

Administrative Services Program Review 2017/18 UPDATE

Dean, Health Sciences and Public Service Office

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General Information (Administrative Services Program Review 2017/18 UPDATE)

2017/18 Administrative Services Program Review UPDATE

PROGRAM REVIEW DATA AND RESOURCES

Participants (REQUIRED)

Lead Writer: Tina Recalde

Liaison: Charlie Zappia

Manager/Service Area Supervisor: Tim McGrath

Updates (REQUIRED)

The School of Health Sciences and Public Service has been through a lot of staffing changes this past year. While the school was able to hire a new dean in December of 2016, the school also experienced the sudden loss of the Senior Secretary in March of 2017. The school has been operating without a senior secretary since that period of time. In addition, a full time faculty member in the Medical Assisting program, Wini Khalil, decided to retire in June of 2017. Christy Foster Bollman, the program director for the Radiologic Technology program resigned effective August 12th, 2017. As a result, the school is currently operating with a loss of 6 full time faculty members. Last week, Amanda Johnston accepted the offer to become the new Physical Therapist Assistant Program Director and a full time faculty member within the program. We are very excited to have filled the position. The school was hoping to hire full time faculty within the Radiologic Technology and Medical Assisting programs this fall, but both searches failed and the positions will be reposted.

A recurring challenge within the school continues to be finding qualified adjunct faculty to teach within the Allied Health and American Sign Language classes.

The school was approved for two new positions last year through Strong Workforce funding. These positions are for an Allied Health Program Technician and an Allied Health Instruction Learning Technician. While the school would have preferred to hire these positions immediately, they have not yet been posted due to current staff and faculty shortages. These positions will be posted in the spring of 2018 with the goal of hiring within the spring semester.

The school continues to work with industry advisory committees for all of the career education programs and modifies curriculum based upon the recommendations to improve student success. Strong Workforce and Perkins funding are used to facilitate these changes. To meet industry demands the Dietetic Services Supervisor program is being modified to meet the new industry standard which require a Certified Dietary Manager degree, and a program for Diagnostic Medical Sonography is being created. The curriculum for both of these programs has been submitted for approval within the curriculum process.

The Physical Therapist Assistant program hosted a site visit by its external accrediting agency, CAPTE, in March of 2017. While there were some minor items that need to be corrected, the program received full accreditation through 2027.

The Child Development Center also underwent a number of inspections and audits this last year. The CDC director, Ida Cross, has been working with the district to align all processes related to the CDC's across the district and minimize the number of errors.

Outcomes and Assessment (REQUIRED)

Form: Outcomes and Assessment 2017/18 - Administrative Unit Questions (See appendix)

IE Data Analysis (REQUIRED)

Form: IE Data Analysis - Program Review 2017/18 - Student Service/Administrative Unit Questions (See appendix)

