

MARYLAND HIGHER EDUCATION COMMISSION
ACADEMIC PROGRAM PROPOSAL

PROPOSAL FOR:

- NEW INSTRUCTIONAL PROGRAM
 SUBSTANTIAL EXPANSION/MAJOR MODIFICATION
 COOPERATIVE DEGREE PROGRAM
 WITHIN EXISTING RESOURCES REQUIRING NEW RESOURCES

Community College of Baltimore County
Institution Submitting Proposal

Summer 2017
Proposal Implementation Date

Associate of Applied Science
Award to be Offered

Anesthesia Technology
Title of Proposed Program

1201.00
Suggested HEGIS Code

51.0809
Suggested CIP Code

School of Health Professions
Department of Proposed Program

Dr. Shawn McNamara
Name of Department Head

Cheryl McNamara
Contact Name

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443-840-3360
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Signature and Date

President/Chief Executive Approval

9/28/16
Date

Date Endorsed/Approved by Governing Board

**Academic Program Proposal – Anesthesia Technology, AAS degree
The Community College of Baltimore County, POC: Cheryl McNamara**

A. Centrality to institutional mission statement and planning priorities:

1. Provide a description of the program and how it relates to the institution's approved mission.

The Anesthesia Technology Program prepares the student to be an important member of the anesthesia patient care team. Anesthesia Technologists assist licensed anesthesia providers in the preparation and application of various types of equipment required for the delivery of anesthesia. Anesthesia Technologists work in a variety of clinical settings such as: operating rooms, interventional and diagnostic radiology, post anesthesia care units, intensive care units, cardiac catheterization labs, emergency rooms, endoscopy labs, dental suites, and ambulatory surgery centers. Job responsibilities include equipment maintenance and servicing such as cleaning, sterilizing, calibrating, testing, troubleshooting, and recording of inspections and maintenance. In addition, the anesthesia technologist assists licensed anesthesia providers with patient assessments, evaluations, transport, positioning, insertion of intravenous and other invasive lines and airway management.

The Anesthesia Technology Program at CCBC provides courses that offer the full range of clinical and didactic experience to practice as an anesthesia technologist. Graduates of the program are eligible to be certified by the American Society of Anesthesia Technicians and Technologists (ASATT).

The mission of CCBC is to provide accessible, affordable and high-quality education that prepares students for transfer and career success and strengthens the regional workforce. This program provides accessible and affordable education. Our partner, Johns Hopkins Medicine, has assisted in developing a very high quality educational program that will provide new opportunities for those in our community.

2. Explain how the proposed program supports the institution's strategic goals and provide evidence that affirms it is an institutional priority.

This program directly supports CCBC's strategic direction of Teaching and Learning Excellence and one of its tenets to encourage students to value lifelong learning, personal development, active citizenship, and educational and professional advancement. This program aligns with the College's Comprehensive Academic Plan by supporting development of academic programs that strengthens the regional workforce.

B. Adequacy of curriculum design and delivery to related learning outcomes consistent with Regulation .10 of this chapter:

1. Provide a list of courses with title, semester credit hours and course descriptions, along with a description of program requirements.

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Curriculum:

Anesthesia Technology

Associate of Applied Science (A.A.S.)

General Education Requirements – 20 Credits

	Credits
ENGL 101 - College Composition I E	3
CMNS 101 - Fundamentals of Communication H	3
BIOL 109 – Human Anatomy and Physiology S	4
MATH 153 –Introduction to Statistical Methods M	4
PSYC 105 – Multicultural Psychology SIB	3
CSIT 101 – Technology and Information Systems	3

20 crs.

Program Requirements - 40 Credits:

CHEM 107 – Fundamentals of Chemistry	3
CHEM 108 – Fundamentals of Chemistry Lab	1
ALHL 115 – Medical Terminology	3
ANET 101 – Fundamentals of Anesthesia Technology	3
ANET 102 – Concepts of Anesthesia Technology I	3
ANET 201 – Anesthesia Pharmacology	3
ANET 202 – Anesthesia Technology Equipment I	4
ANET 203 – Anesthesia Technology Practicum I	5
ANET 204 – Concepts of Anesthesia Technology II	3
ANET 205 – Anesthesia Technology Equipment II	4
ANET 206 – Anesthesia Technology Practicum II	5
ANET 207- Anesthesia Technology Capstone	3

Total Number of Credits Required for Degree: 60

Course (Catalog) Descriptions

General Education:

ENGL 101 – 3 credits – College Composition I - Provides instruction that focuses on writing skills, evaluating and explaining ideas, conducting library and Internet research, developing a research paper, and documenting research.

CMNS 101 - 3 credits - Fundamentals of Communication - Introduces the study of communication; develops an understanding of and applied theoretical principles of verbal and non-verbal interaction. The course covers a variety of communication patterns, including intrapersonal, interpersonal, cross-cultural, group, and the development of public speaking skills.

