

Utah State University

DigitalCommons@USU

Educational Policies Committee

Faculty Senate

5-1-2019

Educational Policies Committee Program Proposal, College of Agriculture and Applied Sciences, May 1, 2019

Utah State University

Follow this and additional works at: https://digitalcommons.usu.edu/fs_edpol

Recommended Citation

Utah State University, "Educational Policies Committee Program Proposal, College of Agriculture and Applied Sciences, May 1, 2019" (2019). *Educational Policies Committee*. Paper 414.
https://digitalcommons.usu.edu/fs_edpol/414

This Program Proposal is brought to you for free and open access by the Faculty Senate at DigitalCommons@USU. It has been accepted for inclusion in Educational Policies Committee by an authorized administrator of DigitalCommons@USU. For more information, please contact digitalcommons@usu.edu.



1 May 2019

ITEM FOR ACTION

Utah State University's Department of Animal, Dairy and Veterinary Sciences in the College of Agriculture and Applied Sciences proposes offering an Associate Degree in Veterinary Technology in the manner described below.

EXECUTIVE SUMMARY

The Department of Animal, Dairy and Veterinary Sciences in the College of Agriculture and Applied Sciences proposes offering an Associate Degree in Veterinary Technology.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to offer an Associate Degree in Veterinary Technology in the College of Agriculture and Applied Sciences' Department of Animal, Dairy and Veterinary Sciences.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Animal, Dairy and Veterinary Sciences in the College of Agriculture and Applied Sciences proposes offering an Associate Degree in Veterinary Technology, and

WHEREAS, The proposed degree will help students meet the increased demand and will coincide with the projected increase in population and expenditures by the public for their animals, and

WHEREAS, The proposal has been approved by the academic dean, the Educational Policies Committee, and the USU Faculty Senate, and

WHEREAS, The proposal has been approved by the President and Provost of Utah State University;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve the proposal to offer an Associate Degree in Veterinary Technology in the College of Agriculture and Applied Sciences' Department of Animal, Dairy and Veterinary Sciences, and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE:

**Utah System of Higher Education
New Academic Program Proposal
Cover/Signature Page - Full Template**

Institution Submitting Request: Utah State University
Proposed Program Title: Veterinary Technology
Sponsoring School, College, or Division: College of Agriculture and Applied Sciences
Sponsoring Academic Department(s) or Unit(s): Animal, Dairy and Veterinary Sciences
Classification of Instructional Program Code¹ : 51.0808
Min/Max Credit Hours Required of Full Program: 62 / 62
Proposed Beginning Term²: Fall 2019
Institutional Board of Trustees' Approval Date:

Program Type (check all that apply):

<input type="checkbox"/> (AAS)	Associate of Applied Science Degree
<input type="checkbox"/> (AA)	Associate of Arts Degree
<input checked="" type="checkbox"/> (AS)	Associate of Science Degree
<input type="checkbox"/>	Specialized Associate Degree (specify award type ³ :)
<input type="checkbox"/>	Other (specify award type ³ :)
<input type="checkbox"/> (BA)	Bachelor of Arts Degree
<input type="checkbox"/> (BS)	Bachelor of Science Degree
<input type="checkbox"/>	Specialized Bachelor Degree (specify award type ³ :)
<input type="checkbox"/>	Other (specify award type ³ :)
<input type="checkbox"/> (MA)	Master of Arts Degree
<input type="checkbox"/> (MS)	Master of Science Degree
<input type="checkbox"/>	Specialized Master Degree (specify award type ³ :)
<input type="checkbox"/>	Other (specify award type ³ :)
<input type="checkbox"/>	Doctoral Degree (specify award type ³ :)
<input type="checkbox"/>	K-12 School Personnel Program
<input type="checkbox"/>	Out of Service Area Delivery Program
<input type="checkbox"/>	Out of Mission Program
<input type="checkbox"/>	NEW Profess. School

Chief Academic Officer (or Designee) Signature:

I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Please type your first and last name _____ Date: _____

I understand that checking this box constitutes my legal signature.

¹ For CIP code classifications, please see <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>.

² "Proposed Beginning Term" refers to first term after Regent approval that students may declare this program.