Program Goals

Dean, Health Sciences and Public Service Office Goal Set 2014-2015

Outcome

Outcome	Mapping
<p>State approved Phlebotomy Program</p> <p>In the San Diego region there is a huge need for licensed Phlebotomists. Currently there are no programs in the region training for this occupation.</p>	<p>CA- Mesa College Strategic Directions and Goals: Strategic Goal 1.1, Strategic Goal 1.2, Strategic Goal 1.3, Strategic Goal 1.6, Strategic Goal 2.1, Strategic Goal 3.1, Strategic Goal 3.2, Strategic Goal 3.3, Strategic Goal 4.1, Strategic Goal 4.2, Strategic Goal 6.3,</p> <p>Institutional Learning Outcomes: Communication:, Critical Thinking:, Personal Actions and Civic Responsibility:, Self-awareness and Interpersonal Skills:, Technological Awareness:</p>
<p>Develop and implement a Health Information Management program</p> <p>SB850 allows community colleges in California to offer a baccalaureate program in CTE programs that meet specific criteria. Mesa College is proposing HIM as one of the pilot programs in the state.</p>	<p>CA- Mesa College Strategic Directions and Goals: Strategic Goal 1.1, Strategic Goal 1.2, Strategic Goal 1.3, Strategic Goal 1.4, Strategic Goal 1.5, Strategic Goal 1.6, Strategic Goal 2.1, Strategic Goal 2.2, Strategic Goal 3.1, Strategic Goal 3.2, Strategic Goal 3.3, Strategic Goal 4.1, Strategic Goal 4.2, Strategic Goal 5.2, Strategic Goal 6.2, Strategic Goal 6.3,</p> <p>Institutional Learning Outcomes: Communication:, Critical Thinking:, Global Awareness:, Personal Actions and Civic Responsibility:, Self-awareness and Interpersonal Skills:, Technological Awareness:</p>
<p>Hire 3 new faculty in the following programs: Dental Assisting, Radiologic Technology, and Child Development CDC Director.</p> <p>Hire new faculty in the identified programs.</p>	<p>CA- Mesa College Strategic Directions and Goals: Strategic Goal 1.1, Strategic Goal 1.3, Strategic Goal 1.6, Strategic Goal 2.1, Strategic Goal 3.2, Strategic Goal 3.3, Strategic Goal 5.1, Strategic Goal 6.1, Strategic Goal 6.2, Strategic Goal 6.3</p>

Dean, Health Sciences and Public Service Office Goal Set 2015-2016

Outcome

Outcome	Mapping
Support the Child Development program review request for an IA and an ILT for the Child Development Center	CA- Mesa College Strategic Directions and Goals: Strategic Goal 1.1, Strategic Goal 1.2, Strategic Goal 1.3, Strategic Goal 1.4, Strategic Goal 1.5, Strategic Goal 1.6, Strategic Goal 2.1, Strategic Goal 2.2, Strategic Goal 2.3, Strategic Goal 2.4, Strategic Goal 3.1, Strategic Goal 3.2, Strategic Goal 3.3, Strategic Goal 4.1, Strategic Goal 4.2, Strategic Goal 4.4, Strategic Goal 5.1, Strategic Goal 5.2, Strategic Goal 6.2, Strategic Goal 6.3, Institutional Learning Outcomes: Communication:, Critical Thinking:, Global Awareness:, Personal Actions and Civic Responsibility:, Self-awareness and Interpersonal Skills:, Technological Awareness:
Support the Medical Assisting and Dental Assisting program request for an ILT to be split between these two programs	CA- Mesa College Strategic Directions and Goals: Strategic Goal 1.1, Strategic Goal 1.2, Strategic Goal 1.3, Strategic Goal 1.4, Strategic Goal 1.5, Strategic Goal 1.6, Strategic Goal 2.1, Strategic Goal 2.2, Strategic Goal 2.3, Strategic Goal 2.4, Strategic Goal 3.1, Strategic Goal 3.2, Strategic Goal 3.3, Strategic Goal 4.1, Strategic Goal 4.2, Strategic Goal 4.3, Strategic Goal 5.1, Strategic Goal 5.2, Strategic Goal 6.1, Strategic Goal 6.2, Strategic Goal 6.3, Institutional Learning Outcomes: Communication:, Critical Thinking:, Global Awareness:, Personal Actions and Civic Responsibility:, Self-awareness and Interpersonal Skills:, Technological Awareness:

Dean, Health Sciences and Public Service Office Goal Set 2016/2017

Outcome

Outcome	Mapping
Create New CTE Programs in Allied Health Using Strong Workforce funds, develop new allied health career technical education (CTE) programs.	CA- Mesa College Strategic Directions and Goals: Strategic Goal 1.1, Strategic Goal 1.2, Strategic Goal 1.3, Strategic Goal 1.4, Strategic Goal 1.5, Strategic Goal 1.6, Strategic Goal 2.1, Strategic Goal 2.2, Strategic Goal 2.3, Strategic Goal 2.5, Strategic Goal 3.2, Strategic Goal 3.3, Strategic Goal 4.1, Strategic Goal 4.2, Strategic Goal 4.4, Strategic Goal 5.2, Strategic Goal 6.2, Strategic Goal 6.3, Institutional Learning Outcomes 2016/17: Communication, Critical Thinking, Global Consciousness, Information Literacy, Professional & Ethical Behavior
New Full Time Faculty Member in Child Development Hire a new full time faculty member in child development to replace a faculty member that retired, as well as to serve as Assistant Child Development Center Director.	CA- Mesa College Strategic Directions and Goals: Strategic Goal 1.1, Strategic Goal 1.2, Strategic Goal 1.3, Strategic Goal 1.4, Strategic Goal 1.5, Strategic Goal 1.6, Strategic Goal 2.1, Strategic Goal 2.2, Strategic Goal 2.3, Strategic Goal 3.1, Strategic Goal 4.1, Strategic Goal 4.2, Strategic Goal 4.4, Strategic Goal 5.1, Strategic Goal 5.2, Strategic Goal 6.2, Strategic Goal 6.3, Institutional Learning Outcomes 2016/17: Communication, Critical Thinking, Global Consciousness, Information Literacy, Professional & Ethical Behavior
School Productivity Improve the School's productivity with regard to departments, programs, and offerings.	No Mapping
Office Effectiveness Increase the effectiveness and rapport of the administrator, staff, and faculty within the school.	No Mapping

Objectives and Plans

Actions

Dean, Health Sciences and Public Service Office Goal Set 2014-2015

Outcome

Goal: Develop and implement a Health Information Management program

SB850 allows community colleges in California to offer a baccalaureate program in CTE programs that meet specific criteria. Mesa College is proposing HIM as one of the pilot programs in the state.

Action: Develop and implement HIM program

Describe the actions needed to achieve this objective :	submit application for pilot project approval submit ACCJC substantive change proposal develop and submit curriculum for state approval seek accreditation from CAHIIM develop HIM entrance requirements and post to website hire full-time non-tenured faculty with HIM requirements
Who will be responsible for overseeing the completion of this objective:	Tim McGrath, Margie Fritch, and Connie Renda
Provide a timeline for the actions:	January 2015 - July 2016
Describe the assessment plan you will use to know if the objective was achieved and effective:	state approval to be a pilot site state approval of curriculum ACCJC accreditation approval
List resources needed achieve this objective and associated costs	faculty reassigned time for writing and submission of curriculum, substantive change, CAHIIM accreditation application, and program

(Supplies, Equipment, management
Computer Equipment,
Travel & Conference,
Software, Facilities,
Classified Staff, Faculty,
Other):

Dean, Health Sciences and Public Service Office Goal Set 2015-2016

Outcome

Goal: Support the Medical Assisting and Dental Assisting program request for an ILT to be split between these two programs

▼ Action: support ILT for Medical and Dental Assisting programs

Describe the actions needed to achieve this objective :	support the Lead Writer in completing the CHP
Who will be responsible for overseeing the completion of this objective:	Danielle Lauria and Margaret Fickess
Provide a timeline for the actions:	January 2016
Describe the assessment plan you will use to know if the objective was achieved and effective:	CHP ranking
List resources needed achieve this objective and associated costs (Supplies, Equipment,	faculty time to complete CHP

Computer Equipment,
Travel & Conference,
Software, Facilities,
Classified Staff, Faculty,
Other):

Dean, Health Sciences and Public Service Office Goal Set 2016/2017

Outcome

Goal: Create New CTE Programs in Allied Health

Using Strong Workforce funds, develop new allied health career technical education (CTE) programs.

