### I. Team Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Member Type</th>
<th>Email</th>
<th>Contact</th>
<th>Responsible for what part</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roz Hartman</td>
<td>Primary Team Member</td>
<td><a href="mailto:roz.hartman@marin.edu">roz.hartman@marin.edu</a></td>
<td>7326</td>
<td>Budget and overall review, Dept. Chair and Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sara Lefkowitz</td>
<td>Primary Team Member</td>
<td><a href="mailto:Sara.Lefkowitz@marin.edu">Sara.Lefkowitz@marin.edu</a></td>
<td>7352</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roz Hartman</td>
<td>Team Member</td>
<td><a href="mailto:roz.hartman@marin.edu">roz.hartman@marin.edu</a></td>
<td>7326</td>
<td>Budget and review</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Team Member</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### II. Program Review Committee

<table>
<thead>
<tr>
<th>Name</th>
<th>Committee (Chairs)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Schultz</td>
<td>Curriculum Committee Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blaze Woodlief</td>
<td>Educational Planning Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>V-Anne Chernock and Erik Dunmire</td>
<td>Facilities Committee Co-Chairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yolanda Bellisimo</td>
<td>Planning and Resource Allocation Committee Co-Chair/Academic Senate President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nick Chang</td>
<td>Planning and Resource Allocation Committee Co-Chair/Instructional Equipment Committee Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sara McKinnon and Becky Brown</td>
<td>Program Review Committee Chair and SLO Coordinators</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chris Schulz</td>
<td>Student Access and Success Committee Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Michael Irvine</td>
<td>Tech Committee Chair</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### III. Vice President of Academic Affairs

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nick Chang</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### IV. Board of Trustees President

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eva Long</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Technology Requests

Part I : Software

Nursing-2010

I. Technology/Software Requests
This section will be filled out by faculty and reviewed by the Department Chair, the Area Dean, the Technology Committee, IPC and Budget.

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support:</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>300 Students</td>
<td>Online</td>
<td>health sciences</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Proquest online journal data base for health sciences

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$6,700.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$6,700.00</td>
</tr>
</tbody>
</table>

Type          | How often?     | College-wide | Discipline-Specific       
New           | Annually       | Library       | Out-of-class | Assignments

Item to be shared with the following Department/Program: (Include any shared expenses)
MEDA, DENT< EMT,Nursing, science students

Justification for Item (See Rating Rubric)
1. Indicate how important this item is to the life of your discipline.
• 'A' means that your discipline cannot teach your course(s) without the requested equipment.
• 'B' means that your course(s) would be greatly enhanced with the requested equipment.
• 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.
In addition, how many times have you requested this item, but you have not received it?

Information literacy and online access to evidence based practice is essential to nursing education. This is required by BRN and NLNAC. The current data base is inadequate as cited in the NLNAC visitor report. The current online offerings are mostly abstracts.

2. Is this software required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)
Required by BRN and NLNAC.

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?
Online syllabi references require online resources and teaching evidence based nursing is now a part of the Nurse Practice Act.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?
all Health Science students as well as two campuses will benefit.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?
Information literacy and competency as well as evidence based practice.
6. How will these outcomes be measured for future planning? What data or evidence supports your request?

End of program evaluation form will assess this.

NLNAC approval report cites old outdated library resources.

Additional Justification for this item:
Non-Instructional Requests

Part II : Other Non-Instructional Costs/Contract Services

This section will be filled out by the Department Chair

Nursing-2010

II. Other Non-Instructional Costs
This section will be filled out by the Department Chair and reviewed by the Area Dean, IPC and Budget.

Note: Service Contracts: maintenance, repairs, laundry, hazardous waste removal, etc.

<table>
<thead>
<tr>
<th>Category</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awards/Graduation</td>
<td>New and will be ongoing</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
RN Program Pinning Ceremony

<table>
<thead>
<tr>
<th>Annual Cost</th>
<th>Previous Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>600.0</td>
<td>600.0</td>
</tr>
</tbody>
</table>

Justification
Please comment on request in terms of how it benefits your program, faculty and/or students:

Each year the Nursing Program Pinning Ceremony is held in the Fine arts Theatre. The cost for staff for stage, lighting and sound has been paid using CTE funds, categorical funds. These funds should not be used for ongoing expenses. We would like the college to fund staffing for this evening. The students raise funds to pay for decorations, food, invitations and programs for this event. CTE funds were cut and there are no funds to pay for this short of students raising money to pay for staff in the Fine Arts Theatre overtime.

If the college values this ceremony then funds should be allotted to pay for this or it should be built into the schedule of staff since it is a yearly ceremony. It takes the place of graduation for most nursing students.

