

## **Teach Out Plan**

In the event that the MLT Program should need to discontinue at Central Texas College, in accordance to NAACLS accreditation rules and regulations, the following proposed protocols would come to effect.

The College will continue to provide the necessary resources and support to the professional medical laboratory technician program in meeting all requirements.

This plan provides details regarding:

- a. administration and organization
- b. currently enrolled students
- c. transfer and enforcement of policies
- d. faculty
- e. program of study
- f. clinical learning experiences
- g. maintenance of records and reports
- h. total program evaluation

### **Administration and Organization**

The Administration, Dean, Program Director and Faculty of the Central Texas College MLT Program will continue to adhere to and remain accountable for complying with NAACLS while the Central Texas College program completes the teach-out plan.

The College administration will provide direct support to the currently appointed program director in fulfilling his/her responsibilities and duties until all students enrolled in the MLT Program have completed their studies.

The College will provide sufficiency of resources while currently-enrolled students complete their studies. Resource support provided by the College includes financial, personnel, equipment, facilities, and organizational support. The Program will maintain a sufficient number of faculty by continuing to employ, recruit and maintain qualified faculty.

### **Currently Enrolled Students**

The College has maintained and will continue to maintain open communication with all currently-enrolled students. These students will be informed about the status of the program, and be able to address concerns to the Dean, Vice President of Academic Affairs, and President.

The Program will not admit additional students into the MLT Program. Currently-Enrolled Students will receive didactic and clinical instruction under the curriculum plan that is currently in place.

### **Transfer and Enforcement of Policies**

The Program Director at Central Texas College will discuss the possibility that students may express an interest in transferring to a nearby HT program. Collaboration will be ongoing to determine the feasibility of transfer. Central Texas College will provide assistance to facilitate the transfer process should the students currently enrolled desire to transfer to another MLT program; however, Central

Texas College recognizes and will inform students that the gaining institution establishes rules for acceptance of any coursework completed by the losing institution.

The program will continue to maintain and enforce MLT student policies, which include those relating to dismissal, progression, and graduation. The program will continue to maintain and file signed receipts for student acknowledgement of program policies. Students will continue to have the opportunity to contribute to development of academic policies and procedures, evaluation of teaching effectiveness, evaluation of faculty, courses, learning resources as well as evaluation of program.

### **Faculty**

The Program will maintain a sufficient number of qualified faculty members to continue to meet the instructional needs of the program. Documentation of faculty qualifications, licensure, continuing education and evaluations will be maintained in accordance with existing institutional practice.

The faculty organization will continue to function with written bylaws in place, which may be updated, revised, or edited as needed to ensure the effective functioning of the faculty and Program.

Minutes of faculty meetings and committee meetings will continue to be filed and available for review.

Faculty will continue to implement evaluation methods and utilize tools in place to measure students' cognitive and psychomotor achievement and progression in didactic and clinical instruction.

### **Program of Study**

The program of study will continue to consist of didactic and clinical/simulation learning experiences.

The program curriculum will remain current and available for review.

The program of study will continue to address laws and regulations pertaining to practice settings.

The Program will follow existing institutional practices relating to the development and approval of memoranda of agreement that support clinical affiliations. A sufficient number of clinical affiliations will be maintained in order to provide clinical experiences.

The Program will ensure that all memoranda of agreement remain current.

Qualified faculty will continue to supervise clinical learning experiences and the Program will ensure that required instructor to student ratios are followed and enforced.

The Program Director will continue to ensure that clinical facilities utilized for clinical experiences are appropriate for the level of student learning, achievement of course objectives and student safety.

The Program will continue to utilize clinical facilities that maintain an adequate patient census to provide breadth and depth of experience needed for instruction.

### **Maintenance of Records and Reports**

All current records will be maintained in a secure manner to prevent loss, destruction or unauthorized use. All records will be maintained for the required specified time and will remain accessible to those with a need for access (e.g., Program Director, Coordinator).

The Program will maintain currently-enrolled student application and admission documents, clinical evaluations, and signed receipts of written student policies.

The Program will also continue to maintain the records listed below in accordance with required institutional/MLT education guidelines:

- a. Faculty records
- b. Faculty meeting minutes
- c. College catalogs, program of study, mission and goals, curriculum and course outlines
- d. Memoranda of agreements with affiliating agencies
- e. Strategic planning documents and program evaluation master plan

### **Total Program Evaluation**

The Program will ensure compliance with the Rule through the following activities:

Periodic review and assessment of the current plan

Revision of the current plan in light of changes in program outcomes

Incorporation of the plan goals with the institutional planning and budgeting cycle

Incorporation of Divisional support staff to participate in the review process

Employment of technological applications in improving the ability to assess Program outcomes

The plan for evaluation will continue to follow the areas specified which include:

- a. Organization and administration of the Program
- b. Philosophy/mission and objectives/outcomes
- c. Program of study, curriculum, and instructional technologies
- d. Education facilities, resources, and services
- e. Affiliating agencies and clinical learning activities
- f. Students' achievement
- g. Graduates' performance
- h. Graduates' MLT competence
- i. Faculty members' performance