Associate in Applied Science in Veterinary Technology

Owensboro Community and Technical College

June 14, 2013
# Kentucky Community and Technical College System

## Proposal for Initiation of a New Degree/Diploma Program

<table>
<thead>
<tr>
<th>Associate in Applied Science</th>
<th>Veterinary Technology</th>
</tr>
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<tbody>
<tr>
<td>Credential to be Awarded</td>
<td>Program Name</td>
</tr>
<tr>
<td></td>
<td>Track(s) (if applicable):</td>
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**Owensboro Community and Technical College**

<table>
<thead>
<tr>
<th>College</th>
<th>Proposed Starting Date</th>
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<td></td>
<td>August 2013</td>
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</table>

**CIP Code** 51.0808

**CIP Taxonomy Title**

Veterinary/Animal Health Technology/Technician and Veterinary Assistant.

_________________________________________  _______________________
College President/CEO                    Date
EXECUTIVE SUMMARY

Associate in Applied Science in Veterinary Technology
Owensboro Community and Technical College

A Proposal for Initiation of a New Degree Program

Centrality to the Institution’s Mission and Consistency with State’s Goals

The objectives of the Associate in Applied Science (AAS) degree in Veterinary Technology (VT) support the institutional and strategic priorities of the institution in that students are provided with an opportunity to improve the quality of their lives personally, economically, and professionally. The AAS in Veterinary Technology is consistent with the missions of both the Kentucky Community and Technical College System (KCTCS) and Owensboro Community and Technical College (OCTC).

Owensboro Community and Technical College Mission is to cultivate lifelong learning opportunities through career degree programs, workforce and community development, and transfer-to-baccalaureate degree programs. The AAS in Veterinary Technology program will allow OCTC to offer an additional degree program that will prepare students to acquire the knowledge and skills for new or continued employment or transfer to a four-year institution. The program faculty, in partnership with Workforce Solutions, will also provide customized continuing education for veterinary technicians. The addition of the VT program will enhance continuing education and community outreach.

The proposed program supports the statewide strategic agenda and the implementation plan in that it supports new pathways for adult learners to enroll and complete postsecondary degrees and credentials (Objective #4, Strategy 4.4). By providing additional licensed technicians to the veterinary technician profession, the VT program will help OCTC maximize the impact of postsecondary education’s contribution to improving the workforce of Kentucky.

Program Quality and Student Success

The Veterinary Technology program will provide students with the skills and knowledge needed to work as a professional veterinary technician. Areas of study include anatomy, physiology, microbiology, clinical techniques, office and hospital procedures, client relations and communication, pharmacology, anesthesiology, surgical and medical nursing, radiology, and clinical pathology training. The Veterinary Technology program will provide students with “real world” clinical and lab experiences to develop the skills needed to become a valued professional in the field.
Program Demand/Unnecessary Duplication

Due to practitioner demand for well-qualified, certified veterinary technicians, veterinarians have indicated they are willing to support program participants. This support will include, but not be limited to, internships, sponsorships, and summer employment. The expectation is that this support will make the program attractive to individuals interested in the veterinary technician field. In addition, this associate degree program will likely attract recent high school graduates.

The applicant pool will be made up of current students interested in a career in veterinary technology, recent high school graduates, the unemployed, under-employed workers, and the general public. Potential contact methods will include, but not be limited to, phone calls, emails, printed materials, public appearances, newspaper advertisements, and mailings.

According to the Kentucky Occupational Outlook to 2018 (Kentucky Education and Workforce Development Cabinet, July 2010), veterinary technologists and technicians are considered the fastest growing occupations in Kentucky requiring an associate’s degree, expected to grow by 38.59 percent through 2018, five times the average rate for all occupations. Implementation of Veterinary Technology at Owensboro Community and Technical College is in response to a recent needs assessment survey (N=120) that resulted in a 33 percent response rate. Ninety-one percent of respondents indicated an accredited Veterinary Technology program at Owensboro Community and Technical College would be an asset to their practice. Eighty-six percent indicated an accredited Veterinary Technology program at OCTC would be convenient and practical for current employees to obtain continuing education. Currently, there are two accredited associate degree programs in Kentucky with the closest being 140 miles from Owensboro and the second program 240 miles. The four-year accredited programs, Murray State and Morehead State, are in the far western and eastern regions of Kentucky.

The Bureau of Labor and Statistics lists job growth at 52 percent between 2010-20 with 78,800 veterinary technicians currently employed nationally at an average pay of $31,530 or $15.16 per hour. Data indicate 40,976 new veterinary technician positions will need to be filled nationally. One thousand and eighty people are employed in veterinary technician positions in Kentucky with an average pay of $26,770 or $12.87 per hour according to Bureau of Labor and Statistics.

Cost and Funding of the Proposed Program

Owensboro Community and Technical College has the facilities, equipment, and faculty available to support the program. Funds used to initiate the program will be from a secured Kentucky Coal Severance Grant, Perkins Grant, and OCTC’s general fund.

Program Review and Assessment

Owensboro Community and Technical College’s review and assessment of Veterinary Technology will include, but not be limited to, the following.
1) The college annually reviews all professional and technical programs. The following are considered:

- Graduation/completion rate data.
- Graduate employment data.
- Individual class pre- and post-testing.
- Attainment of student learning outcomes.
- Employer clinical practicum assessments.
- Employer and student satisfaction surveys.
- Advisory board feedback.
- Internal peer review.

These data are used to provide an overall view of program effectiveness and attainment of student learning outcomes. Information obtained through the review process is used to close the loop. This leads to program improvement and increased performance and effectiveness.

2) Owensboro Community and Technical College Veterinary Technology program will seek Committee on Veterinary Technician Education and Activities (CVTEA) accreditation by November 2014 and maintain that accreditation.

3) Program faculty members are annually reviewed by their division associate dean.

4) Teaching effectiveness is evaluated through student evaluation of instruction.

5) As a new associate degree program, the results of the annual college program review will also be forwarded to the Kentucky Council on Postsecondary Education (CPE) staff for review after three years. Upon a successful Council review, the program will be placed on the regular five year CPE institutional program review cycle.

**Conclusion**

The proposed AAS program is consistent with the missions of KCTCS and OCTC and supports the statewide postsecondary education strategic agenda and the statewide strategic implementation plan. There is an approved curriculum for the program. Local and state needs support the establishment of this program. A program evaluation plan is being developed, and OCTC has resources available to implement this program.
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NEW PROGRAM REQUEST FORM

Owensboro Community and Technical College
Institution Submitting Proposal

Associate in Applied Science
Degree Designation as on Diploma

Veterinary Technology
Title of Proposed Degree Program

Intended Date of Implementation       August 2013
Evaluation Criteria

A. Centrality to the Institution’s Mission and Consistency with State’s Goals

1. List the objectives of the proposed program.

The objectives of the Veterinary Technology (VT) program are to:

A. Provide well-trained veterinary technicians to meet a growing need in the veterinary profession throughout the Owensboro Community and Technical College (OCTC) service area and the southeastern United States.
B. Provide educational opportunities for students interested in pursuing a profession in veterinary technology.
C. Develop and maintain high completion rates in the area of veterinary technology.
D. Partner with local and regional veterinary practitioners and biomedical facilities to assure program content is relevant and consistent with the needs of the veterinary profession.

