

## Program Review - Office Nursing

### Cover

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#### Program Review Year

##### Division

Nursing & Allied Health

##### Department

Nursing & Allied Health Division Office

##### Subject

- NAHDO Nursing and Allied Health Division Office

##### Overview

**Title** Program Review - Office Nursing

**Year of Last Administrative Unit Review** Fall 2023

**Originator** Crary, Shara

**Area Manager** Pouncil, Matais

### Co-Contributors

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\*Co-Contributor must be chosen before proposal is launched

- Miskin, Peter

### Department Overview

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- **1. Please describe the functions of your department. Feel free to use a bulleted list for ease of reading.**
  - *Budget responsibilities for all NAH programs and grants.*
  - *Business office for all NAH operations*
  - *Planning, implementing, and collecting all nursing program applications*
  - *Reviewing all nursing program applications*
  - *Budgeting, planning and running all simulations for simulation/skill lab*
  - *Assessing, planning and scheduling all clinical placements*
  - *Researching, reviewing, writing and submitting multiple grant applications and reports for current grants*
  - *Developing, reviewing and implementation of schedules*

#### **2. Describe current department staffing including whether they are filled or vacant.**

Classified Full Time

**# Assigned to the Department**

2

**# Actually Staffed**

2

Classified Part Time Permanent

**# Assigned to the Department**

1

**# Actually Staffed**

0

Classified Part Time Hourly

**# Assigned to the Department**

0

**# Actually Staffed**

0

Administrators

**# Assigned to the Department**

1

**# Actually Staffed**

1

Other (please specify)

**# Assigned to the Department**

1

**# Actually Staffed**

1

- **3. List department goals. For all follow-up Program Reviews, please provide an update on the department's progress on achieving its department goals set during the last program review cycle.**
  - Based on the last student survey of our office the following goals have been set:
    - Manage and update all website and informational workshop materials to allow for maximum student success in meeting their academic goals.
    - All communication received will be responded to in a clear, concise and timely manner (within 48 business hours).
- **4. If you received resource allocation for your last program review cycle, please indicate the resources you received and how these resources were utilized to impact student success and / or improve unit services. (The resources can be personnel or fiscal).**

NA

- **5. Please state any recent accomplishments for your department; making sure to connect each accomplishment to the College's mission and strategic goals.**

The new Educational Master Plan strategic goal for Evergreen Valley College states that we will shorten students' time to educational goal completion and eliminate equity gaps in goal achievement.

The Nursing and Allied Health Division Registered Nursing program has recently completed two accreditation/approval visits. The Accreditation Commission for Education in Nursing ACEN reaccredited the program until Fall of 2029. The California Board of Registered Nurses renewed the approval of our program until Fall of 2025. Additionally, this program has received approval for a major curriculum change that will be fully executed as of Spring of 2023. These approvals are critical in meeting students' needs to complete a fully accredited nursing program.

## Service Area (Department) Effectiveness

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### Service Area Outcomes

- **List the department Service Area Outcomes. (See the supplemental guide to SAOs for information on how to create a SAO; your department should have 2 to 3 SAOs and at least one must be process outcome).**

SAO #1: Students attending/viewing the website and/or informational workshops will receive the information they need to develop plans to achieve their academic goals.

SAO #2: Students will be satisfied with the communication from the Nursing and Allied Health Division office to ensure timely (within 48 business hours) and quality information that supports student success.

- **Since your last program review, summarize SAO assessment activities and results. Please include dialogue regarding SAO assessment results with division/department/college colleagues and/or GE areas. Provide evidence of the dialogue (i.e. department meeting minutes or division meeting minutes...)**

SAO#1- met (100% of respondents indicated receiving the information needed) but we need to reassess in spring 2023 to have more responses. The program also made an update to the workshop webpage based on student survey feedback. The department added a narrative referring to the FAQs right below the workshop link.

SAO#2- met (96% are satisfied with the communication from the division office; 100% received responses within 48 hours; 100% feel supported by the nursing office).

See attached Curriculum Meeting minutes from 2.27.23 for evidence of discussion.

- **What plans for improvement or changes have been implemented to your program as a result of SAO assessment? Please share one or two success stories about the impacts of SAO assessment on student learning.**

SAO #1: Update the website to include new processes and application questions, including any changes recommended by students, by the next admission cycle.

See attached Curriculum Meeting minutes from 2.27.23 for evidence of discussion.

## Budget Planning

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### Part E: Budget Planning

- **1. List any changes to budget since the last program review.**

NA

## Technology and Equipment

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- **1. List any changes to technology of equipment since the last program review.**

NA

## Service Area Outcomes and Assessment

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### Related Assessments

### Additional Information

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## Future Needs and Resource Allocation Request

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Based on the areas noted below, please indicate any unmet needs for the program to maintain or build over the next Comprehensive Review. Please provide rationale on how the request connects back to SAO assessment, strategic initiatives or student success. If no additional requests are needed in any of the areas, put N/A.

### 1. **Classified Professional Request**

#### **Ongoing Budget Needs**

Salary & Benefits

#### **One-Time Expenditure**

#### **Total Expenses (Staffing and Faculty Requests include Salary and Benefits)**

107000.000

#### **Request linked to SAO #**

#1 moving instructional lab tech IV to college funded

#### **Strategic Initiatives (student centered, organizational transformation, community engagement)**

No

#### **Improving student success rates**

Yes

#### **Achievement of program set standard for student success**

Yes

**2. Equipment/Supplies****Ongoing Budget Needs****One-Time Expenditure**

600.00

**Request linked to SAO #**

#1 &amp; #2 dual monitors for all staff

**Strategic Initiatives (student centered, organizational transformation, community engagement)**

Yes

**Improving student success rates**

Yes

**Achievement of program set standard for student success**

Yes

**Total Cost**Classified Professional Request

Ongoing Budget Needs: Salary &amp; Benefits

One-Time Expenditure:

Total Expenses (Staffing and Faculty Requests include Salary and Benefits): 107000.000

Equipment/Supplies

Ongoing Budget Needs:

One-Time Expenditure: 600.00

Total Expenses (Staffing and Faculty Requests include Salary and Benefits):

**Attach Files**

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Attached File

Curriculum 022723.docx (/Form/Module/\_DownloadFile/3040/42281?fileId=307)

**IEC Reviewers**

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**IEC Mentor**

Antoinette Herrera

**IEC Second Reader**

Fahmida Fakhruddin