BIOL 109 – 4 credits – Human Anatomy and Physiology - Provides a basic understanding of human anatomy and physiology through study of the structure and function of the human body. In addition to introductory principles of chemistry and cell biology, the following organ systems are examined: integumentary, skeletal, muscular,

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nervous, endocrine, immune, circulatory, respiratory, digestive, urinary, and reproductive. Includes both lecture and laboratory component and is a General Education laboratory science.

MATH 153 – 4 credits – Introduction to Statistical Methods – Develops an understanding of statistical methodology and use of critical judgment in analyzing data sets; covers descriptive statistics, introduction to probability, normal and binomial distributions, hypothesis testing, confidence intervals, regression and correlation, chi-square distribution, and introduction to ANOVA. A statistical computer package, e.g. Minitab, is introduced as a computational tool.

PSYC 105 – 3 credits – Multicultural Psychology – Applies psychological principles, theories, and research to a broad range of interpersonal relationships; explores self-understanding, personality, friendship, family, group dynamics, and work relationships; employs cross-cultural research and diverse different cultural perspectives.

CSIT 101 – 3 credits – Technology and Information Systems – Explores emerging applied software applications and technologies for PC and mobile devices as tools to generate, present, collaborate and share information for education, employment, and personal enrichment. Students apply information literacy skills to research and present course materials in a variety of digital formats.

Program Requirements:

CHEM 107 – 3 credits – Fundamentals of Chemistry – Serves as a prerequisite course for allied health, engineering and science majors. It surveys the concepts of general chemistry. Topics include states of matter, atomic structure, periodic table, bonding, nomenclature, chemical reactions, chemical equations, and qualitative relationships.

CHEM 108 – 1 credit – Fundamentals of Chemistry Laboratory – Serves as a lab course to accompany CHEM 107; examines how to make and record accurate observations and measurements in an investigative lab setting. 3 hours of laboratory per week.

ALHL 115 – 3 credits - Medical Terminology – Studies the language of medicine including word construction, definitions, and use of words related to medical science in general; emphasizes the interpretation and translation of medical records and documents.

ANET 101 – 3 credits - Fundamentals of Anesthesia Technology provides an introduction to the field of Anesthesia Technology, history and the concepts necessary for practice. The focus of the course is on patient safety, universal precautions, and members of the healthcare team.

ANET 102 – 3 credits - Concepts of Anesthesia Technology I provides an introduction to functioning within the surgical environment.

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ANET 201 – 3 credits - Anesthesia Pharmacology introduces the theory and principles for proper use, storage and delivery of anesthesia medications.

ANET 202 – 4 credits - Anesthesia Technology Equipment I provides an introduction to the theoretical knowledge of the functions of the anesthesia machine. Also introduces the student to use of ancillary equipment including set-up, maintenance and troubleshooting; provides the opportunity for hands-on experience with equipment and simulated patient experiences.

ANET 203 – 5 credits - Anesthesia Technology Practicum I provides the student with the opportunity to apply theoretical knowledge in the clinical setting under the supervision of a preceptor. Offers the opportunity for hands on experience with anesthesia equipment: setup and maintenance.

ANET 204 – 3 credits - Concepts of Anesthesia Technology II provides the theoretical knowledge for management of the patient throughout the surgical experience.

ANET 205- 4 credits - Anesthesia Technology Equipment II expands on the principles covered in Anesthesia Technology Equipment I. Introduces various equipment such as cell savers, ultrasound devices, rapid infusion pumps and intra-aortic balloon pumps.

ANET 206 – 5 credits - Anesthesia Technology Practicum II provides the student with the opportunity to apply theoretical knowledge in the clinical setting and focuses on equipment used in pediatric, obstetrical and outpatient anesthesia.

ANET 207 – 3 credits - Anesthesia Technology Capstone utilizes concepts and practices throughout the program to formulate safe and effective anesthesia care plans for all surgical patients including preoperative, intraoperative and post-operative phases. Prepares students to assimilate knowledge to prepare for the national certification examination.

2. Describe the educational objectives and intended student learning outcomes.

Graduates of the Anesthesia Technology Program will have completed all academic training required for anesthesia technology and are immediately employable in operating room settings within hospitals and outpatient surgical centers.

Educational Objectives:

At the completion of the program, students will be able to:

1. Demonstrate professionalism and adherence to ethical and legal standards of the anesthesia technology profession.
2. Demonstrate critical thinking skills in relation to prioritizing, analyzing, and resolving issues in the anesthesia environment.
3. Exhibit competency in the role of the anesthesia technologist in various healthcare settings.
4. Provide safe practice within the healthcare environment.
5. Communicate effectively with patients and members of the interprofessional healthcare team.

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Program Outcomes:

At the completion of the program:

1. 80% of students will rate the academic program as good or very good;
2. 80% of students will pass the certification examination on the first attempt;
3. 80% of graduates will be employed by 6 months after graduation;
4. 80% of students entering the program will graduate.

3. Discuss how general education requirements will be met, if applicable.

General Education requirements will be met in conjunction with program requirements. A semester-by-semester course progression schedule will be provided in the college catalog.

4. Identify any specialized accreditation or graduate certification requirements for this program and its students.

The Anesthesia Technology Program will be accredited by the American Society of Anesthesia Technicians and Technologists the year after students begin the core program courses.