In October 2011, Kentucky Community and Technical College System (KCTCS) faculty approved new general education competencies based on the American Association of Colleges and Universities’ Liberal Education for America’s Promise (LEAP) Essential Learning Outcomes. These competencies guide the development of Owensboro Community and Technical College’s new Veterinary Technology program, particularly the general education core in the program. The LEAP outcomes are as follows:

A. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.

B. Intellectual and practical skills, including:
   - Inquiry and analysis.
   - Critical and creative thinking.
   - Written and oral communication.
   - Information literacy.
   - Teamwork and problem solving.

C. Personal and social responsibility, including:
   - Civic knowledge and engagement (local and global).
   - Intercultural knowledge and competence.
   - Ethical reasoning and action.
   - Foundations and skills for lifelong learning.

D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.
2. Explain how the proposed program relates to the institutional mission and strategic plan.

The OCTC mission states that we will “cultivate lifelong learning opportunities through career degree programs” and the Veterinary Technology program is one example. OCTC’s 2012-13 Strategic Plan includes the goal to “Enhance the economic and workforce development of the Commonwealth.” Under this broader goal, the following objectives will be achieved by the addition of the VT program:

- Increased targeted professional sector penetration.
- Increase the number of high demand credentials.
- Increase the number of veterinary practices and biomedical facilities served.

The Veterinary Technology program will allow OCTC to offer additional degree programs that will prepare students to transfer to four-year institutions as well as acquire the knowledge and skills for new or continued employment. The program faculty, in partnership with Workforce Solutions, will also provide customized veterinary professional training. The addition of the VT program will enhance continuing education and community outreach.

To summarize, the objectives of the Associate in Applied Science (AAS) degree in Veterinary Technology support the strategic priorities of the institution in that students are provided with an opportunity to improve the quality of their lives personally, economically, and professionally.

3. Explain how the proposed program addresses the state’s postsecondary education strategic agenda.

The Veterinary Technology program directly addresses two of the four statewide policy objectives: student success and research, economic, and community development.

**Student Success**

The Veterinary Technology program will provide both traditional and non-traditional students with an additional career pathway opportunity not previously available to the region. It is envisioned that the program could be structured and delivered in a cohort format. This delivery method supports increased retention. Higher retention rates will lead to an increase in high-quality degree production and will positively impact completion rates.

Owensboro Community and Technical College serves a region with individuals in the lower-income, underprepared, and underrepresented demographics. It is anticipated that the addition of this program will positively impact the retention and completion rates for these demographic groups.
While the emphasis of the program at OCTC will be Veterinary Technology, students educated in the Veterinary Technology program will possess a skill set that will ready them to enter most any facet of the Veterinary Support sector. Therefore, graduates will have access to multiple pathways that were previously unavailable. Entering high school students with a strong reading, math, and science background will be well positioned to enter the Veterinary Technology program. Additionally, the program will provide previously unavailable pathways to non-traditional students. Consequently, students will have the opportunity to enroll in and complete postsecondary degrees and credentials.

_Policy Objective #4: Increase high-quality degree production and completion rates at all levels and close achievement gaps, particularly for lower-income, underprepared, and underrepresented minority students._

_Strategy 4.2: Provide institution and student incentives to increase high-quality degree production and completion rates._

_Strategy 4.4: Support new pathways for adult learners to enroll and complete postsecondary degrees and credentials._

Research, Economic and Community Development

The impetus for seeking approval to offer the Veterinary Technology program was the result of requests from veterinary practitioners. These professional partners in the OCTC service area have expressed a need for highly trained veterinary technicians in both large and small animal veterinary practice. By providing educational opportunities for individuals interested in the field, OCTC will be responding to the needs of the profession and addressing the strategic agenda, _Stronger by Degrees_, established by the Kentucky Council on Postsecondary Education (CPE).

The Veterinary Technology program will work with veterinary practitioners and biomedical partners to assure students are educated to meet the demands of the sector. Through existing and new partnerships with professional partners, the VT program will better position OCTC to meet the workforce needs of its service region and Kentucky as a whole. The program avoids unnecessary duplication, since the only other colleges offering similar credentials are outside the OCTC service area.

_Policy Objective 7: Increase educational attainment and quality of life in Kentucky communities through regional stewardship, public service, and community outreach._

_Strategy 7.1: Strengthen and expand partnerships with business, industry, government, non-profit, and other educational entities to meet Kentucky’s workforce and community needs._
4. Explain how the proposed program furthers the statewide implementation plan.


   The Veterinary Technology program will further the statewide implementation plan in that it will help meet the need for high-quality credentials that allow individuals to be successful in their work, life, and communities, while helping to meet the goal to increase degree production and educational attainment. Several courses required for the Veterinary Technology program are currently offered at OCTC. By offering these courses, and through effective use of resources, the college will seek to control costs for both students and the state.
B. Program Quality and Student Success

The curriculum should be structured to meet the stated objectives and student learning outcomes of the program.

1. List all student learning outcomes.

General Education Competencies:

Competencies will be met at the level appropriate to the credential.

Students should prepare for twenty-first century challenges by gaining:

A. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.

B. Intellectual and practical skills, including:
   • Inquiry and analysis.
   • Critical and creative thinking.
   • Written and oral communication.
   • Quantitative literacy.
   • Information literacy.
   • Teamwork and problem solving.

C. Personal and social responsibility, including:
   • Civic knowledge and engagement (local and global).
   • Intercultural knowledge and competence.
   • Ethical reasoning and action.
   • Foundations and skills for lifelong learning.

D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

Veterinary Technology Student Learning Outcomes

A veterinary technician student, having completed the curriculum, will have gained the prerequisite knowledge and perspective to carry out the following decision making abilities according to the Committee on Veterinary Technician Education and Activities (CVTEA) task list and skill set guidelines:
Upon completion of the degree, the graduate can:

1. Effectively contribute to the professional and efficient operation of the facility in order to provide maximum benefits to clients, patients, and the facility.

2. Effectively and accurately acquire and convey information utilizing an appropriate communication mode.

3. Carry out her/his duties within appropriate legal boundaries and maintain high ethical standards to provide high quality service to clients, patients, employers, and the veterinary profession.

4. Calculate the correct amount of medication in the prescribed form and administer it by the prescribed route to maximize therapeutic benefits and minimize the potential for adverse effects. The veterinary technician shall also be able to differentiate between abnormal and normal responses to medication.

5. Given the characteristics of the patient, the instructions of the veterinarian and the medication to be used, the veterinary technician will (1) accurately calculate and dispense the correct form and dose of medication and (2) communicate necessary client information in order to maximize safety, compliance with prescribed therapy and successful treatment of the patient. The veterinary technician should also be proficient at performing inventory control procedures.

6. Safely and efficiently obtain subjective and objective patient data that will allow accurate evaluation of the patient's physical status with minimum stress and maximum safety.

