

**LABETTE COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**May 4, 2017**

**5:30 p.m.**

**Conference Room**

**Review Copy**



**Labette Community College  
Board of Trustees Meeting Agenda  
Thursday, May 4, 2017  
5:30 p.m.  
Conference Room #1, Student Success Center**

- I. Adoption of Agenda.....(Exhibit 1)
- II. Approval of April 13, 2017 Regular Meeting Minutes ..... (Exhibit 2)
- III. Reports and/or Board Discussion
  - A. Bluffstone Update
  - B. Faculty Senate Report
  - C. Administrative Reports
    - i. Comparison of Expenditures to Budget
    - ii. Insurance Update
  - D. President’s Report
- IV. Old Business (Action, Report, or Discussion)
- V. New Business (Action, Report, or Discussion)
  - A. Radiography Program Review.....(Agenda Item V.A.)  
(Exhibit 3)
  - B. Policy Approval .....(Agenda Item V.B.)  
(Exhibit 4)
  - C. Approval of Bills .....(Agenda Item V.C.)  
(Exhibit 5)

VI. Public Comment

The Board of Trustees agenda shall contain one opportunity for public comment. This structure has been designed to provide the public with an opportunity to comment on any topic. The Chair of the Board explains the Board’s approach to the public comment with the following statement: **“At this time we invite anyone in the audience to speak to the Board about any item or concern that pertains to the college. By policy, at this time the Board will not take any action on any item or concern, but we will be happy to take it under advisement for possible future action.”**

The Board also retains the right to set time limits on public comment.

In the event that a large number of citizens are present and wish to speak in favor or in opposition to an issue before the Board, the Board reserves the right to poll the number of citizens in favor of and in opposition to the issue at hand as well as to limit the number of spokespersons representing opposing viewpoints. The Board also retains the right to set time limits as deemed appropriate.

## EXHIBIT 1

- VII. Executive session for the purpose of matters relating to the purpose of discussing employer-employee negotiations, to protect the public interest in negotiating a fair and equitable contract.

I move we recess into executive session at \_\_\_\_\_(time) for \_\_\_\_\_minutes for the purpose of discussing employer-employee negotiations.

The Board will return to open meeting at \_\_\_\_\_ in this room.

The executive session is required to protect the public interest in negotiating a fair and equitable contract.

- VIII. Next Regular Board Meeting: Thursday, June 8, 2017, 5:30 p.m., **Conference Room, Student Success Center**

- IX. Adjournment

## EXHIBIT 2

LABETTE COMMUNITY COLLEGE  
Board of Trustees Minutes  
April 13, 2017

The Board of Trustees met at 5:30 p.m. on Thursday, April 13, 2017 in the Conference Room, Student Success Center Building.

**Members Present**

Mr. Montie Taylor  
Mrs. Sophia Zetmeir  
Mr. Carl Hoskins  
Mr. Pat McReynolds  
Mr. David Winchell

**Members Absent**

Mr. Mike Howerter

**Others Present**

Dr. George Knox  
Leanna Doherty  
Janice Every  
Bethany Kendrick  
Tammy Fuentez  
Sue Brouk  
Kathy Johnston

Joe Burke  
Michelle Goss  
Megan Thompson  
Ben McKenzie  
Nicole Smith  
Kevin Doherty

Megan Fugate recorded the minutes.

**Adoption of Agenda (ACTION ITEM)**

Chair Hoskins asked for changes or additions to the agenda. President Knox had no changes. Mrs. Zetmeir moved to approve the agenda as presented. Mr. Taylor seconded and motion carried 5-0.

**Approval of Regular Meeting Minutes (ACTION ITEM)**

Chair Hoskins asked for corrections or additions to the March 9, 2017 regular meeting minutes, Mr. McReynolds moved to approve the minutes as presented. Mrs. Zetmeir seconded and motion carried 5-0.

**Reports and/or Board Discussion**

**Cardinal Villas Student Housing Update**

Michelle Goss gave a brief update.

**Faculty Senate Report**

None

**SGA Report**

Megan Thompson, SGA President, gave a brief update of upcoming events.

**Administrative Report**

*Comparison of expenditures to the budget* – Leanna Doherty had placed the March financial report at the table. At the end of March we were 75% through the year. The general fund was 68% expended and the technical education/vocational fund was 72% expended. She invited questions from the Trustees and welcomed phone calls at a later date.

**Deferred Maintenance Update**

After a short discussion regarding deferred maintenance, Mrs. Zetmeir moved to create a Deferred Maintenance/Expansion fund and move \$1.5 million from reserves to the fund in July 2017. Mr. McReynolds seconded and motion carried 5-0.

Kevin Doherty gave a brief update on the library renovation. The project is complete. Mr. McReynolds moved to approve the installation of battery operated smoke detectors in the new library building as preventative maintenance. Mrs. Zetmeir seconded and motion carried 5-0.

### President's Report

Dr. Knox gave a short report.

### PTK

Tammy Fuentez introduced the students and announced the awards PTK received from the PTK Annual Convention the group attended in Nashville.

### Old Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

Executive Session for the purpose of discussing non-elected personnel to protect the interests of the individual(s) to be discussed.

Mrs. Zetmeir moved we recess into executive session at 6:22pm (time) for 5 minutes for the purpose of discussing personnel matters of nonelected personnel.

The Board will return to open meeting at 6:27pm in this room. Inviting in Dr. George Knox, Tammy Fuentez, Leanna Doherty and Janice Every.

The executive session is required to protect the privacy interests of the individual(s) to be discussed.

Mr. McReynolds seconded and motion carried 5-0

Reconvened into open session at 6:27pm.

### New Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

#### Professional Staff Employment Letter

Mr. Taylor moved to approve the Professional Staff Employment letter for Jeff Vesta, Head Wrestling Coach, at a salary of \$36,500, beginning April 1, 2017. Mr. Winchell seconded and motion carried 5-0. The Board wanted to say a special thank you to Ben McKenzie for guiding the team for the past two seasons.

Mr. Winchell moved to approve the Professional Staff Employment letter for Julian Smith, Assistant Wrestling Coach, at salary of \$19,560 for 42 weeks. Mrs. Zetmeir seconded and motion carried 5-0.

#### Program Review: Athletic Training, Exercise Science, and Physical Education

The Athletic Training, Exercise Science and Physical Education Program Review was discussed. Ben McKenzie was in attendance to answer any questions. Mr. McReynolds moved to approve the Athletic Training, Exercise Science, and Physical Education Program Review. Mrs. Zetmeir seconded and motion carried 5-0.

