

CVTEA Report of Evaluation (ROE) -NICC_2024

Northeast Iowa Community College

Cover Page

Presented herein is the report of evaluation from the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA).

The evaluation is based on the eleven standards of accreditation established by the AVMA CVTEA as published in the *Accreditation Policies and Procedures of the CVTEA (current published version)*.

Compliance with the standards is described within this report of evaluation (ROE). Deficiencies and recommendations intended to assist the Program in fulfilling the standards or improving Program quality are presented.

Program Name

Northeast Iowa Community College

Program Address

1527 Highway 150

PO Box 400

Calmar, IA 52132

Date of Evaluation

February 14-15, 2024

Date of Previous Evaluation

September 18-19, 2019

Principle Administrative Officers

Name	Position Title	Email
David Dahms	Acting President & Vice President of Finance and Administration	dahmsd@nicc.edu
Kathleen Nacos-Burds, Ph.D.	Vice President of Teaching and Learning	nacos-burdsk@nicc.edu
Amy Gaffney, Ed.D	Vice President of Student Services	gaffneya@nicc.edu
Rhonda Seibert	Interim Dean of Agriculture, Animal Science and Transportation	seibertr@nicc.edu
Anne-Kristi Lee, DVM	Production and Companion Animal Veterinary Technician Program Director	leean@nicc.edu

Evaluation Site Team

Site Team Volunteer Name	Representing
Bruce Coston, DVM	CVTEA
Erin Dahlstrom, RVT	Iowa Veterinary Technicians
Don Wurtzel	Public

AVMA CVTEA Staff

AVMA Staff Representatives	Title
Elizabeth Thompson, DVM, EdD	Associate Director, Education & Research

Program Executive Summary

Accreditation History

The Production and Companion Animal Veterinary Technician program, formally the Large Animal Veterinary Technician program, at Northeast Iowa Community College (NICC) was born from discussion with the Iowa State University College of Veterinary Medicine. It was determined that there was a need for veterinary technicians that had a broader large animal background. The program received initial accreditation in 2014. The program is currently at full accreditation.

Executive Summary

The program's 68 semester-credit hour curriculum leads to an Associate of Applied Science degree. Students complete a 200-hour externship. The primary focus of the program is mixed animal medicine. Admission to the program is open.

Site Visit Modality

In-Person Modality

Program Modality Description

The program generally delivers lectures face-to-face; however, due to recent staffing challenges, an online delivery of primarily asynchronous lectures has been employed to deliver all components of the curriculum. All labs are face-to-face either in on-campus program facilities or at off-campus sites.

Program Degree(s)

Degree(s) offered by the Program include:

Associate of/in Applied Science

Summary of Program Strengths

- Dedicated and motivated program director
- Supportive, open communication with the administration
- Well-equipped contemporary on-campus clinical facilities
- Supportive and engaged student body
- Student access to wide variety of animal species
- Invested and effective Program Advisory Committee

Summary of Program Challenges/Areas for Improvement

- Documentation of program's rabies vaccination policy and comprehensive rabies mitigation plan missing from MOUs with providers of animal resources, clinical sites, and internship sites
- OSHA noncompliance issue with absent signage denoting presence of anesthetic gases in laboratory
- IACUC not functioning appropriately in that the Principal Investigator (PI) is not recusing from discussion or vote on own animal use protocols
- Students do not have access to sufficient numbers of qualified instructional personnel to deliver curriculum and model appropriate veterinary healthcare team concepts
- Insufficient program staffing to successfully deliver curriculum and meet program instructional goals
- Program director does not have adequate time for administrative responsibilities of program
- Program lacks a full-time credentialed veterinary technician
- Program lacks evidence that adjunct faculty members assessing essential skill completion have received training in evaluating essential skills
- Program does not currently use program specific graduate or employer surveys

Summary of any Unmet Deficiencies from Previous Evaluation

No unmet deficiencies from previous evaluation

Standard 1 - Institutional Accreditation

An accredited veterinary technology program in the United States must be part of an institution of higher education accredited by, and in good standing with, an agency recognized by the U.S. Department of Education. Non-U.S. programs must be part of an institution of higher learning recognized by, and in good standing with, the appropriate national, provincial, or regional agency with that authority.



Standard 1 Documentation

Indicate the information and documentation evaluated to assess Standard 1 - Institutional Accreditation

- Document(s) verifying institutional accreditation
- Report of any deficiencies from institutional accreditor
- Review of institutional accrediting agency website

1.1 ROE

The program is part of an institution of higher education accredited by an agency recognized by the US Department of Education. If a non-US program, the institution is recognized by the appropriate national, provincial, or regional agency with that authority.

YES

1.2 ROE

Agency that accredits the parent institution.

HLC-Higher Learning Commission

1.3 ROE

Institutional Accreditor Review Cycle.

Date of Last Review	Date of Next Review
2016-2017	2026-2027

1.4 ROE

The institution is in good standing with the institutional accrediting agency.

YES

1.5 ROE

The program is in good standing with the institutional accrediting agency.

YES

Standard 1 Site Team Commentary-Deficiency and/or Recommendations

Critical / Major / Recommendation	Site Team Commentary
No site team commentary for Standard 1	

Standard 2 - Finances

Standard 2 - Finances

Sustainable financial support must be adequate for the program to attain the educational goals and support its mission.



Standard 2 Documentation

Indicate the information evaluated to assess Standard 2-Finances

- Financial summary of the revenues and expenses for the past two and current (budgeted) academic year for the program.
- Description of financial support and budgeting process to meet program needs.

2.1 ROE

The Institutional budget is adequate to meet the program's current needs.

YES

2.2 ROE

The Institution has provisions to meet unexpected financial needs of the program.

YES

2.3 ROE

Program specific scholarships or grants are available to students.

YES

2.3a ROE

Description of program-specific scholarships or grants available to students.

Program students have access to Zoetis and Merck veterinary technology student scholarships. Additionally, since the veterinary technology profession is identified as a high need profession in the state, veterinary technology students have access to state funded last dollar scholarships. The site team recommended that the college and program work to enhance the scholarship offerings for veterinary technology students.

2.4a ROE Tuition-AS degree

Total theoretical cost for Associate degree for a student who is a resident of the state (if applicable) to complete the program, based on current tuition, fees, equipment, books, and related costs.

\$19,328.00

2.4a ROE Comments

Tuition \$15,308

Books/supplies \$2,500

Other related costs \$1,520 (includes ISU Internship costs, VTNE Student Practice Exam Fees, Radiology Badge fees)

2.4b ROE Tuition-BS Degree

Total theoretical cost for Bachelor degree for a student who is a resident of the state (if applicable) to complete the program, based on current tuition, fees, equipment, books, and related costs.

Not applicable

2.4b ROE Comments

2.5 ROE

Fiscal calendar the Institution operates.

Academic Year July-June

2.5a ROE

Fiscal Calendar Timeframe.

Two Years Past	One Year Past	Current Year Budgeted
July 1, 2021 - June 30, 2022	July 1, 2022 - June 30, 2023	July 1, 2023 - June 30, 2024

2.5b ROE

Total Institutional Operating Budget

Two Years Past	One Year Past	Current Year Budgeted
\$31,729,119.00	\$32,835,358.00	\$33,928,831.00

2.5c ROE Program Revenue

Program Revenue.

PROGRAM REVENUE	Two Years Past	One Year Past	Current Year (budgeted)
State appropriated funds	98,973	110,131	64,412
Federal funds	0	0	0
Student tuition and fees	177,836	178,933	193,092
Grants	0	0	0
Other (specify below if applicable)	24,223	26,994	15,290
TOTAL REVENUE OF PROGRAM	301,032	316,058	272,794

Other Program Revenue

Other revenue includes local support and property taxes.

Revenue Table Footnotes

2.5d ROE Program Expenditures

Program Expenditures.

PROGRAM EXPENDITURES	UNIT	Two Years Past	One Year Past	Current Year (budgeted)
Program Personnel-Veterinarians (Include headcount in UNIT column)	2, 3, 2	143,549	165,247	81,665
Program Personnel-Credentialed Veterinary Technicians (Include headcount in UNIT column)	1, 1, 3	47,677	51,998	16,268
Program Personnel-Other Technical Personnel (Include headcount in UNIT column)	0, 0, 3	0	0	13,634
Program Personnel-Other Instructional Personnel (Include headcount in UNIT column)	0	0	0	0
Program Personnel-Non-academic personnel (Include headcount in UNIT column)	0	0	0	0
Benefits on salaries (Include headcount in UNIT column)	3, 4, 2	68,043	88,653	38,951
Equipment	N/A	678	1,373	1,206
Supplies	N/A	19,144	17,947	16,015
Other (specify in UNIT column)		17,753	7,243	18,459
Total Expenditures of Program	N/A	296,844	332,461	186,198

Expenditure Table Footnotes

Other expenditures include memberships, meeting expenses, and internship services.

