Palo Verde College Mission Statement

Palo Verde College is a California community college that supports an exemplary learning environment with high quality educational programs and services. The College promotes student success and lifelong learning for a diverse community of learners.

1a. State the purpose of program.

The purpose of the courses and programs included under the umbrella of the Department of Nursing and Allied Health is to prepare students to meet the needs of individuals, including themselves, within an ever-changing society. The various courses provide students with basic education, skills training, professional development opportunities and knowledge to begin or continue their careers in the continually expanding healthcare field. The programs continue to promote creativity, accountability, self-confidence and development of the total person. The individual courses educate the students to assist individuals and themselves to maintain an optimum level of health throughout the span of a lifetime. The programs also continue to provide the skills and knowledge needed to provide holistic care.

The students are required to maintain excellence through study, research, continuing education classes, individual accountability, and commitment to give quality care. The programs prepare some of the students to sit for National and/or State certification examinations. The expected outcome is that all students will be competent in all skills and have the knowledge base to enter the workforce as successful, productive citizens.

A secondary expectation is that students must understand it is their responsibility to: keep themselves healthy; be able to participate in their healthcare choices and decisions; and to instruct anyone in their care in these same matters.

1b. Describe how the program supports the overall mission of the College as adopted by the Board of Trustees.

The Allied Health programs support the following college missions: life-long learning, diversity of students and the ability to think independently and reason by teaching the students healthcare is always evolving, improving and discovering. They are instructed they must read and stay informed of the changes in order to be able to make decisions regarding their own health care and their patients and family members.

The certificated programs prepare and update students for immediate employment opportunities following successful completion of the courses and passing of the National Registry, State and/or National Examinations. Programs afford students the opportunity to achieve academic excellence, life-long learning opportunities and career advancement. In addition, students gain the vocational and technical proficiency to work and think independently to be of better service to their employers and the community.

Additionally, the programs support the college mission by providing courses that include general education requirements needed for transfer purposes or to meet the requirements of the program

itself. The Licensed Vocational Nursing program requirements include courses in Math, English, Anatomy, Physiology, Psychology and Life Span Development. Math and English assessment tests are required of all applicants to assist in their course selection and placement in Math and English. A science course is offered in a combination format that meets Board of Vocational Nursing and Psychiatric Technicians requirements, but the course is not transferable.

If students wish to move on to an RN program, after successful completion of the Vocational Nursing program and after passing the National Certification Licensure Examination (NCLEX), counselors advise students the following pre-requisites are available to take: Microbiology, College English, Critical Thinking and English Composition, Intermediate Algebra, Speech, Health Education, Physical Education, Cultural Anthropology, History, and several classes that will meet the elective requirements.

Our programs provide instruction in a variety of occupations to prepare students for employment retraining, economic development, and upgrading of skills. The programs that prepare students for employment include Certified Nurse's Aide (CNA), Certified Phlebotomy Technician-I (CPT-I), Emergency Medical Technician-EMT, and the Vocational Nursing (VN). Successful students receive certificates of completion from the CNA, CPT-I, EMT and VN courses.

In addition students in the following programs are eligible to sit for national certification exams which can lead to state licenses in their respective fields: CNA, CPT-I, EMT and VN. Currently, we are certified to do the testing for the CNA and the CPT-I students.

1c. Describe the unique institutional goal the program achieves.

These programs provide the opportunity for students to fill the community need for well-trained, healthcare professionals. In order to provide a majority of the classes in our programs the department is required to maintain its accreditation status with the various state and county regulating boards and bodies.

The Vocational Nursing Programs were approved for a re-accreditation until June 27th, 2014 by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT). Included in the renewal process, was the approval for on-going Fast Track Classes, thus eliminating the need to apply to the BVNPT yearly to request approval for another class

The Emergency Medical Technician-I program was re-accredited until Jan 31st, 2016. The accreditation includes all the new standards to meet National Registry requirements.

The Certified Nurse Assistant (CNA) program renewal was submitted in April 2012 and will remain in effect through the end of April 2014.

