

Substantive Change Proposal

Addition of New Programs:

**Medical Laboratory Technician A.S. Degree
Phlebotomy Certificate of Recognition**

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A. PROPOSED CHANGE DESCRIPTION AND JUSTIFICATION

A1: Brief Description of the Change

Folsom Lake College (FLC) is the fourth college of the Los Rios Community College District (LRCCD). The college has a main campus in the city of Folsom an educational center in Placerville (El Dorado Center), and an outreach center in Rancho Cordova (Rancho Cordova Center). The college's service area extends along the Highway 50 corridor as far as Rancho Cordova to the west and well beyond Placerville to the east. It also extends to the service boundary with American River College to the northwest and to the service boundary with Sierra College and Lake Tahoe College to the northeast, as well as to the service boundary with Sacramento City College to the southwest. In fall 2012, the college had 8,700 students enrolled.

Folsom Lake College is relatively new, having received its initial accreditation in January 2004. At that time, the college did not yet have any locally developed vocational programs, nor did it have a Dean for Career and Technical Education (CTE). During 2005-2007, the college held a series of meetings involving college faculty, administrators, and local business and industry leaders to identify various community, business, and industry training needs within the college's service areas as well as appropriate programs for development ([Attachment 1](#)). Meeting participants considered various regional studies, including the seminal *Highway 50 Corridor Economic Study*, published by the Sacramento Regional Research Institute, a California State University, Sacramento research group ([Attachment 2](#)).

As allied health programs were identified, meetings became more focused and led to the development of an advisory board ([Attachment 3](#)) for the Medical Laboratory Technician (MLT) Associate in Science degree including Phlebotomy Certificate of Recognition program. Through an agreement with the Academic Senate, faculty in FLC's Life Sciences department teamed up with industry professionals to develop program student learning outcomes and curriculum for each of the new programs. Additionally, as part of a district-wide program placement process, college faculty and administrators engaged in lively dialogue with colleagues at the sister colleges to recommend placement of resource intensive programs at specific district colleges.

The activities led to development in 2008 of the MLT AS Degree including Phlebotomy Certificate of Recognition program ([Attachment 4](#)). This program features bundled curriculum, commonly known as stackable credentialing or "latticing," which embeds a Phlebotomy certificate as an alternative pathway within the MLT AS degree requirements. The program prepares students for employment in clinical laboratories, industry, and biotechnology as a Medical Laboratory Technician (MLT), Phlebotomist, Laboratory Assistant and/or Research Technician Associate. The required curriculum integrates basic concepts, technical procedures, and laboratory exercises prior to the required practical experience (practicum classes) as mandated by the California Department of Public Health (CDPH), consistent with Title 17 of the California Code of Regulations (CCR). Practicum classes are held at an affiliate site where students receive actual workplace experience in the job duties of the MLT and Phlebotomist. In 2009, the college completed and

submitted a formal application to CDPH to approve the implementation of the MLT program at the college. The college was granted approval on June 2, 2011 ([Attachment 5](#)). Due to the economic downturn, implementation of the program could not proceed due to lack of funds. In 2010, following a successful application, the college was awarded a congressionally-directed Federal American Recovery and Reinvestment Act (ARRA) grant to assess labor market data and develop new Career and Technical Education programs. Program certificate descriptions and Student Learning Outcomes (SLO) will be published in the 2013-14 Catalog.

A2: Relationship to College Mission

The MLT AS Degree including Phlebotomy Certificate of Recognition programs will provide workforce training to ensure a supply of technicians and associates to fill new and replacement positions at healthcare agencies, both public and private. Because these programs were deployed using federal grant funds, specifically the American Recovery and Reinvestment Act (ARRA) federal funds as allocated by the U.S. Department of Labor, the programs are intended initially to provide workforce training opportunities for dislocated, underemployed, and unemployed citizens within the FLC's service area (eastern Sacramento and western El Dorado counties), which is consistent with the college mission ([Attachment 6](#)).

A3: Rationale for Change

The college's service area includes the eastern portion of Sacramento County and the western slope of El Dorado County, which are home to dozens of public and private sector allied health/healthcare industry partners. The college partnered with the North Far North Regional Health Occupations Resource Center (RHORC) and LRCCD Center of Excellence (COE) to survey nearly 250 health care organizations ([Attachment 7](#)). There were three main objectives of the survey: (1) identify employment projections for ten high demand allied health occupations, (2) assess educational and training requirements, and (3) identify recruitment and retention challenges.

The service area for the MLT AS degree program including a Phlebotomy certificate is the greater Sacramento Region. The counties included in the region are Sacramento County, El Dorado, Nevada, Placer, Sutter, Yolo and Yuba counties. The majority of employers in the greater Sacramento Metropolitan Statistical Area (MSA) reported difficulty in finding qualified entry-level clinical laboratory technologists and technicians. There are many challenges that impact the supply of a trained allied health workforce. Among the challenges are financial barriers to developing new programs, bottlenecks in core courses, and limited availability of qualified faculty.

According to Employment Development Department Labor Market Information Division (LMID), employment in the state's allied health industry is projected to grow by 23% in the next eight years with the largest growth in the greater Sacramento Region ([Attachment 8](#)). Population growth, the aging population, and the aging workforce are key factors driving demand for new workers in the health care industry. In northern California, there are approximately 5,900 healthcare organizations ranging from small outpatient facilities to long-term care units to large urban hospitals. As the region's only MLT program, program

completers have numerous workplace opportunities. The Greater Sacramento Region is projecting 21,200 new jobs will be required in the region by 2018 ([Attachment 8](#)).

Table 1. Greater Sacramento Metropolitan Statistical Area Employment Projections (2007-2017)

MLT labor market demand data

Description	2008 Jobs	2018 Jobs	New Jobs	Replacements	Total	Annual Demand	Median Wage
Medical laboratory technicians	1,180	1,430	250	180	430	40	\$16.71
Medical and clinical laboratory technologists	940	1,090	150	140	290	30	\$34.51

Note: Includes Sacramento, El Dorado, Yolo, and Placer counties.
([Attachment 8](#))

The Sacramento region’s population growth rate between 2002 and 2007 was 10.7% in the region compared to 7.1% in California as a whole ([Attachment 9](#)). The California Department of Finance estimates that the Greater Sacramento region will grow by 51.6% over the next 30 years. Not only is the population growing in size, but also the nature of the population is shifting to represent larger numbers of older adults, and older adults require more medical care. A majority of older adults suffers from at least one chronic illness and are likely to visit a physician’s office twice as often as the average person. The aging population also affects the nature of the healthcare workforce, which means that larger than normal numbers of retirements will be expected from the workforce ([Attachment 7](#)).

