

## ARC/STSA Annual Report Webinar - Questions and Answers

Question	Answer
We have multiple contracts that do not have an end date. Is there a way to record that information?	We would recommend inputting a date that is three – five (3-5) years in the future and then updating as necessary in the following years Annual Reports. As a best practice we recommend programs clinical affiliation agreements be reviewed each term for sufficiency and updated every three – five (3-5) years.
Will there be an official announcement regarding the extended due date for the report that I can show my dean? All I've seen so far is a brief mention in a newsletter.	The official notice is the newsletter which was sent out to programs, it is also on our website under maintaining accreditation, <a href="https://arcstsa.org/maintaining-accreditation/">https://arcstsa.org/maintaining-accreditation/</a> . The due date for the Annual Report is May 31.
Is it possible that the ARC can create a list of documents needed to complete the annual report and put them up on the Web in the "Forms" tab so we can have that easily accessible?	Forms are linked within each section where a form is needed. Additionally, all forms are available on the ARC/STSA website at <a href="https://arcstsa.org/forms/">https://arcstsa.org/forms/</a>
If we temporarily held remote courses due to COVID-19 but are no longer doing that and have returned to campus, does that need to be reported under Distance Learning?	It does not need to be reported, if you have returned to regular delivery.
I was going to wait, but do we upload all the contracts? I do not have new ones.	Yes, as stated in the Annual Report instructions program will need to enter in all current clinical affiliates as we were unable to move these over from the old platform. These will prepopulate in the subsequent years Annual Reports.
Can you please repeat the information about Distance Ed as it relates to gen ed courses?	Please provide the credits and hours for Core Curriculum courses that will be taught via Distance Education, as well as the credits and hours for Core Courses that will be in-person, to include all didactic and lab courses.  Following receipt of the above information the ARC/STSA will review and determine if your program meets the requirements for a Distance Education Application.
Will items that are "in review" show completed before we submit report? Or Not?	Items showing as "In Review" are for ARC/STSA staff, the program does not need to complete any further action on these items. These will not go away until the ARC/STSA has completed review of the program's Annual Report.
After clicking on the Program Information tab at the top of the form, filling out enrollment info there is a question about "current new students" what is the definition of new students? Students enrolled after the annual report dates?	The program should enter any students enrolled between 8/1/20xx-7/31/20xx. Please see Annual Reporting Chart on the ARC/STSA website for date ranges.
Distance Education - includes general education? Is the 51% for the program as a whole or 51% per course?	Per the ARC/STSA's current Distance Education policy, if the program is offering the majority of instruction (more than 50% of general education, didactic and laboratory) when students and instructors are not in the same place (physically present), this would be considered a Distance Education component.  If your program meets this criteria, please contact us at <a href="mailto:info@arcstsa.org">info@arcstsa.org</a> so we may review specifics of your program.
With the General Ed courses does this apply to classes that are taken before acceptance into the program?	If those courses are not part of the program, but rather pre-reqs for program admission, then it would not apply to those pre-reqs.
On the survey monkey section, it says "accumulated" OAE certification pass/fail. Is that asking "first time" taking test or all scores pass or fail?	As with the annual report, the program will only count first result for OAE.
Budget question: we work with fiscal years (July to June) and the annual report wants to reflect Aug - July therefore we will be off a couple of months. Is this an issue?	No, the program will report their current budget.
Is there a time frame when the program can request an employer survey?	Once the student is placed.
Can we go back to make changes to a section that was previously marked "accepted" in the green	Yes. You can select the three dots to the next section and hit edit.
Is there a place to add attachments?	When attachments are requested the program will see a section to upload those documentations. Please note, the program can only upload one document per supporting doc section, therefore the program should follow the bookmarking guidelines of submitting as a single, seamless PDF.
The LMS we used changed during this time period, would this need to be captured under evaluation methods?	Yes, the program choose to indicate this information here or if the program maintains course information, such as tests, quizzes, syllabi, etc., you can indicate this change in the Curriculum section under Non-Core changes.
What if you said yes to the distance ed as we were synchronous for lecture for that entire period (not for lab or clinical)	The program will be asked to complete a narrative regarding the DE offered and this would go to review by ARC/STSA staff.
