New Program Proposal Form
For BPE Authorized Institutions

AAS in Medical Laboratory Technician
To Be Offered by Denmark College at Merrillville, Indiana campus

Degree Award Level[2]: Associate's Degree (Associate of Applied Science)

Mode of Delivery (In-person or Online[3]): In-person

Career Relevant/Out-of-Classroom Experiences[4]: Externship/Clinical Internship

Suggested CIP Code[5] for Program: 51.1099

Name of Person Preparing this Form: Megan Guess

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Date the Form was Prepared (Use date last revised): September 14, 2022

INDIANA COMMISSION *for*
HIGHER EDUCATION
che.IN.gov

[1] The "program name" should follow this format: [degree designation] in [field of study]. Examples of program names are A.S. in Nursing or B.S. in Business Administration.

The term "program" refers to an approved set of courses or a curriculum, completion of which leads to the award of an undergraduate or graduate certificate or an associate or a bachelor's, master's, or doctoral degree. Some institutions use the term "major" interchangeably with "degree program," in which case the Commission will also regard the major as a degree program. Programs approved by the Commission are listed in its Academic Program Inventory (API), a comprehensive listing of all active and inactive certificate and degree programs at all levels offered by Indiana colleges and universities.

The term "program" does not typically refer to a curricular subdivision, such as a major, concentration, specialization, track, or option. However, under some circumstances, such as those relating to workforce needs, economic development, accreditation requirements, licensure/certification, the Commission may regard curricular subdivisions as programs needing to be approved by the Commission and listed in the API.

[2] The "Degree Award Level" refers to the following categories (see [Degree Award Level Definitions](#) for additional detail.

1. Award of Less than One Academic Year
2. Award of at Least One but Less than Two Academic Years
3. Associate's Degree
4. Postsecondary Award, Certificate, or Diploma of at Least Two but Less than Four Academic Years
5. Bachelor's Degree
6. Post-Baccalaureate Certificate
7. Master's Degree
8. Post-Master's Certificate
17. Doctor's Degree-Research/Scholarship
18. Doctor's Degree-Professional Practice
19. Doctor's Degree-Other

[3] For Commission purposes, "online" includes two categories: 100% online and blended programs, i.e. 80-99% is online, with the remaining portion in-person.

[4] Career Relevant/Out-of-Classroom Experiences include, but are not limited to, co-ops, internships, clinicals, practica, capstone projects, employer critiques, and study abroad programs. [The National Association of Colleges and Employers (NACE) Career Readiness Competencies](#) and [Statewide Career Relevance Definition](#) provide additional information about student engagement experiences with career relevance.

[5] CIP Code refers to the Classification of Instructional Programs (CIP), a six-digit code in the form of xx.xxxx that identifies instructional program specialties offered by educational institutions. The U.S. Department of Education's National Center of Education Statistics (NCES) developed these codes as a taxonomy for reporting student enrollment and degree completion data by area of study to the federal government. The State of Indiana uses these codes for similar purposes. The CIP taxonomy is organized on three levels (2-digit, 4-digit, 6-digit). The 2-digit series (sometimes called a CIP family), represents the most general groupings of related programs while the 6-digit codes represent specific instructional programs. NCES initially published CIP codes in 1980, with revisions occurring in 1985, 1990, 2000, 2010 and 2020.

1. <u>PROGRAM OBJECTIVES</u>: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The objective of the Medical Laboratory Technician program is to provide a high quality, educational program that prepares the student to achieve entry-level competencies in all routine medical laboratory areas. Through a combination of hands-on training and classroom theory students learn the basic skills and knowledge needed to obtain entry-level employment as a medical laboratory technician. The program is designed to produce graduates who:

