

# **Substantive Change Proposal**

Addition of a new degree

Associate of Science in Veterinary Technology

Windward Community College  
45-720 Kea'ahala Road  
Kane'ohe, HI 96744

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Prepared by Dr. Brian Richardson  
Dean of Academic Affairs, Division II

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## ***A. Introduction***

### **A.1 Brief Description**

The following substantive change is to notify the ACCJC that Windward Community College has created a new Associate of Science degree in Veterinary Technology to better serve our students and meet the employment needs of the State of Hawai'i.

Windward Community College began offering a Certificate of Achievement in Veterinary Assisting in 2009. In Spring 2012, the Board of Regents of the University of Hawai'i approved an Associate of Science in Veterinary Technology to begin in Fall 2012. The degree, which was developed based on our experience with the Certificate of Achievement, will prepare to students for careers in Veterinary Technicians.

More information on veterinary studies at Windward CC can be found at [http://windward.hawaii.edu/veterinary\\_studies/](http://windward.hawaii.edu/veterinary_studies/).

### **A.2 Relationship to Windward CC's Mission**

The college's mission is as follows:

*Windward Community College offers innovative programs in the arts and sciences and opportunities to gain knowledge and understanding of Hawai'i and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide O'ahu's Ko'olau region and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment - inspiring students to excellence.*

The college adopted this mission in 2011, ensuring that career and technical training continues to be an important aspect of the college's activities as we focus on the educational needs of the windward O'ahu and the state.

The Associate of Science in Veterinary Technology is a degree that is unique in Hawaii that will prepare students for careers in careers related to veterinary studies, including working for clinics, government agencies, and research facilities.

### **A.3 Rationale for Change**

The major objectives for this program are to:

- Train Hawaii's veterinary paraprofessionals to perform essential tasks in the veterinary hospital and lab animal facilities (e.g., administer anesthesia, take and develop radiographs, assist with surgical procedures, dispense medications, perform vital lab tests, and provide client education).
- Allow students to obtain industry-recognized credentials that will enable them to obtain employment at veterinary hospitals, lab animal facilities, and research laboratories throughout the United States and Canada.

- Meet the current and anticipated workforce needs in Hawaii. There are currently no training opportunities available in Hawaii for students wishing to become veterinarian technicians.

Veterinary technology is among the top five fastest-growing occupations nationwide, with employment in the field expected to grow 41 % in the next nine years. The nationwide shortage of skilled veterinary technicians has been widely discussed in academic and trade journals and has received attention in the media. CBS News has also featured veterinary technology as one of its fastest-growing "recession-proof" jobs.

This workforce need is also evident on a local level. There are currently around 90 veterinary clinics and shelters in the state (50+ on the island of Oahu alone). In a 2007 poll of Hawaii Veterinarians, 80% of respondents recognized the need for additional training for technicians and assistants. The majority of respondents also stated that they would be willing to pay higher salaries for trained personnel. Furthermore, a 2009 survey of Oahu's veterinary clinics (n = 22 respondents) indicates that credentialed technicians account for less than 10% of new hires. This low number reflects a shortage of credentialed technicians rather than a lack of need. In contrast, the surveyed clinics hired an average of 4.7 veterinary assistants or "non-credentialed technicians" during 2008. Assuming these numbers are representative of the remaining clinics, industry demand for trained veterinary assistants and technicians may exceed 100 individuals per year for Oahu alone.

Currently, there are 191 AVMA accredited Veterinary Technician programs in the United States, with an additional 20 expected to be rolled-out in the next five years. Despite intense national and local demand, Hawaii is one of only four states that lack any sort of formal training for veterinary technicians. As a result, local veterinary clinics must expend valuable time and resources training their staff "from the ground up."

