Windward Report Evaluation (ROE) 2023

Windward Community College

Cover Page

Presented herein is the report of evaluation from the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA).

The evaluation is based on the eleven standards of accreditation established by the AVMA CVTEA as published in the *Accreditation Policies and Procedures of the CVTEA (current published version).*

Compliance with the standards is described within this report of evaluation (ROE). Deficiencies and recommendations intended to assist the Program in fulfilling the standards or improving Program quality are presented.

Program Name

Windward Community College

Program Address

45-720 Kea'ahala Road

Kaneohe, Hawaii 96744

Date of Evaluation

January 18-19, 2023

Date of Previous Evaluation

March 13-15, 2018

Principle Administrative Officers

Name	Position Title	Email
Dr. Ardis Eschenberg	Chancellor (President)	ardise@hawaii.edu
Charles Sasaki	Vice Chancellor for Academic Affairs	sasakich@hawaii.edu
Dr. Jennifer Brown	Vice Chancellor for Student Affairs	jb26@hawaii.edu
Lance Yamamoto	Acting Vice Chancellor for Administrative Services	lance@hawaii.edu
Dr. David Krupp	Interim Dean of Academic Affairs, Division II	krupp@hawaii.edu
Dr. Jenny Kelly	Program Director	jennyrk@hawaii.edu

Evaluation Site Team

Site Team Volunteer Name	Representing
Dr. Jennifer Asher, DACLAM	CVTEA
Dr. Leianne Lee Loy	Hawaii Veterinarian
Ms. Abigail Rosenblum, RVT	Hawaii Veterinary Technician
Ms. Debra Tubbs, MS	Public

AVMA CVTEA Staff

AVMA Staff Representatives	Title
Ms. Laura Lien, CVT, VTS (LAIM), MS	AVMA Staff

Program Executive Summary

Accreditation History

The Veterinary Technology Program at Windward Community College (WCC) began with a Certificate of Achievement in Veterinary Assisting in 2009. In 2012, the Associate in Science in Veterinary Technology was added receiving AVMA CVTEA Initial Accreditation in 2013. The Program has continued to grow and evolve in response to the needs and feedback from the local veterinary industry. In the Spring of 2014, the Veterinary Technology Annex facility, Hale 'Imiloa 1, was completed and serves as the primary laboratory facility to educate students in hands-on skills. The Program established the Hybrid Program in the Fall of 2020 allowing Neighbor Island students that wish to become credentialed veterinary technicians to stay home and work in the veterinary industry, while being able to complete the veterinary technology program.

Executive Summary

The 73-semester credit hour curriculum leads to an Associate in Science in Veterinary Technology degree. Students complete two 120-clock hour externships. Students must complete the first year Certificate of Achievement in Veterinary Assisting prior to enrollment in the Veterinary Technology program, in which admission is competitive. The primary focus of the curriculum is companion animal medicine.

Site Visit Modality

In-Person Modality

Program Modality Description

Lectures are completed both on-campus and online. Laboratory activities are completed on-campus for both campus based and hybrid students. Essential skills are completed on the campus of Windward Community College, at University of Hawaii System facilities, or ranches and farms with signed MOUs with the Program.

Program Degree(s)

Degree(s) offered by the Program include:

Associate of/in Science

Certificate/Diploma

Summary of Program Strengths

- Exemplary VTNE pass percentages
- Unique curricula delivery to serve the veterinary community across the Hawaiian Islands
- Excellent documentation and compliance with USDA and Animal Welfare Act requirements
- Exceptional library resources and library personnel
- Program director provides superb programmatic leadership
- Program personnel who are engaged in student success and passionate in the subject areas they teach
- Active advisory committee membership
- Enthusiastic student body

Summary of Program Challenges/Areas for Improvement

- Need for resources to remain commensurate with Program enrollments
- Medical records that do not emulate contemporary veterinary practice

Summary of any Unmet Deficiencies from Previous Evaluation

No unmet deficiencies from previous evaluation

Standard 1 - Institutional Accreditation

Standard 1 - Institutional Accreditation

An accredited veterinary technology program in the United States must be part of an institution of higher education accredited by, and in good standing with, an agency recognized by the U.S. Department of Education. Non-U.S. programs must be part of an institution of higher learning recognized by, and in good standing with, the appropriate national, provincial, or regional agency with that authority.

C

Compliant

Standard 1 Documentation

Indicate the information and documentation evaluated to assess Standard 1 - Institutional Accreditation

Document(s) verifying institutional accreditation

Review of institutional accrediting agency website

1.1 ROE

The program is part of an institution of higher education accredited by an agency recognized by the US Department of Education. If a non-US program, the institution is recognized by the appropriate national, provincial, or regional agency with that authority.

YES

1.2 ROE

Agency that accredits the parent institution.

ACCJC-Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges

1.3 ROE

Institutional Accreditor Review Cycle.

Date of Last Review	Date of Next Review
2018	2025

1.4 ROE

The institution is in good standing with the institutional accrediting agency.

YES

1.5 ROE

The program is in good standing with the institutional accrediting agency.

YES

Standard 1 Site Team Commentary-Deficiency and/or Recommendations

Critical / Major / Recommendation	Site Team Commentary

No site team commentary for Standard 1

Standard 2 - Finances

Standard 2 - Finances

Sustainable financial support must be adequate for the program to attain the educational goals and support its mission.

PC

Partially Compliant

Standard 2 Documentation

Indicate the information evaluated to assess Standard 2-Finances

Financial summary of the revenues and expenses for the past two and current (budgeted) academic year for the program.

Description of financial support and budgeting process to meet program needs.

Description of how enrollment is planned and managed in line with resource capabilities, including tuition and fees

2.1 ROE

The Institutional budget is adequate to meet the program's current needs.

YES

2.2 ROE

The Institution has provisions to meet unexpected financial needs of the program.

YES

2.3 ROE

Program specific scholarships or grants are available to students.

YES

2.3 a ROE

Description of program- specific scholarships or grants available to students.

Eight veterinary technology specific scholarships are among numerous scholarships available through the UH System Scholarships program. The veterinary technology specific scholarships include:

- Ipo Bullard Memorial Scholarship: $1,900
- Bentley Guss Scholarship: $1,000
- Sabrina Guss Scholarship: $1,000
- Hawai'i Veterinary Medical Association Scholarship: $1,000
- Ed Bernauer Scholarship: $1,900
- Graham Burns, DVM and Erica Sox, DVM Vet Tech Scholarship: $1900
- Langston Craddock Endowed Scholarship: $850
- Dr. Eric Ako Endowed Scholarship: will be available for veterinary technology students in the 2023-2024 academic year. The endowment amount is $50,000 and the annual amount will be determined in the future.

2.4 a ROE Tuition-AS degree

Total theoretical cost for Associate degree for a student who is a resident of the state (if applicable) to complete the program, based on current tuition, fees, equipment, books, and related costs.

$13,280.00

2.4 a ROE Comments

2.4 b ROE Tuition-BS Degree

Total theoretical cost for Bachelor degree for a student who is a resident of the state (if applicable) to complete the program, based on current tuition, fees, equipment, books, and related costs.

Not applicable

2.4 b ROE Comments

2.5 ROE

Fiscal calendar the Institution operates.

Academic Year July-June

2.5 a ROE

Fiscal Calendar Timeframe.

Two Years Past	One Year Past	Current Year Budgeted
July 2020 - June 2021	July 2021 - June 2022	July 2022-June 2023

2.5 b ROE

Total Institutional Operating Budget

Two Years Past	One Year Past	Current Year Budgeted
$15,814,173.00	$15,680,489.00	$15,892,539.00

2.5 c ROE Program Revenue

Program Revenue.

PROGRAM REVENUE	Two Years Past	One Year Past	Current Year (budgeted)
State appropriated funds	439,520	465,844	492,881
Federal funds	110,344	230,169	157,292
Student tuition and fees	280,932	327,576	405,964
Grants	0	0	0
Other (specify below if applicable)	13,544	7,533	5,214
TOTAL REVENUE OF PROGRAM	844,340	1,031,122	1,061,351

Other Program Revenue

Other revenue includes University of Hawaii Foundation funding.