7. Implement appropriate husbandry techniques to enhance wellness and reduce risk of disease, injury and stress.

8. Understand appropriate and inappropriate dietary components for various life stages and therapeutic regimens (e.g., therapeutic foods) in order to promote optimal health enhance recovery and manage chronic disease conditions. The veterinary technician will also explain nutritional recommendations to clients and reinforce owner compliance.

9. Carry out appropriate therapeutic techniques in order to achieve maximum health benefits for the patient.

10. Recognize a patient's dental health status and perform techniques, as prescribed by a veterinarian, appropriate to the species and its condition in order to promote and maintain dental health.
11. Work with the veterinarian to:
   a. Assess the patient's risk status and determine appropriate anesthetic and peri-anesthetic protocols to provide effective pain management and maximum anesthetic safety and effectiveness.
   b. Choose and utilize appropriate techniques and equipment to accurately and effectively monitor the patient's ongoing status before, during and after anesthesia to provide for adequate anesthesia, analgesia, and a safe recovery.

12. Recognize and respond appropriately to anesthetic equipment malfunctions or inappropriate equipment setup in order to ensure proper function and provide maximum benefit to the patient.

13. Use medical records and patient identification methods to assure that the patient and scheduled surgical procedures are correct.

14. Obtain the patient's vital signs, note any specific physical abnormalities, ensure pre-surgical tests have been completed, and report the patient assessment to the veterinarian.

15. Identify the appropriate area of hair to be removed and select appropriate methods to reduce microbial flora on the skin in the area of surgical site in order to decrease the chance of surgical wound contamination.

16. Position the patient appropriately to provide maximum convenience for the surgeon and maximum safety and benefit for the patient.

17. Understand and utilize appropriate aseptic techniques to assist operative personnel in order to provide maximum safety and benefit to the patient.

18. Assure that anesthetic and post-operative pain management protocols are appropriate to provide maximum safety and benefit to the patient.

19. Properly select, wrap and sterilize appropriate instruments and supplies and prepare and maintain the surgical environment to ensure maximum safety and benefit to the patient.

20. Properly prepare, handle, and submit appropriate samples for diagnostic analysis in order to ensure maximum accuracy of results.

21. Given the characteristics of laboratory instruments and equipment, the veterinary technician will determine proper maintenance and quality control procedures necessary to ensure accurate results.
22. Carry out analytical laboratory procedures to provide accurate and precise results and be able to recognize accurate vs. erroneous results in order to provide maximum diagnostic benefit.

23. Properly (1) prepare radiographic and darkroom equipment, (2) measure and position animals using topographic landmarks, (3) choose an appropriate radiographic technique to minimize the need for repeat exposures, (4) produce the latent image, (5) process the exposed film, (6) analyze the final radiograph for quality in order to provide maximum diagnostic benefit.

24. Exercise professional judgment to minimize risks to personnel and patients during radiographic procedures to ensure safety.

25. Properly (1) prepare the imaging site and equipment and (2) position patients appropriately for the ultrasound study being conducted.

26. The veterinary technician will be familiar with the basic principles of animal research and understand the utilization of laboratory animals in animal research. The veterinary technician will also have a working knowledge of federal, state, and local animal welfare regulations.

27. Safely obtain subjective and objective data from laboratory animals that will allow evaluation of the patient. The veterinary technician will be able to: 1) identify husbandry issues, 2) discern appropriate from inappropriate nutritional support, and 3) recognize normal from abnormal behavior patterns.

2. Explain how the curriculum achieves the program-level student learning outcomes by describing the relationship between the overall curriculum or the major curricular components and the program objectives.

The Veterinary Technology program is made up of general education and technical courses. The general education core makes up approximately one fifth of the program. While the emphasis of the program is technical and the degree is terminal in nature, the general education core will expose students to various disciplines; cover skills such as verbal and written communication skills, mathematical skills; and provide them with a broader perspective of society as a whole.

The general education course-level outcomes are determined by the KCTCS General Education curriculum committee and build to the systemwide general education student learning outcomes listed above.

The remainder of the program is made up of technical courses designed to prepare students for employment in the veterinary technician field. Course outcomes and
program outcomes are developed by the KCTCS Veterinary Technology curriculum committee. Program outcomes broadly encapsulate the collection of course outcomes.

3. Highlight any distinctive qualities of this proposed program.

The Veterinary Technology program will provide students with the skills and knowledge needed to work as a professional veterinary technician. Areas of study include anatomy, physiology, microbiology, clinical techniques, office and hospital procedures, client relations and communication, pharmacology, anesthesiology, surgical and medical nursing, radiology, and clinical pathology training. The Veterinary Technology program will provide students with “real world” clinical and lab experiences to develop the skills needed to become a valued professional in the field.

Overall, the students in this program receive an education that provides marketable skills which prepares them to be employed in high-demand professions. By offering the AAS in Veterinary Technology, the college will advance its effort to help address key and growing workforce shortages in the service area.

4. Will this program replace any existing program(s) or tracks within an existing program?

The Veterinary Technology program will not replace any existing programs.

5. Include the projected faculty/student in major ratio.

The projected faculty to student ratio in major will be approximately one faculty member to 24 students (1:24).

6. Is there a specialized accrediting agency related to this program? If yes, identify the agency. Do you plan to seek accreditation? If yes, explain your plans for accreditation. If no, explain your rationale for not seeking accreditation.

Accreditation for the program is available through the American Veterinary Medical Association’s (AVMA) Committee on Veterinary Technician Education and Activities. The Owensboro Community and Technical College Veterinary Technology program will seek accreditation in fall 2014.
7. Attach SACS Faculty Roster Form.

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Courses Taught</th>
<th>Relevant Academic Degrees and Course Credits Earned</th>
<th>Other Qualifications</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Eddie Leach, BS, DVM</td>
<td>• VET 110 Introduction to Veterinary Technology</td>
<td>• BS, University of Kentucky</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• VET 114 Animal Anatomy &amp; Physiology</td>
<td>• DVM, Auburn University</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• VET 130 Veterinary Lab Procedures I</td>
<td></td>
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<td></td>
<td>• VET 210 Pharmacology</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• VET 230 Veterinary Lab Procedures II</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• VET 240 Veterinary Lab Procedures III</td>
<td></td>
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<tr>
<td>2</td>
<td>Kathy Hoffman, BS, MS</td>
<td>• VET 112 Veterinary Microbiology</td>
<td>• BS, University of Kentucky</td>
<td>ASCP, Michigan State University</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• MS, The Catholic University of America</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Licensed Veterinary Technicians; to be hired.</td>
<td>• VET 120 Clinical Practicum I</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• VET 220 Parasitology &amp; Clinical Lab</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• VET 250 Clinical Practicum II</td>
<td></td>
<td></td>
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<tr>
<td>4</td>
<td>Chelsea Williams, BS, MS</td>
<td>• AGR 240 Introduction to Animal Science</td>
<td>• BS, Lipscomb University</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• AGR 280 Livestock Management</td>
<td>• MS, Western Kentucky University</td>
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8. Describe the library resources available to support this program.

The library is located in the Learning Resource Center on the OCTC main campus with a technical reference library on the Downtown Campus (DT). Students also have access to two computer labs on the DT Campus with a total of 24 computers for their educational use.