#### Policy Approval

Mr. McReynolds moved to approve the changes in Policy 4.06 Student Directory Information and Policy 9.01 Professional Employees: Conditions of Employment. Mr. Taylor seconded and motion carried 5-0.

#### Policy Review

The Board will review the following policies for action to be taken in May:

- Policy 4.16 Drug Testing for Health Science Students

## EXHIBIT 2

### Approval of Bills

Mr. Winchell moved to approve the payment of the bills. Mrs. Zetmeir seconded and motion carried 5-0.

### Public Comment

None

### Executive Session

Executive Session for the purpose of discussing employer-employee negotiations.

Mrs. Zetmeir moved to recess into executive session at 6:50pm (time) for 5 minutes for the purpose of discussing employer-employee negotiations.

The Board will return to open meeting at 6:55pm in this room. Mr. Taylor seconded and motion carried 5-0.

The executive session is required to protect the public interest in negotiating a fair and equitable contract.

The Board reconvened at 6:55pm taking no action.

### Next Board Meeting: Date, Place, Time, and Tentative Agenda Items

Chair Hoskins reminded everyone of the next regular meeting of the Board of Trustees scheduled for May 4, 2017 at 5:30 p.m., Conference Room, Student Success Center Building.

### Adjournment

Mrs. Zetmeir moved to adjourn the meeting at 6:56pm. Mr. Winchell seconded and motion carried 5-0.

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Megan Fugate, Clerk of the Board





Agenda Item #:V.A.  
Date: May 4, 2017

**SUBJECT**

Program Review: Radiography

**REASON FOR CONSIDERATION BY THE BOARD**

Part of the Board's responsibility is to maintain oversight on the quality of the academic and administrative programs and services. This has been an on-going feature of our regular Board meetings.

**BACKGROUND**

The purpose of program review is to assess the quality of our academic offerings as well as to assess program strengths and weaknesses. The program review report format will more accurately reflect the mission of the college, to "provide quality learning opportunities in a supportive environment," at a reduced cost, thus increasing our efficiency.

**PRESIDENT'S RECOMMENDATION**

That the Board of Trustees approve the Program Review: Radiography as presented.



COVER SHEET  
ACADEMIC PROGRAM REVIEW  
SELF STUDY AND SUMMARY REPORT

Academic Program/Discipline: Radiography

Report Prepared by: Program/Discipline Committee

Linda Gale Brown.....  
**Lead Faculty**

  
**Signature**

4-25-17  
**Date Completed**

Based on the information presented in this program review, the committee recommends this approved Program Review report to President's Council.

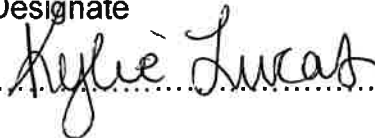
*Committee Members*

*Signatures*

*Date*

Vice President of Student Affairs or Designate

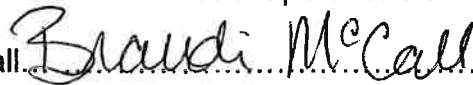
Kylie Lucas.....



4/25/17

Vice President of Finance and Operations or Designate

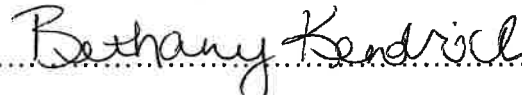
Brandi McCall.....



4-25-17

Director of Public Relations or Designate

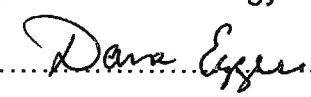
Bethany Kendrick.....



4-25-17

Director of Information Technology or Designate

Dana Eggers.....



4-25-17

Dean of Instruction or CTE Director

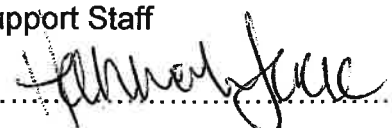
Susan Brouk.....



4/25/17

Educational Support Staff

Hannah Jack.....



4/26/17

Faculty

Ashley Moore

*Ashley Moore* 4-25-17  
*Tammy Kimrey* 4-25-17

Advisory Committee Member

Dr. Bharathi Sudarsanam

*Bharathi P. Sudarsanam* 4-25-17

Vice President of Academic Affairs

Joe Burke

*Joseph L. Burke*

Based on the information presented in this program review, the President's Council recommends this approved program to the President.

President's Council Designate

Date

Megan Fugate

*Megan Fugate* 4/25/17

Based on the information presented in this program review, the President recommends this approved program to the Board of Trustees.

President

Date

Dr. George C. Knox

*George C. Knox* 4/25/17

## Executive Summary

The Radiography Program is one of Labette Community College's established health science programs with the first cohort graduating in 1983. In accordance with LCC's program review policy, the program was last reviewed in 2012.

The Program Review Committee evaluated progress on the program review action plan developed in 2012 and analyzed data from the past five years to produce this program review. The final document has been recommended for approval by the Program Review Committee, President's Council, and the President.

There have been a number of major changes since the last program review including: a new program director, the move into the new Zetmeir Health Science Building, participation in the Kansas Board of Regents' program alignment process, and finally an on-site reaccreditation visit by the Joint Review Committee on Education in Radiologic Technology (JRCERT) resulting in accreditation approval for an additional eight years.

A number of strengths were identified in the program review process including the high pass rate on the ARRT national certification exam, high employment rate for graduates, the new facility—Zetmeir Health Science Building, high rating of the program by area employers, and professional development activities available to program faculty and director.

A critical challenge identified for the Radiography Program is the need to upgrade the energized laboratory computed radiography equipment to a flat-panel detector digital unit. Other challenges include increasing the number of clinical instructors so that two clinical instructors are available at each clinical site, increasing the number of graduates who become employed full-time rather than part-time or PRN, and continuing to improve the program completion rate.

The Action Plan established several activities that are priorities for the Radiography Program in the near future. Of those identified, the most crucial is securing the funds necessary to purchase the flat-panel detector digital unit. This purchase will require funding from other sources to supplement Perkins grant funds as the cost is nearly twice the available Perkins funds that can be used to purchase equipment. The Program Director and the CTE Director will be exploring other grant sources and possible donations from clinical partners with a goal of making this purchase possible in FY19.

Other actions include efforts to increase enrollment and retention, recruit additional clinical instructors to two per site, and continue professional development activities with the clinical instructors.

As stated earlier, it is the recommendation of President Dr. George C. Knox that the Radiography Program Review be approved as presented.

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## **RADIOGRAPHY PROGRAM REVIEW**

### **Labette Community College**

### **Introduction to Program**

The Radiography Program began in 1981 with the first graduating class in 1983. To date, nearly 730 students have graduated.