The Certified Phlebotomy Technician-I (CPT-I) program was approved until February 2015.

We also were approved as a testing site for national certification testing for Phlebotomy Technician.

2. ACCOMPLISHMENTS IN ACHIEVING GOALS OUTLINED IN THE PREVIOUS PROGRAM REVIEW

Goal 1: A dedicated, state of the art Nursing and Allied Health facility at Palo Verde College will enhance the program and serve hundreds of students and community members annually.

The goal was to have a dedicated, state of the art Nursing and Allied Health facility at PVC. Due to financial constraints at Palo Verde College, the Nursing and Allied Health Facility is not being considered at this time. The faculty continues to utilize the current facilities to the meet the needs of the students.

Goal 2: The Pharmacy Technician program has been written and is awaiting approval from the Chancellor's office. Once approval is received an additional dedicated lab that meets Pharmacy Technician specifications will be required to accommodate the program

The approval for the Pharmacy Technician Program was approved by the Chancellor's office. In order to proceed we need to hire appropriate faculty to update curriculum and develop a lab to meet the state regulatory requirements. Once the instructor has been hired, the curriculum updated and the lab is developed an application can be submitted to the California Pharmacy Board for approval of the Pharmacy Technician Program. Upon approval of the program, we will be able to offer this certificate program at PVC.

Goal 3: Additional clinical blocks for the Vocational Nursing Program are being created to accommodate the increased enrollment. Additional lab space, dedicated classroom space, and at least one additional full-time faculty member would be required.

The Palo Verde Fast Track program has not been offered since the fall of 2011. If the program was to be reinstated, there would be a need for an additional full time faculty, lab space and a dedicated classroom.

Goal 4: Discussions are planned to evaluate the student-to-instructor ratio for all Nursing and Allied Health courses in a lab setting.

A request to increase the number of students allowed in the vocational program was submitted to the Board of Vocational Nursing and Psychiatric Technician in 2009. We were approved to have 22 students in our program. We have increased our acceptance number of vocational nursing students from 15 to 17 students. The clinical areas still only allow for 15 students to 1 instructor ratio. The additional 2 students are at satellite clinical sites monitored by the Allied Health Coordinator.

3. POPULATIONS SERVED

3a. Describe the populations served by the program, including special populations.

Anyone 18 years of age and over may register for the certificated programs (some require high school graduation or the equivalent).

- Persons interested in the field of nursing or allied health
- Individuals working in the healthcare field wishing to move to a higher level of care and/or increase their knowledge and skills for career moves

- Individuals needing continuing education courses to maintain licenses and certifications
- Individuals needing skills for jobs

The community at large benefits from well-trained healthcare professionals.

The programs are open to all students, but the primary students are interested in or already working in the health care field, which requires continuous knowledge and skill updates to remain employable and competent.

The areas of interest include: emergency, pre-hospital and first responder workers; entry level positions in hospital labs or blood draw stations; hospital or nursing home settings; and bedside nursing care.

3b. Describe other populations that should be served by the program, and describe plans to serve them in the future.

Anyone interested in the field of healthcare can use these programs as a starting point on a career ladder to move into other areas. For example, students may start with the EMT or CNA programs and move onto Paramedic or Registered Nursing programs while still being able to work in the healthcare field. Our medical terminology classes assist all students who are interested in the Allied Health Field.

PART 4: CURRICULUM HISTORY

List the courses constituting the program. Of the courses constituting the program, list those courses that have not been successfully offered at least once during the preceding six (6) semesters.

Explain why such courses were not successfully offered. Provide a strategy for improving their success, or explain why they should not be removed from the program.

The EMT Refresher Course has been offered, but due to low enrollment the course did not meet the minimum class requirements, but by regulation we are required to offer the course at least once a school year.

The EMT course has not been offered since 2012 due to lack of instructors qualified to teach the course. We have two instructors who are working to meet the AA requirement and will submit their equivalency packets as they near completion of their degree.

