



MIDWESTERN STATE UNIVERSITY
College of Health Sciences & Human Services
RADIOLOGIC SCIENCES
MASTER OF SCIENCE IN RADIOLOGIC SCIENCES

Course Number: RADS 5223

Course Title: Administration of Radiologic Education Programs, Spring 2019

Faculty: **Dr. Jeff Killion, RT(R)(QM), Professor**
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Course Overview:

This course focuses on the planning, administration, and evaluation of radiologic science education programs in the various disciplines or modalities. Includes topics such as recruitment, retention and evaluation of faculty and students, accreditation issues, personnel relations, policy and procedure development, outcomes assessment, and clinical education issues.

Course Objectives:

At the completion of the course, the student will be able to:

1. Describe the various types of educational programs in the Radiologic Sciences.
2. Describe the policy-making process involved in health science educational programs.
3. Construct a table of contents for a Master Plan of Education.

4. Evaluate the role of faculty in Radiologic Sciences educational programs.
5. Describe administrative responsibilities related to faculty issues.
6. Describe student services utilized by educational programs in the Radiologic Sciences.
7. Compare programmatic vs. institutional accreditation.
8. Describe programmatic accreditation requirements.
9. Evaluate an outcomes assessment plan
10. Assess the new Draft of the Standards

Teaching Strategies:

Lecture/discussion, seminar, independent reading assignments, computer exercises, group discussion, written assignments, and student presentations.

| Course Evaluation: | |
|------------------------------------|-----|
| Class participation | 10% |
| Faculty recruitment plan | 20% |
| Draft standards assessment project | 20% |
| Scholarly paper | 30% |
| Presentation | 20% |

Grading Scale:

A = 90 – 100
 B = 80 – 89
 C = 70 – 79
 D = 60 – 69
 F = 58 and below

Submission of Assignments:

Deadlines for submission of assignments are provided in this syllabus. Failure to comply with the established deadlines may result **in a grade reduction or 0 for the assignment**. All assignments must be submitted in their entirety and will be graded as such.

Incompletes:

Incompletes grades are given only at the instructor's discretion and MUST be requested by the student. If the instructor grants the "Incomplete," the student has until ninety (90) days after the beginning of the next regular semester to complete the course requirements. If the student does not complete the course requirements within the deadline, the grade of "Incomplete" will automatically convert into a grade of "F." Please note that incompletes are given only in an emergency or when there are

extenuating circumstances. Refer to the Graduate Bulletin for additional details about receiving a grade of "Incomplete" in a course.

Withdrawal:

The last opportunity to drop this course with a grade of "W" is 4:00 p.m. on **March 25, 2019**.

Honor System:

RADS 5223 adheres to the MSU Code of Student Conduct. In particular, academic dishonesty, however small, creates a breach in academic integrity. A student's participation in this course comes with the expectation that his or her work will be completed in full observance of the MSU Code of Student Conduct. A student should consult the 2006-2008 MSU Student Handbook for answers to any questions about the code.

Some components of RADS 5223 are designed to be highly interactive with students helping each other learn, however, all written assignments are designed to represent the efforts of each student individually and not to be shared. When students submit their efforts for grading they are attesting that they have abided by this rule.

Plagiarism:

By enrolling in this course, the student expressly grants MSU a "limited right" in all intellectual property created by the student for the purpose of this course. The "limited right" shall include but shall not be limited to the right to reproduce the student's work product in order to verify originality and authenticity, and for educational purposes.

Attendance:

You must be present for both weekends in order to receive a passing grade in this course. Incompletes are not awarded for non-attendance. There are no exceptions to this policy.

Administrative Process:

Unresolved issues related to this course should be first addressed between the student and the course instructor. If there is no resolution, students must follow this sequence:

Department Interim Chair – Debra Wynne (940-397-4608)

College Dean – Dr. Jeff Killion (940-397-4594)

Dean of Students – Matthew Park (940-397-7500)

Special Needs:

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable adjustments in its policies, practices, services, and facilities to ensure equal opportunity for qualified persons with disabilities to participate in all educational programs and activities.

The Office of Disability Services (ODS) provides information and assistance, arranges accommodations, and serves as a liaison for students, instructors, and staff. The ODS has assistive devices such as books on tape, recorders, and adaptive software which can be loaned to qualified individuals. A student/employee who seeks accommodations on the basis of disability must register with the Office of Disability Services in the Counseling Center, Clark Student Center Room 108. Documentation of Disability from a competent professional is required.

Individuals with grievances related to discrimination or lack of accommodation on the basis of a disability are encouraged to resolve the problem directly with the area involved. If the matter remains unresolved, the Office of Disability Services will provide advice and/or assistance. The grievance procedure may be found in the Student Handbook and Activities Calendar.

