



Welcome to Program Review

Merritt College - 2019

Division III: Allied Health and Public Safety - Administrative Unit

Annual Program Update

Program Overview

Please verify the mission statement for your program. If your program has not created a mission statement, provide details on how your program supports and contributes to the College mission.

The mission of the Allied Health and Public Safety Division office is to support faculty in the planning, development and deployment of coursework to equitably support the students of Merritt College, particularly those interested in Allied Health and Public Safety courses. In addition, the Dean is the lead administrator of all State Strong Workforce and Federal Career Education funding. The Dean and the division staff strives to work collaboratively with the faculty of our division to provide opportunities for student access, success, completion and employment placement.

Program Total Faculty and/or Staff

Full Time

Waaduda Karim - Senior Clerical Assistant
Division Dean - Vacant

Part Time

Alice Chin - Staff Assistant

The Program Goals below are from your most recent Program Review or APU. If none are listed, please add your most recent program goals. Then, indicate the status of this goal, and which College and District goal your program goal aligns to. If your goal has been completed, please answer the follow up question regarding how you measured the achievement of this goal.

1. Increase productivity based on the new performance-based funding model: Stay within division allotted FTEF, increase completion of awards, provide opportunities for special student population retention and completion and increase employment placement.

Status

In-Progress

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

College Goal

Time to Completion: Reduce the number of excess units earned by students.

District Goal

Advance Student Access, Equity, and Success

2. Provide AHPS and CE program planning and program development support.

Status

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

In-Progress

College Goal

Employment: Maintain at least 82% of students attaining employment in the field of study.

District Goal

Engage and Leverage Partners

3. Hire sufficient staff to support the operation of the division, including the Dean’s office, SWF, Perkins and Adult Ed Block grant planning and administration.

Status

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

In-Progress

College Goal

Employment: Maintain at least 82% of students attaining employment in the field of study.

District Goal

Build Programs of Distinction

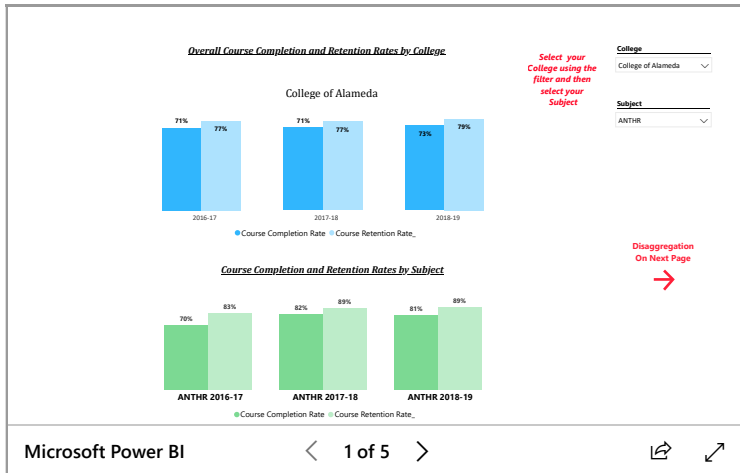
Describe your current utilization of facilities, including labs and other space

The Division office is in the Barbara Lee Science Building (BLSB) on the fourth floor. The offices occupy suite S438. The Division utilizes S 435 as a conference room as well as S 207 for when meetings require a computer lab. There is a waiting room, staff office area, front counter as well as a storage area and break room. The Allied Health program utilizes the second floor of the BLSB including the faculty shared offices. The Allied Health staff assistant has office space in the Nursing department office area. The Public Safety program utilize office space and classroom space in the A building. The Administration of justice program sponsors the police safety aids which are also housed in the A building. The paralegal program utilizes office and call room space in the P building on the other side of campus.

Program Update

Semester End Enrollment/Usage Pattern

Review your Semester End Enrollment by setting the filter to your college and subject



Using the dashboard, review and reflect upon the data for your program. Describe any significant changes and discuss what the changes mean to your program. Consider whether performance gaps exist for disproportionality impacted students. Focus upon the most recent year and/or the years since your last comprehensive program review. Cite data points from the dashboard to support your answer.

Describe the department's progress on Student Learning Outcomes (SLOs) and/or Administrative Unit Outcomes (AUOs) since the last Program Review/APU. If your discipline offers a degree or certificate, please describe the department progress on Program Learning Outcomes (PLOs).

Describe the outcomes and accomplishments from previous year's funded resource allocation request.

Brief description of funded request	Source (any additional award outside your base allocation)	Total Award Amount	Outcome/Accomplishment
Computer monitor	SWF	\$6500	used specifically to monitor SWF budgets
P/T Staff Assistant for CE dean	SWF	\$85000	tracking CE funded grants

In the boxes below, please add improvement actions and resource requests that are directly related to the questions answered in this section. If there are no improvement actions or resource requested in this area, leave blank.

Improvement Actions

Improvement Action

Improvement Action

Action Item	Description	To be completed By	Responsible Person
Improve Division Staffing	Staff Assistant to the Dean for office administrations. Associate Dean of Adult Ed and SWF Grant coordinator: SWF/Perkins	1/1/2020	District

Resource Request

Personnel	Classified Staff		
% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs
100	Associate Dean of Adult Education	103000	43000
Total Costs			
146000			

Resource Request

Personnel	Classified Staff		
% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs
100	Grant Coordinator SWF/ Perkins	82000	43000
Total Costs			
125000			

Resource Request

Personnel	Student Worker		
% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs
25	Student worker for 3 semester of the year	10000	1
Total Costs			
10001			

Improvement Action

Action Item	Description	To be completed By	Responsible Person
Professional Development	CCCAOE and other SWF Perkins training	12/31/2019	Division Dean

Resource Request

Professional Development	Department-wide PD needed		
Description/Justification	General training a for members of the CE committee	Estimated Cost	
		6000	

Resource Request

Professional Development	Individual/personal PD needed		
Description/Justification	Dean requires SWF and Perkins ongoing training to keep current with new state policies and procedures	Estimated Cost	
		5000	

Improvement Action

Action Item	Description	To be completed By	Responsible Person
Instructional Supplies	classroom materials to support instruction	12/31/2019	division dean

Resource Request

Supplies	Instructional Supplies and Materials		
Description/Justification	Dry erase markers and erasers for classrooms	Estimated Cost	
		3000	

Resource Request

Supplies	Noninstructional Supplies and Materials		
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Sub-Total: \$281001

Professional Development

Type	Description/Justification	Estimated Cost
Department-wide PD needed	General training a for members of the CE committee	6000
Individual/personal PD needed	Dean requires SWF and Perkins ongoing training to keep current with new state policies and procedures	5000

Sub-Total: \$11000

Technology and Equipment

Type	Description/Justification	Estimated Cost
Replacement	Replace commercial copier machine the suite 438 for both divisions 2 and 3	15000

Sub-Total: \$15000

Supplies

Type	Description/Justification	Estimated Cost
Instructional Supplies and Materials	Dry erase markers and erasers for classrooms	3000
Noninstructional Supplies and Materials	Office supplies / Printer supplies	5000

Sub-Total: \$8000

Facilities

Type	Description/Justification	Estimated Cost
Offices	Reorganize the storeroom in S 438 to accommodate two desks for the associate dean and grant coordinators. Need cubicle dividers	15000
Labs	Install a computer lab on the first floor in the S bldg for SWF/ CE programs with at least 50 seats. we have unfinished rooms that could work. In addition, finish remodeling one of the smaller rooms as in office space for the career center.	400000

Sub-Total: \$415000

Library

No Resources found for this category

Other

No Resources found for this category