Are the PDF bookmarks submitted per section, or as one continuous file at the end?	PDFs are submitted where requested as the supporting documentation for the section you are completing. For example, if you are entering the Program Director information and need to upload a PPDF and SoR, you would do this in the Program Director section.
If you have members who didn't attend, is that where you would upload your POA?	No. As stated in the Annual Report, if you have members that were not present during the meeting, the program is requested to upload a completed Program Advisory Committee (PAC) member form, demonstrating all required members are represented. Plans of Action are built into the end of the report.
If we have changes in the PAC such as a new faculty member from the college do we submit it here on the annual report or with ARC/STSA directly?	The program should maintain a current Program Advisory Committee (PAC) member form demonstrating all required communities of interest. The program will only submit this form within the Annual Report if PAC members were missing from the annual meeting. Changes in PAC is considered a Non-Substantive change, so this does not need to be submitted to the ARC/STSA outside of the Annual Report, unless specifically requested.
Do we need to add all faculty, or just new faculty?	The program will need to enter in all faculty for this Annual Report, in subsequent reports this will pre-populate, same as clinical affiliates.
If we have multiple members for each required category, and only one is present from each category, does this count as members "not" present?	As long as the program has representation of all 8 required communities, the program may indicate 'yes' as all PAC members were represented. If additional members beyond the 8 do not attend, the program would still answer yes as these are additional members, not required by Standards to attend.

Do you have to put the information for instructors as well. or just the program director?	All program faculty will need to be input into the Annual Report, to include the president, dean, program director, clinical coordinator (if applicable), and core instructor(s) (if applicable).
I have an assistant dean who is my direct supervisor. Is there a way to add him to the personnel so that he can approve the report?	Yes, the AR will allow you to enter your administration and determine who will sign off on the AR.
If there are items that are gone over today during this call, and I have already submitted my report, am I able to add/fix the report if necessary based on this information?	Yes, please see the Annual Report Instructions available on our website. Editing instructions are included at the end of the document.
If we had a faculty go from adjunct or FT, all in one reporting year, do you need a PPDF for each position?	The program will need to upload a copy of the PPDF for the Instructors within the Annual Report. we recommend the program maintain completed PPDFs for all faculty for ease of use during the Annual Report, findings responses, or for a site evaluation.
Will information about personnel port over from one year to the next? Example, if the president has not changed year to year, is there a "use last years report information" option instead of entering it again repeatedly?	Great question! Yes, for all subsequent Annual Reports, the information will pre-populate from the last year's report.
Does it have to be dean? Could you use faculty?	The AR needs to be signed off by a member of your administration; Dean, Campus President, etc. Faculty would not meet the requirements.
My PAC student member changes at least once every 2 years. There is no longer a question for did any members on your PAC change?	Correct. We no longer require programs to enter in all PAC members. The program should maintain on-site a current Program Advisory Committee (PAC) member form and update as needed for changes. This form does not need to be submitted to the ARC/STSA unless specifically requested.
Will you tell us how to print the pdf	Please see the Annual Report Instructions available on our website, <a href="https://arcstsa.org/maintaining-accreditation/">https://arcstsa.org/maintaining-accreditation/</a> , for instructions on how to print the report.
oops- all program courses regardless of Gen Ed or core courses must be above 50% TOTAL?	Per the ARC/STSA's current Distance Education policy, if the program is offering the majority of instruction (more than 50% of didactic and laboratory) when students and instructors are not in the same place (physically present), this would be considered a Distance Education component.
I typically send the report to my compliance department to verify the report instead of my dean or campus president. Is there anyway to have the report sent to a different person instead of the dean or president? Thank you!	No. The Annual Report should be verified by either the Dean or President of record. The program can use the printing instructions, available on our website, <a href="https://arcstsa.org/maintaining-accreditation/">https://arcstsa.org/maintaining-accreditation/</a> , within the Annual Report Instructions, to share the report with additional faculty for review.
I did not know you needed a 2nd verification? How do I go back in and change it?	Programs must indicate at least 1 individual to verify report, in addition to the Program Director, (i.e. Dean or President) You can edit in section 5.0 by hitting the 3 dots.
does the person you designate to review get an email stating that they need to review?	Yes, once the report has been submitted the faculty you have selected to complete review will receive an email with a special link to go in, review and attest to the accuracy and completeness of the report.