General education courses for the program are currently taught at OCTC and are adequately supported by the library. In addition to its collection of print...
materials, eBooks, and audio-visual materials, the OCTC library will subscribe to
a variety of databases covering a wide range of veterinary technician related
topics. The program director is currently working with the Director of Library
Services to ensure these are ready for the start of the fall 2013 semester. The
diverse offerings ensure that resources are available for all disciplines and
program areas. The Kentucky Virtual Library also offers an extensive array of
databases that complement the holdings of the library.

9. Describe the physical facilities and instructional equipment available to support
this program.

The Veterinary Technology program will utilize renovated space at the
Downtown Campus for a state-of-the-art small animal teaching hospital. Lecture
rooms will also be provided at the downtown location. The large animal activities
will be divided between new facilities on the Main Campus, area producers, and
clinical practicum locations.

10. Clearly state the admission and retention, and completion standards designed to
encourage high quality.

Owensboro Community and Technical College is an open enrollment community
college. To apply for admission, students must have a high school diploma or
General Education Development (GED) test scores; submit a transcript of their
secondary work, postsecondary work, or GED score; and complete an application.

Candidates for admission must have a high school diploma or GED and must be
admitted to OCTC before being considered for admission to the program.

The following items must be on file in the OCTC Admissions Office:

1. Completed admissions application.
2. Official transcripts from:
   a. High school (a partial transcript is acceptable for seniors prior to
      graduation).
   b. All colleges attended.
3. Completion of testing and test results.

The following are admission requirements of the Veterinary Technology program:

1. Must have a minimum high school or college grade point average (GPA) of
   2.5.
2. Must have an ACT composite score of 20 or above (or equivalent SAT score).
3. Must complete and submit all Veterinary Technology Program application
   forms.
4. Must complete an eight-hour observation of the activities and duties of a licensed veterinary technician and the verification form must be signed by a licensed technician or veterinarian.

5. Must submit to a background check.

6. Must review and submit a verification form upon complete review of the *Veterinary Technology Program Student Policy Manual*, available on the OCTC website and in the library.

7. Must complete all transitional education requirements in reading, writing, and math as indicated by the institutional placement guidelines (ACT, SAT or COMPASS) prior to enrolling into the Veterinary Technology program.

8. Must complete a formal personal interview with the Veterinary Technology admissions committee. Applicants are evaluated during the interview using the following criteria: academic ability, previous experience, reasoning and critical thinking skills, professional appearance, personal interaction skills, and motivation.

Completion of the admission requirements certifies eligibility, but in no way implies or guarantees admission to the program due to accreditation requirements and facility constraints.

Retention and progression in the Veterinary Technology program is contingent upon a grade of “C” or better in each course, maintenance of a 2.0 cumulative grade point average or better (on a 4.0 scale), and having met all the technical standards.

According to the nature of the work required in the Veterinary Technology program offered at Owensboro Community and Technical College, a student in this program must be able to:

1. Reach, lift moderate weights, manipulate and operate equipment necessary for veterinary medical care.

2. Comply with appropriate safety regulations when around animal species.

3. Move, manipulate and/or observe a patient as necessary in veterinary medicine.

4. Visually assess patients, clients, medical test results, and the working environment to correctly decide the appropriate action to take for the benefit of the patient and client.

5. Clearly communicate, both verbally and in writing, with the client, family, personnel, and others to disseminate information relevant to patient care and
work duties, and to be able to hear in order to accurately gather information relevant to the patient/client and work duties.

6. Make appropriate judgment decisions in an emergency or where a situation is not clearly governed by specific guidelines.

7. Demonstrate emotional stability and psychological health in day-to-day interaction with patients/clients, staff, family and others in routine and non-routine decision-making processes, and on the daily execution of didactic and clinical assignments.

8. Be able to successfully perform a standard set of competency skills during the last semester of the program. Satisfactory completion of these skills is required for graduation.

The Veterinary Technology program is designed to be completed in two years (five semesters). Upon successful completion, an AAS degree will be awarded.

11. Clearly state the degree completion requirements for the program.

For the Associate in Applied Science in Veterinary Technology at least 25 percent of the approved curriculum credits must be completed at OCTC. Students seeking the Associate in Applied Science degree in VT must have a minimum cumulative GPA of 2.0 to be eligible for graduation. To be eligible to receive KCTCS credentials, students must satisfactorily complete the minimum number of credits required for the AAS in VT, including the general education requirements as specified in the KCTCS Board of Regents Policies 4.11 and 4.12 and program requirements, with a cumulative grade point average of at least 2.0.

12. Provide the following information for the program and for each track (some categories may not apply to all programs):

**Veterinary Technology:**

- Total number of hours required for degree: 69-72
- Number of hours in general education: 19
- Number of hours in degree program core: 50-53
- Number of hours in track (if applicable): 0
- Number of hours in guided electives: 0
- Number of hours in free electives: 0

13. Describe how the proposed program will articulate with related programs in the state. It should describe the extent to which student transfer has been explored and coordinated with other institutions.
By completing the degree requirements for the AAS in Veterinary Technology, students will finish the program with an employable credential. Those students who choose to complete a bachelor’s degree in Veterinary Technology may transfer to Murray State University or to any other four-year school for other degrees.

The Kentucky Community and Technical College System has developed policies for cooperative efforts between KCTCS colleges, such as the Policy on Collaboration Program Development (9/16/98, revised 12/5/03, 6/12/09, 6/15/12), which ensures that collaborative program development processes shall meet criteria specified by the accrediting bodies of the respective community and technical colleges and any required programmatic standards, and the Policy for Consortial Relationships and Contractual Agreements (Credit Courses or Programs) (5/27/99, revised 1/4/07, 11/20/09), which ensures that agreements meet the accreditations requirements of the Commission on Colleges of the Southern Association of Colleges and Schools (SACS).

Owensboro Community and Technical College has a “2 + 2” agreement with Murray State University. Students in the Veterinary Technology program may take advantage of this agreement to complete a bachelor’s degree. Graduates may also have the option to pursue a baccalaureate degree through degree completer programs at most public postsecondary institutions in the Commonwealth.