2.5e ROE Proprietary Institutions Only

Proprietary Institutions - Assets and Liabilities

	Two Years Past	One Year Past	Current Year Budgeted
Total Assets of Institution			
Total Liabilities of Institution			

Standard 2 - Site Team Commentary-Deficiency and/or Recommendations

Critical / Major / Recommendation	Site Team Commentary
Recommendation	Efforts should be made to develop program-specific veterinary technology scholarships.

Standard 3 - Organization and Communications

Standard 3 - Organization and Communications

3a The program must develop, publicize, and follow its mission statement.

3b There must be clearly defined lines of communication that are open and effective between the institution and the program director, program director and faculty/adjuncts, between program personnel, and between program personnel and students.

3c Program relationships with students, faculty, administrators, and the public must be conducted with integrity. Policies and available educational services for veterinary technology students must be clearly defined.-

3d The CVTEA must be apprised of changes in administration, organization, association with the parent institution, and major changes in the curriculum, faculty, or stated objectives. All changes must be reported to the CVTEA and conform with substantive change reporting requirements and describe how the program will continue to comply with accreditation Standards. It is expected that the program director or interim program director be included in all program reporting. (Refer to *AVMA CVTEA Substantive Change Report*)

3e The program must have an advisory committee that meets at least annually to provide counsel regarding equipment, curriculum, demographic trends and other matters pertaining to the veterinary technology profession. Membership must include veterinarians and veterinary technicians with diverse professional interests, not currently affiliated with the program. Representation should include credentialed veterinary technicians, veterinary technician students, veterinary industry representatives, and public members.

3f Programs with agreements between two or more institutions are recognized. The institution accredited by the CVTEA is declared the parent (home) institution and grants the degree or certificate.

3g Communication and interactions with veterinary technician educator associations, veterinary medical associations, and veterinary technician associations should be maintained.

Standard 3 - Organization and Communications Organization and Communications

Standard 3 Documentation

Indicate the information and documentation evaluated to assess Standard 3 - Organization and Communication

Documentation of program's mission statement

Organizational chart

Course catalog, websites, handbooks

Advisory committee roster

Advisory committee minutes

Description of the relationship between the administration and the program

3.1 ROE Mission Statement

Mission statement of the Program.

It is the mission of the NICC Veterinary Technician department to serve and meet the needs of animals and their industries by educating students to the highest level of quality medicine, while demonstrating and developing compassion and professionalism in those students.

3.2 ROE

The mission statement is aligned with Program focus of the curriculum, facilities, equipment, off-site placement opportunities, program outcomes, and interactions with the community.

YES

3.3 ROE

The relationship between the administration of the institution and the program is open, efficient, and effective.

YES

3.3 ROE Comments



Currently, two administrators are serving in either interim or acting roles. However, members of the administration work well with the program director and are extremely supportive of measures needed to ensure positive growth and success of the program.

3.3a ROE

Communication between the program director and students is open and effective.

YES

3.3a ROE Comments

Students report that replies from the program director are frequently slow, but are very understanding that delays are due to the fact that the program director is the only full-time faculty member and has an increased workload. The program director is easy to talk to and students feel that she is extremely committed to their success in the program.

3.3b ROE

Communication between the program and the public community is conducted with integrity.

YES

3.3b ROE Comments

3.4 ROE

There are clearly defined lines of communication between the program director and program personnel.

YES

3.5 ROE

Title of person the Program Director reports to.

Rhonda Selbert, Interim Deam of Agriculture, Animal Science, and Transportation

3.6 ROE

Full-time and part-time program personnel are participating in regularly scheduled faculty meetings.

NO

3.6 ROE Comments

The program director is the only full-time faculty member and many adjuncts are remote therefore most communication occurs through email or text messages.

3.7 ROE

Policies and educational services for veterinary technology students are clearly defined and available.

YES

3.8 ROE

Program Advisory Committee

The program has an advisory committee (PAC).	Yes
The PAC meets at least annually.	Yes
The PAC includes veterinarians and veterinary technicians with diverse professional interests.	Yes
The PAC includes representation from program students, the veterinary industry, and the public.	No

3.8 Advisory Committee Comments

The PAC is very active and effective but does not have representation from industry. There are two seats reserved for second year students. The students report that the PAC is very receptive to input and suggestions from the student representatives.

3.9 ROE

Is there an agreement between two or more educational institutions to provide the veterinary technology program?

NO

3.9a ROE

If there is an agreement between two or more educational institutions to provide the veterinary technology program, the certificate granted to program graduates is from the parent institution.

N/A

Standard 3 Site Team Commentary-Deficiency and/or Recommendations

Critical / Major/ Recommendation	Site Team Commentary
Recommendation	The advisory committee be expanded to include industry representatives.

Standard 4 - Physical Facilities and Equipment

Standard 4 - Physical Facilities and Equipment

4a All aspects of the physical facilities used for primary learning must provide an environment conducive to learning and the achievement of the educational goals. Classrooms, teaching laboratories, and other teaching spaces shall be clean, maintained in good repair, adequate in number, appropriate in capacity, and provided with sufficient equipment to meet the instructional need and the number of students enrolled.

PC

Partially Compliant

4b All clinical facilities for primary learning must emulate contemporary veterinary facilities. Standard types of laboratory and clinical equipment, consistent with those used in contemporary veterinary facilities, shall be provided. Programs must have access to all items listed in the *Equipment and Instructional Resource List Appendix* over the sum total of all primary learning sites.

4c Office space must be sufficient for the instructional, advisement, and administrative needs of the faculty, staff, and program.

4d Animal housing must be consistent with accepted humane standards and federal and state regulations. See 5b

4e Safety of students, program personnel, and animals must be of prime consideration. Students must be educated on rabies risk prior to working with animals. Prior to live animal use, students must be vaccinated against rabies or the program must implement a comprehensive rabies mitigation protocol as described in Appendix A. (see *Statement on Safety Appendix*).

4f All use of drugs, biologics, reagents, and other materials used in conjunction with animal care must be in compliance with state and federal regulations including current dating and appropriate labeling. Materials used for demonstration purposes must be appropriately identified and stored. Controlled substances shall be stored and logged in accordance with state and federal regulations.

4g Waste management shall be appropriate for the needs of the program and consistent with regulatory agency requirements.

4h Storage must be sufficient for program needs.

Standard 4 - Physical Facilities and Equipment Physical Facilities and Equipment

Standard 4 Documentation

Indicate the information evaluated to assess Standard 4 - Physical Facilities and Equipment

Description of facilities and equipment

Inspection of program facilities and equipment

Photographs/videos of on-campus facilities

Photographs/video of off-campus clinical facilities

Review of controlled substance log

Documentation of pregnancy policy

Documentation of policy on aggressive animals and bite/scratch policy

Documentation of emergency plan

Student rabies vaccination policy

4.1 ROE

On-Campus primary learning facilities used by the program (i.e. classrooms, laboratories, surgical suites, storage areas).

