

Annual Report Instructions

Surgical Technology (for programs that previously filed an Annual Report)

It is suggested that each program have all data ready to input prior to logging into the E-Report. As always, if you have any questions please do not hesitate to contact the ARC/STSA office at (303) 694-9262 or by e-mail at info@arcstsa.org.

IN ORDER TO USE THE EREPORT YOU MUST:

- ❖ Use Internet Explorer (version 7, 8, or 9) on a PC. The Macintosh system and other web browsers (Firefox, Chrome, Safari, etc.) do not function properly with the E-Report and you will be unable to complete and submit the E-Report. To obtain a copy of Internet Explorer, you may download it free from: <http://www.microsoft.com/windows/internet-explorer/download-ie.aspx>. We recommend that you do not use a public WiFi connection when accessing and completing your Annual Report.
- ❖ Disable all pop-up blockers. The best way to do this is to open Internet Explorer and go to the **Tools** menu. Scroll down to **Internet Options**. In the Internet Options dialog box, select the **Privacy** tab. In the section under **Pop-up Blocker**, click on the **Settings** button. In the **Pop-up Blocker Settings** dialog box type in the following address: www.arcstsa.org and then click on the **Add** button. Click on the **Close** button in the **Pop-up Blocker Settings** dialog box, then click on the **OK** button to close this window. If after doing this, you experience problems accessing pop-up windows; you may need to contact your IT department to see if other software may be blocking pop-ups.

- ❖ Ensure that “Automatic File Download” options are set on your Internet Explorer browser.
 1. Open the IE Internet browser
 2. Select “Tools”
 3. Select “Internet Options”
 4. Select the “Security” tab
 5. Select “Custom level...” button
 6. Scroll to “downloads” and ensure that the “enable” radio button is selected for “Automatic prompting for file downloads”, “File download”, and “Font download”
 7. Select “OK”
 8. Select “OK” on the “Internet Options” page

IMPORTANT ITEMS FOR YOU TO KNOW:

- ❖ The E-Report does not have spell check capability. You can choose to develop your response in a word processing document and “cut and paste” the text into the applicable E-Report text field.
- ❖ Documents can be attached in multiple applicable areas of the E-Report. If a specific document is required to be uploaded within the report, you will not be able to save the applicable page until the document is uploaded.
- ❖ The E-Report will time out after approximately 30 minutes of non-activity.
- ❖ Information Boxes—These are added within the instructions to provide helpful hints during E-Report completion:



You will see a box like this when there is important information to be shared.

- ❖ You will find a combination of the following buttons, links, and features on pages.



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Cancel—Deletes data entered on the current page since the page was last saved

Save—Saves new data entered on the current page

Save and Next—Saves new data entered on the current page and progresses to the next applicable page in the E-Report

Back—returns to the previous page in the E-Report

“Spinning daisy”—This icon may appear on the top of the page during the page-saving process. The icon will disappear when the save message appears, indicating the data has been saved.

Save message—a green message that appears just above the “Cancel”, “Save” and “Save and Next” buttons and confirms that the data entered on that page has been saved. The save message will automatically disappear when the cursor is moved on the page or after 15 seconds.

Alert messages—a red message that appears next to or below a data field when data in a required data field is absent, incomplete or is the wrong type of data (i.e.. a number in an alpha field).

Scroll Bars—Will appear in any text field where the text exceeds the pre-set diameter of the text field. The scroll bar will permit you to see all text entered into the text field. Each text field can accommodate the entry of 5000 characters (numbers, letters, spaces, unique characters).

Yes/No Radio Buttons—a filled-in radio button indicates the program’s selected response. The selection of certain radio button responses will result in appearance of additional questions and text fields specific to the original question or the disappearance of questions or text fields that no longer require a response.

Distance Education

Distance Education

Offers Core ST courses via Distance Education: Yes No

Offers Core ST courses via Distance Education: Yes No

Distance Education Vehicle:

Edit—This link will open a data subpage to permit access to and revision of data has previously been loaded (whether pre-loaded or newly loaded). Use this link to access the subpage to complete the data requested or edit existing data. [See the [gold](#) arrow in the example below.]

Add New . . . —This link will open a new data subpage that does not include any preloaded data. Use this link to create a new data set. [See the [green](#) arrow in the example below.]

Red “X”—Use this link to delete the applicable data subpage and entry on the blue summary table. [See the [red](#) arrow in the example below.] Once deleted, the data cannot be restored—it must be re-entered using the “Add New . . .” link.

	Name	City	State	Contact Person	Primary Campus Slots Available	Primary Campus Slots Filled	Site/Contract Status
Edit	WYT Network	Fort William	AK	Jeff Moore	4	2	Existing Site Without Changes

[Add New Clinical Affiliate Site](#)



If the program notes that pre-loaded outcomes data is not accurate, please indicate the accurate data in the applicable analysis field and use the accurate program data to determine whether the program meets the ARC/STSA specified threshold(s).

TO BEGIN THE E-REPORT

- ❖ Access the ARC/STSA website at www.arcstsa.org using Internet Explorer (IE 7, 8, or 9).
- ❖ Click on “Educators”.



- ❖ Click on “Reports”.



- ❖ Click on “E-Report Login”.