Upon completion of the program, graduates can apply for certification through the American Society of Anesthesia Technicians and Technologists. The certification achieved is certified anesthesia technologist (Cer.A.T.T.).

5. If contracting with another institution or non-collegiate organization, provide a copy of the written contract.

CCBC has affiliated with Johns Hopkins Medicine for the Anesthesia Technology Program. We have worked collaboratively to create the program and curriculum. The memorandum of understanding (MOU) is appendix A.

C. Critical and compelling regional or Statewide need as identified in the State Plan:

1. Demonstrate demand and need for the program in terms of meeting present and future needs of the region and the State in general based on one or more of the following:

- **The need for the advancement and evolution of knowledge;**
- **Societal needs, including expanding educational opportunities and choices for minority and educationally disadvantaged students at institutions of higher education;**
- **The need to strengthen and expand the capacity of historically black institutions to provide high quality and unique educational programs.**

Effective July 1, 2015, the American Society for Anesthesia Technicians and Technologists mandated the Associate degree as the degree for entry into the profession. There are no programs in our area or on the east coast. Without this program, hospitals in

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our area will not be able to hire anesthesia technologists. As anesthesia technologists play a critical role, this program is vital for the education of this level provider.

2. Provide evidence that the perceived need is consistent with the *Maryland State Plan for Postsecondary Education*.

This program will promote Goal #1: *Quality and Effectiveness* of the Maryland State Plan by establishing a program that will be nationally accredited by The American Society of Anesthesia Technicians and Technologists (ASATT). Accreditation will validate the program's quality effectiveness through compliance with national recognized standards in the practice area. As this is a start-up program, it will be eligible to apply for accreditation a year after the first students are accepted. This provides a track record for which the accreditation standards can be demonstrated.

The program also promotes Goal #2: *Access, Affordability and Completion*. As this is the first program of its kind in Maryland, the program provides access to an occupation that is not currently available in the State. The program is also affordable as it is provided in the community college tuition structure. Lastly, the program will promote completion. The CCBC School of Health Professions (SHP) is the largest educator of health care professionals in the State of Maryland. SHP has demonstrated commitment to the completion agenda by providing supplemental instruction and tutoring for all programs within the school. Through these services and a dedicated faculty, retention rates throughout the school have increased over the past three years. Our success and knowledge in the area of retention will benefit this new program.

The program promotes Goal #3: *Diversity*. CCBC has a general population of over 64,500 students of which 40% are from minority populations. The School of Health Professions has a minority population of 53%. The addition of the anesthesia technology program will provide minorities the opportunity for another career track.

This program will also promote Goal #5: *Economic Growth and Vitality* of the Maryland State Plan by supporting a knowledge-based economy through education and training. As indicated in the Plan, the Associate degree is required for entry into practice. This program will provide a pipeline of skilled graduates who are prepared to take the certification examination and enter the workforce in the Baltimore-Washington Region.

D. Quantifiable & reliable evidence and documentation of market supply & demand in the region and State:

1. Present data and analysis projecting market demand and the availability of openings in a job market to be served by the new program.

Johns Hopkins Medicine uses anesthesia technologists in their inpatient and outpatient operating rooms within all their Maryland facilities. Without this program, there will be no school educating these providers. Each facility uses a number of anesthesia technologists each shift. At Johns Hopkins Medicine within the Department of

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Anesthesiology and Critical Care Medicine, 23 anesthesia technicians are employed on the day shift and 21 on the evening shift. These providers reduce the burden placed on anesthesiologists and certified nurse anesthetists allowing them to provide more direct patient care time. The Johns Hopkins Medicine Technicians will need to enter the Anesthesia Technology program to obtain the technologist designation. They will not be grandfathered according to the accreditation standards.

2. Discuss and provide evidence of market surveys that clearly provide quantifiable and reliable data on the educational and training needs and the anticipated number of vacancies expected over the next 5 years.

According to the U.S. Department of Labor Statistics (2016), positions such as anesthesia technologists are expected to grow by 15% over the next five years which is much faster than the average growth in other professions. According to the American Society of Anesthesia Technicians and Technologists (ASATT), the Associate degree in anesthesia technology is required for entrance into the profession.

2. Data showing the current and projected supply of prospective graduates.

As the program will be the only program on the east coast in anesthesia technology and the fact that the Associate degree is the required credential for entry into the field, the supply of students is anticipated to be great. Students admitted to the program will be at 20 each year due to the limitations posed by clinical placement. Students require a 1:1 preceptor.

At Johns Hopkins Medicine, there are currently 38 employees who have expressed interest in entering an anesthesiology technology program.

E. Reasonableness of program duplication:

1. Identify similar programs in the State and/or same geographical area. Discuss similarities and differences between the proposed program and others in the same degree to be awarded.

This program is the first anesthesia technology program in the State.

2. Provide justification for the proposed program.

This new degree proposal for anesthesia technology should be approved as this is the only entry into the anesthesia technology field in our state. The role is needed in the health care environment. Without this program, there will be no pathway to enter the profession in the State of Maryland.

