Work Plan– 2016/2017
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Student Learning
A commitment to provide a holistic education that develops curiosity, inquiry, and empowered learners

- Support major curriculum revision for the Associate Degree Nursing (ADN) Program with an anticipated start date Fall 2017 (upon approval of College Curriculum Committee and the Board of Registered Nursing). Specific changes for all Program courses include:
  - Revision of course descriptions.
  - Mapped and alignment of SLOs, PLOs, and ILOs
  - Revision of course objectives and course content
  - Resequencing and renumbering of courses
  - Redistribution of course units and hours
- Expand online instruction by offering a hybrid Pharmacology Course Fall 2017
- Expanded LVN to RN Bridge Program to 24 students by Fall 2016
- Develop and expand Career Technical Education programs to meet community needs.
  - Expand the LVN to RN Bridge Program by ten students by Fall 2017 to include a rural cohort of students in Delano
  - Reinstate Nurse Extern Program target date Fall 2016
- Successfully implement the CCCCCO Enrollment Growth Grant for ADN Programs
- Analyze achievement data for subpopulations of students to identify performance gaps and implement strategies to mitigate those gaps.

Student Progression and Completion
A commitment to eliminate barriers that cause students difficulties in completed their educational goals

- Fill vacant Faculty positions:
  - Fill Simulation Coordinator Position with an in Program assignment change
  - Fill two vacant faculty position med surg
- Fill vacant Classified Positions
  - Hire a DA III and DA II
  - Hire Instructional Assistant for Skills Laboratory
- Develop Learning Contract Templates and foster early identification, early notification, and early remediation.
- Create a phone tree
- Revised Program Brochures for all programs
- Update Allied Health website
- Promote SI, use of tutors and faculty coaches.
- Trend data for on time completion, retention, and attrition rates.

Facilities
A commitment to improve the maintenance of and secure funding for college facilities, technology, and infrastructure for the next thirty years

- Be an active participant in communicating and promoting beautification, modernization, and maintenance of our campus and facilities to faculty, community partners, families and friends.
• Skills Laboratory
  o Paint/repair walls and electrical outlets the lab
  o Declutter and organize the lab, supplies, and equipment.
  o Have locks installed to supply cabinets in student areas.
  o Incorporate photos of current program students in action in the lab

• Class photos
  o Showcase 5 yrs of RN and VN class photos in lab, and send all others to BC Archive
  o Install a 42 inch Monitor to display a continuous digital slideshow of all classes archived.

• Equipment
  o Create and maintain an inventory list of all equipment., including tagging all equipment with purchase information (monies used to purchase equipment, date/ time purchased and serviced)
  o Repair/replace/update equipment to bring into working order

• Allied Health Nursing Office
  o Budget to replace carpet
  o Declutter, clean, and organize office for a more efficient work space
  o Train new staff (2 – DA III  and 1 – DA II) and reorganize work division

Oversight and Accountability

A commitment to improve oversight, accountability, sustainability and transparency in all college processes

• Operational Procedures
  o Develop a policy and procedure manual for office processes
  o Develop a project/calendar board for all programs
  o Develop a more organized, smoother, efficient faculty evaluation process

• Use Strategic Directions to focus committee work plans and reports
• Learn how to access and manage departmental/program budget
• Ensure internal and deadlines are met
• Ensure Allied Health Affiliation Agreements are current
• Implement an online data tracking program for full and part time faculty for all hospital and program requirements ensuring all state and governing agencies requirements are current, rapidly accessible, transferrable, and accurate.

Leadership and Engagement

A commitment to build leadership within the College and engagement with the community.

• Create a department newsletter/blog
• Develop a certificate of achievement for faculty recognition for such things as achieving educational degrees, special recognitions, outstanding community involvement, etc.
• Develop a recognition (aka Cause of Applause) for nursing students for outstanding academic achievement, overcoming significant obstacles/barriers, peer, faculty, and/or community recognition.
• Cohost a biannual Joint Advisory Meeting
• Create more meaningful departmental meetings that follow strategic directions
• Provide focused professional development activities for employee groups