Federal funds reported are from Carl Perkins federal grants.

Revenue Table Footnotes

Full-time positions are funded by Institutional general funds.

The Program relies heavily on Federal Perkins funding for several positions including a lab assistant, tutors, and an educational specialist; however, in contrast with the competitive Perkins application process on the United States mainland, the state of Hawaii receives funding and each state educational institution submits proposals, therefore the funding is viewed as stable since competition is within the University of Hawaii Community College system campuses.

2.5d ROE Program Expenditures

Program Expenditures.

PROGRAM EXPENDITURES	UNIT	Two Years Past	One Year Past	Current Year (budgeted)
Program Personnel-Veterinarians (Include headcount in UNIT column	4,3,3	147,540	157,563	88,123
Program Personnel-Credentialed Veterinary Technicians (Include headcount in UNIT column	6,11,10	273,634	306,919	159,043
Program Personnel-Other Technical Personnel (Include headcount in UNIT column	0	0	0	0
Program Personnel-Other Instructional Personnel (Include headcount in UNIT column	1,3,1	18,347	17,001	7,287
Program Personnel-Non-academic personnel (Include headcount in UNIT column	2,2,1	41,414	93,955	10,865
Benefits on salaries (Include headcount in UNIT column	2,7,6	32,770	40,262	1,409
Equipment	N/A	0	0	0
Supplies	N/A	43,150	62,523	28,427
Other (specify in UNIT column)	see below	21,090	40,698	38,943
Total Expenditures of Program	N/A	577,945	718,921	334,097

Expenditure Table Footnotes

Other expenditures include maintenance and service fees, travel, memberships, subscriptions, shipping cost, advertising, accreditation fee, professional liability insurance, software, HIMB lodging fees.

Equipment expenditures are not reported separately unless costs exceed $5,000. The Program purchased the following equipment over the last three academic years.

- 2020 >$14,000 in models and simulators
- 2021 >$5700 for dental equipment and models
- 2022 >$13,000 for gurney and radiology equipment
- 2022-2023 >$15,000 expended on equipment replacement

Standard 2 - Site Team Commentary-Deficiency and/or Recommendations

Critical / Major / Recommendation	Site Team Commentary
Major	Although current fiscal resources appear sufficient to support the program, these resources must remain commensurate with Program enrollments. Increasing numbers of Program students must be accompanied by an appropriate increase in fiscal resources available to the Program.

Standard 3 - Organization and Communications

Standard 3 - Organization and Communications

3a The program must develop, publicize, and follow its mission statement.

C

Compliant

3b There must be clearly defined lines of communication that are open and effective between the institution and the program director, program director and faculty/adjuncts, between program personnel, and between program personnel and students.

3c Program relationships with students, faculty, administrators, and the public must be conducted with integrity. Policies and available educational services for veterinary technology students must be clearly defined.

3d The CVTEA must be apprised of changes in administration, organization, association with the parent institution, and major changes in the curriculum, faculty, or stated objectives. All changes must be reported to the CVTEA and conform with substantive change reporting requirements and describe how the program will continue to comply with accreditation Standards. It is expected that the program director or interim program director be included in all program reporting. (Refer to *AVMA CVTEA Substantive Change Report*)

3e The program must have an advisory committee that meets at least annually to provide counsel regarding equipment, curriculum, demographic trends and other matters pertaining to the veterinary technology profession. Membership must include veterinarians and veterinary technicians with diverse professional interests, not currently affiliated with the program. Representation should include credentialed veterinary technicians, veterinary technician students, veterinary industry representatives, and public members.

3f Programs with agreements between two or more institutions are recognized. The institution accredited by the CVTEA is declared the parent (home) institution and grants the degree or certificate.

3g Communication and interactions with veterinary technician educator associations, veterinary medical associations, and veterinary technician associations should be maintained.

Standard 3 - Organization and Communications Organization and Communications

Standard 3 Documentation

Indicate the information and documentation evaluated to assess Standard 3 - Organization and Communication

Documentation of program's mission statement

Organizational chart

Course catalog, websites, handbooks

Advisory committee roster

Advisory committee minutes

Description of the relationship between the administration and the program

3.1 ROE Mission Statement

Mission statement of the Program.

The mission of the program is to increase the quality of veterinary care in Hawai'i by providing students with essential skills and knowledge that will enable them to obtain rewarding, living-wage jobs in the animal care field.

3.2 ROE

The mission statement is aligned with Program focus of the curriculum, facilities, equipment, on-site placement opportunities, program outcomes, and interactions with the community.

YES

3.3 ROE

The relationship between the administration of the institution and the program is open, efficient, and effective.

YES

3.3 ROE Comments

3.4 ROE

There are clearly defined lines of communication between the program director and program personnel.

YES

3.5 ROE

Title of person the Program Director reports to.

The Interim Dean of Academic Affairs, Dr. David Krupp.

3.6 ROE

Full-time and part-time program personnel are participating in regularly scheduled faculty meetings.

YES

3.7 ROE

Policies and educational services for veterinary technology students are clearly defined and available.

YES

3.8 ROE

Program Advisory Committee

The program has an advisory committee (PAC).	Yes
The PAC meets at least annually.	Yes
The PAC includes veterinarians and veterinary technicians with diverse professional interests.	Yes
The PAC includes representation from program students, the veterinary industry, and the public.	Yes

3.8 Advisory Committee Comments

The site team noted that the advisory committee is very active in reviewing the program and providing feedback for program improvement, a program strength.

3.9 ROE

Is there an agreement between two or more educational institutions to provide the veterinary technology program?

NO

3.9 a ROE

If there is an agreement between two or more educational institutions to provide the veterinary technology program, the certificate granted to program graduatesis from the parent institution.

N/A

Standard 3 Site Team Commentary-Deficiency and/or Recommendations

Critical / Major/ Recommendation	Site Team Commentary

No site team commentary for Standard 3

Standard 4 - Physical Facilities and Equipment

Standard 4 - Physical Facilities and Equipment

4a All aspects of the physical facilities must provide an environment conducive to learning and the achievement of the educational goals. Classrooms, teaching laboratories, and other teaching spaces shall be clean, maintained in good repair, adequate in number, appropriate in capacity, and provided with sufficient equipment to meet the instructional need and the number of students enrolled.

PC

Partially Compliant

4b All clinical facilities for primary learning must emulate contemporary veterinary facilities. Standard types of laboratory and clinical equipment, consistent with those used in contemporary veterinary facilities, shall be provided. Programs must have access to all items listed in the *Equipment and Instructional Resource List Appendix* over the sum total of all primary learning sites.

4c Office space must be sufficient for the instructional, advisement, and administrative needs of the faculty, staff, and program.

4d Animal housing must be consistent with accepted humane standards and federal and state regulations. See 5b

4e Safety of students, program personnel, and animals must be of prime consideration. Students must be educated on rabies risk prior to working with animals. Prior to live animal use, students must be vaccinated against rabies or the program must implement a comprehensive rabies mitigation protocol as described in Appendix A. (see *Statement on Safety Appendix*).

4f All use of drugs, biologics, reagents, and other materials used in conjunction with animal care must be in compliance with state and federal regulations including current dating and appropriate labeling. Materials used for demonstration purposes must be appropriately identified and stored. Controlled substances shall be stored and logged in accordance with state and federal regulations.

4g Waste management shall be appropriate for the needs of the program and consistent with regulatory agency requirements.

4h Storage must be sufficient for program needs.

Standard 4 - Physical Facilities and Equipment Physical Facilities and Equipment

Standard 4 Documentation

Indicate the information evaluated to assess Standard 4 - Physical Facilities and Equipment

Description of facilities and equipment

Inspection of program facilities and equipment

Photographs/videos of on-campus facilities

Photographs/video of on-campus clinical facilities

Review of controlled substance log

Documentation of pregnancy policy and rabies policy

Documentation of policy on aggressive animals and bite/scratch policy

Documentation of emergency plan

Other documentation or data that provides evidence of meeting the standard

4.1 ROE

On-Campus primary learning facilities used by the program (i.e. classrooms, laboratories, surgical suites, storage areas).