The last program review for the Radiography Program was conducted during the Spring 2012 semester. Since that review, the Program has experienced several changes:

In June 2012, June Downing retired and L. Gale Brown was hired as the Program Director. Following Gale's promotion to Program Director, Tammy Kimrey was hired to fill the full-time faculty position vacated by Gale's promotion.

During August 2013, the Radiography program moved into the Zetmeir Health Science Building. Generous donations that were part of the Zetmeir building capital campaign were used to purchase an Americorp AM3 radiographic unit for the program.

In early Summer 2014, the Program Director participated in the Kansas Board of Regents (KBOR) Radiography Curriculum alignment process. As a result of the alignment process, the Radiography program curriculum had to be reduced from 83 to 78 credit hours. Several didactic course credit hours were removed from the program and College Algebra was implemented as the math prerequisite rather than Applied Math or Intermediate Algebra.

The Joint Review Committee on Education in Radiologic Technology (JRCERT) conducted an on-site reaccreditation visit in September 2014. Following this visit, JRCERT extended accreditation for an additional eight years. The next accreditation site visit will occur in 2022.

Perkins grant funds were used to purchase an AMX4 mobile x-ray machine in Fall 2016. This mobile unit will provide expanded opportunities for students to more fully utilize the Simulation Center in the Zetmeir Health Science Building as well as potentially share simulation activities with other healthcare programs.

#### ***A. Program Relation to College Mission, Core Values, and Strategic Plan***

The Labette Community College Radiography Program uses a competitive admission process and admits twenty-three students annually. The program is a twenty-three month program leading to an Associate Degree in Applied Science. The program is accredited by the Joint Review Committee on Education in Radiologic Technology. The standards for educational programs are stated in a document entitled "Standards

for an Accredited Educational Program in Radiology." The curriculum is designed to assure quality patient care, to meet the needs of an ever changing technical health care field, and to develop professional responsibility. The academic curriculum and clinical experience are both integral parts of the student's training. Area hospitals serve as clinical education settings for the program. Upon satisfactory completion of didactic and clinical work, students will be eligible to take the National Radiography Certification Examination administered by the American Registry of Radiologic Technologists.

Although the LCC Radiography Program is considered a terminal degree, our graduates are encouraged to pursue a post-primary certification in other specialty imaging areas; Diagnostic Medical Sonography, Computed Tomography, Magnetic Resonance Imaging, Radiation Therapy, Nuclear Medicine or transfer to a four year institution to obtain a higher educational degree.

Labette Community College Mission Statement

LCC provides quality learning opportunities in a supportive environment for success in a changing world.

Radiography Program Purpose Statement

The Radiography Program at Labette Community College is committed to providing maximum opportunities at each level of achievement, encouraging the development of problem solving and decision making skills, promoting effective communication skills, and employing competent technical practices that will support the highest level of ethical patient care. Additionally, Labette Community College is committed to supporting professional growth, lifelong learning, and graduating entry-level radiologic technologists.

Comparison of LCC Mission Statement and Radiography Program Mission Statement	
LCC Mission Statement	Radiography Program Mission Statement
Labette Community College provides quality learning opportunities...	The Radiography Program at Labette Community College is committed to providing maximum opportunities at each level of achievement, encouraging the development of problem solving and decision making skills, promoting effective communication skills, and employing competent technical practices that will support the highest level of ethical patient care.
...in a supportive environment for success in a changing world.	Labette Community College is committed to supporting professional growth, lifelong learning, and graduating entry-level radiologic technologists.



The Radiography Program abides by the Core Values of Labette Community College by valuing student learning. Our faculty and/or director attend area recruitment events and professional development opportunities to remain current in the discipline. The program strives to continuously improve and enhance student learning opportunities. Each Fall Semester, we conduct a Graduate Survey by contacting the most recent cohort of graduates to seek their recommendations on how to improve the program. In addition, each year the Radiography Advisory Committee members and employers are also surveyed to assess the program and services provided. All survey results are shared and discussed with the advisory committee.

The Radiography program continues to address cultural diversity in our coursework and in the classroom. Continuous efforts are made to increase diversity among students. Currently, approximately 60% of students are traditional (18 – 23 year olds) and 40% non-traditional (24 years and older); approximately 89% Caucasian and 11% other racial/ethnic groups; and about 80% of the Radiography students are female and 20% male.

The Radiography program promotes lifelong learning and professional growth for faculty and students. Radiography students join the Kansas Society of Radiologic Technologist Organization (KSRT) and attend the Annual KSRT State Convention. The Radiography faculty also attends the annual KSRT Conference and bi-annually the West Coast Educator Conference.

The Radiography program promotes civic engagement by encouraging each student to be an active member in the Radiography Club. The Radiography Club members are very active on campus and off and has frequently been recognized at the Student Government Association annual banquet. The Radiography Club has received the Top Student Organization Service Award in the Allied Health Division since 2012.

**B. Program Recognition/Accreditation**

The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology. The program is approved by the Kansas Board of Regents and complies with the program alignment requirements for Radiologic Technology Programs.

**C. Program/Discipline Demand/Need**

Radiologic Technologist

<u>2015 Median Pay</u>	\$58,120 per year \$27.94 per hour
<u>Number of Jobs, 2014</u>	230,600
<u>Job Outlook, 2014-24</u>	9% (Faster than average)
<u>Employment Change, 2014-24</u>	20,700

The national median annual wage for registered radiologic technologist was \$58,120 in May 2015. The median annual wage for registered radiologic technologists in Southeast Kansas is \$41,300. Many graduates are employed in surrounding states—Missouri and

Oklahoma. The national median annual wage for Missouri is \$51,780 and Oklahoma is \$56,520.

**Anticipated Demand for Program Graduates:**

Employment of radiologic technologist is projected to grow 9% from 2014 to 2024, much faster than the average for all occupations due to the increase in medical services needed with the growth of population.

*\* Data collected from U.S. Department of Labor Bureau of Labor Statistics. Occupational Outlook Handbook 1/8/17.*

**D. Summary Statement of Faculty Qualifications**

According to the Joint Review Committee on Education in Radiologic Technology (JRCERT), “Standards for an Accredited Educational Program in Radiography”, the program staff/faculty must have the following academic and professional qualifications:

Full-time Program Director:

Holds, at a minimum, a master’s degree and is proficient in curriculum design, program administration, evaluation, instruction, and academic advising. They must document three years clinical experience in the professional discipline including two years of experience as an instructor in a JRCERT-accredited program and hold a American Registry of Radiologic Technologists current registration in radiography or equivalent (i.e., unrestricted state license for the state in which the program is located).