### ***B. Description of the A.S. in Veterinary Technology***

An A.S. in Veterinary Technology is awarded to students who complete the required 67 credits. It is anticipated that students will complete the degree in two years. Students are eligible for the Certificate of Achievement in Veterinary Assisting after the first year. Below are the degree requirements with current course descriptions:

Year 1: (which also results in a Certificate of Achievement in Veterinary Assisting)

#### **I. General Education and Preparatory Classes (9 Credits)**

##### **ENG 100- Expository Writing**

A composition course on the writing process including description, narration, exposition, and argument. Course stresses unity, development, organization, coherence, and other basic writing skills necessary for college writing.

PSY 100-Survey of Psychology

An introductory course with emphasis on principles of human behavior. Topics covered include motivation, learning, perception, emotion, development, personality, states of consciousness, group processes, problem solving and thinking, and methods of inquiry.

SP 151- Personal and Public Speech

Introduction to major elements of speech. Enables students to acquire competence in two person, small group, and public situations. Models and concepts are used to explain the speech act.

OR SP 181- Interpersonal Communication

Introduction to basic principles of interaction between two people. Emphasis is on enhancement of skills in a variety of interpersonal contexts.

II. Veterinary Assisting Core Classes (22 Credits)

ANSC 140- Introduction to Veterinary Technology & Assisting

This course introduces students to the field of veterinary technology and describes the responsibilities and expectations for students enrolled in the program. Topics include: roles of the veterinary team members, legal and ethical aspects of veterinary practice, breeds of companion animals, safety, sanitation and waste-disposal protocols, and career fields in veterinary medicine.

ANSC 142- Anatomy & Physiology of Domestic Animals

Introduction to the anatomy and physiology of domestic animals. Compares the anatomy and function of major body systems for the cat, dog and horse, with lesser emphasis on birds, reptiles and amphibians. This course is intended for students entering veterinary technology, veterinary assisting or other animal-related fields.

ANSC 142L- Anatomy of Domestic Animals Laboratory

Laboratory to accompany ANSC 142. This course is designed to acquaint the student with the body systems of common domestic species (e.g., cats, dogs, horses and birds) through dissections, examinations of models, laboratory exercises, and other hands-on activities. This course is intended for students entering veterinary technology, veterinary assisting or other animal-related fields.

ANSC 151- Clinical Laboratory Techniques

Provides students with the background knowledge needed to perform and interpret laboratory techniques commonly used in veterinary practice. Topics include: Homeostatic relationships, cytology, histology, parasitology and clinical physiology of major body systems. Includes a

discussion of common disorders affecting major body systems and the techniques used for diagnosis. This course is intended for students entering veterinary technology, veterinary assisting or other animal-related fields.

**ANSC 151L- Clinical Laboratory Techniques Laboratory**

Laboratory to accompany ANSC 151. Provides students with the knowledge and skills necessary to perform common veterinary lab tests including urinalysis, hematology, blood chemistry, cytology and parasitology. This course is intended for students entering veterinary technology, veterinary assisting or other animal-related fields.

**ANSC 152- Companion Animal Diseases & Nutrition**

An introduction to the husbandry and medical care of companion animals. Topics include canine and feline life cycles (including breeding, pregnancy and parturition), housing and nutritional needs, exam procedures and medical recording, nursing and wound management, and identification and treatment of common diseases. This course is intended for students entering veterinary technology, veterinary assisting, or other animal-related fields.

**ANSC 152L- Companion Animal Nursing**

This course provides students with hands-on training in basic companion-animal exam and nursing skills. Topics include: animal restraint methods, medical charting and patient exam procedures. specimen collection, administration of medications, grooming and husbandry. This course is intended for students entering veterinary technology, veterinary assisting or other animal-related fields.

**BUSN 191- Veterinary Office and Computer Skills**

Veterinary Office and Computer Skills covers the support skills needed in a veterinary office. Because veterinary office skills are critical in the success or failure of a practice, this course will emphasize the following: client communication, public relations, ethical and legal procedures, bookkeeping functions, scheduling, records management, and telephone skills. Students will be introduced to one or more industry-standard veterinary software programs as well as word processing and spreadsheet software.