Facility Area (i.e. Classroom, Laboratory,	Approximate Total	Facility Description and how used by the program.

Surgery Suite)	Square Footage	
Veterinary Teaching Facility (Hale ʻImiloa 1)	1800	The veterinary technology annex facility was designed and constructed to meet USDA guidelines and regulations for animal use and holding spaces. The lighting and ventilation in the building is adequate and abides by the guidelines set forth by the USDA. There is a backup generator will be used in the event of a power outage to power all essential rooms and equipment in the annex relevant to animal, student, and personnel health and safety. Seating capacity is 12-16 students.
Hale ʻImiloa 103 (Laboratory)	1014	Hale ʻImiloa 103 is a laboratory classroom with the total seating capacity of 20-22 individuals. It is utilized for many of the non-animal labs such as the two laboratory technique courses and anatomy and physiology. There are microscopes, supplies, and a variety of anatomical models stored in the classroom.
Hale ʻImiloa 123 (Laboratory)	1046	Hale ʻImiloa 123 is a newly renovated laboratory classroom. It is utilized for many of the non-animal labs such as the two laboratory technique courses and anatomy and physiology. The room has an incubator, refrigerator, and freezer for specimens and samples. It also houses numerous microscopes for student use during lab classes.
Hale Pā lanakila 102 (Classroom) and other potential classrooms in the building	840-940	Hale Pā lanakila 102 is a standard classroom where lecture classes are conducted. All classrooms on campus are equipped with computers and AV equipment and can accommodate 25-35 students.
Hale Uluwehi B101 (Laboratory)	1200	Hale Uluwehi B101is a new wet lab where some of the Program's hands-on labs are taught. These labs may be with different models and equipment and/or live animals such as rabbits, reptiles, fish, etc.. The room has the capacity for 20-26 individuals.
Surgery Suite - Veterinary Teaching Facility (Hale ʻImiloa 1)	157	This dedicated surgical suite is utilized for small animal surgeries. There is a surgical table, mayo stands, surgical lighting, surgical supplies, and an anesthesia machine with a variety of monitoring capabilities. The capacity is approximately 6 individuals.
Hale Uluwehi B102 (Classroom)	1100	Hale Uluwehi B102 is a new, standard classroom where lecture classes are conducted. All classrooms on campus are equipped with computers and AV equipment and can easily accommodate 25-35 students.
Hale ʻImiloa 117 (Classroom) and other potential classrooms in the building	1026	Hale ʻImiloa 117 is a classroom where lecture classes are conducted. Other disciplines, e.g. Geography, may utilize this room as a laboratory. All classrooms on campus are equipped with computers and AV equipment. This room accommodates approximately 25 students.

4.1 a ROE

On-Campus primary learning facilities used by the program (i.e. clinical and laboratory facilities, large animal facilities, etc.).

Facility Name	Facility Location	Facility Description	Number of students at each site at a given time	Facility Description and how used in the delivery of instruction
University of Hawaii, Animal Veterinary services (AVS) Biomed Vivarium	Honolulu, HI	Rodent Vivarium with 7 animal holding rooms, multiple procedure rooms, and clean and dirty side cage wash.	6-12	This site provides animal holding and procedure room space for training CVTEA required laboratory animal techniques, including but not limited to handling, blood draws, injections, gavage, and anesthesia.
Kualoa Ranch	Kaneohe, HI	This is a large commercial operating farm located on the East side of Oʻahu that has a variety of on-site activities. The ranch owns a large herd of horses, which are used for their horseback riding tours. The ranch also has a large herd of cattle, some sheep and pigs.	12-24	Students are brought to this ranch to learn their initial equine skills and acquire additional skills such as injections, venipuncture, and taking radiographs. They are also given the opportunity to observe equine dental work and farriery. Students also acquire their hands-on cattle skills when they assist with cattle processing.
Sweet Land Farm	Walialua, HI	This is a commercial goat dairy with a 'state of the art creamery' located in central Oʻahu.	12-24	Students acquire their small ruminant skills at this goat dairy, including: restraint, physical exams, CMT, and administering medications. They also learn about goat nutrition and husbandry.
Kā koʻo ʻŌ iwi	Kā neʻohe, HI		12-24	

		This is an agricultural farm is a community-based non-profit organization. Its mission is to strengthen the community through the perpetuation of the Hawaiian culture and practice.		Students acquire their small ruminant skills at this agricultural facility, including: restraint, physical exams, venipuncture and administering medication. Students also learn about sheep nutrition and husbandry.
Hawaii Youth Correctional Facility	Kailua, HI	This is a State run facility on the East side of O'ahu that incorporates an on-site farm as part of 'aina-based healing and training programs'.	12-24	This facility provides a herd of beef cattle and a chute system for the students learn to operate while processing cattle. Students acquire many of the hands-on cattle skills including handling, physical exams, administering vaccines and dewormers, and other skills.
University of Hawaii, AVS Kakaako Vivarium	Honolulu, HI	Rodent vivarium with 12 animal holding rooms and 6 shared procedure rooms, clean and dirty side cage wash	Variable	Number of students at a given time at this University of Hawaii site is dependent on the class being taught. For Laboratory Animal Techniques, we have not had any students in the past 3 years at this location due to COVID. For internship courses, 1-2 Veterinary Technician interns are taken every year. The site is used for training interns on the roles of the veterinary technician at the University of Hawaii Animal & Veterinary Services. This includes assisting with rounds, sentinel testing, necropsy, blood draw, fecal floats, cecal smears, health checking animals, husbandry, and cage cleaning.

4.2 ROE

All program facilities are appropriate in capacity and adequate in number for the number of students enrolled and the courses offered.

YES

4.3 ROE

Program facilities are clean and maintained in good repair.

YES

4.4 ROE

There is sufficient equipment available to support the number of students enrolled and the courses offered at all locations, including on-campus clinical facilities.

YES

4.5 ROE

On-campus clinical facilities emulate contemporary veterinary facilities.

YES

4.5 ROE Comments

4.6 ROE

On-campus clinical facilities emulate contemporary veterinary facilities.

Not Applicable

4.6 ROE Comments

4.7 ROE

All required equipment is owned or available to the Program. (Appendix G)

YES

4.7 a ROE

Describe any non-essential equipment desired by the program.

The Program should acquire additional dental models, an additional dental radiographic machine, an additional anesthetic machine, a therapeutic laser, and equine power dental floats.

4.8 ROE

Office space is available and sufficient for program personnel.

YES

4.9 ROE

Are animals housed overnight?

NO

4.9 ROE Comments

4.9 a ROE

All animal housing is consistent with accepted humane standards and state and federal regulations.

YES

4.10 ROE

The Program has established policies and procedures that ensure a safe and healthy environment for program students, personnel, and animals.

YES

4.11 ROE

Did the site team witness any safety or regulatory concerns? (see Appendix A)

NO

4.11 ROE Comments

4.12 ROE

Appropriate personal protective equipment is available for students and appropriately utilized.

YES

4.13 ROE

A protocol is in place for the handling and disposition of aggressive or dangerous animals.

YES

4.14 ROE

A bite/scratch protocol is in place.

YES

4.15 ROE

The program has an appropriate rabies vaccination policy in place.	YES
Students are required to be immunized for rabies prior to live animal interactions in the program.	NO
Does the program allow waivers from students to decline immunizations?	NO
If applicable, does the comprehensive rabies mitigation protocol address each element described in Appendix A: Statement on Safety Comprehensive Rabies Mitigation Plan?	YES

4.15 ROE Comments

The state of Hawaii is considered a rabies-free state, therefore Hawaii does not require rabies vaccination for any animal species. Any animal imported to the Islands must meet importation requirements for rabies vaccination and titer testing. The Program does not require rabies vaccination for students; however, the Program has created a Rabies Mitigation Plan that outlines rabies requirements in Hawaii, students are provided informational materials, and must complete a Health Risk Acknowledgement form. Student receive additional information in the following documents or points in time:

- Syllabus attachment in Introduction to Veterinary Technology - ANSC 140
- The WCC Vet Assisting and Vet Tech Student Handbooks
- Prior to the live animal laboratory courses in the Spring semester
- Disease information in ANSC 152, Companion Animal Disease and ANSC 262, Clinical Procedures for Large Animals

Internal parties receive notification and provide approval, if applicable. External partner notification is not applicable.