Facility Area (i.e. Classroom, Laboratory, Surgery Suite)	Approximate Total Square Footage	Facility Description and how used by the program.
General Classrooms	785	There are six general classrooms located at the Dairy Center with seating for 34-36 students, and an additional general classroom with seating for up to 100 students. The majority of classes at the Dairy Center are ag or science related.
Computer Lab	795	There is one computer lab with 20 computer terminals and a second lab with three computer terminals. The large lab contains audiovisual equipment. Both labs are connected to the school's network, the internet, and a printer. Students are able to access the labs from 7 a.m. to 6 p.m. Monday through Friday outside of scheduled courses that utilize the rooms.
General Science Labs	1500	The program has access to two multi-purpose non-animal science labs with seating for 18-24 students. Both labs contain audiovisual equipment.
Small Animal Lab	1875	<p>The small animal lab is comprised of four rooms. The two main rooms have a collapsible wall between them allowing more space for the lab depending on the situation.</p> <p>The first main room is an open area with equipment found in a clinical situation. It has the equipment required for fecal, urinary, and physical exams. This area is also utilized as an area for surgical preparation and dental surgery. It has the ability to have four portable stations. It includes a microscope that is connected to the monitor above it for viewing by the entire class. The second main room can be used as a classroom, surgical observation area, and as a blood analysis lab. This room contains audiovisual equipment for a classroom setting, as well as viewing procedures being recorded in the surgical suite. The third room is the surgery suite which includes a camera that can be viewed in the second main room, and the fourth room is the temporary kennel room with animal cages.</p>
Analysis Lab	285	The Analysis Lab is used by the program as a simulation of a large animal veterinary clinic's dry lab. This lab contains equipment utilized for final sample preparation, bacterial culture, and X-ray development. There is a monitor for viewing procedures being recorded in the Necropsy Lab. The monitor is also connected to the microscope for viewing. This lab contains a computer used to record audiovisuals, and for data entry. It also contains restricted drug storage and cold storage.
Wet Lab	550	This lab is used for necropsy and basic sample preparation. There is a central floor drain. It has washable floors, walls, cabinets, and counters. It has waterproof audiovisual equipment, including a video camera, which can be viewed in the Necropsy Lab, as well as simultaneously, in the Analysis Lab. Ventilation is connected to the building ventilation system along with an auxiliary self-contained system that can be turned on as needed. When needed, rabbits and rats will be contained in temporary housing in this lab.
Radiology Lab	850	The radiology lab is located off of the small animal lab with an entry from the first main small animal room. The lab also has entries from the outside by two overhead doors. The radiology lab houses a fixed digital x-ray unit and is able to be utilized for both small and large animals.

4.1a ROE

Off-Campus primary learning facilities used by the program (i.e. clinical and laboratory facilities, large animal facilities, etc.).

Facility Name	Facility Location	Facility Description	Number of students at each site at a given time	Facility Description and how used in the delivery of instruction
AMF Equitation, LLC	Ridgeway, IA	An equine riding instruction facility with approximately 10 horses and ponies.	8	The facility is utilized to develop skills and knowledge in equine health and medicine.
Humane Society of Northeast Iowa	Decorah, IA	A non-profit humane society that serves the people and companion animals in	8	The facility is utilized to develop skills and knowledge in canine and feline

		the five-county area of Northeast Iowa through its programs, including pet adoption, humane education, spay/neuter clinics, microchip & nail trim clinics, and more.		health and medicine.
Luther College	Decorah, IA	A local private college that utilizes Blue Jays for research in the Psychology Department	8	The facility is utilized to develop skills and knowledge in avian health and medicine.
Northeast Iowa Dairy & Agriculture Foundation	Calmar, IA	A non-profit organization devoted to the education of the public about the dairy and agriculture industry. Fully functional dairy and beef farm with approximately 550 dairy and beef cattle.	8	This facility is utilized for all aspects of bovine health and treatment.

4.2 ROE

All program facilities are appropriate in capacity and adequate in number for the number of students enrolled and the courses offered.

YES

4.3 ROE

Program facilities are clean and maintained in good repair.

YES

4.4 ROE

There is sufficient equipment available to support the number of students enrolled and the courses offered at all locations, including off-campus clinical facilities.

YES

4.5 ROE

On-campus clinical facilities emulate contemporary veterinary facilities.

YES

4.5 ROE Comments

The program's on-campus facilities are spacious, modern, and have ample storage.

4.6 ROE

Off-campus clinical facilities emulate contemporary veterinary facilities.

Not Applicable

4.6 ROE Comments

The site team viewed images from AMF Equitation, the Humane Society of Northeast Iowa, and Luther College. All images depicted areas that were clean and spacious.

4.7 ROE

All required equipment is owned or available to the Program. (Appendix G)

YES

4.7a ROE

Describe any non-essential equipment desired by the program.

The program would like to add a small animal ultrasound unit, a fixed dental x-ray unit, pony dental floats, additional models, microhematocrit centrifuge, ultrasonic dental scaler, and an adjustable height exam table(s).

4.8 ROE

Office space is available and sufficient for program personnel.

YES

4.8 ROE Comments

4.9 ROE

Are animals housed overnight?

YES

4.9a ROE

All animal housing is consistent with accepted humane standards and state and federal regulations.

YES

4.10 ROE

The Program has established policies and procedures that ensure a safe and healthy environment for program students, personnel, and animals.

YES

4.10 ROE Comments

4.11 ROE

Did the site team witness any safety or regulatory concerns? (see Appendix A)

YES

4.11 ROE Comments

The site team noted that safety signage denoting presence of anesthetic gases was absent from the program's main lab area.

4.12 ROE

Appropriate personal protective equipment is available for students and appropriately utilized.

YES

4.13 ROE

A protocol is in place for the handling and disposition of aggressive or dangerous animals.

YES

4.14 ROE

A bite/scratch protocol is in place.

YES

4.15 ROE

The program has an appropriate rabies vaccination policy in place.	YES
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Students are required to be immunized for rabies prior to live animal interactions in the program.	YES
Does the program allow waivers from students to decline immunizations?	YES
If applicable, does the comprehensive rabies mitigation protocol address each element described in Appendix A: Statement on Safety Comprehensive Rabies Mitigation Plan?	NO
The program has an appropriate student pregnancy policy in place.	NO

4.15 ROE Comments

The program had not included details of its rabies policy or comprehensive rabies mitigation plan in several MOUs with providers of animal resources, clinical sites, or internship sites.

The site team noted that the program's pregnancy policy seems to compel disclosure of pregnancy and recommended it be reviewed by legal counsel.

4.16 ROE

All drugs, biologics, reagents, and other materials for use in animal care are appropriately labeled and currently dated.

YES

4.16a ROE

Materials used for demonstration purposes are appropriately labeled and stored.

YES

4.17 ROE

Controlled substances are appropriately logged and stored.

YES

4.17 ROE Comments

4.18 ROE

Waste management meets the program's needs and is consistent with regulatory requirements.

YES

4.18 ROE Comments

All laboratory classrooms are supplied with approved sharps containers. Once the containers are full, the Environmental Services Department collects the containers and houses the containers from all departments until they are transferred to a private contractor who facilitates disposal of the bio hazardous waste. NICC contracts with GRP and Associates of Mason City, IA for waste disposal.

4.19 ROE

Storage space is sufficient to meet the program's needs.

YES

Standard 4 Site Team Commentary-Deficiency and/or Recommendations

Critical / Major / Recommendation	Site Team Commentary
Critical	Documentation be provided that the program has implemented a comprehensive rabies mitigation plan for unvaccinated students which addresses each component described in the CVTEA Statement on Safety, Appendix A. (4e, 5b, 10d) <ul style="list-style-type: none"> Inclusion of program's rabies vaccination policy and components of the comprehensive rabies mitigation plan in all MOUs with providers of required animal species, clinical sites, and internship sites.
Critical	The program be compliant with Occupational Safety and Health Administration (OSHA) and other safety considerations with respect to presence of safety signage related to presence of anesthetic gases. (4e)

Recommendation	The program's pregnancy policy be reviewed by legal counsel.
Recommendation	The program considers acquiring a small animal ultrasound unit, a fixed dental x-ray unit, pony dental floats, additional models, microhematocrit centrifuge, ultrasonic dental scaler, and an adjustable height exam table(s).

Standard 5 - Resources for Clinical Instruction

Standard 5 - Resources for Clinical Instruction

5a

Programs must follow all applicable federal and state regulations and guidelines for the care and use of animals utilized by the program. The CVTEA endorses the principles of humane care and use of animals as codified in the Animal Welfare Act (AWA) and requires programs to follow AWA regulations and policies with respect to all animal use. All

PC

Partially Compliant

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5b

Adequate numbers of common domestic and laboratory animal species are required to provide the necessary quantity and quality of clinical instruction to meet curriculum requirements without overuse of the animals or violation of AWA requirements for humane use and care (see *Use of Animals in Veterinary Technology Teaching*

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5c

Models and other alternate methods of teaching that are consistent with the goals of the curriculum must be considered to replace, reduce or refine animal use.

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5d

Records and logs for animals used by the program must be comprehensive and accurately maintained.

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5e

Off-campus providers of instructional support must meet objective requirements set by the program with respect to the physical facilities, staff, and available equipment. A memorandum of understanding or contractual arrangement, with appropriate exit strategies, must be established with all off-campus sites including, but not limited to, primary

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5f

If program staffed clinical veterinary services are offered, documented evidence must exist that clients are informed that student instruction is a major component of patient care. The primary purpose of such clinical veterinary services, regardless of animal ownership, must be teaching, not revenue generation.

