# Program Review

## Purpose

*"Program review is the process through which constituencies (not only faculty) on campus take stock of their successes and shortcomings and seek to identify ways in which they can meet their goals more effectively. It is important to note here that the task of identifying evidence-based successful practices, and sharing these practices college-wide, is far more important than the negative perspective of trying to ferret out ineffective practices"* **– Academic Senate for California Community Colleges**

## Data Driven Decision Making

*Continual improvement*
*Evaluation of program resource needs*
*Fiscal stewardship and transparency*
*Culture of evidence*

## Reporting Cycle

**Program Review will be conducted every two years beginning Fall semester 2021.**

| Reporting Cycle Activities | Timeline |
|---|---|
| Program Review forms posted on the Program Review website: | August 22, 2023 |
| Data is available on the ORPIE website: | |
| • Instructional Program Review Dashboard | Available now |
| • Student Services Program Review Dashboard | *Coming August 28, 2023* |
| • State comparison data may be found on Data Mart or Cal-Pass Plus | Available now |
| Program Review Office Hours and Data Support offered in a hybrid format in the Language Arts (LA) Room 115 and by zoom. | See the Program Review website schedule information. |
| Program Review draft due via Dynamic Forms. | Friday, October 6, 2023 |
| Review and Feedback Steps to Finalize Program Review: | |
| • Step 1a: *Technical Review* by IEC (for all) and Academic Senate (for any that include a faculty request).<br>• See the technical review rubrics. | Friday, October 6, 2023 |
| • Step 1b: *Content Review* by Deans/Director. Feedback due to author. | Friday, October 6, 2023 |
| • Step 2: *Completed Revisions* submitted by author for final approvals by Deans/Manager and Vice Presidents. Final draft will address technical and content review feedback. | Friday, November 3, 2023 |
| • Step 3: **Final Program Review Approvals** by Deans/ Manager, Vice Presidents, and IEC. ORPIE will post final draft to the website. | Friday, December 1, 2023 |
| • Step 4: Funding Requests proceed through governance structure. | |
| • Depending on the request either the Vice President or the IEC will assign the Program Review to the appropriate committee(s), including Planning Council for prioritization. | Friday, December 1, 2023 |
| • Committees forward recommendations to the Budget Committee | Friday, December 1, 2023 |

| | |
|---|---|
| • Faculty Hiring timeline: | |
| • Academic Senate Q&A | Tuesday, November 14, 2023 |
| • Senator Ratings due | Friday, November 17, 2023 |
| • Academic Senate – Special Meeting to Review Rankings | Tuesday, November 28, 2023 |
| • Prioritized requests for faculty positions will be provided by the Academic Senate to the Executive Team | Wednesday, November 29, 2023 |
| ▪ President makes final faculty decisions and reports to Senate at Special Meeting.<br><br>▪ Based on approved faculty positions, faculty submit search committee membership and supplemental questions to HR and the Academic Senate. | Tuesday, December 5, 2023 |
| • Hiring committee participants appointed by the Academic Senate. | Tuesday, December 12, 2023 |
| • The Budget Committee forwards all recommended non-faculty requests to the Executive Committee | Tuesday, December 12, 2023 |
| • President announces all funded recommendations campus-wide | Monday, April 1, 2024 |

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## AUTHOR INFORMATION

Employee ID (E# or C#): [                    ]   First Name [Phuong]   Last Name [Nguyen]

Wing [-- Choose -- ▼]   Email Address [pnguyen1040@gwc.cccd.ec]   Office Phone [                    ]

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Dean/Manager First Name [Alice]   Last Name [Martanegara]   Email [Martanegara, Alice = ▼]

Vice President First Name [Kay]   Last Name [Nguyen]   Email [Nguyen, Kay = kvngu ▼]

Program Review - Draft
*Program-Review UPDATED.docx

Program Review - Final
Submission
*Program-Review UPDATED.docx

This Program Review includes the following: *[Yes ▼]
*Pick all that apply.*

***If the answer was "Yes" but one of the following is not picked it will affect the form's workflow and you will have to resubmit.***

Faculty Request [Yes ▼]

Facilities, Technology, Equipment Request [Yes ▼]

Classified Request [Yes ▼]

This Program Review includes the following: *[Yes ▼]
*Pick all that apply.*

***If the answer was "Yes" but one of the following is not picked it will affect the form's workflow and you will have to resubmit.***

Faculty Request [Yes ▼]

Facilities, Technology, Equipment Request [Yes ▼]

Classified Request [Yes ▼]

Faculty Requests (up to 3)
*One upload per request*

Faculty Upload1  Program-Review-Request-for-Funding-2023-24-Faculty MS-OB.docx

Faculty Upload2  Program-Review-Request-for-Funding-2023-24-Faculty MS-Critical Care.docx

Faculty Upload3  Program-Review-Request-for-Funding-2023-24-Faculty MS-G.docx

Faculty Requests (up to 3)
*One upload per request*

Faculty Upload1

Faculty Upload2

Faculty Upload3

Facilities, Technology or Equipment Draft Requests (up to 5)        Facilities, Technology or Equipment Update

| | Requests (up to 5) |
|---|---|
| FTE Upload1 Program-Review-Request-for-Funding-2023-24-Facilities,-Equipment,-Technology,-Other-Funding.docx | FTE Upload1 |
| FTE Upload2 | FTE Upload2 |
| FTE Upload3 | FTE Upload3 |
| FTE Upload4 | FTE Upload4 |
| FTE Upload5 | FTE Upload5 |

## Classified Personnel Draft Requests (up to 3)
*One upload per request*

Classified Upload1 Program-Review-Request-for-Funding-2023-24-Classified-Personnel_PE_2.docx

Classified Upload2 Program-Review-Request-for-Funding-2023-24-Classified-Personnel.docx

Classified Upload3 Program-Review-Request-for-Funding-2023-24-Classified-Personnel IA.docx

## Classified Personnel Updated Requests (up to 3)
*One upload per request*

Classified Upload1

Classified Upload2

Classified Upload3

## Supporting Materials (Optional)
Upload1 Nursing Org Chart (1).pdf

Upload2 Instructional Associate.pdf

Upload3

## Supporting Materials (Optional)
Upload1

Upload2

Upload3

...3839383935

*Phuong Nguyen*
**Author - Draft Signature**

10/06/2023

**Date**

...3331303533

*Phuong Nguyen*
**Author - Final Signature**

12/04/2023

**Date**

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Dean/Manager Draft Feedback

Phuong,

Please review the updates to the attached request.

** Alice Martanegara submitted feedback before 10/20/23. On 10/25/23 it was resent on her behalf due to a technical issue.**

FileUpload2 Program Review - 2023_Nursing.pdf

IEC Feedback

Don't forget to add the name of the program to the faculty request forms. On the first classified request form for the professional expert, the Instruction box should be checked instead of Administrative, as it is referring to the wing your department is in. Also, since you indicated it is a replacement position, the title and time it has been vacant need to be included. On the second classified request form, you need to include the title and length the position has been vacant. On the third classified request form, Instruction should be checked instead of administrative.

FileUpload4

Program Review Rubric Upload

Academic Senate Executive Board Feedback

The Executive Board of the Academic Senate has reviewed your multiple requests for faculty and has no urgent feedback to provide. Please be ready to respond to questions related to your data/metrics and the urgency of your request.

FileUpload1

Program Review Rubric Upload

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Dean/Manager Final Feedback

> The Faculty request is to address the non-compliance received during the 2022 BRN site visit. The RN program was found non-compliance on the substantive change from the 2016 continuing program review related to total number of full-time faculty available to support the RN program.

FileUpload2

...3932313539

*Alice Martanegara*     12/13/2023
Dean/Manager Signature          Date

Vice President Feedback

> The Nursing program has been growing and serves an important need in the community. The program's NCLEX passing rate is impressive. The program has also been expanding in the non-credit area.

FileUpload3

...3439373539

*Kay Nguyen*     01/04/2024
Vice President Signature        Date

Downloaded to the following Committee Teams folder on:    -- Choose -- ▾    [                    ]

_____    _____
IEC Signature                      Date

_____    _____
Academic Senate Signature        Date

| | |
|---|---|
| Dean/Manager - Feedback Signature | Electronically signed by Christy Banales on 10/25/2023 4:57:54 PM |
| Academic Senate: Technical Review Signature | Electronically signed by GWC Academic Senate on 10/25/2023 4:45:32 PM |
| Academic Senate Signature | Electronic Signature Pending |
| IEC: Technical Review Signature | Electronically signed by GWC IEC on 10/25/2023 4:51:17 PM |
| IEC Signature | Electronic Signature Pending |

**Program Review Request**

Instruction

**Program Review Purpose**

"*Program review is the process through which constituencies (not only faculty) on campus take stock of their successes and shortcomings and seek to identify ways in which they can meet their goals more effectively. It is important to note here that the task of identifying evidence-based successful practices, and sharing these practices college-wide, is far more important than the negative perspective of trying to ferret out ineffective practices*" –Academic Senate for California Community Colleges, 2009

# SUBMITTER INFORMATION

| First Name: | Phuong |
|---|---|
| Last Name: | Nguyen |
| Email: | pnguyen1040@gwc.cccd.edu |
| ID: | |
| Phone Number: | |
| Who is your Dean/Supervisor? | Alice Martanegara |
| Are you the Department Chair? | No |

# GENERAL PROGRAM QUESTIONS

| Name of Program (Academic Programs should be listed per discipline): |
|---|
| Nursing |

| Please provide a brief description and any significant change in your program since the last Program Review cycle. |
|---|
| Since the last review cycle in the Fall of 2021, the program has had a change in leadership. The previous Assistant Director/Department Chair (Barbara Miyadi) resigned at the end of Spring 2023. The current Assistant Director, Phuong Nguyen, started his tenure in the Summer of 2023. Robert Nguyen started the Department Chair in the Fall of 2023. In addition to the changes in leadership, the program has experienced a loss of one full-time faculty (Anh Nguyen) and an addition of two full-time faculty: Phuong Nguyen and Shawn Hampton. In the Summer of 2023, the department started the Senior Care Technician program. The nursing department also launched the LVN-RN transition and Concurrent Enrollment Program (CEP) in the Fall of 2023. |

| What are your program's strengths? (Answers could include but not limited to KPI data) |
|---|
| Program strengths include: (1) current 1st time NCLEX pass rate of 97.37% (2) obtaining ample clinical placement (3) increasing enrollment in the Spring of 2024 to 100 students (4) major curriculum |

revision completion in the Fall of 2024 (5) continuation of the yearly Program Advisory meetings during which hospital and community agencies offer feedback.

**What are the challenges for your program?** (If there are regulations or requirements for your program that require additional support, please note those here)

The Nursing Department is launching more programs for students, such as CEP, LVN-RN transition, Senior Care Technician, and Medical Terminology. Currently, three classified positions (2 administrative assistant and a simulation tech) support the Nursing program. One classified staff perform administrative duties where they assist the Director with data collection to support the accreditation standards and grant reporting, ePAFs, requisitions for purchase orders, daily operational support, and annual accreditation reports (BRN and ACEN reports), maintain non-standard clinical affiliation contracts, assist with multiple complicated revisions of the schedule automation to fit the lab and clinical schedules.

The 2nd administrative classified staff monitor the students and clinical faculty compliance for our external agencies and clinical partners to ensure current and incoming students and faculty are compliant with their health and clinical requirements; packaging clinical onboarding packets to include attestation forms and clinical documents for clearances to facility, and coordinate incoming student orientations. The administrative staff provides customer relation service to address many current student questions, phone calls and emails from potential nursing students, maintain the program's files, and perform other multiple office duties. Since Spring 2022, the program has had an increase in part-time employees.

The 3rd classified staff serves as a simulation technician to support faculty with their simulation assists the entire nursing department with simulation/virtual reality. This staff member collaborates with the nursing faculty to develop appropriate and effective healthcare simulation equipment set-up, supports students, and maintains/updates simulation equipment. Simulation and virtual reality teaching modalities are becoming a gold standard in allied health education. Furthermore, simulation is required by the accrediting and regulating bodies. As the nursing program expands, there is a need for one additional classified lab assistant to maintain the expanded lab usage. At a minimum, the Department needs two full-time Classified Lab Staff (one simulation technician and one lab administrator) to perform the many highly skilled- lab and simulation duties to manage and support faculty in integrating the simulation program within the nursing department.

The department has 7 full-time regular, 2 full-time tenure-track, and 37 part-time faculty. The current enrollment is 1096 students per year. The Nursing Department used to have 13 full-time faculty 5 years ago. This is becoming a grave concern as the Board of Registered Nursing (BRN) and Accreditation Commission of Nursing Education (ACEN) both have standards and criteria that address the number of faculty and content expertise. The ratio of full-time faculty will be less when compared to the number of employed adjunct faculty. The Nursing program may be in jeopardy if long-term

substitutes are not in place or full-time faculty positions are awarded to replace identified vacancies within the nursing program.