F. Relevance to Historically Black Institutions (HBIs)

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1. Discuss the program’s potential impact on the implementation or maintenance of high-demand programs at HBI’s.

The Anesthesia Technology Program at CCBC does not have any negative impact as it is the only program of its kind in the State.

2. Discuss the program’s potential impact on the uniqueness and institutional identities and missions of HBIs.

Continued success in the CCBC Anesthesia Technology Program will mean more job opportunities for graduates. The Associate degree is currently the terminal degree in this field. As there are no other programs in the State, there is no impact on HBIs.

G. If proposing a distance education program, please provide evidence of the Principles of Good Practice as outlined in COMAR 13B.02.03.22C.

This is not a distance education program.

H. Adequacy of faculty resources (as outlined in COMAR 13B.02.03.11).

1. Provide a brief narrative demonstrating the quality of program faculty.

Our faculty members have a wealth of experience in operating room practices and anesthesia. They are dedicated to helping each student succeed in the anesthesia technology program and work environment. CCBC is located in an area with many hospitals and outpatient facilities that have a high volume of surgical procedures. Our adjunct instructors, who are all employed at Johns Hopkins Medicine, function as Anesthesia Technologists, Certified Nurse Anesthetists and Anesthesiologists. Within the program, we will utilize a team teaching approach. In the team approach, each course will have a course coordinator with overall responsibility for the course. Faculty will then teach throughout the program where they are content experts.

Program Director

The Program Director will be Ms. Cheryl McNamara. Ms. McNamara is a doctoral candidate at Walden University. She holds a Master’s Degree in Nursing Education from the University of Maryland and a Bachelor’s Degree from Towson University. Ms. McNamara has 17 years of experience in higher education including educational assessment, evaluation, and curriculum development. Ms. McNamara has served as a program director for our nursing program and has the necessary experience and expertise to mentor the program faculty and assure the program’s success. Fifty percent of her full-time position will be allocated to the program.

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Full-Time Faculty

Ms. Patricia Nolan will serve as a faculty member and academic coordinator for the Anesthesia Technology Program. Ms. Nolan is a graduate of the Respiratory Therapy Program at CCBC. She holds a Bachelor's degree from Towson University and a Master's degree from Strayer University. She is currently enrolled in a certificate program for instructional design from the University of Baltimore County with an expected completion date of fall 2016. Ms. Nolan has been an assistant professor at CCBC since 2006 in the Respiratory Therapy Program. As the academic coordinator, Ms. Nolan will be responsible for the consistency of the academic program and provide assistance to the adjunct faculty teaching in the program. She will assure consistency in testing and evaluation procedures as well as quality of the overall academic program.

Adjunct Faculty Members

Ms. Kimberly Allen will serve as the primary adjunct faculty member. Ms. Allen is a graduate of the Community College of Baltimore County Surgical Technology Program. In 2008, she became the first certified Anesthesia Technologist in the state of Maryland. In 2012, she passed the Certified Anesthesia Technologist examination through the American Society of Anesthesia Technologists. She is currently finishing her Bachelor of Business Administration Degree at Strayer University with the completion date of spring 2017. Ms. Allen has been employed by Johns Hopkins Hospital since 2009 as a Surgical and Anesthesia Technologist. From 2009 to 2013, she was Lead Anesthesia Technologist for Remote and Cardiac Surgery. In 2013, she was promoted to Supervisor of Critical Care Anesthesia Technologist. In this role, she has been responsible for the orientation of all new anesthesia technicians and technologists. She has also been responsible to provide ongoing education and leadership.

As the program is not yet open, adjunct faculty have not yet been hired. We have begun conversations to explore faculty interest. The School of Health Professions has a large full-time faculty that can be utilized in the Anesthesia Technology Program. For instance, infection control content can be taught by faculty within the Nursing and/or Physician Assistant program.

Two professors from the Respiratory Care Therapy program have committed to serving as adjunct faculty. Ms. Virginia Forster and Ms. Barbara Schenk have over 30 years of experience in their practice area. They will teach content in the area of hemodynamics and patient ventilation.

Anesthesiologist and Certified Nurse Anesthetists (CRNA) from Johns Hopkins Medicine will serve as adjunct faculty members for the didactic as well as provide mentorship during the practicums within the program. Anesthesiologists and CRNA's will provide didactic education within their area of expertise.

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2. Include a summary list of faculty with appointment type, terminal degree title and field, academic title/rank, status (full-time, part-time, adjunct) and the course(s) each faculty member will teach.

Name	Status	Position	Degrees	Courses
Cheryl McNamara	Faculty (FT)	Program Director, Assistant Professor	BSN, MS, RN, DNP(c)	Program Director
Patricia Nolan	Faculty (FT)	Assistant Professor	M.Ed., RTT	Academic Coordinator, 201
Virginia Forrester	Faculty (FT)	Associate Professor	B.S., M.A.	ANET 101, 202, 205, 207
Barbara Schenk	Faculty (FT)	Assistant Professor	B.A., M.A.Ed., R.T.T.	ANET 102, 203, 206, 207
Kimberly Allen	Adjunct	Instructor	A.S., B.S.(c)	ANET 102*, 202*, 203, 204*, 205*, 206, 207*

*These courses are coordinated by a full-time faculty member. Ms. Allen assists in the class by teaching as a guest lecture in the class.

