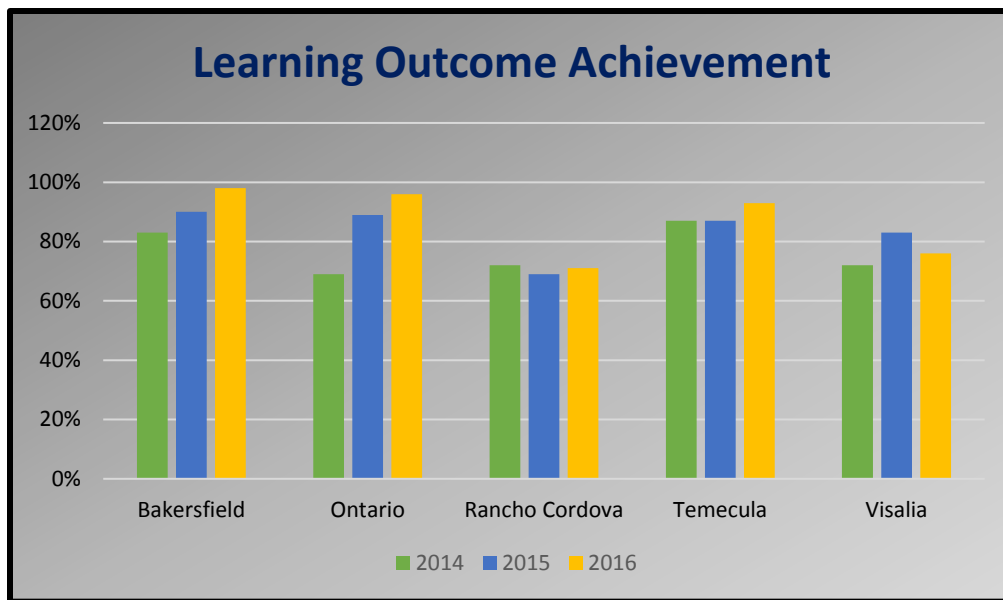
Milestones

Action Items from Program Review 2016		
2016 Actions	**Status**	**Expected Outcome**
Action 1: Update course outlines with mapped CLOs	In progress Due July 2017	Institutional compliance
Action 2: Mastery assessments will be revised and mapped to the CLOs	RT10A and 10B, RT30A and RT20 are complete RT30B is in progress Due July 2017	Remaining courses to be revised are PHAR21, RT31, and RT40
Action 3: CLOs will be mapped to the PLOs	In progress Due July 2017	Alignment of CLOs and PLOs
Action 4: Revise the Clinical Proficiency Manual and migrate it to the ClinicalTrac system	In progress	Align with the ClinicalTrac system -compliance with COARC and better documentation of student performance
Action 5: Update the RT Handbook: faculty listing and modifications to the clinical attendance and clinical competencies	In progress	Accurate listing of faculty and alignment with the ClinicalTrac system
Action 6: LLRC survey responses	Completed	WASC compliance-augmented library resources- Increased quantity, depth and variety of library resources

Closing the Loop:

Action Items from Program Review 2012			
2012 Actions	**Status**	**Expected Outcome**	**Impact**
Action 1: The RT faculty is to review the RT Program Assessment Plan in its entirety and provide feedback to the RT Assessment Coordinator, Bruce Dearing	Completed	Ongoing institutional initiatives in instruction and assessment are to be continued and monitored	Aligns with the institutional mission, values and ILOs and PLO achievement

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| Action 2:
The PD and faculty for each campus were tasked with completing the alignment matrices as a group and forwarding them to Bruce Dearing, RT Assessment Coordinator	No longer applies due to planned ASRT course changes	Provide for visual documentation of the alignment of outcomes for the RT courses	N/A
Action 3:
The program director and faculty for each campus were tasked with completing and forwarding Course Assessment Plans to Bruce Dearing, RT Assessment Coordinator	Completed	Identification of assessment tools for all courses	Accurately identifies course assessments aligned with CLOs
Action 4:
Bruce Dearing will facilitate a series of meetings (Rubric Rodeo's) to develop authentic assessment strategies	Completed	Ongoing institutional initiatives in instruction and assessment are to be continued and monitored	Ensure the development of appropriate authentic assessments and have them in place by the dates indicated in the RT Program Assessment Plan

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Advisory Board:

Minutes from the most recent Advisory Board Meetings can be viewed on InfoZone>Departments>Career Services>Advisory Board Documents>Minutes>Medical Programs>Respiratory Therapy.