**Describe any trends and contributing factors related to enrollment, retention, and success for this past cycle.**

Overall, there is an increase in enrollment rate in the last 3 academic years: 1,096 (2022-2023), 975 (2021-2022), and 811 (2020-2021). Total retention rate slightly improved in the past year: 92.3% (2022-2023), 91.5% (2021-2022), and 94.6% (2020-2021), with noted low retention rate for the Introduction to Nursing courses (NURS G099 and G101): 78.1% (2022-2023), 81.4% (2021-2022), and 83.3% (2020-2021), while the nursing core classes noted improvement in retention of 99.6% (2022-2023), 98.3% (2021-2022), and 99.0% (2020-2021).

The success rate for the entire nursing department appears to decrease: 82.9% (2022-2023), 88.8% (2021-2022), and 92.5% (2020-2021), with noted low success rate for Introduction to Nursing (NURSG099 and G101) of 50.3% (2022-2023), 75.5% (2021-2022), and 77.6% (2020-2021). Nursing core classes noted improvement of 99.6% (2022-2023), 97.8% (2021-2022), and 98.3% (2020-2021)

**How does your department/program support the goals of diversity, equity, inclusion, and accessibility**? (Answers could include but not limited to gaps in success data, modality of course offerings, part/length of term (full-term, non full-term, etc.)

The nursing department offers 8-week and 16-week courses using different modalities: live-online, hyflex, and in-person.

**How does your department/program collaborate with other areas on campus to advance student success?**

The nursing department worked closely with DSPS to ensure students get all the support they need to be successful in the program. Additionally, the nursing department collaborated with the non-credit department to offer the Senior Care Technician Certificate Program, allowing students to seek employment.

**How does your department/program utilize technology to support student success?**

The nursing department adopted the Hyflex Teaching Modality, in which students were allowed to attend lecture classes on-campus or on Zoom simultaneously. Additionally, the program also utilized nursing simulation and virtual reality (VR) to help develop critical thinking and clinical judgment. Within the simulation, students made important clinical decisions without fear of consequences or patient harm.

**Do any of the courses in your program have a CTE TOP code?**

Yes

**Program Review Request**
Instruction

## AWARDS

**What type of awards does your program offer?**

☐ Certificates
☒ Associate Degree
☐ Associate Dress for Transfer

**Please provide the information for the number of awards for Associate Degrees (CCI-approved), Associate Degrees for Transfer (State-approved), and Certificates of Achievement for this program. Please put N/A if an area is not applicable for your program.**

|  | 3 years ago | 2 years ago | 1 year ago |
|---|---|---|---|
| **Certificates** | N/A | N/A | N/A |
| **Associate Degrees** | 85 | 85 | 72 |
| **Associate Degrees for Transfer** | N/A | N/A | N/A |

| **Please comment on the trends for the number of awards. You may then comment on any other relevant information provided by the Office of Research and Planning, and Institutional Effectiveness (ORPIE).** |
|---|
| There is an increasing trend in the number of awards 86 in 2022-2023 and 72 in 2021-2022. |

## FTES and FTEF

**For the below questions, please provide your FTES (full-time-equivalent students, resident) divided by your FTEF (full-time-equivalent faculty). Please submit your rates from three years ago, two years ago, and this past year.**

**Please note:** *For programs with earned credit please use FTES (Res)/FTEF. For non-credit, please use FTES (Total)/FTEF.*

|  | 3 years ago | 2 years ago | 1 year ago (this past year) |
|---|---|---|---|
| **FTES/FTEF Ratio:** | 10 | 13 | 12 |

| **Outside of hiring new faculty or staff, please discuss the data trends above, and your plans for serving more students.** |
|---|
| The Nursing program has been approved by the CA Board of Nursing to expand admission seats from 40 students per semester to 100 students per semester to serve more students. The program will offer additional 8-week classes. |

## CURRICULUM

**After a thorough review of your courses in CurricUnet, with the assistance of your CCI representative, answer the following questions.**

If you do not currently have a representative on CCI, you may contact either:
Gary Kirby: gkirbyjr@gwc.cccd.edu
Monica Jovanovich: mjovanovich@gwc.cccd.edu

**Do you have any courses that have not been updated to CCI, within the required timeframe (6 or more years for a transfer-level course, 3 years or more for a CTE course)?**
☐ Yes
☒ No

**Are there courses in your Program (Degree/Certificate) that have not been successfully offered since the last Program Review?** Please note, classes that were cancelled, they were not successfully offered)
☐ Yes
☒ No

**Do you have active courses that are not part of a degree or certificate?**
☒ Yes
☐ No

| Please indicate the name of the course(s) and the name(s) of the certificate(s) or degree(s) you intend to connect it to when you submit your revision to CCI. |
|---|
| NURS G101 Introduction to Nursing |

## STUDENT LEARNING OUTCOMES

**Do any of your SLOs use the exact wording as the course objectives?**
(SLOs should be written to reflect the course objectives while not using the exact same language as the course objectives).
☒ Yes
☐ No

| How has your department/program utilized SLO (Student Learning Outcome) results to make changes or improvements to your Program? |
|---|
| The Nursing Department is required by its regulatory agencies to assess the effectiveness of the total program. The program's SLOs are embedded within the Systematic Program Evaluation Plan (SPE). The SPE is a dynamic document encompassing data totaling 3 years and follows the 2023 Accreditation Commission for Education in Nursing (ACEN) standards and California Board of Registered Nursing (BRN) standards. The document provides for assessing and evaluating student learning and program outcomes. Benchmarks are selected for |

outcomes based on historical data, student performance, and faculty discussions. The data is collected on a regular basis, analyzed as aggregate data, and used in the decision-making process using the SLOs. Data was drawn from the Assessment Technologies Institute Assessment, Clinical Evaluation Tools, and Course Exams. As a component of the feedback loop, all student learning outcomes for each course and the program are compared to the expected level of achievement at the end of each semester.

# GOALS AND REQUESTS FOR FUNDING

**Requests – If you are requesting any of the following, they MUST be addressed within your Department goals. These forms must be submitted separately from the Program Review.**

- Faculty
- Facilities, Equipment, Technology & Other
- Classified Personnel

**GWC Strategic Plan Goals Legend**
1. **Enrollment:** GWC will increase credit and noncredit enrollment while providing efficient academic programs and student services.
2. **Equity and Success:** GWC will support, enhance, and develop equity-minded services and academic programs that lead to student success.
3. **Completion:** GWC will ensure students' timely completion of degrees and certificates by providing high quality academic programs and student services.
4. **Workforce Preparation:** GWC will support student success by developing and offering academic programs and student services that maximize career opportunities.
5. **Facilities:** GWC will provide flexible, accessible, and sustainable learning environments that support the success of students, faculty, staff, and communities.
6. **Professional Development:** GWC will support the success of all employees by providing professional development opportunities that focus on the achievement of the College Goals.
7. **Communication:** GWC will effectively communicate and collaborate within the College and its communities.

## GOALS FROM PREVIOUS PROGRAM REVIEW CYCLE

*Please refer to your previous Program Review cycle and summarize all outcomes for each goal.*

**Summary and Outcomes of Previous Goals (from the last Program Review) including resource requests and if they were funded or not.**

The three goals from the previous program review cycle were to maintain a pass rate at or above the California first-time pass rate for the NCLEX-RN during the same 12-month, integrate simulation across all 4 nursing semesters with the roll-out of the new curriculum, and expand feasibility of partnerships with community agencies in anticipation of changes to the curriculum and health care environment. The nursing department maintained a pass rate above the California first-time pass rate for the NCLEX-RN during the same 12 months, with a pass rate of 97.37%. The simulation was integrated into the first and fourth semesters. The second and third semesters are piloting simulation programs. Additional hospital partnerships were obtained with Kaiser Permanente, Newport Nursing Rehabilitation, College Hospital Cerritos, Senior Centers (Costa Mesa, Westminster, Tustin, and Huntington Beach,  and Saddleback Memorial Hospital.

Click or tap here to enter text.

## GOALS FOR CURRENT PROGRAM REVIEW CYCLE

*Current goals should be connected to GWC's Strategic Plan Goals.*

GOAL 1 (Required)

| Description of goal: |
|---|
| Successful graduate: Maintain a pass rate at or above the California first-time pass rate for the NCLEX-RN during the same 12 month |

| What actions will be taken to accomplish the goal? |
|---|
| Posted NCLEX-RN pass rates on the California BRN website |

| What metric will you use to measure your goal? |
|---|
| Continued professional faculty development as needed for NexGen, curricular revisions to incorporate additional ATI resources, monitor and evaluate program learning outcomes to improve teaching and learning |

**Which of the College's missions and goals does this goal support? (check all that apply)**
☐ Enrollment
☒ Equity and Success
☐ Completion
☒ Workforce Preparation
☐ Facilities
☒ Professional Development
☐ Communication

GOAL 2 (Required)

| Description of goal: |
| --- |
| Expand feasibility of partnerships with community agencies in anticipation of changes to the curriculum and to health care environments |

| What actions will be taken to accomplish the goal? |
| --- |
| Increase in contracts to community agencies |

| What metric will you use to measure your goal? |
| --- |
| Maintain a fully accredited program, conduct community outreach as needed/requested |

**Which of the College's missions and goals does this goal support? (check all that apply)**

☒ Enrollment

☒ Equity and Success

☒ Completion

☒ Workforce Preparation

☐ Facilities

☐ Professional Development

☐ Communication

## GOAL 3 (Required)

| Description of goal: |
| --- |
| Integrate simulation across all 4 nursing semesters with the roll-out of the new curriculum |

| What actions will be taken to accomplish the goal? |
| --- |
| Increased simulation/technology use in the curriculum. |

| What metric will you use to measure your goal? |
| --- |
| Development of a simulation policy and a grading rubric for simulation. In addition, will incorporate simulation language into SLOs, student asssessment and evaluations. |

**Which of the College's missions and goals does this goal support? (check all that apply)**

☒ Enrollment

☒ Equity and Success

☒ Completion

☒ Workforce Preparation

☒ Facilities

☐ Professional Development

☐ Communication

## OTHER INFORMATION

| What additional information would you like to share about your program? |
|---|
| Click or tap here to enter text. |

| **Submitter's Signature:** *Phuong Nguyen* | **Date: 10/6/2023** |
|---|---|

| **Supervisor's Review** |
|---|
| As the supervisor of this program, I have reviewed this request. <br> ☒ No concerns <br> ☐ I have concerns |
| **Comments:** Click or tap here to enter text. |

| **Supervisor's Signature:** Click or tap here to enter text. | **Date:** Click or tap to enter a date. |
|---|---|

| **Vice President's Signature:** Click or tap here to enter text. | **Date:** Click or tap to enter a date. |
|---|---|

# Program Review Request- Faculty

Golden West College

## FACULTY REQUEST

| | |
|---|---|
| **Submitter's First Name:** | Phuong |
| **Submitter's Last Name:** | Nguyen |
| **Submitter's Email:** | pnguyen1040@gwc.cccd.edu |
| **Submitter's Phone Number:** | |
| **Who is your Dean/Supervisor?** | Alice Martanegara |
| **Are you the Department Chair?** | Robert Nguyen |
| **Who is your Vice President?** | Kay Nguyen |
| **Program/Department:** | Click or tap here to enter text. |

**Type of Review:**

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

☒ Instruction

☐ Student Services

☐ Administrative

**Faculty Hiring Criteria:**

The primary sources of information for ranking/rating program/department needs are:

- Faculty request form
- Program Review reports
- Program Vitality Reports (PVR) if applicable
- Data demonstrating need for request

All data is in the Golden West College Instructional Program Review 2023 [dashboard](#) provided by the office of research, planning and institutional effectiveness (ORPIE). If this is a non-instructional request, additional data may be found in the Student Services Program Review dashboard.

Note: All analysis of data is trend over the past 4 to 6 years (3 program review cycles = 1 strategic plan cycle)

| **Position title and area of specialization (if applicable).** |
|---|
| Nursing Instructor: MSN minimum with Medical/Surgical Obstetric specialization |

| **Please provide and describe the data demonstrating the need for the request.** |
|---|
| The department has 7 full-time regular, 2 full-time tenure-track, and 37 part-time faculty.  The current enrollment is 1096 studetns per year.  The Nursing Department used to have 13 full-time faculty 5 years ago.  This is becoming a grave concern as the Board of Registered Nursing (BRN) and Accreditation Commission of Nursing Education (ACEN) both have standards and criteria that address the number of faculty and content expertise.  The ratio of full-time faculty will be less when compared ot the number of employed adjunct faculty.  The Nursing program may be in jeopardy if long-term substitues are not in place or full-time faculty positions are awarded to replace identified vacancies within the nursing program. |

| Please post job description (copy and paste description). |
| --- |

PERFORMANCE RESPONSIBILITIES

Instructor in the Associate Degree Nursing Program, teaching both clinical and theory in nursing.