▼ Action: New CTE Programs in Allied Health

Describe the actions needed to achieve this objective :	Identify labor market demand for allied health careers in San Diego County. Apply for Strong Workforce funds. Identify program champions to write curriculum.
Who will be responsible for overseeing the completion of this objective:	Dean, allied health department chair, and program directors.
Provide a timeline for the actions:	On-going.
Describe the assessment plan you will use to know if the objective was achieved and effective:	Completed templates evaluating labor market demand. Completed local share templates requesting funding. Approved curriculum for new programs.
List resources needed achieve this objective	Faculty and staff for labor market analysis. Faculty to write curriculum.

and associated costs
(Supplies, Equipment,
Computer Equipment,
Travel & Conference,
Software, Facilities,
Classified Staff, Faculty,
Other):

Faculty to teach the new courses.
New equipment and supplies needed for the
programs.
Facilities to offer the classmates.
Funding to be supported by Strong Workforce
money.

Goal: New Full Time Faculty Member in Child Development

Hire a new full time faculty member in child development to replace a faculty member that retired, as well as to serve as Assistant Child Development Center Director.

▼ Action: New Full Time Faculty for Child Development

Describe the actions
needed to achieve this
objective :

Support faculty in the writing of the faculty
position request.

Who will be responsible
for overseeing the
completion of this
objective:

Ida Cross and Lou Ann Gibson

Provide a timeline for
the actions:

During 2016-2017 program review cycle.

Describe the
assessment plan you
will use to know if the
objective was achieved
and effective:

Submission of faculty position request.
Hiring on new full time faculty member.

List resources needed
achieve this objective
and associated costs
(Supplies, Equipment,

Full time faculty member with benefits to
replace faculty member that is retiring.

Computer Equipment,
Travel & Conference,
Software, Facilities,
Classified Staff, Faculty,
Other):

Goals Status Report (REQUIRED)

Action Statuses

Dean, Health Sciences and Public Service Office Goal Set 2014-2015

Outcome

Goal: Develop and implement a Health Information Management program

SB850 allows community colleges in California to offer a baccalaureate program in CTE programs that meet specific criteria. Mesa College is proposing HIM as one of the pilot programs in the state.

▼ Action: Develop and implement HIM program

Describe the actions
needed to achieve this
objective :

submit application for pilot project approval
submit ACCJC substantive change proposal
develop and submit curriculum for state
approval
seek accreditation from CAHIIM
develop HIM entrance requirements and post to
website
hire full-time non-tenured faculty with HIM
requirements

Who will be responsible
for overseeing the
completion of this
objective:

Tim McGrath, Margie Fritch, and Connie Renda

Provide a timeline for

January 2015 - July 2016

the actions:

Describe the assessment plan you will use to know if the objective was achieved and effective:

List resources needed achieve this objective and associated costs (Supplies, Equipment, Computer Equipment, Travel & Conference, Software, Facilities, Classified Staff, Faculty, Other):

state approval to be a pilot site
state approval of curriculum
ACCJC accreditation approval

faculty reassigned time for writing and submission of curriculum, substantive change, CAHIIM accreditation application, and program management

Status for Develop and implement HIM program

Current Status:

In Progress

If the Current Status was marked Completed, what was the impact of the completed objective on your program:

If the Current Status was not marked Completed, what are the implications and next steps:

Application for ACCJC substantive change was submitted and approved. Curriculum was developed and approved by college, district, and state chancellor's office. Entrance requirements for the HIM program was developed and have been implemented. Program is currently seeking CAHIIM accreditation. Program is requesting the hiring of a full-time non-tenured faculty member with HIM qualifications.