1. through general and technical education, are qualified to perform with minimal supervision, the tests routinely performed in clinical laboratories,
2. are able to collect, label, identify, and log in specimens accurately,
3. have a working knowledge of the principles of the tests they are performing,
4. perform laboratory test procedures accurately and efficiently,
5. keep accurate and legible records and are able to communicate reports clearly to fellow medical personnel,
6. correlate laboratory test results with patient diagnosis and treatment,
7. are skillful in the operation of laboratory instruments and are able to recognize instrument failures and take appropriate actions by problem solving and troubleshooting,
8. perform quality assessment within the clinical laboratory; recognize interferences with pre-analytical, analytical, and post-analytical test factors and take appropriate actions,
9. demonstrate knowledge of infection control and safety practices and follow established guidelines and regulations,
10. demonstrate technical training sufficient to orient new employees within the clinical laboratory,
11. will take responsibility for their own work and are able to organize their work to make the most efficient use of time,
12. will adapt well to various work situations by cooperating with their coworkers and all members of the health care team,
13. maintain the confidentiality of patient results,
14. are able to perform efficiently under stress,
15. will pursue certification and strive to keep their competence and knowledge current in relation to the changing work environment with continued professional development.

PROGRAM STRUCTURE: List all courses in the program. Indicate course name, course number, and number of credit hours or clock hours for each course.

Total Course Hours: ___90 credits___   Check one: Quarter Hours   ___X___

_____   Semester Hours   _____

Clock Hours   _____

Tuition : ___$325/qtr credit hr___   Length of Program: ___7 quarters or 70 weeks___

Special Fees: ___$100 enrollment fee___

SPECIALTY COURSES:

Course Number	Course Title	Course Hours
Bio 110	Anatomy & Physiology	4
Med 120	Medical Terminology	5
Med 140	Patient Care I	4
Med 160	Pharmacology	4
Med 240	Patient Care II	4
Med 130	Medical Ethics	1
Med 260	Basic Surgical Assisting	4
Med 170	Medical Office Technology	4
Med 290	Clinical Internship	9
Bio 130	Human Biology	3
Chm 140	General Chemistry	4
Chm 150	Clinical Chemistry	3
Med 180	Laboratory Information Systems	3
Bio 210	Microbiology	4
Chm 220	Biochemistry	3

Bio 230	Hematology	3
Bio 250	Blood Bank	3
Med 310	Externship	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

Course Number	Course Title	Course Hours
Den 101	Student Achievement	1
Den 102	Professionalism	1
Med 150	Office Administration	5
Med 280	Certification Review	5
Phy 101	Psychology	3
Mat 120	Quantitative Reasoning	3
Eng 120	English Composition	3

GENERAL EDUCATION / LIBERAL ARTS COURSES:

Course Number	Course Title	Course Hours

Number of Credit/Clock Hrs. in Specialty Courses: 69 / 90   Percentage: 77%

Number of Credit/Clock Hrs. in General Courses: 12 / 90   Percentage: 13%

If applicable:
Number of Credit/Clock Hrs. in Liberal Arts: 9 / 90   Percentage: 10%

2. LIBRARY: Please provide information pertaining to the library located in your institution.

a. *Location of library; Hours of student access; Part-time, full-time librarian/staff:*
The Merrillville branch of the Lake County Public Library is next door to the Campus and all Denmark College students have full access to its facilities. The Lake County Public Library is open Monday through Thursday 9am to 9pm, Friday 9am to 6pm, Saturday 9am to 5pm, and Sunday 12pm to 4pm. In addition, Denmark College maintains an on-site library located on the second floor of the building which is where the Medical Laboratory Technician program classrooms and laboratories are located. The library is available during normal business hours, Monday - Friday and is staffed by full-time and part-time faculty members.

b. *Number of volumes of professional material:*
The Denmark College on-site library has more than 100 volumes of professional material related to the courses included in the Medical Laboratory Technician program. The Lake County Public Library has a Health and Wellness Resource Center, INSPIRE, Psychology and Science Reference Books.

c. *Number of professional periodicals subscribed to:*
The Lake County Library has print journals, including New England Journal of Medicine, Journal of the American Medical Association, and Psychology Today plus physical copies of many periodicals. Digital resources available to students include Academic Search Premier (MEDLINE, Alt Health Watch, Biomedical Reference Collection, Health Source Consumer, & Health Source Nursing), EBSCO, General OneFile (Anatomy, Chemistry, Health Reference Center, Nursing & Allie Health), and Gale.

d. *Other library facilities in close geographical proximity for student access:*
See a. above.

