

# Santa Rosa Junior College

## Program Resource Planning Process

### Dean II Health Sciences 2015

#### 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

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 2013-14

### 2.1 Fiscal Year Expenditures

#### Santa Rosa Campus

Expenditure Category	Unrestricted Funds	Change from 2012-13	Restricted Funds	Change from 2012-13	Total	Change from 2012-13
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	\$168,137.59	6.88%	\$0.00	0.00%	\$168,137.59	6.88%
STNC payroll	\$4,618.70	0.00%	\$0.00	0.00%	\$4,618.70	0.00%
Student payroll	\$12,402.63	-18.48%	\$0.00	0.00%	\$12,402.63	-18.48%
Management payroll (and Dept Chairs)	\$132,711.87	2.64%	\$0.00	0.00%	\$132,711.87	2.64%
Benefits (3000's)	\$115,672.35	5.50%	\$0.00	0.00%	\$115,672.35	5.50%
Supplies (4000's)	\$6,644.49	-41.62%	\$0.00	0.00%	\$6,644.49	-41.62%
Services (5000's)	\$778.81	-67.74%	\$0.00	0.00%	\$778.81	-67.74%
Equipment (6000's)	\$0.00	0.00%	\$283.52	0.00%	\$283.52	0.00%
<b>Total Expenditures</b>	<b>\$440,966.44</b>	<b>3.69%</b>	<b>\$283.52</b>	<b>0.00%</b>	<b>\$441,249.96</b>	<b>3.76%</b>

#### Petaluma Campus (Includes Rohnert Park and Sonoma)

Expenditure Category	Unrestricted Funds	Change from 2012-13	Restricted Funds	Change from 2012-13	Total	Change from 2012-13
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%
<b>Total Expenditures</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>	<b>0.00%</b>

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

Expenditure Category	Unrestricted Funds	Change from 2012-13	Restricted Funds	Change from 2012-13	Total	Change from 2012-13
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%
<b>Total Expenditures</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>	<b>0.00%</b>

#### Expenditure Totals

Expenditure Category	Amount	Change from 2012-13	District Total	% of District Total
Total Expenditures	\$441,249.96	3.76%	\$120,253,860.49	0.37%

Total Faculty Payroll	\$0.00	0.00%	\$43,245,546.66	0.00%
Total Classified Payroll	\$168,137.59	6.88%	\$19,181,736.44	0.88%
Total Management Payroll	\$132,711.87	2.64%	\$8,511,170.13	1.56%
Total Salary/Benefits Costs	\$433,543.14	5.36%	\$90,311,305.65	0.48%
Total Non-Personnel Costs	\$7,706.82	-44.13%	\$15,816,837.66	0.05%

## 2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
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## 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 assistance in all phases of development; facilitates curriculum Cluster Tech committee and Cluster calendaring; hires and supervises students, including their Work Experience projects' reporting; provides all photo ID's (photo shoots and badges) to program students and instructors. Support staff to department faculty, dean and coordinators; and Service Center. Screens and tracks all Dental Hygiene and Dental Assisting applicants for educational and other qualifications.
AAII	40.00	12.00	This position was VACANT as of 3/23/15. Activity 1299 - Race Service Center. FTE 1.0. Replaced by a 20-hour-per-week STNC AAII (see 2.2c). Currently in the process of hiring a FTE 1.0 replacement by fall 2015. Service Center support, student employee supervision, program application processing, facilities, room schedules.
AAI	40.00	12.00	Activity 1299 Race Service Center 70%. ADN grant-funded 30%. FTE 1.0. General Departmental and Service Center support. Handle clinical facility contracts, student clinical readiness for ADN, VN, CNA, Phlebotomy & MA programs. Special ADN assignments.