Does the Dean that is reviewing have an access code? How does that work?	Once the report has been submitted the Dean will receive an email with a special link that takes them to the report where they can complete review and then attest to the accuracy and completeness of the report.
Do we need to document if we've lost a faculty member during the reporting period?	No. The program only needs to report <u>current</u> faculty.
Are adjuncts included in the additional faculty?	Yes, the program should report all faculty who participate in the education of surgical technology courses
I am confused, do we need to add each clinical site then with contract dates? Or only if there was a change?	The program must enter in all clinical affiliates. We were unable to carry this information over from the previous platform, so for this initial report the program needs to list all clinical sites.
I missed the response to Morgan Boyd's question about gen ed courses offered in-person or online and how we handle that	General Education courses are not monitored at the ARC/STSA level, therefore the program should refer to the institutional accreditor or institutional guidelines and policies regarding DE for Gen Eds.
We are a hospital with no dean ... can we use the Director of Education?	Yes, the program can enter the individual that would like to receive information about the program.
What constitutes a change in clinical affiliate agreement?	A change in contact, available slots, address. These would be some items considered as a change.
I received initial accreditation in Nov 2019 so I have never completed an annual report, do I look to my self study for the information to compare against	Yes, the program may refer to their Self-Study, unless there are changes the program needs to report.
If we have an affiliation agreement with a facility but we no longer use them, do we still include them on the report?	No, the program should only report <u>current</u> clinical affiliates
We use two main hospital and they both have subsites that students also go to. But our agreement is for 18 slots for the main site and it's affiliates. So do we have to list and contract each of their subsites?	If all subsites are included in the main hospital agreement, then the program may list these under the main site name, with the total number of clinicals available at all sites. If there are separate agreements for each then the program should list them separately.
what are we inputting for graduate survey and employer survey satisfactory rating	Graduate Placement: 80% Positive Placement [Employment] for Surgical Technology and Surgical Assisting Programs Employer Satisfaction: 50% Survey Return Rate and 70% Satisfaction Rate for Surgical Technology and Surgical Assisting Programs
On several areas that I have as green have in red Required. Is there anything else need to be inserted or is the required in red just letting us know that this section is required.	Once the section turns green, there is no further action required by the program. The required notates this section needs to be completed.
Does non-core curriculum include the pre-reqs used to fulfill the hours need for the AAS?	Yes. Any changes to Gen Eds or required hours to fulfill the AAS would be considered non-core as we do not regulate curriculum content for non-ST courses.
Is the delivery of information changing to hybrid (post pandemic) go under non-core change?	Yes, this can be reported as a non-core change

Under curriculum- is the area of "changes to core curriculum" be an area we should report curriculum changes approved by ARC and implemented outside of the reporting period for this annual report? Or are those changes just considered baseline?	Core changes that have been reported to the ARC/STSA and approved do not need to be added to the Annual Report. However, substantive changes that have been reported by submitting to info@ and not yet approved can be added. We would recommend PDFing the email acknowledgement to the submission to demonstrate compliance of submitting the substantive change to info@.
Does that include changing the credit hours for a course? Or just changing or adding courses?	A change in credit hours that does not affect the core content of the course can be reported as a non-core curriculum change.
Are we reporting on the classes that graduated prior to 2020/2021 year?	N/A - Programs completed a survey monkey questionnaire to capture outcomes for what would have been reported on the 2020 [8/1/2018-7/31/2019] and 2021 [8/1/2019-7/31/2020] Annual Reports during the 2022 Annual Report.
When entering the cohort number, doe we include reentry in the original number?	There is a place for programs to indicate re-entry or transfer students. And the report will calculate the total from those two entries. If you are still confused, please email info@ and we can assist you one-on-one.
by accident i added a cohort and can not delete the blank add says to please complete	If you open the cohort pop up there is a delete option within the window. Once you hit delete, you may need to refresh and then you will see that extra cohort disappear.
Is the Cohort completion date the last date/day the students attend class?	The cohort completion date should align with the students graduation date. When student's are considered graduates of the program.
What are non curriculum courses	Courses that are not required by the course curriculum, such as English, general education courses.