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4. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.
** Include <u>all required documentation</u> **pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program:		8		**Full-time:**	3		**Part-time:**	5

Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned (M.S. in Mathematics)	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Faisal Rao	Bachelors in Medicine and Surgery	5	1.5 yrs	13	X	
Shetani Frye	MS Business Admin & Med Assistant	27	1.5 yrs	16	X	
John Hochstetler	BA Mathematics	6	10 yrs	6	X	
Lynnellen Miller	BS Business Mgmt Associate Medical Assist	20	7 months	16		X
Kelly Cole	BS Nursing	23	2 months			X
Carly Ashton	Masters in Biological Science	6		5		X
Raymond Bloomer	MS Psychology	20		14		X
Mable Christine Weatherby	BA English	1.5		10		X

5. <u>Rationale for the Program</u>

a. Institutional Rationale (Alignment with Institutional Mission and Strengths)
Why is the institution proposing this program and how does it build upon institutional strengths?
There is a great need for medical laboratory technicians in the NW Indiana area. There are over 75 job listings for Lab Techs on Linked-In and over 30 on Indeed within a 25 mile radius of the campus. In addition our Professional Advisory Committee members communicated a need in our area. The campus currently offers a Medical Assistant certificate program and graduates from that program will be eligible to enroll in this program with all of their credits transferring into the MLT program.

How is it consistent with the mission of the institution and how does this program fit into the institution's strategic plan (please provide a link to the strategic plan)?
Denmark College's mission is to educate students for employment through a combination of classroom theory and hands-on training; and further, to provide them with the tools necessary to locate and retain a rewarding career in a high demand industry for which they have a passion. The MLT program is designed to provide students with the training needed to obtain an entry level position in allied healthcare.

b. State Rationale: General
How does this program address state priorities as reflected in the Commission's most recent strategic plan [Reaching Higher In a State of Change](#)?
This program is a short duration program and takes only 70 weeks to earn an associate degree. We believe shorter duration programs have higher completion rates than longer duration programs.

c. State Rationale: Equity-Related
How does this program address the Equity section of [Reaching Higher In a State of Change](#) (see pages 15-17), especially with respect to considerations of race/ethnicity, socioeconomic status, gender, and geography?
Denmark College currently serves a diverse population with 50% of its population African-American, 24% Caucasian and 23% Hispanic. Over 60% of the current population is Pell eligible. The MLT program will be eligible for federal financial aid making it affordable to the underserved communities. In addition, Denmark College participates in Indiana's Work One Program.

d. Evidence of Labor Market Need
Is the program serving a national, state, or regional labor market need? Please describe.
The program is serving a national and regional market need. Based on US Bureau of Labor Statistics, "employment of medical laboratory technologists and technicians is projected to grow 11 percent from 2020 to 2030, faster than the average for all occupations. About 25,900 openings for clinical laboratory technologists and technicians are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as retire." In addition as discussed in a. above, there is a real need for medical lab technicians in the northwest Indiana region.

e. Placement of Graduates
Please describe the principal occupations and industries, in which the majority of graduates are expected to find employment.
Medical Laboratory Technicians can be expected to work in, but not limited to, general medical and surgical hospitals, medical and diagnostic laboratories, offices of physicians, and outpatient care centers.

If the program is primarily a feeder for graduate programs, please describe the principal kinds of graduate programs, in which the majority of graduates are expected to be admitted.
This is not primarily a feeder for a graduate program.

f. Job Titles
List specific job titles and broad job categories that would be appropriate for a graduate of this program.
Medical laboratory technician, Clinical laboratory technician, Medical Technologist, Sample processor, Laboratory information systems technician.