³ Please indicate award such as APE, BFA, MBA, MEd, EdD, JD

Utah System of Higher Education Program Description - Full Template

Section I: The Request

Utah State University requests approval to offer the following Associate's degree(s): **Veterinary Technology** effective Fall 2019. This program was approved by the institutional Board of Trustees on .

Section II: Program Proposal

Program Description

Present a complete, formal program description.

The Department of Animal, Dairy and Veterinary Sciences (ADVS) at Utah State University (USU) requests approval to add an Associate of Science (AS) degree in Veterinary Technology, that if approved, will begin fall semester, 2019. This is designed to be a stackable degree option for students completing the Veterinary Assistant certificate program at Bridgerland Technical College, as well as a valuable option for students enrolled at USU.

Consistency with Institutional Mission

Explain how the program is consistent with the institution's Regents-approved mission, roles, and goals (see mission and roles at higheredutah.org/policies/policyr312) or, for "out of mission" program requests, the rationale for the request.

As part of its Land Grant mission, USU is to provide practical education in relevant agricultural disciplines to residents of the State of Utah. The proposed AS degree in Veterinary Technology is consistent with USU's land-grant mission of education and outreach in agriculture. This degree option provides a means for students seeking careers as a licensed Veterinary Technician. Because of USU's unique mission, the proposed degree does not overlap or conflict with any other USHE institution, as USU is the only institution with undergraduate and doctoral programs in Veterinary Science and Veterinary Medicine.

Section III: Needs Assessment

Program Rationale

Describe the institutional procedures used to arrive at a decision to offer the program. Briefly indicate why such a program should be initiated. State how the institution and the USHE benefit by offering the proposed program.

This degree will provide a clear degree path for students who wish to be qualified to sit for the Veterinary Technician National Exam. The proposed degree will articulate 20 hours of university credit from the 600 hours taught in the Bridgerland Technical College (BTECH) Veterinary Assistant certificate program, thereby allowing students to earn an AS degree in an effective manner, saving students one to two semesters of time and tuition costs. In addition, this provides a direct pathway for those interested in continuing their education and earning a Bachelor of Science (BS) degree.

Labor Market Demand

Provide local, state, and/or national labor market data that speak to the need for this program. Occupational demand, wage, and number of annual openings information may be found at sources such as Utah DWS Occupation Information Data Viewer (jobs.utah.gov/jsp/wi/utalmis/gotoOccinfo.do) and the Occupation Outlook Handbook (www.bls.gov/oco).

The Bureau of Labor Statistics (<https://www.bls.gov/ooh/healthcare/veterinary-technologists-and-technicians.htm>) projects the job outlook for veterinary technologists and technicians to be strong and is projected to grow 20% from 2016-2026, much faster than the average for all occupations. The 2017 median pay is \$33,400 per year (\$16.06 per hour). The Utah Department of Workforce Services projects the average annual openings for veterinary technologists and technicians to be 150, with an average growth rate of 4.8%. <https://jobs.utah.gov/wi/data/library/employment/occprojections.html> The Academies of Science Press published a comprehensive veterinary workforce needs report in 2013 which projected a high demand for professionals (both technicians and veterinarians) to

meet the increased demand for companion animal care, public health, and food animal production. This demand coincides, in part, with the projected increase in population and expenditures by the public for their animals. A recent report estimates that there are approximately 70 million pet dogs and 74 million pet cats in the U.S. with the average annual veterinary expenditure per household for all pets to be \$375. In addition, the report states that 63% of pet owners consider their pet as family. Utah's population continues to grow, with some counties leading national expansion rates yearly, and is projected to increase from approximately 3 million in 2015 to 5.8 million in 2065; an increase of 2.8 million people with an annual average growth rate of 1.3%. Nationally, over 36% of households report owning a pet. We anticipate that the increase in veterinary workforce needs will increase in proportion to the population and household growth.

Student Demand

Provide evidence of student interest and demand that supports potential program enrollment. Use Appendix D to project five years' enrollments and graduates. Note: If the proposed program is an expansion of an existing program, present several years enrollment trends by headcount and/or by student credit hours that justify expansion.