Program Review Experience

Comments:

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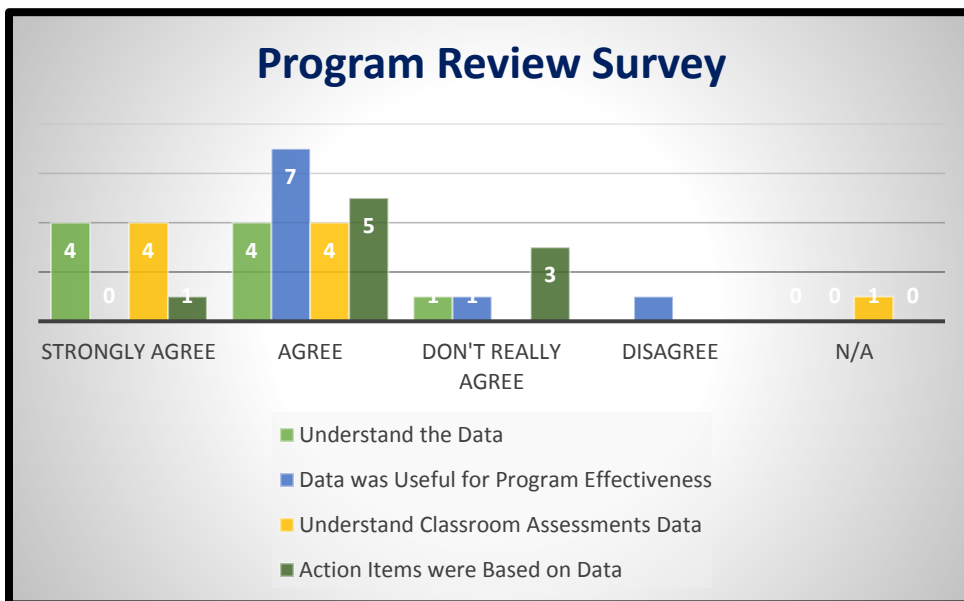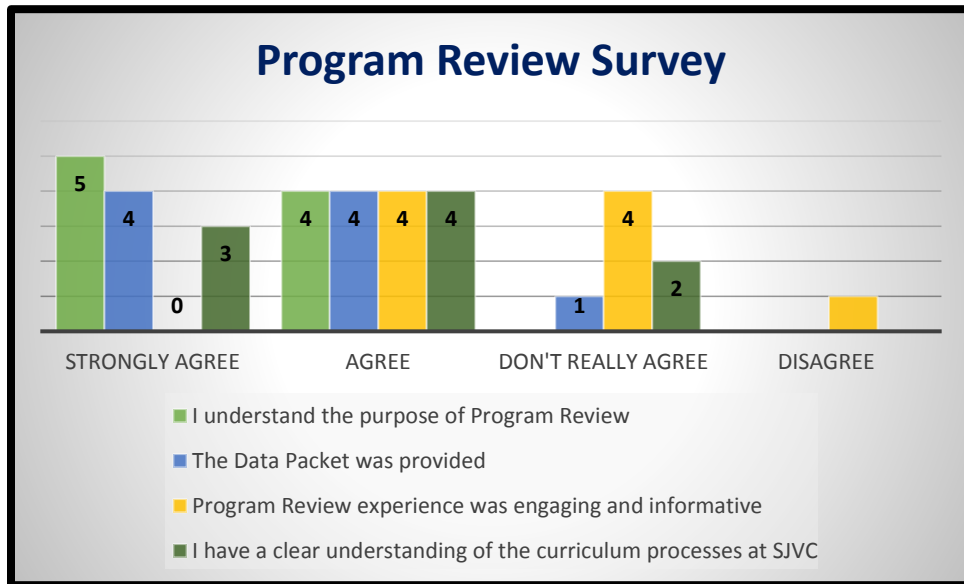
- Positives:
  - Platform was convenient in that we had time to interact. However, the participation was primarily between Rancho Cordova and Ontario.
  - The opportunity to provide input is awesome!
  - It is always intriguing to read what other campus' have to say about the same concerns we have as well as bringing up any different issues/concerns they may have regarding something in particular about the RT program.
  - Available for input from multiple parties
  - The review of the data gave me a good perspective of how our campus is performing
  - Allowing my voice to be heard
  - Being able to have a voice
  - Coming to a consensus regarding student success
- Improvement Suggestions:
  - Getting everyone to participate was frustrating and therefore would prefer in-person program reviews