B. PROGRAM DESCRIPTION

B1: Educational Purposes

In December 2007, MLT became a licensed occupation in California. The role of the MLT is to perform routine laboratory analyses conducted as part of the detection, monitoring, diagnosis, and treatment of disease. With increasing reliance on computer technology, the role of the MLT has become less hands-on and more analytical. The MLT is generally a mid-level position in a modern medical laboratory, placing somewhere on the organizational hierarchy between the entry-level “laboratory technician” or “laboratory assistant” and the Bachelor’s-degree-level clinical laboratory scientist (CLS).

The MLT Program at Folsom Lake College is designed to produce highly-trained individuals who are eligible to take and pass the appropriate state and national licensing exams and prepared to enter the medical laboratory workforce. This Career and Technical Education training program prepares students for employment in clinical laboratories, industry, and biotechnology as an MLT, Laboratory Assistant, and/or Research Technician/Associate.

The program is designed for students to master the competencies, skills, and knowledge required in this profession. This curriculum prepares individuals to perform clinical laboratory procedures in chemistry, urinalysis, hematology, microbiology, and immunology. These procedures may be used in the maintenance of health and diagnosis/treatment of disease.

Coursework emphasizes the scientific concepts and procedures related to specimen collection, laboratory testing and processes, quality assurance and reporting/recording and interpreting findings involving tissues, blood, and body fluids. The program recognizes and emphasizes the importance of professional standards and ethical obligations critical to health care professions. Development of professional competence, personal growth and effective patient care are integrated into each part of the curriculum.

Students must acquire the Certified Phlebotomy Technician 1 (CPT1) license in California in order to complete MLT training and receive the AS MLT degree. Students may enter the program with a current CPT1 license or acquire it as part of their coursework in the MLT program. Since the CPT1 license is required as part of the MLT program at FLC, the program may sometimes be referred to as “the MLT AS Degree and Phlebotomy Certificate of Recognition Program.”

To avoid confusion, Table 2 (below) lists the three occupations referred to above and the titles used in California and in other states.

Table 2. Common Job Titles Used for Clinical Laboratory Occupations and Titles Used in California

Occupation Title Used in California	Other Job Titles Used Nationally	Education Level/License in California
Medical Laboratory Technician (MLT)	Clinical Laboratory Technician (CLT) Clinical and Medical Laboratory Technician (used by Bureau of Labor Statistics)	Associate Degree, plus license
Clinical Laboratory Scientist (CLS)	Medical Technologist (MT) Clinical and Medical Laboratory Technologist (used by Bureau of Labor Statistics)	Bachelor’s Degree, plus license
Phlebotomist (PBT)	Laboratory Assistant or Phlebotomist (blood drawing, venipuncture)	High School Graduate, plus license

[\(Attachment 10\)](#)

B2: Compliance with Eligibility Requirements, Accreditation Standards, and Commission Policies Related to Student Learning Programs and Services

The programs listed in this proposal meet, or are in compliance with, the eligibility

requirements, accreditation standards, and commission policies that relate specifically to student learning programs and services. These include the following:

- Eligibility Requirement 8, “Educational Programs:” The MLT AS degree including Phlebotomy Certificate program is congruent with the college mission in that the program prepares students for state licensure examinations, as mandated by CDPH, consistent with Title 17 of the CCR. Program oversight is aligned in the CTE area of the college and is consistent with the CTE mission statement ‘to provide industry-linked programs and services that enable all individuals to reach their career goals in order to achieve economic self-sufficiency, compete in a global marketplace, and contribute to FLC’s service area economic prosperity’.
- Eligibility Requirement 10, “Student Learning and Achievement:” Students seeking to enroll in the program are required to attend a mandatory orientation prior to the first day of instruction. Procedural and policy material is comprehensive. Topics included in the orientation include program admission process, identification of pre-requisite courses, didactic and practicum course offerings and sequences, general education requirements, clinical placements, personal health and accident insurance, and various student and educational services available to enrolled students. The guidelines are contained in the MLT Student Handbook ([Attachment 11](#)), which complies with Title 17 of the CCR. The handbook addresses Program Student Learning Outcomes (PSLO) (Section 1.5), program evaluation and quality improvement (Section 8.0), student accountability requirements and program attendance policies (Section 6.0), course descriptions and course Student Learning Outcomes (Appendix 2), and identifies various student resources for MLT students at FLC (Section 2.0), and student assessment policies and educational agreements (Sections 7.3, 7.4, and Appendix 2). The MLT Student Handbook also identifies (in Section 7.5) “critical elements” undergirding acceptable standards and practice for MLTs in medical laboratories, laboratory safety, contingencies in the case of student injury/accident while in practicum, occupational hazards, patient confidentiality and HIPAA compliance policies and/or procedures.
- Eligibility Requirement 13, “Faculty:” Faculty assigned to teach didactic classes and supervise practicum coursework possesses Phlebotomy and/or laboratory sciences licensure credentials from CDPH. Didactic faculty assigned to teach Phlebotomy are licensed as Certified Phlebotomist Technicians 1 (CPT1). All MLT faculty are licensed as CLSs. The college hiring process requires candidates to submit evidence of these licensures, transcripts, and other application documents in the college’s established faculty hiring process. In addition, CDPH requires the institution to employ a faculty coordinator with oversight of the program. The college has sufficient numbers of eligible faculty and a program coordinator with teaching and industry experience to support all program courses and reporting requirements.
- Eligibility Requirement 14, “Student Services:” MLT students routinely receive electronic mail communication from support services personnel with notification of conditions or events pertaining to the MLT program at FLC. The MLT Student

Handbook (Section 4.8) provides a list of support services along with contact information. The range of services includes admissions, assessment, orientation, bookstore, business services, categorical programs (e.g., financial aid, CARE, CalWORKs), counseling, computer lab, tutoring services, library services, and reading/writing/English center services. In addition, program faculty have access to *Early Alert*, a faculty communication vehicle to alert appropriate student services personnel with information of students struggling academically during the initial weeks of each semester. Also, FLC Tutoring Services provides discipline specific Peer Tutoring options for students who request such services. All student support services are available online. For example, students can apply to the college, register for classes, add/drop classes, purchase parking stickers, and review their progress toward degree and certificate completion using the district's online degree audit application. Financial aid services (FAFSA application and online BOG fee waiver application, financial aid orientation, financial aid handbook) are also available online.