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Standard 5 - Resources for Clinical Instruction Resources for Clinical Instruction

Standard 5 Documentation

Indicate the information evaluated to assess the Standard 5 - Resources for Clinical Instruction

Description of resources available

Inspection of program facilities and clinical resources

Review of animal medical records

Review of medical logs to include, but not limited to, surgical and radiology logs

Documentation of Institutional Animal Care and Use (IACUC) committee minutes

Documentation of IACUC-approved animal care and use protocols

Documentation of IACUC-approved complaint policy

Documentation of signed memoranda of understanding with off-campus providers of clinical instruction and/or clinical resources

5.1 ROE

Describe available animal resources.

Dogs and cats are obtained from the Humane Society of Northeast Iowa (HSNI). Occasionally, faculty or student owned dogs and cats may be used. Students complete horse skills at the AMF Equitation facility. The college houses approximately 20 cattle from the Northeast Iowa Dairy and Agriculture Foundation in an on-campus facility. Rats and rabbits are purchased and kept on

campus for approximately two weeks for student use. Students travel to nearby Luther College to complete avian skills on blue jays owned by the psychology department.

5.2 ROE

The program is registered with the USDA.

YES

5.2 ROE Comments

5.2a ROE

Date of the last USDA inspection.

09/20/2023

5.2a ROE Comments

5.2b ROE

Non-compliance issues were cited on the last USDA inspection.

NO

5.2b ROE Comments

5.2c ROE

Animal Use Oversight / United States Department of Agriculture (USDA)

The program follows all applicable federal and state regulations and guidelines for the care and use of all animals utilized.	Yes
There is an appropriately constituted and functioning institutional animal care and use committee (IACUC).	No
The program has IACUC-approved animal care and use policies in place for all animal activities and they are complete.	No
The program has an IACUC-approved policy (whistleblower policy) in place for investigating and responding to complaints of inappropriate animal care or use and is publicized.	No

5.2c ROE Comments

While the IACUC roster was appropriately constituted, a review of IACUC minutes revealed the IACUC was not functioning appropriately. The site team noted in provided IACUC minutes that Dr. Lee, the PI for the veterinary technology program protocols, had not recused herself from review or voting on her protocols.

Protocols for all live animal teaching activities were present, but lacked some key items. This includes, but may not be limited to:

- description of all procedures, including but not limited to, spays and neuters of cats/dogs and dehorning of calves
- description of analgesic options for painful procedures
- description and plan for euthanasia, if necessary
- list of qualified personnel to work within the protocol

During the facilities inspection, the site team did not find a posted copy of the whistleblower policy. The copy uploaded with the self-study lacked multiple elements.

- timeline for investigation of complaint
- reasonable assurance of anonymity of complainant
- reasonable assurance of protection from retaliation

5.3 ROE

Adequate numbers of common domestic and laboratory animal species are available for use in teaching to meet the required quality and quantity of clinical instruction to meet curriculum requirements without overuse of animals or violation of humane standards of care.

YES

5.4 ROE

Signed memoranda of understanding, with appropriate exit strategies for primary providers, are in place for all animal resources.

YES

5.5 ROE

Student-to-animal ratios

Small Animals	2:1
Large Animals	1:1
Laboratory Animals	2:1
Avian	2:1

5.6 ROE

There are appropriate types and quantities of animal models available for program students.

YES

5.7 ROE

All animal records and logs are comprehensive and accurately maintained, if applicable.

NO

5.7 ROE Comments

Overall, medical records seemed complete and accurate. However, records were not contemporary with respect to:

- lack of SOAP format for record entries
- dental charting was incomplete and inconsistent

5.8 ROE

There are signed memoranda of understanding, with appropriate exit strategies and objective requirements, in place for all off-campus providers of instructional support.

NO

5.8 ROE Comments

Signed, in-force MOUs with all off-campus sites exist. However, all MOUs lack information related to the program's rabies policy or comprehensive rabies mitigation plan.

The site team did note that all MOUs contained language indicating automatic renewal of the agreement, unless either party requested a review. The team recommended that the program and its affiliates review MOUs on a regular basis to ensure they remain contemporary and pertinent.

5.9 ROE

Are clinical veterinary services provided to the public (non-faculty/student owned animals)?

NO

Standard 5 Site Team Commentary-Deficiency and/or Recommendations

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Critical / Major / Recommendations	Site Team Commentary
Critical	The program have an appropriately functioning Institutional Animal Care and Use Committee (IACUC) with respect to documentation that potential conflicts of interest are eliminated in the discussion and approval of animal use protocols. (5a)
Major	IACUC approved animal care and use protocols contain all information required by AWA guidelines. Areas to address include, but may not be limited to: (5a) <ul style="list-style-type: none"> a. names of personnel approved to conduct animal procedures b. inclusion of a description of procedures to be performed c. inclusion of a description of analgesic options for painful procedures d. inclusion of plan for euthanasia of animals if necessary
Major	The "whistleblower" policy includes key components and is posted in prominent areas. Missing components include, but may not be limited to: (5a) <ul style="list-style-type: none"> a. timeline for investigation of a complaint b. statement of reasonable assurance of anonymity c. assurance of reasonable protection from retaliation
Major	Medical records be accurately maintained and reflect contemporary veterinary practice standards. (5d) <ul style="list-style-type: none"> a. elimination of entries that are not in SOAP format b. improvement of dental charting that is inconsistent and incomplete
Recommendation	The program and its affiliates institute a regular review of all MOUs to ensure that MOUs remain current and relevant.

Standard 6 - Library and Informational Resources

Standard 6 - Library and Informational Resources

6a

Libraries and information retrieval are essential to veterinary technician education and continuing education. Timely access to current information resources pertaining to veterinary technology through print, electronic media, and/or other means must be available to students, faculty, and staff. Students must have access to a qualified resource

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PC

Partially Compliant

6b Knowledge of quality information resources, library use and development and application of information retrieval skills must be included in the educational experience.

Standard 6 - Library and Informational Resources Library and Informational Resources

Standard 6 - Documentation

Indicate the information evaluated to assess Standard 6 - Library and Informational Resources

List of texts and periodicals, electronic and print, available to program personnel and students

List of databases available to program personnel and students

Tour of library facilities and relevant portions of the collection

Description of the qualification of the librarian(s)

Description of computer technology available to program personnel and students

Description of remote access technologies and mechanisms that promote use of library information

Description of funding available for library and educational resources

Description of how use of library resources is encouraged

6.1 ROE

Describe the library resources and available modalities.

In fiscal year 2023, the NICC campus libraries provided access to 56,708 print book titles (65,158 volumes), 411,047 e-books, 171 databases, and 122,476 streaming videos. We have subscriptions to 230 print periodicals and 75,718 e-journals. The electronic items are available 24/7 via the internet. We seriously consider purchasing items requested or recommended by faculty and students. We provide interlibrary loan as a free service for items requested, but which we are unable to purchase to add to the collection. Databases and library software account for 97% of the library materials budget; therefore, database usage is carefully considered when determining whether to renew a subscription to ensure best use of financial resources.

6.2 ROE

Accessibility to library resources are adequate for student learning.

YES

6.3 ROE

Program personnel and students have access to library and educational resources that are sufficient to meet the needs of the program.

YES

6.4 ROE

Library and educational resources available to program personnel and students are current.

YES

6.5 ROE

Name and description of the library resource specialist credentials.

Victor Lieberman, MS in Library Information Science

6.6 ROE

Library personnel have the appropriate credentials.

YES

6.7 ROE

Amount of the library budget that is allocated to the program.

The library purchases anything requested by an instructor and seriously considers student requests. We consider purchasing items requested through interlibrary loan if they are recent publications. Choice reviews are the primary resource used to purchase items not requested or recommended by faculty or students.

FY2023: \$163 for 6 titles

FY2024: \$224 for 4 titles

6.7a ROE

There are adequate funds allocated to the library to support library and educational resources.

YES

6.8 ROE

Students gain knowledge of quality information resources, and library use, in the program.	NO
Students develop and apply information retrieval skills as part of their educational experience.	NO

6.8 ROE Comments

Library staff are available to assist with instruction regarding library use and research at the request of faculty. Dr. Lee reports that currently there are no assignments in the curriculum that require students to use any library resources or research skills.