Course ID and Title:

	2010FA	2010SU	2011FA	2011SP	2011SU	2012FA	2012SP	2012SU	2013SP	2013SU
HEA-130	x		x			x	x		x	
HEA-132				x		x	x		x	
HEA-160	x	x	x	x		x	x	x		
NUR-100	x		x	x		x	x		x	
NUR-102	x			x		x	x			
NUR-103				x		x				
NUR-106			x						x	
NUR-109			x						x	
NUR-112	x						x			

NUR-114	x									
NUR-115	x									
NUR-116	x									
NUR-117	x		x			x	x		x	
NUR-118	x		x	x		x	x		x	
NUR-120				x		x				
NUR-121				x		x				
NUR-124			x						x	
NUR-127	x						x			
NUR-141	x									
NUR-143				x						
NUR-144				x						
NUR-145		x			x					
NUR-151						x				x
NUR-250			x			x				

PART 5: COURSE SCHEDULING AND AVAILABILITY

Describe how effectively the scheduling process of classes in the program:

5a. **Optimizes class availability for day students, evening students and correspondence students**

Allied Health Courses are offered face to face for day, evening and weekend students and also by correspondence education.

Certified Nursing Assistant

The CNA program is offered both fall and spring semesters with the theory course as a day class and the clinical course is offered on various days of the week, including Saturday. An evening clinical class was tried one semester to accommodate requests by students. Although we had a full class of students, the facility where we conduct clinical rotation for the students requested in the future we not have CNA students scheduled for evening hours. At the clinical sites, late afternoon naps and 7-8 p.m. bedtimes for residents severely limit the learning experiences for students in the evenings. State regulations for CNA students require clinical rotations be done in nursing homes or long term facilities and we will not be able to offer evening courses.

Emergency Medical Technician

The EMT course has been offered in both evening and weekend sessions.

Phlebotomy

The phlebotomy course is offered in the evening to best accommodate students' needs.

Vocational Nurse

VN classes are typically offered during the day to meet the required hours for training. There are some evening clinical sessions offered due to clinical availability.

Medical Terminology-

Medical Terminology is offered in the evening and via correspondence education. The course is also offered in the summer session.

IV & EKG Courses

The IV and EKG classes are offered the semester following the VN graduation to meet additional training for students.

5b. Optimizes student learning

The CNA classes are offered on Saturdays to meet students' needs.

The VN class schedules clinical sites in the evening to enable students to have the increased opportunities for learning.

Medical Terminology has been offered both face to face and correspondence education. The other classes cannot be offered by any other method than face to face due to state regulatory requirements.

PART 6: STUDENT LEARNING OUTCOMES

6a. Describe the process by which the program identifies measures and evaluates student learning outcomes at the course, program and degree levels, and provide evidence that this process is being followed.

The program follows the requirements of the Board of Vocational Nursing and Psychiatric Technicians, Department of Health Services CNA division and Lab Field Services division, and Riverside County EMS. Pass rates on state and national certification testing are used to evaluate student learning.

6b. Describe the process by which program improvements are made, and provide evidence that this process is being followed.

Department meetings and advisory committee meetings are held to evaluate results of national and statewide testing. Teaching methods are adjusted to maximize the attainment of the student learning outcomes. The vocational nurse program has used an integrated computer testing program (ATI) to provide tests for VN students at the end of the semester on the material covered in the program. The test results assist students to know the areas in which they need further study.

PART 7: PROGRAM AND COURSE COVERAGE

7a. & b Describe how effectively courses in the program are covered by and describe ongoing or projected deficiencies in faculty coverage of courses in the program.

Full-time Faculty; Part-time (adjunct)

The Certified Nursing Assistant program theory portion is covered by 1 instructor who also teaches other courses such as anatomy and physiology, nutrition and phlebotomy. The clinical portion is covered by adjunct instructors. In the fall of 2012 one of the part time faculty members decided to resign her position due to increased scheduling conflict with her full-time job. The spring of 2012 coverage of the CNA clinical was covered by a returning faculty member for 1 semester. We were unable to offer the course in the Fall semester 2013. However, we need to find an additional adjunct who will meet the state requirements to teach future classes.

