



**Annual Unit Plan Template
2013-2014 Academic Year
Nursing/Health Careers Department**

STEP I: DESCRIBE YOUR DEPARTMENT/UNIT

a. Mission

The mission of the Health Careers and Vocational Nursing Program is to develop and provide quality programs in various aspects of healthcare. The programs encourage education in a variety of health career areas, including Certified Nurse's Aide/Home Health Aide, Vocational Nursing and Medical Assisting. The Medical Assisting program includes both administrative (front office) and clinical (back office) courses. Numerous other courses such as Medical Terminology, Nutrition, Nutrition and Diet Therapy, Pharmacology, Cultural Diversity, Ethics for the Healthcare Provider and Cardiac Arrhythmia are taught as separate courses but highly augment all of the Health Career Programs and serve as required prerequisites for several programs including Vocational Nursing, Medical Assisting, and Emergency Medical Technician.

b. Program Applicability

These programs result in increased FTES (from students enrolled in the programs (LVN, Medical Assistant, CNA/HHA) as well as supports enrollment in the academic programs within the college due to the need for a variety of general education and prerequisite courses. The programs are also in support of the communities needs as identified in the Advisory Boards for the service areas.

c. Partnerships

We currently have partnerships with the following local high schools: Burroughs High School, Mammoth Lakes High School Health Academy, and actively participate in the Virtual High School Programs with the various local high schools in the service area.

Currently have active Advisory Boards at both ESCC and IWV campuses and are currently working on establishing an Advisory Board in the KRV area.



d. Distance Education

The Health Careers/Vocational Nursing Program has continues to work diligently at developing and refining coursework to fulfill goals of the programs. The LVN Program is currently being offered via ITV from the IWV campus to the Eastern College Center Bishop and Mammoth campuses. Cerro Coso Community College has also been highly active in the promotion and development of an LVN to RN Distance Education Career Ladder Program with Bakersfield College. We recently received a Department of Labor Grant TAACCCT grant for the development of a LVN Program in the KRV service area which will be offered via ITV from the IWV campus also starting 2014.



STEP 2: EXPLAIN YOUR PLANNING

a. Review of Previous Goals (of last completed academic year)

Goal 1

- 1.(College Strategic Plan) Improve our response to community needs through customized educational opportunities, transfer programs, area workforce development and quality student services
2. Internal Response to increased attrition rates
3. Action Plan: Improve Student Access, Retention, and Success
4. Measure of Success: Improve attrition rates for all programs through the development of student support systems including online tutor services for health careers and nursing, provide for increased availability and equality of simulation labs at all sites, and pass rates for all state mandated testing for employment in the health related fields.

We continue to offer online tutor services for our LVN program, we recently revised the MA program and will ne implementing online resources for these classes in the spring 2013. Currently all simulation labs (IWV, Bishop, Mammoth) are equal in equipment and training however we are sending Annette Hodgins for advanced training in simulation to be able to provide training on all campuses for all instructors. Pass Rates for LVN program were at 100% through July 2012 and we are in process of changing the CNA testing from Red Cross to Pearson Vue to be able to track success better.

Goal 2

1. (College Strategic Plan) Improve our response to community needs through customized educational opportunities, transfer program, area workforce development, and quality student services
2. External Response to meeting the needs of the workforce in a timely manner
3. Action Plan: Provide Effective Learning and Earning Pathways for Students
4. Measure of Success: Develop Pathways for all Healthcare Programs with collaboration with counseling and development of alternative methods of instruction for students to meet the healthcare objectives (simulation labs) in communities services by CCCC.

Pathways have been developed for the LVN and Medical Assisting certificates and degrees. We continue to utilize the simulation labs to provide for more varied learning experiences for all students.



Goal 3

1. (College Strategic Plan) Improve service to under-prepared students and increase their success rates
2. Internal/External Response to meeting the educational needs of the students with emphasis on the competencies of the healthcare field
3. Action Plan: Support Student Learning through Appropriate Technology
4. Measure of Success: Increase student learning support systems through the use of Computer Assisted Instruction (Moodle), simulated learning, use of Notebooks/tablets for immediate visual demonstration purposes, and the development of student support courses. Provide up to date training for instructors in the use of the new technologies which will assist in maximizing the success of students in the courses.