14. List courses under the appropriate curricular headings.

<table>
<thead>
<tr>
<th>General Education Courses</th>
<th>Course Title</th>
<th>Course Description</th>
<th>Credit Hours</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>Writing I</td>
<td>Focuses on academic writing. Provides instruction in drafting and revising essays that express ideas in standard English, including reading critically, thinking logically, responding to texts, addressing specific audiences, researching and documenting sources. Includes review of grammar, mechanics and usage, Notes: (a) credit not available by special examination; (b) English 101 and 102 may not be taken concurrently; (c) AP credit in the English Language and Composition category for ENG 101 awarded as indicated by AP</td>
<td>3</td>
<td>N</td>
</tr>
<tr>
<td>Course</td>
<td>Title</td>
<td>Description</td>
<td>Credits</td>
<td>Corequisite</td>
</tr>
<tr>
<td>----------</td>
<td>--------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------</td>
<td>-------------</td>
</tr>
<tr>
<td>MAT 110</td>
<td>Applied Mathematics or College Algebra</td>
<td>Includes the concepts of ratio and proportion, units and conversions, linear equations in two variables, inequalities, graphing and writing equation of a line, percents, interest, descriptive statistics, and logical symbolism. Emphasizes applications in the various technologies.</td>
<td>3</td>
<td>N</td>
</tr>
<tr>
<td>COM 252</td>
<td>Introduction to Interpersonal Communication</td>
<td>Examines basic verbal and nonverbal concepts affecting the communication process in various interpersonal contexts. Requires participation in written and oral activities designed to develop and improve interpersonal skills. Includes perspective-taking, relationship and conversation management, effective listening, conflict management, communication climate, communication anxiety, and cultural/gender differences in interpersonal communication.</td>
<td>3</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>Social/Behavioral Sciences Course</td>
<td></td>
<td>3</td>
<td>N</td>
</tr>
<tr>
<td>Core Courses</td>
<td>Course Title</td>
<td>Course Description</td>
<td>Credit Hours</td>
<td>New</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------------</td>
<td>-----</td>
</tr>
<tr>
<td>VET 110</td>
<td>Introduction to Veterinary Technology</td>
<td>Introduces students to veterinary medicine and technology through the lecture component covering hospital operation, professional standards, and ethics. Introduces the study of breeds and strains of domesticated animals and the basic concepts of animal behavior. Studies the nature and form of medicines and the calculation of dose and dosages. The lab component teaches and reinforces restraint techniques; lab procedures, equipment identification, medical terminology, and medication administration; and small animal nutrition.</td>
<td>5</td>
<td>Y</td>
</tr>
<tr>
<td>VET 112</td>
<td>Veterinary Microbiology</td>
<td>Examines the characteristics of microorganisms and their relationship to animal health and disease. Introduces fundamental microbiological principles and</td>
<td>4</td>
<td>Y</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Description</td>
<td>Credits</td>
<td>Grading</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>VET 114</td>
<td>Animal Anatomy &amp; Physiology</td>
<td>Provides a functional integration of basic science and clinical information as it relates to animals in an integrated lecture and laboratory approach, employing the organ system approach, using domestic and laboratory animals as models to discuss anatomy and physiology. Utilizes prosected animal specimens, fresh and preserved, as well as skeletons and models, in the laboratory to reinforce course concepts.</td>
<td>5</td>
<td>Y</td>
</tr>
<tr>
<td>VET 120</td>
<td>Clinical Practicum I</td>
<td>Provides practical experience in veterinary clinics and/or related facilities; students complete an average of approximately 12 hours of clinical practicum per week.</td>
<td>2</td>
<td>Y</td>
</tr>
<tr>
<td>VET 130</td>
<td>Veterinary Lab Procedures I</td>
<td>Introduces the student to essential nursing skills, covers surgical nursing concepts, small and large animal medical nursing, aseptic technique, and surgical instrumentation. The lab component prepares the student to assist the veterinarian in performing surgery by introducing anesthesia and operation of the anesthesia machine and nursing procedures during the surgical process. Introduces radiographic procedures and covers dental prophylaxis, recognition of dental abnormalities, and charting.</td>
<td>5</td>
<td>Y</td>
</tr>
<tr>
<td>VET 210</td>
<td>Pharmacology</td>
<td>Introduces the major drug classifications, covers the use and control of drugs, measurements, and conversion factors, and methods of drug</td>
<td>3</td>
<td>Y</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Description</td>
<td>Credits</td>
<td>Offered</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>VET 220</td>
<td>Parasitology &amp; Clinical Lab</td>
<td>Covers the study of internal and external parasites of companion, exotic, and farm animals. Life cycles, diagnostic protocol, control, and treatment of the most common parasites will be discussed. Familiarizes students with laboratory techniques performed in veterinary hospitals and clinics. Examination and testing of blood, feces, urine, and exudates are performed for diagnostic and prognostic purposes. Development of skills necessary to maintain a safe laboratory working environment, institute quality control programs, collect, process, store, and transport clinical biological specimens.</td>
<td>5</td>
<td>Y</td>
</tr>
<tr>
<td>VET 230</td>
<td>Veterinary Lab Procedures II</td>
<td>Covers development, treatment, prevention, and control of infectious and non-infectious diseases. Develops skills in surgical nursing, anesthesia monitoring, critical care, emergency medicine, and radiographic techniques.</td>
<td>5</td>
<td>Y</td>
</tr>
<tr>
<td>VET 240</td>
<td>Veterinary Lab Procedures III</td>
<td>Emphasizes lab animal care, advanced radiographic techniques, ultrasound, and clinical pathology, this course is a continuation of VET 230. Refine skills introduced in previous courses. Uses field trips to veterinary and research facilities when appropriate.</td>
<td>5</td>
<td>Y</td>
</tr>
<tr>
<td>VET 250</td>
<td>Clinical Practicum II</td>
<td>Provides practical experience in veterinary hospitals, clinics, and/or related facilities; students complete an average of 16 hours per week.</td>
<td>5</td>
<td>Y</td>
</tr>
<tr>
<td>AGR 240</td>
<td>Introduction to Animal Science</td>
<td>Provides a limited overview of the farm species of livestock.</td>
<td>3</td>
<td>N</td>
</tr>
</tbody>
</table>
15. Describe planned alternative methods of program delivery involving greater use of technology, distance education, and/or accelerated degree designs, to increase efficiency, better address student educational and workforce needs, and maximize student success, for both traditional and non-traditional students.

To best meet the needs of all constituents, when appropriate, coursework will be offered utilizing alternate delivery methods. These could include, but not be limited to:

- Distance learning.
- Mixed mode courses (face-to-face, video-conferencing, audio-conferencing, email, and internet).
- Technology-enhanced instruction.
- Instruction at nontraditional locations, such as employer worksite.
C. Program Demand/Unnecessary Duplication

1. Student Demand

   a. Provide evidence of student demand within your area of geographic responsibility as well as the state and national levels.

   Request for the Veterinary Technology program at Owensboro Community and Technical College is in response to a recent needs assessment survey (N=120) of area veterinary practitioners that resulted in a 33 percent response rate. Ninety-one percent of respondents indicated an accredited Veterinary Technology program would be an asset to their practice. Eighty-six percent indicated an accredited Veterinary Technology program at OCTC would be convenient and practical for current employees to obtain continuing education. Currently, there is not an accredited two-year program in western Kentucky. The four-year accredited programs, located at Murray State and Morehead State, are in the far western and eastern regions of Kentucky. The Veterinary Technology program has generated extreme student interest from area career fairs and high school recruiting events.

   b. Identify the applicant pool and how they will be reached.

   Potential contact methods will include, but not be limited to, phone calls, emails, printed materials, public appearances, newspaper advertisements, and mailings. The applicant pool will be made up of current students interested in a career in veterinary technology, recent high school graduates, unemployed and under-employed workers, and the general public located in OCTC’s service area.

   Once the program is approved, the college will work with the West Kentucky Workforce Investment Board to have the program placed on the approved programs list.

   c. Describe the student recruitment and selection process.

   College advisors and other key staff will be made aware of the program so that they can advise potential students regarding the program.