EMT Program was being offered at both Blythe and Needles campuses by adjunct instructors. We were unable to offer the EMT course at either campus in 2012 and 2013 due to lack of qualified instructors. We have 3 Paramedics who are currently working towards obtaining their AA degree, and we expect to offer the courses in 2014.

Vocational Nursing

The courses were covered by 3 full time instructors for both vocational nursing programs in 2010.

The retirement of 1 nursing faculty in 2010 and the decision not to offer the Fast Track program by Palo Verde College administration starting in 2011 decreased the need for full time faculty. The vocational nursing program is staffed with the help of our two full-time instructors. The Allied Health Coordinator can serve in instruction if needed.

The current staffing does not allow for any growth or increase in FTES in the Allied Health Programs.

7c. Describe plans to improve program and course coverage, if applicable.

The Allied Health and Nursing department is trying to hire additional adjunct instructors for CNA and EMT courses.

PART 8: PROFESSIONAL DEVELOPMENT

8a. Describe specific professional development activities in which faculty members in the program participate, and explain how such activities benefit or enhance the program and support and facilitate student learning outcomes.

Because of the mandated hours of some of the program courses, the faculty members are among the busiest, and most dedicated, staff on campus. Without at least one additional, full-time, faculty member to help relieve current faculty members, it is difficult for the faculty to attend professional development activities. Nonetheless, all faculty members are required to have 30 hours of continuing education every two years to maintain professional licensure.

Examples of the courses and meetings that the faculty attended are: CPR, Advanced Cardiac Life Support (ACLS), on-line curriculum development course, Curriculum Committee. Teaching the Teachers put on by Riverside County EMS Agency, quarterly meetings with Riverside County EMS Agency, Management Training-Speaking with Substance and Style, Clinical-Anxiety Disorders, Management Training-Delegation, Clinical-An Asthma Update, Professional Development-Creating a Healthy Workplace, Clinical-Emerging Infectious Diseases, Regional Testing Center Update Training for CNA testing, California Vocational Nurse Educators conferences and Board meetings, Association of California Directors of Vocational Nursing Programs, Board of Vocational Nursing and Psychiatric Technicians (BVNPT) meetings, and Directors Forums as mandated by the BVNPT.

8b. Describe areas of unmet professional development needs among faculty in the program, if applicable, and outline plans to address those needs.

There are no unmet professional development needs at this time; however, it would be very beneficial for all faculty involved in the vocational nursing to be able to attend the California Vocational Nurse Educators (CVNE) Conference at least once a year as a group along with the Allied Health Coordinator.

PART 9: STUDENT PERFORMANCE AND COMPLETION

9a. Display and comment on semester-by-semester course completions in the program over the preceding six (6) semesters. (Course completion rate = A, B, C, D, or CR divided by A, B, C, D, F, CR, NC, W, MW, IP)

1) Decrease in CNA completion rate is due to two main reasons: a) loss of interest in the nursing field once they are placed in clinical rotation; and b) lack of commitment to complete necessary hours, particularly in the clinical portion of the course.

2) Decrease in EMT completion was due to the cost of the program for students and lack of commitment to complete necessary hours, particularly Saturday courses.

Term	Title	Course	Section	Enrollments	Rate of Completion
2010FA	CNA Lecture	NUR-100	01	28	93%
2010FA	CNA-Clinical	NUR-118	01	13	92%
2010FA	CNA-Clinical	NUR-118	02	15	93%
2010FA	CPT I	HEA-130	01	21	90%
2010FA	Emergency Medical Tech.	HEA-160	01	18	89%
2010FA	Emergency Medical Tech.	HEA-160	02	16	100%
2010FA	Fast Track- VN Lecture	NUR-116	01	15	100%
2010FA	Ft Trk VN Clinical	NUR-141	01	15	100%
2010FA	Human Growth & Behvior for VN	NUR-114	01	6	50%
2010FA	Intro Anatomy/Phys.	NUR-102	01	18	67%
2010FA	Med-Surg. II Clinical	NUR-127	01	12	100%
2010FA	Med-Surg. Nursing II	NUR-112	01	12	100%