- Accreditation Standard II.A.2.b, “The institution relies on faculty expertise and assistance of advisory committees:” Prior to submission of the curriculum and other documentation requirements to CDPH, the college created an advisory board composed of business, faculty, special populations, and industry members. The advisory board meets monthly to assess and evaluate the MLT program and approve recommendations to program faculty and administration regarding program and course content, expected competency levels achieved by program completers, teaching methodologies, course sequencing, Program Student Learning Outcomes, and technology changes affecting the industry ([Attachment 3](#)). The composition, function, and roles of the advisory board are contained within an MLT Advisory Board handbook ([Attachment 12](#)). The handbook guides activities and discussion of the board and ensures program and college compliance with Title 5 of the California Education Code related to program oversight.
- Accreditation Standard II.A.2.e, “The institution evaluates all courses and programs through an on-going systematic review of their relevance:” In addition to assessment and evaluation of program evaluation curriculum by the program’s advisory board, California Education Code requires that CTE programs are reviewed and revised every two years. The college employs a systematic review of the relevance, appropriateness, currency, and future needs and plans for the program through its Program Review process, which is coordinated by the college’s Program Development and Placement (PDP) subcommittee of the college Curriculum Committee.
- Accreditation Standard II.A.3.a, “An understanding of the basic content and methodology of the major areas of knowledge, including the humanities and fine arts, the natural sciences, and the social sciences:” Immediately upon entry to the MLT program and in each subsequent semester, students are advised to consult with FLC counselors that specialize in MLT program requirements. The General Education requirements are defined in Section 4.6 of the MLT Student Handbook

([Attachment 11](#)) and in the college catalog.

- Accreditation Standard II.A.3.c, “A recognition of what it means to be an ethical human being and effective citizen.” The MLT Student Handbook ([Attachment 11](#)) is a supplement to the FLC Catalog and FLC Website resources, including the “*Student Rights and Responsibilities*” section of those documents. Section 7.7 of the MLT Student Handbook reiterates those portions of the documents most pertinent to MLT students.
- Accreditation Standard II.A.5, “Students completing vocational and occupational certificates and degrees demonstrate technical and professional competencies that meet employment and other applicable standards and are prepared for external licensure and certification:” Title 17 of the CDPH Division, Article 1.5, articulates training programs for licensure of clinical laboratory personnel. The college was granted approval from CDPH to become a postsecondary education training provider of MLT ([Attachment 5](#)). To date, every completer of FLC’s phlebotomy training has successfully passed the state’s CPT1 examination and is eligible to work as a Phlebotomist in California. To date, one MLT program completer has taken the state’s MLT licensing exam; that student passed the exam in September 2012 and is now eligible for licensure as an MLT in California.

C. PLANNING PROCESS DESCRIPTION

C1: Relationship to College Planning Process and Mission

The quality and appropriateness of new instructional programs are maintained through the program approval processes for new programs. The MLT AS Degree including Phlebotomy Certificate of Recognition program proposals were reviewed by the curriculum committee’s Program Development and Planning (PDP) subcommittee as well as by the district’s Program Placement Council (PPC) ([Attachment 13](#)). Once the program proposals were approved for further development, college administrators and faculty engaged in extensive dialogue with colleagues and developed/deployed an industry advisory board to ensure the quality of course and program content. Programs and related courses were developed using SOCRATES, the district’s online curriculum management system, which enabled faculty from throughout the district to comment on the proposals. Developed proposals were then routed through college and district review and recommendation processes and, after gaining Board of Trustee approval ([Attachment 14](#)), were sent to and were approved by the state’s North/Far North Regional Consortium ([Attachment 15](#)) and the State Chancellor’s Office ([Attachment 16](#)).

The proposed programs will be part of the college’s Career and Technical Education division ([Attachment 17](#)). Individual program planning processes take place at the department level and CTE programs are assessed and evaluated with the assistance of business and industry advisory committees. Departments are required to submit annual educational master plans (EMPs) each spring ([Attachment 18](#)). As part of the plans, departments identify any upcoming changes in curriculum and the resources needed to

support those changes. Resources may include additional staffing, facilities, equipment, operating budgets, and/or training. Actual requests for new resources must be documented in the plan before the appropriate college committee will consider the request for approval.

C2: Program Needs and Resources Assessment

In preparing to offer the MLT AS Degree including Phlebotomy Certificate of Recognition program, the college assessed the needed resources for administrative support, expert faculty to teach the courses, classroom space and infrastructure, equipment, library materials, supplies, faculty professional development and MLT advisory board support. The college concluded it had sufficient resources to address all initial resource needs except for faculty salary and benefits and specialized lab equipment. These unmet resources were provided by ARRA grant funding ([Attachment 19](#)), enabling the college to deploy the program and fund required instructional resources, supplies, equipment, and professional development opportunities for new faculty. During the grant period of March 2010-March 2013, the college successfully identified funds to fully and sustainably support the programs when the grant concludes in spring 2013. Other future program needs will be determined through the educational master plan (EMP) process.

C3: Anticipated Effect on the College

The continuing funding requirements of the MLT AS Degree including Phlebotomy Certificate of Recognition will be met ultimately using institutional funds and Federal Perkins Vocational and Technical Education Act (VTEA) funds once the ARRA grant sunsets in 2013. The programs will strengthen the college's capacity for offering programs in the career technical area to meet local employers' identified needs.