In the tab that ask for the name of the President /CEO, whose name goes there? SJVC is an LLC and I've noticed that all the schools have the name of the President of the company not the Campus President of each campus in that space. Is this ok?	This should align with who the program has reported to the ARC/STSA as the President/CEO for the program, if you are unsure, please reach out to us at info@arcstsa.org and we can advise who this is per our records.
Under adding faculty tab, do we only add faulty for the reporting year or do I report on this annual report my new clinical coordinator that started spring 2022?	This should be current program faculty. Faculty does not follow the reporting year.
When we hire new staff, should a PPDF be done immediately or just reported at time of AR?	This depends on the change. If this is a change in any of the Big 3 (President/CEO, Dean, Program Director) these should be reported to info@ within 30 days of the change. If the change is to Clinical Coordinator or Instructors or other staff this would be reported within the subsequent Annual Report.
What happens if you click on the "completing report" at the very bottom of the page?	If it is an orange button this will take you to the next part of the report. If no orange button, nothing will happen.
Not letting me edit in 3 dots. It is locked	If your report is not showing the status of Completing Annual Report then you need to follow the Annual Report Instructions to go back in the report. Instructions can be found at <a href="https://arcstsa.org/maintaining-accreditation/">https://arcstsa.org/maintaining-accreditation/</a>
We have a difference between "graduation" and completion of the program. Please clarify.	This would be an institutional determination. However, for the purposes of the Annual Report, the program should utilize the date students are considered graduates of the ST program. If a student completes the ST program, and continues their education, then you would enter in the date corresponding with their completion of the program.
Can we see previous submissions?	If you would like to see previous Annual Reports, you can request them through info@.
When I do the overview of my outcomes, it does not show the percentage of my outcomes.	Upon review of the report, we do not see that cohort information has been entered. Once completed and submitted this should populate for you. We'd be happy to set up a call to review, if needed. Please reach out to us at info@ and we can set up a call.
Do we need to upload anywhere the OTT	Not at this time, please maintain on campus for reference. The program will use the OTT to enter in the graduate outcomes data
I hope this isn't a duplicate, but are we submitting all clinical contracts or just clinical names and contract length/dates?	The actual contracts do not need to be uploaded, only the information from them.
So should our current affiliate agreements delineate a specific number of slots?	Clinical affiliate agreements do not usually include the slot number. But, you would need to maintain this data. This can be maintained on the clinical site reporting form.
Do we still submit information from employers of our grads?	Yes, the program will enter in survey related outcomes within the Program and Graduate Outcomes of the Annual Report
This is the first annual report for our program. Essentially I am not to check "no changes" since last report and entering everything, is this correct - even if we have had no changes since the site visit?	Correct, if no changes since the submission of the Self-Study or subsequent findings response, then the program may indicate no changes.
Will you be going over the second page of the report, that is where I am at and how to submit? When does the reviewer get it?	The reviewer gets notification of the report once the report has been submitted. If you want your administration to review the report prior to submitting you can follow printing instructions within the Annual Report Instructions on our website to print a digital or hard copy to hand off to your admin.
I changed some credit hours for some core classes. So I should report that?	Yes, please review the curriculum change requirements on ARC/STSA website. You can also email info@ with a description of the change.
Is the Original # of students admitted, the number of students that were accepted into the program?	If the students have been admitted, and exceeded your institution "drop date" they would be considered the number of students that are in your cohort.
For the MEC is the MEC clinical the total number of clinical students allowed at once or per day, for example we have 3 cohorts in clinicals but they go out on different days	The clinical MEC would be having one scrub slot for each potentially enrolled student. So if your Maximum Enrollment Capacity is 20 students brought in once per year, you would need to have a minimum of 20 scrub slots. If your MEC was 20x2 with 2 cohorts overlapping in clinical, you would need to have 40 slots - unless you have students rotate days. A rotation schedule is acceptable as well to show that they do not overlap.
I don't see my budget area anymore	The budget area is included in the "Complete Current Program Information" area - the secondary area of the report.
Our class from Year 9/1/2020-2021 graduated on August 6th 2021, what annual report do we report that class on?	That falls into the next Annual Reporting period - where you will report on students who graduated between 8/1/2021 - 7/31/2022.