6. Information on Competencies, Learning Outcomes, and Assessment

a. Program Competencies or Learning Outcomes
List the significant competencies or learning outcomes that students completing this program are expected to master, which will be included in the Indiana Credential Registry.
Upon graduation and initial employment, the Medical Laboratory Technician should be able to demonstrate entry-level competencies in the areas of professional practice listed below:

1. Collecting and processing biological specimens and other substances for analysis;
2. Performing analytical tests on body fluids, cells, and other substances;
3. Recognizing factors that affect procedures and results, and taking appropriate actions within predetermined limits when corrections are indicated;
4. Performing and monitoring quality control within predetermined limits;
5. Performing preventive and corrective maintenance of equipment and instruments or referring to appropriate source for repairs;
6. Applying principles of safety;
7. Demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other healthcare professionals, and with the public;
8. Recognizing the responsibilities of other laboratory and healthcare personnel and interacting with them with respect for their jobs and patient care;
9. Applying basic scientific principles in learning new techniques and procedures;
10. Relating laboratory findings to common disease processes;
11. Establishing and maintaining continuing education as a function of growth and maintenance of professional competence.

b. Assessment
Summarize how the institution intends to assess students with respect to mastery of program competencies or learning outcomes.
Students will be assessed by the following methods which include, but are not limited to, participation, observation, assignments, quizzes, labs, competencies, or other appropriate methods. Failure to meet the minimum grade of 75% for the quarter will result in a failure of the course. Examinations will test material presented in theory, lab, and textbooks. The examinations are created to test the student's conceptual knowledge of the material, and not rote memorization. Information on Competencies, Learning Outcomes, and Assessment.

7. Information on Composite Score, Licensure, Certification, and Accreditation

a. Federal Financial Responsibility Composite Score
Provide the institution's most recent Federal Financial Responsibility Composite Score, whether published online, provided in written form by the U.S. Department of Education, or calculated by an independent auditor using the methodology prescribed by the U.S. Department of Education.
The College's most recent Federal Financial Responsibility Composite Score was 1.8 and is included in the December 31, 2021 audited financial statements of the College.

b. State Licensure
Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? No

If so, please identify: N/A

The specific license(s) needed: N/A

The State agency issuing the license(s): N/A

c. Professional Certification
   What are the professional certifications that exist for graduates of similar program(s)?
   Medical Laboratory Technician

   Will a graduate of this program be prepared to obtain national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana?
   Graduates of this program will not need a professional certification in order to find employment however, they will be prepared to obtain national professional certification if they so choose.

   If so, please identify:

   Each specific professional certification:
   Medical Laboratory Technician

   The national organization issuing each certification:
   American Medical Technologists (AMT)

   Please explain the rational for choosing each professional certification:
   Students can take the AMT as soon as they graduate. Because the externship includes clinical rotations, students do not have to wait until they have work experience to take the exam. In our experience taking a certification exam as close to graduation as possible improves pass rates.

   Please identify the single course or a sequence of courses that lead to each professional certification?
   Student must complete an associate degree in medical laboratory technology from college that is accredited by a regional or national accreditation agency and includes a clinical rotation through sections of the laboratory that includes blood banking, microbiology, chemistry, and hematology testing. The externship includes a clinical rotation through sections of the laboratory that includes blood banking, microbiology, chemistry, and hematology testing.

d. Professional Industry Standards/Best Practices
   Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)?
   Yes

   If so, please identify:
   The specific professional industry standard(s) and/or best practice(s):
   We considered the ABHES Standards for Medical Laboratory Technology. This included the Curriculum, Competencies, Externship and Internal Clinical Experience. In addition as required by our accrediting agency, The Council on Occupational Education, we formed a professional advisory committee of employers in our geographic area who hire medical laboratory technicians, and used their input in designing the program.

   The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate:
   Accrediting Bureau of Health Education Schools (ABHES) and the Council on Occupational Education (COE)

e. Institutional Accreditation
   Accrediting body from which accreditation will be sought and the timetable for achieving accreditation.
   Denmark College is institutionally accredited by the COE. This program will be submitted to COE for approval after it is approved by IBPE. No students will be enrolled in the program until it is approved by COE.

   Reason for seeking accreditation.
   All programs offered by the Institution must be approved by COE.