The Director of the Counseling Center serves as the ADA Coordinator and may be contacted at (940) 397-4618, TDD (940) 397-4515, or 3410 Taft Blvd., Clark Student Center Room 108.

Concealed Carry:

Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University's webpage at <http://Midwestern State University Campus Carry Rules and Policies>.

TOPIC OUTLINE

I. INTRODUCTION TO PROGRAM ADMINISTRATION

- A. *Types of Radiologic Science Educational Programs*
 - 1. New vs. Existing programs
 - 2. Certificate vs. Degree
 - 3. Specialty programs or components
- B. *B Types of Sponsorship*
 - 1. Hospital-based
 - 2. College/University
 - 3. Proprietary
 - 4. Consortium

II. ADMINISTRATION

A. Policies and Procedures

1. Institutional
2. Programmatic
3. Clinical

B. Program Faculty

1. Defining position and role
2. Recruitment/retention
3. Development/continuing education

C. Workload Issues

1. Requirements
2. Expectations

D. Staff

III. STUDENT SERVICES

A. Educational

1. Recruitment
2. Admission
3. Retention/Attrition
4. Counseling/Advising
5. Developmental services

B. Financial

1. Types of Aid
2. Qualifications/obligations

C. Miscellaneous

1. Special considerations (ADA)
2. Insurance
3. Placement/Career planning
4. Housing
5. International students

IV. ACCREDITATION ISSUES

A. Institutional

1. Hospital

2. College/University
- B. *Programmatic/Specialized*
 1. Purpose and process
 2. Value added
 3. Accrediting agency
 4. Credentialing issues

V. PROGRAM EVALUATION

- A. *Master Plan of Education*
 1. Purpose
 2. Content
- B. *Education Standards Draft*
 1. Standards/Objectives
- C. *Assessment Plan*
 1. Purpose
 2. Development
 3. Implementation

VI. ROUND TABLE DISCUSSION

CLASS ACTIVITIES AND ASSIGNMENTS

Class Participation and In-class Projects-10%:

Each student is expected to participate in class discussions on each topic. The quality, relevancy, and consistency of participation will be evaluated by the course faculty. Timeliness in attending class and submitting assignments will also be considered.

Faculty Recruitment Plan-20%:

Formulate a plan for the recruitment of one (1) full-time faculty member for the upcoming fall Semester. You have \$3,500 budgeted for the entire recruitment process, and you may not exceed your budget. Requirements include but are not limited to:

- 1) Narrative, describing in detail, all recruitment procedures including advertisement plan, screening procedures, schedule of on-campus interview activities, interview questions, rating scales, and the selection process.
- 2) Recruitment cost analysis to include travel, lodging/meals, advertisement, postage, and any other expenses.
- 3) Layout and content of the ad, projected date of ad publication, and rationale for decisions regarding ad placement, circulation, target audience, etc.
- 4) Project time-table for all activities involved.

Hints: You may wish to interview a program director who has had experience in faculty recruitment prior to finalizing your plan. Do not use fictional accounting - all costs must be factual. For example, if advertising in a specific journal or publication, include the size of the ad and the actual cost of placing it. Report actual dates of publication. Include any other details in your plan you think are appropriate. The assignment is to have a standard cover page, be typed, double-spaced, and submitted in one file electronically as a Word document.

JRCERT Standards Project-20%:

Each student will review JRCERT Standards for an Accredited Educational Program in the Radiological Sciences (or other modality). Students will write a report identifying the strengths (pros) and/or weaknesses (cons) for each of the six (6) Standards. In addition, students will justify why they agree or disagree with each Standard. The JRCERT Standards Project is to be submitted electronically as a Word document.

Scholarly Paper-30%:

Each student will develop and write a term paper that focuses on some issue related to any aspect of Education in the Radiologic Sciences. The paper must have a standard cover page, be typed, double-spaced, and a maximum of 5-10 pages excluding the title page, abstract, and reference list. Only references from peer-reviewed resources in the last five years may be used. The font size should not exceed 12. The entire paper must be in APA format. It is to be submitted electronically as a Word document all in one file.

Paper Presentation-20%:

Each student will develop and lead a presentation on his/her paper topic. Each presentation will be at least twenty (20) minutes and not more than thirty (30) minutes in length. Presentations will occur during the second class weekend.

Tentative Course Schedule

Assignments are due by 11:59PM CST

| Assignment | Due date |
|-------------------------------------|-------------------------------|
| First Class Meeting with discussion | Friday, January 25 |
| Faculty Recruitment Plan | Monday March 18 |
| JRC Standards Project | Monday, April 1 |
| Scholarly Paper | Monday, April 22 |
| Paper Presentation | Friday, May 3 (class meeting) |