Standard 6 Site -Team Commentary-Deficiency and/or Recommendations

Critical / Major / Recommendation	Site Team Commentary
Major	Knowledge of library use and development of information retrieval skills be included in the curriculum. (6b)
Major	Students be required to use library resources to a greater extent. (6b)

Standard 7-Admissions

Standard 7 - Admissions

7a

The institution and program admission policies must be well defined and documented.

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7b

Applicants must have a high school diploma or its equivalent.

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7c

Consideration of the qualifications of applicants for admission must include aptitude for, an interest in, and an understanding of a career in veterinary technology. The CVTEA recognizes that some institutions must perform under open admissions policies that prohibit selective entry into veterinary technician education programs. The development and

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7d

Catalogs, website, or other official publications must contain the institutional and programmatic purposes and objectives, admission requirements and procedures, academic offerings, degree granted, and program requirements for completion of the degree, including the existence of any technical standards. This information must include the length

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7e

The institution and program must demonstrate integrity and responsibility in student recruitment practices. Admission must be non-discriminatory and in accordance with federal and state statutes, rules, and regulations. Personnel who are knowledgeable about the program and its requirements should conduct student recruitment.

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7f

The program director or director's appointee should participate in the deliberations of the admissions committee and selection of students

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Standard 7 - Admissions Admissions

Standard 7 Documentation

Indicate the information evaluated to assess Standard 7-Admissions

College catalog, brochures, website

Program admission packet

Description of admission policies and procedures

Discussion with program students

7.1 ROE

Institutional and program admissions policies are well defined and documented.

YES

7.2 ROE

A high school diploma or its equivalent are required for admission into the program.

YES

7.2a ROE

Consideration is given for the qualifications of applicants for admission including aptitude for, an interest in, and an understanding of a career in veterinary technology.

NO

7.2a ROE Comments

Currently, the college operates with an open admission process and the program follows suit. Prosepective students complete an interview with the program director after acceptance to the college has been communicated to the student. The site team noted that the program would benefit from the addition of elements prior to admission that evaluate prosepective student readiness for the academic program rigor and an aptitude for the veterinary technology profession.

PC

Partially Compliant

7.3 ROE

Describe student enrollment into the program (number of time each year, etc.)

Enrollment occurs once yearly in the fall.

7.3a ROE

Maximum number of students to be admitted into the program for each enrollment period	24
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7.4 ROE

Describe requirements for admission into the program.

- Certify you are a high school graduate or have a high school equivalency diploma (HSED). All documents must be submitted to the Northeast Iowa Community College Admissions Office. »admissions@nicc.edu
- Satisfy minimum requirements on a placement assessment for enrollment in College Composition I and College Algebra. Requirements may be satisfied by college or high school coursework, or completing one of the following placement assessments: ACT, ACCUPLACER, ALEKS or SAT. Students should submit their high school or official college transcript or assessment results to the Admissions Office for consideration of an assessment waiver. The placement assessment must have occurred within three years of your application date.
- Complete a formal interview with faculty from the Production and Companion Animal Veterinary Technician program. During the interview, the faculty will review the student's extracurricular and community activities, animal veterinary and work experience, personal development, professionalism and any special circumstances. Each factor is considered and will contribute to the overall impression of the applicant and their qualifications for the program. This should be treated as a professional interview, with the applicant dressing accordingly.
- Interviews may be scheduled after all admission requirements have been completed or the student can confirm they are currently enrolled in the final course(s) required for acceptance. The interviews are available by appointment only on the Calmar campus. Call 844.642.2338, ext.8106 to schedule your interview.

7.5 ROE

The catalog and/or other advertising material including website, accurately describe the program and its objectives.

YES

7.6 ROE

The program director or director's appointee participate in the selection of students admitted into the program.

NO

7.6 ROE Comments

The program director completes an interview with each incoming student, but the interview is not used to rank or exclude students in the admissions process.

Standard 7 Site Team Commentary-Deficiency and/or Recommendations

Critical / Major / Recommendation	Site Team Commentary
Major	Evidence exists that consideration of the qualifications of applicants for admission must include aptitude for, an interest in, and an understanding of a career in veterinary technology. (7b)
Major	Efforts continue to improve selection criterion for competitive admissions that is specific to the program. (7c)

Standard 8 - Students

Standard 8 - Students

8a

The number of students must be appropriate to achieve the mission of the program. Enrollment must not exceed the available resources including the number of faculty and support staff needed to meet the educational goals of the curriculum. An appropriate program personnel-to-student ratio must be maintained to ensure student safety and

PC

Partially Compliant

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8b

Student support services must be available within the institution for program students. Interactions between students and faculty/staff must be sufficient to communicate expectations for successful academic performance, provide feedback for improvement of skills and knowledge, and encourage professional growth and development.

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8c

Throughout the curriculum, students must be exposed to veterinary team concepts and appropriate modeling of ethical and professional behavior.

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8d

Students should be encouraged to form a student organization, and this organization should become an affiliate of the National Association of Veterinary Technicians in America (NAVTA) and appropriate state veterinary technology associations. Students should be encouraged to be active in local, state, and national veterinary technician organizations.

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8e The program must promote a learning environment that values diversity, equity, inclusion, and belonging.

Standard 8 - Students

Standard 8 Documentation

Indicate the information evaluated to assess Standard 8 - Students

Description of student support services available

Documentation of numbers of students admitted into the program

Review of student handbook

Discussions with program personnel and students

8.1 ROE

STUDENT ENROLLMENT	Total Institutional Enrollment	Total Program Enrollment
Total Number (Head count)	4,270	22
FTE (Full-time equivalent)	1,468.58	22.0

8.2 ROE

Students currently at each stage of the curriculum (as applicable).

Year	Head Count
First Year	14
Second Year	8
Third Year	0
Fourth Year	0

8.3 ROE

Program Graduates

Graduates	Four years past	Three Years Past	Two Years Past	Prior Year	Current Year
Academic Year	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024 YTD
Total Graduates	8	4	4	5	0

8.4 ROE

There are appropriate program personnel-to-student ratio present for the following:

Personnel:Student Ratios	Animal Handling Laboratories	Program Laboratories	Lecture Classes
Ratio	1:8	1:12	1:24
Meets Standard or Is Appropriate?	Yes	Yes	Yes

8.5 ROE

The number of students enrolled is appropriate for the available resources, including faculty and staff, to meet the educational goals of the program.

NO

8.5 ROE Comments

The current total enrollment in the program is 22, creating a burden on the program in terms of effective delivery of the curriculum. For classes that Dr. Lee does not teach, adjuncts are primarily using asynchronous online instruction with little communication with students. Students reported long wait times for replies from instructors, often receiving a reply long after the question was relevant.

The second year cohort reported that their class originally had 15 members, but 7 had left the program due to either academic issues, interest in other programs at the college, or unknown reasons.

8.6 ROE

Student support services are available to program students from the institution.

YES

8.7 ROE

Does the program anticipate the number of students entering the program to change in the next 2 years? If yes, describe, otherwise, choose No.

The program director and members of administration remarked that should the program fail to hire a full-time credentialed veterinary technician in a timely manner they had a tentative plan to suspend new enrollment in the fall 2024 semester.

8.8 ROE

The program models veterinary team concepts and appropriate ethical and professional behavior.

NO

8.8 ROE Comments

Since Dr. Lee is the only full-time faculty on campus, it is extremely difficult for students to experience modeling of veterinary team concepts. Dr. Lee has one adjunct RVT that assists with surgery labs in the fall semester, The other adjuncts employed by the program are either teaching in an asynchronous online format or are not credentialed as an RVT.

8.9 ROE

Student Organization

Does the program have a student veterinary technician organization?	No
Is the student organization a student chapter of the National Association of Veterinary Technicians in America (NAVTA)?	N/A
Student membership to state veterinary technician organizations is available, if applicable.	N/A

8.10 ROE

Students have opportunities to provide input into the program.

YES

8.10 ROE Comments

In the meeting with students, the entire group expressed a desire to form a vet tech club to facilitate relationships and mentorship opportunities between the cohorts. Two of the second year students remarked that they attend PAC meetings and the PAC is very open and receptive to student suggestions and comments. The student body could benefit from greater integration of the two cohorts so student PAC members could relay information to the entire student body rather than primarily the second year cohort.

While students reported email responses from the program director can be slow, direct communication either before or after class or during office hours was always positive and productive.