We provide Moodle sites for all ITV courses, LVN courses, and various on ground courses within the Health Careers Department. The use of these Moodle sites allows for posting of content, forms, lectures, PowerPoint, quizzes and assignments for the students throughout the semester. We also piloted the use of iPads as a tool in the skills lab portion of the LVN program at the IWV campus. The success of this was outstanding. The students were able to video themselves completing a skill and then review it to see the errors, success of the skill. This decreased the amount of remediation time for a skill dramatically for the first semester students. We also have sent instructors to simulation workshops and training throughout the year to continue to increase their knowledge of simulation and provide the students with the most up to date technology in simulation in the classroom.

b. Review of Overall Department/Unit

Our last program review revealed strengths in the areas of: providing needed healthcare workers throughout the local communities, allowing access to programs through various means, working closely with Advisory Groups, and Pass rates for all programs exceed state averages, and work closely with high schools and articulation agreements to expose high school students to programs and the college. Some of our weaknesses that have addressed include: (1) provide students with current up to date technology which we are doing with the iPads, simulation, and laptops (2) develop needed programs within each community, which we just revised the Medical Assisting program to meet the certification requirements and we are working with the C6 grant to bring an LVM program to the KRV area (3) develop an online tutor program for all Health Career students, which we have launched in Moodle.

In assessing our SLO's we have been working with multiple adjunct faculty and have been utilizing the bottom up format for several courses which we hope to have assessed this spring. We completed the SLO for the Nursing Program courses and found that our students are completing the program and are passing state boards at 100% through July 2012. The SLO's for other courses indicate a strong success rate although attrition in many of the online courses



is high. We are currently working on increasing retention in these courses by increasing student contact to a minimum of at least 1 personal contact weekly and using Early Alert as necessary.

We feel that our programs are successful, and to continue to meet the needs of the communities and students we have recently revised the Medical Assisting program to allow the students the ability to complete either a certificate or degree and be eligible for State certification. We offer one of the programs the Administration Medical Assisting totally online for those students in rural areas. We are currently working with the C6 grant to develop and implement a LVN program in the Kern River Valley. WE are slo working with the C6 grant to align our LVN programs with others in the region including Bakersfield College, revising our curriculum and condensing the program to 12 months.

As a department we work closely with each other and provide assistance with all adjuncts as needed. We are always working on improving our curriculum to incorporate new technology in the field. We provide assistance to our multiple adjunct faculty and set our standards for success high within our department.

c. Goals for Upcoming Year (next academic year).

Goal 1

- 1. Connection to College Strategic Goals: Improve our response to community needs through customized educational opportunities, transfer programs, area workforce development and quality student services*
- 2. Specific internal or external condition(s) the goal is a response to: Community Needs and increased attrition rates*
- 3. Action Plan: Respond to community needs as indicated through Advisory Boards and improve student access, retention and success in all Health Career Programs*
- 4. Measure of Success: Meet community needs through addition of programs and/or courses, improve attrition rates for all programs through the development of student support systems including online resources, provide increased availability and equality of simulation labs and training at all sites, and continue to improve and monitor pass rates for all state mandated testing for employment in the health related fields.*

Goal 2

- 1. Connection to College Strategic Goals: Improve service to the under-prepared students and increase their success rates*



2. *Specific internal or external condition(s) the goal is a response to: Meet the educational needs of the students with emphasis on the competencies of the healthcare field and basic skills*
3. *Action Plan: Embed basic skills in the core courses of the programs and emphasis the competencies needed for successful employment in the healthcare field*
4. *Measure of Success: Increased student success in the health career programs, and employability upon completion of the programs.*

STEP 3: SUBSTANTIATE REQUESTED RESOURCES (Note: All items must be prioritized.)

- a. **1000 Category.** Please indicate below any requests for temporary or new permanent certificated positions. (Do not request adjunct instructors for normal teaching assignments as this is captured in the Academic Affairs division plan.) *If more lines are needed, place cursor in the bottom right box and press [Tab].*

Description	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	If a full-time faculty member is being requested, use the box below. Use this space to provide a detailed rationale for temporary certificated positions only. The rationale should refer to your unit's mission and goals, recent program review or SLO assessment gaps, planning assumptions, and/or the College's strategic plan.	Estimated amount of funding requested (temporary positions only)	Will this be one-time or on- going funding?	Funding Source (check <u>one</u>): G = General Fund, O = Other	
							G	O
Skills lab Coordinator	IWV KRV ESCC	1	1-6	Would like to designate a 0.1 at minimum release time to a full time faculty to manage the current 3 simulation/skills labs that we currently have. This position would receive certification in simulation and would then provide the training to faculty on all campuses, maintain the equipment, develop scenarios and make sure each lab is providing the same		ongoing	G	



Description	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	If a full-time faculty member is being requested, use the box below. Use this space to provide a detailed rationale for temporary certificated positions only. The rationale should refer to your unit's mission and goals, recent program review or SLO assessment gaps, planning assumptions, and/or the College's strategic plan.	Estimated amount of funding requested (temporary positions only)	Will this be one-time or on- going funding?	Funding Source (check <u>one</u>): G = General Fund, O = Other	
							G	O
				instruction to the students.				