   Owensboro Community and Technical College currently recruits in and around the college’s service area at high schools, career fairs, trade shows, and other suitable venues. Continuing to engage in recruiting activities will increase program awareness and enrollment.
d. Identify the primary feeders for the program.

Primary feeders will include area high schools, recent high school graduates, area veterinary practitioners, and Office of Employment and Training referrals.

e. Provide any evidence of a projected net increase in total student enrollments to the campus as a result of the proposed program.

Offering an AAS in Veterinary Technology will increase the college’s enrollment and demand by enticing potential students with a credential that will provide gainful employment and a lifelong skillset. Due to practitioner demand for well-qualified, certified veterinary technicians, veterinarians have indicated they are willing to support program participants. This support will include, but not be limited to, internships, sponsorships, and summer employment. The expectation is that this support will make the program attractive to individuals interested in the veterinary technician field. In addition, this associate degree program will likely attract recent high school graduates.

The applicant pool will be made up of current students interested in a career in veterinary technology, recent high school graduates, unemployed, and under-employed workers, and the general public. Potential contact methods will include, but not be limited to, phone calls, emails, printed materials, public appearances, newspaper advertisements, and mailings.

According to the Kentucky Occupational Outlook to 2018 (Kentucky Education and Workforce Development Cabinet, July 2010), veterinary technologists and technicians are considered the fastest growing occupations in Kentucky requiring an associate’s degree, expected to grow by 38.59 percent through 2018, five times the average rate for all occupations. Implementation of the Veterinary Technology program at Owensboro Community and Technical College is in response to a recent needs assessment survey (N=120) that resulted in a 33 percent response rate. Ninety-one percent of respondents indicated an accredited Veterinary Technology program at Owensboro Community and Technical College would be an asset to their practice. Eighty-six percent indicated an accredited Veterinary Technology program at OCTC would be convenient and practical for current employees to obtain continuing education. Currently, there is not an accredited two-year program in western Kentucky. The four-year accredited programs, located at Murray State and Morehead State, are in the far western and eastern regions of Kentucky.
f. Project estimated student demand for the first five years of the program.

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Student Enrollment</th>
<th>Projected Degrees Conferred</th>
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</thead>
<tbody>
<tr>
<td>2013-14</td>
<td>32</td>
<td>0</td>
</tr>
<tr>
<td>2014-15</td>
<td>54</td>
<td>18</td>
</tr>
<tr>
<td>2015-16</td>
<td>73</td>
<td>18</td>
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<tr>
<td>2016-17</td>
<td>73</td>
<td>18</td>
</tr>
<tr>
<td>2017-18</td>
<td>73</td>
<td>18</td>
</tr>
</tbody>
</table>

Figure 1

2. Employer Demand: Clearly describe evidence of employer demand.

a. Describe the types of jobs available for graduates, average wages for these jobs, and the number of anticipated openings for each type of jobs in the institution’s area of geographic responsibility.

Implementation of the Veterinary Technology program at Owensboro Community and Technical College is in response to a recent needs assessment survey (N=120) that resulted in a 33 percent response rate. Ninety-one percent of respondents indicated an accredited Veterinary Technology program at OCTC would be an asset to their practice. Eighty-six percent indicated an accredited Veterinary Technology program would be convenient and practical for current employees to obtain continuing education.

b. Describe the types of jobs available for graduates, average wages for these jobs, and the number of anticipated openings for each type of jobs in Kentucky.

According to [www.kylmi.ky.gov](http://www.kylmi.ky.gov), growth plus replacement needs for veterinary technologists and technicians in Kentucky are estimated to average about 80 openings per year from 2010-20. Of these estimated 80 openings per year, 75.0 percent are due to growth (new positions) and 25.0 percent are due to replacements (workers leaving this occupation). According to the Kentucky Occupational Outlook to 2018 (Kentucky Education and Workforce Development Cabinet, July 2010), veterinary technologists and technicians are considered one of the fastest growing occupations in Kentucky requiring an associate’s degree, expected to grow by 38.59 percent through 2018, five times the average rate for all occupations. One thousand and eighty people are employed in veterinary technician positions in Kentucky with an average pay of $26,770 or $12.87 per hour according to Bureau of Labor and Statistics.

c. Describe the types of jobs available for graduates, average wages for these jobs, and the number of anticipated openings for each type of jobs at the national level.
The Bureau of Labor and Statistics lists job growth at 52 percent between 2010-20, with 78,800 veterinary technicians currently employed nationally at an average pay of $31,530 or $15.16 per hour. This data indicates 40,976 new veterinary technician positions will need to be filled nationally.

3. Academic Disciplinary Needs:

a. If the proposed program is an advanced credential (diploma to AAS), explain the new practice or licensure requirements in the profession and/or requirements by specialized accrediting agencies that necessitate a new program.

For a veterinary technician student to test for the Veterinary Technician licensure exam, the student must complete an associate degree or its equivalent per Kentucky Statute 321.441. This new program will allow this need to be met according to the guidelines outlined in the statute below:

**321.441 Registration of veterinary technologists and technicians; exception**

(1) An applicant for registration as a veterinary technologist shall be a graduate of an accredited program of veterinary technology approved by the board and have met all the requirements of the board. An applicant for registration as a veterinary technician shall possess an associate degree related to veterinary sciences, or its equivalent, approved by the board and have met all the requirements of the board. An applicant for registration as a veterinary technologist or veterinary technician shall pass a written and practical examination as determined by the board to assess the qualifications and fitness of an applicant to engage in the practice.

4. Similar programs: A similar program is defined as a program with the same or closely related CIP code at the same degree level. A proposed program will not be considered unnecessarily duplicative if it serves a different student population than an existing programs and/or if its curriculum is distinctive from that of existing programs at other public institutions in Kentucky.

a. Identify similar programs in other SREB states and in the nation.

Currently, there is not an accredited two-year program in western Kentucky. There are two accredited associate degree programs in Kentucky with the closest being 140 miles from Owensboro and the second program 240 miles. The four-year accredited programs, Murray State and Morehead State, are in the far western and eastern regions of Kentucky.
Similar accredited programs in the SREB states are as follows:

1) Alabama –
   Jefferson State Community College

2) Arkansas –
   Arkansas State University – Beebe

3) Delaware –
   Delaware Technical and Community College

4) Florida –
   Brevard Community College
   Hillsborough Community College
   Miami-Dade College
   Pensacola State College
   Sanford Brown Institute – Fort Lauderdale
   Sanford Brown Institute – Jacksonville
   St. Petersburg College

5) Georgia –
   Athens Technical College
   Fort Valley State University
   Gwinnett Technical College
   Ogeechee Technical College
   Southwest Georgia Technical College

6) Louisiana –
   Baton Rouge Community College
   Delgado Community College
   Northshore Technical College
   Northwestern State – University of Louisiana

7) Maryland –
   Essex Campus of the Community College

8) Mississippi –
   Hinds Community College

9) North Carolina –
   Asheville – Buncombe Technical Community College
   Central Carolina Community College
   Gaston College

10) Oklahoma –
    Murray State College
    Oklahoma State University – Oklahoma City
    Tulsa Community College

11) South Carolina –
    Piedmont Technical College
    Tri-County Technical College
    Trident Technical College

12) Tennessee –
    Chattanooga State Community College
    Columbia State Community College
    Lincoln Memorial University
b. If CPE records indicate similar programs exist in Kentucky, does the proposed program differ from existing programs in the state? If yes, please explain.