8.11 ROE

There is evidence that the Program promotes a learning environment that values diversity, equity, inclusion, and belonging.

YES

Standard 8 Site Team Commentary-Deficiency and/or Recommendations

Critical / Major / Recommendation	Site Team Commentary
Critical	Students have access to appropriate numbers of qualified program instructors to ensure adequate delivery of instruction and to model veterinary healthcare team concepts. (8a, 8c)
Recommendation	A formal student organization be formed and become affiliated with the National Association of Veterinary Technicians in America (NAVTA) and the state technician association to encourage participation in professional associations and to promote interactions between classes.
Recommendation	Data be collected and analyzed to determine causes of program attrition.

Standard 9 - Faculty

Standard 9 - Faculty

9a Faculty and staff numbers must be sufficient to deliver the educational program and meet the instructional goals of the program.

PC

Partially Compliant

9b

Instructors in the program must have knowledge and expertise in the topics they teach and promote the appropriate role of the veterinary technician in the veterinary health care team. Instructional duties must not violate local, state, or federal laws regarding the practice of veterinary medicine.

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9c

The program director must be a licensed veterinarian or a credentialed veterinary technician who must be a graduate of an AVMA or CVMA-accredited program. The program director must have the educational background and occupational experience appropriate to understand and fulfill program goals. The position of the program director should be

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9d

The director must have the responsibility, authority, and support necessary to manage the program successfully. This shall be documented in a written job description that also shall clearly define the position of the director within the institutional hierarchy. The program director must be responsible for organizing continuous program review and

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9e

Each program must have one full-time credentialed veterinary technician who must be a graduate of an AVMA CVTEA or CVMA-accredited program. Each program must have a minimum equivalent of one full-time licensed veterinarian

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9f

Academic positions must offer sufficient compensation, incentives, and employment security to attract and retain qualified personnel in order to maintain program stability. Faculty and staff must have sufficient time for development and delivery of instruction, curriculum development, student evaluation, student advisement and counseling, and

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9g

The institution must provide evidence that it evaluates program personnel regularly and assists and facilitates professional growth. Program personnel should be encouraged and financially supported to be participating members of local, state, and national veterinary professional associations.

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Standard 9 - Faculty and Staff Faculty and Staff

Standard 9 Documentation

Indicate the information evaluated to assess Standard 9-Faculty

Documentation of program personnel workloads

Description of program personnel workloads

Documentation of program personnel credentials

Description of program personnel credentials

Job description of program director(s)

Institutional policy on definition of full-time employment

9.1 ROE

Faculty and staff numbers are sufficient to deliver the educational program and meet the instructional goals of the program.

NO

9.1 ROE Comments

Currently, the only full-time faculty member is Dr. Lee, the program director. The program's full-time RVT resigned in August 2023 and the program has been unable to hire a qualified applicant for the position. Dr. Riese, a retired veterinarian in the area, has been hired as an adjunct to teach two courses. A local RVT was hired as an adjunct to assist Dr. Lee with the surgery class in fall 2023 but did not return for spring 2024. In fall 2023, the program had a former RVT teaching two online courses, but during the semester the adjunct had some personal emergencies that disrupted the delivery of both courses and resulted in asynchronous delivery of the bulk of the courses.

Currently, a retired RVT teaches the lab animal course using recorded lectures delivered in the college's LMS Brightspace. She also travels to campus for two rat labs and two rabbit labs during the semester. The shelter director at HSNI, who is not a RVT, assists Dr. Lee with the vet clinics course in the spring semester.

9.2 ROE

Program instructors' qualifications are academically and experientially appropriate to the subject matter they teach.

YES

9.2 ROE Comments

9.3 ROE

Person(s) responsible for the management of the program.

Anne-Krisi Lee, DVM

9.4 ROE

Program Director(s)

The Program Director(s) is a licensed veterinarian or a credentialed veterinary technician who is a graduate of an AVMA CVTEA-accredited program.	YES
The Program Director(s) have both the academic and experiential qualifications to fulfill the program goals.	YES
There is evidence that the Program Director(s) has sufficient authority and responsibility for the development and administration of the educational program.	YES
There is a written job description for the Program Director(s).	YES
The Program Director has sufficient time and resources devoted to the administration of the educational program.	NO

9.4 ROE Comments

Due to the continued staffing shortage, the program director has absorbed multiple responsibilities that were previously shared across the faculty. Currently, the program director has 23 contact hours of overload for the academic year.

9.5 ROE

The program has a minimum equivalent of one full-time licensed veterinarian on staff.

YES

9.5 ROE Comments

9.6 ROE

The program has a minimum of one full-time credentialed veterinary technician, who is a graduate of an AVMA CVTEA-accredited program on staff.

NO

9.6 ROE Comments

The program has been unable to hire another full-time RVT since the previous full-time RVT resigned in August 2023. During the site visit, it was reported that a promising applicant will be interviewed in the week following the site visit.

9.7 ROE

Faculty Totals

Total number of veterinarians employed.	2.0
Total full-time equivalent (FTE) veterinarians.	1.4
Total number of credentialed veterinary technicians employed.	2.0
Total FTE credentialed veterinary technicians.	0.2
Total other instructors employed by the program.	3.0
Total FTE other instructors.	0.3

9.7 ROE Comments

9.8 ROE

Program personnel salaries and benefits are sufficient to attract and retain qualified personnel.

NO

9.8 ROE Comments

Dr. Lee's reported salary is in the lower end of the median salary (\$60,000 - \$69,999) reported in the 2022 CVTEA Mega Veterinary Technology Program Survey for program directors, As compared to veterinarian salaries in the same survey, her salary is well below the average salary reported for a 10 month contract employee (\$73,116). Dr. Lee is compensated for the overload hours reported above in 9.4.

Adjunct pay for non-veterinarians in the program is slightly above the average reported in the survey (\$43/hour), but the adjunct pay for veterinarians in the program is well below the average reported in the survey (\$60/hour).

9.9 ROE

There is sufficient time for program personnel to devote to development and delivery of instruction, curriculum development, student evaluation, student advising and counseling, and professional development.

NO

9.9 ROE Comments

All the adjuncts employed by the program have full-time positions with other employers. Students reported that online delivery of some classes began with real time zoom lectures, but has become completely asynchronous as the academic year has progressed. Some online classes do have recorded lectures by the instructor, but others are assigned readings with assignments or quizzes and little instructor feedback.

9.10 ROE

There is evidence that program personnel are evaluated regularly and the institution assists and provides opportunities for professional growth.

YES

9.10 ROE Comments

9.11 ROE

Program personnel are members of appropriate local, state, and national professional organizations.

YES

9.12 ROE

Faculty/staff member assigned one-quarter time (0.25 FTE) or more to the veterinary technology program.

Name	State(s) licensed/credentialed in	Education Degree, Institution, Year	Title or Rank	Date of Original Appointment	Employment Type	Average Teaching Load in Student Contact Hours per week	Professional Association Memberships (define acronyms on first mention)
Anne-Kristi Lee, DVM	Iowa	DVM, Iowa State University, 2005	Program Director	08/16/2020	Full-time	24	*American Veterinary Medical Association(AVMA) *Iowa Veterinary Medical Association (IVMA) *Minnesota Veterinary Medical Association (MVMA) *Association of Veterinary Technicians Educators(AVTE)
Richard Riese, DVM	Iowa	DVM, Iowa State University, 1972	Adjunct Instructor	11/18/2022	Adjunct	10	
Carrie Tatum, RVT	Iowa, Minnesota	AAS, Northeast Iowa Community College, 2022	Adjunct Instructor	11/01/2023	Adjunct	2	
Kayla Evans, RVT	Iowa	AAS, Des Moines Area Community College, 2021	Adjunct Instructor	01/22/2024	Adjunct	1	
Angela Delege	NA	BS, Dickinson State University, 2009	Adjunct Instructor	08/23/2023	Adjunct	2	
Mariesa Magnuson	NA	BS, Iowa State University, 2010	Adjunct Instructor	01/01/2024	Adjunct	3	
Sarah Schmal Miles	NA	NA	Adjunct Instructor	11/20/2023	Adjunct	1	

Standard 9 Site Team Commentary-Deficiency and/or Recommendations

Critical / Major / Recommendation	Site Team Commentary

Critical	Program staffing be sufficient to deliver the educational program and meet the instructional goals of the program. (9a, 9b)
Critical	The program director has sufficient time for administrative responsibilities necessary to manage the program. (9d)
Critical	The program has a full-time credentialed veterinary technician. (9e)
Major	Efforts be made to improve compensation of program personnel. (9f)
Recommendation	Program personnel be encouraged and financially supported to attend continuing education meetings including the annual convention of the Association of Veterinary Technician Educators (AVTE).
Recommendation	All program personnel be members of appropriate state and national professional organizations.