C4: Intended Benefits

The MLT AS Degree including Phlebotomy Certificate programs are intended to benefit local agencies as they attempt to fill many new and replacement positions during the next decade. The programs will also benefit students who are interested in careers in MLT AS Degree including Phlebotomy Certificate of Recognition, potential transfer to university-based Clinical Laboratory Science (CLS) programs, as well as existing workers who are interested in career advancement through continuing their education.

C5: Description of Preparation and Planning Process

The MLT AS Degree including Phlebotomy Certificate of program was developed in accordance with the college's program approval process. As noted previously, the college was awarded an ARRA grant that facilitated development and deployment of new CTE programs. Grant activities included the formation of an advisory board for the program, which articulated the following Program Student Learning Outcomes:

Medical Laboratory Technician AS Degree including Phlebotomy Certificate of Recognition

Upon completion of this program, students will be able to:

- pass the nationally recognized certification examination.
- satisfy the laboratory medicine employment needs of the greater Sacramento area

- and surrounding communities.
- utilize knowledge of the principles inherent in the laboratory tests being performed.
- support and participate with the health care team.
- comprehend their role in the delivery of health care to the patient.
- exhibit professional and committed delivery of excellent health care.

Once program outcomes were established, curriculum was developed and processed via the college and district curriculum and program approval processes as previously described. The programs have been approved by the California Community Colleges Chancellor's Office ([Attachment 16](#)) as well as the North/Far North Regional Consortium ([Attachment 15](#)), which serves as a primary link between its 15 northern California member community colleges, Economic and Workforce Development Program Centers and Initiatives. One of the consortium's goals is to reduce unnecessary duplication of programs in the area. The Medical Laboratory Technician Program at Folsom Lake College complies with the regulatory guidelines of the California Department of Public Health (CDPH), Laboratory Field Services (LFS) for MLT training programs. Accordingly, the Folsom Lake College MLT Program is accredited by the CDPH/LFS ([Attachment 5](#) and <http://www.cdph.ca.gov/programs/lfs/Pages/default.aspx>). The Program is currently pursuing national accreditation through the National Accrediting Agency for Clinical Laboratory Scientists (NAACLS).

D. EVIDENCE OF ADEQUATE RESOURCES

D1: Student Support Services

Student support services are available on-ground and online. For example, students can apply to the college, register for classes, add/drop classes, purchase parking passes, and will soon be able to review their progress toward degree and certificate completion using Oracle/PeopleSoft's online degree audit application via the district's eServices application. Financial Aid services (FAFSA application and online BOG fee waiver application, financial aid orientation, financial aid handbook) are also available online. Students are provided with computer accessibility at all three campuses.

Folsom Lake College faculty include information in their syllabi of student services units and related activities. These include Early Alert referrals for students experiencing difficulty in class, academically and personally, free tutoring workshops, allocation of open laboratory hour's at all three campus sites, feedback during office hours, electronic email exchanges, and in-class small student workgroups. The support services are designed to assist students be successful in reaching their academic goal. In fall 2012, the college opened its first Career Services and Transfer Center, a unique laboratory offering students with on-ground and online career guidance tools, career exploration sites, work experience option, and internship opportunities. The center also provides workstations to students for online exploration, research support for assignments, and industry-driven workshop activities to prepare them for seeking careers upon completion of their educational goal.

D2: Faculty, Management, and Support Staffing

The program will be part of the Career and Technical Education area ([Attachment 17](#)).

The area is managed by the Dean of Instruction, Career and Technical Education. The MLT program is coordinated by the Dean of Instruction of the El Dorado Center. Both dean positions are in place to provide administrative support, so the new Medical Laboratory Technician AS Degree including Phlebotomy Certificate of Recognition will not require additional administrative staff resources.

The program also employs a faculty coordinator position, as required by CDPH. The faculty coordinator possesses a valid CLS license as required by CDPH. The program is coordinated by the faculty member, sited at the college's El Dorado Center. The faculty coordinator implements CDPH requirements, including interfacing with hospital training partners, validating student fulfillment of state licensing requirements, and providing support to classroom faculty and practicum laboratory staff.

The college currently has an adequate pool of adjunct instructors to teach courses in the Medical Laboratory Technician AS Degree including Phlebotomy Certificate of Recognition program. For example, three adjunct faculty teaching in the AS degree program are employed full-time as medical laboratory employees and the Phlebotomy instructor is employed full-time at a local hospital. In addition, the program has four additional adjunct faculty eligible to teach in the program. Since 2010, the college has advertised for and recruited additional adjunct faculty and will continue to do so as needed to support the program's offerings. All faculty are hired and evaluated in accordance with the district hiring policies and procedures, which comply with relevant local, state, and federal laws and regulations, as well as with the current collective bargaining agreements.

Funding for the Medical Laboratory Technician AS Degree including Phlebotomy Certificate program adjunct positions will be provided by ARRA grant and institutional funds through 2013. After that time, the funding will be made available through regular district funding processes. The district provides its four colleges with faculty salaries and benefits funding through full-time equivalent faculty (FTEF) allocations based upon an agreed formula that includes consideration of past FTEF allocations, course productivity, and availability of general funds. Each college then determines how to allocate its assigned FTEF to its instructional programs. The FLC Office of Instruction has established allocation processes that ensure all approved degree and certificate programs are given sufficient FTEF to staff the necessary number of courses for students to complete the required program course sequence within a two-year time period ([Attachment 20](#)).

When new district growth funds make increased FTEF available to the college, the Office of Instruction can decide where it wishes to allocate the FTEF, including providing increased sections for CTE programs where demand indicates new sections would be productive. During times of reduced funding that result in decreased FTEF allocations, the Office of Instruction prioritizes FTEF allocations to ensure that cuts are made to courses with multiple sections and/or to "stand alone" courses that are not required for any degree or certificate. The college is committed to ensuring the courses needed to complete the required sequences for MLT AS Degree including Phlebotomy Certificate of Recognition certificate programs within a two-year time period will be funded.