Specialized Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment?
No. Graduates from this program do not need to become licensed by the State or earn a national professional certification to obtain employment. See c. Professional Certification for opportunities for graduates to obtain a national professional certification.

If so, please identify the specialized accrediting agency: N/A

f. Transferability of Associate of Science Degrees

Since CHE/BPE policy reserves the Associate of Science designation for associate degrees whose credits apply toward meeting the requirements of a related baccalaureate degree, please answer the following questions:

Does a graduate of this A.S. degree program have the option to apply all or almost all of the credits to a related baccalaureate degree at your institution?
N/A as this program is not an A.S. Degree, it is an Associate of Applied Sciences degree.

8. **Student Records** (*Institutions that have Previously Operated*)

a. *Are all student transcripts in a digital format?*
All transcripts of students in programs accredited by IBPE are in a digital format. Transcripts of students from the barber and cosmetology programs (accredited by the Indiana Barber and Cosmetology Board of Examiners) from years prior to 2016 are not in a digital format but the barber and cosmetology programs aren't accredited by IBPE.

If not what is the percentage of student transcripts in a digital format?
100% of student transcripts for IBPE accredited programs are in a digital format.

What is the beginning year of digitized student transcripts?
Denmark College began offering its first IBPE program, the Medical Assistant program, in March 2021 and all related student transcripts have been in a digital format since then.

Are student transcripts stored separately from the overall student records?
Physical copies of student transcripts are stored with the overall student records for 5 years, after which they are moved to a separate file. Electronic copies of the student transcripts are stored separately from the overall student records.

b. *How are digital student records stored?*
Digital student records are stored in the College's student information system.

Where is the computer server located?
The computer server is located on-site at the Campus and is backed up off-site.

What is the name of the system that stores the digital records?
The College's student information system is Diamond D.

c. *Where are the paper student records located?*
Paper student records are maintained on-site at the campus in the file room of the administrative office while the student is enrolled and for 1 year after enrollment, then the paper student records are moved to the basement of the administrative office.

d. *What is the beginning year of the institutional student record series?*
2021

e. *What is the estimated number of digital student records held by the institution?*
   16

f. *What is the estimated number of paper student records held by the institution?*
   16

g. *Aside from digital and paper, does the institution maintain student records in other formats such as microfiche?* No
   If so, what is the most significant format? N/A
   If so, what is the estimated number of student records maintained in that format? N/A

h. *Does the institution maintain a staff position that has overall responsibility and authority over student records?*
   If so, what is the name, title, and contact information for that individual?
   Megan Guess, Campus Director, has overall responsibility and authority over student records. Her email address is mguess@denmarkcollege.edu.

i. *Has the institution contracted with a third party vendor such as Parchment to have student records digitized, maintained, and serviced?* No

j. *Approximately what is the average number of requests for student records or verification of attendance does the institution receive in a day and week?* Less than 1 a week.

This Section Applies to All Institutions

k. *Is there anything that the Commission should consider with regard to the institutional student records?*
   No

l. *What is the digital format of student transcripts?*
   Formats are maintained in the student information system, Diamond D.

m. *Is the institution using proprietary software, if so what is the name?*
   No

n. *Attach a sample transcript specifically for the program being proposed as the last page of the this program application.*
   See attached.

9. Projected Headcount and FTE Enrollments and Degrees Conferred

- *Report headcount and FTE enrollment and degrees conferred data in a manner consistent with the Commission's Student Information System*
- *Report a table for each campus or off-campus location at which the program will be offered*
- *If the program is offered at more than one campus or off-campus location, a summary table, which reports the total headcount and FTE enrollments and degrees conferred across all locations, should be provided.*
- *Round the FTE enrollments to the nearest whole number*
- *If the program will take more than five years to be fully implemented and to reach steady state, report additional years of projections.*

Projected Headcount and FTE Enrollments and Degrees Conferred					
Date: September 15, 2022					