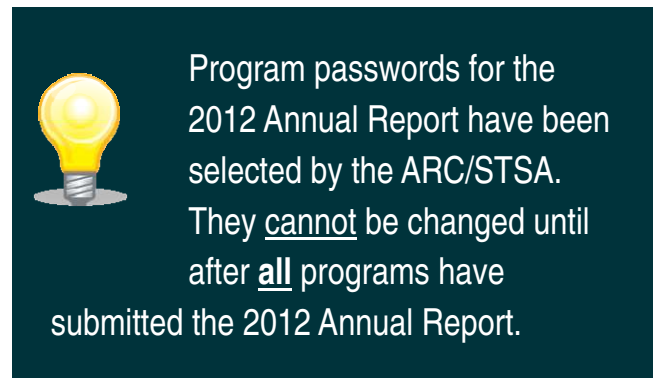
- ❖ Enter your User Name and Password (provided in the letter sent to the program) to log in.

Log In

User Name:

Password:

Remember me next time.



- ❖ This is the Menu located in the upper left-hand corner of the screen that will help you navigate through the report. You can use the menu to navigate to any page in the E-Report without having to access them in sequence.



- ❖ The following pages will show you screen shots of the remaining pages you will navigate through during completion and submission of the E-Report. Note: These pages are shown in sequential order.

Create New Current Program Information

Regional Institutional Accritor:

National Institutional Accritor:

Other Institutional Accritor: (please list full name)

Address 1:

Address 2:

Address 3:

City:

State:

Zip:

Primary Program Phone:

Primary Program Phone Extension:

Alternate Program Phone:


Alternate Program Phone Extension:

Program Director Email:

Verify Program Director Email:

Program Fax:

Program Website Address:



A Primary Program Phone Extension and an Alternative Program Phone Extension are not required. If you do not have an Alternative Program Phone, enter 10 zeros in this data field.

Campus Information

AAD

Offers ARC/STSA approved Accelerated Alternate Delivery (AAD) program: Yes No

Distance Education

Offers Core ST courses via Distance Education: Yes No


Satellite Campuses

Has ARC/STSA approved Satellite Campus(es): Yes No

Consortium Information

Has ARC/STSA approved Consortium: Yes No

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If "Yes" is selected, additional required information field(s) will appear for each question.

Enrollment Information

Enrollment

Max Number Of Students Per Cohort:

Max Number Of Cohorts Per Year:

Maximum Enrollment Capacity:

Current New Students Enrolled: (8/1/2011 to 7/31/2012)

Has CAAHEP Approved Inactive Status? Yes No

Current Students Enrolled From Previous Academic Year:



If the “Maximum Enrollment Capacity” pre-loaded in the E-Report is incorrect, please contact the ARC/STSA.



If the number of “Current New Students Enrolled” **and/or** the number of “Current Students Enrolled From Previous Academic Year” exceeds the “Maximum Enrollment Capacity,” the program must submit the “ARC/STSA 2012 AR Maximum Enrollment Capacity Addendum Report”. A copy of this form is included on the 2012 Annual Report disc.

- ❖ Indicate the program’s length(s) and degree(s) awarded. A second “Degree Awarded” field will appear when the “Program Length 2” data is entered.

Program Length and Degree Awarded

Program Length 1 (in months): Degree Awarded 1:

Program Length 2 (in months):

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If you have 2 program lengths that **both** result in the award of a certificate **or** a diploma, select “Degree - Other” for Program Length 2.

Program Length and Degree Awarded



Program Length 1 (in months): Degree Awarded 1:

Program Length 2 (in months): Degree Awarded 2:

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Administrative Program Information

List all academic breaks and time off for the coming academic year:

Start:  End (Optional): 

November, 2011

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Today: November 30, 2011

- ❖ To upload a single date:

Choose a start date using the calendar icon, then select the “Add Date(s)” button to list only that date (i.e. 07/04/2012).

- ❖ To upload multiple, consecutive dates:

Choose a start date and an end date using the applicable calendar icon, then select the “Add Date(s)” button for a consecutive date (i.e. 05/01/2011-04/30/12).

- ❖ Some of the calendar items are restricted (gray) and not accessible.
- ❖ Dates may be added in any order. The E-Report will list them sequentially when dates are selected using the calendar(s).

2011

Jan	Feb	Mar	Apr
May	Jun	Jul	Aug

```
05/01/2011,
12/01/2011-04/30/2012
```

- ❖ Clicking on the “month” or “year” in the calendar will bring up other options that permit you to more quickly navigate to the desired month and year.

November, 2011

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Today: November 30, 2011

➔

2010-2019

2009	2010	2011	2012
2013	2014	2015	2016
2017	2018	2019	2020

Today: November 30, 2011

➔

2011

Jan	Feb	Mar	Apr
May	Jun	Jul	Aug
Sep	Oct	Nov	Dec

Today: November 30, 2011

- ❖ Please use the calendars in the E-Report to select dates. This will ensure that the information is formatted correctly to permit the report to be saved and submitted.


- ❖ This is the fee section of the Administrative Program Information page:

Total Annual Program Tuition And Fees (In State): \$

Total Annual Program Tuition And Fees (Out Of State): \$

Has or will the tuition changed during the current year? Yes No

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Do not enter any punctuation (\$, ., etc.) or “cents” in these Tuition boxes. Enter only whole numbers.

Assessment and Admissions Information

Has the program changed the frequency of student evaluation? Yes No

Has the program changed the method(s) and/or tool(s) used for student evaluation? Yes No

Has the program changed the method(s) used to share evaluations with students? Yes No

Has the program changed its admissions policy or process? Yes No

Cancel

Save

Save and Next

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If "Yes" is selected, additional required information field(s) will appear for each question.

Program Budget Information

Supplies And Equipment Budget: \$

Capital Expenditures Budget: \$

Professional Development Budget: \$

Program Budget Evaluation:

Cancel

Save

Save and Next

[Back](#)



Do not enter any punctuation (\$, ., etc.) or "cents" in these Tuition boxes. Enter only whole numbers.