Yes, currently there are only two accredited programs in Kentucky. The two-year accredited programs are at Brown Mackie College (Probationary Status) located in Louisville, Kentucky and Morehead State University located in Morehead, Kentucky. Although the curriculum may differ in configuration from these programs, the KCTCS curriculum is aligned to the standards and requirements of the accrediting agency which will permit the student to sit for the licensure examination.

c. Does the proposed program serve a different student population (i.e., students in a different geographic area) from existing programs? If yes, please explain.

Yes. There are two accredited associate degree programs in Kentucky with the closest being 140 miles from Owensboro and the second program 240 miles. The OCTC program will serve a different geographical student population.

d. Is access to existing programs limited? If yes, please explain.

Yes. Access is limited to existing programs due to the distance between those programs and Owensboro Community and Technical College. Morehead State is 240 miles away; Brown Mackie College 140 miles; and Columbia State in Tennessee 175 miles.

e. Is there excess demand for existing similar programs? If yes, please explain.
Yes. The long term growth for veterinary technologists and technicians in Kentucky is predicted to be very fast growing. The estimated number of veterinary technologists and technicians employed in Kentucky in 2010 was 1,120. It is projected that in 2020 there will be 1,670. This represents an annual average growth rate of 4.1 percent, faster than the 1.2 percent growth rate for all occupations in Kentucky.

f. Is there collaboration between the proposed program and existing programs?

Yes. The Veterinary Technology program director will collaborate with the directors of other accredited veterinary technology programs to develop articulation and transfer agreements and ensure curricula are aligned to meet accrediting standards.
D. Cost and Funding of the Proposed Program

The resource requirements and planned sources of funding of the proposed program must be detailed in order to assess the adequacy of the resources to support a quality program. This assessment is to ensure that the program will be efficient in its resource utilization and to assess the impact of this proposed program on the institution’s overall need for funds.

1. Will this program require additional resources? Y or N

Yes. Funds used to initiate the program will be from a secured Kentucky Coal Severance Grant, Perkins Grant, and OCTC’s general fund.

2. Will this program impact existing programs and/or organizational units within your institution? If yes, please describe the impact.

Yes. The additional general education requirements provided by the AAS degree will create additional enrollment in general education classes. The degree program will also create a pathway for students achieving an AAS in Veterinary Technology to transfer to a four-year institution.

3. Provide adequate documentation to demonstrate sufficient return on investment to the state to offset new costs and justify approval for the proposed program.

The proposed program will better meet the needs of the veterinary profession; therefore, OCTC anticipates an increase in enrollment resulting in the start of a new class of students annually. This cycle will create an increase in tuition funds and is outlined in the New Program Budget Calculation Worksheet (Appendix B).

Cost/Funding Explanation

The funding sources and breakdown of budget expenses/requirements are located in Appendix B – New Program Budget Calculation Sheet.
E. Program Review and Assessment

Describe program evaluation procedures for the proposed program. These procedures may include evaluation of courses and faculty by students, administrators, and departmental personnel as appropriate. Program review procedures shall include standards and guidelines for the assessment of student outcomes implied by the program objectives and consistent with the institutional mission.

1. For each assessment method, please provide indicators of achievement and frequency of data collection:

a. Which components will be evaluated?

The following components are evaluated:

- Graduation/completion rate data.
- Graduate employment data.
- Individual class pre- and post-testing.
- Attainment of student learning outcomes.
- Employer clinical practicum assessments.
- Employer and student satisfaction surveys.
- Advisory board feedback.
- Internal peer review.

These data sets are used to provide an overall view of programmatic effectiveness and attainment of student learning outcomes. Information obtained through the review process is used to close the loop. This leads to programmatic improvement as well as increased performance and effectiveness.

b. When will the components be evaluated?

As a new associate degree program, the results of the college program review will also be forwarded to the Kentucky Council on Postsecondary Education (CPE) staff for review after three years. Upon a successful review, the program will be placed on the regular five year CPE institutional program review cycle.

An external review is performed every five years. The Owensboro Community and Technical College Veterinary Technology program will seek Committee on Veterinary Technician Education and Activities accreditation by November 2014 and maintain that accreditation. Program faculty members are annually reviewed by their division associate dean. Teaching effectiveness is evaluated through student evaluation of instruction.

c. When will the data be collected?

The veterinary technician end-of-program test will be collected toward the end of the spring semester for graduating seniors. Student evaluation data are collected in...
the fall. If the faculty member is new to OCTC, evaluation data sets are collected in the spring as well. Other pertinent data is collected in the fall and spring semesters prior to the annual review process such as retention and placement data.

d. How will the data be collected?

PeopleSoft related data will be primarily gathered by the Director of Institutional Research. Other data will be collected by the program director.

e. What will be the benchmarks to be achieved?

- Productive student recruitment.
- Effective instruction.
- High student satisfaction.
- High retention rate.
- Productive intern placement.
- High graduate placement.
- High employer satisfaction.

f. What individuals or groups will be responsible for data collection?

The Veterinary Technology program director will be responsible for end-of-program and licensure data collection as well as advisory board feedback. The program director will work with the Director of Institutional Research to collect graduation/completion data and employer internship data. Individual faculty will be responsible for pre- and post-testing data and student learning outcome attainment.

g. How will the data and findings be shared with faculty?

Faculty will meet once a year to evaluate data, including course pre- and post-data, student testing data, employer internship data, advisory board feedback, graduate employment data, and graduation completion rates.

h. How will the data be used for making programmatic improvements?

Individual pre- and post-testing data will be used to improve individual courses. These tests are based on student learning outcomes. Technician licensure test results will be used to improve the overall program based on problem areas as seen on the exam. Advisory board feedback will be used to improve curriculum based on employer need.

2. What are the measures of teaching effectiveness?

Program faculty members are annually reviewed by their Associate Dean for Academic Affairs and the Chief Academic Officer (CAO) based on information in the faculty members Performance, Planning and Evaluation (PPE) document.
PPE documents are completed at the beginning of each school year. Faculty members are encouraged to plan their activities so that they support the goals of the division, academic affairs, the college, and the system as a whole. The PPE is updated during the spring term to reflect faculty activities and accomplishments. Colleagues also have the opportunity evaluate each other. Teaching effectiveness is evaluated each year through student evaluation of instruction. A standard assessment instrument is used for all OCTC faculty members. Teaching effectiveness is in part indicated by positive student evaluations, student retention, and graduate success in passing credentialing exams and employment.

3. What efforts to improve effectiveness will be pursued based on these measures?

Performance, Planning, and Evaluation documents are discussed with faculty and areas of strength are noted. Areas where improvement or advancements can be made are also discussed. Colleague and student comments are read and analyzed, and trends are established. Colleague and student evaluation data, as well as comments, are considered when improvement strategies are formulated.