## 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

		<p>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.</p> <p><b>SCOPE:</b> 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 &amp; Technical Education &amp; 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.</p> <p><b>KEY DUTIES AND RESPONSIBILITIES:</b> Examples of key duties are interpreted as being descriptive and not restrictive in nature.</p> <ol style="list-style-type: none"> <li>1. Participates in educational planning and policy development in conjunction with the other academic deans.</li> <li>2. Serves as primary contact with assigned department chairs, directors, and coordinators.</li> <li>3. Works with assigned departments/programs on curriculum development and review.</li> <li>4. Works with assigned departments on short and long-term program planning, review and evaluation.</li> <li>5. Supervises the development of the schedule of classes for his/her cluster, monitors enrollment and faculty loads.</li> <li>6. Assists with recruitment, selection and evaluation of faculty and classified staff.</li> <li>7. Evaluates department chairs/directors within the cluster.</li> <li>8. In consultation with departments within the cluster, prepares and monitors program budgets.</li> <li>9. Receives, reviews and facilitates resolution for student, faculty or staff complaints.</li> <li>10. Provides administrative support to the learning communities campus-wide.</li> <li>11. Serves on standing and ad hoc committees as required.</li> <li>12. Prepares reports as needed for presentation to the Board of Trustees.</li> <li>13. Represents the District in local, regional and state-wide instructional meetings and committees.</li> <li>14. Perform other duties as assigned by the Dean, Career &amp; Technical Education &amp; Economic Development.</li> <li>15. Represents the District to program-specific accreditation teams and licensing boards.</li> <li>16. Fundraise and write grants for the cluster.</li> </ol> <p><b>KNOWLEDGE OF:</b></p> <ol style="list-style-type: none"> <li>1. Community college curriculum and the promotion and development of instructional programs.</li> <li>2. Instructional pedagogy.</li> <li>3. Learning theory and student characteristics.</li> <li>4. Affirmative action, hiring, and evaluation policies and procedures.</li> <li>5. Student services programs.</li> <li>6. Budget processes.</li> <li>7. Interpreting and enforcing faculty and classified collective bargaining contracts.</li> <li>8. Legal and regulatory climate in California community colleges.</li> <li>9. State Boards and accreditation policy for each program.</li> <li>10. Program review and evaluation processes.</li> </ol> <p><b>ABILITY TO:</b></p> <ol style="list-style-type: none"> <li>1. Plan and organize large, complex tasks; supervise the work of assigned staff.</li> </ol>
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			<p>2. Relate effectively with a wide diversity of students, faculty, staff and community members.</p> <p>3. Work in an atmosphere of collegial decision-making; demonstrate consensus-building skills.</p> <p>4. Communicate clearly, both orally and in writing.</p> <p>5. Advocate for the District's programs and services.</p> <p>6. Demonstrate sensitivity to, and respect for, a diverse population.</p> <p><b>QUALIFICATIONS:</b></p> <p><b>Education:</b> Master's Degree required or the equivalent, and ability to meet minimum qualifications for current SRJC faculty discipline</p> <p><b>Experience:</b> One year of formal training, or leadership experience reasonably related to this assignment.</p> <p><b>Preferred Qualifications:</b> Familiarity with the California Education Code.</p> <p><b>SUPERVISION RECEIVED:</b> The Dean, Health Sciences reports to the Dean, Career &amp; Technical Education &amp; Economic Development.</p> <p><b>SUPERVISION EXERCISED:</b> 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.</p>
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## 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.
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. Assist with Clinical Facilities Agreements.
Student Employee - Clerk Typist	25.00	12.00	Activity 1299 - HLRC Health Learning Resource Center and Skills Lab Assistant. Organize and inventory supplies, set up labs, assist at front desk.
STNC - AAIL	20.00	0.00	Activity 1299 - Race Service Center Health Sciences Service Center Assistant. Beginning 4/20/15 and until AAIL position is filled, provide support for 3 administrative assistants, program directors, dean and instructors. Includes access to confidential records, program applications, clinical facility agreements, computer programs.

## 2.2d Adequacy and Effectiveness of Staffing

The Health Science office supports 10 departments with 9 programs that include multiple degrees and certificates. The two Admin IIs 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 opportunities with the advent of the Affordable Care Act. The programs with the

greatest need for quick growth have been Medical Assisting, Certified Nursing, and Phlebotomy. 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 Admin I in 2015 we are now adequately staffed to support the Health Sciences programs.

