



# 2022-23 Instructional Program Review and Planning

## OVERVIEW OF PROGRAM REVIEW AND PLANNING FOR INSTRUCTIONAL PROGRAMS

Program Review and Planning is about evaluating and assessing programs and documenting plans for improving student success rates. Through review of and reflection on key program elements, Program Review and Planning identifies program strengths and strategies necessary to improve the academic discipline, program, and/or services to support student success.

The College also uses Program Review and Planning as the conduit to request resources (human, technology, facilities and funding) to further help improve and support programs.

### BASIC PROGRAM INFORMATION

**Academic Year**

2022-23

**Are you completing a comprehensive or annual PRP?**

Annual

**Division Name**

Mathematics, Science and Engineering

**Department Name**

Nursing Education

*Choose your department. If you don't see it, you may add it by typing it in the box.*

**Discipline Name**

Nursing (NURS)

*Choose your discipline. If you don't see it, you may add it by typing it in the box.*

**Department Chair Name**

Julie Van Houten

**Department Chair email**

jvanhouten@palomar.edu

**Please list the names and positions of everyone who helped to complete this document.**

Julie Van Houten  
Michelle Tucker

**Website address for your discipline**

<https://www.palomar.edu/nursing/>

**Discipline Mission statement**

### Mission Statement

To facilitate learning as an active process wherein students purposefully connect concepts to guide decision-making in patient care across the lifespan with the application of our following core values and QSEN Competencies: Our Core Values • Integrity • Honesty • Ethics • Professionalism • Excellence.

### New CUrriculum:

#### Mission of the Associate Degree Nursing Program

The Nursing Education Department at Palomar College offers a quality program of study to individuals from varied backgrounds leading to an associate degree in nursing. The program provides theoretical and clinical learning experiences in nursing, incorporates knowledge from related disciplines, and adapts to the ever changing world. The goal of the program is to prepare a competent entry level nurse to provide quality care in diverse health care settings. On completion of the program, the graduate will be prepared to take the National Council Licensing Examination for Registered Nursing (NCLEX-RN).

[\(Click here for information on how to create a mission statement.\)](#)

**Does your discipline have at least one degree or certificate associated with it?**

☒ Yes ☐ No

**Are any of your programs TOP coded as vocational (CTE/CE)?**

☒ Yes ☐ No

**List all degrees and certificates offered within this discipline.**

AA Nursing

AS Nursing

Certificate Nursing: Non-Degree 30 Unit Option for LVN to RN

*AA, AS, ADT, Certificates, etc.*

### **BASIC PROGRAM NFORMATION: FACULTY AND STAFFING RESOURCES**

In this section, you will identify how many faculty and staff support your discipline's programs. This information is considered when you request permanent staff and faculty hires. It is also useful as you evaluate your program and the human resources and talent you have to support our students.

To help you answer questions in this section, you will need the links shown in red.

**Enter the number of permanent or full-time faculty support your discipline (program)?**

11

*Enter a number.*

Link: [Permanent Faculty and Staff Count](#)

**For this past fall semester, what was your Full-time FTEF assigned to teach classes?**

**For this past fall semester, what was your Part-time FTEF assigned to teach classes? (Part-time FTEF = PT hourly and overload.)**

8.59

Link: [FTEF Data](#)

11.91

Link: [FTEF Data](#)

**List the classified and other permanent staff positions that support this discipline. If possible, include number of months and percentage workload.**

Michelle Tucker, ADA - 12 months - 100% (1 FTE)

Esmeralda Quijada, HPS - 12 months - 67% (1 FTE)

Link: [Permanent Faculty and Staff Count](#)

**List additional hourly staff that support this discipline and/or department. Include weekly hours.**

Andre Allen - Student Success Advisor - 24 hours per week average

## PROGRAM INFORMATION

In this section, you are asked to consider and evaluate your programs, including their program learning outcomes, the annual number of completions, goals for completions, and enrollment and efficiency trends.

## PROGRAM LEARNING OUTCOMES

Begin this section by reviewing the Program Review reports for programs and courses in [Nuventive Improve](#). All active course and program learning outcomes should be systematically assessed over a 3-year cycle. First, look at program learning outcomes.

- **Program** = Leads to a degree or certificate
- **Discipline** = A group of courses within a discipline

\*Programs will be able to complete program completion and outcome questions.

**How well do your program's learning outcomes communicate the scope and depth of the degree/certificate offered? Please explain.**

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The Nursing Education Department's program learning outcomes represent the scope and depth of the degree offered and align with the employer and transfer expectations. Many of our students are concurrently enrolled in

BSN programs and beyond that, enroll in BSN programs shortly after graduating from the program.

Our current Program Learning Outcomes are as follows:

- 1.) 70% of the students who enter the program will graduate.
- 2.) 85% of the graduates will pass the NCLEX-RN licensure exam on the first attempt.
- 3.) 70% of Graduates will be employed as a registered nurse or enrolled in a program to advance their education within 12 months of graduation.

