1. **Assessment information collected**

Graduate surveys were completed.

No entrance exams were administered in the beginning of HLTH F132 buts finals were taken, passed and instructors evaluated scores adjusted curriculum as needed.

Students completing the Medical Dental Reception must complete a written communications class and pass with a passing score.

Students completing the Medical/Dental Reception Certificate must also complete HLTH F106 Human Behavior in Healthcare and pass with a passing score.

The number of MOAs with Industry Partners has increased over the years to include 23 current contracts.

2. **Conclusions drawn from the information summarized above**

Pre and posttest will be administered in HLTH F132. Results will be analyzed for specific subjects or skills that need improvement. Curriculum changes made as needed.

The graduates contacted were comfortable with the skills and knowledge they learned throughout the Medical Dental Certificate Program. All felt prepared for their job.

Students were comfortable with their communication skills both oral and written.

Graduates will be survey annually in June starting in 2016.

Review outdated Memorandum of Agreements and contact facilities to update as needed.
3. **Curricular changes resulting from conclusions drawn above**

Allied Health Department Chair will work with all instructors teaching Administrative Procedures I to develop a pre and posttest to be administered, evaluated, recommendations discussed and changes made as needed.

Work with all instructors teaching HLTH 116 to analyze data received from final exam, update curriculum as needed and save data.

4. **Identify the faculty members involved in reaching the conclusions drawn above and agreeing upon the curricular changes resulting**

Keith Swarner, Cathy Winfree, Joann Dixon, Jenifer Meyer, have worked on the Administrative Procedures and Amy Brown and Cathy Winfree on the HLTH 116.

Increased communication between all faculty and adjuncts will improve data, collection, analyses and implementation of curriculum changes.