Standard 10 - Curriculum

Standard 10 - Curriculum

10a

The curriculum must prepare graduates who will be fully capable of performing in a wide variety of professional roles within the veterinary field. At the completion of the curriculum, graduates must have attained entry-level skills needed to support companion animal, equine, and food animal practice, biomedical research, and other veterinary

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10b

The specific courses shall teach basic medical science, communication, critical thinking, decision-making, and clinical application skills. Integration of nursing, technical, and medical skills within the curriculum must use live animals. Whenever possible, animal nursing skills should be developed in a setting and under conditions that are a reflection of

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10c

The curriculum must include general education and specific veterinary technology course content. Required materials can be offered as complete course offerings or be integrated into courses involving more than one area of recommended material. Course objectives must be clearly communicated to the student through syllabi or other course

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10d

Practical veterinary experience that expands student knowledge and builds proficiency of acquired skills through task-specific exercises is a required portion of the curriculum. These experiences are usually termed preceptorships, practicums, internships, or externships. Practical experiences are for the purpose of honing skills learned in formal

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10e

Successful completion of all required skills found in the *Veterinary Technology Student Essential and Recommended Skills List Appendix* must be evaluated and documented, indicating date completed, by program personnel who use standard criteria that reflect contemporary veterinary practice. Program personnel evaluating skills should be a

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10f

The CVTEA recognizes that a program may wish to emphasize certain areas within the curriculum to capitalize on regional variation, institutional strengths, and available job markets. This emphasis should be clearly stated in the mission statement/objectives of the program, and the curriculum shall then reflect that emphasis. A choice to emphasize

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10g

PC

Partially Compliant

The CVTEA recognizes that academic institutions have the inherent right to accept credits from other colleges, universities, recognized educational entities, or prior learning. However, if the program accepts veterinary technician-related course credit from institutions not accredited by AVMA CVTEA, the program must ensure that the rigor of transfer

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10h

At times, accredited programs are requested to give credit for high school courses with titles similar to those required for graduation from a CVTEA-accredited program. If credit is to be given for such courses, the student must first be required to demonstrate to veterinary technology program faculty a level of competency comparable to that of students

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Standard 10 - Curriculum Curriculum

Standard 10 Documentation

Indicate the information evaluated to assess Standard 10 - Curriculum

College catalog, website

Suggested course sequence

Course syllabi

Standardized criteria

Documentation of student acquisition of essential skills

Sample of course content e.g. unit of instruction with lecture and laboratory components

Discussions with program personnel and students

10.1 ROE

Degrees Granted

Associate of/in Applied Science

10.2 ROE

Curriculum Summary

Curriculum calendar system	Semester
Total number of credit hours for the program	68
Number of externship/internship/preceptorship hours in the curriculum (honing skills)	200
If applicable, number of hours during externship spent in primary learning (completing essential skills including assessment)	0
Length of consecutive time to complete the curriculum	2 years
Total number of contact hours to complete the program (including lecture and laboratories)	1,424

10.3 ROE

Curriculum Review

Individual courses and the curriculum as a whole is reviewed and systematically evaluated.	NO
Program personnel participate in curriculum review and revision.	NO
There is evidence that feedback from the evaluation process has resulted in implemented changes.	N/A

10.3 ROE Comments

Dr. Lee expressed a desire to conduct regular curriculum review once the program returns to full staffing.

10.4 ROE

Curriculum Content

The curriculum and length of the program is appropriate to meet the educational objectives of the program.	YES
The curriculum provides a reasonable opportunity for a student to attain knowledge and contemporary veterinary skills consistent with the needs of an entry-level veterinary technician.	YES

The curriculum includes basic medical sciences, communication, critical thinking, decision-making and clinical application skills.	YES
Course prerequisites are clearly communicated and are being followed.	YES
Courses are available when needed by students so that a student may complete the curriculum in the length of time stated in the program literature.	YES
The curriculum includes the required general education and specific veterinary technology course content.	YES

10.4 ROE Comments

10.4a ROE

Educational delivery modalities used by the program includes the following.

	Modalities Available	Describe further details
Lectures	On-Campus Online	Lecture classes are typically held in face-to-face and in hybrid formats. Currently some classes are also being held online asynchronously due to continued staffing challenges.
Laboratories	On-Campus	All lab classes are held face-to-face with 8 to 12 students per lab class. Classes are held on-campus and at off-site learning facilities.
Essential Skill Completion	On-Campus	Each class is assigned essential skills to be completed during the course. Faculty record completed task in the College's Learning Management System (LMS), Brightspace. Students also have access to view their tasks in Brightspace. When necessary faculty hold make-up lab classes for students to complete tasks that were missed to ensure that all students complete all required essential skills upon program completion.

10.5 ROE

The program has a written and mutually signed agreement with practical veterinary externship sites that outlines the arrangement between the institution and the practicum site, including specific learning objectives, course requirements, evaluation criteria, and rabies mitigation (if applicable).

NO

10.5 ROE Comments

Some MOUs with internship sites lacked information about the program's rabies policy and comprehensive rabies mitigation plan.

The program currently has two internships in its curriculum. The first occurs during the summer after the first year of the curriculum at the Swine Medical Education Center at Iowa State University and is comprised of one week of online coursework and one week of hands-on experience which is approximately 40 hours of contact time. The second internship occurs during the last 4 weeks of the final semester in the curriculum. Students are responsible for selecting the internship location and receive approval from the program director. Students complete approximately 160 contact hours in the second internship. In total, students complete approximately 200 contact hours in internship, which is below the CVTEA recommended total of 240 contact hours.

10.6 ROE

The practical veterinary experience is monitored by the program director or the director's appointee, who is appropriately qualified.

YES

10.7 ROE

Essential Skills

Program students complete all essential skills	YES
Essential skills are evaluated using standardized criteria	YES
Program personnel evaluate student's acquisition of essential skills.	NO

10.7 ROE Comments

The shelter director, who is not a credentialed veterinary technician, frequently assists the program director with the vet clinics laboratory course in the first year of the curriculum, which is held at HSNI. This course contains essential skills on dogs and cats except for those contained in radiology, dentistry, and surgery/anesthesia. The shelter director observes and approves successful completion of some essential tasks (nail trimming, bathing, ear cleaning, etc.).

The program's current essential skill tracking system, using the LMS Brightspace, is slow and somewhat cumbersome. Students report that in some classes essential skills are not logged/graded by faculty until the end of the class.

10.8 ROE

Transfer Credits

The program ensures that credits accepted in transfer from non AVMA CVTEA-accredited programs meet CVTEA Standards.	N/A
The program accepts credit for high school courses.	NO
Students are required to demonstrate competency comparable to program students who have completed the required course successfully for any transferred credits.	N/A

10.8 ROE Comments

10.9 ROE

Describe any changes to the curriculum being considered.

The program director, along with administrators, reported a plan to change the current policy regarding the degree of importance placed on the mock VTNE exam. The current program policy states that if a student scores below 70% on the mock VTNE exam he/she will be prohibited from graduating from the program. Students are not permitted a second attempt on the mock VTNE exam. Students were extremely concerned that this policy is unfair, especially since the state allows candidates to attempt the VTNE 4 times before special permission is required from the state. The program director agreed that the policy is punitive, but was unsure how or when it came to be and was interested in making a change to allow repeated attempts with remediation for students in deficient content areas.

In conversations with administration, it was revealed that 12 former students had been blocked from graduation because of the VTNE mock exam benchmark policy. As the program moves to alter the policy, administration stated they plan to reach out to the 12 former students to offer free remediation and opportunities to retake the mock VTNE exam in order to potentially earn their degree and become eligible to take the VTNE.

10.10 ROE

There is evidence that the Program appropriately responds to incidents or issues that are inconsistent with a learning environment that values diversity, equity, inclusion, and belonging.