Communities of Interest Information

Describe how community needs are assessed and monitored:

Program Advisory Committee (PAC) Information

Current Required PAC Members:

0 PAC Members found.

Add New PAC Member

Number of PAC meetings per year:

Date(s) of Program Advisory Committee Meetings:

Have Community Needs Changed? Yes No

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New Program Advisory Committee (PAC) Required Member

Representation:

Last Name:

First Name:

City:

State:

Zip Code:

Phone:

Phone Extension:

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You must enter information for a minimum of 1 representative of each of the 8 communities of interest (student, graduate, faculty, administrator, employer, physician, public member, and practicing CST).

All data fields must be filled in. **If** a PAC member for a specific, required Community of Interest is not currently appointed **OR** if you don't have all the information needed for an appointed member:

- ❖ Please place either an "X" for alpha data fields or a "0" (zero) for numeric data fields in each applicable field. The Zip Code field requires **5** digits be entered and the Phone field requires **10** digits be entered. All other fields only require 1 character be entered. See sample below:

New Program Advisory Committee (PAC) Required Member

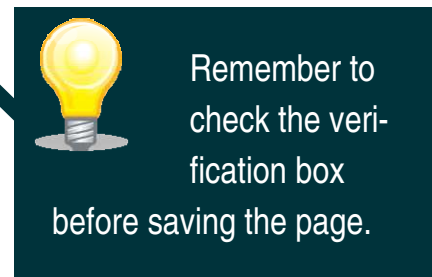
Representation:	Public Member
Last Name:	X
First Name:	X
Professional Title:	X
Place of Employment:	X
City:	X
State:	AK
Zip Code:	00000
Phone:	(000) 000-0000
Phone Extension:	0

The public member appointed to the surgical technology program's advisory committee holds a duty to represent the interests of the patient that may come under the care of the surgical technologist, and therefore has a vested interest in the proper education of the surgical technologist for quality patient care. The public member must not be:

- a current or former employee of the sponsoring institution
- a current or former employee of any clinical affiliate associated with the program
- a current or former student of the surgical technology program
- a current or former healthcare provider

Checking this box indicates that the public member meets the above criteria

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HOW TO UPLOAD PAC MINUTES:

o PAC Minute Files attached.


[Attach PAC Meeting Minutes](#)

Upload PAC Minutes File

Description:


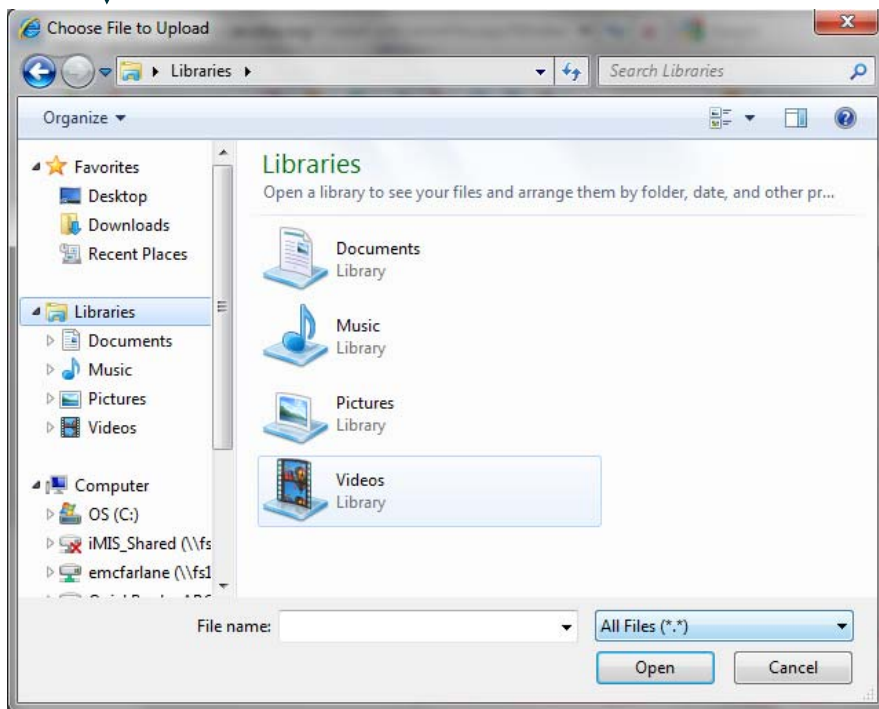
File Name:

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Remember to name the file in the “Description” field. This is the name that will appear in the report.

Click



PDF documents are preferred. Word, Excel, PowerPoint, and Publisher documents are also accepted.

Navigate to the file you want to attach and it. Once your file is attached,

click . This will attach your file. Clicking

will load files into the E-Report. Repeat these steps for additional documents. Clicking

will load 1 file into the E-Report **and** return to the previous page.



Note: Please add or edit information for the **Program Director** before adding and/or editing information for other personnel.

Program Personnel Summary

Please update/verify the data for the PROGRAM DIRECTOR before updating/verifying data for other personnel or adding new personnel.