Term	Title	Course	Section	Enrollments	Rate of Completion
2010FA	Nutrition for Ft Trk VN	NUR-117	01	26	81%
2010FA	Pharm Ft Trk VN	NUR-115	01	15	100%
2010SU	Emergency Medical Tech.	HEA-160	01	8	100%
2010SU	FT VN Clinical Foc	NUR-145	01	7	100%
2011FA	CNA Lecture	NUR-100	01	30	83%
2011FA	CNA-Clinical	NUR-118	01	14	79%
2011FA	CNA-Clinical	NUR-118	02	15	93%
2011FA	CPT I	HEA-130	01	16	69%
2011FA	Emergency Medical Tech.	HEA-160	01	21	48%
2011FA	Emergency Medical Tech.	HEA-160	02	12	58%
2011FA	IV Therapy	NUR-250	01	12	100%
2011FA	Med-Surg. I Clinical	NUR-124	01	15	100%
2011FA	Med-Surg. Nursing I Lecture	NUR-109	01	15	100%
2011FA	Nutrition for Fst Trk VN	NUR-117	01	6	83%
2011FA	Nutrition for Fst Trk VN	NUR-117	02	17	82%
2011FA	Nutrition for Nursing	NUR-117	01	16	63%
2011FA	Pharmacology II	NUR-106	01	13	100%
2011SP	CNA Lecture	NUR-100	01	24	67%
2011SP	CNA Clinical	NUR-118	01	15	73%
2011SP	CNA Clinical	NUR-118	02	9	67%
2011SP	CPT-1 Practical Experience	HEA-132	01	17	59%
2011SP	Emergency Medical Tech.	HEA-160	02	11	100%
2011SP	Fst Trk Lecture	NUR-143	01	14	86%
2011SP	Fnd Nurse-Clinical	NUR-121	01	14	93%
2011SP	Fnd Nurse-Lecture	NUR-120	01	14	93%
2011SP	Fst Trk Med Clinical	NUR-144	01	14	100%
2011SP	Intro Pharmacology	NUR-103	01	14	93%
2011SP	Intro Anatomy/Phys	NUR-102	01	18	72%
2011SP	Intro Anatomy/Phys	NUR-102	CX	2	50%
2011SU	Fst Trk Clinical Foc	NUR-145	01	13	92%
2012FA	CNA Lecture	NUR-100	01	25	76%
2012FA	CNA Clinical	NUR-118	01	13	85%
2012FA	CNA Clinical	NUR-118	02	12	83%
2012FA	CPT I	HEA-130	01	20	90%
2012FA	CPT-1 Practical Experience	HEA-132	01	7	71%
2012FA	Emergency Medical Tech.	HEA-160	01	8	50%
2012FA	Emergency Medical Tech.	HEA-160	02	10	40%
2012FA	Emergency Medical Tech.	HEA-160	03	19	100%
2012FA	Fund Nurse-Clinical	NUR-121	01	17	100%
2012FA	Fund Nurse-Lecture	NUR-120	01	17	100%
2012FA	Intro Pharmacology	NUR-103	01	17	100%
2012FA	Intro to Ekg's	NUR-151	01	9	78%
2012FA	Intro Anatomy/Phys	NUR-102	01	8	100%
2012FA	IV Therapy	NUR-250	01	10	100%
2012FA	Nutrition for Fst Trk VN	NUR-117	01	12	92%
2012SP	CNA Lecture	NUR-100	01	22	73%
2012SP	CNA-Clinical	NUR-118	01	11	55%
2012SP	CNA-Clinical	NUR-118	02	12	92%