**HLTH 125- Survey of Medical Terminology**

HLTH 125 familiarizes the student with medical terminology used in both human and animal medicine through analysis of prefixes, suffixes, and word roots. This course covers the pronunciation, spelling, and definitions of selected medical words dealing with mammalian body systems. Commonly used medical abbreviations and pharmacological terms are also discussed.

### MATH 101- Mathematics for Veterinary Assistants & Technicians

An introduction to clinical calculations used in veterinary medicine. Topics include the application of mathematical skills to solve applied problems in veterinary nursing and pharmaceutical dispensing with emphasis on dosage, concentration, dilution and drip rates. Also included is mathematical and laboratory terminology. This course is intended for students entering veterinary technology, veterinary assisting or other animal-related fields

## Year 2: Associate of Science in Veterinary Technology

### I. General Education Classes (3 credits)

Humanities Elective (3 credits)

### II. Veterinary Technology Core Classes (33 Credits)

#### ANSC 190- Clinical Practices & Internship I

Practical animal experience at veterinary clinics, zoos, research labs or other animal facilities. Topics covered may include restraint procedures, veinipuncture, vital signs assessment, radiological techniques, veterinary business and front-office procedures, routine nursing care and animal husbandry. This course is intended for students entering veterinary technology, veterinary assisting or other animal-related fields.

#### ANSC 251- Pharmacology for Veterinary Technicians

This course is designed to give students a practical knowledge of drugs used in veterinary medicine. Topics include drug classification, methods of action, calculations, administration, effects and side effects. Also includes a discussion of client education, drug safety, and federal regulations governing the purchase and storage of controlled drugs. Upon successful completion, students will be able to properly calculate, dispense, and administer medications, recognize adverse reactions and maintain pharmaceutical inventory and administrative records. This course is intended for students entering veterinary technology, veterinary assisting, or other animal-related fields.

#### ANSC 252- Diagnostic Imaging for Veterinary Technicians

This course trains students to safely and effectively use X-Ray technology to obtain diagnostic radiographs of the skeletal- and soft anatomy of companion animals. Students are also given an overview of alternative imaging techniques (ultrasound, CT Scans, and digital radiography) as well as an introduction to the radiography of large animals and exotics. This course is intended for students entering veterinary technology, veterinary assisting or other animal-related fields

#### ANSC 258- Clinical Lab Techniques II

A continuation of ANSC 151& 151L, this course provides students with additional instruction and hands-on experience with laboratory tests commonly used in veterinary practice. Topics include: 1) identification of internal parasites 2) performance and evaluation of microbiologic and serologic tests, 3) collection & evaluation of cytological samples 4) veterinary necropsy procedures. Included in this course is a review of the anatomy and physiology of major body systems and an overview of common diseases seen in veterinary practice. This course is intended for students entering veterinary assisting, veterinary technology or other animal-related fields.

#### ANSC 261- Anesthesiology & Surgical Nursing for Veterinary Technicians

This course will focus on the clinical skills necessary for safe and effective anesthesia and surgery of companion animal patients (dogs and cats) Skills such as intravenous catheter placement, proper endotracheal intubation, patient and surgical site preparation, and patient monitoring under general anesthesia will be stressed. The use and side effects of commonly used sedatives, analgesics and anesthetics will be covered. Postoperative procedures include patient monitoring and charting as well as client education for postoperative care.

#### ANSC 262- Clinical Procedures for Large Animals

The student will learn techniques in large animal restraint, husbandry and clinical procedures and be provided some introduction to relevant large animal diseases. Biosecurity and public health will be discussed as they apply to large animal health care and husbandry. The course is appropriate for those entering animal husbandry, veterinary assisting, veterinary technology or animal science fields.