Full-time Clinical Coordinator:

Holds, at a minimum, a baccalaureate degree and is proficient in curriculum development, supervision, instruction, evaluation, and academic advising. They must document two years clinical experience in the professional discipline, a minimum of one year of experience as an instructor in a JRCERT-accredited program, and hold a American Registry of Radiologic Technologists current registration in radiography or equivalent (i.e., unrestricted state license for the state in which the program is located).

Full-time Didactic Program Faculty:

Holds, at a minimum, a baccalaureate degree and is qualified to teach the subject. They must be knowledgeable of course development, instruction, evaluation, and academic advising. They must document two years clinical experience in the professional discipline, and hold an American Registry of Radiologic Technologists current registration in radiography or equivalent (i.e., unrestricted state license for the state in which the program is located).

The Radiography program at LCC employs a program director, who also acts as an adjunct instructor for the program, and two full-time faculty members. All members of the department meet LCC and JRCERT requirements for their positions.

### ***E. Faculty Recognition***

Tammy Kimrey – Caring Cardinal Committee – Edna Kansas Library Board  
Ashley Moore – Diversity Committee – Bartlett Little League Basketball Representative  
Gale Brown – Caring Cardinal Committee  
Kansas Society of Radiologic Technologist – Past Vice-President and served in other committees  
Radiography Club Advisor  
Allied Health Advisory Council  
Oswego Park & Foundation Board – Appointment -Secretary  
Oswego Tree Board – City Board Appointment  
Distinguished Alumni Award in 2014

All faculty of the Radiography department participate in the Student Radiography Club and the Radiography Advisory Committee.

Since the last Radiography Program review was conducted in 2012, Ashley Moore has completed her M.S. degree in Career and Technical Education at Pittsburg State University. Gale Brown has since completed her Specialist in Education degree at Pittsburg State University and is currently in the writing portion of her dissertation work for obtaining her Doctoral of Education degree in Adult and Lifelong Learning at the University of Arkansas. Tammy Kimrey completed her B.S. degree in Vocational Technical Education at Pittsburg State University in the Fall of 2014.

Gale Brown received the LCC Distinguished Alumni Award in 2015 and was also nominated for the Distinguished Adjunct Faculty Award in 2015.

### ***F. How Does the Discipline Use Professional Development?***

Tammy Kimrey – 2013, 2014, 2015, and 2016 - Kansas Society of Radiologic Technology Annual Conference; 2013 and 2015 - West Coast Educator Conference (National Radiography Conference); 2017 – purchased Surface Pro4 tablet and 2016 & 2017 - Society of Diagnostic Medical Sonography membership

Ashley Moore –2013, 2014, and 2016 - Kansas Society of Radiologic Technology Annual Conference; 2013, 2015, and 2017 - West Coast Educator Conference; 2014 - Atlanta Radiography Educator Conference; 2016 – purchased Surface Pro4 tablet

Gale Brown – 2013, 2014, 2015, and 2016 - Kansas Society of Radiologic Technology Annual Conference; 2013, 2015, and 2017 - West Coast Educator Conference; 2014 - Atlanta Radiography Educator Conference; 2015 - Radiologic Digital Conference

In addition, Perkins grant money has been utilized to purchase two professional development ASRT modules—Clinical Instructor Academy and Digital Radiography—for use by the Clinical Instructors.

## G. Student Enrollment

### 1. Number of students admitted to the program/declared majors and program completers and transfer/licensure rates.

Radiography	AY2012	AY2013	AY2014	AY2015	AY2016
1 <sup>st</sup> Year Students	24	23	22	21	22
2 <sup>nd</sup> Year Students	22	20	15	17	15
Total Student Enrollment	46	43	37	38	37
AAS Program Completers (Graduates)	21	20	14	17	14
Certification Pass Rate (%)	95%	95%	100%	88%	100%

### Perkins Core Indicators of Performance: Radiography

Perkins Core Indicator	AY 2012		AY 2013		AY 2014		AY 2015		AY2016	
Tech. Skill Attainment	20/21	95%	18/18	100%	14/14	100%	15/17	88%	14/14	100%
Credential Cert./Degree	15/20	75%	10/12	83%	9/12	75%	7/9	78%	10/11	91%
Retention	15/20	75%	16/18	89%	17/18	94%	16/18	89%	15/17	88%
Placement	16/20	80%	11/12	92%	10/12	83%	7/9	78%	11/11	100%
Non-Trad. Participation	0/0	NA	0/0	NA	0/0	NA	0/0	NA	0/0	NA
Non-Trad. Completion	0/0	NA	0/0	NA	0/0	NA	0/0	NA	0/0	NA

### Perkins Core Indicators of Performance: All CTE Programs

Perkins Core Indicator	AY 2012		AY 2013		AY 2014		AY 2015		AY 2016	
	Neg. Rate	Actual Rate	Neg. Rate	Actual Rate	Neg. Rate	Actual Rate	Neg. Rate	Actual Rate	Neg. Rate	Actual Rate
Tech. Skill Attainment	96%	97%	96%	86%	94%	85%	94%	87%	94%	94%
Credential Cert./Degree	80%	78%	80%	71%	79%	61%	79%	77%	78%	86%
Retention	81%	82%	81%	72%	79%	84%	80%	81%	80%	81%
Placement	71%	90%	72%	85%	73%	84%	73%	86%	74%	91%
Non-Trad. Participation	36%	57%	37%	52%	37%	50%	38%	34%	38%	36%
Non-Trad. Completion	10%	7.6%	10%	18%	10%	4.8%	10%	10%	10%	14%

Note: See Appendix C for definitions of Perkins performance indicators and the formulas used to calculate each indicator.

## 2. What recruiting and retention strategies are used by the program/discipline?

The program director and the radiography faculty participate in recruitment events and career fairs to promote the program. The program is mainly marketed through word of mouth. Area hospitals employ graduates of the LCC Radiography Program and those graduates recommend LCC to prospective students. The program actively participates in community events on and off campus including: KU Camp Med, Blood Drives, High School Health Science Career Days, Girard Senior Interview Day, and Labette County Fair Booth, etc.

The Radiography program is required by their accreditation agency to maintain a 75% program completion rate for a five year average. The program utilizes the following strategies to increase student retention:

- a) Students are given academic progress reports if their program course grades drop below a passing grade (below 86%) and are strongly encouraged to seek instructor counseling.
- b) Students are given three Comprehensive Examinations throughout the program to assist with retention.
- c) The Radiography program has made numerous changes to the application process. Applicants are now required to complete the TEAS entrance examination, a criminal background check, and complete two clinical observations days. For the past four years, interviews have been conducted as part of the selection process.
- d) The Radiography program implemented a student orientation day. The program director and faculty review specific policies and procedures and provide an overview of the program. A selection of second year students speak to the group about their own experiences in the program.
- e) The faculty conduct end of the semester course evaluations to ensure students' needs are being met and to identify their own instructional strengths and weaknesses.