Term	Title	Course	Section	Enrollments	Rate of Completion
2012SP	CPT I	HEA-130	01	17	71%
2012SP	CPT-1 Practical Experience	HEA-132	01	12	58%
2012SP	Emergency Medical Tech.	HEA-160	01	18	100%
2012SP	Emergency Medical Tech.	HEA-160	02	6	100%
2012SP	Emergency Medical Tech.	HEA-160	03	8	100%
2012SP	Emergency Medical Tech.	HEA-160	04	15	100%
2012SP	Emergency Medical Tech.	HEA-160	05	9	100%
2012SP	Intro Anatomy/Phys.	NUR-102	01	15	80%
2012SP	Med-Surg Nursing II Cl	NUR-127	01	15	100%
2012SP	Med-Surg Nursing II	NUR-112	01	15	80%
2012SP	Nutr for Fst Trk VN	NUR-117	01	5	80%
2012SU	Emergency Medical Tech.	HEA-160	01	16	100%
2013SP	CNA Lecture	NUR-100	01	11	91%
2013SP	CNA Clinical	NUR-118	02	12	83%
2013SP	CPT I	HEA-130	01	12	75%
2013SP	CPT I	HEA-130	02	10	80%
2013SP	CPT-1 Practical Experience	HEA-132	01	17	71%
2013SP	Med-Surg I Clinical	NUR-124	01	17	100%
2013SP	Med-Surg Nursing I Lecture	NUR-109	01	17	100%
2013SP	Nutrition for Fst Trk VN	NUR-117	01	9	89%
2013SP	Pharmacology II	NUR-106	01	17	100%
2013SU	Intro to Ekg's	NUR-151	01	10	90%

9b. Display and comment on annual degree of certificate completion over the preceding three (3) academic years.

1) In the past students have not completed their certificate of completion due to the students thinking the certificate completion applied only to graduation. A meeting was held with the nursing department, counseling and the A&R department to help assist students with completing the certificate paperwork. We are aware that the awards data reported below understate the number of students who have met the requirements for certification. The process has been improved to increase the number of students petitioning to receive certificates.

Certificate of Completion:

		2011	2012	2013
Certificate of Achievement	Vocational Nursing	14	14	0
Certificate of Career Prep	Phlebotomy	8	1	2
Certificate of Career Prep	EMT	48	1	0
Certificate of Career Prep	CNA	26	9	21

PART 10: ENROLLMENT AND FINANCIAL TRENDS

10a. Display and comment on year-by-year enrollments in the program over the preceding 6 semesters

The Allied Health and Nursing Programs have courses which are dictated by state requirements and allow only 15 to 1 ratios in clinical courses. The Allied Health and Nursing Programs consistently have strong enrollment in the lecture classes which accompany the clinical courses.

Enrollment Trends

Course	2010SU	2010FA	2011SP	2011SU	2011FA	2012SP	2012SU	2012FA	2013SP	2013SU	Grand Total
HEA-130		21			16	17		20	22		96
HEA-132			17			12		7	17		53
HEA-160	8	43	11		49	56	16	37			220
NUR-100		28	24		30	22		25	11		140
NUR-102		18	20			15		8			61
NUR-103			14					17			31
NUR-106					13				17		30
NUR-109					15				17		32
NUR-112		12				15					27
NUR-114		6									6
NUR-115		15									15
NUR-116		15									15
NUR-117		26			39	5		12	9		91
NUR-118		28	24		29	23		25	12		141
NUR-120			14					17			31
NUR-121			14					17			31
NUR-124					15				17		32
NUR-127		12				15					27
NUR-141		15									15
NUR-143			14								14
NUR-144			14								14
NUR-145	7			13							20
NUR-151								9		10	19
NUR-250					12			10			22
Grand Total	15	239	166	13	218	180	16	204	122	10	1183

Financial Trends

10b. Display and comment on annual program expenditures over the preceding three (3) years, as to: supplies, contracts, capital outlay and other non-instructional expenses.

The expenditures over the past 3 years have seen a decrease in supplies, capital outlay and non-salary expenditures due to a decrease in the number of courses and sections offered by the Allied Health and Nursing Department.