#### ANSC 263- Lab Animal Nursing

Introduction to the care and use of laboratory animals. Includes training in restraint, nursing, and husbandry of common laboratory animal species (rats, mice and rabbits). This course is intended for students entering lab animal medicine, veterinary technology, veterinary assisting or other animal-related fields.

#### ANSC 266- Clinical Practices & Internship II

A continuation of ANSC 190, this course provides veterinary technology students with additional instruction and practical experience in a clinical setting. Topics covered include: advanced sample collection & handling techniques, dentistry, administration of medications, anesthesiology & surgical assisting, and advanced nursing techniques. Emphasis is placed on integrating classroom learning with practical work experience.



### ANSC 290- Veterinary Technician Exam Review

This course prepares students for the Veterinary Technician National Exam (VTNE). Topics include test-taking strategies, formation of a study plan, and a review of topics from previous veterinary technology courses. Students enrolled in this course will develop essential test-taking skills by completing practice exams covering all major topics of the WCC veterinary technology curriculum

### **B.1 Educational Purpose**

The A.S. in Veterinary Technology combines traditional classroom instruction with intensive hands-on laboratory and practical experience utilizing live animals in a clinical setting. Students enrolled in the program will receive didactic and practical training in pharmacology, radiology, anesthesiology, surgical assisting, dentistry, nutrition, and veterinary office procedures and will learn how to perform over 130 skill sets deemed essential by the AVMA. During the final year of the program, students will intern at three of the over 20 preceptor clinics and shelters associated with Windward CC where their skills will be evaluated and critiqued by industry professionals. Not only does this experience allow students to hone and apply their skills in a real world setting, it will also serve as a bridge to future employment.

### **B.2 Program Learning Outcomes for the A.S. in Veterinary Technology**

Upon completion of the Associate of Science in Veterinary Technology from WCC, the student will be able to:

- Effectively communicate with clients and veterinary staff.
- Perform routine business transactions and maintain patient and facility records.
- Ensure the safety of patients, clients, and staff and maintain compliance with regulatory agencies.
- Identify common breeds of companion animals, list their nutritional requirements and husbandry needs, and describe the anatomy and functions of major body systems.
- Assist with physical exams and obtain patient histories.
- Perform routine nursing procedures including first-aid, wound-management, and administration of medications and vaccines.
- Develop a working knowledge of common companion animal diseases and their medical treatments.
- Collect biological samples and perform diagnostic laboratory tests.

### ***C. Planning Process***

Planning for the A.S. in Veterinary Technology grew out of the success of the Certificate of Achievement in Veterinary Assisting.

The College's planning process requires that all major initiatives be planned and approved before the beginning of an academic year. Such plans must include both the goals that they address and measurable outcomes.

In this case, the curriculum planning followed the proscribed process on campus and included an advisory group that guided curriculum goals and content for the courses connected to the program. Information on the advisory can be found at [http://windward.hawaii.edu/Committees/Vet\\_Advisory/](http://windward.hawaii.edu/Committees/Vet_Advisory/).

### **C.1 Relationship to Strategic Plan**

The proposed Associate of Science in Veterinary Technology will fulfill the following goals outlined in the WCC Strategic Plan (Action Outcomes listed in parentheses):

- Contribute to the development of a high-skilled workforce through the establishment of at least one new specific, career-focused degree, certificate or career pathway per year that leads to employment in emerging fields (4.1).
- Establish partnerships with employers to create internships and job placements (4.2).
- Expand the curriculum that prepares students for critical workforce shortage areas (4.3).
- Create internships and service learning opportunities in the community (4.4).
- Promote the knowledge, skills, and opportunities that support current and emerging STEM fields and careers (4.5).
- Increase the number of degrees and certificates awarded in STEM fields (4.6).