I. Adequacy of library resources (as outlined in COMAR 13B.02.03.12).

Describe the library resources available and/or the measures to be taken to ensure resources are adequate to support the proposed program. If the program is to be implemented within existing institutional resources, include a supportive statement by the President for library resources to meet the program's needs.

Upon approval of the program, current library resources including textbooks and periodicals will be expanded to support the program. The textbooks for each course will be on reserve in the Essex campus library. Students will also have access to a wide variety of online resources through the online library system.

J. Adequacy of physical facilities, infrastructure and instructional equipment (as outlined in COMAR 13B.02.03.13)

Provide an assurance that physical facilities, infrastructure and instructional equipment are adequate to initiate the program, particularly as related to spaces for classrooms, staff and faculty offices, and laboratories for studies in the technologies and sciences.

No additional resources are required to implement this degree program. Simulated experiences will be used in the program. The Physician Assistant Program currently has a full operating suite. This area will also be used by the Anesthesia Technology students. Johns Hopkins Medicine also has a simulation laboratory that will be used by the students in the program. This laboratory has the necessary equipment needed for instruction and will not require funding from the program. New program proposals at CCBC are reviewed and approved according to the process developed through college governance, which includes approval by the Curriculum and Instruction Committee and the full College Senate. In addition, this new program proposal was carefully reviewed by the President and her Senior Staff prior to submission to the CCBC Board of Trustees for their endorsement. The President has affirmed that the program can be implemented within existing institutional resources. A plan for ongoing equipment and facility upgrades and other routine needs has been developed and is in accord with CCBC's strategic plan.

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K. Adequacy of financial resources with documentation as outlined in COMAR 13B.02.03.14.

- 1. Complete Table 1: Resources and Table 2: Expenditures. Finance data for the first five years of program implementation are to be entered. Figures should be presented for five years and then totaled by category for each year.**

Table 1: Resources

TABLE 1: Resources					
Resource Categories	Year 1	Year 2	Year 3	Year 4	Year 5
1. Reallocated Funds	0	0	0	0	0
2. Tuition & Fee Revenue (c+g below)	\$ 196,580	\$ 202,480	\$ 208,560	\$ 214,820	\$ 221,260
a. # Full-Time Students	20	20	20	20	20
b. Annual Tuition/Fee Rate	\$ 9,829	\$ 10,124	\$ 10,428	\$ 10,741	\$ 11,063
c. Annual Full-time Revenue (axb)	\$ 196,580	\$ 202,480	\$ 208,560	\$ 214,820	\$ 221,260
d. # Part-time Students	0	0	0	0	0
e. Credit Hour/Lab Fee Rate	0	0	0	0	0
f. Annual Credit Hours	0	0	0	0	0
g. Total Part Time Revenue (dxexf)	0	0	0	0	0
3. Grants, Contracts, & Other External Sources	0	0	0	0	0
4. Other Sources	0	0	0	0	0
8. TOTAL (Add 1 - 4)	\$ 196,580	\$ 202,480	\$ 208,560	\$ 214,820	\$ 221,260

Table 2: Expenditures

TABLE 2: EXPENDITURES						
Expenditure Categories		Year 1	Year 2	Year 3	Year 4	Year 5
1. Faculty (b+c below)		\$ 26,913	\$ 27,720	\$ 28,552	\$ 29,408	\$ 30,291
a. #FTE						
b. Total Salary		\$ 25,000	\$ 25,750	\$ 26,523	\$ 27,318	\$ 28,138
c. Total Benefits	7.65%	\$ 1,913	\$ 1,970	\$ 2,029	\$ 2,090	\$ 2,153
2. Admin. Staff (b+c below)		\$ 60,791	\$ 62,615	\$ 64,493	\$ 66,428	\$ 68,421
a. #FTE		0.5	0.5	0.5	0.5	0.5
b. Total Salary		\$ 44,841	\$ 46,186	\$ 47,572	\$ 48,999	\$ 50,469
c. Total Benefits	35.57%	\$ 15,950	\$ 16,428	\$ 16,921	\$ 17,429	\$ 17,952
3. Support Staff (b+c below)		\$ 27,313	\$ 28,132	\$ 28,977	\$ 29,846	\$ 30,742
a. #FTE		0.5	0.5	0.5	0.5	0.5
b. Total Salary		\$ 20,147	\$ 20,751	\$ 21,374	\$ 22,015	\$ 22,676
c. Total Benefits	35.57%	\$ 7,166	\$ 7,381	\$ 7,603	\$ 7,831	\$ 8,066
4. Equipment		\$ 2,000	\$ 2,500	\$ 3,000	\$ 3,500	\$ 4,000
5. Library		\$ 1,000	\$ 1,000	\$ 1,500	\$ 1,500	\$ 1,500
6. New or Renovated Space		\$ -	\$ -	\$ -	\$ -	\$ -
7. Other Expenses		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
8. TOTAL (Add 1 - 7)		\$ 119,017	\$ 122,967	\$ 127,522	\$ 131,682	\$ 135,953

- 2. Provide a narrative rationale for each resource category. If resources have been or will be reallocated to support the proposed program, briefly discuss the sources of those funds.**

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Table 1: Resources

Reallocated Funds

Data: No funds will be reallocated for this program.