4.16 ROE

All drugs, biologics, reagents, and other materials for use in animal care are appropriately labeled and currently dated.

YES

4.16 a ROE

Materials used for demonstration purposes are appropriately labeled and stored.

YES

4.17 ROE

Controlled substances are appropriately logged and stored.

YES

4.17 ROE Comments

4.18 ROE

Waste management meets the program's needs and is consistent with regulatory requirements.

YES

4.18 ROE Comments

4.19 ROE

Storage space is sufficient to meet the program's needs.

YES

Standard 4 Site Team Commentary-Deficiency and/or Recommendations

Critical / Major / Recommendation	Site Team Commentary
Major	The site team assessed the facilities as sufficient but recognized that hybrid program needs for on-campus rooms for the three-day Fast Track labs puts additional strain on faculty as they must relocate supplies and equipment to another on-campus building when dedicated programmatic facility rooms are in use. The other building that contains a refurbished IACUC approved room is dedicated to another program that is rebuilding enrollments and shared use may become an issue if veterinary technology hybrid enrollments increase. Although facility resources are assessed as sufficient they must remain commensurate with Program enrollments. Increasing number of program students must be accompanied by an appropriate increase in facility resources available to the program.
Recommendation	The Program should acquire additional dental models, an additional dental radiographic machine, additional anesthetic machine, a therapeutic laser, and equine power dental floats.

Standard 5 - Resources for Clinical Instruction

Standard 5 - Resources for Clinical Instruction

5a

Programs must follow all applicable federal and state regulations and guidelines for the care and use of animals utilized by the program. The CVTEA endorses the principles of humane care and use of animals as codified in the Animal Welfare Act (AWA) and requires programs to follow AWA regulations and policies with respect to all animal use. All

PC

Partially Compliant

Show More

5b

Adequate numbers of common domestic and laboratory animal species are required to provide the necessary quantity and quality of clinical instruction to meet curriculum requirements without overuse of the animals or violation of AWA requirements for humane use and care (see *Use of Animals in Veterinary Technology Teaching*

Show More

5c

Models and other alternate methods of teaching that are consistent with the goals of the curriculum must be considered to replace, reduce or refine animal use.

Show More

5d

Records and logs for animals used by the program must be comprehensive and accurately maintained.

Show More

5e

Off-campus providers of instructional support must meet objective requirements set by the program with respect to the physical facilities, staff, and available equipment. A memorandum of understanding or contractual arrangement must be established with all off-campus sites including, but not limited to, externship, preceptorship, and distance

Show More

5f

If program staffed clinical veterinary services are offered, documented evidence must exist that clients are informed that student instruction is a major component of patient care. The primary purpose of such clinical veterinary services, regardless of animal ownership, must be teaching, not revenue generation.

Show More

Standard 5 - Resources for Clinical Instruction Resources for Clinical Instruction

Standard 5 Documentation

Indicate the information evaluated to assess the Standard 5 - Resources for Clinical Instruction

Description of resources available

Inspection of program facilities and clinical resources

Review of animal medical records

Review of medical logs to include, but not limited to, surgical and radiology logs

Documentation of Institutional Animal Care and Use (IACUC) committee minutes

Documentation of IACUC-approved animal care and use protocols

Documentation of IACUC-approved complaint policy

Documentation of signed memoranda of understanding with on-campus providers of clinical instruction and/or clinical resources

Documentation and/or description of requirements for on-campus providers of clinical instruction

5.1 ROE

Describe available animal resources.

The program acquires dogs, cats, rabbits, rats/mice, and birds from shelters and rescues, but also utilizes student, faculty, and staff or institutionally owned animals. Cattle, goats, sheep, and horses are owned by individuals, governmental entities, or educational institutions and housed at on-campus facilities.

5.2 ROE

The program is registered with the USDA.

YES

5.2 ROE Comments

5.2a ROE

Date of the last USDA inspection.

03/18/2022

5.2a ROE Comments

5.2b ROE

Non-compliance issues were cited on the last USDA inspection.

NO

5.2b ROE Comments

5.2c ROE

United States Department of Agriculture (USDA)

USDA	
The program follows all applicable federal and state regulations and guidelines for the care and use of all animals utilized.	Yes
There is an appropriately constituted and functioning institutional animal care and use committee (IACUC).	Yes
The program has IACUC-approved animal care and use policies in place for all animal activities and they are complete.	Yes
The program has an IACUC-approved policy (whistleblower policy) in place for investigating and responding to complaints of inappropriate animal care or use and is publicized.	Yes

5.2 c ROE Comments

The site team assessed the Program's documentation and compliance with USDA and Animal Welfare Act requirements as excellent, a program strength.

5.3 ROE

Adequate numbers of common domestic and laboratory animal species are available for use in teaching to meet the required quality and quantity of clinical instruction to meet curriculum requirements without overuse of animals or violation of humane standards of care.

YES

5.4 ROE

Signed memoranda of understanding, with appropriate exit strategies for primary providers, are in place for all animal resources.

YES

5.5 ROE

Student-to-animal ratios

Small Animals	1:2 to 1:4
Large Animals	1:2 to 1:4
Laboratory Animals	1:2 to 1:3
Avian	1:2 to 1:3

5.6 ROE

There are appropriate types and quantities of animal models available for program students.

YES

5.7 ROE

All animal records and logs are comprehensive and accurately maintained, if applicable.

NO

5.7 ROE Comments

The site team is concerned that medical records do not emulate contemporary practice standards. The medical record reviewed by the site team for the owned animal did not contain a patient history. A second record did not indicate the location of lesions observed or which ear contained excessive exudate. Medical records do not appear to have a specific formatting, such as SOAP or other comparable format.

5.8 ROE

There are signed memoranda of understanding, with appropriate exit strategies and objective requirements, in place for all off-campus providers of instructional support.

YES

5.9 ROE

Are clinical veterinary services provided to the public (non-faculty/student owned animals)?

YES

5.9a ROE

Does the program clearly communicate that the services provided are utilized as a teaching resource and that student instruction is the primary purpose?

YES

5.9 / 5.9a ROE Comments

Standard 5 Site Team Commentary-Deficiency and/or Recommendations

Critical / Major / Recommendations	Site Team Commentary
Major	In 5.3 above the site team assessed the availability of dogs and cats as adequate at this time. However, transportation of dogs and cats to the campus by providers has been a concern although student essential skills completion or matriculation have not been affected. Animal resources must remain commensurate with Program enrollments. Increasing number of program students must be accompanied by an appropriate increase in animal resources available to the program.
Major	Medical records must be comprehensive and consistent with contemporary veterinary practice standards.

Standard 6 - Library and Informational Resources

Standard 6 - Library and Informational Resources

6a

Libraries and information retrieval are essential to veterinary technician education and continuing education. Timely access to current information resources pertaining to veterinary technology through print, electronic media, and/or other means must be available to students, faculty, and staff. Students must have access to a qualified resource specialist with

C

Compliant

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6b Knowledge of quality information resources, library use and development and application of information retrieval skills must be included in the educational experience.

Standard 6 - Library and Informational Resources Library and Informational Resources

Standard 6 - Documentation

Indicate the information evaluated to assess Standard 6 - Library and Informational Resources

List of texts and periodicals, electronic and print, available to program personnel and students

List of databases available to program personnel and students

Tour of library facilities and relevant portions of the collection

Description of the qualification of the librarian(s)

Description of computer technology available to program personnel and students

Description of courses/activities provided in which students learn about the educational resources available

Description of remote access technologies and mechanisms that promote use of library information

Description of funding available for library and educational resources

Description of how use of library resources is encouraged

6.1 ROE

Describe the library resources and available modalities.