Windward CC's strategic outcomes can be viewed at [www.windward.hawaii.edu/ir/Planning/Plans/Strategic/StrategicPlan12-8-08.pdf](http://www.windward.hawaii.edu/ir/Planning/Plans/Strategic/StrategicPlan12-8-08.pdf)

### **C.2 Assessment of Needs and Resources**

Given the specialized nature of the equipment, there were few available resources for the program. However, the necessary resources were easily identified based on AVMA recommendations, consultations with other veterinary technology schools around the country, and an analysis of the pedagogical needs of the specific courses in the program.

Planning for the building was likewise a combination of design requirements and an understanding of the funding and space available to the campus. The goal was to create an effective learning environment for a large enough cohort of students to make the program sustainable.

### **C.3 Anticipated Effect on the Rest of the Institution**

The A.S. in Veterinary Technology will have minimal impact on the rest of the institution. There will be two additional faculty members and an increase in administrative and secretarial responsibilities. The facilities will be new, and thus not create a significant additional burden on the current facilities.

#### **C.4 Intended Benefits**

The A.S. in Veterinary Technology is intended to train students to become Veterinary Technicians, which is a recognized need in the State of Hawaii. The college will add an important program connected to its mission, the students will find careers, and the State of Hawaii will increase the overall skills inventory of its population.

#### **C.5 Preparation and Planning Process**

Preparation for the A.S. in Veterinary Technology began almost five years ago when the local Veterinarian Association approached the college with the idea of offering training for Veterinary Technicians. An initial assessment of the viability of the program was undertaken that considered the potential local demand, the costs, and a comparative analysis of similar programs around the world.

Based on this initial assessment, and further survey of veterinarians in the state, an advisory board of faculty and members of the community was created to guide the creation of courses, policies, and the program.

In 2009, the college adopted a Certificate of Achievement in Veterinary Assisting, which allowed the college to better determine the demand for veterinary studies, to become more familiar with government and AVMA standards and protocols, and in general to assess the viability of a two-year degree program. Based on the success of this certificate, an A.S. in Veterinary Technology was created.

#### ***D. Resources***

The College's experience to date leads us to project high demand for the Veterinary Technology program. Given industry needs and student desires, the program is expected to be fully enrolled for the foreseeable future.

##### **D.1 Student Support Services**

The A.S. in Veterinary Technology will rely on existing Student support services. The small number of students will not represent a significant increase in the demand for services. Specialized student services, such as career counseling, will be provided by the faculty connected with the program.

##### **D.2 Sufficient and Qualified Faculty, Management, and Support Staff**

AVMA regulations require each program to be staffed with 1 FTE Veterinarian and 1 FTE veterinary technician. These individuals will be responsible for teaching classes, administering the program, and maintaining compliance with AVMA and local agencies. The WCC Chancellor has allocated two full-time (11 month) positions for use by the

program. The Veterinary Technician position has been filled and the Veterinarian position should be filled in Fall 2012 or Spring 2013.

In addition to the two full-time veterinary faculty, veterinarian or veterinary technician lecturers may be hired to teach two specialty courses (e.g., ANSC 262-Clinical Procedures for Large Animals & ANSC 263- Lab Animal Nursing).

The program will be directly managed by the veterinarian faculty member and ultimately by the Dean of Academic Affairs, Division II, who oversees the department of Natural Sciences.

### **D.3 Professional Development**

Windward Community College is committed to professional development. The faculty associated with the Veterinary Technology program will be eligible for funding through the Staff Development Committee, for sabbaticals, and for system-level professional development resources.

### **D.4 Facilities and Equipment**

The AVMA requires that most live-animal classes are taught in a clinical setting that meets USDA requirements. The facility should include: a treatment area, working surgery, x-ray & developing, animal-holding facility, & surgical scrub room. WCC is currently designing a suitable facility to be constructed in the back of the current Natural Sciences building. Funds for design and construction of this facility (\$1.4M) have already been allocated. The facility is expected to be completed by Fall, 2013. In the interim, animal nursing classes will be taught in existing science lab space.