II. Other Non-Instructional Costs
This section will be filled out by the Department Chair and reviewed by the Area Dean, IPC and Budget.

Note: Service Contracts: maintenance, repairs, laundry, hazardous waste removal, etc.

<table>
<thead>
<tr>
<th>Category</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dues/Membership</td>
<td>Previously funded with cost increase</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Membership includes NLNAC, NLN, and COADN for the RN program.

<table>
<thead>
<tr>
<th>Annual Cost</th>
<th>Previous Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>3245.0</td>
<td>2995.0</td>
</tr>
</tbody>
</table>

Justification
Please comment on request in terms of how it benefits your program, faculty and/or students:

Accrediation costs for the RN Program.
NLNAC provided national accreditation.
NLN provides faculty resources for excellence.
COADN is the California RN Program organization for program directors.

Dues in NLNAC and NLN have increase over the last 3 years. We have requested to increase this account but it was not done. The increase is $250.

Annual fees to accreditation and professional organizations allow the program to maintain access to quality research and innovation in nursing education. National accreditation benefits students who transfer out of state for employment, into the military and onto further education. Maintaining the fee for COADN allows the program director access to statewide nursing program information, updates from the Chancellor’s office as well as Board of Registered Nursing quarterly updates.

II. Other Non-Instructional Costs

This section will be filled out by the Department Chair and reviewed by the Area Dean, IPC and Budget.
Note: Service Contracts: maintenance, repairs, laundry, hazardous waste removal, etc.

<table>
<thead>
<tr>
<th>Category</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Contracts</td>
<td>Previously funded ongoing expense</td>
</tr>
</tbody>
</table>

**Description and part number for ordering:**
CCPS

**Annual Cost** | **Previous Cost**
----------------|------------------
995.0            | 995.0

**Justification**
Please comment on request in terms of how it benefits your program, faculty and/or students:
In order to schedule hospital rotations in clinical agencies the program utilizes the Centralized Clinical Placement system. Each year administrative services has authorized an augmentation to pay for this. This ongoing expense should be added to the nursing budget line.

II. Other Non-Instructional Costs

This section will be filled out by the Department Chair and reviewed by the Area Dean, IPC and Budget.
Note: Service Contracts: maintenance, repairs, laundry, hazardous waste removal, etc.

<table>
<thead>
<tr>
<th>Category</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Contracts</td>
<td>Previously funded ongoing expense</td>
</tr>
</tbody>
</table>

**Description and part number for ordering:**
Warranties for simulators
Computerized manequins requires ongoing service. This year the nursing capacity grant funded this expense. We now have 3 manequins instead of two and the price will go up on the service beginning Fall 2011. The grant monitor indicated that the college needs to absorb this cost in the future.

II. Other Non-Instructional Costs
This section will be filled out by the Department Chair and reviewed by the Area Dean, IPC and Budget.
Note: Service Contracts: maintenance, repairs, laundry, hazardous waste removal, etc.

<table>
<thead>
<tr>
<th>Category</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Contracts</td>
<td>New and will be ongoing</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
GPA calculation

Calculation of GPA and the Chancellor's formula is needed for selection of RN Program applicants. Currently grant funds pay for an ongoing cost. This cost or service should be completed by the district admissions evaluator.
## Non-Instructional Support Staff
### Nursing-2010

### I. Current Support Staff
#### List of Support Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Purpose</th>
<th>Hours/Week</th>
<th>To support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cesar Pomaljulca</td>
<td>Lab Tech</td>
<td>15</td>
<td>92 Students</td>
<td></td>
</tr>
<tr>
<td>Edward Avrutin</td>
<td>Other</td>
<td>22</td>
<td>92 Students</td>
<td></td>
</tr>
<tr>
<td>Elwanda Gammill</td>
<td>Other</td>
<td>5</td>
<td>36 Classes</td>
<td></td>
</tr>
<tr>
<td>Joan Rinaldi</td>
<td>Clerical</td>
<td>37</td>
<td>115 Classes</td>
<td></td>
</tr>
</tbody>
</table>

#### Leadership: List involvement in committees or other service
- Simulation lab coordinator paid by Capacity Grant
- Grant coordinator

---

The Administrative Assistant position supports 6 disciplines (RN, DENT, ECE, MEDA, Phlebotomy, EMT) as well as the Manager in the area. The programs have grown in size and number in the last few years. One administrative assistant is inadequate to support six disciplines. The outside administrative work from hospital agencies has increased as well as the oversight from accrediting bodies. In addition Fall 2010 all health science programs but nursing will be at IVC. Administrative support will be needed on two campuses. **We need a second administrative assistant at IVC beginning Fall 2010.**
Leadership: List involvement in committees or other service
Faculty Mentor