	Last Name	First	Initial	Salutation	Type	Title	E-mail	Phone	Ext	Verified?
Edit	Brink	Dean		Mr.	President/CEO	President	DBrink@nowhere.edu	(546) 406-5465		Yes
Edit	Moore	Maggie		Mrs.	Dean	Director of Education	MMoore@nowhere.edu	(549) 070-9979		Yes
Edit	Alley	Donny		Mr.	Program Director	Program Director	DAlley@nowhere.edu	(554) 654-0654		Yes
Edit	Johnson	Sally		Ms.	Assistant Dean/Non-Dean Administrator	Assistant Dean of Health Care	SJohnson@nowhere.edu	(454) 646-4505	645	Yes
Edit	Jones	Shawn		Ms.	Non-Core Instructor	Instructor	SJones@nowhere.edu	(546) 464-6549	46	Yes
Edit	Smith	Mark		Mr.	Core Instructor	Core Instructor	MSmith@nowhere.edu	(847) 879-5464		Yes

[Add New Program Personnel](#)

The program has verified the contact information (name, mailing address, email address, phone number, fax number) for President/CEO, Dean, and Program Director (or comparable appointments).

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You must check this box before you can save the page and continue in the E-Report.

❖ The possible Program Personnel Contact Types include:

- ♦ President/CEO (or comparable appointment)—**Must be included.** For system-based schools, where the President/CEO is located at a corporate headquarters separate from the facility that houses the ST program, please list the highest administrator at the facility/campus as the President/CEO (i.e., Campus President, Campus Director, Executive Director, etc.). Only 1 President/CEO can be indicated for each program.
- ♦ Dean (or comparable appointment)—**Must be included.** Administrator directly responsible for administrative oversight of the surgical technology program. Only 1 Dean can be indicated for each program.
- ♦ Program Director—**Must be included.** Only 1 Program Director can be indicated for each program.
- ♦ National Program Director (if applicable)
- ♦ Assistant Dean/Non-Dean Administrator—All other institutional administrators the program chooses to list, including but not limited to the corporate President/CEO
- ♦ Clinical Coordinator—Do not list separately if the Program Director is also the Clinical Coordinator.
- ♦ Core Instructor (didactic, lab +/- or clinical)—Instructs ST-specific Core Curriculum content.
- ♦ Non-Core Instructor (MT, A&P, Pharm, Pathophys, Micro)—Only need to be listed if there is a limited number of Core Instructors indicated, based on the program's maximum enrollment capacity.

HOW TO ADD CREDENTIALS:

Program Personnel

Contact Type: Program Director

Salutation: Ms.

First Name: Ellie

Middle Initial:

Last Name: Alley

Program Personnel Credentials

[0 Credentials found.](#)
[Associate with existing Credentials...](#)

Other Credentials:

Job Title: Program Director

Phone: (554) 854-0654

Phone Extension:

Fax: (845) 808-4648

Email: EAlley@nowhere.edu

Verify Email: EAlley@nowhere.edu

Program Website Address: www.nowhere.com

Address 1: xxx Same as Program Director

Address 2: Same as Program Director

Address 3: Same as Program Director

City: xxx Same as Program Director

State: TX Same as Program Director

Zip: 00000 Same as Program Director

This is a new appointment (appointed after 8/1/2011).

The program verifies that the above information is accurate

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Add Credentials for Ellie Alley

AAS

Click Add to add credentials for this person

Selected Credentials

No Credentials have been added for this person.

Add Credentials for Ellie Alley

AAS

Click Add to add credentials for this person

Selected Credentials

AAS

Add Credentials for Ellie Alley

AAS

Click Add to add credentials for this person

Selected Credentials

No Credentials have been added for this person.

Add Credentials for Ellie Alley

AAS


Click Add to add credentials for this person

Selected Credentials


Name
AAS

AAS


Other Credentials:

 If a credential is not listed, you may enter it/them by selecting the "Other Credentials" checkbox and adding each credential, separated by a comma and a space, in the "Other Credentials" field.

CLINICAL AFFILIATE SITES PAGE:



Complete/edit Clinical Affiliate Site information in order, from top to bottom on the table, to prevent delays in the loading and saving new and/or revised data.



Clinical sites used or will be used at any time between 8/1/2011 -7/31/2012 should be indicated on the Clinical Affiliate Site Summary.

Clinical Affiliate Sites

	Name	City	State	Contact Person	Primary Campus Slots Available	Primary Campus Slots Filled	Site/Contract Status	
Edit	WYT Network	Fort William	AK	Jeff Moore	4	2	Existing Site Without Changes	✗
Edit	My Hospital	Dosey	AK	Fred Flint	1	1	Existing Site With Changes	✗
Edit	Riverpointe Medical Center	River	AK	Wilma Rutt	3	0	Dropped Site	✗
Edit	Alaska Medical Center	Dokyn	AK	Wilma Flint	2	2	New Site	✗

[Add New Clinical Affiliate Site](#)

Please attach an updated ARC/STSA Clinical Affiliation Site Reporting Form that includes information for all current clinical affiliates.

Uploaded Clinical Affiliation Site Reporting Form or other clinical affiliation documentation

[View](#) Clinical Affil Site File ✗

[Attach Clinical Affiliation Site documents other than Contracts](#)

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Clinical Affiliate Site

Name:

City:

State:

Phone:

Phone Extension:

Contact Person:

Primary Campus Slots Available:

Primary Campus Currently Filled Slots:

New Site:

Existing Site without Changes To Contract:


Existing Site with Updated Contract:

Dropped Site:


Contract Files attached

[Attach Contract File](#)

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Only attach an updated Clinical Affiliate Site Reporting Form if your summary indicates that changes have been made to your Clinical Affiliate Sites or their agreement.



Documents are only required to be attached if there are changes. New and updated clinical affiliation agreements should be attached to the applicable clinical affiliate site subpage.