4. What are the plans to evaluate students’ post-graduate success?

Owensboro Community and Technical College will utilize alumni surveys to monitor graduates. Additionally, employer surveys are utilized by program coordinators to determine employer satisfaction and graduate success. Finally, OCTC will track transfer graduate success through interaction with receiving institutions, when possible.
Appendix A – Letters of Support

Wills Animal Hospital
3050 New Hartford Road • Owensboro, KY 42303
Ofc: (270) 684-3201 • Fax: (270) 926-8461

Dear Dr. Leach,

The Doctors at Wills Animal Hospital support the proposed Veterinary Technician program at the Owensboro Community and Technical College. We believe that this is a great opportunity to provide qualified veterinary technicians to our area and beyond. There is also a need for quality continuing education close to home for the current licensed technicians working in Owensboro and the surrounding cities and it is our hope that this can be provided through this program.

Sincerely,

Cindy Wolfe, D.V.M.
Teresa Wills, D.V.M.
Steve Wills, D.V.M.

4/19/13
AUDUBON ANIMAL HOSPITAL

April 9, 2013

To whom it may concern,

I am writing to express my support of the proposed associate’s degree program in veterinary technology at Owensboro Community & Technical College. I believe that the creation of a vet tech program in Owensboro will fill a need in our community and our region, with benefits to my profession as well as the community as a whole.

From personal experience during my time working as a veterinarian in Owensboro, I have come to appreciate the need for a more educated workforce in the field of veterinary medicine. There is often a high degree of staff turnover in veterinary clinics. Many potential employees have an idealized vision of veterinary medicine and often do not realize the demands of the job. Others do not fully appreciate the technical requirements and attention to detail required of a job in the medical field. Most importantly, unless they have received training in veterinary, a great deal of on-the-job training is necessary before new hires are able to be fully capable staff members. Licensed veterinary technicians are in short supply locally, and therefore our clinics are often forced to hire untrained new employees and spend weeks training them, only to have the new hire decide the job is not what they expected and move on to other employment. A larger pool of trained technicians entering the workforce, with reasonable expectations of their job requirements and the knowledge to be immediately effective parts of our veterinary team, would be of great benefit.

In addition to providing local veterinarians with highly skilled employees, current vet techs would benefit from the creation of a local program through continuing education (CE) opportunities. Currently, our technicians must travel to Nashville, Louisville, or other larger communities to obtain their required yearly CE. With a program in Owensboro, CE opportunities could be provided periodically to fulfill these requirements.

I am confident that the proposed program at OCTC will meet a clear need for educated veterinary technicians in our area. The benefits are clear. Better service for our patients and clients, more progressive medical practices in our veterinary hospitals, and the ability for our veterinary team members to continue honing their skills in the future with continuing educational opportunities. I wholeheartedly support the proposed program and look forward to the benefits it will provide our community.

Sincerely,

[Signature]

Nathan Kurze, DVM
Audubon Animal Hospital

2450 W. PARRISH AVENUE, OWENSBORO, KENTUCKY 42301 • (270) 684-7288 • FAX (270) 684-7289
April 09, 2013

To Whom It May Concern:

As a Kentucky Veterinary Practitioner, it is my opinion that The Owensboro Community and Technical College Veterinary Technology Program is a needed and welcome program to this area.

I as a veterinarian, am in total support of this program. It can only be a valuable tool for the future of Veterinary Medicine in the state of Kentucky.

Sincerely,

Stan Snodgrass, D.V.M.

SCS/tf
Appendix B – New Program Budget Calculation Sheet
New Program Budget Calculation Sheet

Please complete highlighted fields below as necessary.

<table>
<thead>
<tr>
<th>Select College:</th>
<th>Owensboro Community and Technical College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Program:</td>
<td>Veterinary Technology</td>
</tr>
<tr>
<td>Select Program Group:</td>
<td>Allied Health</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What is the First Academic Year of Program Enrollment</th>
<th>2013</th>
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</thead>
<tbody>
<tr>
<td>How many Credit Hours will it take to complete the program</td>
<td>72</td>
</tr>
<tr>
<td>Gen Ed Credit Hours</td>
<td>19</td>
</tr>
<tr>
<td>Estimate the percent of Gen Ed SCH taken by these students in their 1st Year</td>
<td>43.00%</td>
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<tr>
<td>Program Specific Credit Hours</td>
<td>53</td>
</tr>
<tr>
<td>Enter the estimated Tuition Rate for Academic Year 2013</td>
<td>$145</td>
</tr>
<tr>
<td></td>
<td>2013</td>
</tr>
<tr>
<td>Enter the annual job demand for Graduates of this program. (please use the Supply and Demand data from DSS)</td>
<td>26</td>
</tr>
<tr>
<td>How many of these job vacancies do you plan to fill with graduates of this program each year?</td>
<td>18</td>
</tr>
<tr>
<td>Total Fall Enrollment Headcount Needed</td>
<td>32</td>
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<tr>
<td>Total Credit Hours (Program and Gen Ed.)</td>
<td>768</td>
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### Funding Sources by Year

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<th>2017</th>
<th>2018</th>
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<td><strong>Federal Funding Sources (New or Existing)</strong></td>
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<td><strong>Other Non-State Sources</strong></td>
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<td><strong>State Resources</strong></td>
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<td>New state funding in 2013 is for lab remodeling and equipment via coal severance grant. Reallocation of existing state funds is to fund personnel</td>
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<td><strong>Internal Reallocation (non-state resources)</strong></td>
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<td>$982,826</td>
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<td>$462,649</td>
<td>$461,480</td>
<td>$477,266</td>
<td>$493,210</td>
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</table>
### Breakdown of Budgeted Expenses

**New Expense** = an expense that was not previously incurred by the college. This worksheet assumes all faculty expenses to be new.

**Existing Expense** = an expense for resources that will be shifted from support of another program to this program.

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<tr>
<th></th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
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<td>Percent of Program Specific Credit Hours Taught by Adjunct</td>
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<td>25%</td>
<td>4%</td>
<td>4%</td>
<td>4%</td>
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<td>Program Adjunct Rate for 3 Credit Hours (Salary Only)</td>
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<td>Existing</td>
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<table>
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<tr>
<th>Academic and/or Student Support</th>
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<th>$439</th>
<th>$660</th>
<th>$922</th>
<th>$945</th>
<th>$969</th>
<th>$993</th>
<th>Blackboard LMS and Blackboard student services will be used to support the program coursework.</th>
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<tr>
<td>Narrative:</td>
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<th>Conference Travel</th>
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<th>$600</th>
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<th>Student Space and Equipment</th>
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<th>Existing</th>
<th>Vet Tech Facility Renovation</th>
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<tr>
<td>Narrative:</td>
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<th>Faculty Space and Equipment</th>
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<td>Narrative:</td>
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<tbody>
<tr>
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<td>New</td>
<td>Existing</td>
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</table>

| Total Expense | $882,100 | $186,300 | $346,100 | $349,000 | $353,200 | $357,600 | |

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<td>Conference Travel</td>
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<p>| Student program skills test and accreditation fees. | |
|------------------------------------------------------| |
| Faculty computers. | |</p>
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<tbody>
<tr>
<td>Revenue</td>
<td>982,826</td>
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<td>462,649</td>
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<td>493,210</td>
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<td>349,000</td>
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