1. Must be able to teach any hospital shift.

2. Willing to orient to clinical facility assigned as needed to meet Board of Registered Nursing competency requirements.

3. Must be available to participate in team meetings.

4. Fulfill the professional responsibilities of a full-time faculty member including, but not limited to the following: teach all scheduled classes unless excused under provisions of Board Policy; follow the department course outlines; keep accurate records of student enrollment, attendance, and progress; post and maintain scheduled office hours; participate in departmental meetings and college and/or district wide activities and committees as assigned.

MINIMUM QUALIFICATIONS:

1. Must meet one of the following qualifications under (a) through (c):

a. Possess the California Community College Credential for this subject area.

b. A master's degree in Nursing from an accredited institution.

c. A combination of education and experience that is at least the equivalent of the above. Candidates making application on the basis of equivalency must submit the attached Application for Equivalency in addition to all other required materials.

2. Current State of California RN License.

3. Recent clinical experience in direct patient care in medical/surgical nursing.

4. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS:

1. Teaching experience in an Associate Degree Nursing Program.

2. Recent clinical experience in nursing specialty area: medical/surgical/geriatric

Respond to the following (Desirable Qualifications #3-10) criteria on a separate sheet of paper and identify each response by using the criteria number. This requirement must be met, or the application materials you submit will be considered incomplete. Response must detail experience, knowledge, skills and/or abilities you possess.

3. Strong commitment to quality teaching, motivation of students, student success, and academic excellence.

4. Broad knowledge of academic or occupational area, including ability to design curriculum to address a wide range of learning levels from developmental through honors programs.

5. Ability to work with diverse population of students and staff.

6. Ability to design alternative learning activities that develop different learning outcomes.

7. Understanding of current and emerging instructional delivery technologies and ability to integrate those technologies into the learning process.

8. Professional development activities and campus involvement beyond your faculty assignment or student course work.

# Program Review Request- Faculty

Golden West College

## Program Classification (check all that apply)

- ☐ Instructor (transfer-level classes)
- ☒ Instructor (CTE classes)
- ☐ Instructor (ELL/ESL or non-credit)
- ☐ Counselor
- ☐ Librarian
- ☐ Other: Click or tap here to enter text.

## Does this faculty request meet the criteria for extenuating circumstances beyond the department/program's control since the last 2 program review cycles? *(check all that apply)*

- ☐ Untimely death or loss of faculty due to health conditions
- ☒ Sudden unexpected retirement or resignation
- ☐ Failed search since last PR cycle (i.e., The position was approved by the Exec team but not filled for any reason)
- ☒ Loss of tenure-track faculty
- ☒ Legal/mandatory requirements

| Describe what you checked above. |
|---|
| SUDDEN UNEXPECTED RETIREMENT/LOSS OF TENURE FACULTY:<br>A tenured faculty member with medical/surgical/geriatric and obstetrics specializations suddenly retired in the Summer of 2022. With the departure of this faculty member, the nursing program has limited faculty who can teach medical/surgical content for the nursing program. If this faculty becomes sick and/or retires, the school will have limited faculty to teach this content area. Students will be unable to progress in the program. Additionally, this full-time (FT) position oversees the part-time (PT) faculty teaching medical/surgical content in the clinical setting. There will be limited FT faculty to oversee the PT faculty to ensure consistent content is taught and students are being safely monitored in the obstetrical clinical settings.<br><br>The nursing department has 7 FT faculty, 2 tenure-track . The 7 FT faculty are currently overseeing the tenure-track, and 37 PT faculty in classrooms, skills labs, and offsite at hospital clinical settings.  The current enrollment is 1096 students per year.<br><br>This has placed a strain on the FT faculty to ensure the faculty and students practice safely in their settings and consistent content is delivered. This can lead to safety concerns with the possibility of legal issues in the event a patient is harmed.<br><br>LEGAL/MANDATORY REQUIREMENTS:<br>In March 2022, the nursing program underwent an approval visit by the Board of Registered Nursing (BRN). The BRN placed the program on deferred status due to Areas of Non-Compliance noted during their visit. One non-compliance focused on insufficient resources including faculty - "Since the prior BRN approval visit in Fall 2016, faculty have |

diminished from 12 full time instructors to 9. There has not been a reduction in enrollment during this time" and "There is no plan for succession of BRN qualified instructors for vacancies." The program received notice the week of 10/24/2022 from the BRN that approval status has been granted to the School of Nursing with the addition of the tenure track position of Fall 2023. With program growth, there is a need to increase our full-time faculty pool by 3 full-time faculty to be able to programmatically support the number of enrollment of 1096 students. At this time, the program has to rely on 37 part-time faculty to fill the gap of content expertise required of a full-time faculty. The program is challenged with maintaining the high achivement data of low attrition and high completion rate, including NCLEX pass rate.

*Respond fully to each of the following two prompts. Your responses to the listed criteria and data parameters are the basis from which senators apply the criteria to determine the rating/ranking of this request. Be as specific as possible in your responses.*

## Program/Department Needs (1-10 points)
- 1 - 4 points:   little or no contribution or impact
- 5 - 7 points:   some contribution or impact
- 8 - 10 points:  significant contribution or impact

**How does this request for a faculty position meet the following criteria?**
Important considerations in this prioritization process are conditions unique to the program/department which support the need for additional full-time faculty, such as: (check all that apply and describe)

☒Programs/departments with no or few full-time faculty to teach high demand area or for maintaining on-going (sequential) majors or certificates.

☐Programs/departments with no or few full-time faculty.

☒Negative impact created by the loss of full-time faculty due to retirement or non-replacement of full-time positions.

☒There is not sufficient full-time faculty to develop and maintain current curriculum for the program/department.

☒The program/department cannot maintain a stable core of full-time to part-time ratio to provide a quality program or program growth.

☒There are substantial problems of coordination/supervision of the program's/department's part-time faculty. (There are not enough full-time faculty to coordinate, train, and supervise the part-time faculty).

☒There is difficulty in finding and keeping qualified part-time faculty.

☐Relevant, necessary courses are not taught or are cancelled because of the absence of qualified full or part-time faculty.

☒New developments and/or trends in the service area that would influence a determination of need for the position.

☒Supervision is required to reduce health and safety hazards.

☒   Preparation for careers/employment in fields with strong current and future prospects.

| **Describe what you checked above.** |
| --- |

Nursing is a high demand field. The future demand for registered nurses (RNs) exceeds the supply. Employment of

RNs is projected to grow from 7 to 16.7% between 2019 to 2029, a growth much faster than the average for all occupations (US Bureau of Labor Statistics, 2021). In California, a shortage of RNs continues to exist in 2022 with closure of the shortage excepted by 2029 if nursing programs continue and/or grow in their enrollments (Spetz et al., 2022). Earnings for new RN graduates is approximately $53 to 58/hour plus sign on/retention bonuses. Since 2012, the nursing department has experienced a loss of 8 full time (FT) tenured faculty with only 2 FT tenure track positions added. The loss of FT faculty has resulted in additional hiring of inexperienced PT nursing faculty requiring increased orientation/oversight by the FT faculty. Nursing instructors are approved by the Board of Registered Nursing (BRN) to teach specific content areas dependent on their education and clinical experiences. Not all nursing instructors can teach all areas of the nursing program. With the loss of FT tenured faculty to teach specific content areas, adequate coverage in the event of illness, quitting and/or retirements will be loss affecting the progression and success of nursing students. In 2012, 12 FT faculty supervised 11 PT faculty, a ratio of 1 to 1.1. In 2022, 7 FT faculty are currently supervising 21 PT, 1 tenure-track, and 1 temporary FT faculty members, increasing the ratio to 1 to 3.28. This increase has placed a greater burden on FT faculty to ensure high standards remain. The majority of PT nursing instructors work in health care systems, not in educational settings and are unfamiliar with curriculum, teaching methodologies, regulations affecting nursing education/college systems among other items. Much oversight and mentoring is needed by the FT faculty to ensure students and the patients they care for are not harmed and the curriculum is implemented correctly. The BRN visit in March of 2022 cited curriculum as another area of noncompliance in their report. Per the BRN, "Faculty could not articulate the planning and implementation of curriculum content revision…" This was not an issue in previous visits when the FT/PT faculty ratio was better. Part time (PT) nursing instructors are difficult to find and retain. As mentioned previously, a nursing shortage exists and increased during the pandemic. Part time faculty leave as educational pay is less comparable than what RNs make in their clinical settings. Additionally, PT faculty have left their teaching positions due to not feeling fully supported in their new positions, a situation compounded due to the decrease in FT nursing faculty. Starting in Fall 2023, GWC School of Nursing will be participating in a Collaborative Enrollment Pathway with California State University San Bernardino. An additional 20 students will be admitted to the program and will complete both an associate degree and a bachelor nursing program at the same time. To ensure the success of these students with the hope of adding additional students in the future to this pathway, a secure, stable FT faculty staff is needed.

Reference:

Spetz, J, Chu, L, Blash, L. Forecasts of the Registered Nurse Workforce in California. San Francisco, CA: Philip R. Lee Institute for Health Policy Studies, August 2022.

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**What program/department conditions (such as cutbacks, lack of offerings, no replacements, facilities, coordination of part-time faculty, new program requirements, etc.) support the need for additional full-time faculty?**

See above. In addition, there is a nationwide nursing faculty shortage compounding the search of qualified and experienced PT faculty hire to meet the need for safe clinical staffing.

---

**College-wide Needs** (1-10 points)

- 1 - 4 points:   little or no contribution or impact
- 5 - 7 points:   some contribution or impact

- 8 - 10 points: significant contribution or impact

**How does this request for a faculty position meet the following criteria?**
Where other considerations are relatively equal, does the request for this position contribute to/impact the operations of other college programs such as: (check all that apply and describe)

- ☐ Coursework required or recommended for several degree/certificate programs.
- ☐ Significant general education requirements.
- ☐ Serve substantial numbers of the student population.
- ☒ Serve a special population of students not served by other programs.
- ☒ Application to Statewide Community College Goals of serving students in Transfer, Degree and CTE programs.
- ☐ New programs the college wants to develop and support through resources, facilities.
- ☒ Contributions to college and district goals including student equity.
- ☐ Negative fiscal impact to college created by the lack of full-time faculty due to retirement or non-replacement of full-time positions.

| Describe what you checked above. |
|---|
| It is vital for nursing programs to maintain high standards and a good reputation in the community. Potential students look at pass rates on nursing board exams, program completion rates, accreditation status among other items prior to applying to a program. Clinical partners also look to these factors. If standards are not maintained, students will look elsewhere to apply and precious clinical sites for the program will be lost. To maintain high standards, a stable FT faculty is needed. <br><br> Nursing is only taught at Golden West College (GWC). No other Coast District schools provide this educational pathway. If the GWC nursing program standards decline or the program failed to exist, students would look at private universities for their education at a cost of $78,000 to 140,000 to fulfill their goals of becoming a nurse. This could severely disadvantage those in underserved communities who cannot afford this cost. Graduates of the nursing program also serve the community by working in hospitals in the local area. Without the program, the pipeline for nurses in the community will be adversely affected. <br><br> The nursing program receives approximately 400 applicants twice a year. Many of the applicants take prerequisites courses (anatomy, physiology, microbiology, english, psychology, and communication) and additional courses at GWC. The educational expectation for nurses is to have a Bachelor's of Science in Nursing. Nursing students are notified of this expectation during orientation to the program and transfer to Bachelors programs upon graduation. Courses have been designed/chosen to aid in a smooth transition upon graduation. The addition of the San Bernardino Collaborative Pathway greatly assists in this goal as well. |

| If there are any license, certifications, or degrees required for this faculty position, please describe them here. |
|---|
| Applicants for this position are required to have a valid RN license in the state of California, a masters degree in nursing, and approval by the Board of Registered Nursing to teach in the assigned content area. |

| **How does this position address long-term college goals and Vision 2030 Goals?** |
|---|
| The nursing program's mission and philosophy are congruent with the college's vision 2030 goals. Quality education, student success, education for gainful employment, and transferability are at the core. |

**If you have more than one faculty request, please rank this against your others.**

For example, if you are requesting three (3) faculty for this discipline, you could put a "2" in this box, a "1" on the next request and "3" on the third. "1" being your first priority, "2'", your second priority, and "3" your last priority. This will assist later reviews in better understanding the needs of your program and your preference. If you are only submitting one request, please leave this box blank.