The campus library is located in a building adjacent to the veterinary technician facilities. The library has a seating capacity of 450 seats and is open 35 hours per week. The library has 387 books and 102 periodicals specifically related to veterinary technology and veterinary medicine. The library provides the following databases for faculty and students:

- Academic Search Complete
- AGRICOLA
- JSTOR
- MEDLINE
- Science Direct

The library maintains an online Veterinary Studies Resources Guide and dozens of computers with productivity software, scanners, and printers. Students may check out laptops and Wi-Fi hotspot devices for an entire semester. The facilities have eight group study rooms and an information literacy classroom. Free, one-on-one tutoring is available in the Math Lab, Writing Lab, and Speech Lab. Tutoring for additional subjects is available nights and weekends online using Tutor.com and the Online Learning Academy at the University of Hawaii, Manoa. Federal funding for TRIO students supports computer lab, tutors and printers; however, other students may use these resources. The Program has four Perkins Grant funded online tutor positions, staffed by credentialed veterinary technicians. Program students also have access to subject specific videos and webinars including but not limited to IDEXX Learning Center, IVALA Learn 3D Veterinary Anatomy, VASG.org, AVImark training, and Think Anesthesia.

The site team assessed library informational materials and library personnel as exceptional and valuable to student success, a program strength.

6.2 ROE

Accessibility to library resources are adequate for student learning.

YES

6.3 ROE

Program personnel and students have access to library and educational resources that are sufficient to meet the needs of the program.

YES

6.4 ROE

Library and educational resources available to program personnel and students are current.

YES

6.5 ROE

Name and description of the library resource specialist credentials.

Sarah Sur is a professor and Head Librarian, possesses a Masters of Library and Information Science degree, and is full-time with the institution.

6.6 ROE

Library personnel have the appropriate credentials.

YES

6.7 ROE

Amount of the library budget that is allocated to the program.

Ten percent of the Library's annual materials budget ($1,000 of $10,000 in FY 2023) is allocated for acquiring materials to support the veterinary technology program at WCC.

6.7 a ROE

There are adequate funds allocated to the library to support library and educational resources.

YES

6.8 ROE

Students gain knowledge of quality information resources, and library use, in the program.	YES
Students develop and apply information retrieval skills as part of their educational experience.	YES

6.8 ROE Comments

Standard 6 Site -Team Commentary-Deficiency and/or Recommendations

Critical / Major / Recommendation	Site Team Commentary
Recommendation	Although library resources for student learning are exceptional the site team recommends that the Institution restore evening and weekend library hours to accommodate student study schedules. The Institution should reinstate evening and weekend library service hours.

Standard 7-Admissions

Standard 7 - Admissions

7a

The institution and program admission policies must be well defined and documented.

Show More

7b

Applicants must have a high school diploma or its equivalent. Consideration of the qualifications of applicants for admission must include aptitude for, an interest in, and an understanding of a career in veterinary technology.

Show More

7c

The CVTEA recognizes that some institutions must perform under open admissions policies that prohibit selective entry into veterinary technician education programs. However, the development and consistent application of selective admissions standards may be helpful in admitting more qualified students, reducing attrition, and producing graduates who are

Show More

7d

Catalogs, website, or other official publications must contain the institutional and programmatic purposes and objectives, admission requirements and procedures, academic offerings, degree granted, and program requirements for completion of the degree, including the existence of any technical standards. This information must include the length of

Show More

7e

The institution and program must demonstrate integrity and responsibility in student recruitment practices. Admission must be non-discriminatory and in accordance with federal and state statutes, rules, and regulations. Personnel who are knowledgeable about the program and its requirements should conduct student recruitment.

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7f

The program director or director's appointee should participate in the deliberations of the admissions committee and selection of students

Show More

Standard 7 - Admissions Admissions

Standard 7 Documentation

Indicate the information evaluated to assess Standard 7-Admissions

College catalog, brochures, website

Program admission packet

Description of admission policies and procedures

Discussion with program students

7.1 ROE

Institutional and program admissions policies are well defined and documented.

YES

7.2 ROE

A high school diploma or its equivalent are required for admission into the program.

YES

7.2 a

Consideration is given for the qualifications of applicants for admission including aptitude for, an interest in, and an understanding of a career in veterinary technology.

YES

7.3 ROE

Describe student enrollment into the program (number of time each year, etc.)

- First-year (VETA) program, face-to-face and hybrid students are admitted in Fall semester

- Second-year (VETT) face-to-face students are admitted in Summer semester
- Second-year (VETT) hybrid students are admitted in Fall semester; however, a cohort is admitted 2 out of every 3 academic years

7.3 a ROE

Maximum number of students to be admitted into the program for each enrollment period	First-year (VETA): 48 students face-to-face; 24 students hybrid Second-year (VETT): 24 students face-to-face; 16 students hybrid

7.4 ROE

Describe requirements for admission into the program.

The Program abides by the College's open admission policy. Students wishing to declare their major as Veterinary Assisting (VETA) and enroll in the program must:

- Apply and be accepted to Windward Community College
- Placement into (college-level) English 100 and Math 100
- Attend a veterinary technology information session

Enrollment into the first-year of the program is on a "first-come, first-served" basis, until the capacity is reached at 48 students for the face-to-face program and 24 students for the hybrid program. Ideally the program admits 12 students from Oahu and 12 students from neighboring islands for the hybrid modality.

7.5 ROE

The catalog and/or other advertising material including website, accurately describe the program and its objectives.

YES

7.6 ROE

The program director or director's appointee participate in the selection of students admitted into the program.

YES

Standard 7 Site Team Commentary-Deficiency and/or Recommendations

Critical / Major / Recommendation	Site Team Commentary

No site team commentary for Standard 7

Standard 8 - Students

Standard 8 - Students

8a

The number of students must be appropriate to achieve the mission of the program. Enrollment must not exceed the available resources including the number of faculty and support staff needed to meet the educational goals of the curriculum. An appropriate program personnel-to-student ratio must be maintained to ensure student safety and adequate

C

Compliant

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8b

Student support services must be available within the institution for program students. Interactions between students and faculty/staff must be sufficient to communicate expectations for successful academic performance, provide feedback for improvement of skills and knowledge, and encourage professional growth and development.

Show More

8c

Throughout the curriculum, students must be exposed to veterinary team concepts and appropriate modeling of ethical and professional behavior.

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8d

Students should be encouraged to form a student organization, and this organization should become an affiliate of the National Association of Veterinary Technicians in America (NAVTA) and appropriate state veterinary technology associations. Students should be encouraged to be active in local, state, and national veterinary technician organizations.

Show More

Standard 8 - Students Students

Standard 8 Documentation

Indicate the information evaluated to assess Standard 8 - Students

Description of student support services available

Documentation of numbers of students admitted into the program

Review of student handbook

Discussions with program personnel and students

8.1 ROE

STUDENT ENROLLMENT	Total Institutional Enrollment	Total Program Enrollment
Total Number (Head count)	2,384	87
FTE (Full-time equivalent)	1,022.0	83.5

8.2 ROE

Students currently at each stage of the curriculum (as applicable).

Year	Head Count
First Year	38
Second Year	39
Third Year	10
Fourth Year	0

8.3 ROE

Program Graduates

Graduates	Four years past	Three Years Past	Two Years Past	Prior Year	Current Year
Academic Year	2017	2018	2019	2020	2021
Total Graduates	28	14	24	23	24

8.4 ROE

There are appropriate program personnel-to-student ratio present for the following:

Personnel:Student Ratios	Animal Handling Laboratories	Program Laboratories	Lecture Classes
Ratio	1:6 to 1:8	1:10 to 1:12	1:12 to 1:35
Meets Standard or Is Appropriate?	Yes	Yes	Yes

8.5 ROE

The number of students enrolled is appropriate for the available resources, including faculty and staff, to meet the educational goals of the program.