Institution/Location: Denmark College at Merrillville, Indiana

Program: AAS in Medical Laboratory Technician

	Year 1	Year 2	Year 3	Year 4	Year 5
	FY2022	FY2023	FY2024	FY2025	FY2026
Enrollment Projections (Headcount)					
Full-Time	0	2	5	8	10
Part-Time	0	0	0	0	0
Total	0	2	5	8	10
Enrollment Projections (FTE*)					
Full-Time	0	2	5	8	10
Part-Time	0	0	0	0	0
Total	0	2	5	8	10
Degrees Conferred Projections	0	2	4	6	8

Degree Level: AAS

CIP Code: 51.1099; State - IN

FTE Definitions:

 Undergraduate Level: 39 Quarter Hrs. = 1 FTE

Test Lead, MLT

123 Test Street
Merrillville, IN 46410

ID: 2010M395
DOB: 01/01/2000
Phone: (219) 123-4567

Program: MLT - Medical Laboratory Technology
Status: FutureStart   Exp. Grad: 02/20/2024
First Term: 10/10/2022

FT/PT: Full Time
Session: D

Student Transcript

Course		Grade	Units Attempted	Units Completed	GPA
Term: Winter 2021					
BIO110 (D-2)	Anatomy & Physiology	A	4	0	
DEN101 (D-2)	Student Achievement	A	1	0	
MED120 (D-2)	Medical Terminology	A	5	0	
MED140 (D-2)	Patient Care I	A	4	0	
	Term Winter 2021 Total:		14	0	0.00
	Cumulative Total:		14	0	0.00
Term: Winter 2022					
DEN102 (D-2)	Professionalism	A	1	0	
MED150 (D-2)	Office Administration	A	5	0	
MED160 (D-2)	Pharmacology	A	4	0	
MED240 (D-2)	Patient Care II	A	4	0	
	Term Winter 2022 Total:		14	0	0.00
	Cumulative Total:		28	0	0.00
Term: SPRING 2022					
MED130 (D-2)	Medical Ethics	A	1	0	
MED170 (D-2)	Medical Office Technology	A	4	0	
MED260 (D-2)	Basic Surgical Assisting	A	4	0	
MED280 (D-2)	Certification Review	A	5	0	
	Term SPRING 2022 Total:		14	0	0.00
	Cumulative Total:		42	0	0.00
Term: 05/23/2022					
MED290 (D-2)	Clinical Internship/Externship	A	9	0	
	Term 05/23/2022 Total:		9	0	0.00
	Cumulative Total:		51	0	0.00

A 92-100(Excellent)   B 83-91.99(Above Average) C 75-82.99(Average) F 74.99 or below(Failing)
TR-Transfer Credit I-Incomplete A-Active W-Withdrawal while passing

Course		Grade	Units Attempted	Units Completed	GPA
Term: 08/01/2022					
BIO130 (D-1)	Human Biology	A	3	0	
CHM140 (D-1)	General Chemistry	A	4	0	
ENG120 (D-1)	English Composition	A	3	0	
MAT120 (D-1)	Quantative Reasoning	A	3	0	
	Term 08/01/2022 Total:		13	0	0.00
	Cumulative Total:		64	0	0.00
Term: 10/10/2022					
BIO210 (D-1)	Microbiology	A	4	0	
CHM150 (D-1)	Clinical Chemistry	A	3	0	
MED180 (D-1)	Laboratory Information Systems	A	3	0	
PSY 101 (D-1)	PSYCOLOGY	A	3	0	
	Term 10/10/2022 Total:		13	0	0.00
	Cumulative Total:		77	0	0.00
Term: 01/02/2023					
BIO230 (D-1)	Hematology	A	3	0	
BIO250 (D-1)	Blood Bank	A	3	0	
CHM220 (D-1)	Biochemistry	A	3	0	
MED310 (D-1)	Externship	A	4	0	
	Term 01/02/2023 Total:		13	0	0.00
	Cumulative Total:		90	0	0.00
	Student Transcript Total:		90	0	0.00

A 92-100(Excellent)   B 83-91.99(Above Average)   C 75-82.99(Average)   F 74.99 or below(Failing)
TR-Transfer Credit I-Incomplete A-Active W-Withdrawal while passing