  - Add more surveys geared to multiple audiences. Too much information. Conduct a separate review for didactic and clinical instructors
  - Disappointed that the data was from previous years and not from 2016 and from the lack of participation from other campuses
  - All programs need to get together to make final decisions (a pre-program review). Online format is too informal
  - Need face to face meeting, especially for first time users. Difficult to know where to find different resource material and to click on content tab. During the time of program review the Visalia campus experienced staffing issues
  - Interaction was missing due to the online format
  - Recommend proof-reading clinical program books before posting for suggestions of improvements and that the person proofing would be given more time
  - Need more time
  - Program review should be held live and in person
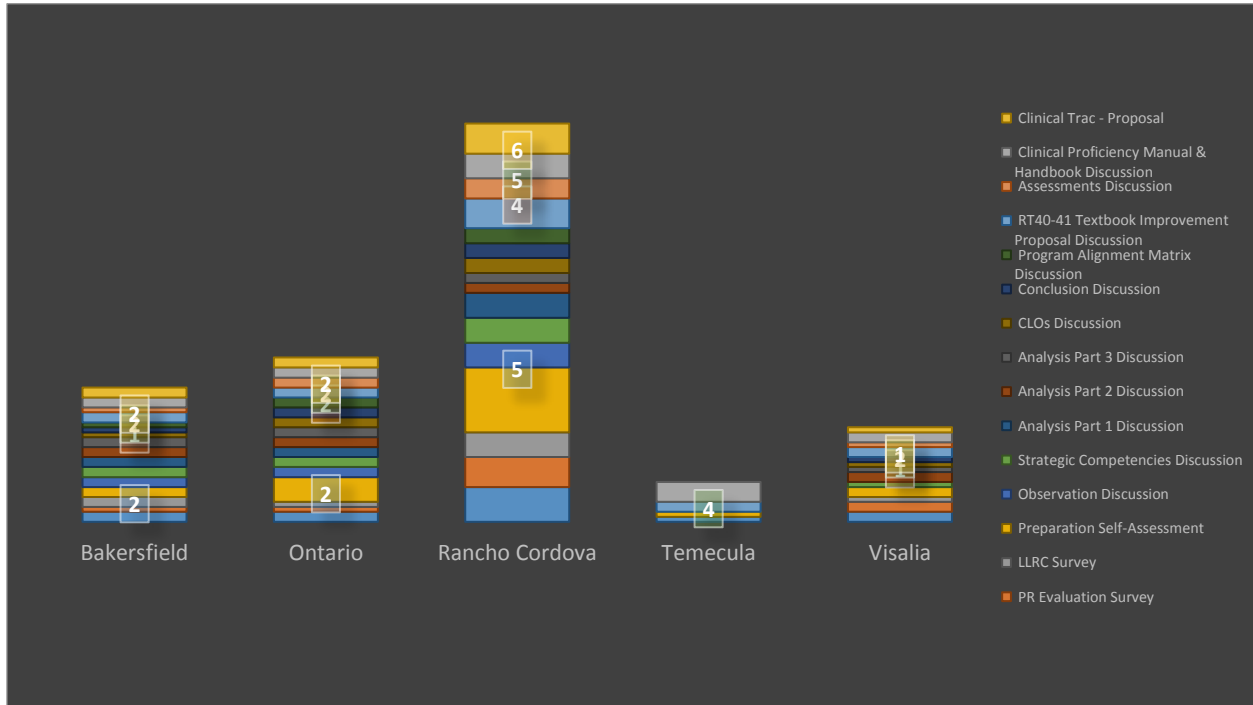
First Time Attending
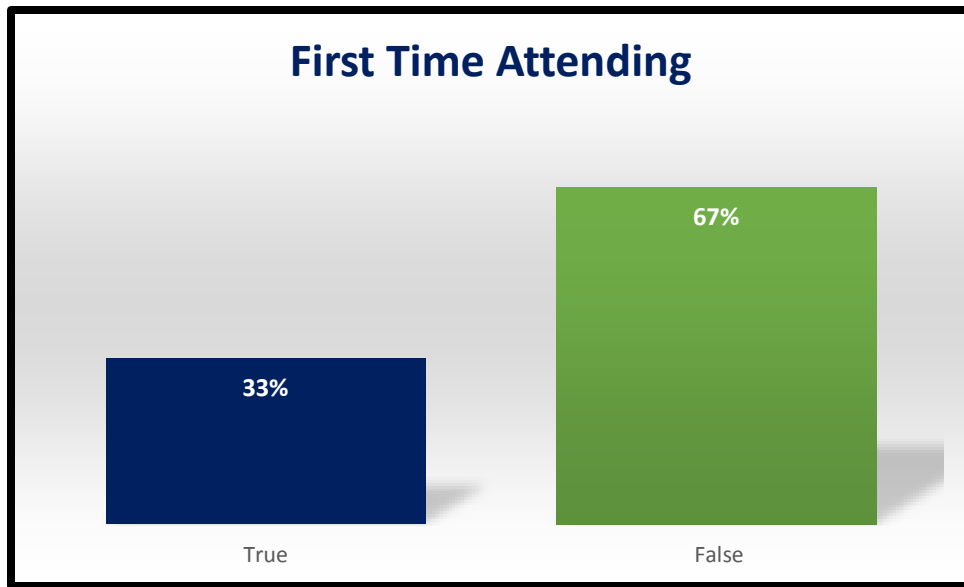
Improvement Proposal:

Two proposals were submitted for review; textbook proposal and a purchase proposal (ClinicalTrac). Both were approved by the faculty and program directors.

Participation

2016 RT Program Review Attendance Tracking

Topic Name	Number of Posts		
	Threads	Replies	Pinned
Strategic Competencies Discussion	5	13	0
Analysis Part 1 Discussion	4	10	0
Analysis Part 2 Discussion	6	5	0
Analysis Part 3 Discussion	5	7	0
Conclusion Discussion	2	12	0
Program Alignment Matrix Discussion	3	5	2
Observation Discussion	6	9	0
Assessments Discussion	1	7	0
CLOs Discussion	11	13	10
Clinical Proficiency Manual & Handbook Discussion	6	23	6
RT40-41 Textbook Improvement Proposal Discussion	9	20	0
Clinical Trac - Proposal	11	8	0
Total	**69**	**132**	**18**

Academic Affairs
aa /2016

October 14 – November 25
2016

Respiratory Therapy
Page **17** of **17**

Minutes of Senior Management Meeting - 10/19/16

Date and time:	10/19/16 01:36 pm to: 10/19/16 02:36 pm
Present:	Russ Lebo, Joseph Holt, Carole Brown, wendym@sjvc.edu, Michael Perry, mikep@sjvc.edu, Kevin Robinson, alyssa perry, Crystal VanderTuig
Absent:	Michael Abril, Nick Gomez, Judy Petty, Liz Briseno, Rachelle Serrano, Tracey Hernandez
Location:	Oak Room
Access meeting at:	http://app.meetingking.com/meetings/185555

Topics

1. Institutional Strategic Review

1-1. Strategic Objective: Achieve Student Academic Success

Carole and Ash presented on the following two measures aligned to this initiative:

1.) Certification and Licensure: Carole reminded the group that we are working toward the goal of 100% of programs meet programmatic standards or internal SJVC standard for licensure/certification. She then explained that there are three categories of programs for which licensure/certification is tracked: 1.) programs with a licensure required for employment, 2.) programs with a certification/licensure (not required for employment) that is overseen by a programmatic accreditor, and 3.) programs where licensure/certification enhances employability.

Ash gave an in-depth overview of the performance of programs in each tier. For the most part, t first tier programs continue to do well; RT Visalia and RN Ontario have had under-performance issues. Ash explained reasons for under-performance and actions taken to improve exam pass rates and licensure/certification attainment. Of the tier 2 programs, VT is not meeting standard. Tier 3 programs: Ash continues to monitor MA participation and pass rate data every mod, however, there has been very little movement on either end. When it is taken, we have an average 80% pass rate.

Ash reported that the campuses have been charged to create and implement strategic initiatives to improve pass rates in under-performing programs. Another initiative in place is to create an Ops report to replace the spreadsheet currently used to track licensure/certification exam participation and pass rates. Due to the complexity of building this type of report, decision was made to improve current spreadsheet and continue its use.
.
2.) Grad rate: Carole reported that overall grad rate is 63% ground went from 66-69% over last few years. Online has declined by 1%. Three campuses are above standard and two are close to meeting it.

1-2. Strategic Initiative Review

SM reviewed all past due projects and milestones, and milestones completed since last SMM.

📎 Completed_Milestones_10.5-10.19.xls

2. BSRT Update

Jeff Rutherford and Crystal VanderTuig gave an update on SJVC's proposed responses to ACCJC request for additional information, including a curriculum proposal and projected timeline. Curricular revisions were approved for submission to ACCJC for review at the February 24th meeting.

📎 BSRT_Program_Update_10.19.16.docx
📎 SJVC_BS_SubChgLtr_12-10-15_(2).pdf
📎 BSRT_Approval_Timeline.pdf

3. RT Clinical Tracking Proposal

Jeff Rutherford presented a proposal to purchase a clinical tracking tool for all 5 campuses. Jeff explained how the software works and how it will improve efficiency and accuracy of clinical attendance and performance data as well as the reporting features. Discussion took place on financial impact of the proposed purchase and whether the fee per student should be incorporated into tuition or paid directly by the student as a separate fee.