YES

8.6 ROE

Student support services are available to program students from the institution.

YES

8.7 ROE

Does the program anticipate the number of students entering the program to change in the next 2 years? If yes, describe, otherwise, choose No.

The Program expects program enrollment to increase post-COVID.

8.8 ROE

The program models veterinary team concepts and appropriate ethical and professional behavior.

YES

8.8 ROE Comments

8.9 ROE

Student Organization

Does the program have a student veterinary technician organization?	Yes
Is the student organization a student chapter of the National Association of Veterinary Technicians in America (NAVTA)?	No
Student membership to state veterinary technician organizations is available, if applicable.	Yes

8.10 ROE

Students have opportunities to provide input into the program.

YES

8.10 ROE Comments

Students may provide feedback to the program through membership on the advisory committee and completion of end of course surveys.

Based on stakeholder interviews the site team assessed the student body as enthusiastic as they are very engaged in their educational goals and in outreach with their student association.

8.11 ROE

There is evidence that the Program promotes a learning environment that values diversity, equity, and inclusion.

YES

Standard 8 Site Team Commentary-Deficiency and/or Recommendations

Critical / Major / Recommendation	Site Team Commentary
Recommendation	The student organization should become affiliated with the National Association of Veterinary Technicians in America (NAVTA) to encourage participation in professional associations and to promote interactions between classes.

Standard 9 - Faculty

Standard 9 - Faculty

9a Faculty and staff numbers must be sufficient to deliver the educational program and meet the instructional goals of the program.

PC

Partially Compliant

9b

Instructors in the program must have knowledge and expertise in the topics they teach and promote the appropriate role of the veterinary technician in the veterinary health

care team. Instructional duties must not violate local, state, or federal laws regarding the practice of veterinary medicine.

Show More

9c

The program director must be a licensed veterinarian or a credentialed veterinary technician who must be a graduate of an AVMA or CVMA-accredited program. The program

director must have the educational background and occupational experience appropriate to understand and fulfill program goals. The position of the program director should

Show More

9d

The director must have the responsibility, authority, and support necessary to manage the program successfully. This shall be documented in a written job description that also

shall clearly define the position of the director within the institutional hierarchy. The program director must be responsible for organizing continuous program review and

Show More

9e

Each program must have one full-time credentialed veterinary technician who must be a graduate of an AVMA CVTEA or CVMA-accredited program. Each program must have a minimum equivalent of one full-time licensed veterinarian

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9f

Academic positions must offer sufficient compensation, incentives, and employment security to attract and retain qualified personnel in order to maintain program stability. Faculty and staff must have sufficient time for development and delivery of instruction, curriculum development, student evaluation, student advisement and counseling, and

Show More

9g

The institution must provide evidence that it evaluates program personnel regularly and assists and facilitates professional growth. Program personnel should be encouraged and financially supported to be participating members of local, state, and national veterinary professional associations.

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Standard 9 - Faculty and Staff Faculty and Staff

Standard 9 Documentation

Indicate the information evaluated to assess Standard 9-Faculty

Documentation of program personnel workloads

Description of program personnel workloads

Documentation of program personnel credentials

Description of program personnel credentials

Job description of program director(s)

9.1 ROE

Faculty and staff numbers are sufficient to deliver the educational program and meet the instructional goals of the program.

YES

9.2 ROE

Program instructors' qualifications are academically and experientially appropriate to the subject matter they teach.

YES

9.3 ROE

Person(s) responsible for the management of the program.

Dr. Jenny Kelly

9.4 ROE

Program Director(s)

The Program Director(s) is a licensed veterinarian or a credentialed veterinary technician who is a graduate of an AVMA CVTEA-accredited program.	YES
The Program Director(s) have both the academic and experiential qualifications to fulfill the program goals.	YES
There is evidence that the Program Director(s) has sufficient authority and responsibility for the development and administration of the educational program.	YES
There is a written job description for the Program Director(s).	YES
The Program Director has sufficient time and resources devoted to the administration of the educational program.	YES

9.5 ROE

The program has a minimum equivalent of one full-time licensed veterinarian on staff.

YES

9.6 ROE

The program has a minimum of one full-time credentialed veterinary technician, who is a graduate of an AVMA CVTEA-accredited program on staff.

YES

9.7 ROE

Faculty Totals

Total number of veterinarians employed.	4.0
Total full-time equivalent (FTE) veterinarians.	2.0
Total number of credentialed veterinary technicians employed.	4.0
Total FTE credentialed veterinary technicians.	3.8
Total other instructors employed by the program.	5.0
Total FTE other instructors.	2.9

9.8 ROE

Program personnel salaries and benefits are sufficient to attract and retain qualified personnel.

YES

9.9 ROE

There is sufficient time for program personnel to devote to development and delivery of instruction, curriculum development, student evaluation, student advising and counseling, and professional development.

YES

9.10 ROE

There is evidence that program personnel are evaluated regularly and the institution assists and provides opportunities for professional growth.

YES

9.11 ROE

Program personnel are members of appropriate local, state, and national professional organizations.

YES

9.12 ROE

Faculty/staff member assigned one-quarter time (o.25 FTE) or more to the veterinary technology program.

Name	State(s) licensed/credentialed in	Education Degree, Institution, Year	Title or Rank	Date of Original Appointment	Employment Type	Average Teaching Load in Student Contact Hours per week	Professional Association Memberships (define acronyms on first mention)
Jenny Kelly	Hawaii	DVM, Purdue University, 2002	Associate Professor	06/01/2015	Full-time	12	American College of Veterinary Surgeons, American Association of Equine Practitioners, American Veterinary Medical Association (AVMA), American Association of Small Ruminant Practitioners, Association of Veterinary Technician Educators (AVTE), Association for Career and Technical Education, Hawaii Association for Career and Technical Education
Katherine Samantha Geiling	Hawaii, North Carolina		Associate	01/01/2010	Full-time	16	

Name	States	Degree	Title	Date	Status	Hours	Associations
		AAS, Veterinary Technology, Central Carolina Community College, 2008	Professor				Hawai'i Veterinary Technician Association (HVTA), National Association of Veterinary Technicians in America (NAVTA), AVTE
Stacie Kissel	Hawaii, Colorado	AS, Veterinary Technology, Windward Community College, 2013	Instructor	08/01/2017	Full-time	16	HVTA, AVTE
Matthew Tsuda	Hawaii	AS, Veterinary Technology, Windward Community College, 2015	Lecturer	08/01/2016	Adjunct	16	HVTA, AVTE
Kacie Tom-Dela Cruz	Hawaii	AS, Veterinary Technology, Windward Community College, 2015	Lecturer	08/01/2020	Adjunct	12	HVTA, AVTE
Athena-Kenzie Bayudan	Hawaii	AS, Veterinary Technology, Windward Community College, 2018	Educational Specialist	02/01/2022	Full-time	16	HVTA, AVTE
Jessie Krause	Hawaii	DVM, University of Missouri, 2011	Lecturer	01/01/2022	Adjunct	12	AVMA
Terence Olive	Hawaii, Ohio	DVM, The Ohio State, 1988	Lecturer	08/01/2021	Adjunct	6	Human Animal Bond Association
Travis Heskett	Hawaii	DVM, Purdue University, 2002	Lecturer	05/01/2018	Adjunct	6	American College of Veterinary Pathologists, American Association of Veterinary Laboratory Diagnosticians, American Association of Swine Veterinarians
Navtej Singh	N/A	MS, Electrical Engineering, University of Hawaii, 2014	Professor	01/01/2008	Full-time	6	Not applicable

Standard 9 Site Team Commentary-Deficiency and/or Recommendations

Critical / Major / Recommendation	Site Team Commentary
Major	The site team assessed the personnel resources as at capacity and that all academic and administrative tasks are being completed; however, additional student enrollments would change the situation to unsustainable. The Program reported that an additional full-time position for a licensed veterinarian has been approved, but provided no date for recruitment or hire.

Human resources must remain commensurate with Program enrollments.