Estimated demand for this degree will reach 40+ students, both from the BTECH veterinary assistant certificate program and other rural areas of the state served by USU's regional campus system. This degree training is required for those wishing to sit for the Veterinary Technician National Examination administered by the American Association of Veterinary State Boards. There is considerable demand from recent graduates of the BTECH veterinary assistant certificate program, and those currently in the program, to enter into the AS degree in Veterinary Technology.

Similar Programs

Are similar programs offered elsewhere in the USHE, the state, or Intermountain Region? If yes, identify the existing program(s) and cite justifications for why the Regents should approve another program of this type. How does the proposed program differ from or compliment similar program(s)?

There is no AS degree in Veterinary Technology in the State of Utah. BTECH in Logan, Utah offers a veterinary assistant certificate program. The certificate program does not completely prepare the students to sit for the national exam. An associate's degree from an accredited institution is required. This proposed degree provides a stackable degree option for all of their graduates. Broadview University (private) provides an Associate of Applied Sciences degree in Veterinary Technology that does not economically serve the interests of BTECH graduates and our regional campus students due to location and cost.

Collaboration with and Impact on Other USHE Institutions

Indicate if the program will be delivered outside of designated service area; provide justification. Service areas are defined in higher.utah.org/policies/policyr315/. Assess the impact the new program will have on other USHE institutions. Describe any discussions with other institutions pertaining to this program. Include any collaborative efforts that may have been proposed.

The proposed degree is consistent with USU's land-grant mission of education in agriculture. This proposal provides a clear degree option for students preparing to take the Veterinary Technician National Examination and for those interested in continuing their higher education. It provides a significant collaboration with BTECH and greatly enhances the options for their graduates.

External Review and Accreditation

Indicate whether external consultants or, for a career and technical education program, program advisory committee were involved in the development of the proposed program. List the members of the external consultants or advisory committee and briefly describe their activities. If the program will seek special professional accreditation, project anticipated costs and a date for accreditation review.

The proposed AS degree was developed by a committee comprised of Dirk Vanderwall (Department Head, Lee Rickords (Associate Department Head 0 Academics) and Kerry Rood (Associate Department Head - Extension) at USU, and Wendy Carter (VP for Instruction), Lisa Moon (Associate VP for Instruction) and Susan Curtis (Department Head) at BTECH. The accrediting body over U.S. veterinary technicians is the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA). The CVTEA is tasked with outlining and accrediting veterinary technician education. The CVTEA has established policy and procedure to petition for accreditation. In summary, it requires the program to meet 11 standards of accreditation that includes institutional accreditation, finances, organization and communications, physical facilities, and equipment, resources for clinical instruction, library informational resources,

admissions, students, faculty and staff, curriculum, and outcomes assessment.

Fees and expenses associated with accreditation are assumed by the program petitioning for accreditation and are estimated to total \$10,000 and are itemized:

1. Application fee = \$3,000
2. CVTEA site visit team travel expenses = \$5,000
3. USU - BTC program travel to AVMA national meeting = \$2,000

The CVTEA site visit team consists of five members and our program will be expected to cover all of the travel expenses associated with the visit.

We expect to petition for accreditation within three years after program implementation. The length of time is dictated by the requirement for a three-year rolling average VTNE pass percentage for the first time test takers at 50% or higher. The accreditation approval process can take up to 24 months depending on application completeness and the CVTEA's logistical demands for visits and scheduling.

CVTEA accreditation process can be found here: <https://www.avma.org/professionaldevelopment/education/accreditation/programs/pages/cvtea-about.aspx>

Section IV: Program Details

Graduation Standards and Number of Credits

Provide graduation standards. Provide justification if number of credit or clock hours exceeds credit limit for this program type described in R401-3.11, which can be found at higheredutah.org/policies/R401.

A minimum of 62 credit hours, with a minimum passing grade in each class, and an overall minimum GPA of 2.0 is required to graduate.

Admission Requirements

List admission requirements specific to the proposed program.

Open enrollment is the minimum admission requirement as stated on the USU website for AS degrees.

Curriculum and Degree Map

Use the tables in Appendix A to provide a list of courses and Appendix B to provide a program Degree Map, also referred to as a graduation plan.