List of Support Staff
Name: Sara Lefkowitz Type: Other Purpose: To support: Hours/Week: 3 To support: 92 Students

Leadership: Hi risk student advisor

List of Support Staff
Name: Therese Owen Type: Clerical Purpose: To support: Hours/Week: 15 To support: 92 Students

Leadership: Paid by Enrollment Growth 08-10 grant

List of Support Staff
Name: to be hired Type: Clerical Purpose: To support: Hours/Week: 37 To support: 40 Classes

Leadership: The Administrative Assistant position supports 5 disciplines as well as the Manager in the area. The programs have grown in size and number in the last few years. One administrative assistant is inadequate to support the disciplines. The outside demands from hospital agencies, grants, has increased as well as the oversight from accrediting bodies. We need a second administrative assistant in this area. Health Sciences will be housed on 2 campuses once construction is completed and there needs to be assistance for programs on both campuses. The position was also listed in other expenses, section 11, to be hired.

II. Request for additional support staff (clerical, lab tech, IS, comp tech, tutor, etc.)

<table>
<thead>
<tr>
<th>Purpose:</th>
<th>Type</th>
<th>Approx. hours per week:</th>
<th>To support:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerical</td>
<td>Full-Time</td>
<td>37.5</td>
<td>300 Students</td>
</tr>
</tbody>
</table>

Justification: Please address the following areas as applicable. How will it be used? How will instruction be improved for student learning and success? How will access be improved? What student learning outcomes are expected? How will the outcomes be measured? What data or evidence is supplied to support your justification?

This is the third year we have requested additional administrative assistance for health sciences. We are experiencing difficulty maintaining program requirements and the move to IVC adds to the load of the administrative assistant.

Shared Resources: If you have requested additional staff that will be used by more than one department, please indicate here. Please indicate which disciplines and/or departments and the number of combined students/faculty or classes he/she would serve. Please indicate how it will improve access or outcomes and if it is needed for health and
safety concerns or required by law.

the Administrative assistant is shared by 5 programs and the director.

<table>
<thead>
<tr>
<th>Purpose:</th>
<th>Type</th>
<th>Approx. hours per week:</th>
<th>To support:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>Full-Time</td>
<td>100</td>
<td>Classes</td>
</tr>
</tbody>
</table>

Justification: Please address the following areas as applicable. How will it be used? How will instruction be improved for student learning and success? How will access be improved? What student learning outcomes are expected? How will the outcomes be measured? What data or evidence is supplied to support your justification?

The Health Science Director is retiring effective June 2011.

The College will need to replace the Director as there are mandatory requirements for a Director of Nursing by the BRN, and program director for both phlebotomy and EMT.

The Director supports 5 programs on both campuses.

Shared Resources: If you have requested additional staff that will be used by more than one department, please indicate here. Please indicate which disciplines and/or departments and the number of combined students/faculty or classes he/she would serve. Please indicate how it will improve access or outcomes and if it is needed for health and safety concerns or required by law.

The position supports RN, EMT, MEDA, DENT and ECE programs.
Department Chair Comments  
Nursing-2010

1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

College of Marin Registered Nursing Research and Technology Needs

The College of Marin Registered Nursing Program is required to keep program statistics by several regulatory agencies including the Board of Registered Nursing (BRN), National League of Nursing Accreditation Commission (NLNAC), and California Community College Chancellor’s Office. This data needs to be trended, aggregated and documented for our state and national accreditations and for grant reports.

Problem: NLNAC findings from Fall 2010 visit:

The program is not in compliance with the Standard 6 as Criteria 6.1, 6.2, and 6.5 are not met. The NLNAC report stated:

- There is a lack of documentation of consistent evidence-based decision-making, implementation, and evaluation of criteria.
- There is a lack of evidence of aggregated and trended evaluation findings for decision-making.
- Develop measurable expected levels of achievement and evidence-based evaluation methods for all systematic program plan criteria.

At the present time nursing lacks a centralized data collection system and database program. Data is collected by the director and nursing faculty in stand alone documents. Course evaluation data collection has moved from paper and pencil to Scantron to Zoomerang; but these tools are still are not meeting program requirements. When compiling information for reports and ongoing program evaluation, all faculty need to be able to access data and manipulate data in an efficient way. Data entry, trending, and aggregation must be done in accordance with industry standards to insure meaningful and accurate statistics which inform program decisions.

The nursing program lacks the necessary computer programs and research expertise to accomplish these goals. We need to work collaboratively with CoM experts in technology, research and data entry. We need to identify existing computer programs that can be utilized to meet our needs and/or identify new computer programs to purchase.