Professional development opportunities are available to all MLT AS Degree including Phlebotomy Certificate of Recognition faculty through regular college processes, as well as through CTE designated VTEA and grant funding. For example, the faculty coordinator used grant funds to attend California Association of Medical Laboratory Technician (CAMLT) professional development conferences focusing on student learning and licensing requirements. FLC MLT AS Degree including Phlebotomy Certificate of Recognition faculty are also employed by local healthcare agencies, through which they receive ongoing professional training.

MLT AS Degree including Phlebotomy Certificate of Recognition students may access all the same academic and student support services as other FLC students. The services are described in the college catalog ([Attachment 21](#)). Funding for these services is already in place. The MLT AS Degree including Phlebotomy Certificate of Recognition program does require specialized support staffing, including laboratory staff and instructional assistants. The current projection will require a Phlebotomist laboratory technician every other spring semester and an MLT instructional assistant every other summer and fall semester. A combination of institutional funds and Perkins funds will be used to support these functions.

D3: Professional Development for Faculty and Staff

Folsom Lake College has utilized SB70 and Carl D. Perkins Vocational and Technical Education Act (VTEA) grant funds to annually underwrite a Career and Technical Education Teacher Training Institute (TTi). This institute is designed to provide adjunct instructors in the CTE area with the knowledge and skills necessary to successfully manage a college level classroom, integrate Student Learning Outcomes into the teaching and learning process, and to develop teaching methodologies appropriate for various learning styles and supported by appropriate teaching and learning theory. All current Folsom Lake College Medical Laboratory Technician and Phlebotomy faculty, including the program's coordinator, have completed the TTi. Participants are also required to complete eight hours of classroom observation of experienced and exemplary instructors after completion of the didactic training. The classroom observations provide TTi participants with unique opportunities to learn methods and techniques to engage today's adult learners. Additionally, Folsom Lake College allocates professional development funds for faculty participation at local, regional, and statewide conferences, including the California Association of Medical Laboratory Technicians (CAMLT), other teaching and learning workshops and symposia, and local college and district professional development activities.

D4: Equipment and Facilities

The MLT AS Degree including Phlebotomy Certificate of Recognition program requires both classroom and laboratory space. The program will be sited at the college's El Dorado Center, which has adequate facility infrastructure to implement the program. In addition, the college has agreements with existing healthcare agencies to support student onsite learning experiences for required practicum courses. The college is supporting the program's equipment and operating budget needs with institutional funds, federal Perkins (VTEA) funds and ARRA grant funds ([Attachment 22](#)). The ARRA grant provided federal

funds to assist the college in developing and deploying the program. Funds were used to provide FTEF for instructional costs, equipment, supplies, and professional development. The college allocated \$521,000 of grant funds to purchase equipment, supplies, teaching stipends, professional development and related laboratory supplies that directly support student learning in laboratory classes included in the program.

D5: Initial and Long Term Fiscal Resources

With the support of the ARRA grant, Folsom Lake College has allocated sufficient fiscal resources to support MLT AS Degree including Phlebotomy Certificate of Recognition course offerings through 2013. The college has completed a formal process to allocate FTEF to transition course offerings from grant support to college support. Other financial needs are supported by the operating budgets established within the Office of Instruction and from annual VTEA allocations for CTE programs.

D6: Budget, Enrollment, and Resource Analysis

The college and district budgets are sufficient to support program requirements. The college allocates instructional funds and federal VTEA funds to support the program needs for supplies, equipment, and professional development activities, including permissible institutional memberships with the state MLT association. The MLT coordinator and faculty, in consultation with two area deans, create an annual educational master plan ([Attachment 18](#)) that describes resource needs, including staffing, materials, supply and equipment, professional development and mileage reimbursements for faculty interfacing with external allied health facilities hosting practicum classes. After reviewing all departmental EMPs, college administration reviews priorities and then allocates funding to address appropriately the needs across all instructional departments. In 2010, the college was awarded \$543,000 grant from the U.S. Department of Labor's American Reinvestment and Recovery Act (ARRA) funds that enabled the college to deploy the program and purchase initial supply and equipment to support the program. The grant sunsets in March 2013, and the college has used the EMP process to ensure appropriate ownership of the program.

D7: Achievement Monitoring Plan

The college provides annual reports on degrees awarded, course enrollments, and student success rates ([Attachment 23](#)). The reports will be updated to include degree and/or certificates awarded in MLT AS Degree including Phlebotomy Certificate of Recognition once the programs have been in place long enough to for students to complete the requirements. In addition, the program will be added to the college's program review cycle for CTE programs ([Attachment 24](#)), and the reviews include analyses of program outcomes. Course outcomes are documented annually through the Educational Master Plan process. The college has also implemented an online, on-demand reporting system that provides data on program enrollments and course activity, demographics, and student achievement ([Attachments 25](#)). Program courses are included under Medical Technology (MEDTEC) reports beginning in fall 2013.

D8: Evaluation and Assessment of Student Success, Retention, and Completion

The MLT program was deployed in fall 2010. U.S. Department of Labor ARRA grant funds

were utilized to support deployment of the program. Eligible uses of the ARRA funds were restricted to specific population cohorts, including underemployed, unemployed, and those seeking retraining. In summer 2011, the first cohort of students completed Phlebotomy didactic and practicum training and were eligible to register for the Certified Phlebotomist Technician 1 (CPT1) exam, administered online via vendors engaged by CDPH. All students (100%) successfully passed the CPT1 exam and were eligible to seek employment in the region's Allied Health industry. In summer 2012, the first cohort of students completed didactic and practicum training and were eligible to register for the MLT licensing exam, administered by vendors engaged by CDPH. Through November 2012, of the twelve student program completers in Cohort 1, seven students have completed the registration process to sit for the exam and four students have taken and passed the MLT licensing exam. Beginning in fall 2013, the college intends to incorporate data collection through the college's Office of Institutional Research (OIR) on various student success indicators, including completion, persistence, retention and other studies.