Windward Community College already owns the majority of equipment and supplies needed to offer an Associate of Science in Veterinary Technology. Perkins funding over the upcoming year will allow the college to obtain the remaining equipment, including a digital tonometer (\$3,800) for determining intraocular pressures and a portable x-ray machine (approximately \$8,000) which will be used for taking radiographs of equine limbs.

Funding for developing current equipment and facilities has been secured through Perkins grants, allocations from the college, and allocations from the University of Hawaii system. The program is currently using temporary facilities for some of its classes, specifically related to surgery. However, funding has been obtained and planning has been completed for a specialized facility for the program. The space will be next to the current Natural Sciences building and will meet current building standards for veterinary facilities.

### **D.5 Fiscal Sustainability**

The two main faculty positions are funding through G-funds and the facility maintenance will be provided by the general college facility maintenance funds. Otherwise, the program will be self-funded, with tuition and professional fees covering operating costs.

#### **D.6 Budget, Enrollment and Resources**

The program will require approximately \$15,000 per year to cover accreditation fees, equipment repair and replacement, and consumables, including animal cadavers, lab & surgical supplies, purchase of lab animals (rabbits and mice), dosimetry badges, x-ray film, drugs and anesthetic agents. These funds will be provided by tuition revenue and by a professional fee of \$300 per semester that will be charged to students in the program.

#### **D.7 Plan for Monitoring Outcomes**

Program effectiveness will be measured by the following indicators. Goals for each indicator are listed in parenthesis:

- 1) Pass rate on Veterinary Technician National Exam (80% or greater).
- 2) Placement of degree-holders into industry related positions (80% within 12 months of degree completion).
- 3) Increase in mean wage for those already working in the field (mean wage >20% within 12 months of program completion).
- 4) Performance and retention of degree-holders in industry related fields (mean performance of "satisfactory" or better; retention of one year or greater; both measurements will be evaluated by employer surveys).
- 5) Satisfaction rating of graduates, veterinary preceptors, and employers with the quality of the program (> 80% satisfied with training).

The assessment of learning outcomes for specific courses will follow the process that has already been established for other credit courses. Courses will be assessed at least once every five years. The assessment will focus on the Student Learning Outcomes and the alignment of those outcomes with the program outcomes.

#### **D.8 Evaluation of Student Success**

At the program level, student success will be measured by the following aspects:

- 1) Veterinary Technician National Exam (VTNE) Scores
- 2) Student evaluations
- 3) Course completion rates
- 4) Follow-up surveys of student, preceptors, and employers

The overall success of the program will focus on the successful creation of qualified Veterinary Technicians and the successful placement of those students in appropriate positions.

## ***E. Internal and External Approvals***

### **E.1 Required Steps**

The college has received all internal and external approvals for the A.S. in Veterinary Technology. After obtaining approval within the college from the Curriculum Committee and the Chancellor, all Associate degree must have Board of Regents Approval, which was obtained in January 2012.

During the first year of the program, the college will also be seeking accreditation from the AVMA. The team typically visits the college when the first cohort of students is roughly two thirds of the way through the final year of the program. The accreditation visit is scheduled for March 2013.

### **E.2 Legal Requirements**

While specific courses require that the college follow animal use protocols and have appropriate facilities, there are no legal requirements for this degree as such.

### **E.3 Governing Board Action**

A copy of the Board of Regents' approval can be found in Appendix A - the full proposal can be viewed at [http://windward.hawaii.edu/Documents/Academic\\_Affairs/2012/AS\\_in\\_Veterinary\\_Technology\\_Proposal.pdf](http://windward.hawaii.edu/Documents/Academic_Affairs/2012/AS_in_Veterinary_Technology_Proposal.pdf)

## ***F. ACCJC Eligibility Requirements Addressed***

Offering a variety of Liberal Arts courses online will not change Windward Community College's compliance with ACCJC's Eligibility Requirements. The following is a point-by-point explanation of the online initiatives relationship with Eligibility Requirements:

### ***1. Authority***

WCC will continue to be a unit of the University of Hawai'i System, authorized to grant degrees and certificates by the University of Hawai'i Board of Regents.