## Dean II Health Sciences - FY 2013-14

### 2.2 Fiscal Year Employee Data and Calculations

#### Employee Head Counts

Employee Category	Count	Change from 2012-13	District Total	% of District Total
Contract Faculty	0	0.00%	277	0.00%
Adjunct Faculty	0	0.00%	1351	0.00%
Classified Staff	3	0.00%	490	0.61%
STNC Workers	2	0.00%	458	0.44%
Student Workers	4	33.33%	610	0.66%
Mgmt/Admin/Dept Chair	2	0.00%	144	1.39%

#### Employee FTE Totals

FTE Category	FTE	Change from 2012-13	District Total	% of District Total
FTE-F - Faculty	0.0000	0.00%	679.6236	0.00%
FTE-CF - Contract Faculty	0.0000	0.00%	274.8500	0.00%
FTE-AF - Adjunct Faculty	0.0000	0.00%	404.7736	0.00%
FTE-C - Classified	3.0000	0.00%	407.3756	0.74%
FTE-ST - STNC	0.2218	0.00%	63.8460	0.35%
FTE-SS - Support Staff	4.7006	1.81%	647.5458	0.73%
FTE-SW - Student Workers	1.4788	-8.53%	176.3242	0.84%
FTE-M - Management	2.0000	0.00%	114.8000	1.74%
FTE-DC - Department Chairs	0.0000	0.00%	50.0000	0.00%

#### Student Data

Data Element	Value	Change from 2012-13	District Total	% of District Total
FTES-CR - Credit	0.0000	0.00%	16276.6188	0.00%
FTES-NC - Non-Credit	0.0000	0.00%	2028.0819	0.00%
FTES - combined	0.0000	0.00%	18304.7007	0.00%
Students Enrolled/Served	0	0.00%	30000	0.00%

#### Calculations

Data Element	Value	Change from 2012-13	District Total	% of District Total
FTE-S : FTE-F	0.0000	0.00%	26.9336	0.00%
FTE-AF : FTE-CF	0.0000	0.00%	1.4727	0.00%
FTE-F : FTE-SS	0.0000	0.00%	1.0495	0.00%
FTE-F : FTE-M	0.0000	0.00%	5.9201	0.00%
FTE-SS : FTE-M	2.3503	1.81%	5.6406	41.67%
FTE-ST : FTE-C	0.0739	0.00%	0.1567	47.16%
Average Faculty Salary per FTE-F	\$0.00	0.00%	\$63,631.61	0.00%
Average Classified Salary per FTE-C	\$56,045.86	6.88%	\$47,086.12	119.03%
Average Management Salary per FTE-M	\$66,355.94	2.64%	\$74,139.11	89.50%
Salary/Benefit costs as a % of total budget	98.25%	1.55%	75.10%	130.83%
Non-Personnel \$ as a % of total budget	1.75%	-46.16%	13.15%	13.28%
Restricted Funds as a % of total budget	0.06%	0.00%	11.75%	0.55%
Total Unit Cost per FTE-F	\$0.00	0.00%	\$176,941.86	0.00%
Total Unit Cost per FTE-C	\$147,083.32	3.76%	\$295,191.61	49.83%
Total Unit Cost per FTE-M	\$220,624.98	3.76%	\$1,047,507.50	21.06%



Total Unit Cost per FTE-S	\$0.00	0.00%	\$6,569.56	0.00%
Total Unit Cost per student served/enrolled	\$0.00	0.00%	\$4,008.46	0.00%

## 2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
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## 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
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### 2.3c Faculty Within Retirement Range

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

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

Not applicable for activity codes 6008, 1210, 1299

### 2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
0001	Santa Rosa	02	01	ADN	Supports student success in adequately staffing the ADN program to meet the BRN standards for accreditation
0002	ALL	02	01	Medical Assisting	Student success in the completion of requirements for certification in medical assisting in California
0002	Santa Rosa	02	01	Nurse Assistant /Home Health Aide	Supports student success in the completion of the requirement to take State examination for CNA and HHA license.
0003	Santa Rosa	02	01	Radiologic Technology	Supports student success in the completion of the requirements to take National, State, and Regional examinations for professional license.
0004	Santa Rosa	02	01	Phlebotomy	Supports student success in the completion of the requirements to take State examination for Phlebotomy license in California.