The proposal has been vetted through and approved by various stakeholders, including Carole Brown, Annette Austerman, and Adam Lefaive.

SM approved the purchase of the software with an implementation date of December 2016.

📎 RT_Clinical_Tracking_Tool_Proposal_10.19.16.doc

4. Ad hoc

Joseph: GE agenda item is deferred to next week pending publication of final Department rates (eta 10/21). Each Senior Manager to inform their direct reports of the strategy meeting and will determine who should attend and present. Carole gave an update on GE preparations for CJC; next programs to revise will include CM and CSA.

Wendy: 1.) Is coordinating SJVC's 40th year anniversary celebration. After discussing her plans for the celebration, the following decisions were made: the celebration will be held at the Visalia Campus on Friday, April 14th from 10 a.m. to 1 p.m. The Executive Council and other stakeholders will be invited. A budget of $10 k was approved for this event. Wendy will work with individual Senior Managers on various planning aspects for the celebration. 2.) Will purchase and present a retirement gift for Chris Foster obo the SM.

Next Meeting

Meeting title: Senior management meeting

Minutes created with 📋 MeetingKing

Date and time: 10/26/16 08:30 am to: 10/26/16 10:30 am
Location: Oak Room

Minutes created with MeetingKing

SAN JOAQUIN VALLEY COLLEGE INC. Visalia, California 93277

NO. 381445

Date	Invoice Number	Comment	Amount	Discount Amount	Net Amount
10/27/2016	COCT27-12/16TO		3,000.00	0.00	3,000.00

Check: 381445   11/10/2016   C and G Technical Group   Check Total: 3,000.00

SJVC
A PRIVATE JUNIOR COLLEGE

3828 WEST CALDWELL VISALIA, CA 93277 (559) 734-9000

COMERICA
5200 N. PALM AVENUE, STE. 320
FRESNO, CA 93704

NO.   381445

90-3752/1211

PAY   EXACTLY☞ 3,000 dols 00 cts
three zero zero zero dollars zero zero cents

DATE	AMOUNT
11/10/2016	**********3,000.00*

COPY COPY COPY

TO THE
ORDER
OF
C and G Technical Group
4801 Spring Valley
Dallas, TX 75244

VOID IF NOT CASHED IN 180 DAYS

NON-NEGOTIABLE NON-NEGOTIABLE NON-NEGOTIABLE

SAN JOAQUIN VALLEY COLLEGE INC. Visalia, California 93277

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Date	Invoice Number	Comment	Amount	Discount Amount	Net Amount
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Check: 381445   11/10/2016   C and G Technical Group   Check Total: 3,000.00

SJVC
A PRIVATE JUNIOR COLLEGE

Check Request

Campus

☐ VISALIA   ☐ HANFORD   ☐ BAKERSFIELD   ☐ RANCHO CUCAMONGA   ☐ ONLINE

☐ FRESNO   ☐ AVIATION   ☐ MODESTO   ☐ RANCHO CORDOVA   ☐ HESPERIA

☐ TEMECULA   ☐ CONTACT CENTER   ☐ LANCASTER   ☐ SAN DIEGO   ☒ CORPORATE

Request Date	10/27/16
General Ledger Account	#10600-0000-00
Meeting ID#	
Check Run 10th of	
25th of	ENTERED
Other	10/27/16 OCT 27 2016
Payee	C&G TECHNICAL GROUP
Amount $	3,000.00
Approved by	

☒ Mail Check. (Attach original documentation along with file copy prior to forwarding to A/P Bookkeeper)

☐ Forward to _____

C&G TECHNICAL GROUP
4801 SPRING VALLEY
DALLAS, TX 75244

ACT005   *San Joaquin Valley College*   Rev 12.12

From:	Henry Caldwell <hlcaldwell@cngtg.com>
Sent:	Thursday, November 10, 2016 2:26 PM
To:	Stephen Miller
Cc:	Jeff Rutherford; Russ Lebo
Subject:	Re: Initial Payment to ClinicalTrac - Not Received

Steve,

The mailing address did not include our suite number and our office Park has over 35 companies are conducting business, in addition there is no management office on site. So if you will proceed with canceling the check and reissue the check please forward it to our PO Box 153237, Arlington, TX 76018.