The Palomar College nursing program maintains high standards and rigor. We communicate frequently and intentionally

with our community partners and employers in order to ensure that our curriculum is adequately preparing the students

to enter the workforce as Registered Nurses.

Students must demonstrate competency in three domains which include, theory, laboratory and clinical practice. Students must attain theoretical knowledge, and they must be able to link the knowledge to their clinical practice demonstrating critical thinking and clinical reasoning. Scope and depth are demonstrated in the high rate of student's who graduate and the high rate of graduates who pass NCLEX-RN licensure exam. Our graduates also have a very high rate of employment within the first year following

graduation and passing of the licensure exam.

Palomar's Nursing program is a well respected program. Our graduates have a very high rate of employment within 6

months following graduation and passing of their licensure exam. This demonstrates our program learning outcomes

align with employer

expectations, as Palomar Nursing Graduates are typically sought for entry level nursing jobs.

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### **How do they align with employer and transfer expectations?**

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The program learning outcomes align with employer expectations. Employers will only hire RNs who have graduated

from an accredited RN program and who pass the NCLEX.

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### **Describe your program's plan for assessing program learning outcomes.**

The Nursing Education Department (NED) assesses the program learning outcomes at the end of each semester and during each faculty workshop in August and January. The Student Learning Outcomes (SLO) facilitator reviews outcomes and inputs them into TracDat. The NED has also collaborated with Institutional Research and Planning (IRP) for data collection and analysis. Our Career Technical Program Specialist (CTPS) also collects and reports out on the data and collaborates with IRP to ensure the accuracy and efficiency of the reports. This process has allowed the NED to also identify and correct problems in a timely manner. The National standards/ benchmarks are set in which a minimum must be consistently met for continued licensing and accreditation, and this data is reported to the BRN and the ACEN annually.

**Summarize the major findings of your program outcomes assessments.**

PLO 1: 70% of the students who enter the program will graduate.  
Assessment - 88% of Palomar nursing students entering the nursing program graduated.  
PLO 2: 85% of the graduates will pass the NCLEX-RN licensure exam on the first attempt.  
Assessment - 92% of the Palomar graduates passed the NCLEX-RN exam on the first attempt.  
National benchmark set at 75%  
PLO 3: 70% of Graduates will be employed as a registered nurse or enrolled in a program to advance their education within 12 months of graduation.  
Assessment - 96% of Palomar graduates are employed within 12 months of graduation  
Assessment - 67% of the Palomar graduates continue to advance their education

## **PROGRAM COMPLETIONS**

Student success is at the core of what we do in assisting students in achieving their goals.

The Chancellor's Office Vision for Success stresses the importance of Program Completion as a major goal for our students. In addition, transfer and career readiness are key components of Palomar College's mission statement. This year, our funding formula has also changed reflecting this emphasis, providing additional funding as a function of the number of completions.

In this section, you will reflect upon the number of completions students earned for EACH degree/certificate you offer. As required for accreditation, you are also asked to set a standard which represents the lowest acceptable number of completions and a stretch goal for increasing the number of awards.

Link: [Program Completions](#)

**Access the link above titled "Program Completions" and copy and paste five years of completion data for each of your discipline's degrees and certificates.**

Degrees and Certificates Awarded (Count)									
Degrees and Certificates Awarded (Variances)									
Academic Year AT APD Student Count					Column Labels				
Academic Year AT APD Student Count					Column Labels				
Row Labels	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22			
Row Labels	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22			
2021-22									
AA/AS	AA/AS								
Associate in Arts Degree	20	18	25	9	28	28	Associate in Arts		
Degree	-2	7	-16	19	0				
Associate in Science Degree	44	50	42	34	48	45	Associate in		
Science Degree		6	-8	-8	14	-3			
AA/AS Total	64	68	67	43	76	73	AA/AS Total	4	-1
	-24	33	-3						
Grand Total	64	68	67	43	76	73	Grand Total	4	-1
	-24	33	-3						

### Have your program completions Increased, decreased, or stayed the same over the last 5 years?

☒ Increased ☐ Stayed the same ☐ Decreased

Choose one

### What factors have influenced your completion trends?

-

Several factors have attributed to our program completion rates:-Assessment Technology Institute (ATI) resources

- Full complement of dedicated faculty and staff
- ATI Capstone
- Virtual ATI
- ATI Live Review
- Student Success Advisor
- Performance Improvement Plans
- Peer to Peer Mentor program
- ATI Complete Partnership
- Community partnerships for clinical sites

Our accrediting body, ACCJC, and the Federal Department of Education requires that colleges establish standards and goals for student success and completion.

A program-set standard for completion represents the lowest number of program completion you deem acceptable for your program. In other words, if you were to notice a drop below the set standard, you would seek further information to examine why this occurred and strategies to increase completions.

A program stretch goal for completions is the number of completions you aspire to award for each program in your discipline.

To determine your stretch goal, consider the number of annual completions you typically award over time, then consider strategies or efforts you are making to increase completions in your program. Then identify the NUMBER you want to set as your goal.