## 3. Total number of students by course per year.

Code	Course Title	AY '12	AY '13	AY '14	AY '15	AY '16
RADI 101	Intro to Radiography, Ethics, & Law	24	23	22	21	22
RADI 103	Radiographic Procedures I	24	23	22	21	22
RADI 104	Radiographic Procedures II	21	21	20	20	20
RADI 105	Radiographic Procedures III	21	15	18	17	18
RADI 107	Radiographic Imaging I	24	23	22	21	22

RADI 109	Patient Care in Radiography I	24	23	22	21	22
RADI 113	Simulations in Radiography I	21	21	20	20	20
RADI 115	Patient Care in Radiography II	NA	21	20	20	20
RADI 117	Radiographic Imaging II	21	21	20	20	NA
RADI 119	Clinical Training I	21	21	20	20	20
RADI 120	Clinical Training II	21	15	18	17	18
RADI 125	Principles of Physics and Equipment Operation	NA	15	18	17	17
RADI 127	Introduction to CT and Cross Sectional Anatomy	NA	15	18	17	17
RADI 201	Imaging Modalities	22	19	15	17	15
RADI 203	Clinical Training III	22	19	15	17	15
RADI 204	Clinical Training IV	22	20	15	17	15
RADI 205	Clinical Training V	21	20	14	17	14
RADI 207	Radiographic Imaging III	22	20	15	17	15
RADI 209	Principles of Radiation Physics	22	20	NA	NA	NA
RADI 211	CT Procedures	22	20	15	17	15
RADI 213	Radiographic Pathophysiology	22	20	15	17	15
RADI 214	Simulations in Radiography II	NA	15	18	17	18
RADI 217	Radiation Protection	21	20	15	17	15
RADI 218	Radiation Protection II	NA	NA	NA	17	14
RADI 219	Image Analysis	21	20	14	17	14
RADI 221	Radiography Comprehensive Review	21	20	14	17	14
RADI 223	Situation Judgement/Critical Thinking & Analysis	21	20	14	17	14

**4. Total number of program students sorted by main campus, concurrent, online, and Cherokee per year.**

The radiography program has one online course, Imaging Modalities. The remaining Radiography didactic courses are offered on-ground on the main campus. For clinical training courses, students are assigned to various clinical sites throughout the region, including Missouri and Oklahoma, to complete all

clinical training. An affiliation agreement is being sought with a facility in northwest Arkansas.

The Radiography program utilizes the RedZone student learning system to strengthen content and allow for varied teaching strategies.

#### **5. Number of courses and percentage of courses taught by full-time and adjunct instructors in the discipline. (Five year total)**

Full-time professional staff and faculty teach all courses. Clinical instructors (unpaid) at each clinical site provide direct supervision and training for students assigned to their facility. Clinical instructors also assess and evaluate skills in the clinical setting. All clinical instruction is coordinated and overseen by Ashley Moore and Tammy Kimrey as part of their teaching load.

#### ***H. Program Assessment***

Program Outcomes are performance indicators that reflect the extent to which the purpose of the radiography program are achieved. The Program Outcomes are the major learning areas within the discipline in which students will demonstrate mastery in this competency-based technical program. The program must verify competencies as set forth by the American Registry of Radiologic Technologists before a graduate of the program is allowed to take their national registry exam.

**Program Outcome 1:** Students will be clinically competent.

- The student will demonstrate proper positioning skills.
- The student will demonstrate proper image quality—technical factor selection.
- The student will demonstrate proper radiation protection.
- The student will successfully complete all required patient care clinical competency checklists.

**Program Outcome 2:** Students will communicate effectively.

- The student will be able to communicate effectively and in a professional manner.
- The student will abide by the code of ethics for a Radiographer.

**Program Outcome 3:** Students will use critical thinking and problem solving skills.

- The student will abide by the code of ethics for a Radiographer.
- The student will be able to solve technical conversion problems.
- The student will be able to critique radiographic images for proper positioning, anatomy, and technical factors.
- The student will be able to perform a critical image analysis at their clinical site.
- The student will be able to apply problem solving skills and critical thinking skills.

**Program Outcome 4:** Students will evaluate the importance of professional growth and development.

- The student will abide by the code of ethics for a Radiographer.
- The student will be a member of the Kansas State Radiologic Technology Society.
- The student will attend and participate in a professional meeting.
- The student will complete a professional project.
- The student will complete an imaging modality project.

**Program Outcome 5:** The program will graduate entry-level radiologic technologists.

- Graduates will be clinically competent.
- Graduates will complete the clinical competencies as directed by the A.R.R.T.
- Graduates will pass the A.R.R.T. certification examination.
- Graduates are adequately prepared to perform as entry-level radiographers.
- Graduates within 6 months of graduation will be able to find employment as a radiographer.
- Solicit feedback from other communities of interest.
- Solicit feedback from program graduates.

### Radiography Program Outcomes Matrix

Course Number	Course Name	PO1	PO2	PO3	PO4	PO5
		Students will be clinically competent.	Students will communicate effectively.	Students will use critical thinking and problem solving skills.	Students will evaluate the importance of professional growth and development.	The program will graduate entry-level radiologic technologists.
RADI 101	Introduction to Radiography, Ethics, & Law		3	2	1, 5	
RADI 103	Radiographic Procedures I		5, 6			
RADI 104	Radiographic Procedures II		3	1		
RADI 105	Radiographic Procedures III		3	1		
RADI 107	Radiographic Imaging I	4	1, 2, 3, 4			
RADI 109	Patient Care in Radiography I		1, 2, 3, 5, 6, 7	4,		
RADI 113	Simulations in Radiography I		2, 3, 5, 7, 8	1, 2, 3, 4, 6		
RADI 115	Patient Care in Radiography II	3,	1, 2	3, 4		
RADI 117	Radiographic Imaging II			1, 2, 3, 4, 5, 6		
RADI 119	Clinical Training I	8	2, 3, 4, 7	5, 6, 8	1	
RADI 120	Clinical Training II	6	1, 4	5		
RADI 125	Principles of Radiation Physics & Equipment Operation	4, 5, 6,	2, 4, 5, 6, 7, 8	1, 4		
RADI 127	Introduction to Computed		1, 2	1, 2, 3, 4, 5	5	