CURRICULUM PAGE:

Curriculum

Has Curriculum Changed? Yes No

Lab Ratio: Students To Teacher Ratio

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~OR~

Curriculum

Has Curriculum Changed? Yes No

Curriculum Changes Explanation:

Please Attach the Following Files:


- Currently approved syllabus/syllabi that is changed.
- Proposed syllabus/syllabi.
- A narrative and comparison specifying the changes between the approved and the proposed change.
- A completed ARC/STSA Curriculum Comparison Form for the proposed curriculum(available online at www.arcstsa.org/forms/ST/forms_and_facts_ST.htm).

[Attach Curriculum File](#)

Does the new curriculum meet or exceed the *Core Curriculum for Surgical Technology*, current edition? Yes No


Lab Ratio: Students To Teacher Ratio

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The curriculum compliance question is set to the "No" default. Be sure to indicate the applicable answer for your program.





See the next page for steps to attach applicable curriculum change files.

o Curriculum Files attached.

[Attach Curriculum File](#)
Four files required



Remember to name the file in the "Description" field. This is the name that will appear in the report. You may upload as many documents as needed.



PDF documents are preferred. Word, Excel, PowerPoint, and Publisher documents are also accepted.

Upload Curriculum File

Description:

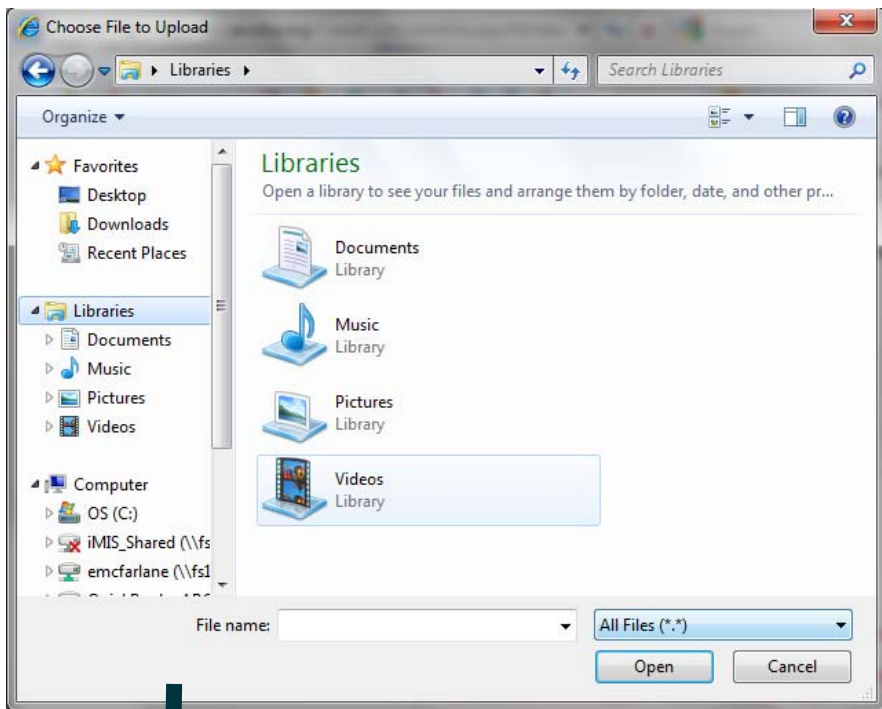
File Name:

Files must be uploaded individually. To upload a file, please:

- Locate the file you wish to upload using the "browse" button; highlight the file name by placing the cursor over the file name and "right clicking" with your mouse; select the "Open" button
- the file name should appear in the "File Name" field.
- Select the "Upload" button to attach the file.
- Enter the name of the file in the "Description" field.
- Select the "Save and Next" button to return to the Curriculum Summary Page.

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Click



Note: Only 1 curriculum file can be attached before returning to the curriculum page. You must select the "Attach Curriculum File" link **each** time to upload an additional document.

Navigate to the file you want to attach and it. Once your file is attached,

click . This will attach your file. You must click

to save and continue attaching files. Repeat these steps for each additional document.

PROGRAM OUTCOMES PAGE:

Program Outcomes Completion Dates

Program Outcomes Completion Dates found.
Add New Program Outcomes Completion Date

Next

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Create New Program Outcomes Completion Date

Date: 08/01/2010

Cancel Save and Next

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Program Outcomes Completion Dates

Date
Edit 8/1/2010 X

[Add New Program Outcomes Completion Date](#)



Continue adding completion dates as needed. No more than 12 completion dates should be entered.



If the program notes that pre-loaded outcomes data is not accurate, please indicate the accurate data in the applicable analysis field and use the accurate program data to determine whether the program meets the ARC/STSA specified threshold(s).

PROGRAM RETENTION PAGE:

Program Retention Data

Completion Date	Original Students Admitted	Re-entry/Transfer-in Students Added to Cohort	Total Students Enrolled	Total Students Graduated	Total Student Graduated %
Edit 8/1/2010	0	0	0	0	0

2012 Retention Summary

# of Students Enrolled	# of Students Graduated	% of Students Graduated
0	0	0.0%

Retention Analysis (analysis of 8/1/2010 to 7/31/2011):

Does the program meet the ARC/STSA threshold for retention (70%)? Yes No



When developing an analysis:

1. The program should summarize statistical data into overall annual data.
EXAMPLE: Annual Retention: 54/100 students completed the program on-time for a 54% retention rate for the 10 cohorts
2. The program should include additional information that clarifies statistical data.
EXAMPLE: Analysis of each cohort's retention indicates that cohorts with January, February and August completion dates are significantly lower than retention for the remaining seven completion date cohorts.
3. The program should state if meets/does not meet ARC/STSA threshold
EXAMPLE: Retention does not meet ARC/STSA threshold for the period of 8/1/2010-7/31/2011.