Increasing numbers of Program students must be accompanied by an appropriate increase in human resources available to the Program. |
| Recommendation | |

	Based on the site team's assessment noted above, the Program would benefit from additional clerical support to support administrative duties and a full-time lecturer position.
	The Institution should create a full-time lecturer position and add clerical support for program administration.
Recommendation	Many of the faculty and lecturer personnel have attended continuing education offerings and the AVTE meeting.
	Program personnel should continue to be encouraged and financially supported to attend continuing education meetings including the symposia of the Association of Veterinary Technician Educators (AVTE).
	The site team noted the superb guidance and leadership Dr. Kelly provides to the program, a strength. In addition, the site team recognized all Program personnel as engaged in student success and are passionate about the subject areas they teach.

Standard 10 - Curriculum

Standard 10 - Curriculum

10a

The curriculum must prepare graduates who will be fully capable of performing in a wide variety of professional roles within the veterinary field. At the completion of the curriculum, graduates must have attained entry-level skills needed to support companion animal, equine, and food animal practice, biomedical research, and other veterinary medical activities.

C

Compliant

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10b

The specific courses shall teach basic medical science, communication, critical thinking, decision-making, and clinical application skills. Integration of nursing, technical, and medical skills within the curriculum must use live animals. Whenever possible, animal nursing skills should be developed in a setting and under conditions that are a reflection of the manner

Show More

10c

The curriculum must include general education and specific veterinary technology course content. Required materials can be offered as complete course offerings or be integrated into courses involving more than one area of recommended material. Course objectives must be clearly communicated to the student through syllabi or other course documents.

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10d

Practical veterinary experience that expands student knowledge and builds proficiency of acquired skills through task-specific exercises is a required portion of the curriculum. These experiences are usually termed preceptorships, practicums, internships, or externships. Practical experiences are for the purpose of honing skills learned in formal instructional

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10e

Successful completion of all required skills found in the *Veterinary Technology Student Essential and Recommended Skills List Appendix* must be evaluated and documented, indicating date completed, by program personnel who use standard criteria that reflect contemporary veterinary practice. Program personnel evaluating skills should be a

Show More

10f

The CVTEA recognizes that a program may wish to emphasize certain areas within the curriculum to capitalize on regional variation, institutional strengths, and available job markets. This emphasis should be clearly stated in the mission statement/objectives of the program, and the curriculum shall then reflect that emphasis. A choice to emphasize one

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10g

The CVTEA recognizes that academic institutions have the inherent right to accept credits from other colleges, universities, recognized educational entities, or prior learning. However, if the program accepts veterinary technician-related course credit from institutions not accredited by AVMA CVTEA, the program must ensure that the rigor of transfer

Show More

10h

At times, accredited programs are requested to give credit for high school courses with titles similar to those required for graduation from a CVTEA-accredited program. If credit is to be given for such courses, the student must first be required to demonstrate to veterinary technology program faculty a level of competency comparable to that of students who

Show More

Standard 10 - Curriculum Curriculum

Standard 10 Documentation

Indicate the information evaluated to assess Standard 10 - Curriculum

College catalog, website

Suggested course sequence

Course syllabi

Standardized criteria

Documentation of student acquisition of essential skills

Sample of course content e.g. unit of instruction with lecture and laboratory components

Discussions with program personnel and students

Schedule for curriculum review and revision

10.1 ROE

Degrees Granted

Associate of/in Science

Certificate/Diploma

10.2 ROE

Curriculum Summary

Curriculum calendar system	Semester
Total number of credit hours for the program	73
Number of externship/internship/preceptorship hours in the curriculum (honing skills)	240
If applicable, number of hours during externship spent in primary learning (completing essential skills including assessment)	0
Length of consecutive time to complete the curriculum	2 to 3 years
Total number of contact hours to complete the program (including lecture and laboratories)	1575

10.3 ROE

Curriculum Review

Individual courses and the curriculum as a whole is reviewed and systematically evaluated.	YES
Program personnel participate in curriculum review and revision.	YES
There is evidence that feedback from the evaluation process has resulted in implemented changes.	YES

10.3 ROE Comments

The site team noted that student complete end of course evaluations that include questions about course content and instructor effectiveness. The survey results are not shared with the program director due to union contract policy. The site team recommends that the institution create a process to gather student feedback on course content, effectiveness of course assessment instruments, and other outcome data that can be shared with the program director for program improvement.

10.4 ROE

Curriculum Content

The curriculum and length of the program is appropriate to meet the educational objectives of the program.	YES
The curriculum provides a reasonable opportunity for a student to attain knowledge and contemporary veterinary skills consistent with the needs of an entry-level veterinary technician.	YES
The curriculum includes basic medical sciences, communication, critical thinking, decision-making and clinical application skills.	YES
Course prerequisites are clearly communicated, and are identified in the catalog and on course syllabi, and are being followed.	YES
Courses are available when needed by students so that a student may complete the curriculum in the length of time stated in the program literature.	YES
The curriculum includes the required general education and specific veterinary technology course content.	YES

10.4 ROE Comments

The Institution publishes course pre- and co-requisites on the website; however, the site team encourages the Program to update course syllabi to consistently record enrollment requirements.

10.4 a ROE

Educational delivery modalities used by the program includes the following.

	Modalities Available	Describe further details
Lectures	On-Campus Online	Lectures for on-campus course content can be delivered using one of three methods: live, in person; live, via live video feed; or asynchronous, online. Online lectures can be synchronous or asynchronous, and may include live meetings via video to clarify or review material. Supplemental information and assignments are located on the UH System Laulima, the Learning Management System.
Laboratories	On-Campus	Laboratory courses are conducted live, in person for both the face-to-face and hybrid students. Supplemental information and assignments are located on the UH System Laulima LMS.
Essential Skill Completion	On-Campus	Essential skills are completed live, in person for both the face-to-face and hybrid students. The Program personnel observe and evaluate hands-on skills during laboratory courses. Skill completion is documented in the Salthouse online platform.

10.5 ROE

The program has a written and mutually signed agreement with practical veterinary externship sites that outlines the arrangement between the institution and the practicum site, including specific learning objectives, course requirements, evaluation criteria, and rabies mitigation (if applicable).

YES

10.6 ROE

The practical veterinary experience is monitored by the program director or the director's appointee, who is appropriately qualified.

YES

10.7 ROE

Essential Skills

Program students complete all essential skills	YES
Essential skills are evaluated using standardized criteria	YES
Program personnel evaluate student's acquisition of essential skills.	YES

10.7 ROE Comments

The Program utilizes SaltHouse software to document completion of student essential skills.

10.8 ROE

Transfer Credits

The program ensures that credits accepted in transfer from non AVMA CVTEA-accredited programs meet CVTEA Standards.	N/A
The program accepts credit for high school courses.	NO
Students are required to demonstrate competency comparable to program students who have completed the required course successfully for any transferred credits.	N/A

10.8 ROE Comments

10.9 ROE

Describe any changes to the curriculum being considered.

No changes to the curriculum being considered

10.10 ROE

There is evidence that the Program appropriately responds to incidents or issues that are inconsistent with a learning environment that values diversity, equity and inclusion.

YES

Standard 10 Site Team Commentary-Deficiency and/or Recommendations

Critical / Major / Recommendation	Site Team Commentary
Recommendation	Course syllabi should be updated to consistently record course pre- and co-requisites.
Recommendation	The Institution should develop a student survey instrument that will provide the program director with course outcome data that can be used for program improvement.
	The site team recognized the program as delivering curricula across the Hawaiian Islands that well serves the veterinary community, a program strength.

Standard 11 - Outcomes Assessment

Standard 11 - Outcomes Assessment

11a

The program must develop program-specific outcome assessment instruments that assist in determining attainment of the educational goals. Such instruments shall include, but are not limited to:

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C

Compliant

11b

CVTEA expects the institution to encourage and support the program review and evaluation process for the outcomes of the educational program. The results of all outcome assessments must be used to improve the program. In absence of significant data from peer reviewed examinations, programs must develop objective means to assess student

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11c

Programs must comply with VTNE reporting requirements. (see *Reporting to the Community*)

Show More

11d

The program's three year rolling average VTNE pass percentage for first time test takers must be 50% or higher.