**Rank:** 1

**Submitter's Signature:** *Phuong Nguyen*　　　　　　　**Date:** 10/6/2023

| **Supervisor's Review** |
|---|
| As the supervisor of this program, I have reviewed this request. <br> ☐ No concerns <br> ☐ I have concerns |
| **Comments:** Click or tap here to enter text. |

**Supervisor's Signature:** Click or tap here to enter text.　　　**Date:** Click or tap to enter a date.

**Vice President's Signature:** Click or tap here to enter text.　　　**Date:** Click or tap to enter a date.

# OFFICE USE ONLY

**President's Recommendation:**

☐ Hire position

☐ Hire one-year temporary

☐ Not hiring at this time

**President's Signature:** Click or tap here to enter text.　　　**Date:** Click or tap to enter a date.

# Program Review Request- Faculty

Golden West College

## FACULTY REQUEST

| | |
|---|---|
| **Submitter's First Name:** | Phuong |
| **Submitter's Last Name:** | Nguyen |
| **Submitter's Email:** | pnguyen1040@gwc.cccd.edu |
| **Submitter's Phone Number:** | |
| **Who is your Dean/Supervisor?** | Alice Martanegara |
| **Are you the Department Chair?** | Robert Nguyen |
| **Who is your Vice President?** | Kay Nguyen |
| **Program/Department:** | Click or tap here to enter text. |

**Type of Review:**

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

☒ Instruction

☐ Student Services

☐ Administrative

**Faculty Hiring Criteria:**

The primary sources of information for ranking/rating program/department needs are:

- Faculty request form
- Program Review reports
- Program Vitality Reports (PVR) if applicable
- Data demonstrating need for request

All data is in the Golden West College Instructional Program Review 2023 dashboard provided by the office of research, planning and institutional effectiveness (ORPIE). If this is a non-instructional request, additional data may be found in the Student Services Program Review dashboard.

Note: All analysis of data is trend over the past 4 to 6 years (3 program review cycles = 1 strategic plan cycle)

| **Position title and area of specialization (if applicable).** |
|---|
| Nursing Instructor: MSN minimum with Medical/Surgical Critical Care specialization |

| **Please provide and describe the data demonstrating the need for the request.** |
|---|
| The department has 7 full-time regular, 2 full-time tenure-track, and 37 part-time faculty. The current enrollment is 1096 studetns per year. The Nursing Department used to have 13 full-time faculty 5 years ago. This is becoming a grave concern as the Board of Registered Nursing (BRN) and Accreditation Commission of Nursing Education (ACEN) both have standards and criteria that address the number of faculty and content expertise. The ratio of full-time faculty will be less when compared ot the number of employed adjunct faculty. The Nursing program may be in jeopardy if long-term substitues are not in place or full-time faculty positions are awarded to replace identified vacancies within the nursing program. |

| Please post job description (copy and paste description). |
| --- |

PERFORMANCE RESPONSIBILITIES

Instructor in the Associate Degree Nursing Program, teaching both clinical and theory in nursing.

1. Must be able to teach any hospital shift.

2. Willing to orient to clinical facility assigned as needed to meet Board of Registered Nursing competency requirements.

3. Must be available to participate in team meetings.

4. Fulfill the professional responsibilities of a full-time faculty member including, but not limited to the following: teach all scheduled classes unless excused under provisions of Board Policy; follow the department course outlines; keep accurate records of student enrollment, attendance, and progress; post and maintain scheduled office hours; participate in departmental meetings and college and/or district wide activities and committees as assigned.

MINIMUM QUALIFICATIONS:

1. Must meet one of the following qualifications under (a) through (c):

a. Possess the California Community College Credential for this subject area.

b. A master's degree in Nursing from an accredited institution.

c. A combination of education and experience that is at least the equivalent of the above. Candidates making application on the basis of equivalency must submit the attached Application for Equivalency in addition to all other required materials.

2. Current State of California RN License.

3. Recent clinical experience in direct patient care in medical/surgical nursing.

4. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS:

1. Teaching experience in an Associate Degree Nursing Program.

2. Recent clinical experience in nursing specialty area: medical/surgical/geriatric

Respond to the following (Desirable Qualifications #3-10) criteria on a separate sheet of paper and identify each response by using the criteria number. This requirement must be met, or the application materials you submit will be considered incomplete. Response must detail experience, knowledge, skills and/or abilities you possess.

3. Strong commitment to quality teaching, motivation of students, student success, and academic excellence.

4. Broad knowledge of academic or occupational area, including ability to design curriculum to address a wide range of learning levels from developmental through honors programs.

5. Ability to work with diverse population of students and staff.

6. Ability to design alternative learning activities that develop different learning outcomes.

7. Understanding of current and emerging instructional delivery technologies and ability to integrate those technologies into the learning process.

8. Professional development activities and campus involvement beyond your faculty assignment or student course work.

**Program Classification (check all that apply)**

☐ Instructor (transfer-level classes)

☒ Instructor (CTE classes)

☐ Instructor (ELL/ESL or non-credit)

☐ Counselor

☐ Librarian

☐ Other:  Click or tap here to enter text.

**Does this faculty request meet the criteria for extenuating circumstances beyond the department/program's control since the last 2 program review cycles?** *(check all that apply)*

☐ Untimely death or loss of faculty due to health conditions

☒ Sudden unexpected retirement or resignation

☐ Failed search since last PR cycle (i.e., The position was approved by the Exec team but not filled for any reason)

☒ Loss of tenure-track faculty

☒ Legal/mandatory requirements

| Describe what you checked above. |
| --- |
| SUDDEN UNEXPECTED RETIREMENT/LOSS OF TENURE FACULTY: <br><br> A tenured faculty member with medical/surgical/geriatric and obstetrics specializations suddenly retired in the Summer of 2022. With the departure of this faculty member, the nursing program has limited faculty who can teach medical/surgical content for the nursing program. If this faculty becomes sick and/or retires, the school will have limited faculty to teach this content area. Students will be unable to progress in the program. Additionally, this full-time (FT) position oversees the part-time (PT) faculty teaching medical/surgical content in the clinical setting. There will be limited FT faculty to oversee the PT faculty to ensure consistent content is taught and students are being safely monitored in the obstetrical clinical settings. <br><br> The nursing department has 7 FT faculty, 2 tenure-track . The 7 FT faculty are currently overseeing the tenure-track, and 37 PT faculty in classrooms, skills labs, and offsite at hospital clinical settings.  The current enrollment is 1096 students per year. <br><br> This has placed a strain on the FT faculty to ensure the faculty and students practice safely in their settings and consistent content is delivered. This can lead to safety concerns with the possibility of legal issues in the event a patient is harmed. <br><br> LEGAL/MANDATORY REQUIREMENTS: <br> In March 2022, the nursing program underwent an approval visit by the Board of Registered Nursing (BRN). The BRN placed the program on deferred status due to Areas of Non-Compliance noted during their visit. One non-compliance focused on insufficient resources including faculty - "Since the prior BRN approval visit in Fall 2016, faculty have |

diminished from 12 full time instructors to 9. There has not been a reduction in enrollment during this time" and "There is no plan for succession of BRN qualified instructors for vacancies." The program received notice the week of 10/24/2022 from the BRN that approval status has been granted to the School of Nursing with the addition of the tenure track position of Fall 2023. With program growth, there is a need to increase our full-time faculty pool by 3 full-time faculty to be able to programmatically support the number of enrollment of 1096 students. At this time, the program has to rely on 37 part-time faculty to fill the gap of content expertise required of a full-time faculty. The program is challenged with maintaining the high achivement data of low attrition and high completion rate, including NCLEX pass rate.

*Respond fully to each of the following two prompts. Your responses to the listed criteria and data parameters are the basis from which senators apply the criteria to determine the rating/ranking of this request. Be as specific as possible in your responses.*

## Program/Department Needs (1-10 points)

- 1 - 4 points:   little or no contribution or impact
- 5 - 7 points:   some contribution or impact
- 8 - 10 points:  significant contribution or impact

**How does this request for a faculty position meet the following criteria?**

Important considerations in this prioritization process are conditions unique to the program/department which support the need for additional full-time faculty, such as: (check all that apply and describe)

☒Programs/departments with no or few full-time faculty to teach high demand area or for maintaining on-going (sequential) majors or certificates.

☐Programs/departments with no or few full-time faculty.

☒Negative impact created by the loss of full-time faculty due to retirement or non-replacement of full-time positions.

☒There is not sufficient full-time faculty to develop and maintain current curriculum for the program/department.

☒The program/department cannot maintain a stable core of full-time to part-time ratio to provide a quality program or program growth.

☒There are substantial problems of coordination/supervision of the program's/department's part-time faculty. (There are not enough full-time faculty to coordinate, train, and supervise the part-time faculty).

☒There is difficulty in finding and keeping qualified part-time faculty.

☐Relevant, necessary courses are not taught or are cancelled because of the absence of qualified full or part-time faculty.

☒New developments and/or trends in the service area that would influence a determination of need for the position.

☒Supervision is required to reduce health and safety hazards.

☒    Preparation for careers/employment in fields with strong current and future prospects.
.

| Describe what you checked above. |
|---|

Nursing is a high demand field. The future demand for registered nurses (RNs) exceeds the supply. Employment of

RNs is projected to grow from 7 to 16.7% between 2019 to 2029, a growth much faster than the average for all occupations (US Bureau of Labor Statistics, 2021). In California, a shortage of RNs continues to exist in 2022 with closure of the shortage excepted by 2029 if nursing programs continue and/or grow in their enrollments (Spetz et al., 2022). Earnings for new RN graduates is approximately $53 to 58/hour plus sign on/retention bonuses. Since 2012, the nursing department has experienced a loss of 8 full time (FT) tenured faculty with only 2 FT tenure track positions added. The loss of FT faculty has resulted in additional hiring of inexperienced PT nursing faculty requiring increased orientation/oversight by the FT faculty. Nursing instructors are approved by the Board of Registered Nursing (BRN) to teach specific content areas dependent on their education and clinical experiences. Not all nursing instructors can teach all areas of the nursing program. With the loss of FT tenured faculty to teach specific content areas, adequate coverage in the event of illness, quitting and/or retirements will be loss affecting the progression and success of nursing students. In 2012, 12 FT faculty supervised 11 PT faculty, a ratio of 1 to 1.1. In 2022, 7 FT faculty are currently supervising 21 PT, 1 tenure-track, and 1 temporary FT faculty members, increasing the ratio to 1 to 3.28. This increase has placed a greater burden on FT faculty to ensure high standards remain. The majority of PT nursing instructors work in health care systems, not in educational settings and are unfamiliar with curriculum, teaching methodologies, regulations affecting nursing education/college systems among other items. Much oversight and mentoring is needed by the FT faculty to ensure students and the patients they care for are not harmed and the curriculum is implemented correctly. The BRN visit in March of 2022 cited curriculum as another area of noncompliance in their report. Per the BRN, "Faculty could not articulate the planning and implementation of curriculum content revision…" This was not an issue in previous visits when the FT/PT faculty ratio was better. Part time (PT) nursing instructors are difficult to find and retain. As mentioned previously, a nursing shortage exists and increased during the pandemic. Part time faculty leave as educational pay is less comparable than what RNs make in their clinical settings. Additionally, PT faculty have left their teaching positions due to not feeling fully supported in their new positions, a situation compounded due to the decrease in FT nursing faculty. Starting in Fall 2023, GWC School of Nursing will be participating in a Collaborative Enrollment Pathway with California State University San Bernardino. An additional 20 students will be admitted to the program and will complete both an associate degree and a bachelor nursing program at the same time. To ensure the success of these students with the hope of adding additional students in the future to this pathway, a secure, stable FT faculty staff is needed.