Section V: Institution, Faculty, and Staff Support

Institutional Readiness

How do existing administrative structures support the proposed program? Identify new organizational structures that may be needed to deliver the program. Will the proposed program impact the delivery of undergraduate and/or lower-division education? If yes, how?

The proposed program fits seamlessly with the current structure of the department of Animal, Dairy and Veterinary Sciences. We currently offer a BS degree with a Bioveterinary Science emphasis. In addition, the department houses the School of Veterinary Medicine.

Faculty

Describe faculty development activities that will support this program. Will existing faculty/instructions, including teaching/graduate assistants, be sufficient to instruct the program or will additional faculty be recruited? If needed, provide plans and resources to secure qualified faculty. Use Appendix C to provide detail on faculty profiles and new hires.

The following faculty resources within the ADVS Department will be needed to provide the academic instruction necessary for the proposed program: 1) three current faculty members (two full-time and one part-time) and 2) one new full-time faculty member. Funding for the new faculty position is being pursued through a SWI grant proposal that is being submitted in January, 2019. Details of these faculty profiles are provided in Appendix C.

Staff

Describe the staff development activities that will support this program. Will existing staff such as administrative, secretarial/ clerical, laboratory aides, advisors, be sufficient to support the program or will additional staff need to be hired? Provide plans and resources to secure qualified staff, as needed.

The current level of staff support in the ADVS Department is sufficient to operate the proposed program. A Strategic Work Initiative grant is being submitted to provide one additional faculty member to teach in the program.

Student Advisement

Describe how students in the proposed program will be advised.

The college of Agriculture and Applied Sciences (CAAS) provides excellent student advisement services. The ADVS department has a full-time advisor and part-time access to an additional advisor.

Library and Information Resources

Describe library resources required to offer the proposed program if any. List new library resources to be acquired.

Utah State University currently has the necessary library resources to implement and sustain this new degree program using the holdings for the existing degree programs in the CAAS and the School of Veterinary Medicine. While reference materials (online journals, archives, database, and e-books) will be used, USU's learning management system (Canvas) allows for the placement of reference materials within the online course. All faculty are the beneficiaries of excellent library support.

Projected Enrollment and Finance

Use Appendix D to provide projected enrollment and information on related operating expenses and funding sources.

Section VI: Program Evaluation

Program Assessment

Identify program goals. Describe the system of assessment to be used to evaluate and develop the program.

The program goal is to prepare students to become valued Veterinary Technicians and qualify them to take the Veterinary Technician National Examination. Assessment will be accomplished by program completion percentage, passing of the Veterinary Technician National Examination and placement after graduation.

Student Standards of Performance

List the standards, competencies, and marketable skills students will have achieved at the time of graduation. How and why were these standards and competencies chosen? Include formative and summative assessment measures to be used to determine student learning outcomes.

Course examinations and passing of an extensive competency checklist will measure competencies. Passing the Veterinary

Technician National Examination is the final competency standard.

Appendix A: Program Curriculum

List all courses, including new courses, to be offered in the proposed program by prefix, number, title, and credit hours (or credit equivalences). Indicate new courses with an X in the appropriate columns. The total number of credit hours should reflect the number of credits required to be awarded the degree.

For variable credits, please enter the minimum value in the table for credit hours. To explain variable credit in detail as well as any additional information, use the narrative box at the end of this appendix.

		Course Number	NEW Course	Course Title	Credit Hours
General Education Courses (list specific courses if recommended for this program on Degree Map)					
General Education Credit Hour Sub-Total					31
Required Courses					
<input type="radio"/>	<input type="radio"/>	ADVS 2010		Companion Animal Science & Management	3
<input type="radio"/>	<input type="radio"/>	ADVS 2020		Companion Animal Nursing	3
<input type="radio"/>	<input type="radio"/>	ADVS 2030	X	Laboratory Animal Medicine	3
<input type="radio"/>	<input type="radio"/>	ADVS 2040	X	Veterinary Critical Care Nursing	3
<input type="radio"/>	<input type="radio"/>	ADVS 2050	X	Veterinary Nurse Specialties	3
<input type="radio"/>	<input type="radio"/>	ADVS 2200		Anatomy & Physiology of Animals	4
<input type="radio"/>	<input type="radio"/>	ADVS 2250		Cooperative Work Experience	12
Choose _____ of the following courses:					
<input type="radio"/>	<input type="radio"/>				
<input type="radio"/>	<input type="radio"/>				
Required Course Credit Hour Sub-Total					31
Elective Courses					
<input type="radio"/>	<input type="radio"/>				
Elective Credit Hour Sub-Total					
Core Curriculum Credit Hour Sub-Total					62