Show More

Standard 11 - Outcomes Assessment Outcomes Assessment

Standard 11 Documentation

Indicate the information evaluated to assess Standard 11-Outcomes Assessment

Veterinary Technician National Examination results

Recent graduate and employer surveys

Evaluations by preceptorship/internship/externship supervisors

Advisory committee minutes

Job placement

Other documentation or data that provides evidence of meeting the Standard

11.1 ROE

Program Feedback

The program utilizes program-specific graduate surveys	YES
The program utilizes program-specific employer surveys	YES
The program provided current results of graduate surveys	YES
The program provided current results of employer surveys	YES

11.1 ROE Comments

11.2 ROE

State Requirements

There is a state credentialing examination	NO
Credential granted	RVT

11.3 ROE

Annual Veterinary Technician National Exam (VTNE) Pass Percentages (first-time candidates only)

VTNE Window Date Range (i.e. July 1, 2020 - June 30, 2021	July 1, 2017-June 30, 2018	July 1, 2018-June 30, 2019	July 1, 2019-June 30, 2020	July 1, 2020-June 30, 2021	July 1, 2021-June 30, 2022
Number of first-time candidates passing VTNE (July 1 to June 30)	1	11	21	18	18
Number of first-time candidates that have taken the VTNE (July 1 to June 30)	1	15	25	20	23
VTNE Pass Percentage (July 1 to June 30)	100.00%	73.33%	84.00%	90.00%	78.26%

11.3 ROE Comments

The Program's three-year pass percentages:

2017-2020   80.49%

2018-2021   83.33%

2019-2022   83.82%

VTNE outcomes are identified as a Program strength.

11.4 ROE

The program's current three-year pass percentage for VTNE, including total number of first-time test takers, is accurately posted on its webpage.

YES

11.5 ROE

Are there concerns related to VTNE domain score averages for first-time candidates?

NO

11.6 ROE

The program utilizes other methods to assess outcomes, other than the VTNE and state exam pass rates, graduate and employer surveys, and attrition rates.

NO

11.7 ROE

The institution supports and encourages program review and evaluation for program outcome improvement.

YES

11.7 ROE Comments

The University of Hawaii requires submission of an *Annual Report of Program Data* that is publicly available. The report includes reviews for several items including:

- Efficiency indicators that noted high class fill rates, student-to-faculty ratios
- Effectiveness indicators that reported retention rates
- Perkins Indicators that include exceeding benchmarks indicators for placements and earned credential
- A detailed assessment of one Student Learning Outcome (SLO)
- An action plan

11.8 ROE

Student Attrition

Explanatory Notes:

- **Absolute Attrition:** Students who have ceased enrollment in the program.
- **Relative Attrition:** Students who have temporarily paused program courses, but continue to be enrolled and expected to return to the program, and students who have had to repeat a course (s). Students in this category will generally not graduate with their initial cohort, rather, these students will graduate with a later cohort.
- **Re-entries:** Represents 'relative attrition' students who have recommenced program courses.
- **Current Cohort Enrollment** = (Starting Cohort enrollment – total absolute attrition – total relative attrition) + Re-entries

Cohort Start Date	Expected Cohort Graduation Date	Year of Progress in Curriculum (1,2,3,4)	Starting Cohort Enrollment (# of students)	Absolute Attrition Academic Reasons (# of students)	Absolute Attrition Personal Reasons (# of students)	Absolute Attrition Transfer to another program (# of students)	Total Absolute Attrition (# of students) (Total from 3 previous columns)	% Absolute Attrition *Table will calculate	Total Relative Attrition (# of students)	Re-entries (# of students)	Current cohort enrollment *Table will calculate
05/15/2018	05/15/2020	Year 1, VA; AY 18-19	45	7	0	0	7	15.56%	3	10	45
08/20/2018	05/15/2020	Year 2 VT; AY 19-20	23	2	2	1	5	21.74%	1	6	23
08/26/2019	05/14/2021	Year 1 VA; AY 19-20	44	3	2	2	7	15.91%	8	9	38
08/26/2019	05/14/2021	Year 2 VT; AY 19-20	18	1	0	0	1	5.56%	1	8	24
08/24/2020	05/13/2022	Year 1, VA; AY 20-21	42	2	0	0	2	4.76%	8	11	43
08/24/2020	05/13/2022	Year 2 VT; AY 21-22	16	0	1	1	2	12.50%	0	6	20
08/23/2021	05/12/2023	Year 1, VA; AY 21-22	42	3	4	4	11	26.19%	2	14	43
08/23/2021	05/12/2023	Year 2 VT; AY 21-22	16	0	1	0	1	6.25%	0	5	20
08/24/2020	05/12/2023	HYBRID Year	15	0	0	2	2	13.33%	0	2	15

		1, VA; AY 20-21									
08/24/2020	05/12/2023	HYBRID Year 2 VT; AY 21-22	7	0	0	1	1	14.29%	0	4	10
08/24/2020	05/12/2023	HYBRID Year 3 VT; AY 22-23	6	0	0	0	0	0.00%	0	4	10
08/23/2021	05/10/2024	HYBRID Year 1, VA; AY 21-22	24	2	1	0	3	12.50%	7	3	17
08/23/2021	05/10/2024	HYBRID Year 2 VT; AY 22-23	14	0	0	0	0	0.00%	0	6	20
08/22/2022	05/10/2024	Year 1, VA; AY 22-23	36					0.00%		8	44

Standard 11 Site Team Commentary-Deficiency and/or Recommendations

Critical / Major / Recommendation	Site Team Commentary

No site team commentary for Standard 11

Deficiency Summary

The following is a summary of Critical Deficiencies (Issues).

Critical deficiencies apply to situations that clearly result in a program's inability to meet a Standard, and/or subject students, faculty, or others to unacceptable levels of risk. Documentation of significant progress toward compliance with each critical deficiency must be achieved by the time of the program's next report to CVTEA. Lack of compliance may be considered cause for change of the program's accreditation status.

It is critical that:

Critical Deficiencies

Critical Deficiencies

Critical Deficiency Number	Critical Deficiency	Critical Deficiency - Related Standard(s)	Critical Deficiency Program Response (PSVR)

No Critical Deficiencies

The following is a summary of Major Deficiencies (Issues).

Major deficiencies apply to situations that jeopardize the ability of the program to meet a Standard. Progress toward meeting each major deficiency must be demonstrated on an annual or biennial basis. Documentation of steps taken toward compliance with major deficiencies is required. Lack of compliance within the assigned five- or six-year period, prior to the next scheduled complete evaluation, may be considered cause for change of the program's accreditation status.

It is required that:

Major Deficiencies

Major Deficiencies

Major	Major Deficiency	Major	Major Deficiency Program Response (PSVR)

Deficiency Number		Deficiency-Related Standard(s)	
1	Increasing numbers of Program students be accompanied by an appropriate increase in fiscal, human, and clinical resources available to the Program.	2, 4a, 5b, 9a	
2	Medical records be comprehensive and consistent with contemporary veterinary practice standards.	5d	

Recommendations

Recommendations

Recommendations are suggestions for program improvement but have no bearing on the program's accreditation status.

Recommendation Number	Recommendation
1	The Program acquire additional dental models, an additional dental radiographic machine, additional anesthetic machine, a therapeutic laser, and equine power dental floats.
2	The Institution reinstate evening and weekend library service hours.
3	The student organization become affiliated with the National Association of Veterinary Technicians in America (NAVTA) to encourage participation in professional associations and to promote interactions between classes.
4	The Institution create a full-time lecturer position and add clerical support for program administration.
5	Program personnel continue to be encouraged and financially supported to attend continuing education meetings including the symposia of the Association of Veterinary Technician Educators (AVTE).
6	Course syllabi be updated to consistently record course pre- and co-requisites.
7	The Institution develop a student survey instrument that will provide the program director with course outcome data that can be used for program improvement.