Reference:

Spetz, J, Chu, L, Blash, L. Forecasts of the Registered Nurse Workforce in California. San Francisco, CA: Philip R. Lee Institute for Health Policy Studies, August 2022.

| **What program/department conditions (such as cutbacks, lack of offerings, no replacements, facilities, coordination of part-time faculty, new program requirements, etc.) support the need for additional full-time faculty?** |
|---|
| See above. In addition, there is a nationwide nursing faculty shortage compounding the search of qualified and experienced PT faculty hire to meet the need for safe clinical staffing. |

**College-wide Needs** (1-10 points)
- 1 - 4 points:  little or no contribution or impact
- 5 - 7 points:  some contribution or impact

- 8 - 10 points:  significant contribution or impact

**How does this request for a faculty position meet the following criteria?**
Where other considerations are relatively equal, does the request for this position contribute to/impact the operations of other college programs such as: (check all that apply and describe)

☐ Coursework required or recommended for several degree/certificate programs.
☐ Significant general education requirements.
☐ Serve substantial numbers of the student population.
☒ Serve a special population of students not served by other programs.
☒ Application to Statewide Community College Goals of serving students in Transfer, Degree and CTE programs.
☐ New programs the college wants to develop and support through resources, facilities.
☒ Contributions to college and district goals including student equity.
☐ Negative fiscal impact to college created by the lack of full-time faculty due to retirement or non-replacement of full-time positions.

| Describe what you checked above. |
| --- |
| It is vital for nursing programs to maintain high standards and a good reputation in the community. Potential students look at pass rates on nursing board exams, program completion rates, accreditation status among other items prior to applying to a program. Clinical partners also look to these factors. If standards are not maintained, students will look elsewhere to apply and precious clinical sites for the program will be lost. To maintain high standards, a stable FT faculty is needed.<br><br>Nursing is only taught at Golden West College (GWC). No other Coast District schools provide this educational pathway. If the GWC nursing program standards decline or the program failed to exist, students would look at private universities for their education at a cost of $78,000 to 140,000 to fulfill their goals of becoming a nurse. This could severely disadvantage those in underserved communities who cannot afford this cost. Graduates of the nursing program also serve the community by working in hospitals in the local area. Without the program, the pipeline for nurses in the community will be adversely affected.<br><br>The nursing program receives approximately 400 applicants twice a year. Many of the applicants take prerequisites courses (anatomy, physiology, microbiology, english, psychology, and communication) and additional courses at GWC. The educational expectation for nurses is to have a Bachelor's of Science in Nursing. Nursing students are notified of this expectation during orientation to the program and transfer to Bachelors programs upon graduation. Courses have been designed/chosen to aid in a smooth transition upon graduation. The addition of the San Bernardino Collaborative Pathway greatly assists in this goal as well. |

| If there are any license, certifications, or degrees required for this faculty position, please describe them here. |
| --- |
| Applicants for this position are required to have a valid RN license in the state of California, a masters degree in nursing, and approval by the Board of Registered Nursing to teach in the assigned content area. |

| How does this position address long-term college goals and **Vision 2030 Goals**? |
|---|
| The nursing program's mission and philosophy are congurent with the college's vision 2030 goals. Quality education, student success, education for gainful employment, and transferability are at the core. |

**If you have more than one faculty request, please rank this against your others.**

For example, if you are requesting three (3) faculty for this discipline, you could put a "2" in this box, a "1" on the next request and "3" on the third. "1" being your first priority, "2'", your second priority, and "3" your last priority. This will assist later reviews in better understanding the needs of your program and your preference. If you are only submitting one request, please leave this box blank.

**Rank:** 2

**Submitter's Signature:** *Phuong Nguyen*

**Date: 10/6/2023**

| Supervisor's Review |
|---|
| As the supervisor of this program, I have reviewed this request. <br> ☐ No concerns <br> ☐ I have concerns |
| **Comments:** Click or tap here to enter text. |

**Supervisor's Signature:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.

**Vice President's Signature:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.

# OFFICE USE ONLY

**President's Recommendation:**

☐ Hire position

☐ Hire one-year temporary

☐ Not hiring at this time

**President's Signature:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.

# Program Review Request- Faculty
Golden West College

## FACULTY REQUEST

| Submitter's First Name: | Phuong |
|---|---|
| Submitter's Last Name: | Nguyen |
| Submitter's Email: | pnguyen1040@gwc.cccd.edu |
| Submitter's Phone Number: | |
| Who is your Dean/Supervisor? | Alice Martanegara |
| Are you the Department Chair? | Robert Nguyen |
| Who is your Vice President? | Kay Nguyen |
| Program/Department: | Click or tap here to enter text. |

**Type of Review:**

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

☒ Instruction

☐ Student Services

☐ Administrative

**Faculty Hiring Criteria:**

The primary sources of information for ranking/rating program/department needs are:

- Faculty request form
- Program Review reports
- Program Vitality Reports (PVR) if applicable
- Data demonstrating need for request

All data is in the Golden West College Instructional Program Review 2023 dashboard provided by the office of research, planning and institutional effectiveness (ORPIE). If this is a non-instructional request, additional data may be found in the Student Services Program Review dashboard.

<u>Note: All analysis of data is trend over the past 4 to 6 years (3 program review cycles = 1 strategic plan cycle)</u>

| Position title and area of specialization (if applicable). |
|---|
| Nursing Instructor: MSN minimum with Medical/Surgical Geriatric specialization |

| Please provide and describe the data demonstrating the need for the request. |
|---|
| The department has 7 full-time regular, 2 full-time tenure-track, and 37 part-time faculty. The current enrollment is 1096 studetns per year. The Nursing Department used to have 13 full-time faculty 5 years ago. This is becoming a grave concern as the Board of Registered Nursing (BRN) and Accreditation Commission of Nursing Education (ACEN) both have standards and criteria that address the number of faculty and content expertise. The ratio of full-time faculty will be less when compared ot the number of employed adjunct faculty. The Nursing program may be in jeopardy if long-term substitues are not in place or full-time faculty positions are awarded to replace identified vacancies within the nursing program. |

1

| Please post job description (copy and paste description). |
| --- |

PERFORMANCE RESPONSIBILITIES

Instructor in the Associate Degree Nursing Program, teaching both clinical and theory in nursing.

1. Must be able to teach any hospital shift.

2. Willing to orient to clinical facility assigned as needed to meet Board of Registered Nursing competency requirements.

3. Must be available to participate in team meetings.

4. Fulfill the professional responsibilities of a full-time faculty member including, but not limited to the following: teach all scheduled classes unless excused under provisions of Board Policy; follow the department course outlines; keep accurate records of student enrollment, attendance, and progress; post and maintain scheduled office hours; participate in departmental meetings and college and/or district wide activities and committees as assigned.

MINIMUM QUALIFICATIONS:

1. Must meet one of the following qualifications under (a) through (c):

a. Possess the California Community College Credential for this subject area.

b. A master's degree in Nursing from an accredited institution.

c. A combination of education and experience that is at least the equivalent of the above. Candidates making application on the basis of equivalency must submit the attached Application for Equivalency in addition to all other required materials.

2. Current State of California RN License.

3. Recent clinical experience in direct patient care in medical/surgical nursing.

4. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS:

1. Teaching experience in an Associate Degree Nursing Program.

2. Recent clinical experience in nursing specialty area: medical/surgical/geriatric

Respond to the following (Desirable Qualifications #3-10) criteria on a separate sheet of paper and identify each response by using the criteria number. This requirement must be met, or the application materials you submit will be considered incomplete. Response must detail experience, knowledge, skills and/or abilities you possess.

3. Strong commitment to quality teaching, motivation of students, student success, and academic excellence.

4. Broad knowledge of academic or occupational area, including ability to design curriculum to address a wide range of learning levels from developmental through honors programs.

5. Ability to work with diverse population of students and staff.

6. Ability to design alternative learning activities that develop different learning outcomes.

7. Understanding of current and emerging instructional delivery technologies and ability to integrate those technologies into the learning process.

8. Professional development activities and campus involvement beyond your faculty assignment or student course work.

# Program Review Request- Faculty

Golden West College

## Program Classification (check all that apply)

- ☐ Instructor (transfer-level classes)
- ☒ Instructor (CTE classes)
- ☐ Instructor (ELL/ESL or non-credit)
- ☐ Counselor
- ☐ Librarian
- ☐ Other: Click or tap here to enter text.

## Does this faculty request meet the criteria for extenuating circumstances beyond the department/program's control since the last 2 program review cycles? *(check all that apply)*

- ☐ Untimely death or loss of faculty due to health conditions
- ☒ Sudden unexpected retirement or resignation
- ☐ Failed search since last PR cycle (i.e., The position was approved by the Exec team but not filled for any reason)
- ☒ Loss of tenure-track faculty
- ☒ Legal/mandatory requirements

| Describe what you checked above. |
|---|
| SUDDEN UNEXPECTED RETIREMENT/LOSS OF TENURE FACULTY: <br> A tenured faculty member with medical/surgical/geriatric and obstetrics specializations suddenly retired in the Summer of 2022. With the departure of this faculty member, the nursing program has limited faculty who can teach medical/surgical content for the nursing program. If this faculty becomes sick and/or retires, the school will have limited faculty to teach this content area. Students will be unable to progress in the program. Additionally, this full-time (FT) position oversees the part-time (PT) faculty teaching medical/surgical content in the clinical setting. There will be limited FT faculty to oversee the PT faculty to ensure consistent content is taught and students are being safely monitored in the obstetrical clinical settings. <br><br> The nursing department has 7 FT faculty, 2 tenure-track . The 7 FT faculty are currently overseeing the tenure-track, and 37 PT faculty in classrooms, skills labs, and offsite at hospital clinical settings.  The current enrollment is 1096 students per year. <br><br> This has placed a strain on the FT faculty to ensure the faculty and students practice safely in their settings and consistent content is delivered. This can lead to safety concerns with the possibility of legal issues in the event a patient is harmed. <br><br> LEGAL/MANDATORY REQUIREMENTS: <br> In March 2022, the nursing program underwent an approval visit by the Board of Registered Nursing (BRN). The BRN placed the program on deferred status due to Areas of Non-Compliance noted during their visit. One non-compliance focused on insufficient resources including faculty - "Since the prior BRN approval visit in Fall 2016, faculty have |

diminished from 12 full time instructors to 9. There has not been a reduction in enrollment during this time" and "There is no plan for succession of BRN qualified instructors for vacancies." The program received notice the week of 10/24/2022 from the BRN that approval status has been granted to the School of Nursing with the addition of the tenure track position of Fall 2023. With program growth, there is a need to increase our full-time faculty pool by 3 full-time faculty to be able to programmatically support the number of enrollment of 1096 students. At this time, the program has to rely on 37 part-time faculty to fill the gap of content expertise required of a full-time faculty. The program is challenged with maintaining the high achivement data of low attrition and high completion rate, including NCLEX pass rate.

*Respond fully to each of the following two prompts. Your responses to the listed criteria and data parameters are the basis from which senators apply the criteria to determine the rating/ranking of this request. Be as specific as possible in your responses.*

**Program/Department Needs** (1-10 points)
- 1 - 4 points: little or no contribution or impact
- 5 - 7 points: some contribution or impact
- 8 - 10 points: significant contribution or impact

**How does this request for a faculty position meet the following criteria?**

Important considerations in this prioritization process are conditions unique to the program/department which support the need for additional full-time faculty, such as: (check all that apply and describe)

☒Programs/departments with no or few full-time faculty to teach high demand area or for maintaining on-going (sequential) majors or certificates.

☐Programs/departments with no or few full-time faculty.

☒Negative impact created by the loss of full-time faculty due to retirement or non-replacement of full-time positions.

☒There is not sufficient full-time faculty to develop and maintain current curriculum for the program/department.

☒The program/department cannot maintain a stable core of full-time to part-time ratio to provide a quality program or program growth.

☒There are substantial problems of coordination/supervision of the program's/department's part-time faculty. (There are not enough full-time faculty to coordinate, train, and supervise the part-time faculty).

☒There is difficulty in finding and keeping qualified part-time faculty.

☐Relevant, necessary courses are not taught or are cancelled because of the absence of qualified full or part-time faculty.

☒New developments and/or trends in the service area that would influence a determination of need for the position.

☒Supervision is required to reduce health and safety hazards.

☒ Preparation for careers/employment in fields with strong current and future prospects.