	Tomography & CSA					
RADI 201	Imaging Modalities		1, 2, 3, 4, 5, 6, 7	1, 2, 3, 4, 5, 6, 7	7	
RADI 203	Clinical Training III	6	4, 5	1, 2, 3, 4, 5, 6, 7	1, 2, 3, 4, 5, 6, 7	1, 2, 3, 4, 5, 6, 7
RADI 204	Clinical Training IV	7	2, 5, 6	1, 2, 3, 4, 5, 6, 7	1, 2, 3, 4, 5, 6, 7	1, 2, 3, 4, 5, 6, 7
RADI 205	Clinical Training V	7	1, 2, 3, 4, 6	1, 2, 3, 6, 7, 8	1, 2, 3, 4, 5, 6, 7	1, 2, 3, 4, 5, 6, 7
RADI 207	Radiographic Imaging III	3, 6, 7		7		3, 6, 7
RADI 211	CT Procedures	2, 3	1, 2, 3	1, 2, 3		2, 3
RADI 213	Radiographic Pathophysiology		2	1, 2, 3, 4		
RADI 214	Simulations in Radiography II		1, 3, 5, 7	1, 2, 4, 6, 8		
RADI 217	Radiation Protection I	2, 4, 5	3			2, 4, 5
RADI 218	Radiation Protection II	1, 2, 6	3, 4	5, 7		1, 2, 6
RADI 219	Image Analysis			1, 2, 4		
RADI 221	Radiography Comprehensive Review	1, 2, 3, 4, 5		1, 2		1, 2, 3, 4, 5
RADI 223	Critical Thinking & Analysis in Radiography	2, 3		1, 4	2, 3	2, 3, 4

### ***I. Learning Resources***

Currently the physical classroom and lab facilities are adequate. However, there is one major equipment need that is critical. Within the medical community, the use of computed radiography equipment in medical facilities is being phased out and being replaced by flat panel digital equipment. By 2018, medical insurance reimbursement for images obtained with the use of computed radiography equipment will be reduced by 7% annually for the next 5 years. At the conclusion of this 5 year time-frame, facilities will be penalized a fixed 10% annually until the facility is converted to flat panel digital equipment. As a result of the reimbursement monopoly, the majority of our clinical affiliates have converted to flat panel digital systems making our classroom equipment outdated compared to the equipment used in standard imaging practices. This piece of equipment will cost approximately \$40,000 to replace and has been included in the Radiography Operational Plan for three or four years. However, it continues to be moved to the next year due to lack of funds.

When the program moved into the Zetmeir Health Science Building in 2013, an Americorp AM3 cassette based radiographic unit was purchased for compatibility reasons to integrate with the program's existing computed radiography reader. The reader system was purchased in 2006. Due to age, this system is becoming more costly to operate due to repairs. Program officials are exploring revenue alternatives for purchasing a flat panel digital detector which will eliminate the need for purchasing another computer radiography reader. By purchasing the \$40,000 flat panel detector system, the Americorp AM3 machine can be converted from a cassette-based system to a flat panel detector system which eliminates the need for a computed radiography reader.

The seventeen laptop computers that are used for clinicals are outdated and beginning to fail. Two are beyond repair and are no longer useable. The IT department is determining an alternative funding source to assist the department in purchasing fifteen new clinical laptop computers. Technology software or a web-based interface system are being considered and will possibly be approved for purchase as part of the FY18 Perkins grant which will be installed on the new laptop computers.

#### ***J. Partnerships***

##### **To what extent has the program/discipline developed external partnerships?**

The Radiography Program has established affiliation agreements with area hospitals including eight facilities in Kansas, four facilities in Oklahoma, and three facilities in Missouri. The program director and faculty actively promote the Radiography program in their own communities and surrounding communities by participating in a variety of community organizations and activities. Dr. Robert Gibbs, a Radiologist at Labette Health, serves as the Medical Director for the Radiography program.

## **Review of Previous Action Plan**

### **Program Action Plan: Radiography**

Date: February 2012

1. **Multiple-year technology plan**  
Complete – The program received new computers in faculty offices and in the classroom/laboratory when moved into the Zetmeir Health Science Building. Department & IT has a 5 year rotation plan for equipment replacement.
2. **Employment Rate for program graduates**  
On-going – The program is in compliance with JRC accreditation agency with a 5 year job placement rate of 89%.
3. **Program Completion Rate (PCR)**  
On-going – The program has made changes to the application process and is conducting interviews as a second phase of the application process. Applicants also attend a mandatory program orientation day. (Program has a current 78% PCR)
4. **Financial Counseling**  
Complete – A financial aid representative attends the Program Orientation Day and assists students with completing their FASFA and answers their financial aid questions.
5. **Orientation to Health Careers Course**  
N/A – The Health Care Directors did not create an Orientation to Health Careers course due to their maximized number of concentration courses for their specific disciplines and due to financial aid reasons. A program official does participate in the Health Science Career Conference annually.
6. **Promoting the Program**  
On-going – Program officials and the Public Relations department have collaborated together in past several years in promoting program with television commercials, a public ad in the Joplin Globe and on billboard advertisement. More promotional efforts are needed for increasing recruitment outside program's current service area.
7. **Equipment Replacement**  
Complete- The AM3 cassette based radiographic unit was purchased for the program in 2013 for the new Zetmeir Health Science Building and the program is seeking alternative financial resources to purchase a flat-panel detector for the energized laboratory. (On-going)
8. & 9. **Facilities Plan**  
Complete – Building of the Zetmeir Health Science building has allowed the program to have a dedicated classroom and laboratory independent from the Sonography department. The dedicated classroom set-up allows faculty to integrate more hands-on-learning activities with their classroom instruction.

10. Retiring Program Director

Complete- Gale Brown was hired as the Director of Radiography.

