



## 2018-19 Program Review – Allied Health and Public Safety Division.

### **Program Overview**

Please verify the mission statement for your program. If there is no mission statement listed, please add it here.

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.

List your Faculty and/or Staff

Please refer to the program review faculty reports for the following programs: Administration of Justice, Biotechnology/Biomedical technician, Dietitian, Nutrition, Fire Science, Emergency Medical Technician, Radiological Sciences, Nursing, Medical Assisting, Paralegal.  
Staff assistants- total of two.

AHPS currently has one full time staff assistant assigned to the Allied Health Programs. One Full time staff assistant assigned to administer the Nursing admission process. While the Dean of AHPS has never had a full-time staff assistant, a request for this position is in process. It is hopeful that a full time staff assistant to the Dean can be processed by mid Spring 2019.

The Allied Health and Public Safety Division (AHPS) is the newest instructional division in Merritt College. This is the first program review for the division.

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


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.

**Assessment**

Which Administrative Unit Outcomes (AUO) did you assess in the past year? What were the results? Please describe the assessment methods used. How did your work lead to program improvement, that is, the

What Administrative Unit Outcomes (AUO) and program improvement objectives (PIO) do you plan to work on in the next 2 years?

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.
  - a. Convert program certificates of completion to Chancellor approved awards.
  - b. Find resources to support CE program staffing and equipment needs.
  - c. Develop wrap around student support tied to CE courses.
  - d. Increase opportunities for Dual Enrollment.
  - e. Provide opportunities for professional development for AHPS faculty, particularly in the use of Canvas LMS for course organization, transparent student evaluation, SLO and PLO assessment and to cast a wider net of support for regional CE students.
  - f. Identify office space for Associate Dean and SWF staff in S Building.
  - g. Identify space for career center and staff in S building
  - h. Develop a SWF/CE 50 seat computer lab in S building.
2. Provide AHPS and CE program support by leveraging grant funding to:
  - a. Develop a modernized marketing initiative.
  - b. Develop an online comprehensive online employment placement
  - c. Purchase needed equipment and advocate for supplies need to be supported by general funds.
  - d. Hire sufficient full and part time faculty to support current and future course deployment.
  - e. Develop 2-year guided pathways.
  - f. Conduct program and curriculum review and update.
  - g. Develop effective advisory boards from regional industry representatives.
3. Hire sufficient staff to support the operation of the division, particularly:
  - a. An Associate Dean of Adult Ed and SWF to administer the Adult Ed Block Grant and assist with Perkins administration and all CE outreach effort and employment placement.
  - b. Full time staff assistant for the Dean of AHPS.
  - c. Consultant to administer employment placement.
  - d. Consultant to develop CE outreach and marketing tool.
  - e. Full time account and purchases coordinator for SWF.

### Major Accomplishments

Please describe 1-3 major accomplishments below since completion of the previous program review.

1. Developed an online SWF grant application process.
2. Learned to employ One.peralta and the B and I tool and the Center of Excellence data base to support research and planning.
3. Employed effective enrollment management techniques in collaboration with the other deans to meet Merritt's FTES target, stay in our FTEF allotment and outperform our sister colleges in productivity.

**Engagement**

How have the administrators and staff in this area been engaged in institutional efforts such as committees, presentations, and department activities? Please list the committees your staff participate in.

Curriculum, College Council, Management committee, Enrollment Management, Adult Ed Block Grant, AHPS advisory boards, Merritt CE committee, District CE committee, District Dean and VPI, District Dual Enrollment, Oakland Private Industry council, AHPS advisory boards.

Discuss how the administrators and staff have engaged in community activities, partnerships and/or collaborations.

The Dean has been active with the Oakland private industry council and has written grant support letter for that group. This relationship has resulted in the Human Services program at Merritt qualifying for a \$200K grant. In addition, the Dean works closely with the City of Oakland Police Department in an instructional service agreement to run the Oakland Police Academy. This relationship earns the DISTRICT approximately \$1,000,000 in FTES every two years. Finally the Dean has supported the PACLA ( Latino Faculty and Staff Group) in the fund raising and planning of a first ever Latino Graduation.

**Prioritized Resource Requests Summary**

In the boxes below, please add resource requests for your program. If there are no resource requested, leave the boxes blank.

<b>Resource Category</b>	<b>Description/Justification</b>	<b>Estimated Annual Salary Costs</b>	<b>Estimated Annual Benefits Costs</b>	<b>Total Estimated Cost</b>
<b>Personnel: Classified Staff</b>	Staff Assistant to the Dean for office administrations.	\$50,000	\$35,000	\$85,000
	Associate Dean of Adult Ed and SWF	\$103,000	\$43,000	\$146,000
	Grant coordinator: SWF/Perkins	\$82,000	\$43,000	\$125,000
<b>Personnel: Student Worker</b>	Student worker for three semesters per year	\$10,000	0	10,000
<b>Personnel: Part Time Faculty</b>				
<b>Personnel: Full Time Faculty</b>				

<b>Resource Category</b>	<b>Description/Justification</b>	<b>Total Estimated Cost</b>
<b>Professional Development: Department wide PD needed</b>	CCCAOE and other SWF/Perkins training	6000
<b>Professional Development: Personal/Individual PD needed</b>	The deans requires SWF and Perkins ongoing training to keep current with new state policies and procedures.	\$5000.00

**Prioritized Resource Requests Summary - Continued**

<b>Resource Category</b>	<b>Description/Justification</b>	<b>Total Estimated Cost</b>
<b>Supplies: Software</b>		
<b>Supplies: Books, Magazines, and/or Periodicals</b>		
<b>Supplies: Instructional Supplies</b>	Dry erasers and markers for classrooms	3000.00
<b>Supplies: Non-Instructional Supplies</b>	Office supplies, printer supplies	\$5000.00
<b>Supplies: Library Collections</b>		

<b>Resource Category</b>	<b>Description/Justification</b>	<b>Total Estimated Cost</b>
<b>Technology &amp; Equipment: New</b>	New 35 inch computer screens for all deans and Staff assistant similar to those used at district to monitor budgets.To be paid with SWF	\$6500.00
<b>Technology &amp; Equipment: Replacement</b>	Replace commercial copier machine the Suite 438 for both Division 2 and 3.	\$15,000 lease

**Prioritized Resource Requests Summary - Continued**

<b>Resource Category</b>	<b>Description/Justification</b>	<b>Total Estimated Cost</b>
<b>Facilities: Classrooms</b>		
<b>Facilities: Offices</b>	Re-organize the store room in S 438 to accommodate two desks for the associate dean and grant coordinators. We need cubicle dividers.	\$15,000
<b>Facilities: Labs</b>		
<b>Facilities: Other</b>	Install a computer lab on the first floor in the S Building 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 in as office space for the career center	\$400,000.00

<b>Resource Category</b>	<b>Description/Justification</b>	<b>Total Estimated Cost</b>
<b>Library: Library materials</b>		
<b>Library: Library collections</b>		

<b>Resource Category</b>	<b>Description/Justification</b>	<b>Total Estimated Cost</b>
<b>OTHER</b>		

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