### ***2. Mission***

The addition of the AS in Veterinary Technology will increase the learning opportunities for students, specifically those in windward O'ahu and the state of Hawaii, seeking career training, which is an important aspect of the college's mission, as adopted in 2011 ([http://windward.hawaii.edu/about\\_WCC/](http://windward.hawaii.edu/about_WCC/))

### ***3. Governing Board***

The University of Hawai'i Board of Regents continues to be responsible for the operation of Windward Community College. All previous accreditation visits for all institutions in

the System have affirmed the Board as the appropriate, independent policy-making body for the System.

#### *4. Chief Executive Officer*

The addition of the A.S. in Veterinary Technology has not altered the position of the Chancellor, WCC's Chief Executive Officer.

#### *5. Administrative Capacity*

The addition of AS in Veterinary Technology will add some additional duties for current staff, specifically the Dean of Division II, but the staff is adequate in size and expertise to take those duties on with others that are continually materializing in the course of an academic year.

#### *6. Operational Status*

The College has been fully functioning and granting degrees for over 40 years.

#### *7. Degrees*

The A.S. in Veterinary Technology will be an additional degree offered by the College.

#### *8. Educational Programs*

In addition to the A.S. in Veterinary Technology, the College offers two other programs that have required Board of Regents approval: a general liberal arts AA and a Certificate of Achievement in Veterinary Assisting. All Veterinary Technology courses will be assessed to ensure that they provide the same rigor as other courses on campus.

#### *9. Academic Credit*

Academic credit for courses connected with the Veterinary Technology AS will be attached to courses that meet the College's high standards.

#### *10. Student Learning and Achievement*

SLOs for every class and program are published in the Windward Catalog. In addition, faculty publish SLOs for individual courses in the course syllabus. Regular and systematic assessment guarantees that students who complete classes the Veterinary Technology program achieve the published outcomes.

#### *11. General Education*

WCC's General Education Requirements are described at length in the *Description of the Program* section of this document as well as in the College's Catalog. Courses connected to the Veterinary Technology AS are aligned to the General Education Requirements.

#### *12. Academic Freedom*

Academic Freedom is guaranteed by the contract between the University of Hawai'i System and the faculty. Of course that freedom extends to any person teaching an online class.

### *13. Faculty*

Faculty associated with the A.S. in Veterinary Technology are appointed by the same process as faculty teaching traditional classes, and must meet the same standards.

### *14. Student Services*

WCC's Student Services staff and faculty support all aspects of student learning and development. Students may contact advisors and counselors online or by telephone.

### *15. Admissions*

WCC is an open admissions community college. Admission to the College or any schools within the University of Hawai'i System is required before students may enroll in the first year of the A.S. in Veterinary Technology. Acceptance to the second year of the program requires an additional admissions process.

### *16. Information and Learning Resources*

Library and other learning resources are available to all students, although books and documents that are checked out online must be physically picked up at the library. Librarians are available face to face, online, and by telephone to offer advice and guidance to students.

### *17. Financial Resources*

The College's funding base will not be affected by adding the A.S. in Veterinary Technology. The funding base has not been a concern of previous accreditation teams.

### *18. Financial Accountability*

The College's regular audits have not indicated any fiscal issues. The addition of the Veterinary Technology AS will not affect accounting practices.

### *19. Institutional Planning and Evaluation*

Adding the A.S. in Veterinary Technology to the college's curriculum grew out of an open [planning and budgeting process](#) practiced by the College. The degree's goals have been included as part of the planning and reporting processes of both the Academic Affairs Office and the various participating disciplines. The program will be regularly assessed, and the planning, resource allocation, and curriculum of the program will be modified as justified by assessment reports.