## 2.4b Rational for Instructional and Non-Instructional Equipment, Technology, and Software

## 2.4c Instructional Equipment and Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	Santa Rosa	02	01	computer chair	10	\$200.00	\$2,000.00	D. Chigazola	Race 4063	Chigazola
0002	Santa Rosa	02	01	computer compatible conference table	1	\$3,000.00	\$3,000.00	D. Chigazola	Race 4063	Chigazola

## 2.4d Non-Instructional Equipment, Software, and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0000	ALL	00	00	none	0	\$0.00	\$0.00			

## 2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
0001	ALL	02	01	Urgent	Emeritus		\$106,000.00	Space that has been used by Pharmacy Technology program on Fridays and Saturdays redesigned to ease the shortage of skills Laboratory space in Race. Specifically to be used by Pharmacy, Medical Assisting, Phlebotomy and other allied health programs.
0002	Santa Rosa	06	07	1 Year	Race	4062	\$5,000.00	The Service Center carpeting needs to be repaired or replaced. Torn and buckled areas are becoming a tripping hazard. Facilities recommended placing plastic floor pads where damage is most severe.

## 2.5b Analysis of Existing Facilities

Service Center and Administrative office space are adequate. However some redesign and relocation of furniture would be helpful for student and faculty support. The flow and use of space could be improved with some minor changes. It has been observed that the sofa area has attracted inappropriate loitering at times. Improving the image and focus of the Health Science office is vital to establishing it as a business office. These changes need to be made to insure confidentiality and improved productivity.

Due to the lack of skills laboratory space in the Race building, I propose that additional space in Emeritus or Race be allocated and designed for an additional skills lab.

Funding from a Kaiser Regional grant for \$75,000 for two years (\$150,000) was awarded to SRJC with the assistance of the CTE Foundation writing the grant. These funds support a regional high school pipeline in the healthcare careers. One of the goals of the funding is to start a fund toward the reestablishment of the HOPE center. There is also a pending Federal grant to support Healthcare students with student support to low socioeconomic and first generation students. These programs will need facility space to house the staff and a place for students to gather. Ideally this could be near Race such as the space in Emeritus currently used by the Pharmacy program. The Pharmacy program could share lab space with Chemistry in the new building plans or remodel the Dental classroom in Race to share lab space with Pharmacy.

## 3.1 Develop Financial Resources

## 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
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#### 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
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#### 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

.

## 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
0001	Santa Rosa	01	01	Adquate faculty staffing to support health science programs.	To increase student success and retention by providing faucly staffing needed in dental and a generalist to support all the nursing programs. The generalist would coordinate the CNA program.	2013/2014	Dental faculty member hired spring 2015. Generalist position still out for recruitment.
0002	Santa Rosa	01	01	Adquate skills laboratory space to expand current health science programs	To increase student success and retention by providing enhaced learning oportuities with new technology and equipment.	2013/2014	Health Sciences started a "shared space" committee in fall 2014. Discussion continue at department meetings about space needs for all programs.
0003	Santa Rosa	01	01	HOPE Center revitalized for Health workforce pipeline	To increase the number of high school students and new SRJC students applying to Health career programs from underserved, first generation, and low socio-economic backgrounds.	2015/2016	Applied for several grants. CTE Foundation and Kaiser funded High School Pipeline projects. Pending Federal grant for first generation and low income students, award announcement expected in July 2015.
0004	ALL	02	01	Intitute program for high school seniors to explore health careers.	To increase the concurrent enrollment of high school seniors in the Health Sciences.	2015/2016	Curriculum devleopment in progress. Coordinator is hired and currently funding by Kaiser grant.
0005	ALL	02	01	Meet the workforce needs in the area of Health Care Interpreter by developing HCI certificate.	To offer new certificate in HCI to meet the needs of the healthcare workforce.	2014-2016	Certificate and major committee, AAC, EPCC have approved the proposal. The proposal is on the June 2015 Bay Area Deans agenda.

## 6.2a Program/Unit Conclusions

Location	Program/Unit Conclusions
ALL	The medical assisting program is under revision with the leadership of the new full time faculty member. The newly established Nursing council is bringing together the 3 nursing programs do enhance a nursing career ladder and shared resources. Phlebotomy, CNA/HHA, and Community Health Worker are coordinated by adjunct faculty members and continued support for coordination of all health science programs by full time faculty members is a department goal. Health Sciences needs to continue to plan for the future with a strong high school student pipeline. the HOPE Center, Summer Institute and a pilot for high school seniors is vital to continued success of the HS programs.