.

| **Describe what you checked above.** |
| --- |

Nursing is a high demand field. The future demand for registered nurses (RNs) exceeds the supply. Employment of

RNs is projected to grow from 7 to 16.7% between 2019 to 2029, a growth much faster than the average for all occupations (US Bureau of Labor Statistics, 2021). In California, a shortage of RNs continues to exist in 2022 with closure of the shortage excepted by 2029 if nursing programs continue and/or grow in their enrollments (Spetz et al., 2022). Earnings for new RN graduates is approximately $53 to 58/hour plus sign on/retention bonuses. Since 2012, the nursing department has experienced a loss of 8 full time (FT) tenured faculty with only 2 FT tenure track positions added. The loss of FT faculty has resulted in additional hiring of inexperienced PT nursing faculty requiring increased orientation/oversight by the FT faculty. Nursing instructors are approved by the Board of Registered Nursing (BRN) to teach specific content areas dependent on their education and clinical experiences. Not all nursing instructors can teach all areas of the nursing program. With the loss of FT tenured faculty to teach specific content areas, adequate coverage in the event of illness, quitting and/or retirements will be loss affecting the progression and success of nursing students. In 2012, 12 FT faculty supervised 11 PT faculty, a ratio of 1 to 1.1. In 2022, 7 FT faculty are currently supervising 21 PT, 1 tenure-track, and 1 temporary FT faculty members, increasing the ratio to 1 to 3.28. This increase has placed a greater burden on FT faculty to ensure high standards remain. The majority of PT nursing instructors work in health care systems, not in educational settings and are unfamiliar with curriculum, teaching methodologies, regulations affecting nursing education/college systems among other items. Much oversight and mentoring is needed by the FT faculty to ensure students and the patients they care for are not harmed and the curriculum is implemented correctly. The BRN visit in March of 2022 cited curriculum as another area of noncompliance in their report. Per the BRN, "Faculty could not articulate the planning and implementation of curriculum content revision…" This was not an issue in previous visits when the FT/PT faculty ratio was better. Part time (PT) nursing instructors are difficult to find and retain. As mentioned previously, a nursing shortage exists and increased during the pandemic. Part time faculty leave as educational pay is less comparable than what RNs make in their clinical settings. Additionally, PT faculty have left their teaching positions due to not feeling fully supported in their new positions, a situation compounded due to the decrease in FT nursing faculty. Starting in Fall 2023, GWC School of Nursing will be participating in a Collaborative Enrollment Pathway with California State University San Bernardino. An additional 20 students will be admitted to the program and will complete both an associate degree and a bachelor nursing program at the same time. To ensure the success of these students with the hope of adding additional students in the future to this pathway, a secure, stable FT faculty staff is needed.
Reference:
Spetz, J, Chu, L, Blash, L. Forecasts of the Registered Nurse Workforce in California. San Francisco, CA: Philip R. Lee Institute for Health Policy Studies, August 2022.

| **What program/department conditions (such as cutbacks, lack of offerings, no replacements, facilities, coordination of part-time faculty, new program requirements, etc.) support the need for additional full-time faculty?** |
|---|
| See above. In addition, there is a nationwide nursing faculty shortage compounding the search of qualified and experienced PT faculty hire to meet the need for safe clinical staffing. |

**College-wide Needs** (1-10 points)
- 1 - 4 points:   little or no contribution or impact
- 5 - 7 points:   some contribution or impact

- 8 - 10 points: significant contribution or impact

**How does this request for a faculty position meet the following criteria?**
Where other considerations are relatively equal, does the request for this position contribute to/impact the operations of other college programs such as: (check all that apply and describe)

- ☐ Coursework required or recommended for several degree/certificate programs.
- ☐ Significant general education requirements.
- ☐ Serve substantial numbers of the student population.
- ☒ Serve a special population of students not served by other programs.
- ☒ Application to Statewide Community College Goals of serving students in Transfer, Degree and CTE programs.
- ☐ New programs the college wants to develop and support through resources, facilities.
- ☒ Contributions to college and district goals including student equity.
- ☐ Negative fiscal impact to college created by the lack of full-time faculty due to retirement or non-replacement of full-time positions.

| Describe what you checked above. |
|---|
| It is vital for nursing programs to maintain high standards and a good reputation in the community. Potential students look at pass rates on nursing board exams, program completion rates, accreditation status among other items prior to applying to a program. Clinical partners also look to these factors. If standards are not maintained, students will look elsewhere to apply and precious clinical sites for the program will be lost. To maintain high standards, a stable FT faculty is needed.<br><br>Nursing is only taught at Golden West College (GWC). No other Coast District schools provide this educational pathway. If the GWC nursing program standards decline or the program failed to exist, students would look at private universities for their education at a cost of $78,000 to 140,000 to fulfill their goals of becoming a nurse. This could severely disadvantage those in underserved communities who cannot afford this cost. Graduates of the nursing program also serve the community by working in hospitals in the local area. Without the program, the pipeline for nurses in the community will be adversely affected.<br><br>The nursing program receives approximately 400 applicants twice a year. Many of the applicants take prerequisites courses (anatomy, physiology, microbiology, english, psychology, and communication) and additional courses at GWC. The educational expectation for nurses is to have a Bachelor's of Science in Nursing. Nursing students are notified of this expectation during orientation to the program and transfer to Bachelors programs upon graduation. Courses have been designed/chosen to aid in a smooth transition upon graduation. The addition of the San Bernardino Collaborative Pathway greatly assists in this goal as well. |

| If there are any license, certifications, or degrees required for this faculty position, please describe them here. |
|---|
| Applicants for this position are required to have a valid RN license in the state of California, a masters degree in nursing, and approval by the Board of Registered Nursing to teach in the assigned content area. |

| **How does this position address long-term college goals and Vision 2030 Goals?** |
|---|
| The nursing program's mission and philosophy are congruent with the college's vision 2030 goals. Quality education, student success, education for gainful employment, and transferability are at the core. |

**If you have more than one faculty request, please rank this against your others.**

For example, if you are requesting three (3) faculty for this discipline, you could put a "2" in this box, a "1" on the next request and "3" on the third. "1" being your first priority, "2'", your second priority, and "3" your last priority. This will assist later reviews in better understanding the needs of your program and your preference. If you are only submitting one request, please leave this box blank.

**Rank:** 3

**Submitter's Signature:** *Phuong Nguyen*     **Date: 10/6/2023**

| **Supervisor's Review** |
|---|
| As the supervisor of this program, I have reviewed this request.<br>☐ No concerns<br>☐ I have concerns |
| **Comments:** Click or tap here to enter text. |

**Supervisor's Signature:** Click or tap here to enter text.     **Date:** Click or tap to enter a date.

**Vice President's Signature:** Click or tap here to enter text.     **Date:** Click or tap to enter a date.

# OFFICE USE ONLY

**President's Recommendation:**

☐ Hire position

☐ Hire one-year temporary

☐ Not hiring at this time

**President's Signature:** Click or tap here to enter text.     **Date:** Click or tap to enter a date.

**Program Review Request- Facilities, Equipment, Technology & Other**
Golden West College

# FACILITIES, EQUIPMENT, TECHNOLOGY & OTHER FUNDING REQUEST

| Submitter's First Name: | Phuong |
|---|---|
| Submitter's Last Name: | Nguyen |
| Submitter's Email: | pnguyen1040@gwc.cccd.edu |
| Submitter's Phone Number: | |
| Who is your Dean/Supervisor? | Alice Martanegara |
| Are you the Department Chair? | Robert Nguyen |
| Who is your Vice President? | Kay Nguyen |
| Program/Department: | Nursing |

**Type of Review:**

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

- ☒ Instruction
- ☐ Student Services
- ☐ Administrative

**Directions:**

- Fill out the GOAL section, including narrative (required) and include supporting data (if necessary/desired).
- Fill out the REQUEST FOR FUNDING section, indicating a request for Facilities, Technology or Equipment, including description of the item(s) being requested and total dollar amount.
- Fill out one form per GOAL/REQUEST FOR FUNDING.

# GOAL

| Description of Program's Goal (required): |
|---|
| Integrate simulation across all four nursing semesters with the roll-out of the new curriculum. |

| Data to support the Program's Goal (if necessary/desired)<br>**Data Dashboards**<br>If additional data is necessary/desired, fill out a **Research Request** - May take up to 4 weeks |
|---|
| There is an increase in enrollment from 489 (in the Fall 2022) to 1023 (in the Fall 2023). |

| What actions will the program take to accomplish this goal? |
|---|
| The nursing department has to offer more simulation training, which increases the demand for more simulation equipment. |

| What metric will you use to measure this goal? |
|---|
| Student success and enrollment will be used to measure this goal. |

# Program Review Request- Facilities, Equipment, Technology & Other
Golden West College

**Which of the College's missions and goals does this goal support? (Vision 2030)**

- ☒ Enrollment
- ☒ Equity and Success
- ☒ Completion
- ☒ Workforce Preparation
- ☐ Facilities
- ☐ Professional Development
- ☒ Communication

| Please describe how this goal supports the College's missions and goals (Vision 2030). |
|---|
| This goal aligns with the College's goals to increase enrollment, workforce preparation, and facilities. More equipment will support higher student enrollment in nursing classes. Nursing simulation helps develop critical thinking and allows nursing students to make clinical decisions in a safe environment. The simulation equipment will provide a flexible, accessible, and sustainable learning environment that supports the success of nursing students, faculty, staff, and communities. |

## REQUEST FOR FUNDING

**Request: What do you need to accomplish this goal?** (Mark one per request)

- ☐ Facilities (e.g. improvements/repairs to classrooms, offices and buildings)
- ☒ Technology
- ☒ Equipment
- ☐ Other (e.g. conferences, funding for professional development)

**Description of Item(s) / Cost**

All requests must have a sales quote that includes:

1. Sales tax
2. Installation fee
3. Training fee
4. Service life agreement/fee

*Please note: approved requests over 10k will need 3 quotes before purchase*

| Description of Item(s) | Total Dollar Amount Requested |
|---|---|
| Laerdal SimCapture (sole proprietor) | $207,345.10 |
| Laerdal Manikin 3G | $116,833.63 |
| Laerdal SimCapture Cables | $35,997.48 |
| Laerdal LLEAP software | $74,850.11 |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

| Do you have any existing funds in your budget to cover this expense? Please describe. |
|---|
| Yes, the department has the Strong Workforce grant that is allocated to expand the simulation center. |

| Will there be an on-going cost for this request? What is the total cost of ownership? |
|---|
| Yes, the Laerdal cloud software is an on-going subscription cost, and all other equipment is a one-time purchase. |

| Supervisor's Review |
|---|
| As the supervisor of this program, I have reviewed this request. |
| ☐ No concerns |
| ☐ I have concerns about this recommendation |
| ☐ I believe department or wing funds exist to cover this request: ☐ partial ☐ full payment |
| **Comments:** Click or tap here to enter text. |

**Supervisor's Signature:** Click or tap here to enter text.　　**Date:** Click or tap to enter a date.

**Vice President's Signature:** Click or tap here to enter text.　　**Date:** Click or tap to enter a date.

## OFFICE USE ONLY

**President's Recommendation:**

☐ Funding recommended

☐ Funding not recommended

**President's Signature:** Click or tap here to enter text.　　**Date:** Click or tap to enter a date.

# Program Review Request- Classified
Golden West College

## CLASSIFIED REQUEST

| | |
|---|---|
| **Submitter's First Name:** | Alice |
| **Submitter's Last Name:** | Martanegara |
| **Submitter's Email:** | amartanegara@gwc.cccd.edu |
| **Submitter's Phone Number:** | |
| **Who is your Dean/Supervisor?** | Click or tap here to enter text. |
| **Are you the Department Chair?** | No |
| **Who is your Vice President?** | Kay Nguyen |
| **Program/Department:** | School of Nursing |

**Type of Review:**

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

☐ Instruction

☐ Student Services

☒ Administrative

## POSITION REQUEST

**Please check one of the following:**

☒ Replacement Position (Previously funded/ not currently funded)

☐ New Position (Never been funded/newly created)

*Please note: that an approved job description from the District office is required in order to complete the request form. You may not proceed with the request without the job description.*

| | |
|---|---|
| **If this request is for a replacement, how long has the position been vacant?** | N/A |
| **Job Title** | N/A |

**Salary Information**

| | |
|---|---|
| **Salary Schedule Range:** | Professional Expert - 10 |
| **Annual Salary (Step 1) $:** | $50 per hour, 500 hours per contract |
| **Step 5 $:** | N/A |

**Contract (check one):**

☐ 100% FTE

☐ Other FTE %:

☒ 12 month

☐ 11 month

☐ 10 month

**Job Description Summary**

☒ **Required**: Attach a copy of the department Organizational Chart showing all positions and highlighting the position requested.

☒ **Required**: Attach a copy of the CCCD Position Description, if available (obtain from Personnel Dept).

☐ **CCCD does not have a position description as it is a new position within the district.**

# Program Review Request- Classified
Golden West College

| What are the essential duties this position will fulfill? |
|---|
| Works directly with management in the development, implementation and execution of project delivery expectations; Responsible for budget, reporting and meeting the timeline expectations of assigned project. Will work as the point of contact or liaison for vendors, contractors, and outside agencies to ensure contractual obligations are met. Maintains and updates expectations and changes in project goals or timelines directly to supervisor. Duties to include open skills lab, support and work with students who are referred by faculty for skills remediation or other non-instructional concerns such as time management, test taking strategies, etc. The Open Skills Lab Coordinator provide support to faculty on lab and skills remediation including resources and strategies to ensure successful performance of clinical skills and competencies. |

**JUSTIFICATION**

| What is the compelling need for an immediate replacement? |
|---|
| The Open Skills Lab Coordinator role is needed to maintain our high 98% first time NCLEX pass rates and low attrition rates by ensuring students have the necessary resources and support to be succsseful.   The Open Skills Lab is required by the accrediting body to meet the programmatic student resource requirement. |

| What are the consequences if this position is not immediately replaced? |
|---|
| Students at risk to fail, atrrition rates will increase and the NCLEX pass rates will drop. |

**If the full-time position is approved, will there be a request for funding for 160-day position during the hiring process?**

☐ Yes

☒ No

| Position title and Area of Specialization (if applicable) |
|---|
| Professional Expert - Nursing |

**Needs/Priority Rubric** (1-10 points)
- 1 - 4 points:   Little or no contribution or impact
- 5 - 7 points:   Some contribution or impact
- 8 - 10 points:  Significant contribution or impact

**How does this request for a classified position meet the following criteria?** *(2 page max.)*
*Fully respond to each of the following questions. Your responses will be the basis that Planning Council and the Executive Team members will apply the criteria and rate this request.*

**#1.  Program Needs** (1-10 points):

| Explain the conditions that are unique to the program/department which support the need for additional full- time classified staff and how this position addresses those needs. If this position is not filled, explain the consequences to the **program/department** that will result. Please use information from Program Review. |
|---|
| Requesting to renew the Professional Expert to support the Enrollment Growth Grant for the 2024-25 year. The grant award was recently renewed for 2 years with an increase in funding due to the recent increase in enrollment and the Open Skills Lab  Coordinator position because it aligns with the purpose of the grant. If this position is not filled, the grant may not be renewed. Students that are at risk for failing my not pass core Nursing courses and progress in the 2 year program. |

**#2.  College-Wide Priority** (1-10 points):

How does this request align and directly support the College's Goals? How does this position address stated long-term college priorities identified by College plans? (e.g. Master Plan, Instructional Plan, Student Equity Plan, Facilities Plan) *Please cite the plans and goal(s).*

This position supports the College's goal of student equity by providing resources and support to students who are at risk. It closes the gaps and ensures that student's progress and on-time graduation. It also aligns with the the goals of increased enrollment, and ensuring that students complete their coursework in a timely manner. Which then supports the goal of supporting the workforce in our community and maxmizing career opportunities to GWC graduates.