Retention Plan of Action and Timeline for Implementation:



When developing a Plan of Action:

Plans of Action should be:

- detailed – who, what, when, how, etc.
- comprehensive – appears to address the area of non-compliance
- measurable – include timelines for implementation, program success indicator(s) or benchmark(s), timeline(s) for assessment of plan effectiveness

EXAMPLE: Program Advisory Committee Member Attendance:

PLAN: The program will appoint two new public members to the Program Advisory Committee on or before March 15, 2012. The program will use a sign-in sheet at the April 28, 2012 PAC meeting to record attendance. If at least one of the two new public member appointees does not attend the April 28, 2012 PAC meeting, a new, third public member will be appointed to the PAC on or before September 15, 2012.

Retention Trends Summary

Annual Reporting Year	Academic Year	# of Students Enrolled	# of Students Graduated	% of Students Graduated
2012	8/1/2010-7/31/2011	0	0	0.0%
2011	8/1/2009-7/31/2010	14	8	57.0%
2010	8/1/2008-7/31/2009	18	12	67.0%
2009	8/1/2007-7/31/2008	18	12	67.0%
2008	8/1/2006-7/31/2007	16	9	56.0%

Retention Trends Analysis (analysis of 8/1/2008 to 7/31/2011):

Does the program meet or exceed the ARC/STSA threshold for retention (70%) for all three years? Yes No

Does the program meet or exceed the ARC/STSA threshold for the most recent year (8/1/2010-7/31/2011)? Yes No

Retention Trends Plan of Action and Timeline for Implementation:

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If the program notes that pre-loaded outcomes data is not accurate, please indicate the accurate data in the applicable analysis field and use the accurate program data to determine whether the program meets the ARC/STSA specified threshold(s).

Outcome Assessment Exam Results

Outcomes Assessment Exam elected for this reporting year: CST PAE



Completion Date	# of Students Graduated	# of Students Who Took Exam	# of Students Who Passed Exam	% of Students Who Passed
Edit 8/1/2010	0	0	0	0.0%

2012 AR Outcomes Assessment Exam Summary

# of Students Graduated	# of Students Who Took Exam	# of Students Who Passed Exam	% of Students Who Passed
0	0	0	0.0%

Analysis Of OAE Participation and Report Results:

Does the program meet the ARC/STSA threshold for participation (100%)? Yes No

Does the program meet the ARC/STSA threshold for pass rate (100% "E" and/or "S")? Yes No

(100% "E" and/or "S" for PAE)

If the program does not meet thresholds, submit a plan of action and timeline for implementation to raise outcomes to meet threshold(s).

Outcomes Assessment Exam Trends Summary

Annual Reporting Year	Academic Year	# of Students Graduated	# of Students Who Took Exam	# of Students Who Passed Exam	% of Students Who Passed
2012	8/1/2010-7/31/2011	0	0	0	0.0%
2011	8/1/2009-7/31/2010	8	0	0	0.0%
2010	8/1/2008-7/31/2009	12	0	0	0.0%
2009	8/1/2007-7/31/2008	12	12	10	83.0%
2008	8/1/2006-7/31/2007	9	9	7	78.0%

Outcomes Assessment Exam Trends Analysis (analysis of 8/1/2008 to 7/31/2011):

Does the program meet or exceed the ARC/STSA threshold for Outcomes Assessment Exam participation rate (100%) for all 3 years? Yes No


Does the program meet or exceed the ARC/STSA threshold for Outcomes Assessment Exam pass rate (100% "E" and/or "S") for all 3 years? Yes No

Does the program meet or exceed the ARC/STSA threshold for Outcomes Assessment Exam participation rate (100%) for the most recent year (8/1/2010-7/31/2011)? Yes No

Does the program meet or exceed the ARC/STSA threshold for Outcomes Assessment Exam pass rate (100% "E" and/or "S") for the most recent year (8/1/2010-7/31/2011)? Yes No

Outcomes Assessment Exam Trends (Return Rate and/or Satisfaction Rate) Plan of Action and Timeline for Implementation:

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Select CST or PAE first!!

Otherwise your data will be permanently deleted if the OAE type is changed after entering data.

GRADUATE OUTCOMES PAGE:

Graduate Outcomes Completion Dates

Completion Dates	
Edit	6/27/2010 ✖

The dates listed on this page indicate the graduating cohorts that will be reported on the "Graduate Outcomes" pages to follow. If the dates listed are incorrect or additional graduation dates occurred that are not listed in the box above, please contact the ARC/STSA at 303-694-9262 for further assistance.

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Annual Report: 2012

Graduate Outcomes For: 8/1/2009 to 7/31/2010

There is no annual report for selected program and report year.

Graduate Outcomes Completion Dates

Completion Dates	
Edit	6/27/2010 ✖



If you receive this error message, you will need to contact the ARC/STSA at ARQuestions@arcstsa.org. Please allow 3 business days for a response.

Graduate Placement Outcomes

Completion Date	# of Graduates	ST Employed	ST Employed & Cont Ed	Cont Ed	Grad Placement
Edit	6/27/2010	8	0	0	0

2012 AR Graduate Placement Summary

ST Employed %	ST Employed & Cont Ed %	Cont Ed %	Total Grads Placed %
0	0	0	0

Graduate Placement Outcomes Analysis (analysis of 8/1/2009 to 7/31/2010):

Does the program meet or exceed the ARC/STSA threshold for graduate placement (80%)? Yes No

Graduate Placement Plan of Action and Timeline for Implementation:



Edit the data for each completion date.