Weakness/Opportunities/ Challenges	Department Goal/Action	Budget Estimate/ Funding Source	Timeline	Person Responsible
1. We need to make sure we are always current with new technology.	Create a multiple-year technology plan so that needs can be addressed.		Fall 2013	Program Director, DOI, IT Director
2. A challenge is that not all students are employed full time.	Research employment needs in local area, region, and nationally.		Ongoing	Program staff
3. The program completion rate has been in the 60% rate.	Evaluate application process to make sure students are making an informed decision to apply for program.		Fall 2012 - Ongoing	Program staff, DOI, Health Care Directors
4. Students cannot always afford to pay for the program.	Evaluate ways to provide financial counseling to students before acceptance into the program.		Summer 2015	Program Director, Financial Aid
5. Most students apply to several Allied Health programs and when they are accepted to more than one program they then make a choice.	Work with Health Care Directors to establish common application process for programs and create Orientation to Health Careers course.		Summer 2015	Program Director, DOI, Health Care Directors
6. We are able to draw potential students from more than just southeast Kansas because Labette has such a good reputation for the Radiography Program.	Work with other Health Care Programs to create a marketing plan that can attract students from a larger area.		Fall 2013 and ongoing	Health Care Directors, DOI, PR

7. Much of the equipment needs replaced and Perkin's funding could be beneficial.	Create an equipment replacement plan.		Summer 2013 and ongoing	Program Director & Director of CTE
8. The Radiography Department needs a separate lab area for Sonography.	Create a facilities plan for Radiography program for implementation in FY 2014.		Fall 2014	Program Director, DOI, Facilities
9. A simulation lab area in the classroom would allow students the ability to integrate and incorporate their new knowledge from the classroom into the hands on application phase of learning.	Create a facilities plan for Radiography program for implementation in FY 2014.		Fall 2014	Program Director, DOI, Facilities
10. One challenge is that the Director of Radiography is retiring.	Provide a mentoring and development program for new director.		Summer 2012	DOI

# **SUMMARY REPORT: Strengths, Weaknesses, Opportunities, Challenges**

## **ACADEMIC PROGRAM REVIEW**

**Date: May 2017**

**Academic Program/Discipline: Radiography**

### **REVIEW COMMITTEE IDENTIFIED STRENGTHS**

1. The Radiography Program has a 95.6% pass rate for the past 5 years on the A.R.R.T. national certification examination.
2. Employment rate for this program continues to be high.
3. The program was moved into the new Zetmeir Health Science Building.
4. Student housing will be available for students beginning Fall 2017.
5. The program faculty and director participate in professional development opportunities to strengthen their classroom instruction and they stay current with technology in their field.
5. Graduates reflect that the program is adequately preparing them for their registry examinations for the past 5 years with a “agree or strongly agree” result on the follow-up graduate surveys.
6. Employers’ rating of the education received by the graduates from the program as preparing them for their career with a “good or very good” result on the follow-up employer surveys.
7. All Radiography Program instructors are certified by the American Registry of Radiologic Technologists and are licensed by the Kansas State Board of Healing Arts.
8. The Radiography Program has a very supportive and active Advisory Committee.

**SUMMARY REPORT  
ACADEMIC PROGRAM REVIEW**

**Date: May 2017**

**Academic Program/Discipline: Radiography**

**REVIEW COMMITTEE IDENTIFIED  
WEAKNESSES/OPPORTUNITIES/CHALLENGES**

1. It is a critical need for the energized laboratory computed radiography equipment to be replaced with a flat-panel detector digital unit.
2. Increase the level of supervision to improve learning opportunities within the clinical education setting.
3. Increase program enrollment and program retention.
4. Improve professional performance in the clinical setting.

## Program Action Plan

Date: May 2017

Weaknesses/ Opportunities/ Challenges	Program Outcome/ Objective	Estimated Cost/ Department Budget	Operational Plan Year of Implementation, Associated Core Value and Outcome, and/or Completion or Proposed Administrative Action	Person Responsible DOI/Advisory Committee
1. Upgrade the energized laboratory CR equipment with a flat-panel detector digital unit.	1D	\$40,000	FY19: Secure funding from multiple sources: Perkins, other grants, donations from clinical partners and program alumni.	Program Director & CTE Director
2. Increase the level of supervision and improve learning opportunities within the clinical education setting.	1B          2A		FY19 - Increase the number of clinical instructors for the program so that two clinical instructors are available at each clinical facility to assist with student learning. FY19 - Form a partnership with a Level One Trauma Center & a Pediatric Hospital for clinical observations.	Program Director Radiography Faculty & Clinical Instructors
3. Increase program enrollment and program retention.	4C		FY18 - Focus on attracting applicants outside the Southeast Kansas service area by increased recruitment in Missouri and Oklahoma. Ongoing - Continue to focus on retention, particularly early identification and intervention for students who are struggling.	Program Assistant Program Director Radiography Faculty LCC Advisors & PR Department
4. Improve professional performance in the clinical setting.	4A		FY19 – Improve efficiency and the speed of communication for maintaining our program data records.	Program Director Radiography Faculty Clinical Instructor & Clinical Staff



	3C		FY18 – Purchase continuing educational ASRT modules for clinical instructors to enhance their leadership skills.	
	3D		FY18 - Increase clinical visits by program officials to heighten presence with students, clinical instructor(s), clinical staff and administration.	

## ***Appendix A: List of Courses***

<b>Code</b>	<b>Course Title</b>
RADI 101	Introduction to Radiography, Ethics, and Law
RADI 103	Radiographic Procedures I
RADI 104	Radiographic Procedures II
RADI 105	Radiographic Procedures III
RADI 107	Radiographic Imaging I
RADI 109	Patient Care in Radiography I
RADI 113	Simulations in Radiography I
RADI 115	Patient Care in Radiography II
RADI 117	Radiographic Imaging II
RADI 119	Clinical Training I
RADI 120	Clinical Training II
RADI 125	Principles of Physics and Equipment Operation
RADI 127	Introduction to CT and Cross Sectional Anatomy
RADI 201	Imaging Modalities
RADI 203	Clinical Training III
RADI 204	Clinical Training IV
RADI 205	Clinical Training V
RADI 207	Radiographic Imaging III
RADI 209	Principles of Radiation Physics
RADI 211	CT Procedures
RADI 213	Radiographic Pathophysiology
RADI 214	Simulations in Radiography II
RADI 217	Radiation Protection
RADI 218	Radiation Protection II
RADI 219	Image Analysis
RADI 221	Radiography Comprehensive Review
RADI 223	Critical Thinking and Analysis

## ***Appendix B: Faculty in Program Qualifications***

### **Radiography Program Director**

Gale Brown, EdS, LRT (R)(CT)

Labette Community College, Associate in Applied Science in Radiography

Friends University, Bachelor of Science in Business Management

Pittsburg State University, Master of Science in Technical Teacher Education

Pittsburg State University, Specialist in Education

American Registry of Radiology Technologists Certification: including CT

### **Instructor/Clinical Coordinator**

Ashley Moore, MS, LRT (R)

Labette Community College, Associate in Applied Science in Radiography

Pittsburg State University, Bachelor of Science in Vocational Technical Education

Pittsburg State University, Master of Science in Career and Technical Education

American Registry of Radiology Technologists Certification

### **Instructor**

Tammy Kimrey, BS, LRT (R), RDMS (AB); (OB), RVT

Allen County Community College, Associate in Science

Labette Community College, Associate in Applied Science in Radiography

Pittsburg State University, Bachelor of Science in Vocational Technical Education

School of Diagnostic Medical Sonography Certification

American Registry of Radiology Technologists Certification

## **Appendix C: Perkins Performance Measures**

To assess the extent to which the State of Kansas and local recipients have improved the quality of career and technical education programs, Perkins legislation sets forth minimum core indicators of performance for career and technical education programs at the postsecondary level. [Sec. 113(b)(1)(B)] These measures of performance are incorporated into the State plan as a condition of approval by the U.S. Department of Education, must be valid and reliable and include, at a minimum, measures of each of the following:

### **Postsecondary Core Indicators of Performance**

- **1P1 - Technical Skill Attainment**—Student attainment of challenging career and technical skill proficiencies, including student achievement on technical assessments, that are aligned with industry-recognized standards, if available and appropriate. Measures any student identified as a concentrator who attempted a technical skill assessment test.