Dean, Health Sciences and Public Service Office Goal Set 2015-2016

Outcome

Goal: Support the Medical Assisting and Dental Assisting program request for an ILT to be split between these two programs

▼ **Action:** support ILT for Medical and Dental Assisting programs

Describe the actions needed to achieve this objective :	support the Lead Writer in completing the CHP
Who will be responsible for overseeing the completion of this objective:	Danielle Lauria and Margaret Fickess
Provide a timeline for the actions:	January 2016
Describe the assessment plan you will use to know if the objective was achieved and effective:	CHP ranking
List resources needed achieve this objective and associated costs (Supplies, Equipment, Computer Equipment, Travel & Conference, Software, Facilities, Classified Staff, Faculty, Other):	faculty time to complete CHP

Status for support ILT for Medical and Dental Assisting programs

Current Status:

Completed

If the Current Status was marked Completed, what was the impact of the completed objective on your program:

The Medical and Dental Assisting programs have been approved to hire an Allied Health ILT through Strong Workforce funding. The position will be advertised Spring 2018 with hiring to take place during that semester.

If the Current Status was not marked Completed, what are the implications and next steps:

Dean, Health Sciences and Public Service Office Goal Set 2016/2017

Outcome

Goal: Create New CTE Programs in Allied Health

Using Strong Workforce funds, develop new allied health career technical education (CTE) programs.

▼ Action: New CTE Programs in Allied Health

Describe the actions needed to achieve this objective :

Identify labor market demand for allied health careers in San Diego County.
Apply for Strong Workforce funds.
Identify program champions to write curriculum.

Who will be responsible for overseeing the completion of this objective:

Dean, allied health department chair, and program directors.

Provide a timeline for the actions:

On-going.

Describe the

Completed templates evaluating labor market

assessment plan you will use to know if the objective was achieved and effective:

List resources needed achieve this objective and associated costs (Supplies, Equipment, Computer Equipment, Travel & Conference, Software, Facilities, Classified Staff, Faculty, Other):

demand.

Completed local share templates requesting funding.

Approved curriculum for new programs.

Faculty and staff for labor market analysis.

Faculty to write curriculum.

Faculty to teach the new courses.

New equipment and supplies needed for the programs.

Facilities to offer the classmates.

Funding to be supported by Strong Workforce money.

Status for New CTE Programs in Allied Health

Current Status:

In Progress

If the Current Status was marked Completed, what was the impact of the completed objective on your program:

If the Current Status was not marked Completed, what are the implications and next steps:

The need for a Diagnostic Medical Sonography program has been identified. The curriculum has been developed and submitted for approval. The program has been approved for funding through the Strong Workforce Program. Further progress is spending state approval of the program. The Dietetic Services Supervisor program is being updated to a Certified Dietary Manager program based on new legislation. Faculty have revised the program and curriculum to meet the legislative and industry demands. Curriculum is pending approval. The school is continuing to work with industry advisory committee members and the faculty to

identify the need for and development of new programs.

Goal: New Full Time Faculty Member in Child Development

Hire a new full time faculty member in child development to replace a faculty member that retired, as well as to serve as Assistant Child Development Center Director.

▼ **Action:** New Full Time Faculty for Child Development

Describe the actions needed to achieve this objective :

Support faculty in the writing of the faculty position request.

Who will be responsible for overseeing the completion of this objective:

Ida Cross and Lou Ann Gibson

Provide a timeline for the actions:

During 2016-2017 program review cycle.

Describe the assessment plan you will use to know if the objective was achieved and effective:

Submission of faculty position request.
Hiring on new full time faculty member.

List resources needed achieve this objective and associated costs (Supplies, Equipment, Computer Equipment, Travel & Conference, Software, Facilities, Classified Staff, Faculty, Other):

Full time faculty member with benefits to replace faculty member that is retiring.

Status for New Full Time Faculty for Child Development

Current Status: In Progress

If the Current Status was marked Completed, what was the impact of the completed objective on your program:

If the Current Status was not marked Completed, what are the implications and next steps:

This position was not approved during last year's program review cycle. The program will once again submit this request this year.

Closing the loop on prior year resource allocations (REQUIRED)

Requested funding was not granted.

Request Forms

BARC & Facilities Requests

File Attachments:

- 1. **BARC_Template_17-18.xlsx** (See appendix)

Classified Staff Requests

Faculty Position Request 1

Faculty Position Request 2

Faculty Position Request 3