Program Curriculum Narrative

Describe any variable credits. You may also include additional curriculum information.

ADVS 2250 (Cooperative Work Experience) is a variable credit class (1-12) that is used to for the hands-on clinical training and externship requirements of the American Association of Veterinary State Boards. This degree curriculum provides a stackable AS degree in Veterinary Technology in connection with the Veterinary Assistant certificate program at BETECH allowing a seamless pathway towards a BS degree.

Degree Map

Degree maps pertain to undergraduate programs ONLY. Provide a degree map for proposed program. Degree Maps were approved by the State Board of Regents on July 17, 2014 as a degree completion measure. Degree maps or graduation plans are a suggested semester-by-semester class schedule that includes prefix, number, title, and semester hours. For more details see <http://higher.utah.edu/pdf/agendas/201407/TAB%20A%202014-7-18.pdf> (Item #3).

Please cut-and-paste the degree map or manually enter the degree map in the table below.

First Year Fall	Cr. Hr.	First Year Spring	Cr. Hr.
ENGL 1010: Introduction to Writing	3	ENGL 2010: Intermediate Writing	3
MATH 1050: College Algebra	4	CHEM 1010: General Chemistry	3
BIOL 1010: Biology and the Citizen	3	BAI Breadth American Institutions	3
ADVS 2010: Companion Animal Science/Manag	3	ADVS 2020: Companion Animal Nursing	3
		ADVS 2200: Anatomy & Physiology of Animals	4
Total	13	Total	16
Second Year Fall	Cr. Hr.	Second Year Spring	Cr. Hr.
BCA Breadth Creative Arts	3	BSS Breadth Social Sciences	3
BHU Breadth Humanities	3	Exploratory: Integrated Sciences	3
ADVS 2030: Laboratory Animal Medicine	3	ADVS 2040: Veterinary Critical Care Nursing	3
ADVS 2250: Cooperative Work Experience	7	ADVS 2050: Veterinary Nurse Specialties	3
		ADVS 2250: Cooperative Work Experience	5
Total	16	Total	17
Third Year Fall	Cr. Hr.	Third Year Spring	Cr. Hr.
Total		Total	
Fourth Year Fall	Cr. Hr.	Fourth Year Spring	Cr. Hr.
Total		Total	

Appendix C: Current and New Faculty / Staff Information

Part I. Department Faculty / Staff

Identify # of department faculty / staff (headcount) for the year preceding implementation of proposed program.

	# Tenured	# Tenure -Track	# Non -Tenure Track
Faculty: Full Time with Doctorate	16	7	16
Faculty: Part Time with Doctorate			5
Faculty: Full Time with Masters			4
Faculty: Part Time with Masters			
Faculty: Full Time with Baccalaureate			2
Faculty: Part Time with Baccalaureate			
Teaching / Graduate Assistants	////	////	29
Staff: Full Time			47
Staff: Part Time			2

Part II. Proposed Program Faculty Profiles

List current faculty within the institution -- with academic qualifications -- to be used in support of the proposed program(s).

	First Name	Last Name	Tenure (T) / Tenure Track (TT) / Other	Degree	Institution where Credential was Earned	Est. % of time faculty member will dedicate to proposed program.	If "Other," describe
Full Time Faculty							
	Karl	Hoopes	TT	DVM	Colorado State University	20	
	Lyle	McNeal	T	PHD	Utah State University	5	
Part Time Faculty							
	Kathy	Nuttall	Other	MS	Utah State University	30	

Part III: New Faculty / Staff Projections for Proposed Program

Indicate the number of faculty / staff to be hired in the first three years of the program, if applicable. Include additional cost for these faculty / staff members in Appendix D.