## Program Information Summary

In this section you are asked to evaluate your programs by considering their program learning outcome assessments, the annual number of completions, goals for completions, enrollment and efficiency trends and any other internal or external factors that had an impact on your program.

**What factors have contributed to the success of your program(s)? Describe how they have contributed.**

Having a full complement of full-time faculty and staff really makes a difference for our students. The faculty and staff are truly committed to the students. The support of faculty and staff paired with ATI resources really helps the students understand the material. The support of the Dean has been extremely helpful.

**What factors have presented challenges for your program(s)? Describe the impact of these challenges.**

The community partnerships for clinical sites are always a challenge. Our facilities are allowing fewer students in each site and there are more programs. It has been challenging to find placements for all of the students. We have had turnover with administration with the VPI. It is difficult with the turnover in administration to understand the nuances of the Nursing Education Department.

## COURSE INFORMATION

In this section, you will review how students perform in the courses you offer as part of your program. The Chancellor's Office Vision for Success goals focus on eliminating equity gaps and increasing timely completions. Examining, reflecting upon, and developing strategies to improve course success rates is one way to help the college meet its Vision for Success Goals and support our students in reaching theirs.

Data are provided to help you examine differences in course success rates (C or better) across student demographic categories (e.g., gender) and course type (e.g., face-to-face, online).

After you complete your review of course success data, you are asked about the assessment of student learning outcomes at the course level, progress you have made in these assessments, and changes you have implemented as a result.

## COURSE SUCCESS AND RETENTION

ACCJC also requires that colleges establish institutional and program level standards and stretch goals for course success rates.

Program-set standards for course success rates represent the lowest success rate deemed acceptable by your discipline. In other words, if you were to notice a drop below the rate, you would seek further information to examine why the drop occurred and strategies to address the rate. The College's institution-set standard for course success rates is 70%

Program-set stretch goals for course success rates represent the success rates you aspire your students to achieve.

The data includes overall success (% C or better) and retention rates (% No Ws) . The data tables include course rates by gender, age, ethnicity, special population, location, and modality (You can access the Student Equity Plan on the SSEC website <https://www2.palomar.edu/pages/ssec/> )

#### **What is your program's standard for Discipline COURSE Success Rate?**

70.0%

*The College's institutional standard for course success rate is 70%. To access college success rates. Click on the link below.*

Link: [Course Success Rate Information](#)

UPDATE 9/26/2022: The Course data links are under construction and will be operational shortly. This note will be removed when then link becomes functional again. Apologies for the inconvenience.

#### **Why did you choose this standard?**

We chose this standard based off of the college's standard success rate. The nursing curriculum is very rigorous and our exams are mostly application, especially during the final semesters of the program. Setting the standard at 70% is also in line with the National Certification Licensing Exam (NCLEX) in that we are preparing students to meet a minimum, basic competency as an entry level nurse.

#### **What is your stretch goal for course success rates?**

80.0%

#### **How did you decide upon the goal?**

Healthcare is a fast evolving field and the role of the nurse has steadily been expanding over the past several decades. We have changed the curriculum to be concept based so students can be better prepared for the wide variety of illness/disease they will encounter that may or may not have been encountered by them as students. The concept based learning approach for our program to move away from content saturation and train our students to be able to think like nurses and apply concepts when formulating their plans of care. We are quite confident that our students will rise to the expectations set for them.

## **COURSE STUDENT LEARNING OUTCOMES (SLOs)**

**Summarize the major findings of your course level student learning outcomes assessments.**



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BSN programs and beyond that, enroll in BSN programs shortly after graduating from the program.

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with our community partners and employers in order to ensure that our curriculum is adequately preparing the students

to enter the workforce as Registered Nurses.

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graduation and passing of the licensure exam.

Palomar's Nursing program is a well respected program. Our graduates have a very high rate of employment within 6

months following graduation and passing of their licensure exam. This demonstrates our program learning outcomes

align with employer

expectations, as Palomar Nursing Graduates are typically sought for entry level nursing jobs.

PLO 1: 70% of the students who enter the program will graduate.

Assessment - about 90%% of Palomar nursing students entering the nursing program graduated.

PLO 2: 85% of the graduates will pass the NCLEX-RN licensure exam on the first attempt.

Assessment - 92% of the Palomar graduates passed the NCLEX-RN exam on the first attempt this past quarter.

National benchmark set at 75%

PLO 3: 70% of Graduates will be employed as a registered nurse or enrolled in a program to advance their education within 12 months of graduation.

Assessment - 96% of Palomar graduates are employed within 12 months of graduation

Assessment - 67% of the Palomar graduates continue to advance their education

There has been a major curriculum change that is starting Fall 2022 to all the courses in the nursing program and will have new SLOs and Program Learning outcomes for the next PRP that reflect the new changes to the curriculum.