Required program statistics include:

Admission and Selection Data

There is no college record of total applicants to the nursing program and applicants not accepted. Currently this paper data is housed in the program director’s office. Disproportionate impact studies are needed by the research department as the program uses assessment measures for admission. The program needs to assess whether the measures are adequate to predict success in the program.

Nursing Program Attrition, retention and Graduation Rates

Nursing Program retention, graduation and failure rates need to be correlated with student demographic information, TEAS
scores, and COM academic performance. Presently COM keeps demographic statistics on nursing students. However, these are kept for all students who take nursing education courses. We need separate statistics kept by the college for students who are enrolled in the Nursing Program. Currently we admit 46 students once/ year.

TEAS Test:

The TEAS is an assessment test required by the chancellor’s office. Statistics for student performance is entered on the Chancellor’s data form. Overall performance on this test should be entered in a database and used in analysis of program attrition and graduation rates.

NCLEX Predictor Test: ATI Summary Report

This test predicts success on NCLEX and is administered once/year. The aggregated scores from this test are broken down into categories in a report provided by the ATI Company. This information is used for curriculum improvement. These score and categories need to be entered into a data base to trend findings over time.

NCLEX RN test Results

NCLEX RN is the test required for RN licensure. The test is administered by the National Council of State Boards of Nursing. The aggregated scores from this test are broken down into categories in a report provide by the NCSBN. This information is used for curriculum improvement. These scores and categories need to be entered into a data base to trend findings over time.

Course Evaluations

All RN program courses are evaluated on a schedule in the Evaluation of Program and Assessment of Outcomes Calendar. 1st year courses are evaluated in even years and 2nd year courses are evaluated in odd years. Students fill out surveys on Zoomerang. Problems with course surveys include

1. There can only be one person on Zoomerang at a time. This makes it difficult to get timely access to material.
2. Zoomerang data is entered by course and class section. Some sections repeat 3 times a year. We need to be able to combine survey information from individual course sections into academic year data. We also need to be able to trend and aggregate course data over time.
3. SLO assessment and evaluation needs to be documented.

Course Evaluation Forms

We have three evaluation forms: one for theory courses, one for clinical courses and one for skills lab. Our current course evaluation forms may need to be rewritten to enhance data entry and capture more relevant statistics. Input from a statistician on this would be helpful.

Clinical Evaluation Forms

These forms are filled out by the instructors for every clinical course. Each student will have 8 clinical evaluation forms filled out by graduation. These forms reflect our seven learning outcomes. Currently individual forms are filled out by hand for each student by the instructor. Class data cannot be trended or aggregated easily.
Other Surveys Required for Accreditation that need to be computerized and assessed for content

- Graduation rates and statistics of graduates
- Student Satisfaction at Program Completion evaluation
- New Graduate Program Satisfaction Evaluations (6 months post graduation)
- Program Satisfaction Evaluation Survey by Employers

Goals

1. To computerize nursing statistics
2. To identify a database to use for data entry
3. To have the college keep demographic data on students enrolled in the nursing program in addition to students taking nursing education courses
4. To update survey forms and evaluation forms to produce more meaningful data
5. To maintain NLNAC accreditation and to be in compliance with all Standards

2. Please comment on the instructional equipment requests, technology requests and other instructional materials requests sections. Please comment especially on any specific priorities without which this program cannot function.

3. Please comment on the faculty and staff sections.

4. Other comments

Research and Technology Needs were put under Section 1, however they overlap all of the 4 sections. Improvement is needed to keep our program accreditation.
Area Directors and Deans Comments
Nursing-2010

1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

2. Please comment on the instructional equipment requests, technology requests and other instructional materials requests sections. Please comment especially on any specific priorities without which this program cannot function.

THE RN program relies heavily in grants for funding. The only item that we are requesting from college funds is online Access to full text periodicals. This the third year of our request.

3. Please comment on the faculty and staff sections.

We are again requesting an addition full time administrative assistant and approval for hiring a Director of Health Sciences, and a Dental Assiting Coordinator/full time faculty if retirement ensues.

4. Please itemize expenses currently covered by external funds that may revert back to general funds.

The Capacity grants have paid for our Simulation Coordinator, Grant administrative assistance, tutoring, mentoring of new faculty, open skills labs, supplies and equipment. All of these expenses would be requested from the college if the grants are taken away. This amounts to over 100,000 per year.

5. Other comments

This next year will be very challenging for Health Sciences as there is a possibility of new leaders/coordinators for all of the disciplines. With the retirement of the Director much working knowledge will be lost and the Department may need additional support. Ideally a department chair for the Allied Health programs would help out in the every day coordination of the programs that are now at IVC.