Nursing		2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
1000	**Certificated**						
	Full Time	$ 269,719	$ 266,507	$ 283,435	$ 204,043	$ 129,956	$ 142,168
	Director	$ 109,149	$ 119,655	$ 114,888	$ 55,091	$ 83,035	$ 63,855
	Adjunct	$ 17,280	$ 32,603	$ 28,630	$ 26,240	$ 29,667	$ 19,237
	Needles	$ -	$ -		$ -	$ -	
	Overload	$ 18,000	$ 21,250	$ 21,951	$ 15,300	$ 11,700	$ 1,350
	Total Certificated Expenses	**$ 414,148**	**$ 440,015**	**$ 448,904**	**$ 300,674**	**$ 254,358**	**$ 226,611**
2000	**Classified**						
	Classified - FT	$ 26,820	$ 28,170	$ 29,574	$ 31,050	$ 32,607	$ 31,356
		$ -	$ -	$ -	$ -	$ -	
	Total Classified Expenses	**$ 26,820**	**$ 28,170**	**$ 29,574**	**$ 31,050**	**$ 32,607**	**$ 31,356**
3000	**Benefits**						
	Retirement	$ 36,177	$ 37,594	$ 29,878	$ 25,672	$ 23,418	$ 21,728
	Social Security	$ 2,028	$ 2,475	$ 2,570	$ 2,824	$ 2,869	$ 2,355
	Medicare	$ 6,340	$ 6,730	$ 3,954	$ 4,732	$ 4,037	$ 3,694
	H&W	$ 75,833	$ 81,190	$ 64,602	$ 66,877	$ 65,552	$ 51,915
	Unemployment	$ 243	$ 1,405	$ 1,177	$ 2,400	$ 4,613	$ 2,824
	Workers' Compensation	$ 7,091	$ 6,517	$ 5,539	$ 4,458	$ 4,138	$ 3,825
	Total Benefits	**$ 127,712**	**$ 135,911**	**$ 107,720**	**$ 106,962**	**$ 104,627**	**$ 86,342**
4000	**Supplies**						
	Instructional Supplies	$ 3,597	$ 1,114	$ (1,472)	$ (1,164)	$ (1,069)	$ 3,149
	Office Supplies	$ 930	$ 1,671	$ (268)	$ (909)	$ (719)	$ (111)
	Copying	$ (2,389)	$ 471	$ 424	$ -	$ -	$ -
	Computer Supplies	$ -	$ 102	$ -			$ -
	Food	$ -	$ 480	$ 80			$ -
	Commencement						$ 1,230
	Total Supplies	**$ 2,138**	**$ 3,839**	**$ (1,236)**	**$ (2,073)**	**$ (1,788)**	**$ 4,268**
5000	**Other Operating Expenses**						
	Travel	$ 10,890	$ 14,141	$ 9,902	$ 12,777	$ 8,929	$ 1,760
	Postage	$ 537	$ 572	$ 387	$ 585	$ 390	$ 43
	Consultants	$ -	$ -	$ 9,000	$ 31,000	$ -	
	Memberships	$ 400	$ -	$ 200	$ -	$ -	$ -
	MalPractice Insurance	$ (374)	$ 1,341	$ (68)	$ (116)	$ 419	$ 871
	Waste Disposal	$ 75	$ 83	$ 183	$ 83	$ 83	$ 83
	Contracts	$ 400	$ 298	$ -	$ -	$ -	
	Rents & Leases	$ -	$ 99	$ 366	$ 520	$ 504	$ 604
	Advertising	$ -	$ -	$ -	$ 340	$ -	
	Background	$ (546)	$ -	$ -	$ 2,547	$ 3,134	$ 1,730
					$ -	$ -	$ -
	Total Other Operating Expenses	**$ 11,381**	**$ 16,534**	**$ 19,970**	**$ 47,735**	**$ 13,459**	**$ 5,091**
6000	**Capital (Equipment)**						
	Instructional Equipment	$ 3,847	$ -	$ -	$ -	$ -	$ -
	Non-Instructional Equipment	$ 1,764	$ -	$ -	$ -	$ -	$ -
	Total Capital Expenses	**$ 5,611**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	Total Revenues	**$ 587,810**	**$ 624,469**	**$ 604,932**	**$ 484,348**	**$ 403,263**	**$ 353,668**

PART 11: FACILITIES AND EQUIPMENT

11a. Are current facilities, such as classrooms, offices and equipment, adequate to support the program? Explain.