## 6.2b PRPP Editor Feedback - Optional

Student success is the primary goal with service to community being of high value. Partnerships and relationships with members of the community are integral to the success of the health science students and programs. Establishing new partnerships and enhancing existing relationships continues to be a priority into 2015.

The advisory boards were strengthened with new members and guidelines in 2014 this continues to be important in 2015.

Coordination of all health science programs needs to be overseen by full time faculty due to the high accreditation and regulations standards and laws. Most programs are mandated to have full time faculty members. Currently there are 3 programs that lack a full time faculty member.

The health science programs need at least 2 new full time hires by the fall of 2015. The dental programs need to replace the fulltime faculty that is now in a management position. This full time position is important as the dental hygiene program enters accreditation; during the last accreditation faculty staffing was of concern. The full time faculty ratio needs to be maintained for successful accreditation.

A Nursing Council is being formed in 2014/2015 with the three nursing programs at SRJC with the goal to increase collaboration facilitating a career ladder, shared skills lab space, curriculum, shared equipment and supplies. The 2<sup>nd</sup> full time hire in HS would be a generalist and qualified to teach in any of the nursing programs as well as coordinate the CNA/HHA program

Future full time faculty requests include: Community Health Worker with MPH to coordinate the CHW program and potential new Health Care Interpreter certificate. The HCI curriculum has been in draft form for several years and a task force committee has been reestablished to move this new certificate through curriculum in 2015. MA and RADT programs would like to add 2nd full time faculty members to coordinate their offsite externships.

Visibility and involvement in the community helps to strengthen the health science programs. I will continue to serve on community boards such as health task forces, participate in health and job fairs as well as present at events such as the Latino Health Forum.

Limited skills laboratory space continues to be a major issue in the HS department with Medical Assisting, CNA/HHA, Vocational Nursing, Associate Degree Nursing, and Phlebotomy sharing space. There is no room for expansion of any programs. The class size is maxed for all programs. Pharmacy Tech program has space in Emeritus that is used only of Fridays and Saturdays. Potential changes in shared space will be explored in 2014/2015. Consideration needs to be given to reallocation and remodeling of space. The PRPP includes estimates of the cost of this remodeling and enhancement.

The Healthcare Workforce Roundtable (HWR) has reconvened to support the values that were developed in the HOPE Center and Healthcare Workforce Development Program. This is a Sonoma County group of agencies and organizations that seek funding to continue the support of the Latino and first generation students interested in health careers. SRJC has been selected by the group to be the home with the revitalization of HOPE Center in a new location and development of a pilot program in partnership with Sonoma County Office of Education including curriculum for high school seniors in exploration of health careers. The dean of health sciences serves on the HWR and provides leadership to promote and enhance services for these students at SRJC.

### 6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	Santa Rosa	02	01	Adquate faculty staffing to support health science programs.	To increase student success and retention by providing faucly staffing needed in nursing and medical assisting.	2013/2014	Hire two full time faculty members
0002	Santa Rosa	01	01	Adquate skills laboratory space to expand current health science programs	To increase student success and retention by providing enhaced learning oportuities with new technology and equipment.	2013/2014	Remodel existing space in Emeritus, funding cost \$106,000
0003	Santa Rosa	01	01	HOPE Center revitalized for Health workforce pipeline	To increase the number of high school students and new SRJC students applying to Health career programs from underserved, first generation, and low socio-economic backgrounds.	2015/2016	Funding to renovate space to accomodate a student center for health science students.
0004	ALL	02	01	Intitute program for high school seniors to explore health careers.	To increase the concurrent enrollment of high school seniors in the Health Sciences.	2015/2016	Curriculum devleopment, Additional skills lab space, Faculty, program coordinator,
0005	ALL	02	01	Meet the workforce needs in the area of Health Care Interpreter by developing HCI certificate.	To offer new certificate in HCI to meet the needs of the healthcare workforce.	2014-2016	curriculum development, faculty, program coordinator