Narrative: N/A

Tuition and Fee Revenue

Data: The estimated tuition and fee revenue that will be directly attributable to students new to the institution enrolled in this program each year is provided. All students are eligible to apply for regular CCBC financial aid.

Narrative: Enrollment projections used to calculate tuition and fee revenue are based on the program’s capacity for clinical practicum placements. The tuition and fees projections are based on a combination of in-county, out-of-county and out-of-state students as represented in the general population.

Current tuition rates are available at <http://www.ccbcmd.edu/registration/tuition.html>

<u>Costs</u>	<u>In County</u>	<u>Out of County</u>	<u>Out of State</u>
Tuition (per credit)	\$ 118	\$ 222	\$ 337
General Services Fee (per credit)	\$ 12	\$ 22	\$ 32
Technology Fee (per credit)	\$ 11	\$ 11	\$ 11
Activity Fee (per credit)	\$ 3	\$ 3	\$ 3
Registration Fee (per registration)	\$ 55	\$ 55	\$ 55
Capital Fee (per registration)	\$ 10	\$ 10	\$ 10
All in County	<u>Total T & F</u>	<u>For 20 students</u>	
All In County - 66 credits	\$ 9,829	\$ 196,580	
All In County - 33 credits	\$ 5,077	\$ 101,540	

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% By Residence	By residency	Tuition @ 66 Credits	Tuition @ 33 Credits	Fees @ 66 Credits	Fees @ 33 Credits	Tuition & Fees @ 66 credits	Tuition & Fees @ 33 credits
72.5%	14	\$ 109,032	\$ 54,516	\$ 24,089	\$ 12,077	\$ 133,121	\$ 66,593
24.3%	5	\$ 73,260	\$ 36,630	\$ 33,329	\$ 16,697	\$ 106,589	\$ 53,327
3.2%	1	\$ 22,242	\$ 11,121	\$ 42,569	\$ 21,317	\$ 64,811	\$ 32,438
100.0%	20	\$ 204,534	\$ 102,267	\$ 24,089	\$ 50,091	\$ 304,521	\$ 152,358

The tuition and fees for 20 full-time students per year, including lab fees and graduation fees for 20 graduates, will be \$ 196,580.

Grants and Contracts

Not Applicable

Data: No revenue from grants or contracts will be generated from this program.

Narrative: N/A

Other Sources

Not applicable

Data: No revenue from other sources will be generated from this program.

Narrative: N/A

Total Year

Data: Financial resources that will be available for each year of program implementation are provided.

Table 2: Expenditures

Faculty (# FTE, Salary, and Benefits):

The program will have a faculty member who serves as the academic coordinator. This will involve supporting adjunct faculty members.

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Administrative Staff (# FTE, Salary, and Benefits):

Due to the enrollment of 20 students, 0.5 FTE of a program director will be dedicated to the program. As the program director is a full-time CCBC employee, she is available on a full-time basis to the program to allow for the needs of the students to be met.

Support Staff (# FTE, Salary, and Benefits):

Existing support staff are sufficient for this program; no additional staff members will be required. We are allocating 0.5 FTE of an existing administrative assistant to support the program.

Equipment:

Existing equipment and service contracts are sufficient to run this program. No additional equipment will be required.

Library:

The budget contains resources to purchase some holdings specific for the profession.

New and/or Renovated Space:

No additional space is required; current facilities are adequate.

Other Expenses:

The budget contains resources for office supplies and educational programs for the faculty.

Total Year:

Each expenditure (continuing and one-time) have been added to indicate the total expenditures for each year of operation.

**L. Adequacy of provisions for evaluation of program as outlined in COMAR
13B.02.03.15.**

Discuss procedures for evaluating courses, faculty and student learning outcomes.

Courses are evaluated each semester by anonymous comments offered by students through Blackboard. Student results on required examinations and performance during clinical practicums are also included to evaluate each course. Students' performance on certification examinations will also be utilized to evaluate the program.

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CCBC also requires an extensive program evaluation process which includes members of the program's Advisory Committee.

Faculty members are evaluated annually by supervisors, peers and students through surveys and in-class observations.

Each program is rigorously evaluated every five years as part of the CCBC required program review process.

M. Consistency with the State's minority student achievement goals as outlined in COMAR 13B.02.03.05 and in the State Plan for Postsecondary Education.

Discuss how the proposed program addresses minority student access & success, and the institution's cultural diversity goals and initiatives.

CCBC is devoted to providing an environment where cultural diversity thrives. CCBC has a dedicated multicultural affairs office and offers a host of programs designed to enhance minority student success including guest speakers, study programs, clubs, and academic counseling.