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Course level SLOs can be accessed through [Nuventive Improve](#)

**Excluding courses that haven't been offered in the last three years, do you confirm that all of your**

**courses have been assessed in the last three years.**

☒ Yes ☐ No

**This section is intentionally blank for annual PRPs. Please click "Next" to continue.**

## **CAREER AND LABOR MARKET DATA**

The Chancellor's Office Vision for Success stresses the importance of increasing the percent of exiting students who report being employed in their field of study. It is important for us to consider how **all** of our programs connect to future careers.

Go to this website <https://www.onetonline.org/> and enter your discipline in the bubble on the top right for ideas about potential occupations. Click on an example to see more detail.

**The following websites are for CTE related data:**

- [Centers of Excellence](#) (many other data resources besides supply and demand) Password: GetLMI
- [LaunchBoard](#)
- [LaunchBoard Resource Library](#)
- [Chancellor's Office Data Mart](#)
- [Career Coach-San Diego Workforce Partnership](#)
- [EDD Labor Market Info](#)
- [Career One Stop](#)

**What kinds of careers are available for people who complete your programs (and/or transfer)? (Refer to O\*net Link below) Are there any new or emerging careers? If so, how would the new or emerging careers impact your future planning?**

Registered Nurses (RN) have many opportunities.

- Staff Nurse
- Office Nurse
- Charge Nurse
- Director of Nursing (DON),
- Emergency Department RN
- Oncology RN
- Operating Room Registered Nurse
- Public Health Nurse
- Home Health care RN
- School Nurse
- Critical Care Ambulance transport Nurse
- Infusion specialist
- Wound care RN
- Clinical Nurse Specialist (CNS)
- Nurse Practitioner (NP)
- Nurse Anesthetist (CRNA)
- Nurse Midwife (CNM)
- Nurse Educator (CNE)

This is a partial list. There are many exciting opportunities for nurses. Nurses are used in every aspect of healthcare.

Link: <https://www.onetonline.org/>

**What are the associated knowledge, skills, abilities (KSA's) needed for the occupations listed above? (click examples in the link above to get ideas)**

## Knowledge

- **Medicine and Dentistry** — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Psychology** — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Education and Training** — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- **Therapy and Counseling** — Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
- **Mathematics** — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- **Biology** — Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
- **Sociology and Anthropology** — Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.
- **Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

## Skills

- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.
- **Service Orientation** — Actively looking for ways to help people.
- **Speaking** — Talking to others to convey information effectively.
- **Coordination** — Adjusting actions in relation to others' actions.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative

# PROGRAM GOALS

## Progress on Prior PRP Goals

In the most recent PRP cycle, you identified a set of goals. Provide an update to your most recent PRP goals.

[Click here for previous PRPs with goal information.](#)

## Prior PRP Goals

### Goal 1

#### Brief Description

Provide high quality education for all students to ensure student success and preparedness

#### Goal Status

☐ Completed ☒ Ongoing ☐ No longer a goal

**Add any comments related to your work on prior goal (e.g., success, challenges, reasons for eliminating a goal). Describe Outcomes, if any.**

1. Continue to provide various methodologies for student learning to include active learning in the classroom, electronic resources such as ATI Complete with integration in all semesters, ATI Capstone, Virtual ATI, and ATI NCLEX-RN predictor exam, as well as increased simulation instruction.
2. Provide ongoing evaluation, education, and training for new faculty to ensure the highest level of program expectations and flexible congruency.
3. Implementation of the major curriculum change to reflect a Concept-Based Curriculum starting fall 2022.  
This curriculum was designed to allow students to learn and understand concepts to then apply the learned concepts to a variety of patient conditions, instead of learning individual patient conditions. This change was in response to the changing needs and demands of the novice nurse in today's healthcare arena.
4. The NED continues to use ExamSoft secured test proctoring program, to maintain a secure online testing environment which allows students to be familiar with computerized testing before taking the NCLEX-RN licensing exam. This program allows for immediate student feedback, as well as a sophisticated item analysis process. All faculty have free access to educational webinars on exam statistics and test-writing workshops.
5. Collaborations with the Disability Resource Center (DRC) to evaluate possible accommodations that can be made for learning disabilities while students are in the lecture, lab and clinical setting that are reasonable

Aligns with the NED's mission statement to provide high quality nursing education students who are prepared to meet the evolving health care needs of the community. We also strive to prepare students for transfer to complete their upper level courses and pursue a Bachelor's and/or Master's in Nursing.

Goal #1 - To implement instructional strategies that strengthen and connect teaching and learning across the college.

Objective 1.2: Encourage and promote innovated instructional and student support practices and strategies focused on strengthening teaching and learning.

## Goal 2

### Brief Description

To expand the nursing program by providing the students with meaningful and realistic simulation experiences to supplement clinical experiences, increase clinical site availability, and prepare the students to be a RN.

### Goal Status

☐ Completed ☒ Ongoing ☐ No longer a goal

**Add any comments related to your work on prior goal (e.g., success, challenges, reasons for eliminating a goal). Describe Outcomes, if any.**

The goal of the program is to prepare a competent entry level nurse to provide care in diverse health care settings.

To prepare nurses, the student needs to be able to practice the knowledge, skills and attitudes they are taught either in the clinical setting or in simulation.