The space for faculty is adequate at this time. The problem lies with classroom and lab space. CNA, CPT-I, EMT, both VN Programs and the IV class all require lab time. Some of the classes are offered in the evening to alleviate part of the problem, but CNA, Phlebotomy and VN Programs have large blocks of lecture and lab times required. Schedules for rooms and space are overlapping, making it necessary for one of the nursing clinical day schedules to be changed to evenings, and CNA clinical days are scheduled on Saturdays. This puts an added burden on students with children, as now they must find childcare for day, evening and Saturday class blocks. We have added an additional CNA clinical block and are considering adding additional clinical blocks for VN. There continues to be little or no room for growth with the space we have now.

11b. Is available dedicated space adequate to support the program? Explain.

There is one dedicated lab and no dedicated classroom for the programs. With creative scheduling, this is barely adequate for the time being, but again it does not allow for growth.

11c. Is available equipment adequate to support the program? Explain.

Currently, the equipment is adequate for the programs; however, with future changes in training required by the industry regulatory agencies, some equipment will need to be updated. Manikins (head and neck only) used for airway insertion training are needed for the EMT program. CPT-I and IV Certification students use expensive safety needles, blood collection tubes, sharps containers and other equipment that need to be replenished after each class.

11d. Describe plans for future changes in support facilities or equipment.

Currently, there is one lab used for all allied health courses, which requires creative scheduling. A second lab space would be required in order to allow for growth in the future.

As the program increases in enrollment additional equipment will become necessary. In order to better serve students and the department, a larger office area and a meeting table would be very helpful.

PART 12: STRENGTHS AND WEAKNESSES

12a. List and comment on the major strengths of the program.

The Nursing and Allied Health Programs we have increased our enrollment by two students. The Phlebotomy and CNA Programs continue to have strong enrollments.

The Nursing and Allied Health Programs student course completion rates in most allied health courses are high.

The Nursing and Allied Health Programs continue to serve 100 to 150 students annually. In addition, the co and pre requisite classes required by our vocational nursing program such as English, Math, and Psychology enrollments are increased with nursing students.

12b. List and comment on the major weaknesses of the program.

1. NCLEX (national licensing exam) passing rates for the Vocational Nursing Program students over the past 3 years have been below the California average.

2. Volunteers are sometimes needed to act as "patients" or supervisors when teaching skills in EMT, CPT-I, and for CNA testing.

3. In the event the Fast Track Program is reinstated, additional full-time and adjunct faculty members will be needed to meet the increasing needs of the program.

4. Providing a department office that is conducive to confidential meetings and a quiet work space is another challenge.

PART 13: PLANS TO REMEDY WEAKNESSES

Identify specific steps to correct identified weaknesses and provide the timeline by which they are to be corrected.

1. Implement remediation programs, including integration of computer programs into curriculum, to enhance student success in passing NCLEX exams.
2. Consult with advisory committee on developing plans to recruit volunteers.
3. Allied health division will work with Curriculum Committee and the Chancellor's office to reinstate the Fast Track Program.
4. Work with VP of Instruction/Student Services, Chief Business Officer and Facilities Committee to obtain more office space.

PART 14: PLANS TO ADVANCE THE PROGRAM

Describe other plans that will advance the program.

<u>Certified Nursing Program</u>: Explore feasibility of reinstating the Home Health Program to meet the students and community needs.

<u>Vocational Nursing Program</u>: Re-establish Fast Track Program