E. EVIDENCE OF NECESSARY INTERNAL AND EXTERNAL APPROVALS

E1: Statement of Required Approvals

The Folsom Lake College curriculum committee is responsible for approving all programs and courses. The committee has approved the MLT AS Degree including Phlebotomy Certificate of Recognition programs and their associated courses. The programs and courses have also been approved by the LRCCD Curriculum Coordinating Committee, the LRCCD Board of Trustees, the North/Far North Regional Consortium, and the California Community Colleges Chancellor's Office (CCCCO) ([Attachments 14, 15, 16](#)). The program appears on the CCCCCO Approved Credit Inventory List for Folsom Lake College.

E2: Legal Requirements

To receive a training completion certificate acceptable to CDPH, the student must attend a minimum of 26 weeks, consisting of at least 1040 hours, of instruction and practical experience in moderate complexity testing in chemistry, including routine chemistry, urinalysis, endocrinology and toxicology; hematology; microbiology, including bacteriology, mycobacteriology, mycology, parasitology and virology; and immunology, including syphilis serology and general immunology. The training shall include at least 160 hours each in chemistry, hematology, microbiology and immunology. Additional legal requirements are identified in [Attachment 26](#). Also, additional regulations required by CDPH are published in the MLT Student Handbook ([Attachment 11](#)). The MLT Program at Folsom Lake College complies with the regulatory guidelines of the California Department of Public Health (CDPH), Laboratory Field Services (LFS) for MLT training programs. Accordingly, the Folsom Lake College MLT Program is accredited by the CDPH/LFS ([Attachment 5](#) and <http://www.cdph.ca.gov/programs/lfs/Pages/default.aspx>). The Program is currently pursuing national accreditation through the National Accrediting Agency for Clinical Laboratory Scientists (NAACLS).

E3: Evidence of Governing Board Action

The LRCCD Board of Trustees approved the MLT AS Degree including Phlebotomy Certificate of Recognition program at its October 9, 2011 meeting ([Attachment 14](#)).

F. ACCREDITATION ELIGIBILITY REQUIREMENTS

1. Authority

Folsom Lake College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges and is approved under regulations of the California State Department of Education and the California Community Colleges Chancellor's Office. The college received its initial accreditation in January 2004 and had its accreditation reaffirmed in January 2010.

The MLT AS Degree including Phlebotomy Certificate of Recognition is offered under the same authority requirements as the college's other programs. The program has received approval by the North/Far North Regional Consortium and the California Community Colleges Chancellor's Office ([Attachments 15, 16](#)).

2. Mission

Folsom Lake College's educational mission as a community college is clearly defined and published in its catalog. The educational mission is aligned with the Los Rios Community College District's educational mission statement. The Los Rios Community College District Board of Trustees approved the college's most recent revision to its mission statement in September 2006.

The MLT AS Degree including Phlebotomy Certificate of Recognition falls within the college's mission of offering transfer and vocational programs to students ([Attachment 6](#)).

3. Governing Board

Folsom Lake College is one of four colleges in the Los Rios Community College District. The district is governed by a publicly elected seven-member Board of Trustees, joined by a non-voting student trustee. The Board of Trustees functions as an independent policy-making body capable of reflecting constituent and public interest in board activities and decisions, and is sufficient enough in size to fulfill its responsibilities consistent with the California Education Code. A majority of the board members have no employment, family, or personal financial interest in the institution.

The MLT AS Degree including Phlebotomy Certificate of Recognition was approved by the Los Rios Community College District Board of Trustees October 9, 2011 ([Attachment 14](#)).

4. Chief Executive Officer

Folsom Lake College has a chief executive officer whose full-time responsibility is to the institution. The Folsom Lake College president is appointed by the Los Rios Community College District Board of Trustees and reports to the district chancellor. The chancellor is appointed by and reports to the Board of Trustees.

The college president and district chancellor approved the MLT AS Degree including Phlebotomy Certificate of Recognition program, as they do all college programs for recommendation to the Board of Trustees. They also provide regular reports to the Board regarding degrees and certificates awarded and overall student success.

5. Administrative Capacity

Folsom Lake College has sufficient academic and support services administrative staff members with appropriate preparation and experience to provide the administrative services necessary to support the college mission.

The college has nine instructional, student services, and administrative services administrators whose responsibilities include oversight of programs and services ([Attachment 17](#)). The district organization chart is provided in [Attachment 27](#).

6. Operational Status

Folsom Lake College is operational with over 8,386 students enrolled in fall 2012. Most are actively pursuing vocational certificates, associate degrees, and/or transfer to four year institutions.

The addition of the MLT AS Degree including Phlebotomy Certificate of Recognition will provide students with additional degree and certificate choices. In fall 2012, the program has 23 students enrolled in the program.

7. Degrees

Folsom Lake College offers the Associate of Arts and Associate of Science degrees. As of fall 2012 it has 31 degree programs. A majority of students are enrolled in courses that are required for a certificate or degree program, and/or required for transfer to four-year institutions.

Completers of the MLT program are eligible for an MLT A.S. degree and a Certificate of Recognition in Phlebotomy. In order to practice as an MLT or Phlebotomist, completers must pass the applicable licensing exam.

8. Educational Programs

Folsom Lake College's degree programs are congruent with its mission and are based on recognized higher education fields of study. The curriculum committee, a committee of the Folsom Lake College academic senate, ensures the programs are of appropriate content and length, and are conducted at levels of quality and rigor appropriate to the degrees offered, regardless of course modality. The degree programs meet California Code of Regulations, Title 5 curriculum requirements, and when combined with the general education component, represent two years of full-time academic work.

The MLT AS Degree including Phlebotomy Certificate of Recognition has been approved by Folsom Lake College curriculum committee, the Los Rios Board of Trustees, the North/Far North Regional Consortium, and the state Chancellor's Office ([Attachments 14, 15, 16](#)).

9. Academic Credit

Folsom Lake College awards academic credits based on accepted practices of California community colleges under California Code of Regulations, Title 5. Detailed information about academic credits is published in the college catalog and schedules.

All courses in the MLT AS Degree including Phlebotomy Certificate of Recognition program have unit (credit) values based upon these same accepted practices. All courses, including their unit values, are described in the college catalog ([Attachment 21](#)).