1. The faculty will meet certain student outcomes with simulation. Simulation will address gaps in the clinical experience. Nursing simulation continues to evolve and technologies continue to improve.
2. The faculty will provide virtual simulation to meet the needs of the students. The simulation experiences will supplement the actual clinical experiences.
3. The faculty and administration will continue to foster the current clinical partnerships in the community to maintain direct patient care hours. The biggest challenge will be getting clinical sites to allow us to rotate students in and out of the clinical sites. This has been a huge barrier. At this time Palomar Hospital is the only partnership that allows us to do this.
4. The faculty will actively seek to expand or find new clinical experiences for the students to obtain direct patient care hours. Administration is working with Kaiser to allow for a partnership with the college so we can have access to the clinical sites that are necessary to expand the program.
5. The faculty will request a part-time classified person to assist in simulation lab.
6. The faculty will stay up to date on the latest technology to prepare the nursing students for real world experiences.

Technology is always changing. Nurses use virtual resources more and more since these resources can be updated frequently. Having the students use products like Micromedex and Up-to-date prepares them for real-world experiences and to use these resources in the field. The library has purchased 1 year access to Micromedex and up to date. These products would benefit nursing and EME and the paramedic programs on campus. The library can only purchase 1 year and we would like this resource to continue.

There are changes at the BRN level with the % of direct patient care hours each student needs. The mandate is 75% of the student's hours need to be in direct patient care. Starting January 2023, the BRN will mandate 500 total direct hours with 30 hours in each specialty. This means we have an opportunity to expand our program using simulation without extra clinical sites.

There is a need to change the Simulation faculty position to a Non-Instructional position and to have a full-time faculty nurse in charge of the Simulation Lab. This will increase the hours available to students in the Simulation Lab. There is a need for a faculty assistant or ISA or tech to assist in running the Simulation lab so the faculty can focus more on the pedagogy of the simulation and not the technical aspects of the equipment.

There are plans for physical expansion of simulation lab into HS 106. The Chair of the Nursing Department has met with the Chair and a timeline has been set for expansion.

### Goal 3

#### Brief Description

Expansion of continuing education units offered by the Nursing Education Department.

#### Goal Status

☐ Completed ☒ Ongoing ☐ No longer a goal

#### Add any comments related to your work on prior goal (e.g., success, challenges, reasons for eliminating a goal). Describe Outcomes, if any.

The Nursing Education Department currently provides BRN approved CEUs for "The Role of the Preceptor." The faculty would like to expand the CEU offerings to include CPR, Telemetry classes, IV courses and other beneficial courses. This could be a benefit for all healthcare professionals and multiple students in the community.

Students are going to very expensive private organizations to take these courses. The nursing education department would need more PT faculty and supplies to provide these courses.

### Goal 4

#### Brief Description

Provide necessary support services for the nursing education students.

#### Goal Status

☐ Completed ☒ Ongoing ☐ No longer a goal

#### Add any comments related to your work on prior goal (e.g., success, challenges, reasons for eliminating a goal). Describe Outcomes, if any.

The student success advisor has been a valuable resource for students. We need to continue his support in the program. We would like to expand student support by possibly having a counselor in the nursing education offices 1-2 times per week.

The nursing students are in a high stress environment and could use the additional support. The counselors could still have the same number of hours, but changing the location to the nursing offices 1-2 days per week may help to provide access to these support services for our students.

#### The Strategic Plan 2022 includes the College's Vision for Success (VfS) outcomes. Review the VfS goals and reflect on how your unit supports these outcomes. Identify one strategy your unit will implement to help the college meet these outcomes.

The SP Goal 2 Teaching and Learning Objective 2 - Externships will help to provide nursing resources to the community members

[Click here to access the Strategic Plan 2022.](#)

#### Describe any changes to your goals or three-year plan as a result of this annual update.

We would like to revive the externships not just with Scripps, but also with other community partners.

## RESOURCES



Congratulations! You are nearing completion. In this section, you will consider the resources you need to implement your three-year program review plan and/or address any findings from your assessment of your discipline.

The section is organized into the following five parts:

PART 1: Staffing Needs (Faculty and Additional Staff)

PART 2: Budget Review

PART 3: Technology Needs

PART 4: Facilities Needs

PART 5: One Time Request for Other Needs (NonTechnology Equipment, Supplies, Operating Expenses, Travel)

Reflect upon the three year plan you created above, your current operations, and any upcoming factors (retirements, changes in legislation, and changes in policies or procedures) that will impact your unit. How will you allocate resources to implement your plan? Describe additional resources needed to improve the effectiveness of your unit/program. All resource requests must be aligned with the College's [Strategic Plan 2022](#).

Summarize any reallocation/re-organization of resources you are making based upon your three-year plan, your current operations, and any other factors (e.g., legislation). Describe the impact of the reallocation of resources to your unit.