Not Applicable

Standard 10 Site Team Commentary-Deficiency and/or Recommendations

Critical / Major / Recommendation	Site Team Commentary
Critical	Evidence exist that all adjunct faculty members have a signed agreement with the parent institution, complete training in evaluating essential skills, and regularly communicate with the program director. (10e)
Major	A timely, accurate method of documenting student completion of essential skills be developed. (10e)
Recommendation	Practical experiences for honing skills be a minimum of 240 contact hours.
Recommendation	The program continues to review and modify the Veterinary Technician National Examination (VTNE) review course and mock exam policy.

Standard 11 - Outcomes Assessment

Standard 11 - Outcomes Assessment

11a

The program must develop program-specific outcome assessment instruments that assist in determining attainment of the educational goals. Such instruments shall include, but are not limited to:

PC

Partially Compliant

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11b

CVTEA expects the institution to encourage and support the program review and evaluation process for the outcomes of the educational program. The results of all outcome assessments must be used to improve the program. In absence of significant data from peer reviewed examinations, programs must develop objective means to assess student

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11c

Programs must comply with VTNE reporting requirements. (see *Reporting to the Community*)

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11d

The program's three year rolling average VTNE pass percentage for first time test takers must be 50% or higher.

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Standard 11 - Outcomes Assessment Outcomes Assessment

Standard 11 Documentation

Indicate the information evaluated to assess Standard 11-Outcomes Assessment

- Veterinary Technician National Examination results
- State credentialing examination results
- Evaluations by preceptorship/internship/externship supervisors
- Student evaluations of program
- Faculty evaluations of program
- Advisory committee minutes

11.1 ROE

Program Feedback

The program utilizes program-specific graduate surveys	NO
The program utilizes program-specific employer surveys	NO
The program provided current results of graduate surveys	YES
The program provided current results of employer surveys	YES

11.1 ROE Comments

The surveys provided by the program appear to be general surveys used by the college and are not specific to the veterinary technology program.

11.2 ROE

State Requirements

There is a state credentialing examination	YES
Credential granted	RVT

11.3 ROE

Annual Veterinary Technician National Exam (VTNE) Pass Percentages (first-time candidates only)

VTNE Window Date Range (i.e. July 1, 2020 - June 30, 2021)	July 1, 2019 - June 30, 2020	July 1, 2020 - June 30, 2021	July 1, 2021 - June 30, 2022	July 1, 2022 - June 30, 2023	July 1, 2023 - June 30, 2024 YTD
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Cohort Start Date	Expected Cohort Graduation Date	Year of Progress in Curriculum (1,2,3,4)	Starting Cohort Enrollment (# of students)	Absolute Attrition Academic Reasons (# of students)	Absolute Attrition Personal Reasons (# of students)	Absolute Attrition Transfer to another program (# of students)	Total Absolute Attrition (# of students) (Total from 3 previous columns)	% Absolute Attrition *Table will calculate	Total Relative Attrition (# of students)	Re-entries (# of students)	Current cohort enrollment *Table will calculate
08/21/2023	05/16/2025	1	16	2	0	0	2	12.50%	0	0	14
08/22/2022	05/10/2024	2	15	7	0	1	8	53.33%	0	1	8

Standard 11 Site Team Commentary-Deficiency and/or Recommendations

Critical / Major / Recommendation	Site Team Commentary
Critical	Documentation be provided that program-specific surveys of graduates and employers and an analysis of the results of those assessments are being used for continued program improvement. (11a)

Deficiency Summary

The following is a summary of Critical Deficiencies (Issues).

Critical deficiencies apply to situations that clearly result in a program's inability to meet a Standard, and/or subject students, faculty, or others to unacceptable levels of risk. Documentation of significant progress toward compliance with each critical deficiency must be achieved by the time of the program's next report to CVTEA. Lack of compliance may be considered cause for change of the program's accreditation status.

It is critical that:

Critical Deficiencies

Critical Deficiencies

Critical Deficiency Number	Critical Deficiency	Critical Deficiency - Related Standard(s)	Critical Deficiency Program Response (PSVR)
1	Documentation be provided that the program has implemented a comprehensive rabies mitigation plan for unvaccinated students which addresses each component described in the CVTEA Statement on Safety, Appendix A. a. Inclusion of program's rabies vaccination policy and components of the comprehensive rabies mitigation plan in MOUs with all providers of required animal species, clinical sites, and internship sites.	4e, 5b, 10d	
2	The program be compliant with Occupational Safety and Health Administration (OSHA) and other safety considerations with respect to presence of safety signage related to presence of anesthetic gases.	4e	
3	The program have an appropriately functioning Institutional Animal Care and Use Committee (IACUC) with respect to documentation that potential conflicts of interest are eliminated in the discussion and approval of animal use protocols.	5a	
4	Students have access to appropriate numbers of qualified program instructors to ensure adequate delivery of instruction and to model veterinary healthcare team concepts.	8a, 8c	

5	Program staffing be sufficient to deliver the educational program and meet the instructional goals of the program.	9a, 9b	
6	The program director has sufficient time for administrative responsibilities necessary to manage the program.	9d	
7	The program has a full-time credentialed veterinary technician.	9e	
8	Evidence exist that all adjunct faculty members have a signed agreement with the parent institution, complete training in evaluating essential skills, and regularly communicate with the program director.	10e	
9	Documentation be provided that program-specific surveys of graduates and employers and an analysis of the results of those assessments are being used for continued program improvement.	11a	

The following is a summary of Major Deficiencies (Issues).

Major deficiencies apply to situations that jeopardize the ability of the program to meet a Standard. Progress toward meeting each major deficiency must be demonstrated on an annual or biennial basis. Documentation of steps taken toward compliance with major deficiencies is required. Lack of compliance within the assigned five- or six-year period, prior to the next scheduled complete evaluation, may be considered cause for change of the program's accreditation status.

It is required that:

Major Deficiencies

Major Deficiencies

Major Deficiency Number	Major Deficiency	Major Deficiency-Related Standard(s)	Major Deficiency Program Response (PSVR)
1	IACUC approved animal care and use protocols contain all information required by AWA guidelines. Areas to address include, but may not be limited to: <ul style="list-style-type: none"> a. names of personnel approved to conduct animal procedures b. inclusion of a description of procedures to be performed c. inclusion of a description of analgesic options for painful procedures d. inclusion of a plan for euthanasia of animals if necessary 	5a	
2	The "whistleblower" policy includes key components and is posted in prominent areas. Missing components include, but may not be limited to: <ul style="list-style-type: none"> a. timeline for investigation of a complaint b. statement of reasonable assurance of anonymity c. statement of reasonable protection from retaliation 	5a	
3	Medical records be accurately maintained and reflect contemporary veterinary practice standards. <ul style="list-style-type: none"> a. elimination of entries that are not in SOAP format 	5d	

	b. improvement of dental charting that is inconsistent and incomplete		
4	Knowledge of library use and development of information retrieval skills be included in the curriculum.	6b	
5	Students be required to use library resources to a greater extent.	6b	
6	Evidence exists that consideration of the qualifications of applicants for admission must include aptitude for, an interest in, and an understanding of a career in veterinary technology.	7b	
7	Efforts continue to improve selection criterion for competitive admissions that is specific to the program.	7c	
8	Efforts be made to improve compensation of program personnel.	9f	
9	A timely, accurate method of documenting student completion of essential skills be developed.	10e	

Recommendations

Recommendations

Recommendations are suggestions for program improvement but have no bearing on the program's accreditation status.

Recommendation Number	Recommendation
1	Efforts should be made to enhance program specific veterinary technology scholarships.
2	The advisory committee be expanded to include industry representatives.
3	The program's pregnancy policy be reviewed by legal counsel.
4	The program considers acquiring a small animal ultrasound unit, a fixed dental x-ray unit, pony dental floats, additional models, microhematocrit centrifuge, ultrasonic dental scaler, and an adjustable height exam table(s).
5	The program and its affiliates institute a regular review of all MOUs to ensure that MOUs remain current and relevant.
6	A formal student organization be formed and become affiliated with the National Association of Veterinary Technicians in America (NAVTA) and the state technician association to encourage participation in professional associations and to promote interactions between classes.

7	Data be collected and analyzed to determine causes of program attrition.
8	Program personnel be encouraged and financially supported to attend continuing education meetings including the annual convention of the Association of Veterinary Technician Educators (AVTE).
9	All program personnel be members of appropriate state and national professional organizations.
10	Practical experiences for honing skills be a minimum of 240 contact hours.
11	The program continues to review and modify the Veterinary Technician National Examination (VTNE) review course and mock exam policy.