### *20. Public Information*

The College's two major public information documents are a Catalog which is published and is also available online, and an annual Schedule of Classes, also published and available online. Demand for the published documents continues to decline precipitously, and their value *vis-a-vis* the online versions are being reevaluated. All of the information specified by the Commission is provided in both documents, including updates on fees, degree information, calendars, and learning resources. The Veterinary Technology AS will be available in the next edition of the catalog.



### *21. Relations with ACCJC*

WCC assures the Commission that it adheres to the eligibility requirements and accreditation standards and policies of the Commission, and that its communications with the Commission are accurate and timely. The College will comply with Commission requests, directives, decisions and policies, and will make complete, accurate, and honest disclosure.

## ***G. Accreditation Standards Affected by the A.S. in Veterinary Technology***

### **G.1 Standard I: Institutional Mission and Effectiveness**

The A.S. in Veterinary Technology is an appropriate expansion of the College's learning activities in support of the College's mission of bringing learning opportunities to all of its service area.

### **G.2 Standard II: Student Learning Programs and Services**

The college will continue to fulfill the standards connected to Student Learning Programs and services.

Student support needs have been identified by Windward CC's student services area. Outcomes concerning student success rates—retention, attrition, graduation, transfer, satisfaction—have been set aggressively high and the student services staff have taken the lead in developing a number of interventions to meet these goals, including mandatory first-year student advisement, supplemental instruction, tutoring, and learning communities. Finally, the Veterinary Technology Program Director will serve as a professional counselor to the students enrolled in the program, ensuring adequate progress and academic attainment.

All library services are available to students at the college, including a collection of veterinary studies books purchased in the last two years. Online resources, including eBooks and science journals, are also available to students and faculty of the college.

Other learning resources, such as technology advice, introduction to presentation media, tutoring, and access to appropriate computing facilities are also all available to students enrolled in the program.

### **G.3 Standard III: Resources**

#### **A. Human Resources**

AVMA regulations require each program to be staffed with 1 FTE Veterinarian and 1 FTE veterinary technician. These individuals will be responsible for teaching classes, administering the program, and maintaining compliance with AVMA and local agencies. The WCC Chancellor has allocated two full-time (11 month) positions for use by the

program. The Veterinary Technician position has been filled and the Veterinarian position should be filled in Fall 2012 or Spring 2013.

In addition to the two full-time veterinary faculty, veterinarian or veterinary technician lecturers may be hired to teach two specialty courses (e.g., ANSC 262-Clinical Procedures for Large Animals & ANSC 263- Lab Animal Nursing).

#### B. Physical Resources

The AVMA requires that most live-animal classes are taught in a clinical setting that meets USDA requirements. The facility should include: a treatment area, working surgery, x-ray & developing, animal-holding facility, & surgical scrub room. WCC is currently designing a suitable facility to be constructed in the back of the current Natural Sciences building. Funds for design and construction of this facility (\$1.4M) have already been allocated. The facility is expected to be completed by Fall, 2013. In the interim, animal nursing classes will be taught in existing science lab space.

#### C. Technology Resources

Windward Community College already owns the majority of equipment and supplies needed to offer an Associate of Science in Veterinary Technology. Perkins funding over the upcoming year will allow the college to obtain the remaining equipment, including a digital tonometer (\$3,800) for determining intraocular pressures and a portable x-ray machine (approximately \$8,000) which will be used for taking radiographs of equine limbs.

#### D. Financial Resources

The program will require approximately \$15,000 per year to cover accreditation fees, equipment repair and replacement, and consumables, including animal cadavers, lab & surgical supplies, purchase of lab animals (rabbits and mice), dosimetry badges, x-ray film, drugs and anesthetic agents. These funds will be provided by tuition revenue and by a professional fee of \$300 per semester that will be charged to students in the program.

### **G.4 Standard IV: Governance**

The addition of the A.S. in Veterinary Technology will not change the governance structure of the college.