**NOTE: All requests listed in the PRP will be reviewed by deans and supervisors, then forwarded to the appropriate review group for prioritization. A resource requests approved to move forward in the review process does NOT guarantee a position or funding.**

## PART 1: STAFFING NEEDS

Requests for faculty will follow the prioritization process currently in place in the Faculty Position Prioritization committee, which reports to the Education, Equity, and Student Success Council. Requests for new staff positions will be prioritized at the division level and reviewed at Exec.

**Are you requesting additional full-time faculty?**

☒ Yes ☐ No

## REQUEST FOR ADDITIONAL FULL-TIME FACULTY

### Faculty Request 1

**Title of Full-Time Faculty position you are requesting**

For program, CEUs and externship expansion: multiple PT faculty would be necessary to teach these courses. For program expansion: Medical Surgical Nursing positions x 8, Psychiatric Nurse, Pediatric Nurse, OB nurse and Lab staff. For SIM lab we need an ISA or Tech to expand the SIM lab

**How will this faculty position help meet district (Guided Pathways, Strategic Plan, Strategic**

**Enrollment Management etc.), department and/or discipline goals? Please be sure to tie this back to your PRP goals and three year plan.**

To expand the program by offering more RN placements, CEU courses and externships and SIm lab experiences

**Is there a scarcity of qualified Part-Time Faculty (for example: Specialized degree/experience, emerging/rapidly changing technology, high demand)?**

Yes, there is a scarcity of the specialty RNs required to expand the nursing program

**Are you requesting this position for accreditation, regulatory, legislative, health and safety requirements? Please explain.**

For BRN approval and ACEN accreditation we would need extra faculty to grow the RN program and teach the CEU courses and externship

**Utilizing your PRP data, please summarize the discipline productivity, efficiency, and any regional career education needs for this discipline.**

Nurses are in extremely high demand. Many faculty left the bedside nursing positions after COVID. There are guaranteed jobs for the students and many have opportunities to do externships. All healthcare students and members of the community need CEU opportunities each year.

*Refer to data and other analysis earlier in this document.*

**Is your department affected by faculty on reassigned time? If so, please discuss.**

No

**Are you requesting AA, CAST for Classified Staff?**

☐ Yes ☒ No

## **PART 2: BUDGET REVIEW**

Review your Budget/Expenditure reports for fiscal year 2019, 2020, 2021. Consider your three-year PRP plan.

Click on the link below to access directions to the *Available Budget Report* to complete this section.

[How to Request the Available Budget Report](#)

**Reflecting on your three-year PRP plan, are there any budet considerations you would like your dean/supervisor to be aware of for the upcoming year?**

☐ Yes ☒ No

## **PARTS 3, 4 and 5 – TECHNOLOGY, FACILITIES AND OTHER NEEDS**

1. One-Time Fund Requests. Through the PRP process the college implements an approach for prioritizing ad allocating one-time needs/requests. Prioritization takes place through the appropriate groups, leadership, and the Budget Committee. The executive team and Resource Allocation Committee consider various sources for funding PRP requests. Resource requests also inform the larger planning process like Scheduled Maintenance Plans, Staffing Plans, and institutional

strategic planning.

For more information about funding sources available, see [IELM BLOCK GRANT, LOTTERY, PERKINS AND STRONG WORKFORCE GUIDELINES](#) (on the left menu of the webpage).

If you are a CTE program and think you may qualify for CTE funds for your PRP request(s), you are STRONGLY encouraged to answer the call for Perkins/Strong Workforce grant applications in February. Contact the Dean of CTEE for additional information.

Consider submitting one-time requests only if you have verified that you cannot fund the request using your general discretionary funds or other funds.

2. Technology and Facilities Review. Requests for technology and facilities are assessed by the Deans and then, if appropriate forwarded to the proper institutional group (e.g., technology review committee, or facilities) for review and feedback.

## PART 3: TECHNOLOGY NEEDS

**Will you be requesting any technology (hardware/software) this upcoming year?**

☒ Yes ☐ No

### Technology Request

#### Technology Request 1

**What are you requesting?**

Micromedex and Up-to-date software purchase

**Is this a request to replace technology or is it a request for new technology?**

Replacement of Technology

**Who is the current user of the requested replacement technology?**

Nursing students

**Provide a detailed description of the the request. Include in your response:**

**a. Description of the need? (e.g., SLO/SAO Assessment, PRP data analysis)**

Micromedex and up to date are technology resources the hospitals are using. They provide drug information and procedure information to students that is updated every 3 months. The students currently purchase a drug and lab book. It may be outdated in the 2 years it takes to complete the nursing program

**b. Who will be impacted by its implementation? (e.g., individual, groups, members of department)**

Nursing students, eme students, paramedic students and anyone who has library access

**c. What are the expected outcomes or impacts of implementation?**

The students will be better prepared for the workplace. This is technology the hospitals and facilities are using

**d. Timeline of implementation**

It was just purchased and provided by the library this semester for 1 year. They can not fund it every year

**What is the anticipated cost for this request? If any, list ongoing costs for the technology (licences, support, maintenance, etc.).**