10. Student Learning and Achievement

Folsom Lake College has developed a framework by which student learning and achievement outcomes for all courses, programs, and degrees are regularly and systematically assessed. Authentic assessment is underway for programs, and results are being used for improvement. Outcomes for all degree programs are published in the college catalog. Outcomes for courses are described in the course outlines, which are maintained on the district-wide curriculum management system.

Program learning outcomes for the MLT program are listed in the MLT student handbook ([Attachment 11](#)). Course outcomes are listed in course outlines as well as in all course syllabi. Program and course learning outcomes will be assessed regularly.

11. General Education

Students must complete a minimum of 21 semester units of general education courses and demonstrate competency in writing, reading, and mathematical skills to receive an associate degree. The general education units include an introduction to major areas of knowledge. The general education program has comprehensive learning outcomes that will be assessed regularly.

The program in Medical Laboratory Technician AS Degree does require that students complete general education requirements. The Phlebotomy certificate does not require completion of general education requirements.

12. Academic Freedom

Faculty and students at Folsom Lake College are free to examine and test all knowledge appropriate to their discipline or area of major study. The college catalog contains the American Association of University Professors Statement of Principles on Academic Freedom, and the Los Rios Colleges Federation of Teachers Statement on Academic Freedom.

Administration of the MLT AS Degree including Phlebotomy Certificate of Recognition program is consistent with practices described in the statements provided above.

13. Faculty

Folsom Lake College has 107 full-time faculty and over 186 adjunct faculty. Faculty must meet the minimum requirements for their disciplines based on regulations for the Minimum Qualifications for California Community College Faculty established in California Code of Regulations, Title 5. A clear statement of faculty responsibilities exists in the faculty contract, and this includes assessment of student learning outcomes.

The MLT AS Degree including Phlebotomy Certificate of program resides in the Career and Technical Education instructional area and is coordinated by the Dean of Instruction, El Dorado Center. The El Dorado Center Dean is responsible for ensuring that all program

faculty meet the minimum requirements for the discipline. Medical Laboratory Technician AS Degree including Phlebotomy Certificate of Recognition program courses are taught by adjunct faculty and a job description has been developed and used to hire current adjuncts ([Attachment 28](#)).

14. Student Services

Folsom Lake College provides a comprehensive array of student services for all its students, as well as basic skills courses for those students requiring better preparation for college level work.

Students enrolled in the MLT AS Degree including Phlebotomy Certificate of Recognition program have access to comprehensive student services, including admissions, enrollment, counseling, financial aid, follow up (Early Alert), college orientation, and transfer assistance ([Attachment 21](#)).

15. Admissions

Folsom Lake College has adopted and adheres to admission policies consistent with its mission as a public California community college and in compliance with California Code of Regulations, Title 5. Admissions policies are published in the college catalog and class schedules.

Students in the MLT AS Degree including Phlebotomy Certificate of Recognition program are admitted in accordance with the policies listed in the college catalog ([Attachment 21](#)). In addition, entering students must meet specific admission requirements as outlined in the Legal Requirements section above (e.g., health clearance, background verification, drug screening).

16. Information & Learning Resources

Folsom Lake College provides specific long-term access to sufficient print and electronic information and learning resources through its library and programs to meet the educational needs of students and programs.

The college provides access to the library and learning resources required to implement the MLT AS Degree including Phlebotomy Certificate of Recognition program. These resources include the online catalog (LOIS), online databases, and research assistance. The college has two fully staffed libraries to assist students and faculty. One library is on the FLC main campus and one is located at the El Dorado Center.

17. Financial Resources

Folsom Lake College, through the Los Rios Community College District, publicly documents a funding base, financial resources, and plans for financial development adequate to support its mission and educational programs, and to assure financial stability.

The college has financial resources and allocation processes in place to support the initial offerings in MLT AS Degree including Phlebotomy Certificate of Recognition program and a viable plan for transitioning the programs to other funding once the ARRA grant sunsets.

18. Financial Accountability

The Los Rios Community College District regularly undergoes and makes available an external financial audit for the district and its colleges by a certified public accountant. The audit is conducted in accordance with generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States.

Information regarding all college programs is included in the appropriate financial documents and audits.

19. Institutional Planning & Evaluation

Folsom Lake College assesses progress toward achieving its stated goals and makes decisions regarding improvement through an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and reevaluation. The college systematically evaluates how well and in what ways it is accomplishing its purposes through various integrated processes that include strategic plan review, program review, student learning outcomes assessment, and educational master plan review.

Planning for and evaluation of the MLT AS Degree including Phlebotomy Certificate of Recognition program occurs and will occur through the educational master plan and program review processes, both of which are integrated into the college wide planning cycle ([Attachment 29](#)).

20. Public Information

Folsom Lake Colleges publishes in its catalog, college website, and other appropriate places the college mission and vision statements; information about programs, courses, and degrees; admission requirements and procedures; college and academic regulations; student development programs and services; policies on the rights of individuals; student rights and responsibilities; and academic credentials of faculty and administrators.

Information about the MLT AS Degree including Phlebotomy Certificate of Recognition is available on the district website (www.losrios.edu) and in the college catalog and class schedules, beginning in fall 2013.

21. Relations with the Accrediting Commission

The Los Rios Community College District Board of Trustees provides assurance that Folsom Lake College adheres to the eligibility requirements and accreditation standards and policies of the Commission, describes the college in identical terms to all its accrediting agencies, communicates any changes in its accredited status and agrees to disclose information required by the Commission to carry out its accrediting responsibilities.

The MLT AS Degree including Phlebotomy Certificate of Recognition is integrated into the overall college mission and operations and subject to all Accrediting Commission eligibility requirements, accreditation standards, and policies.

G. ACCREDITATION STANDARDS AND RELEVANT COMMISSION POLICIES

Standard 1: Institutional Mission and Effectiveness

- **Mission:** The college has a mission statement that demonstrates strong commitment to providing transfer and vocational opportunities to students that lead to student learning and achievement ([Attachment 6](#)). The proposed MLT AS Degree including Phlebotomy Certificate of Recognition program is vocational (career technical). A process is in place to review and update the mission statement as necessary every three years. The last review was completed spring 2010. All college constituents were encouraged to participate in the review process.
- **Improving Institutional Effectiveness:** The college has an institutional planning and evaluation cycle in place that includes a program review process for all instructional programs as well as an annual educational master plan process that includes assessment of course student learning outcomes ([Attachments 29](#)). The program review process is currently being updated to ensure inclusion of student learning outcomes assessment results in the next cycle of reviews. The effectiveness of the MLT AS Degree including Phlebotomy Certificate of Recognition program and courses will be assessed through these processes. Academic and student support services also have an established program review cycle that includes review of services within their regular review processes.