Numerator = number of CTE concentrators who passed technical skill assessments that are aligned with industry-recognized standards, if available and appropriate, during the reporting year

Denominator = number of CTE concentrators who attempted technical skills assessments during the reporting year

Note: A list of Technical Skill Assessments approved for Office Technology Programs is provided at the end of this document.

- **2P1 - Credential, Certificate, or Degree**—Student attainment of an industry-recognized credential, a certificate, or a degree. Measures concentrators who earned an award and are NO LONGER enrolled in postsecondary education.

Numerator = number of CTE concentrators who receive an industry recognized credential, a certificate, or a degree during the reporting year

Denominator = number of CTE concentrators who are no longer enrolled in post-secondary education during the reporting year

- **3P1 - Student Retention and Transfer**—Student retention in postsecondary education or transfer to a baccalaureate degree program. Measures concentrators who were enrolled during the reporting year and remained in postsecondary education the following fall. All students who earned an award or an industry recognized credential are REMOVED from the analysis.

Numerator = number of CTE concentrators who remained enrolled in their original postsecondary institution or transferred to another 2- or 4- year postsecondary institution during the

reporting year and who were enrolled in postsecondary education in the fall of the previous reporting year  
Denominator = number of CTE concentrators who were enrolled in postsecondary education in the fall of the previous reporting year and who did not earn an industry-recognized credential, a certificate, or a degree in the previous reporting year

- **4P1 - Student Placement (Follow-up)**—Student placement in military service or apprenticeship programs or placement or retention in employment, including placement in high skill, high wage, or high demand occupations or professions. Measures placement of all concentrators who are NO LONGER enrolled in postsecondary education. Only students who have completed, earned an industry recognized credential or have dropped out of postsecondary education are included in the analysis.

Numerator = number of CTE concentrators who were placed or retained in employment or placed in military service or apprenticeship programs in the 2<sup>nd</sup> quarter following the program year in which they left postsecondary education (i.e., unduplicated placement status for CTE concentrators who graduated by June 30, 2010 would be assessed between October 1, 2010 and December 31, 2010)

Denominator = number of CTE concentrators who are no longer enrolled in postsecondary education during the reporting year

- **5P1 - Nontraditional Participation** -- Student participation in career and technical education programs that lead to employment in nontraditional fields. [Sec 113(b)(2)(B)]. Measures all participants and concentrators enrolled in gender underrepresented programs.

Numerator = number of CTE participants from underrepresented gender groups who participated in a program that leads to employment in nontraditional fields during the reporting year

Denominator = number of CTE participants who participated in a program that leads to employment in nontraditional fields during the reporting year

- **5P2 - Nontraditional Completion**—Student completion of career and technical education programs that lead to employment in nontraditional fields. [Sec 113(b)(2)(B)]. Measures all nontraditional concentrators who earned an award in a gender underrepresented program.

Numerator = number of CTE concentrators from underrepresented gender groups who completed a program that leads to employment in nontraditional fields during the reporting year

Denominator = number of CTE concentrators who completed a program that leads to employment in nontraditional fields during the reporting year

Note: A list of gender nontraditional occupations can be found on the [kansasregents.org](http://kansasregents.org) website.

Agenda Item #: V.B.  
Date: April 13, 2017

**SUBJECT**

Approval of Board Policy

**REASON FOR CONSIDERATION BY THE BOARD**

Per Policy 1.13, adopted 12/12/00, the President would conduct a review and update the policies of the Board of Trustees.

**BACKGROUND**

Updated/created the following policies for approval:

Policy 4.16 Drug Testing for Health Science Students

**PRESIDENT'S RECOMMENDATION**

That the Board of Trustees approve the edits to Policy 4.16 Drug Testing for Health Science Students. Approval is recommended.





**POLICY 4.16****DRUG TESTING FOR HEALTH SCIENCE AND  
WORKFORCE EDUCATION ALLIED HEALTH  
STUDENTS****Introduction**

It is the policy of Labette Community College that students who enroll in health science programs or Workforce Education allied health courses submit to drug and/or alcohol testing when required by a clinical facility, a specific healthcare program policy, or as directed by a reasonable cause event.

**Purpose**

Students in LCC Health Science Programs and Workforce Education Allied Health Courses must adhere to the standards of conduct required of healthcare professionals. No student will be allowed in the classroom or clinical area while under the influence of drugs or alcohol. This policy is consistent with the "Student Code of Conduct Policy" in the LCC Catalog--

[http://www.labette.edu/catalog/Student\\_Information.pdf](http://www.labette.edu/catalog/Student_Information.pdf). Health Science students found to be involved in any of these activities are subject to disciplinary action up to and including dismissal from their respective health science programs.

Labette Community College Health Science Programs strive to ensure the health and safety of students and patients are not compromised. Education of health science students at Labette Community College requires collaboration between the college and clinical facilities and cannot be complete without a quality clinical education component, generally referred to as a clinical rotation. Clinical facilities are increasingly required by their accrediting agencies, including The Joint Commission (TJC), to provide a drug screen for security purposes on individuals who supervise, care, render treatment, and provide services within the facility. Clinical facilities may require a negative drug screen on each student prior to that student arriving for his/her clinical rotation.

Approved: 6/19/14

Effective: 7/1/17



Agenda Item: V.C.  
Date: May 4, 2017

**SUBJECT**

Approval of Bills

**REASON FOR CONSIDERATION BY THE BOARD**

Kansas statutes require Board of Trustees' approval of all expenditures.

**BACKGROUND**

**\*Due to the meeting being moved up a week, the bills were not ready for the board packet. They will be emailed to you from Vice-President Doherty and a hard copy will be distributed at the meeting.**

**PRESIDENT'S RECOMMENDATION**

That the Board of Trustees approve the claims register.

