



**NEW PROGRAM PROPOSAL FORM**

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**Sponsoring Institution(s):** Bolivar Technical College

**Program Title:** Medical Laboratory Technology

**Degree/Certificate:** Associates Degree (Associate of Science)

**Options:** Click here to enter text.

**Delivery Site(s):** Bolivar campus, 2001 W. Broadway, Bolivar, MO 65613

**CIP Classification:** 51.0802

\*CIP code can be cross-referenced with programs offered in your region on MDHE's program inventory [higher.mo.gov/ProgramInventory/search.jsp](http://higher.mo.gov/ProgramInventory/search.jsp)

**Implementation Date:** 02/03/2015

**Cooperative Partners:** Click here to enter text.

\*If this is a collaborative program, form CL must be included with this proposal

**AUTHORIZATION:**

Charlotte Gray, President

\_\_\_\_\_  
Name/Title of Institutional Officer

*Charlotte Gray* 2/3/15  
\_\_\_\_\_  
Signature Date

Charlotte Gray

417-777-5062

\_\_\_\_\_  
Person to Contact for More Information

\_\_\_\_\_  
Telephone



**STUDENT ENROLLMENT PROJECTIONS- Medical Laboratory Technology**

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Year	1	2	3	4	5
Full Time	10	15	15	15	15
Part Time					
Total	10	15	15	15	15

The program is a full-time program. Each semester has 12 credit hours or more in the 4 semester program.

Please provide a rationale regarding how student enrollment projections were calculated:

Each year we estimate 10-15 students to enroll in the program. We offer enrollment every Fall semester.

Provide a rationale for proposing this program, including evidence of market demand and societal need supported by research:

The Medical Laboratory Technology program is in high demand for the healthcare profession. We have many applicants who are interested in healthcare education but do not meet the entrance exam scores for the nursing program but do meet requirements for the Medical Laboratory Technology program and are interested in laboratory employment. The local hospital Citizens Memorial Healthcare (CMH) has requested that we seek approval to offer the Medical Laboratory Technology program. The CMH laboratory director, managers, and staff were involved in the curriculum design/revisions and will serve on the program advisory board.



**PROGRAM STRUCTURE-Medical Laboratory Technology**

A. Total credits required for graduation: 69

B. Residency requirements, if any: N/A

C. General education: Total credits: 25

Courses (specific courses OR distribution area and credits):

Course Number	Credits	Course Title
PSY 101	3	Introduction to Psychology
CHE 103	4	Fundamentals of Chemistry
MTH 101	3	Fundamental Math Concepts
BIO 111	4	Anatomy & Physiology I
ENG 150	3	Composition
BIO 211	4	Anatomy & Physiology II
BIO 208	4	Microbiology

D. Major requirements: Total credits: 44

Course Number	Credits	Course Title
MLT 101	3	Medical Office Ethics
MED 110	4	Medical Terminology
MLT 212	3	Laboratory Methods
MED 150	2	Phlebotomy
MLT 203	6	Clinical Chemistry
MLT 214	1	Parasitology, Mycology and Virology
MLT 216	6	Hematology
MLT 218	2	Immunology
MLT 228	6	Clinical Microbiology
MLT 222	6	Immunohematology
MLT 224	2	Urinalysis and Body Fluid
HCI 120	3	Health Care Informatics

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E. Free elective credits:

NA

(Sum of C, D, and E should equal A.)

F. Requirements for thesis; internship or other capstone experience: Externship of 180 contact hours is scheduled in the last semester allowing the students to work unpaid at a healthcare facility to gain experience with their new skills & education.

G. Any unique features such as interdepartmental cooperation:

NA



## PROGRAM CHARACTERISTICS AND PERFORMANCE GOALS

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Institution Name Bolivar Technical College  
Program Name Medical Laboratory Technology  
Date 02/03/2015

(Although all of the following guidelines may not be applicable to the proposed program, please carefully consider the elements in each area and respond as completely as possible in the format below. Quantification of performance goals should be included wherever possible.)

### 1. Student Preparation

- Any special admissions procedures or student qualifications required for this program which exceed regular university admissions, standards, e.g., ACT score, completion of core curriculum, portfolio, personal interview, etc. Please note if no special preparation will be required.  
none
- Characteristics of a specific population to be served, if applicable.  
none

### 2. Faculty Characteristics

- Any special requirements (degree status, training, etc.) for assignment of teaching for this degree/certificate.  
No specific requirements other than accreditation criteria of holding a bachelors/masters degree in the field of expertise and practical experience.
- Estimated percentage of credit hours that will be assigned to full time faculty. Please use the term "full time faculty" (and not FTE) in your descriptions here.  
Although the majority of the faculty in the Medical Laboratory Technology program are part-time, of those full-time faculty the estimated percentage of credit hours assigned are 6 credit hours.
- Expectations for professional activities, special student contact, teaching/learning innovation.  
Each faculty member is required to have an annual professional development plan. The plan will vary according to their professional goals as it relates to their position at the college. However, each faculty must have at the minimum of 3 professional development activities. One must be considered as an "In-Service" and one must be in "Professional Growth". The remaining activity can be in either category.