\$5000 per year

**Do you already have a budget for this request?**

No

**What PRP plan goal/objective does this request align with?**

Goal #2

**What Strategic Plan 2022 Goal/Objective does this request align with?**

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Refer to the Palomar College [STRATEGIC PLAN 2022](#)

**If you have multiple requests for technology and had to prioritize, what number would you give this? (1 = Highest)**

1

**What impacts will this request have on the facilities/institution (e.g., water/electrical/ADA compliance, changes to a facility)?**

Meet the library services more up to date for all students going into healthcare including the nursing students

**Will you accept partial funding?**

☒ Yes ☐ No

## Technology Request 2

**What are you requesting?**

Embodied labs Software for VR equipment

**Is this a request to replace technology or is it a request for new technology?**

New Technology

**Provide a detailed description of the the request. Include in your response:**

**a. Description of the need? (e.g., SLO/SAO Assessment, PRP data analysis)**

VR software will allow the students to interact with a virtual patient and have more controlled experiences besides a clinical expereince

**b. Who will be impacted by its implementation? (e.g., individual, groups, members of department)**

Nursing students

**c. What are the expected outcomes or impacts of implementation?**

The students can practice real word instructor controlled expereinces

**d. Timeline of implementation**

As soon as it is funded

**What is the anticipated cost for this request? If any, list ongoing costs for the technology (licences, support, maintenance, etc.).**

\$6700

**Do you already have a budget for this request?**

No

**What PRP plan goal/objective does this request align with?**

Goal #2

**What Strategic Plan 2022 Goal/Objective does this request align with?**

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Refer to the Palomar College [STRATEGIC PLAN 2022](#)

**If you have multiple requests for technology and had to prioritize, what number would you give this? (1 = Highest)**

3

**What impacts will this request have on the facilities/institution (e.g.,water/electrical/ADA compliance, changes to a facility)?**

none

**Will you accept partial funding?**

☐ Yes ☒ No

**Technology Request 3**

**What are you requesting?**

Cell phone with internet capabilities

**Is this a request to replace technology or is it a request for new technology?**

Replacement of Technology

**Who is the current user of the requested replacement technology?**

Monique Lineback- Clinical placement coordinator

**Provide a detailed description of the the request. Include in your response:****a. Description of the need? (e.g., SLO/SAO Assessment, PRP data analysis)**

The Clinical placement coordinator manages all the placements for all 135-140 nursing students. The coordinator needs to be available via phone or email to the clinical facilities and needs to be able to respond quickly when there are issues. She currently is using her private phone to conduct business and recently got a virus that disrupted her ability to respond personally and professionally

**b. Who will be impacted by its implementation? (e.g., individual, groups, members of department)**

The clinical placement coordinator for the nursing program

**c. What are the expected outcomes or impacts of implementation?**

Better availability for the clinical facilities to reach the clinical placement coordinator and for her to respond rapidly to requests

**d. Timeline of implementation**

As soon as approved

**What is the anticipated cost for this request? If any, list ongoing costs for the technology (licences, support, maintenance, etc.).**

About \$800 and about \$50/month ongoing

**Do you already have a budget for this request?**

No

**What PRP plan goal/objective does this request align with?**

Goal #2

**What Strategic Plan 2022 Goal/Objective does this request align with?**

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Refer to the Palomar College [STRATEGIC PLAN 2022](#)

If you have multiple requests for technology and had to prioritize, what number would you give this? (1 = Highest)

2

What impacts will this request have on the facilities/institution (e.g., water/electrical/ADA compliance, changes to a facility)?

None

Will you accept partial funding?

☐ Yes ☒ No

## PART 4: FACILITIES REQUESTS

Do you have resource needs that require physical space or modification to physical space?

☒ Yes ☐ No

*Please include only those facilities requests that could be accomplished within a one-year time frame and/or under a \$75,000 estimated amount. Other facilities needs, such as buildings or remodels, should come through the long-range facilities planning process.*

### Facilities Requests

#### Facility Request 1

What are you requesting?

If we are able to expand the nursing program, additional classroom use and another dedicated lab would be necessary. If we obtain more CEU expansion, we will need more classroom space and more lab and storage space.

Provide a detailed description of the the request. Include in your response:

**a. Description of the need? (e.g., SLO/SAO Assessment, PRP data analysis)**

We need use of classrooms and possibly to expand lab space. If we could modify one of the classrooms in HS building, there would not be a need to build additional space

**b. Who will be impacted by its implementation? (e.g., individual, groups, members of department)**

Faculty who teach in the HS building

**c. What are the expected outcomes or impacts of implementation?**

If we are able to expand the program, we could increase how many nursing students we provide to the community

**d. Timeline of implementation**

Fall 2023- if Kaiser partnership goes through and the new Kaiser hospital opens for expansion of the nursing program. The CEU programs could start next semester.

What is the anticipated cost for this request? If any, list ongoing costs for the request (additional

**equipment, support, maintenance, etc.).**

The cost to turn an upstairs classroom into a lab is impossible to estimate. There would need to be 1 sink and cabinets for equipment. The installation of curtains and the fake canopy for the beds would be about \$1000.