If the program notes that pre-loaded outcomes data is not accurate, please indicate the accurate data in the applicable analysis field and use the accurate program data to determine whether the program meets the ARC/STSA specified threshold(s).

Graduate Placement Trends Summary

Annual Reporting Year	Academic Year	# of Students Graduated	ST Employed	ST Employed & Cont Ed	Cont Ed	Total Grad Placement	Total Grad Placement %
2012	8/1/2009-7/31/2010	8	0	0	0	0	0.0%
2011	8/1/2008-7/31/2009	11	9	0	0	9	75.0%
2010	8/1/2007-7/31/2008	11	10	0	1	11	92.0%
2009	8/1/2006-7/31/2007	9	8	0	0	8	89.0%
2008	8/1/2005-7/31/2006	10	8	0	2	10	100.0%

Graduate Placement Outcomes Trend Analysis (analysis of 8/1/2007 to 7/31/2010):

Does the program meet or exceed the ARC/STSA threshold for graduate placement (80%) for all three years? Yes No

Does the program meet or exceed the ARC/STSA threshold for the most recent year (8/1/2009-7/31/2010)? Yes No

Graduate Placement Trends Plan of Action and Timeline for Implementation:

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All data fields must be filled in. **If** a program is does not have data to report for the specified reporting period:

- ❖ Please place either an "X" for alpha data fields or a "0" (zero) for numeric data fields in each applicable field. See sample below:

Edit Graduate Placement Outcomes

Graduate Outcomes Completion Date:

Note: Each graduate should only be counted once.

Graduates employed within 1 year in ST or related field ONLY:

Graduates employed in ST or related field & continuing education:

Graduates continuing education ONLY:

Number of Graduates Placed:

Number of Graduates:

Graduate Placement %: %

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The Employer Survey Outcomes page and the Graduate Survey Outcomes page use the same formatting as the Graduate Placement Outcomes page. Examples of the Employer Survey and Graduate Survey Outcomes pages are found in the Screen Shot Sample PDF, pages 20-21.



The Annual Report does not require the E-Report to be submitted during the same session as E-Report completion or validation. The program can access and edit the report multiple times until the E-Report has been submitted.

VALIDATING, SAVING, PRINTING, AND SUBMITTING THE COMPETED E-REPORT

There are 2 ways to view, validate, and submit your E-report. One is by accessing the Final Submission Page by selecting the “Save and Review Report” button on the bottom of the Graduate Survey Outcomes page:

Graduate Survey Trends (Return Rate and/or Satisfaction Rate) Plan of Action and Timeline for Implementation:



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The other is accessing the Final Submission Page by selecting “Report” and “Validate All Report Data” through the Menu:

MENU

- [Current Program Information](#) ▶
- [Program Outcomes](#) ▶
- [Graduate Outcomes](#) ▶
- [Report](#) ▶

- [Validate All Report Data](#)
- [Print Report](#)
- [Submit Report](#)

Final Submission Page

Report Year: 2012

Program:



Validate your report first!

By clicking the Submit Report button below your report will be finalized and submitted to ARC/STSA. Once you have submitted your report, you will no longer be able to access this report.

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Report Validation Errors:

Report Section	Error Category	Message
PACMember	Incomplete	The following required PAC Representative type(s) are missing: Current Student, ST Program Graduate, ST Program Faculty, School Administrator, ST Employer, Physician, Practicing CST, Public Member Fix
MeetingMinutes	Incomplete	Since the Needs of Community have changed, at least 1 Meeting Minutes file is required Fix
ClinicalAffiliateSite	Incomplete	Because this Clinical Affiliate Site is marked as new or updated, a Contract File is required Fix
ClinicalAffiliateSite	Incomplete	Because this Clinical Affiliate Site is marked as new or updated, a Contract File is required Fix
CurriculumFiles	Incomplete	Because the curriculum has changed, at least 4 Curriculum Files are required Fix
CompletionDateGraduatePlacementResults	Missing	This is a required section Fix



If you have items missing in your E-Report, you will see a message similar to this.

[Back To Report Submission](#)



Clicking the links in either of these columns will take you to the applicable E-Report page that needs to be revised/completed.

Final Submission Page



Once the E-Report is validated and all the validation issues have been addressed, the program should view the report before final submission.

Report Year: 2012

Program:

By clicking the Submit Report button below your report will be finalized and submitted to ARC/STSA. Once you have submitted your report, you will no longer be able to access this report.

View Report

Validate Report

Submit Report

[Back](#)



The first time you click “View Report”, it may take 5 minutes or longer to display the complete report. Now is a good time to take a short break!



When you view the E-report, it is going to appear as a “pop-up”. Make sure your “pop-up” blockers are turned off.

The screenshot shows a web browser window with a pop-up window titled "Report Viewer". The pop-up contains the following information:

Lab Ratio: /

Academic Breaks:

Tuition/Fees: In-State: Out of State:
Greater than a 10% tuition change? NO

Institutional Accrator(s):
North Central Association (NCA-CASI), Commission on Accreditation and School Improvement

PROGRAM ADVISORY COMMITTEE (PAC) DATA:

Date(s) of PAC Meeting(s):

Attachments:

BUDGET:

	AR 2012	AR 2011	AR 2010
Supplies & Equipment:		\$5,400	\$5,400
Capital Expenditures:		\$300	\$300
Professional Dev:		\$0	\$0