Recruitment strategies include high school visitation and information provided on the CCBC website. CCBC does not discriminate on the basis of race, sex, age, religion, national origin, marital status, sexual orientation, or disabilities.

N. Relationship to low productivity programs identified by the Commission:

If the proposed program is directly related to an identified low productivity program, discuss how the fiscal resources including faculty, administration, library resources and general operating expenses may be redistributed to this program.

The Anesthesia Technology Program is a unique program and no low-productivity programs are associated. No additional resources are required to continue this program.

APPENDIX A

**MEMORANDUM OF UNDERSTANDING
between the
Community College of Baltimore County (CCBC)
and
Johns Hopkins Department of Anesthesiology and Critical Care Medicine (ACCM)
for an Associate of Applied Science Degree in Anesthesia Technology**

I. Overview

THIS MEMORANDUM OF UNDERSTANDING (MOU) is executed this _____ day of _____, 2016 by and between the Community College of Baltimore County (hereinafter CCBC) and Johns Hopkins Department of Anesthesiology and Critical Care Medicine (ACCM) (hereinafter ACCM) (mutually hereinafter as the PARTIES).

Whereas, CCBC is a public community college in Maryland which can bestow the degree of Associate of Applied Science; and

Whereas, ACCM has expertise in the role and hiring of Anesthesia Technology s; and

Whereas, the PARTIES desire to work collaboratively to educate Anesthesia Technology s to support the needs of this role by the citizens of Maryland; and

Whereas, the PARTIES agree to enter into the MOU for mutual benefit of all parties;

II. Goal

The goal of the collaboration is to educate anesthesia technologists and offer an Associate in Applied Science degree. The collaboration will utilize the educational strengths of CCBC and the practice strengths of ACCM to create and offer a comprehensive educational program to enable graduates to become highly competent anesthesia technologists and be certified through the American Society of Anesthesia Technicians and Technologists (ASATT).

III. Program Requirements

- a. The program is intended for students who wish to obtain a degree in anesthesia technology.
- b. Students will complete an application for admission into CCBC and an application to the School of Health Professions Admission Department for the Anesthesia Technology Program, and pay appropriate application fees to CCBC. Students will sign a statement granting permission to share application information with ACCM.
- c. Students must meet the application requirements for CCBC as a degree seeking student during the time they are enrolled in the degree program;
- d. Students must meet the programmatic screening requirements established by mutual consent of the PARTIES;

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- e. Students must meet programmatic progression policy requirements to meet academic rigor throughout the program. Procedures regarding disciplinary action, and, as warranted, dismissal, will be established by CCBC;
- f. A Professional Advisory Committee, composed of CCBC and ACCM representatives as well as professional and community representatives, will be designated to provide program oversight.

IV. Administration

- a. The program operates under the direction of a Program Director, who is an employee of CCBC.
- b. Under the direction of the Program Director, the Program will employ a structure of standing committees for program decision-making. The committees will include: Advisory, Admissions, Curriculum, and Faculty. Both parties will have representative on each committee.
- c. CCBC will hire a full-time faculty member and adjunct faculty to meet the teaching demands of the program.
- d. Employees of ACCM may be hired by CCBC as adjunct faculty members providing they meet the educational and experiential requirements of the position.
- e. ACCM employees who are hired by CCBC as adjunct faculty members must complete a CCBC adjunct instructor application and receive a CCBC identification number. All adjunct faculty members are responsible for submitting CCBC interim and final grades electronically in a timely fashion in accordance with CCBC policy.
- f. ACCM will be reimbursed for ACCM employees who serve as adjunct faculty members.

V. Program Location

The primary locations for the prerequisite courses is on the CCBC campuses. The core anesthesia technology curriculum will be provided at the Johns Hopkins Hospital.

VI. Student Services

All students have access to all student services as would any student enrolled at CCBC.

VII. Curriculum

- a. Parties will work collaboratively to develop a curriculum according the guidelines established by American Society of Anesthesia Technicians and Technologists (ASATT).
- b. The Curriculum Committee is charged to assess appropriate rigor in all academic courses, consistent with the expectations of college level education, and will further assess consistency of course objectives, content, pedagogical and evaluation methods with Program mission, Program goals, ASATT standards and student learning outcomes.

VIII. Tuition and Fees

Students will pay all Tuition and Fees directly to CCBC charged at CCBC's current rates.

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IX. Revenue and Expenses

- a. The revenues from the Program courses will be used to cover the Program expenses.
- b. Parties will determine and agree to a yearly expense allocation paid to ACCM for courses offered on site at Hopkins facilities

X. Services Dispute Resolution

Disputes between CCBC and ACCM over any services, facilities, instruction or application of this MOU will be resolved by mutual agreement, where possible, between the Dean of the School of Health Professions of the Community College of Baltimore County and the _____ from ACCM.

XI. Immunities

Each party waives all claims against the other party for compensation of any loss, damage, personal injury or death occurring as a consequence of performance of this MOU. Any indemnification given by the ACCM is subject to and limited by the notice requirements and damages caps set forth in the Local Government Tort Claims Act (LGTCA), Maryland Code Annotated, Courts and Judicial Proceedings Article 5-301 et. Seq. (2013 Replacement Volume) as amended from time to time and the Self Insurance Fund, Baltimore County Code 10-5-101, et. Seq. as amended. This indemnification is not intended to create any rights in third parties.