**#3. Contributions to Other College Operations** (20 points):

To what extent would the position requested benefit or serve other departments, programs, or plans?

The requested position serves the Campus by keeping students enrolled and progressing through the program to completion. GWC Nursing is known for low attrition and high NCLEX pass rates. The community relies on GWC Nursing to consistently produce high skilled nurses for the workforce. All of this contributes to the GWC Strategic Plan and Mission of the College.

**#4. Request fills a current position that has been filled by an hourly employee for over one year because there is a demonstrated need.** (10 points):

(Determined by the Executive Team)

Yes. The current position is a Professional Expert funded by the Nursing Enrollment Grant and cannot exceed 1000 hours annually due to benefit costs.

**Please provide justification why the department wants the position to be permanent.**

Requesting to renew PE Position for the FY 2024-25.

**Submitter's Signature:** *Alice Martanegara*     **Date:** 10/6/2023

**Submitter's Signature:** Click or tap here to enter text.     **Date:** Click or tap to enter a date.

**Supervisor's Review**

As the supervisor of this program, I have reviewed this request.

☐ No concerns

☐ I have concerns

**Comments:** Click or tap here to enter text.

**Supervisor's Signature:** Click or tap here to enter text.

# Program Review Request- Classified

Golden West College

**Date:** Click or tap to enter a date.

**Vice President's Signature:** Click or tap here to enter text.    **Date:** Click or tap to enter a date.

## OFFICE USE ONLY

**President's Recommendation:**

☐ Hire position

☐ Hire one-year temporary

☐ Not hiring at this time

**President's Signature:** Click or tap here to enter text.    **Date:** Click or tap to enter a date.

## CLASSIFIED REQUEST

| | |
|---|---|
| **Submitter's First Name:** | Ashley |
| **Submitter's Last Name:** | Bell |
| **Submitter's Email:** | Abell41@gwc.cccd.edu |
| **Submitter's Phone Number:** | 714-895-8163 |
| **Who is your Dean/Supervisor?** | Alice Martanegara |
| **Are you the Department Chair?** | No |
| **Who is your Vice President?** | Kay Nguyen |
| **Program/Department:** | School of Nursing |

**Type of Review:**

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

☒ Instruction

☐ Student Services

☐ Administrative

## POSITION REQUEST

**Please check one of the following:**

☒ Replacement Position (Previously funded/ not currently funded)

☐ New Position (Never been funded/newly created)

*Please note:* that an approved job description from the District office is required in order to complete the request form. *You may not proceed with the request without the job description.*

| | |
|---|---|
| **If this request is for a replacement, how long has the position been vacant?** | N/A |
| **Job Title** | N/A |

**Salary Information**

| | |
|---|---|
| **Salary Schedule Range:** | Professional Expert - 30 |
| **Annual Salary (Step 1) $:** | $50 per hour, 980 hours per contract |
| **Step 5 $:** | N/A |

**Contract (check one):**

☐ 100% FTE

☐ Other FTE %:

☒ 12 month

☐ 11 month

☐ 10 month

**Job Description Summary**

☒ **Required**: Attach a copy of the department Organizational Chart showing all positions and highlighting the position requested.

☒ **Required**: Attach a copy of the CCCD Position Description, if available (obtain from Personnel Dept).

☐ **CCCD does not have a position description as it is a new position within the district.**

| What are the essential duties this position will fulfill? |
|---|
| Works directly with management in the development, implementation and execution of project delivery expectations; Responsible for budget, reporting and meeting the timeline expectations of assigned project. Will work as the point of contact or liaison for vendors, contractors, and outside agencies to ensure contractual obligations are met. Maintains and updates expectations and changes in project goals or timelines directly to supervisor. Duties to include open skills lab, support and work with students who are referred by faculty for skills remediation or other non-instructional concerns such as time management, test taking strategies, etc. Student Success Coordinator works as a Case Manager to provide advisement, referrals for resources and strategies to ensure program progression and graduation. |

**JUSTIFICATION**

| What is the compelling need for an immediate replacement? |
|---|
| The RN Student Success Coordinator role is needed to maintain our high 98% first time NCLEX pass rates and low attrition rates by ensuring students have the necessary resources and support to be succsseful. |

| What are the consequences if this position is not immediately replaced? |
|---|
| Students at risk to fail, atrrition rates will increase and the NCLEX pass rates will drop. |

**If the full-time position is approved, will there be a request for funding for 160-day position during the hiring process?**

☐ Yes

☒ No

| Position title and Area of Specialization (if applicable) |
|---|
| Professional Expert - Nursing |

**Needs/Priority Rubric** (1-10 points)
- 1 - 4 points:  Little or no contribution or impact
- 5 - 7 points:  Some contribution or impact
- 8 - 10 points:  Significant contribution or impact

**How does this request for a classified position meet the following criteria?** *(2 page max.)*
*Fully respond to each of the following questions. Your responses will be the basis that Planning Council and the Executive Team members will apply the criteria and rate this request.*

**#1. Program Needs** (1-10 points):

| Explain the conditions that are unique to the program/department which support the need for additional full- time classified staff and how this position addresses those needs. If this position is not filled, explain the consequences to the **program/department** that will result. Please use information from Program Review. |
|---|
| Requesting to renew the Professional Expert to support the Enrollment Growth Grant for the 2024-25 year. The grant award was recently renewed for 2 years with an increase in funding due to the recent increase in enrollment and the Student Success Coordinator position because it aligns with the purpose of the grant. If this position is not filled, the grant may not be renewed. Students that are at risk for failing my not pass core Nursing courses and progress in the 2 year program. |

**#2. College-Wide Priority** (1-10 points):

# Program Review Request- Classified

Golden West College

This position supports the College's goal of student equity by providing resources and support to students who are at risk. It closes the gaps and ensures that student's progress and graduate on time. It also aligns with the the goals of increased enrollment, and ensuring that students complete their coursework in a timely manner. Which then supports the goal of supporting the workforce in our community and maxmizing career opportunities to GWC graduates.

**#3. Contributions to Other College Operations** (20 points):

To what extent would the position requested benefit or serve other departments, programs, or plans?

The requested position serves the Campus by keeping students enrolled and progressing through the program to completion. GWC Nursing is known for low attrition and high NCLEX pass rates. The community relies on GWC Nursing to consistently produce high skilled nurses for the workforce. All of this contributes to the GWC Strategic Plan and Mission of the College.

**#4. Request fills a current position that has been filled by an hourly employee for over one year because there is a demonstrated need.** (10 points):

(Determined by the Executive Team)

Yes. The current position is a Professional Expert funded by the Nursing Enrollment Grant and cannot exceed 1000 hours annually due to benefit costs.

**Please provide justification why the department wants the position to be permanent.**

Requesting to renew PE Position for the FY 2024-25.

**Submitter's Signature:** Ashley Bell

**Date:** 10/6/2023

**Submitter's Signature:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.

**Supervisor's Review**

As the supervisor of this program, I have reviewed this request.

☐ No concerns

☐ I have concerns

**Comments:** Click or tap here to enter text.

**Supervisor's Signature:** Click or tap here to enter text.

# Program Review Request- Classified

Golden West College

**Date:** Click or tap to enter a date.

**Vice President's Signature:** Click or tap here to enter text.  **Date:** Click or tap to enter a date.

## OFFICE USE ONLY

**President's Recommendation:**

☐ Hire position

☐ Hire one-year temporary

☐ Not hiring at this time

**President's Signature:** Click or tap here to enter text.  **Date:** Click or tap to enter a date.

# Program Review Request- Classified
Golden West College

## CLASSIFIED REQUEST

| | |
|---|---|
| **Submitter's First Name:** | Phuong |
| **Submitter's Last Name:** | Nguyen |
| **Submitter's Email:** | Pnguyen1040@gwc.cccd.edu |
| **Submitter's Phone Number:** | |
| **Who is your Dean/Supervisor?** | Alice Martanegara |
| **Are you the Department Chair?** | No |
| **Who is your Vice President?** | Kay Nguyen |
| **Program/Department:** | School of Nursing |

**Type of Review:**

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

☐ Instruction

☐ Student Services

☒ Administrative

## POSITION REQUEST

**Please check one of the following:**

☐ Replacement Position (Previously funded/ not currently funded)

☒ New Position (Never been funded/newly created)

*Please note: that an approved job description from the District office is required in order to complete the request form. You may not proceed with the request without the job description.*

| | |
|---|---|
| **If this request is for a replacement, how long has the position been vacant?** | N/A |
| **Job Title** | N/A |

**Salary Information**

| | |
|---|---|
| **Salary Schedule Range:** | Classified |
| **Annual Salary (Step 1) $:** | $62,255.18 |
| **Step 5 $:** | $75,671.36 |

**Contract (check one):**

☐ 100% FTE

☐ Other FTE %:

☒ 12 month

☐ 11 month

☐ 10 month

**Job Description Summary**

☒ **Required**: Attach a copy of the department Organizational Chart showing all positions and highlighting the position requested.

☒ **Required**: Attach a copy of the CCCD Position Description, if available (obtain from Personnel Dept).

☐ **CCCD does not have a position description as it is a new position within the district.**

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Golden West College

| What are the essential duties this position will fulfill? |
|---|
| Provides instruction support in the form of tutorial assistance in classroom, on-line interactive, learning laboratory, or drop-in tutorial settings to students who are involved in all levels of pre- college to advanced lower-division college course work. Instruction support requires competence in subject matter taught at the College and the ability to schedule and assign student or emeritus tutors. |

**JUSTIFICATION**

| What is the compelling need for an immediate replacement? |
|---|
| There in an increase in the simulation modality within the school of nursing. |

| What are the consequences if this position is not immediately replaced? |
|---|
| Simulation schedule and equipment will not be managed. |

**If the full-time position is approved, will there be a request for funding for 160-day position during the hiring process?**

☐ Yes

☒ No

| Position title and Area of Specialization (if applicable) |
|---|
| Instructional Associate - Nursing |

**Needs/Priority Rubric** (1-10 points)

- 1 - 4 points: Little or no contribution or impact
- 5 - 7 points: Some contribution or impact
- 8 - 10 points: Significant contribution or impact

**How does this request for a classified position meet the following criteria?** *(2 page max.)*
*Fully respond to each of the following questions. Your responses will be the basis that Planning Council and the Executive Team members will apply the criteria and rate this request.*

**#1. Program Needs** (1-10 points):

| Explain the conditions that are unique to the program/department which support the need for additional full- time classified staff and how this position addresses those needs. If this position is not filled, explain the consequences to the **program/department** that will result. Please use information from Program Review. |
|---|
| Requesting to obtain an instructional associate to support the Enrollment Growth and Simulation Integration for the 2024-25 year. There is a need for lab coordination. |

**#2. College-Wide Priority** (1-10 points):

| How does this request align and directly support the College's Goals? How does this position address stated long-term college priorities identified by College plans? (e.g. Master Plan, Instructional Plan, Student Equity Plan, Facilities Plan) *Please cite the plans and goal(s).* |
|---|
| This position supports the College's goal of workforce preparation. Simulation allows nursing students to practice critical thinking in a non-threatening environment. As a result, well-trained nurses can enter the workforce and provide safe care to the community. |

**#3. Contributions to Other College Operations** (20 points):

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Golden West College

| To what extent would the position requested benefit or serve other departments, programs, or plans? |
|---|
| The requested position serves the campus by keeping students engaged in learning and maintaining the NCLEX passing rate. GWC Nursing is known for low attrition and high NCLEX pass rates. The community relies on GWC Nursing to consistently produce highly skilled nurses for the workforce. All of this contributes to the GWC Strategic Plan and Mission of the College. |