Should you have any questions feel free to give me a call at 817944-1786

Sent from my iPhone

On Nov 10, 2016, at 1:40 PM, Stephen Miller <Stephen.Miller@sjvc.edu> wrote:

> Mr. Caldwell –
>
> The $3,000.00 check (copy attached) was issued and mailed on October 27th to: C and G Technical Group, 4801 Spring Valley, Dallas, TX 75244. We confirmed that the check has not cleared our bank account. Please let me know if you would like us to place a stop payment on the check, reissue and send via UPS.
>
> Regards,
>
> Steve Miller
> Controller
>
> ⋯⋯
>
> **From:** Jeff Rutherford
> **Sent:** Thursday, November 10, 2016 10:58 AM
> **To:** Stephen Miller <Stephen.Miller@sjvc.edu>
> **Cc:** Henry Caldwell <hlcaldwell@cngtg.com>; Russ Lebo <RussL@sjvc.edu>
> **Subject:** RE: Initial Payment to ClinicalTrac - Not Received
> **Importance:** High
>
> Steve,
>
> Henry Caldwell Form ClinicalTrac has informed me that he still has not received initial payment of $3000. Can you please make contact with him and let him know where payment was sent to? He is cc'd on this email and his phone number is below. Thank you.
>
> Henry L. Caldwell III - Co-Founder
> O – 888-856-9772 | D – 817-944-1786 | F – 817-465-6566

<image001.jpg>**Jeffrey S. Rutherford, MEd, RRT, RCP** | Director, Rancho Cordova Campus
|jeff.rutherford@sjvc.edu
San Joaquin Valley College | *Campus* 916-638-7582, x8003 | *Direct* 916-636-9637

<image002.png> 🅾 🖿 <image005.png><image006.png>

Got a job opening? Help an SJVC grad – submit here!

"We Cannot solve the problems of today with the same thinking that gave us the problems in the first place."

- Albert Einstein

From: Henry Caldwell [mailto:hlcaldwell@cngtg.com]
Sent: Thursday, November 10, 2016 9:47 AM
To: Jeff Rutherford <jeff.rutherford@sjvc.edu>
Subject: Re: Initial Payment to ClinicalTrac - Not Received

Jeff,

FYI, still nothing.

Do you know where it was mailed?

Sent from my iPhone

On Nov 2, 2016, at 6:31 PM, Jeff Rutherford <jeff.rutherford@sjvc.edu> wrote:

> Henry,
> The $3000 payment was mailed out on 10/27. The next payment of $11K will be sent by 12/1 as indicated in the contract. You should receive payment any day now
>
> Jeff Rutherford, MEd., RRT, RCP
> Campus Director
> San Joaquin Valley College
> 11050 Olson Dr. Suite 210
> Rancho Cordova, CA 95670
>
> Sent from my iPhone
>
> Begin forwarded message:
>
>> **From:** Stephen Miller <Stephen.Miller@sjvc.edu>
>> **Date:** November 2, 2016 at 2:44:17 PM PDT
>> **To:** Russ Lebo <RussL@sjvc.edu>
>> **Cc:** "Jeff Rutherford" <jeff.rutherford@sjvc.edu>
>> **Subject: RE: Initial Payment to ClinicalTrac - Not Received**

The $3,000 initial payment was mailed out on October 27th.

Steve

From: Russ Lebo
Sent: Wednesday, November 2, 2016 1:01 PM
To: Stephen Miller <Stephen.Miller@sjvc.edu>
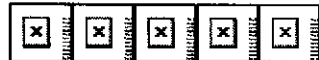**Subject:** FW: Initial Payment to ClinicalTrac - Not Received

Would you please have your team follow-up.
Thanks

From: Jeff Rutherford
Sent: Wednesday, November 2, 2016 11:51 AM
To: Russ Lebo <RussL@sjvc.edu>
Cc: Henry Caldwell <hlcaldwell@cngtg.com>
Subject: Initial Payment to ClinicalTrac - Not Received

Morning Russ,

Wanted to let you know that ClinicalTrac has not yet received the initial
payment for the purchase of the ClinicalTrac system. Can you please let
me know when the payment is going out or what you need from Henry
or me to facilitate?

Thank you

Jeffrey S. Rutherford, MEd, RRT, RCP | Director, Rancho Cordova Campus
| jeff.rutherford@sjvc.edu
San Joaquin Valley College | *Campus* 916-638-7582, x8003 | *Direct* 916-636-9637

Got a job opening? Help an SJVC grad – submit here!