Standard 2: Student Learning Programs and Services

- **Instructional Programs:** The college has been working since its initial accreditation in 2004 to create CTE programs to add to its robust transfer offerings. The proposed programs are in recognized fields. The need for these programs was indicated through the extensive review that preceded their development. Both programs were developed through a collaborative process involving college faculty and personnel from local businesses and public agencies to ensure high quality. Program and course learning outcomes have been established and subsequently approved through the curriculum approval process, and assessment occurs regularly through the Program Review and Educational Master Plan processes. Program Student Learning Outcomes will be listed in the college catalog.
- **Student Support Services:** The college recruits and admits diverse students who can benefit from all its programs, including the MLT AS Degree including Phlebotomy Certificate of Recognition program. All FLC students have access to a broad variety of student support services that enhance student success. The services are described in the college catalog and include admissions, assessment, tutoring services, orientation, enrollment, counseling, wellness, financial aid, follow up (early Alert), disabled students programs and services, extended opportunity programs and services, veterans educational benefits, work experience, and transfer assistance. All services are available at the main campus and college centers, including the El Dorado Center. All services may be accessed online as well as on-ground. Student services programs have identified Student Learning Outcomes.

Outcome assessments are included in their regular Program Review processes and assessment results are used to further improve services.

- Library and Learning Support Services: FLC's main campus and the El Dorado Center have the necessary library and learning support services to support their programs, including the proposed MLT AS Degree including Phlebotomy Certificate of Recognition program. Classes are available to teach students how to effectively and efficiently use library resources. Student Learning Outcomes are identified and assessed as part of the library's regular planning and Program Review processes. In addition, the college has tutoring services as well as reading, writing and math center support services. Student Learning Outcomes are identified and assessed as part of the services' regular planning and program review processes.

Standard 3: Resources

- Human Resources: All full-time and adjunct faculty, including MLT AS Degree including Phlebotomy Certificate of Recognition meet state and district minimum qualifications to be eligible to teach their respective discipline courses. All hiring committees include a trained equity representative whose responsibilities include: ensuring nondiscrimination and equal treatment of applicants as well as fair and equal screening and interview processes; and assisting the hiring committee chair in developing a climate in which interviewed candidates can do their best. Academic, student services, technology and facilities support staff are qualified to provide support services to the programs. All personnel are treated equitably, evaluated regularly and systematically, and provided with opportunities for professional development.
- Physical and Technology Resources: Most of the college's facilities have been updated within the past five years, with the result that physical and technology resources adequately support student learning programs and services as well as improvements to institutional effectiveness. Physical and technology resource planning is integrated with other institutional planning through the college's planning and evaluation cycle ([Attachment 29](#)).
- Financial Resources: The college has a Budget and Facilities Planning Committee that oversees local budgetary planning processes, while the District Budget Committee, which includes college representatives, oversees district processes. College and district financial planning and budget processes provide sufficient and stable support for all college programs. The Office of Instruction has established allocation processes that allow for program growth (additional class sections) as increased resources become available. The Dean of Instruction, Career and Technical Education, with assistance from college and district fiscal personnel, is responsible for managing the college's portion of U. S. Department of Labor ARRA grant, which funds the college's acquisition of new equipment and faculty salaries until 2013.
- Program Sustainability: The MLT AS Degree including Phlebotomy Certificate of

Recognition program requires both classroom and laboratory space. The program will be sited at the college's El Dorado Center, which has adequate facility infrastructure to implement the program. In addition, the college has agreements with existing healthcare agencies to support student onsite learning experiences for required practicum courses. The college is supporting the program's equipment and operating budget needs with institutional funds, federal Perkins (VTEA) funds. ARRA grant funds ([Attachment 22](#)) assisted with the establishment of the program by \$521,000 to purchase equipment, supplies, teaching stipends, professional development and related laboratory supplies that directly support student learning in laboratory classes included in the program. The program also employs a faculty coordinator position, as required by CDPH. The faculty coordinator possesses a valid CLS license as required by CDPH. The program is coordinated by the faculty member, sited at the college's El Dorado Center. The faculty coordinator implements CDPH requirements, including interfacing with hospital training partners, validating student fulfillment of state licensing requirements, and providing support to classroom faculty and practicum laboratory staff. The college currently has an adequate pool of adjunct instructors to teach courses in the Medical Laboratory Technician AS Degree including Phlebotomy Certificate of Recognition program. All faculty are hired and evaluated in accordance with the district hiring policies and procedures, which comply with relevant local, state, and federal laws and regulations, as well as with the current collective bargaining agreements. Funding for the Medical Laboratory Technician AS Degree including Phlebotomy Certificate program adjunct positions will be provided through regular district funding processes after 2013. The college is committed to ensuring the courses needed to complete the required sequences for MLT AS Degree including Phlebotomy Certificate of Recognition certificate programs within a two-year time period will be funded.

Standard 4: Leadership and Governance

- Decision-Making Roles and Processes: Faculty, administrators, classified staff, and students are encouraged to actively participate in the appropriate college and district governance and operational committees and processes. In regards to the proposed programs, the college recognizes the expertise and leadership of its adjunct faculty, all of whom work for local business or public agencies. MLT AS Degree including Phlebotomy Certificate of Recognition adjunct faculty actively participate in department and advisory board meetings.
- Board and Administrative Organization: The college recognizes the responsibilities and leadership of its Board of Trustees and operates in accordance with Board policies and regulations, which are published on the district website. The Board approved the MLT AS Degree including Phlebotomy Certificate of Recognition program at its October 9, 2011 meeting ([Attachment 14](#)).

Relevant Policies

The college acts in accordance with all policies established by the Accrediting Commission for Community and Junior Colleges.