**#4. Request fills a current position that has been filled by an hourly employee for over one year because there is a demonstrated need.** (10 points):

| (Determined by the Executive Team) |
|---|
| No |

| Please provide justification why the department wants the position to be permanent. |
|---|
| Nursing simulation is the gold standard in nursing education and is a part of the Board of Registered Nursing requirement. |

**Submitter's Signature:** *Phuong Nguyen*  **Date:** 10/6/2023

**Submitter's Signature:** Click or tap here to enter text.  **Date:** Click or tap to enter a date.

| Supervisor's Review |
|---|
| As the supervisor of this program, I have reviewed this request. |
| ☐ No concerns |
| ☐ I have concerns |
| **Comments:** Click or tap here to enter text. |

**Supervisor's Signature:** Click or tap here to enter text.  **Date:** Click or tap to enter a date.

**Vice President's Signature:** Click or tap here to enter text.  **Date:** Click or tap to enter a date.

# OFFICE USE ONLY

**President's Recommendation:**

☐ Hire position

☐ Hire one-year temporary
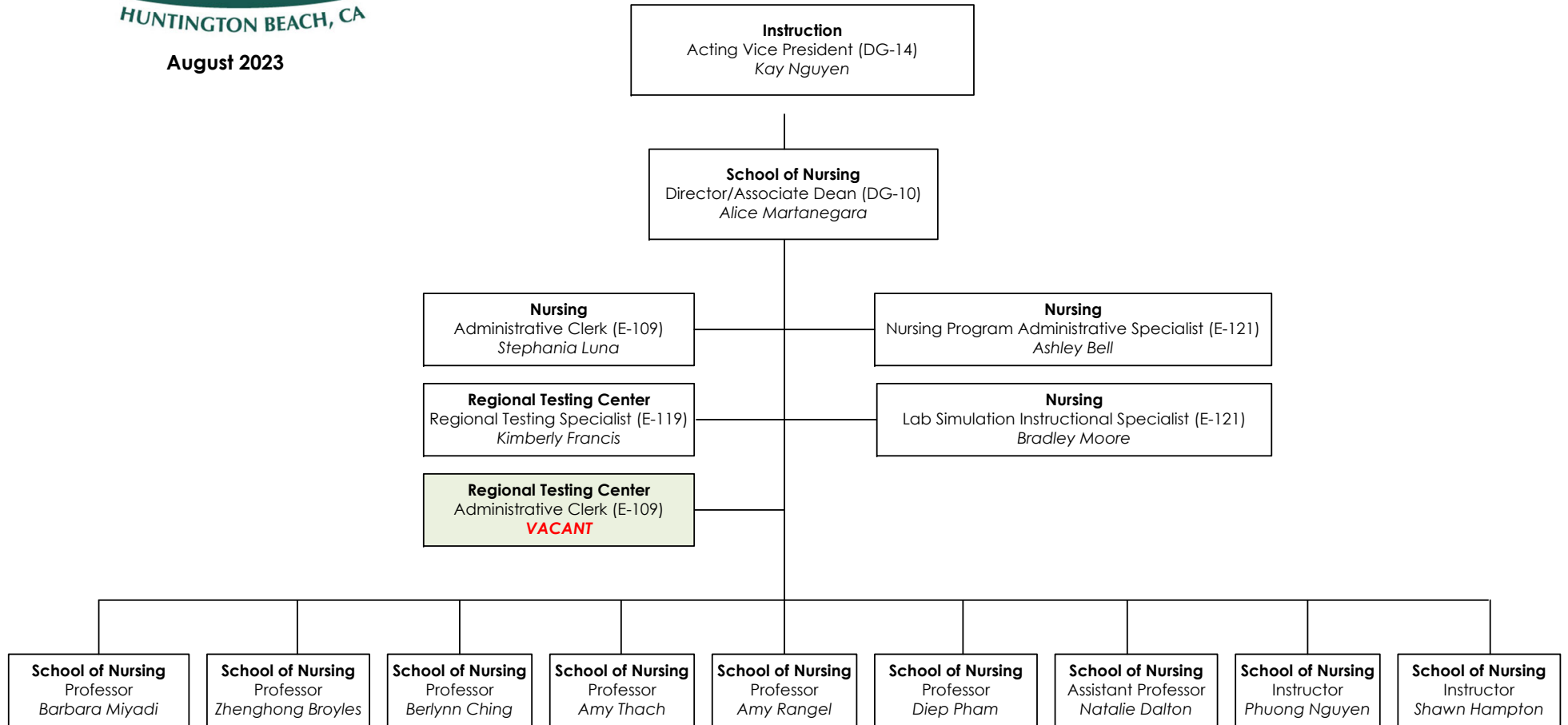
# Program Review Request- Classified

Golden West College

☐ Not hiring at this time

**President's Signature:** Click or tap here to enter text.     **Date:** Click or tap to enter a date.

**GOLDEN WEST COLLEGE**
**GWC**
**HUNTINGTON BEACH, CA**

**August 2023**

**Instruction**
Acting Vice President (DG-14)
*Kay Nguyen*

**School of Nursing**
Director/Associate Dean (DG-10)
*Alice Martanegara*

**Nursing**
Administrative Clerk (E-109)
*Stephania Luna*

**Nursing**
Nursing Program Administrative Specialist (E-121)
*Ashley Bell*

**Regional Testing Center**
Regional Testing Specialist (E-119)
*Kimberly Francis*

**Nursing**
Lab Simulation Instructional Specialist (E-121)
*Bradley Moore*

**Regional Testing Center**
Administrative Clerk (E-109)
***VACANT***

**School of Nursing**
Professor
*Barbara Miyadi*

**School of Nursing**
Professor
*Zhenghong Broyles*

**School of Nursing**
Professor
*Berlynn Ching*

**School of Nursing**
Professor
*Amy Thach*

**School of Nursing**
Professor
*Amy Rangel*

**School of Nursing**
Professor
*Diep Pham*

**School of Nursing**
Assistant Professor
*Natalie Dalton*

**School of Nursing**
Instructor
*Phuong Nguyen*

**School of Nursing**
Instructor
*Shawn Hampton*

**School of Nursing & Regional Testing Center**
2023 - 2024

**Coast** Community College District

| Classification: Instructional Associate | Specification Number: 65165 |
|---|---|
| Board of Trustees' approval date: 10/23/19 | Salary Grade: 115 |

## Summary

Provides instruction support in the form of tutorial assistance in classroom, on-line interactive, learning laboratory, or drop-in tutorial settings to students who are involved in all levels of pre-college to advanced lower-division college course work. Instruction support requires competence in subject matter taught at the College and the ability to schedule and assign student or emeritus tutors.

## Distinguishing Career Features

The Instructional Associates is part of a career path for instruction support in on-line, classroom/ lab, or walk-in learning center environments. Instructional Assistants typically do not possess an Associate's degree or trade credential, may serve under a lab coordinator, or assist instructors in a limited term course of study. Advancement to Associate requires the academic credentials described in this description and the ability to support a variety of walk- in and scheduled lab environments, technologies to enhance learning, and learning styles.

## Essential Duties and Responsibilities

Specific duties may vary among departments, divisions and jobs. Incumbents typically perform a substantial portion or all the following types of duties, as assigned:

1. Tutors students on an individual and small-group basis in all levels of the specific curriculum taught at the College. Tutors students who may have learning difficulties, carrying out remedies for learning problems in subject matter, resources, or technologies.

2. Assists and advises students to enhance skills in problem analysis, grammar and syntax, proper use of tutorial and computer-aided laboratory equipment. Presents and may customize demonstrations and drills to students along with explanation of concepts.

3. In walk-in learning lab environments, schedules, trains, oversees, and monitors the attendance of student and other temporary tutors. Trains and assists student and other temporary help in use of interactive and computer-aided tools, materials, and equipment.

4. In on-line interactive courses, provides instructional support to remote students by messaging, social media, and telephone help for both subject matter and instructional technology. Prepares indexed and accessible documentation of help responses.

5. Provides and may coordinate tutorial assistance, small group discussions, and computer-assisted instruction support (for on-line coursework) in such a way as to enhance students' after having difficulty grasping subject matter or are more effective in one-on-one level settings.

6. Maintains student attendance records including in scheduled labs. Performs data entry Creates written instructions for use of resource center or laboratory services and computer equipment, as necessary.

7. Creates written instructions for use of resource center or laboratory services and computer equipment, as necessary.

8. Researches available supplemental learning materials. Consults reference works and/or performs searches to research concepts related to student questions across the foreign language or related curriculum.

9. Tutors and instruct students in learning and test-taking strategies (e.g., flash cards, study guides, test-taking techniques, coping with stress, and otherwise alleviating test anxiety).

10. Under faculty guidance, designs and presents remote tools and other forms of help to on-line students who are having difficulty with subject matter or online access.

11. Assists faculty by organizing and participating in cultural and vocational awareness activities that enhance student learning.

12. Maintains lab equipment and makes repairs as needed, calling for maintenance, as necessary. Delivers materials and equipment to classrooms, laboratories and/or offices, as requested. Ensures that labs and learning centers are clean, orderly, and functional.

13. Processes timesheets, purchase requisitions, and other standardized documents, following established procedures.

14. Orders, receives, catalogs and stores supplies, materials and equipment; directs and participates in inventory of lab equipment and materials, assuring that adequate quantities are available for instructional use; marks equipment with approved identification. Provides technical assistance in the preparation of specifications for equipment and material purchases; interviews vendors to assess new equipment and supplies and recommends selection as requested

15. Performs other related duties as assigned that support the objective of the position.

16. Required to abide by all District policies and procedures including Board Policy 3050 – Code of Professional Ethics.

## **Qualifications**

- **Knowledge and Skills**

  1. The position requires in-depth knowledge of one or more lower-division majors or languages.

  2. Requires awareness of the difficulty's students may have with learning respect to the grasp of course content, learning styles, adaptive technologies, computer-aided and on-line support.

  3. Requires working knowledge of tutorial and instructional techniques.

  4. Requires a well-developed knowledge of computer-aided instructional techniques and general-purpose learning applications.

  5. Requires working knowledge of computer operating systems used by the College.

  6. Requires knowledge of and skill at using the web- based access and conducting research.

  7. Requires skill at writing examples and problems to help students learn the subject matter.

8. Requires knowledge of and skill in using proper English grammar, vocabulary, syntax, spelling and punctuation.

9. Requires enough human relations skill to convey technical concepts to others and to facilitate a small group learning process.

10. Requires a basic knowledge of standard and common office clerical practices.

11. Understands District hiring practices and procedures.

12. Communicates skills with students, tutors, and faculty.

- **Abilities**

  1. Requires the ability to perform the essential responsibilities and functions of the position.

  2. Requires the ability to provide general instruction support, providing tutoring and assistance in assigned subject matter for adult students of diverse backgrounds, abilities and skill levels.

  3. Requires the ability to make demonstrations to small groups.

  4. Requires the ability to relate positively to students in a teaching/learning environment, develop and maintain effective working relationships, and recognize the difficulties students may have in comprehending the subject matter.

  5. Requires the ability to support and supplement instructors' specific curriculum and assignments at the level being taught.

  6. Requires the ability to administer tests.

  7. Requires the ability to listen actively and effectively, identify and solve problems, facilitate learning for students, and build student self-confidence and confidence in the subject matter.

  8. Requires the ability to convey concepts both orally and in writing, speak in an engaging, clear, and concise manner, and follow standing instructions.

  9. Requires the ability to oversee and mentor student-tutors and perform general clerical tasks.

  10. Requires the ability to operate and maintain computer-aided learning equipment and utilize software applications that are dedicated to the subject matter.

- **Physical Abilities**

  1. The general physical demands, working conditions, and essential job functions associated with this classification will be kept on file with the Office of Human Resources.

  2. Essential functions will vary by position.

  3. As defined by Title I of the Americans with Disabilities Act ("ADA") and California's Fair Employment and Housing Act ("FEHA"), the District shall engage in a timely, good faith interactive process with employees or employment applicants who are requesting or are in need of reasonable accommodations and, provide reasonable accommodations for employees or employment applicants who, because of their disability, are limited in or unable to perform one or more of the essential functions of their job in accordance with applicable state and federal law.

- **Education and Experience**

  The position requires an Associate's degree in the academic major being supported and two years of tutoring or instructional lab experience which may be concurrent with education, or 12 credit hours of upper division credit hours in the major. Or, any combination of education and

experience which would provide the required equivalent qualifications for the position. A Bachelor's degree is preferred and may substitute for experience.

- **Licenses and Certificates**

    May require a valid driver's license.

- **Working Conditions**

    Work is performed indoors where minimal safety considerations exist.

*This job specification describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*