*"We Cannot solve the problems of today with the same thinking that
gave us the problems in the first place."*

- Albert Einstein

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<image002.png>

<image003.png>

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<image005.png>

<image006.png>

<C&G Technical Group.pdf>

SAN JOAQUIN VALLEY COLLEGE INC. Visalia, California 93277   **NO.   382600**

Date	Invoice Number	Comment	Amount	Discount Amount	Net Amount
12/1/2016	CT-R120116SJVC		11,385.00	0.00	11,385.00

Check: 382600   1/3/2017   C and G Technical Group   Check Total: 11,385.00

SJVC
A PRIVATE JUNIOR COLLEGE
3828 WEST CALDWELL VISALIA, CA 93277 (559) 734-9000

COMERICA
5200 N. PALM AVENUE, STE. 320
FRESNO, CA 93704

NO.   382600

90-3752/1211

PAY   EXACTLY☞ 1 1 , 3 8 5 dols 0 0 cts
one one three eight five dollars zero zero cents

DATE	AMOUNT
1/3/2017	*********11,385.00*

COPY COPY COPY

TO THE
ORDER
OF
C and G Technical Group
PO Box 153237
Arlington, TX 76018

VOID IF NOT CASHED IN 180 DAYS

NON-NEGOTIABLE NON-NEGOTIABLE NON-NEGOTIABLE

TechnicalGroup
Designing Website Solutions

CGTECH

Post 10 Dec

Invoice

Invoice #:	CT-R120116SJVC
Invoice Date:	12/01/2016
Due Date:	12/01/2016
Invoice Email:	stephen.miller@sjvc.edu

Bill To

San Joaquin Valley College
Jeff Rutherford - 916-636-9637
3825 W. Caldwell Ave
Visalia, California 93277

Your business is greatly appreciated, please note that our services include but are not limited to:

WEB/MOBILE, Design - Process Automation - Maintenance
MARKETING, Email - Mobile - SEO - Social - Video
MERCHANT SERVICES, Ecommerce - Retail - Equipment
HOSTING, Email Only - Shared - Dedicated - Back-up
Your CHALLENGES allows us to HELP your business GROW!

Order Date	Customer ID	Sales Rep.	Terms	Contract Expiration
12/01/2016	sjvc.edu	Henry Caldwell	3 Years	

Quantity	Item	Description		Unit Price	Total
207	Software	Clinical Trac - Respiratory Therapy Tracking Tool Annual License		$55.00	$11385.00
1	Miscellaneous	Order Processing *12/1/16 - 11/30/17*		$0.00	$0.00
		10600			
		12/23/16			

Please call our sales office at 817-478-6374 for credit/debit card payments.
Payments made by check can be made out and mailed to:
C&G Technical Group
P.O. Box 153237
Arlington, Texas 76015

This invoice serves as the terms and agreement for payment. In the event the above named Customer defaults on these terms and agreement, the Customer is responsible for payment of amount due in full as well as all late fees and all costs of collection.

Thank You for your Business, we appreciate your Referrals

Subtotal	$11385.00
Tax	$0.00
Miscellaneous	$0.00
Amount Due	$11385.00

SAN JOAQUIN VALLEY COLLEGE INC. Visalia, California 93277

NO. 382956

Date	Invoice Number	Comment	Amount	Discount Amount	Net Amount
1/1/2017	CT-01012017SJV(		13,420.00	0.00	13,420.00

Check: 382956	1/11/2017	C and G Technical Group	Check Total:	13,420.00

SJVC
A PRIVATE JUNIOR COLLEGE
3828 WEST CALDWELL VISALIA, CA 93277 (559) 734-9000

COMERICA
5200 N. PALM AVENUE, STE. 320
FRESNO, CA 93704

NO. 382956

90-3752/1211

PAY EXACTLY☞ 1 3 , 4 2 0 dols 0 0 cts
one three four two zero dollars zero zero cents

DATE	AMOUNT
1/11/2017	*********13,420.00*

TO THE
ORDER
OF

C and G Technical Group
PO Box 153237
Arlington, TX 76018

VOID IF NOT CASHED IN 180 DAYS

NON-NEGOTIABLE NON-NEGOTIABLE NON-NEGOTIABLE

TechnicalGroup
Designing Website Solutions
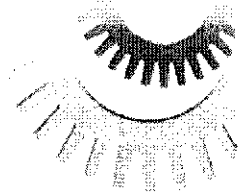
Invoice

Invoice #:	CT-01012017SJVC
Invoice Date:	01/01/2017
Due Date:	01/01/2017
Invoice Email:	stephen.miller@sjvc.edu

Bill To

San Joaquin Valley College
Jeff Rutherford - 916-636-9637
3825 W. Caldwell Ave
Visalia, California 93277

Your business is greatly appreciated, please note that our services include but are not limited to:

WEB/MOBILE, Design - Process Automation - Maintenance
MARKETING, Email - Mobile - SEO - Social - Video
MERCHANT SERVICES, Ecommerce - Retail - Equipment
HOSTING, Email Only - Shared - Dedicated - Back-up
Your CHALLENGES allows us to HELP your business GROW!