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### 3. Enrollment Projections

- Student FTE majoring in program by the end of five years.  
We estimate approximately 60 students majoring in the program by the end of five years
- Percent of full time and part time enrollment by the end of five years.  
same as above

### 4. Student and Program Outcomes

- Number of graduates per annum at three and five years after implementation.  
We anticipate 40-50 graduates
- Special skills specific to the program.  
Standard Medical Laboratory Technology skills
- Proportion of students who will achieve licensing, certification, or registration.  
We anticipate that a minimum of 90% of the graduates will successfully pass their certification exams and become registered medical laboratory technologists,
- Performance on national and/or local assessments, e.g., percent of students scoring above the 50th percentile on normed tests; percent of students achieving minimal cut-scores on criterion-referenced tests. Include expected results on assessments of general education and on exit assessments in a particular discipline as well as the name of any nationally recognized assessments used.  
To date, we have not enrolled students in the medical laboratory technology program. We are accepting applications and anticipate a Fall 2015 cohort group to begin.
- Placement rates in related fields, in other fields, unemployed.  
No graduates
- Transfer rates, continuous study.  
None

### 5. Program Accreditation

- Institutional plans for accreditation, if applicable, including accrediting agency and timeline. If there are no plans to seek specialized accreditation, please provide a rationale.  
Our current college accrediting agency is the Accrediting Council for Independent Colleges and Schools (ACICS). The Medical Laboratory Technology program is approved by ACICS (approval letter attached). The program is approved for certification exams through the American Medical Technologists. No additional program accreditation is planned at this time.

### 6. Alumni and Employer Survey

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- Expected satisfaction rates for alumni, *including timing and method of surveys*. We conduct alumni (we refer to them as graduate surveys) and employer surveys. The graduate surveys are conducted at graduation (exit counseling). The employer surveys are conducted between 3 months and 6 months after the graduate becomes employed.
- Expected satisfaction rates for employers, including timing and method of surveys. We expect a minimum of a 90% satisfaction rate from the employer surveys.

#### **7. Institutional Characteristics**

- Characteristics demonstrating why your institution is particularly well-equipped to support the program.

We believe that we are well-equipped to support the program. We have the facilities, qualified & experienced faculty, optimal externship & clinical facilities, and supported by the local healthcare industry through program involvement (hiring our grads, serving in advisory capacity, etc.)



May 21, 2012

ID Code 00021958

VIA E-MAIL ONLY

Mr. David Thompson  
Education Coordinator  
Bolivar Technical College  
2001 W. Broadway, P.O. Box 592  
Bolivar, MO 65613

Dear Mr. Thompson:

Thank you for your completed application received on March 29, 2012, notifying the Council that you intend to initiate the following program at your institution:

Associate of Science degree (Academic Associate's degree)

<u>Program Title</u>	<u>Contact Hours</u>	<u>Semester Credit Hours</u>	<u>Weeks day/evening</u>
Medical Laboratory Technology	1545	69	79

A review of the material indicates that the program is in keeping with the mission and scope of your institution. Therefore, you may consider the program to be included within your institution's current grant of accreditation. However, the new program will be subject to specific review at your institution's next scheduled evaluation visit.

In order to maintain program approval, an institution must initiate programs within one year of the proposed start date of September 5, 2012 and graduate at least one class per calendar year or within a period not to exceed one and one-half times the standard program length. Unless your institution enrolls and/or matriculates students in the program according to these guidelines, the program will be removed from the institution's list of approved programs. It is the institution's responsibility to notify ACICS of changes to the program's start date.

*\*\*Please note that any required corrections to this approval (i.e. contact/credit hours or length in weeks) must be brought to the Council's attention no more than 30 days following approval. Any corrections to this letter requested after 30 days will require the submission of a non-substantive program modification.*

You are reminded that aside from any accreditation issues with regard to this program, the institution must comply with any applicable Federal student financial aid statutory and regulatory requirements.

Thank you for keeping the Council informed of the activities at your institution.

Sincerely,

Shameka S. Erby  
Supervisor, Campus Services