- a. In no event shall the ACCM be liable for any workers compensation or employment claims or benefits of any kind of any employee, agent, officer or otherwise employed individual of CCBC.
- b. In no event shall CCBC be liable for any workers compensation or employment claims or benefits of any kind of any employee, agent, or officer of otherwise employed individual of ACCM.

XII. Amendments

This MOU may be amended only as ACCM and CCBC mutually agree in writing. Except for the specific provision of the MOU, which is amended, the MOU remains in full force and effect after such amendment.

XIII. Applicable Law

The MOU must be construed and enforced according to the laws of the State of Maryland. ACCM and CCBC shall comply with all applicable federal, State and local law.

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XIV. Fair Practices Certification

ACCM and CCBC certify that they prohibit, and covenant that they will continue to prohibit, discrimination on the basis of:

- a. Political or religious opinion or affiliation, marital status, race, color, creed, or national origin, sex or age, except when age or sex constitutes a bonafide occupational qualification or the physical or mental disability of a qualified individual with a disability.
- b. Upon the request of either party (ACCM or CCBC), the party to whom the request is made will provide information relating to its operations with regard to political or religious opinion or affiliation, marital status, physical or mental disability, race, color, creed, sex, age, or national origin.

XV. Drug and Alcohol Free Workplace

CCBC and ACCM comply with the State’s policy concerning drug and alcohol free workplaces, as set forth in COMAR 01.01.1989.10 and 21.11.08, and must remain in compliance throughout the term of this MOU.

XVI. Confidentiality

The parties agree to maintain confidentiality of records as required by applicable law and regulation, including but not limited to State Government Art., Sect., 10-613, Lab. & Empl. Art Sect. 8-625, COMAR 09.01.04, COMAR 09.33.01, and 42 U.S.C. Sect. 503

XVII. Term and Termination

This MOU will remain in full force and effect including written attachments as set forth above and will automatically renew on July 1st of each year unless terminated sooner in accordance with the provisions of the MOU. The parties may terminate this MOU in the event of default by the other party, by giving the defaulting party 60 days’ written notice of termination which describes the default that is the basis of the termination. Both Parties agree that if this MOU is terminated, the institutions will continue to teach the courses necessary for currently matriculated students to graduate from the Program. If this MOU and/or the Program is terminated, the institutions will continue to offer Program classes adequate for all students who were enrolled in the Program at the time of termination to graduate, pursuant to the terms of this MOU, for the lesser of (i) one year after the last student admitted to the Program would graduate the Program if he/she was a full-time students and completed all classes successfully, or (ii) until all students who were enrolled in the Program at the time of termination have graduated or transferred.

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The Program will make reasonable attempts, for up to six months after termination, to accommodate any student who is out of sequence with the full-time program. No students will be admitted to the program after notice of termination is given as specified above.

XVIII. Severability

Should any clause in this MOU be construed or deemed invalid or unenforceable, for any reason whatsoever, the remaining provisions shall continue and remain in full force and effect.

XIX. Complete Agreement

This MOU is the complete agreement of the parties and neither party shall be bound by any representations, statements, promises or agreements not expressly set forth herein; it may be amended or modified only in writing by their duly authorized representative; and supersedes, cancels, and terminates any and all prior MOUs, agreements or understandings of the parties, whether written or oral, concerning the subject matter hereof. Anything that is not enumerated within this MOU will be the responsibility of each party individually.

XX. Liabilities

It is understood and agreed that the parties' obligation in this regard shall be expressly limited to the limits of each party's liability imposed by the provisions of the Courts and Judicial Proceedings Article, Section 5-519, of the Annotated Code of Maryland, as amended (the "State Code"). It is further understood and agreed that the parties, by the terms of this agreement, is not waiving or relinquishing in any manner any defenses that may be available to either party, whether relating to governmental or sovereign immunity or otherwise, nor is either party relinquishing any defenses that may become available to it at any time during the term of the agreement, but it is further understood that the parties are free to assert all defenses that may be available to each as a governmental or State agency or such defenses that become available to them by operation of law.

In no event shall the liability of the Board of Trustees of the Community College of Baltimore County, their agents and employees, and the agents and employees of the Community College of Baltimore County, exceed the statutory limitations as prescribed in and limited by the Maryland Code, Courts and Judicial Proceedings Articles, Section 5-519, as amended, and as further limited by the Maryland Code, Education Article, Section 16-107, as amended.

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IN WITNESS WHEREOF, the undersigned have executed this MOU on or before the date set forth herein.

Signing below indicate acknowledgement of the terms off this Memorandum of Understanding. Any modifications or amendments to this MOU must be in writing and approved by all parties.

For the Community College of Baltimore County:

Dr. Shawn P. McNamara
Dean, School of Health Professions

Date: _____

Dr. Mark McColloch
Vice President of Instruction

Date: _____

For Johns Hopkins Hospital:

Date: _____

Date: _____