Order Date	Customer ID	Sales Rep.	Terms	Contract Expiration
01/01/2017	sjvc.edu	Henry Caldwell	3 Years	12/01/2019

Quantity	Item	Description		Unit Price	Total
244	Software	Clinical Trac - Respiratory Therapy Tracking Tool Annual License		$55.00	$13420.00
1	Miscellaneous	Order Processing		$0.00	$0.00
		ENTERED			
		JAN 0 9 2017			

Please call our sales office at 817-478-6374 for credit/debit card payments.
Payments made by check can be made out and mailed to:
C&G Technical Group
P.O. Box 153237
Arlington, Texas 76015

Subtotal	$13420.00
Tax	$0.00
Miscellaneous	$0.00
Amount Due	$13420.00

This invoice serves as the terms and agreement for payment. In the event the above named Customer defaults on these terms and agreement, the Customer is responsible for payment of amount due in full as well as all late fees and all costs of collection.

Thank You for your Business, we appreciate your Referrals

(2017)

OK
10600-0000-00
01/04/17

From:	Jeff Rutherford
ent:	Friday, January 6, 2017 10:04 AM
o:	Stephen Miller
Subject:	Re: San Joaquin January Invoice

Steve, I'll take a look and confirm, but anticipate the DCEs input freshman early. The system is census based, so this is likely accurate.

Jeff Rutherford, MEd., RRT, RCP
Campus Director
San Joaquin Valley College
11050 Olson Dr. Suite 210
Rancho Cordova, CA 95670

Sent from my iPhone

On Jan 6, 2017, at 8:39 AM, Stephen Miller <Stephen.Miller@sjvc.edu> wrote:

> Hi Jeff —
>
> The attached C&G Technical Group invoice totals $13,420.00 (244 quantity @ $55/ea.). The Price List and Payment Terms states this payment will be $11,385.00 (207 quantity @ $55/ea.). Do you know if we increased the quantity to 244?
>
> Thanks,
>
> Steve
>
> **From:** hlcaldwell@clinicaltrac.com [mailto:hlcaldwell@clinicaltrac.com]
> **Sent:** Wednesday, January 4, 2017 3:37 PM
> **To:** Stephen Miller <Stephen.Miller@sjvc.edu>
> **Subject:** San Joaquin January Invoice
>
> Stephen,
>
> Attached is the January Invoice.
>
> Regards,
>
> # Henry L. Caldwell III - Co-Founder
> **Clinical Trac** – Efficient | Empowering | Essential
> Clinical Management Tools For Health Sciences Programs
> O – 888-856-9772 | D – 817-944-1786 | F – 817-465-6566
> www.clinicaltrac.com

From: Jeff Rutherford
Sent: Tuesday, January 10, 2017 12:22 PM
To: Stephen Miller
Subject: RE: San Joaquin January Invoice

Steve,

The invoice is correct.

Jeff

From: Stephen Miller
Sent: Friday, January 06, 2017 10:07 AM
To: Jeff Rutherford <jeff.rutherford@sjvc.edu>
Subject: RE: San Joaquin January Invoice

Thanks, Jeff!!

From: Jeff Rutherford
Sent: Friday, January 6, 2017 10:04 AM
To: Stephen Miller <Stephen.Miller@sjvc.edu>
Subject: Re: San Joaquin January Invoice

Steve, I'll take a look and confirm, but anticipate the DCEs input freshman early. The system is census based, so this is likely accurate.

Jeff Rutherford, MEd., RRT, RCP
Campus Director
San Joaquin Valley College
11050 Olson Dr. Suite 210
Rancho Cordova, CA 95670

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>
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>
> Steve
>
> **From:** hlcaldwell@clinicaltrac.com [mailto:hlcaldwell@clinicaltrac.com]
> **Sent:** Wednesday, January 4, 2017 3:37 PM

Stephen,

Attached is the January Invoice.

Regards,

Henry L. Caldwell III - Co-Founder
Clinical Trac – Efficient | Empowering | Essential
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O – 888-856-9772 | D – 817-944-1786 | F – 817-465-6566
www.clinicaltrac.com

<CT-01012017SJVC_2017-01-04.pdf>

<C&G Technical Group Price List and Payment Terms.pdf>