	# Tenured	# Tenure -Track	# Non -Tenure Track	Academic or Industry Credentials Needed	Est. % of time to be dedicated to proposed program.
Faculty: Full Time with Doctorate		1		DVM	95
Faculty: Part Time with Doctorate					
Faculty: Full Time with Masters					
Faculty: Part Time with Masters					
Faculty: Full Time with Baccalaureate					
Faculty: Part Time with Baccalaureate					
Teaching / Graduate Assistants	////	////			
Staff: Full Time					
Staff: Part Time					

Appendix D: Projected Program Participation and Finance

Part I.

Project the number of students who will be attracted to the proposed program as well as increased expenses, if any. Include new faculty & staff as described in Appendix C.

Three Year Projection: Program Participation and Department Budget						
	Year Preceding Implementation	New Program				
		Year 1	Year 2	Year 3	Year 4	Year 5
Student Data						
# of Majors in Department	505	525	550	555	560	570
# of Majors in Proposed Program(s)		20	40	40	40	40
# of Graduates from Department		75	95	115	120	125
# Graduates in New Program(s)						
Department Financial Data						
	Department Budget					
	Year Preceding Implementation (Base Budget)	Year 1	Year 2	Year 3		
		Addition to Base Budget for New Program(s)	Addition to Base Budget for New Program(s)	Addition to Base Budget for New Program(s)		
<i>Project additional expenses associated with offering new program(s). Account for New Faculty as stated in Appendix C, "Faculty Projections."</i>						
EXPENSES – nature of additional costs required for proposed program(s)						
<i>List salary benefits for additional faculty/staff each year the positions will be filled. For example, if hiring faculty in year 2, include expense in years 2 and 3. List one-time operating expenses only in the year expended.</i>						
Personnel (Faculty & Staff Salary & Benefits)		\$125,000	\$125,000	\$125,000		
Operating Expenses (equipment, travel, resources)		\$15,000	\$15,000	\$15,000		
Other:						
TOTAL PROGRAM EXPENSES		\$140,000	\$140,000	\$140,000		
TOTAL EXPENSES	\$0	\$140,000	\$140,000	\$140,000		
FUNDING – source of funding to cover additional costs generated by proposed program(s)						
<i>Describe internal reallocation using Narrative 1 on the following page. Describe new sources of funding using Narrative 2.</i>						
Internal Reallocation						
Appropriation						
Special Legislative Appropriation						
Grants and Contracts		\$140,000	\$140,000	\$140,000		
Special Fees						
Tuition						
Differential Tuition (requires Regents approval)						
PROPOSED PROGRAM FUNDING		\$140,000	\$140,000	\$140,000		
TOTAL DEPARTMENT FUNDING	\$0	\$140,000	\$140,000	\$140,000		
Difference						
Funding - Expense	\$0	\$0	\$0	\$0		

Part II: Expense explanation

Expense Narrative

Describe expenses associated with the proposed program.

In addition to the need for a new 1.0 FTE faculty position to deliver the proposed program, consumable supplies will be needed to deliver two new hands-on courses (Laboratory Animal Medicine and Advanced Clinical Care). The sources of funding that will be needed for the new faculty position and consumable supplies are noted in the next two sections.

Part III: Describe funding sources

Revenue Narrative 1

Describe what internal reallocations, if applicable, are available and any impact to existing programs or services.

Once the proposed program is fully enrolled with 40 students, it is estimated that new revenue of \$13,500 will be generated annually from the increased number of student credit hours associated with the program. This revenue will be used to cover the cost of consumable supplies needed for the new course offerings associated with the program.

Revenue Narrative 2

Describe new funding sources and plans to acquire the funds.

The ADVS department and BTECH will submit a Strategic Workforce Initiative Proposal in January of 2019. If awarded, it will provide one additional faculty member to assist with the teaching and coordination of the AS degree in Veterinary Technology. Full implementation of the proposed AS degree is dependent up receipt of the SWI grant. If the SWI is not awarded, we will search for additional funds to implement the degree program.