

# **Program Assessment**

## **Advanced Medical Imaging Technology**

### **University Requirements:**

Classrooms, laboratories, administrative offices, and other facilities shall be adequate to achieve the educational objectives, ensure safety, and provide barrier free access for students, faculty, and staff.

There must be an accessible print and/or electronic library collection to foster an atmosphere of inquiry, study and learning. It should contain both current and historical books in addition to recent journals, periodicals and other reference materials related to all subject areas of the professional curriculum

Computer hardware and software, models, laboratory equipment, reference materials and audiovisual resources shall be available in sufficient quantity and quality to support the program's mission and goals.

Financial resources for continued operation of the educational program shall be demonstrated by an institutionally approved budget or by a statement of continued financial support from an executive officer of the University.

### **Program Personnel Requirements:**

The program must have a qualified program director, clinical coordinator, and medical advisor for each imaging program. Primary responsibilities shall include program development, organization, administration, evaluation and revision.

The faculty shall participate in teaching courses, supervising laboratory learning experiences, evaluating student achievement, developing curriculum, formulating policies and procedures, and evaluating program effectiveness.

Faculty designated by the program must be qualified, by education, certification, and experience, to teach assigned courses at the appropriate educational level.

There must be sufficient administrative and technical support staff so that faculty can accomplish the tasks required of them.

### **Operational Policies:**

Announcements and advertising must accurately reflect the program offered.

All personnel and student policies must be consistent with federal and state statutes, rules and regulations.

The admission process, including advanced placement must be conducted in accordance with clearly defined and published practices of the sponsoring institution and program.

The following must be accurately stated, published and available to students:

- a. academic and non-academic admission criteria including prior education, professional certification and work experience.
- b. academic and technical performance standards
- c. academic credit, academic calendar and estimated costs for the program
- d. all didactic and clinical curricular components, including program goals, course descriptions, clinical education assignments and professional competencies to be obtained.
- e. evaluation process including criteria for successful completion of each segment of the academic and clinical curriculum and for graduation from the program
- f. academic and behavioral standards including causes for dismissal
- g. student appeal procedures that permit neutral evaluation and ensure due process
- h. policies and procedures for student withdrawal
- i. tuition and fees with related refund policies
- j. transfer of credit policies that include a statement of the criteria established by the institution regarding the transfer of credit earned at another higher education institution

The following must be accurately stated, published and readily available to faculty:

- a. student grievance policies and procedures
- b. faculty grievance policies and procedures

The program is responsible for accurately stating, routinely publishing and making available to the public program outcomes reflecting student achievement and program performance.

Programs offering courses by distance education must have processes through which they can establish that a student who registers in such a course is the same student who participates in, completes and receives academic credit for the course. Student identity may be verified by methods including, but not limited to, secure log-in methodologies or proctored exams. These processes must protect student identity and students must be informed of associated costs.

Individual grades and credits for courses shall be recorded and permanently maintained by the University.

Student records shall be maintained for admission, evaluation, and counseling/advisement sessions

The program shall maintain student records in compliance with federal, state and institutional regulations. Ideally, student files should be maintained permanently.

Students shall be informed of and have access to the usual student health care services of the institution.

The health and safety of students, faculty, and patients associated with educational activities shall be adequately safeguarded. Emergency medical care shall be available for students while in attendance.

Guidance shall be available to assist students in understanding and observing program policies and practices and in handling professional career issues and personal problems that may interfere with progress in the program.

**Program Requirements:**

The program must routinely collect and analyze the following quantitative and qualitative outcomes as part of an ongoing process of monitoring and documenting program effectiveness:

- a. student attrition
- b. faculty attrition
- c. student evaluations of individual didactic courses, clinical experiences and faculty
- d. clinical supervisor evaluation of student performance as well as suggestions for curriculum improvement
- e. graduate evaluation of program effectiveness
- f. employer evaluation of graduate preparedness to enter the workforce
- g. graduate performance on the national certification examinations

Programs must maintain at least an 80% pass rate over consecutive five-year periods for their graduates on national certification examinations. This pass rate is to include all examination attempts by program graduates.

The appointed affiliate supervisors shall constitute the program's Advisory Committee, along with any other members required by institutional policy. The function of the Advisory Committee is to provide feedback at least semi-annually for ongoing improvement of program policies, procedures and curriculum. Suggestions from the Committee must be documented by the program.

The results of ongoing evaluation must be appropriately reflected in the curriculum and other dimensions of the program. In particular, the program must systematically document the application of assessment results in the process of program improvement.