The best estimate for the items to expand CEU courses would be approximately \$13000

CPR manikins: 2000

Gurneys 3500

Heart monitor 700

Vascular access 800

EKG trainers 2000

IV/phlebotomy 4000 with additional costs for disposable supplies

**Do you already have a budget for this request?**

No

**What PRP plan goal/objective does this request align with?**

This aligns with PRP goals 1, 2 and 3

**What Strategic Plan 2022 Goal/Objective does this request align with?**

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Refer to the Palomar College [STRATEGIC PLAN 2022](#)

**If you have multiple requests for facilities and had to prioritize, what number would you give this? (1 = Highest)**

1

**What impacts will this request have on the facilities/institution (e.g., water/electrical/ADA compliance, changes to a facility)?**

Renovating an upstairs classroom to a lab would potentially be a large project. A sink is needed and doors would need to be larger to accommodate beds or gurneys

**Will you accept partial funding?**

☒ Yes ☐ No

## **PART 5: OTHER ONE-TIME NEEDS**

For more information about funding sources available, see [IELM BLOCK GRANT, LOTTERY, PERKINS AND STRONG WORKFORCE GUIDELINES](#). Please check with your department chair on the availability for this cycle.

**Do you have one-time requests for other items (e.g., Non-technology equipment, supplies, operating expenses, travel) that your budget or other funding sources will NOT cover?**



☒ Yes ☐ No

## Requests

### Item 1

**What are you requesting?**

Pinning ceremony expenses

**Provide a detailed description of the the request. Include in your response:**

**a. Description of the need? (e.g., SLO/SAO Assessment, PRP data analysis)**

The pinning ceremony is a ritual for nursing programs. We have in the past made this a student expense. It should be provided on campus similar to a graduation ceremony for graduates

**b. Who will be impacted by its implementation? (e.g., individual, groups, members of department)**

Nursing students

**c. What are the expected outcomes or impacts or implementation?**

A standardized ceremony provided every semester for the nursing students

**d. Timeline of implementation**

! time near the end of each semester

**What is the anticipated cost for this request? If any, list ongoing costs for the request (additional equipment, support, maintenance, etc.).**

\$2000 per ceremony

**Do you already have a budget for this request?**

No

**What PRP plan goal/objective does this request align with?**

Goal 4

**What Strategic Plan 2022 Goal/Objective does this request align with?**

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Refer to the Palomar College [STRATEGIC PLAN 2022](#)

**If you have multiple requests for facilities and had to prioritize, what number would you give this? (1 = Highest)**

2

**What impacts will this request have on the facilities/institution (e.g., water/electrical/ADA compliance, changes to a facility)?**

Use of a theater 1 time each semester

**Will you accept partial funding?**

☒ Yes ☐ No

**Budget Category**

Operating Expenses

**Please upload a copy of the quote, if available.**

## **Item 2**

**What are you requesting?**

Replacement of the computers in the Nursing Offices

**Provide a detailed description of the the request. Include in your response:**

**a. Description of the need? (e.g., SLO/SAO Assessment, PRP data analysis)**

The computers in the nursing offices are over 9 years old. Many of the computers are no longer functional and can not be upgraded. They are slow and will not be functional if they try and update the software on the computer. They do not have essential technology like cameras or video technology necessary for ZOOM meetings.

The nursing department faculty use Examsoft software for testing and frequently uses database websites like complio, the San Diego Nursing Consortium and other databases. We need to track and provide information to the Board of Registered Nursing and the ACEN for approval and accreditation.

**b. Who will be impacted by its implementation? (e.g., individual, groups, members of department)**

All students, faculty, and staff in the nursing department,

**c. What are the expected outcomes or impacts or implementation?**

The faculty will be able to work from their offices with the necessary technology to access email, track information and attend ZOOM meetings.

**d. Timeline of implementation**

As soon as funded

**What is the anticipated cost for this request? If any, list ongoing costs for the request (additional equipment, support, maintenance, etc.).**

There are 14 desktop computers in the Nursing Department. The average cost of a computer would be about \$1500. The cost would be approximately \$21000.

**Do you already have a budget for this request?**

No

**What PRP plan goal/objective does this request align with?**

**What Strategic Plan 2022 Goal/Objective does this request align with?**

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Refer to the Palomar College [STRATEGIC PLAN 2022](#)

**If you have multiple requests for facilities and had to prioritize, what number would you give this? (1 = Highest)**

1

**What impacts will this request have on the facilities/institution (e.g., water/electrical/ADA compliance, changes to a facility)?**

The IT department would need to install the computers and set them up for the faculty.

**Will you accept partial funding?**

☒ Yes ☐ No

**Budget Category**

Please upload a copy of the quote, if available.

☒ I confirm that all full-time faculty in this discipline have reviewed the PRP. The form is complete and ready to be submitted.

**Enter your email address to receive a copy of the PRP to keep for your records.**

jvanhouten@palomar.edu