Full-Time Faculty Staffing Justification:

1. Are there too few or too many students enrolling for particular classes or majors?
2. Are there too many courses or programs that are under capacity?
3. Are courses "core mission"?
4. Are courses overscheduled?
5. Is there capacity to offer courses or programs at different times and/or locations?
6. Is there a workforce shortage in the service area or region?
7. What are the costs and/or lost revenue from gaps between student demand and course or program capacity?
8. In support of your proposal, provide the following data:
 - a. Size of wait lists in the discipline
 - b. Department productivity
 - c. Number of faculty currently in the department
 - d. Number of adjunct faculty
 - e. Number of certificates awarded
 - f. Number of degrees awarded
 - g. Core curriculum classes
 - h. CTE classes with workforce data (wage/high demand)
 - i. Number of students at first day and census



b. 2000 Category. Please indicate below any requests for temporary or new permanent classified staff. Include labor amounts only; benefits will be calculated separately. *If more lines are needed, place cursor in the bottom right box and press [Tab].*

Position Title	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this position	Salary Grade	Number of Months	Number of Hours per Week	Salary Amount	Are alternate funding sources available? G = grant (specify) V = VTEA

Classified Staffing Justification. *If more than one position requested, copy and paste additional boxes.*

1. Describe how the position is linked to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's strategic plan.
2. Explain why the work of this position cannot be assigned to current staff.
3. Describe the impact on the college if the position is not filled.

c. 4000 Category. Use the space below to itemize and explain budget requests in the category of supplies and equipment. *If more lines are needed, place cursor in the bottom right box and press [Tab].*

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source (check <u>one</u>): G = General Fund, O = Other	
							G	O
Skills Lab Supplies	IWV	1	1,2	need for funds to stock supplies ar skills labs on 2 sites to support the LVN, CAN/HHA, Medical Assisting courses. Without supplies the courses cannot	2000.00	ongoing	G	



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							G	O
				operate Skills lab at ESCC will be paid for from Sunset Grant Funds – not included in this amount				
Office Supplies	IWV ESCC KRV	1	1-6	need funds for offices, classrooms for all instructors on IWV, ESCC, and KRV classrooms	1500.00	ongoing	G	
Fingerprint fees	ESCC KRV	1	1,2	state mandated costs for reimbursement of CNA students for livescan (150 x \$57)	8550.00	ongoing	G	
Chairs	IWV	1		need to replace remaining 15 broken chairs with new ones in the advanced skills lab and the computer lab for the safety of the students	3500.00	one time	G	
California Simulation Alliance	IWV ESCC KRV	1	1,2,6	membership in the Alliance provides us with up to date simulation scenarios, technology, current simulation national standards and discounts with several vendors. It also offers training and collaboration with other institutions, etc	300.00	ongoing	G	

d. 5000 Category. Use the space below to itemize and explain budget requests in the category of service, utilities, and operating expenses. If more lines are needed, place cursor in the bottom right box and press [Tab].

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source (check <u>one</u>): G = General Fund, O = Other	
							G	O



Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source (check <u>one</u>): G = General Fund, O = Other	
							G	O
Travel - Director	IWV	1	4-6	travel funds needed for the Director to attend State Mandated Directors Meetings, Advisory meetings on all campuses	2500.00	ongoing	G	
Professional Development	IWV	1	1-2	funds to provide training for full time instructors for professional development and simulation	6000.00	on going	G	
Advisory Meetings	IWV ESCC KRV	1	1-6	to maintain mandatory advisory board meetings at the 3 sites each semester	3000.00	on going	G	O

e. 6000 Category. Use the space below to itemize and explain budget requests in the category of capital outlay. *If more lines are needed, place cursor in the bottom right box and press [Tab].*

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source (check <u>one</u>): G = General Fund, O = Other	
							G	O

STEP 4: ATTACH NARRATIVE SUMMARY OF PRIOR YEAR'S SLO ASSESSMENTS



STEP 5: ATTACH COMPLETED BUDGET WORKSHEET (provided separately)

STEP 6: