Santa Rosa Junior College

Program Resource Planning Process

Dean Health Sciences 2021

1.1a Mission

The mission of the Santa Rosa Junior College Health Sciences Department is to educate a diverse community of healthcare students and facilitate their development into culturally sensitive, competent, caring, ethical, and professional healthcare providers.

Our vision is to improve the health outcomes in the communities we serve by graduating exceptional healthcare providers that are committed to service, leadership, and lifelong learning.

Our core values are...
1. Learning
2. Academic Excellence
3. Sustainability
4. Diversity
5. Community
6. Compassion
7. Innovation

1.1b Mission Alignment

The Health Science Programs are in alignment with the District's Mission to focus on student learning by providing responsive career and technical education in a learning-centered environment. The programs regularly assess, self-reflect, adapt and continuously improve. All of the courses and programs taught and/or coordinated by full time faculty have completed their SLO assessments. The Health Science (HS) programs have some of the highest retention and completion rates on campus. These programs have outstanding student pass rates for state licensing. The HS programs have as their core values academic responsibility, integrity and ethical behavior and they lead to transfer and/or gainful employment.

The HS Programs are in alignment with the District goals and objectives.

- Fostering Learning and Academic Excellence – The HS programs show consistent retention and course completion well above the District average. The pass rate on state and national examinations is 98-100% for most of the programs including Dental Assisting, Dental Hygiene, Pharmacy Technician, Radiologic Technology, Certified Nursing, Vocational Nursing, Medical Assisting, and Phlebotomy. The Associate Degree Nursing program has a current pass rate of 90% on the NCLEX examination.
- Serve our Diverse Community – the HS programs provide relevant career and technical education that meets the needs of the region and sustain economic vitality.
- Develop Financial Resources and Improve Facilities and Technology – The dental programs have recently completed their Health Smiles for Healthy Lives technology fundraising campaign resulting in the purchase of over $100,000.00 to fund digital radiographic and electronic record keeping technology to the dental clinics. The CNA/HHA applied and was granted the Rupe Foundation Nursing grant which will be used to replace worn and broken equipment as well as update technology. The ADN program continues to receive enrollment growth grant funding.

1.1c Description

The Health Sciences Department offers programs in vocational nursing, certified nursing, home healthcare aid, associate degree nursing, dental assisting, dental hygiene, radiologic technology, phlebotomy, community health worker, pharmacy technician, and medical assisting.

The strategic goals of the Health Sciences Department include:

1. Support & promote academic excellence in educating healthcare professionals to meet current and projected workforce needs.
2. Engage students & spark intellectual curiosity in learner-centered environments by using innovative technologies and modern equipment with progressive and challenging curriculum.
3. Integrate academic & student support services across the college by responding to student needs as the first priority.
4. Identify & implement responsive instructional practices that increase the learning & success of our diverse students.
5. Collaborate and partner with community agencies by engaging our students and employees in community service and externships.

1.1d Hours of Office Operation and Service by Location

The Health Science administrative office is open Monday through Friday, 8:00 a.m. to 5:00 p.m. The office is closed on Fridays during the months of June and July.

1.2 Program/Unit Context and Environmental Scan

The demand for health care professionals is changing with the advent of the Affordable Care Act. Currently the workforce demand is high for Certified Nurses, Vocational Nurses, and Medical Assistants. This needs to be closely monitored under the guidance of advisory boards comprised of local employers and experts in healthcare.

2.1a Budget Needs

The budgets for Health Sciences service center and the Dean are sufficient at this time.

Note: Core Data for HLRC, 10-00-74-0000-1250, is currently located under Health Sciences

Includes:
Dean: 10-00-74-0000-**6008-**
Admin: 10-00-74-0000-**1210-**
Race Service Center: 10-00-74-0000-**1299-**

Dean II Health Sciences - FY 2019-20

2.1 Fiscal Year Expenditures

Santa Rosa Campus

Expenditure Category	Unrestricted Funds	Change from 2018-19	Restricted Funds	Change from 2018-19	Total	Change from 2018-19
Faculty payroll	$0.00	0.00%	$0.00	0.00%	$0.00	0.00%
Adjunct payroll	$461.76	0.00%	$0.00	0.00%	$461.76	0.00%
Classified payroll	$231,176.67	1.09%	$0.00	0.00%	$231,176.67	1.09%
STNC payroll	$0.00	-100.00%	$0.00	0.00%	$0.00	-100.00%
Student payroll	$28,058.93	28.14%	$0.00	0.00%	$28,058.93	28.14%
Management payroll (and Dept Chairs)	$152,348.73	-6.72%	$0.00	0.00%	$152,348.73	-6.72%
Benefits (3000's)	$174,530.79	-2.68%	$0.00	0.00%	$174,530.79	-2.68%
Supplies (4000's)	$5,743.31	-10.30%	$3,154.30	0.00%	$8,897.61	38.96%

Services (5000's)	$1,854.54	-21.32%	$0.00	0.00%	$1,854.54	-21.32%
Equipment (6000's)	$383.58	0.00%	$0.00	0.00%	$383.58	0.00%
Total Expenditures	**$594,558.31**	**-1.46%**	**$3,154.30**	**0.00%**	**$597,712.61**	**-0.93%**

Petaluma Campus (Includes Rohnert Park and Sonoma)

Expenditure Category	Unrestricted Funds	Change from 2018-19	Restricted Funds	Change from 2018-19	Total	Change from 2018-19
Faculty payroll	$0.00	0.00%	$0.00	0.00%	$0.00	0.00%
Adjunct payroll	$0.00	0.00%	$0.00	0.00%	$0.00	0.00%
Classified payroll	$0.00	0.00%	$0.00	0.00%	$0.00	0.00%
STNC payroll	$0.00	0.00%	$0.00	0.00%	$0.00	0.00%
Student payroll	$0.00	0.00%	$0.00	0.00%	$0.00	0.00%
Management payroll (and Dept Chairs)	$0.00	0.00%	$0.00	0.00%	$0.00	0.00%
Benefits (3000's)	$0.00	0.00%	$0.00	0.00%	$0.00	0.00%
Supplies (4000's)	$0.00	0.00%	$0.00	0.00%	$0.00	0.00%
Services (5000's)	$0.00	0.00%	$0.00	0.00%	$0.00	0.00%
Equipment (6000's)	$0.00	0.00%	$0.00	0.00%	$0.00	0.00%
Total Expenditures	**$0.00**	**0.00%**	**$0.00**	**0.00%**	**$0.00**	**0.00%**

Other Locations (Includes the PSTC, Windsor, and other locations)

Expenditure Category	Unrestricted Funds	Change from 2018-19	Restricted Funds	Change from 2018-19	Total	Change from 2018-19
Faculty payroll	$0.00	0.00%	$0.00	0.00%	$0.00	0.00%
Adjunct payroll	$0.00	0.00%	$0.00	0.00%	$0.00	0.00%
Classified payroll	$0.00	0.00%	$0.00	0.00%	$0.00	0.00%
STNC payroll	$0.00	0.00%	$0.00	0.00%	$0.00	0.00%
Student payroll	$0.00	0.00%	$0.00	0.00%	$0.00	0.00%
Management payroll (and Dept Chairs)	$0.00	0.00%	$0.00	0.00%	$0.00	0.00%
Benefits (3000's)	$0.00	0.00%	$0.00	0.00%	$0.00	0.00%
Supplies (4000's)	$0.00	0.00%	$0.00	0.00%	$0.00	0.00%
Services (5000's)	$0.00	0.00%	$0.00	0.00%	$0.00	0.00%
Equipment (6000's)	$0.00	0.00%	$0.00	0.00%	$0.00	0.00%
Total Expenditures	**$0.00**	**0.00%**	**$0.00**	**0.00%**	**$0.00**	**0.00%**

Expenditure Totals

Expenditure Category	Amount	Change from 2018-19	District Total	% of District Total
Total Expenditures	$597,712.61	-0.93%	$153,674,065.73	0.39%
Total Faculty Payroll	$461.76	0.00%	$49,910,820.26	0.00%
Total Classified Payroll	$231,176.67	1.09%	$22,755,404.45	1.02%
Total Management Payroll	$152,348.73	-6.72%	$10,011,188.67	1.52%
Total Salary/Benefits Costs	$586,576.88	-1.35%	$109,759,005.10	0.53%
Total Non-Personnel Costs	$11,135.73	27.12%	$14,465,624.56	0.08%

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale

2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
AA III	40.00	12.00	Activity 6008 - Dean - Health Sciences, FTE 1.0 Assistant to the Dean. Faculty, Budget, Program Administration: Calendar Meetings. Prepare statistical reports. Faculty: loads, schedules, time sheets, absences, PAFs, confidential files Faculty Evaluations: coordinate timelines, process forms Schedule development: schedule of classes proofs, schedule change forms Budgets: monitor expenditures, process purchase orders, budget transfers, budget reports, budget development. Clinical Facilities Agreements/ Contracts: track, update, process Student Trust Accounts Process Purchase Requisitions: instructional and non-instructional materials & equipment General Service Center and Facilities issues
AAII	40.00	12.00	Activity 1299 - Race Service Center. FTE 1.0. Provides curriculum development assitance in all phases of development; facilitates curriculum Cluster Tech committee and Cluster calendaring. Support staff to department faculty, dean and coordinators; and Service Center. Screens and tracks all Radiology Technology applications for educational and other qualifications.
AAII	40.00	12.00	Activity 1299 - Race Service Center. FTE 1.0. Service Center support, student employee supervision, program application processing, facilties, room schedules. Assists with classroom assignments during schedule development and special requests. Interfaces with facilities for maintainance requests. Screens and tracks all Dental Hygiene and Dental Assisting applicants for educational and other qualifications.
AAI	20.00	12.00	Activity 1299 Race Service Center. FTE 0.5. General Departmental and Service Center support. Maintains Service Center virtual office hours; provides photo ID's (photo shoots and badges) to program students (except ADN) and instructors
Lab Assistant II	20.00	10.00	Activity 1250-Health Learning Resource Center FTE 0.5. Maintains HLRC computer lab and inventory of software, DVDs, and Videos for instructional use. Schedules the use of the HLRC.
Student Success Program Coordinator, HOPE	20.00	12.00	Activity 4964 Coordinates the HOPE Center

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties

Dean II	40.00	12.00	Activity 6008 - JOB DESCRIPTION:
			Under general direction, has principal administrative responsibility for the instructional cluster of programs
			under his or her supervision: Associate Degree Nursing, Dental Assisting, Dental Hygiene, Licensed
			Vocational Nursing, Medical Assistant/Community Health Worker, Nursing Assistant, Home Health Aide, Phlebotomy, Radiologic Technician and other assigned and related
			departments. Additionally, the Dean functions as the primary contact with department chairs, directors, and
			coordinators with regard to budget, curriculum, schedule, program development, and staffing issues.
			Initiates, coordinates, and/or supervises major educational initiatives related to the liberal arts and sciences
			and to vocational programs, such as developmental education, student learning outcomes, and others as
			identified.
			SCOPE:
			The Dean, Health Sciences, contributes to the development of policies and procedures pertaining to the
			instructional program of the District, and under the general direction of the Dean, Career & Technical
			Education & Economic Development has major responsibility for interpretation and implementation of these
			policies and procedures, including the selection and evaluation of faculty and classified staff, curriculum
			development, scheduling of classes, and program budget development and monitoring.
			KEY DUTIES AND RESPONSIBILITIES:
			Examples of key duties are interpreted as being descriptive and not restrictive in nature.
			1. Participates in educational planning and policy development in conjunction with the other academic
			deans.
			2. Serves as primary contact with assigned department chairs, directors, and coordinators.
			3. Works with assigned departments/programs on curriculum development and review.
			4. Works with assigned departments on short and long-term program planning, review and evaluation.

			5. Supervises the development of the schedule of classes for his/her cluster, monitors enrollment and faculty loads.
			6. Assists with recruitment, selection and evaluation of faculty and classified staff.
			7. Evaluates department chairs/directors within the cluster.
			8. In consultation with departments within the cluster, prepares and monitors program budgets.
			9. Receives, reviews and facilitates resolution for student, faculty or staff complaints.
			10. Provides administrative support to the learning communities campus-wide.
			11. Serves on standing and ad hoc committees as required.
			12. Prepares reports as needed for presentation to the Board of Trustees.
			13. Represents the District in local, regional and state-wide instructional meetings and committees.
			14. Perform other duties as assigned by the Dean, Career & Technical Education & Economic Development.
			15. Represents the District to program-specific accreditation teams and licensing boards.
			16. Fundraise and write grants for the cluster.
			KNOWLEDGE OF:
			1. Community college curriculum and the promotion and development of instructional programs.
			2. Instructional pedagogy.
			3. Learning theory and student characteristics.
			4. Affirmative action, hiring, and evaluation policies and procedures.
			5. Student services programs.
			6. Budget processes.
			7. Interpreting and enforcing faculty and classified collective bargaining contracts.
			8. Legal and regulatory climate in California community colleges.
			9. State Boards and accreditation policy for each program.
			10. Program review and evaluation processes.
			ABILITY TO:

Position	Hr/Wk	Mo/Yr	Job Duties
			1. Plan and organize large, complex tasks; supervise the work of assigned staff.
			2. Relate effectively with a wide diversity of students, faculty, staff and community members.
			3. Work in an atmosphere of collegial decision-making; demonstrate consensus-building skills.
			4. Communicate clearly, both orally and in writing.
			5. Advocate for the District's programs and services.
			6. Demonstrate sensitivity to, and respect for, a diverse population.
			QUALIFICATIONS:
			Education:
			Master's Degree required or the equivalent, and ability to meet minimum qualifications for current SRJC
			faculty discipline
			Experience:
			One year of formal training, or leadership experience reasonably related to this assignment.
			Preferred Qualifications:
			Familiarity with the California Education Code.
			SUPERVISION RECEIVED:
			The Dean, Health Sciences reports to the Dean, Career & Technical Education & Economic Development.
			SUPERVISION EXERCISED:
			Under the general direction of the Dean, Occupational Education and Economic Development, provides
			primary supervision for the Health Sciences cluster. The Dean supervises faculty, classified support staff,
			STNC's and student employees.
Director, HOPE	40.00	12.00	Activity 1208. Oversight of SSS TRIO HOPE program including staffing, grant reporting, and budget for HOPE Program. Position is 100% funded by federal TRIO Grant.
Associate Dean of Nursing	40.00	12.00	Activity 1203 Oversight of ADN program including staffing, grant proposals, grant reporting, and budget

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Student Employee - Clerk Typist	25.00	12.00	Activity 1299 - Race Service Center Health Sciences Service Center Assistant. Provide general information about Health Sciences programs. Typing, computer keyboarding, mail pick up and distribution, answer phones, greet visitors, filing, stock workroom supplies.
STNC - HOPE Center - Student Success Specialist I	20.00	3.00	Activity 4694-HOPECenter Assists with student orientations and setting up student files and resources.
STNC - HOPE Center - AAI	20.00	3.00	Activity 4694-HOPECenter (34%) and Activity 4964 - CalWORKS (66%) Assists with filing and maintaining the HOPE center service center.
STNC - Instructional Assistant Senior	25.00	3.00	Activity 1236 (RUPE Grant)- CNA program
STNC - Instructional Assistant Senior	25.00	3.00	Activity 1236 (RUPE Grant) - CNA program

2.2d Adequacy and Effectiveness of Staffing

The Health Science office supports 8 programs that include multiple degrees and certificates. The two Admin IIs (FTE 1.) and Admin I (FTE 0.5) support the advisory boards, curriculum, acceptance process for cohorts, health and safety procedures and policies, accreditation/ approval, and general office support.

Several of the certificate programs have been in high demand in workforce opportunites with the advent of the Affordable Care Act. The programs with the greatest need for quick growth have been Medical Assisting, and Certified Nursing. These programs do not have cohorts and are entry level health care providers requiring background checks and immunization before they are accepted in to courses due to offsite rotations at clinics and hospitals.

With the addition of an ambulatory skills lab in 2020, we are in need of a lab assistant to help supply and moniter this lab.

2.2 Fiscal Year Employee Data and Calculations

Employee Head Counts

Employee Category	Count	Change from 2018-19	District Total	% of District Total
Contract Faculty	0	0.00%	0	0.00%
Adjunct Faculty	1	0.00%	0	0.00%
Classified Staff	5	25.00%	0	0.00%
STNC Workers	0	-100.00%	0	0.00%
Student Workers	5	0.00%	0	0.00%
Mgmt/Admin/Dept Chair	1	0.00%	0	0.00%

Employee FTE Totals

FTE Category	FTE	Change from 2018-19	District Total	% of District Total
FTE-F - Faculty	0.0000	0.00%	0.0000	0.00%
FTE-CF - Contract Faculty	0.0000	0.00%	0.0000	0.00%
FTE-AF - Adjunct Faculty	0.0000	0.00%	0.0000	0.00%
FTE-C - Classified	4.4800	12.00%	0.0000	0.00%
FTE-ST - STNC	0.0000	-100.00%	0.0000	0.00%
FTE-SS - Support Staff	6.5944	14.00%	0.0000	0.00%
FTE-SW - Student Workers	2.1144	22.03%	0.0000	0.00%
FTE-M - Management	1.0000	0.00%	0.0000	0.00%
FTE-DC - Department Chairs	0.0000	0.00%	0.0000	0.00%

Student Data

Data Element	Value	Change from 2018-19	District Total	% of District Total
FTES-CR - Credit	0.0000	0.00%	0.0000	0.00%
FTES-NC - Non-Credit	0.0000	0.00%	0.0000	0.00%
FTES - combined	0.0000	0.00%	0.0000	0.00%
Students Enrolled/Served	0	0.00%	0	0.00%

Calculations

Data Element	Value	Change from 2018-19	District Total	% of District Total
FTE-S : FTE-F	0.0000	0.00%	0.0000	0.00%
FTE-AF : FTE-CF	0.0000	0.00%	0.0000	0.00%
FTE-F : FTE-SS	0.0000	0.00%	0.0000	0.00%
FTE-F : FTE-M	0.0000	0.00%	0.0000	0.00%
FTE-SS : FTE-M	6.5944	14.00%	0.0000	0.00%
FTE-ST : FTE-C	0.0000	-100.00%	0.0000	0.00%
Average Faculty Salary per FTE-F	$0.00	0.00%	$0.00	0.00%
Average Classified Salary per FTE-C	$51,601.94	-9.74%	$0.00	0.00%
Average Management Salary per FTE-M	$152,348.73	-6.72%	$0.00	0.00%
Salary/Benefit costs as a % of total budget	98.14%	-0.42%	71.42%	137.40%
Non-Personnel $ as a % of total budget	1.86%	28.32%	9.41%	19.79%
Restricted Funds as a % of total budget	0.53%	0.00%	19.16%	2.75%
Total Unit Cost per FTE-F	$0.00	0.00%	$0.00	0.00%
Total Unit Cost per FTE-C	$133,417.99	-11.55%	$0.00	0.00%
Total Unit Cost per FTE-M	$597,712.61	-0.93%	$0.00	0.00%
Total Unit Cost per FTE-S	$0.00	0.00%	$0.00	0.00%
Total Unit Cost per student served/enrolled	$0.00	0.00%	$0.00	0.00%

2.2a Classified Positions Employees paid from a Classified OBJECT code

Name Last	First	Position	Hours	FTE
Allen	Suzanne	Administrative Assistant II	0.00	1.0000
Andersen	Robin	Administrative Assistant II	0.00	1.0000
Hruby	Tera	Administrative Assistant I	0.00	0.5000
Masini	Shelley	Administrative Assistant III	0.00	0.9800
Wershiner	Yvette	Administrative Assistant I	0.00	1.0000
Totals			**0.00**	**4.4800**

2.2b Management/Confidential Positions Employees paid from a Management/Confidential OBJECT code

Name Last	First	Position	Hours	FTE
Sakanashi	Tammy	Dean, Health Sciences	11.00	1.0000
Totals			**11.00**	**1.0000**

2.2c STNC Workers Employees paid from an STNC OBJECT code

Name Last	First	Position	Hours	FTE
<< No Employees >>				

2.2d Student Employees Employees paid from a Student Employee OBJECT code

Name Last	First	Position	Hours	FTE
Babcock	Brooke		808.00	0.7769
Barela	Candace		119.50	0.1149
Harsono	Richard		544.50	0.5236
Harsono	Shania		160.00	0.1538
Tapia	Jocelyn		567.00	0.5452
Totals			**2199.00**	**2.1144**

Name Last	First	Position	Hours	FTE
Babcock	Brooke		808.00	0.7769
Barela	Candace		119.50	0.1149
Harsono	Richard		544.50	0.5236
Harsono	Shania		160.00	0.1538
Tapia	Jocelyn		567.00	0.5452

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0001	Santa Rosa	02	01	Lab Assistant I	Lab Assistant I - Ambulatory Skills lab	Classified

2.3a Current Contract Faculty Positions

Position	Description
NA	Not applicable for activity codes 6008, 1210, 1299

2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
	0.0000	0.0000	0.0000	0.0000	

2.3c Faculty Within Retirement Range

There are no faculty for activity codes 6008, 1210, 1299, 1250

2.3d Analysis of Faculty Staffing Needs and Rationale to Support Requests

Not applicable for activity codes 6008, 1210, 1299, 1250

2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
0001	ALL	02	01	ADN	BRN requirements for student/faculty ratio due to faculty retirmement 12/2018
0001	ALL	02	01	Pharmacy Technician	Needed to build a strong and viable program in a healthcare area that has high demand.

2.4b Rationale for Instructional and Non-Instructional Equipment, Technology, and Software

Instructional Equipment Requests:

The critical need for the Health Sciences Department is the need for an additional large lecture room to be used by all programs. With Student Health Services moving out of the Race building in December 2021, we plan to convert part of the area to a large lecture room with the capacity for 60 students. To furnish this room we will need 60 student desks, an instructor station, 2 large screen 98" moniters, and the other media needed to outfit the classroom for media enhanced instruction.

Non-Instructional Equipment Requests:

In addition to the large lecture room, when SHS moves out of the building we will be gaining 4 offices that will used for faculty. We will need to furnish these office and provide computers for each of the offices.

The computers in the Service Center work room are very old and need to be replaced. These 2 computers are used constantly by adjunct faculty.

2.4c Instructional Equipment Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	Santa Rosa	04	07	side arm desk chairs on rollers	60	$400.00	$24,000.00	Tammy Sakanashi	SHS	Tammy Sakanashi
0001	Santa Rosa	04	07	Viewsonic 98" IFP	2	$12,000.00	$24,000.00	Tammy Sakanashi	SHS	Tammy Sakanashi
0001	Santa Rosa	04	07	High definition projector	1	$4,500.00	$4,500.00	Tammy Sakanashi	SHS	Tammy Sakanashi
0001	Santa Rosa	04	07	Document projector	1	$775.00	$775.00	Tammy Sakanashi	SHS	Tammy Sakanashi

2.4d Non-Instructional Equipment and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	Santa Rosa	01	01	Replacement of workroom computers (2)	2	$4,000.00	$8,000.00	Sakanashi	Race 3rd floor service center	Tammy Sakanashi
0002	Santa Rosa	04	07	office furniture suite - desk, file cabinet, shelv	4	$3,000.00	$12,000.00	Sakanashi	SHS	Tammy Sakanashi

2.4f Instructional/Non-Instructional Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact

2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
0001	Santa Rosa	06	07	Urgent	Race	4062	$7,000.00	The Service Center carpeting needs to be repaired or replaced. Torn and buckled areas are becoming a tripping hazard. Facilities recommended replacement during summer deep clean.
0001	Santa Rosa	06	06	1 Year	Race	1st, 2nd and 3rd floor	$6,000.00	Install water bottle filling stations in place of the water faucets on each floor.
0002	Santa Rosa	06	07	Urgent	Race	All bathrooms	$5,000.00	All of the bathrooms need to be equipped with emergency lighting when there is a power failure. We have had 2 incidences in the past 2 years that have left someone in the bathroom in complete darkness when the power to the building was down.

2.5b Analysis of Existing Facilities

The Race building is now entering it's 21st year of service. The building is in need of physical upgrades including but not limited to emergency lighting in the bathrooms, new flooring in the Service Center and Administrative office, upgrades to bathrooms to include touchless faucets.

The major need for the Health Sciences department is a large lecture room that can be used by all programs. In 2016, Health Sciences acquired the Foods & Nutrition (FDNT) and Dietetic (DIET) programs, which were temporarily housed in a portable that had a lecture room and 4 offices. In Spring 2020, just prior to the pandemic, the portable was removed and the faculty moved to one office in Race. The loss of the classroom meant that all the FDNT and DIET courses had to be moved to lecture rooms throughout the campus since the Race lecture rooms were booked to capacity.

When Student Health Services moves out of Race in December 2021, we would like to convert part of the space to a large lecture classroom with a 60 student capacity. This space could be used by all the programs in Health Sciences. The remaining space that is left would be kept as is, which is 4 offices for faculty and a meeting area with a bathroom, so no changes would need to be made to this area of the space vacated by SHS.

3.1 Develop Financial Resources

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3.2 Serve our Diverse Communities

3.3 Cultivate a Healthy Organization

All support staff are encourage to attend college staff development opportunities and college classes.

3.4 Safety and Emergency Preparedness

The health sciences department has identified emergency leaders that have taken the necessary training to assist in emergency situations. This includes building and area safety coordinators.

All new employees for 2013/2014 completed the Injury & Illness Prevention Program and Safety Training. New 2014 employees have been notified to complete this training.

3.5 Establish a Culture of Sustainability

In regards to being Green, the health sciences cluster has a history of recycling paper, metal and plastic products. Containers are in every office, classroom and hallways.

Paper handout are kept to a minimum. Exams are taken on-line in most of the classes and handouts are downloaded from the websites.

Lights are turned off when the area is not being used.

 Local hospitals and other health facilities donate expired supplies to the cluster. These supplies are used by the different programs and spares the local landfill.

4.1a Course Student Learning Outcomes Assessment

Not applicable for activity codes 6008, 1210, 1299

4.1b Program Student Learning Outcomes Assessment

Not applicable for activity codes 6008, 1210, 1299

4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented

4.2a Key Courses or Services that address Institutional Outcomes

Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7

4.2b Narrative (Optional)

Not applicable for activity codes 6008, 1210, 1299

5.0 Performance Measures

This section allows programs/units to define and report on their own unique performance measures. The program unit should identify any unique data elements that provide insight into the quantity and quality of the services you provide. A trend over time is very helpful.

Not applicable for activity codes 6008, 1210, 1299; we do not track phone calls or visits.

5.1 Effective Class Schedule: Course Offerings, Times, Locations, and Delivery Modes (annual)

Not applicable for activity codes 6008, 1210, 1299
Narrative:

5.2a Enrollment Efficiency

Not applicable for activity codes 6008, 1210, 1299
Narrative.

5.2b Average Class Size

Not applicable for activity codes 6008, 1210, 1299

Narrative:

5.3 Instructional Productivity

Not applicable for activity codes 6008, 1210, 1299
Narrative:

5.4 Curriculum Currency

Not applicable for activity codes 6008, 1210, 1299

5.5 Successful Program Completion

Not applicable for activity codes 6008, 1210, 1299

No Certificates or degrees are offered in HLE or HLC.

5.6 Student Success

Not applicable for activity codes 6008, 1210, 1299
Narrative:

5.7 Student Access

Not applicable for activity codes 6008, 1210, 1299
Narrative:

5.8 Curriculum Offered Within Reasonable Time Frame

Not applicable for activity codes 6008, 1210, 1299

5.9a Curriculum Responsiveness

Not applicable for activity codes 6008, 1210, 1299

5.9b Alignment with High Schools (Tech-Prep ONLY)

Not applicable for activity codes 6008, 1210, 1299

5.10 Alignment with Transfer Institutions (Transfer Majors ONLY)

Not applicable for activity codes 6008, 1210, 1299

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5.11a Labor Market Demand (Occupational Programs ONLY)

Not applicable for activity codes 6008, 1210, 1299

5.11b Academic Standards

Not applicable for activity codes 6008, 1210, 1299

6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0004	ALL	01	01	Increase support services provided to students in the HOPE Program.	To increase student success and retention in the Health Sciences programs.	2016-2020	Unfortunately we did not get Federal funding but we have managed through outside grants to sustain the HOPE program. A new HSI grant has been submitted for funding of the HOPE center.
0005	ALL	02	01	Increase support services provided to students in the Health Careers Academy and Health Careers Institute courses.	To increase the numbers of students entering the Health Sciences programs from low-income and diverse backgrounds.	2016/2019	Due to the pandemic this program was not offered in X20. We have applied for an HSI grant for funding in the future.
0007	Santa Rosa	02	01	Adequate faculty staffing to support health science programs.	To increase student success and retention by providing faculty staffing needed in Radiologic Technology for preceptorship coordination.	2016/2017	We hired 2 full time faculty (1 Nursing Assistant program coordinator and 1 Clinical coordinator for Rad Tech)
0008	ALL	02	01	Establish Pharmacy Technician program accreditation with American Society of Health-System Pharmacists.	To meet the 2020 mandate for accreditation in keeping with the industry standard and state/national certification requirements.	2016-2020	The application for accreditation was withdrawn based on the recommendation of the program director. The program has since been placed on hiatus due to low enrollment. If a full-time program coordinator is hired with appropriate pharmacy credentials this program has significant potential.
0009	ALL	02	01	Moderize, improve, and share space in Race 4024 for Dental Programs and Pharm Tech.	To meet the training needs of programs in the health sciences using exisiting space.	2018-2020	This has been completed.
0010	ALL	02	01	Revitalize Vocational Nursing program from 18 month program to 12 month program.	To increase the access of students with job ready skills in a shorter period of time with less units and costs.	2018-2019	The review to determine if a 12 month LVN program was possible was completed. The conclusion was that it was not possible to reduce the time to 12 months since the requirements by the LVN Board are so high. It was decided to discontinue this program. The paper work needs to be submitted to curriculum.
0012	ALL	02	01	Increase learning outcomes for RADT students with modern equipment.	To increase the student learning outcomes meeting the needs of the workforce employers.	2017-2020	Equipment has been purchased and is now being used by students.

6.2b PRPP Editor Feedback - Optional

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6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0000	Santa Rosa	01	01	Find stable funding for the HOPE program.	To increase student success and retention in the Health Sciences programs.	2021-2026	Foundation involvement to secure outside grant.
0000	Santa Rosa	06	03	Increase diversity of the faculty in Health Science.	To have a diverse faculty that reflects the diversity of our students.	2021-2026	
0001	Santa Rosa	04	07	Additional large lecture room by converting part of the area vacated by SHS to a classroom.	To increase student enrollment in all nursing, medical assisting, FDNT and Dietetic programs.	2021-2022	Remodel of 1 floor of Race currently used by SHS would require Measure H funds. Enhanced media additions to the lecture room and desks have been requested through ILEM.
0002	Santa Rosa	02	01	Program review according to Policy 3.6 on all programs with less than 10 completers	To increase opportunites for students that meet their career and educational goals.	2021-2026	
0003	Santa Rosa	02	01	Adequate faculty staffing to support health science programs.	To increase ADN full time faculty to full capacity per BRN.	2021-2022	Hire one full time faculty member
0004	Santa Rosa	01	01	Increase support services provided to students in the HOPE Program.	To increase student success and retention in the Health Sciences programs.	2021-2023	Student support funding with outside grants.
0005	Santa Rosa	02	01	A full-time Pharmacy program coordinator.	To develop a robust pharm tech program that can be approved for accreditation.	2021-2026	Hire one full time faculty member.
0006	Santa Rosa	02	01	Full cohort of high school seniors to explore health careers the Health Careers Institute.	To increase the concurrent enrollment of high school seniors in the Health Sciences.	2021-2023	Additional skills lab space, Faculty, regional program coordinator
0007	Santa Rosa	02	06	Increase support for Senior lab assistant.	To increase student success by providing lab support for the ambulatory skills lab.	2021-2023	Hire a 50% lab Assistant, currently a vacancy in the department.