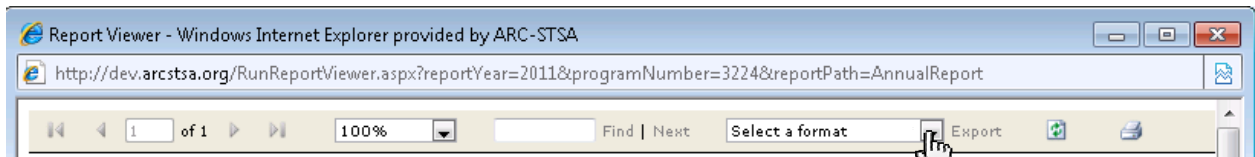
BUDGET ANALYSIS:

CLINICAL AFFILIATE SITES:

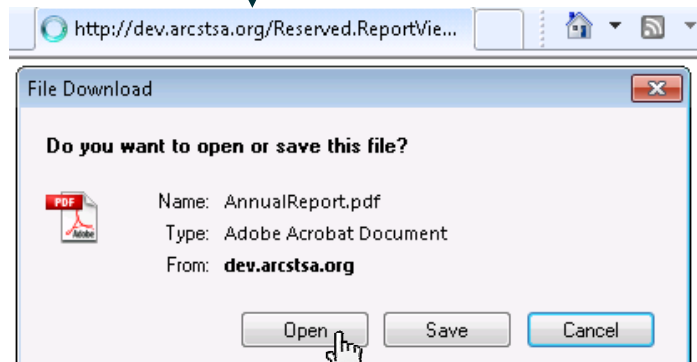
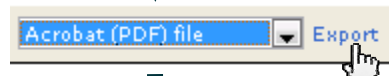
Name of Institution	City, State	Contact Person	Telephone Number	# of Scrub Slots Available	Site/Contract Status
St. Rita's Medical Center	Lima, Oh			2	
Lima Memorial Hospital	Lima, Oh			2	
Van Wert County Hospital	Van Wert, Oh			1	
Surgery & Endoscopy	Lima, Oh			1	



Even if the formatting on the E-Report looks “strange”, don't worry! The final PDF of the E-Report will be formatted correctly.



- ❖ Select a format from drop-down menu on upper tool bar of report
 - ◆ Choose Acrobat (PDF) file
- ❖ Click "Export" to right of "Select a format" field
- ❖ "Open" or "Save" PDF



Accreditation Review Council on Education in Surgical Technology and Surgical Assisting
(ARC/STSA)


2012 Annual Report

CLINICAL AFFILIATE SITES:

Name of Institution	City, State	Contact Person	Telephone Number	# of Scrub Slots Available	Site/Contract Status
St. Rita's Medical Center	Lima, Oh			2	
Lima Memorial Hospital	Lima, Oh			2	
Van Wert County Hospital	Van Wert, Oh			1	
Surgery & Endoscopy Center of West Central Ohio	Lima, Oh			1	
Wilson Memorial Hospital	Sidney, Oh			1	
Mary Rutan Hospital	Bellefontaine, Oh			1	
Blanchard Valley Regional Health Center	Bluffton, Oh				
Defiance Regional Medical Center	Defiance, Oh				
Mercer County Joint Township Community Hospital	Coldwater, Oh				

Attachments:

 The formatting on the E-Report looks okay on the PDF version.

 Save/Print this PDF version of the E-Report for sharing with your Dean and for your records.

FINAL SUBMISSION OF THE 2012 ANNUAL REPORT:


Final Submission Page

Report Year: 2012

Program:

By clicking the Submit Report button below your report will be finalized and submitted to ARC/STSA. Once you have submitted your report, you will no longer be able to access this report.

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Final Submission Page

Message from webpage


Are you sure you want to submit the report?

By clicking the Submit Report button below your report will be finalized and submitted to ARC/STSA. Once you have submitted your report, you will no longer be able to access this report.

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If the E-Report takes you back to the Final Submission page, look for this message. If this message appears, you will need to select the “Validate Report” button to find out what is preventing the E-Report from being submitted.



By clicking the Submit Report button below your report will be finalized and submitted to ARC/STSA. Once you have submitted your report, you will no longer be able to access this report.

The report contains errors that must be corrected prior to submitting it. Click on the Validate Report button to see the errors.

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- ❖ When the “Message from webpage” window disappears, the report has been submitted.
- ❖ **If** you are unsure whether the report has been submitted, please use the Main Menu to select any data page. If the report has been submitted, the program-specific data on the page will be “gray” and **you** will no longer be able to change any of the data in the report. **[If** the program finds an error in the report after the report has been submitted, please contact the ARC/STSA at ARQuestions@arcstsa.org for assistance in revising the report.]

Current Program Information

Regional Institutional Accreditor: North Central Association (NCA-CASI), Commission on Accreditation and School Improvement

National Institutional Accreditor: None

Other institutional Accreditor: (please list full name)

Address 1: 8 West Dry Creek Circle

Address 2:

Address 3:

City: Littleton

State: CO

Zip: 80120

Primary Program Phone: (303) 694-9262

Primary Program Phone Extension:

Alternate Program Phone: (303) 694-9264

Alternate Program Phone Extension:

Program Director Email: peter.krumm@denvercitycollege.edu

Verify Program Director Email: peter.krumm@denvercitycollege.edu

Program Fax: (303) 741-3655

Program Website Address: www.denvercitycollege.edu

Cancel Save Save and Next



- MENU**
- Current Program Information ▶
 - Program Outcomes ▶
 - Graduate Outcomes ▶
 - Report ▶**



- Validate All Report Data
- Print Report
- Submit Report

Log Out—Use the link in the upper right-hand corner of the E-Report [Log Out](#)

Close the internet browser and the process will be completed. **Congratulations!**

If you encounter any problems with this report please contact the ARC/STSA office at (303) 694-9262 or e-mail ARQuestions@arcstsa.org.