

# **Division of Nursing and Allied Health Departmental Action Plan 2008-2009**

## **Initiative 1                      Excellence in Education**

Yavapai College is dedicated to excellence in teaching and learning. As the number one priority of the institution, comprehensive instruction and student support planning ensures an environment for successful student learning and the documentation of student learning in transfer / general education, career / technical, basic skills / developmental education, and lifelong learning programs.

**Strategic Priority 1:1**      Support and enhance excellence in teaching and learning for all full – and part-time faculty members.

1. Implement and assign LeGate Division Chair position. Work with candidate to develop professional development project that will enhance faculty teaching knowledge and expertise.
2. Provide training / review session for Healing Community organization that will prepare qualified faculty members for CNE certification.
3. Provide assigned mentors for all new hired employees.
4. Schedule prior to semester start clinical instructor orientations and review guidelines for clinical teaching and check offs.
5. Course coordinators for each year of program to develop a clinical instructor handbook.

**Strategic Priority 1:2**      Establish a student enrollment management plan to enhance student success.

1. Division Dean and Assistant will build each semester academic schedule to meet student & division needs in relationship to student growth within program to maximize student planning.
2. Development of a Verde campus standalone nursing program which will allow an increase in enrollment by 8 seats for fall and spring admissions. This will allow access for more students to enroll in the nursing program.

3. Increase NSG 210 sections to allow for community licensed nurses to refresh on current drug information.
4. Nursing division to discuss and decide on class size limits and adding additional sections for all core nursing classes. Smaller class sizes will allow for an increase in student involvement during class presentations which will lead to student success throughout the program.
5. Develop a Department of Nursing student mentor program.
6. Actively recruit and hire Pharmacist / Pharmacy Tech / and HIM full time & part-time instructors for Allied Health program offerings.

### **Strategic Priority 1:3**

Integrate learning outcomes assessment into all instructional programs, courses, and initiatives to document student achievement of learning outcomes, Improve teaching and learning, and inform instructional, budget and planning decision-making.

1. Outcomes Assessments of Second Year Courses (NSG 231, NSG 232, NSG 233, NSG 234, NSG 235) and HCE 120, HCE 121. Course content and course outcomes (which need to be measurable) will be examined by course instructors and Division Dean.
2. First Division Meeting of academic year review with Faculty and Staff Division Program Plan for 2008 – 2009 and make additions or corrections as needed.

### **Initiative 2**

#### **Long – Range Financial Planning**

Yavapai College is committed to sound and responsible stewardship of the public resource that will insure adequate resources for students and our community.

### **Strategy 2.2**

Explore feasibility of a voter approved alternative to the state imposed spending limit.

1. Division Dean and Skills lab coordinator to provide spreadsheet of needed cost items and objectives for each criterion for Perkins Funding.

2. Meet with Verde Valley Hospital (VVMC) President and hospital educator to establish a contract partnership that will allow Yavapai College to develop a standalone nursing program on the YC Verde campus. This will allow for diversity in teaching using techniques not available through the ITV current system.

### **Initiative 3                      Long – Range Facilities Planning**

Master planning addresses long-range facilities, site, and infrastructure planning that is necessary to provide students with excellent learning environments and accommodate future growth. This initiative ensures that facilities will meet the educational needs of our students and community.

**Strategy 3.4**                      Identify additional resources to support capital expenditures and other costs related to the growth of the Nursing and Allied Health programs.

1. Faculty to identify growth needs for Prescott campus for Nursing and Allied Health programs.
2. Division Dean to work with administration and YC foundation for possible funding options for Nursing and Allied Health continuing funding needs (i.e. Faculty / staff salaries, Health Sciences Building, Radiology program).

### **Initiative 4                      Develop our Human Capital**

All of our employees are at the heart of the institution's ability to create, apply and disseminate knowledge. This initiative is designed to assist in the retention and recruitment of the most qualified full / part – time staff and faculty, and to use our human resources in the most cost – effective ways possible.

**Strategy 4.2**                      Create performance management culture at Yavapai College wherein employees know what is expected of them, they develop the skills and abilities to fulfill those expectations, they find out how well they are fulfilling those expectations and are either rewarded or not, as is appropriate.

1. All faculty and staff to fill out annual performance management plan at beginning of academic year. All faculty and staff to schedule an appointment and to meet with Division Dean by September 5, 2007 for review of performance management plan.

2. Division Dean to meet midyear with all full time staff employees to review progress of performance management plan.
3. Division Dean to meet with all full time faculty and staff by mid April 2008 to review performance management outcome.
4. Division Dean to assign a faculty mentor to all new division employees to assist them in acclimating to department and YC culture.
5. All new eligible faculty members to be assigned to a peer review committee by committee chair person through faculty association.
6. All division employees to attend banner orientations for new college software program implementation.

## **Initiative 5**

### **Support Economic Sustainability**

Communities have the leadership and educational resources to generate and sustain economic-base jobs. This initiative is designed to assist Yavapai County communities in providing high quality, high paying jobs.

#### **Strategy 5.1**

Develop partnerships with communities and economic development foundations to assist with creation and sustainability of economic-base jobs.

1. Division Dean to work with administration and YC foundation for possible funding options for Nursing and Allied Health for continuing funding need with grant/s expiration (i.e. Faculty /staff salaries, Health Sciences Building, Radiology program).
2. Meet with Verde Valley Hospital (VVMC) President and hospital educator to establish a contract partnership that will allow Yavapai College to develop a standalone nursing program on the YC Verde campus. This will allow for diversity in teaching using techniques not available through the ITV current system.
3. Provide representation from Nursing and Allied Health programs at Career Fair, College Goal Sunday, and other community business events to provide information of course offerings and course requirements for entry into health programs.