

YEARLY PLANNING DISCUSSION TEMPLATE

General Questions

Program Name Certified Nursing Assistant/Acute Care Aide/EKG
Monitor/Observer

Academic Year: 2024-2025

1. Has your program mission or primary function changed in the last year?
No change in the program mission or primary function.
2. Were there any noteworthy changes to the program over the past year? (eg, new courses, degrees, certificates, articulation agreements)
Noteworthy changes include:
Scheduling longer days for the C.N.A. Acute Care Aide program at the change from Long term care to acute care to provide for more facility orientation, theory, and skills hours.
Scheduling changes to Home Health Aide to offer two clinical cohorts.
Scheduling changes to provide C.N.A. students the ability to register for all Summer offerings.
Changing the EKG Monitor Observer to online.
3. Is your two-year program map in place and were there any challenges maintaining the planned schedule?
No challenges. All programs met registration requirements.
4. Were there any staffing changes?
Staffing changes include a new full time faculty and change of program director. The new full time faculty is shared between both the Santa Maria and Lompoc programs. Increased staffing due to a grant that allowed for a second instructor to provide for more 1:1.
5. What were your program successes in your area of focus last year?
Scheduling changes allowed for more state board preparation, more student confidence, and 100% pass rate.
Scheduling changes allowed for students to receive continuing education units and more job opportunities by taking the academy, Home Health Aide, and EKG monitor Observer.
Scheduling changes to provide online offering of EKG Monitor Observer increased availability to RNs to enhance their knowledge as per community request.
Scheduling changes provided for a more seamless transmission from LTC to acute care.

Learning Outcomes Assessment

- a. Please summarize key results from this year's assessment.
Key results include: High registration of all programs. Excellent student retention.
Positive feedback from students and facility staff. Excellent facility relationships.
Excellent CDPH audit results of no findings.

- b. Please summarize your reflections, analysis, and interpretation of the learning outcome assessment and data.
Learning outcomes continue to be positive with excellent retention of students and excellent pass rates for both written and skills competency. Facility staff, resident/pt. comments that relate to competent care.
- c. Please summarize recommendations and/or accolades that were made within the program/department.
The CDPH audit found no findings and gave positive feedback regarding the programs. No deficiencies. All programs are renewed for 2 years.
- d. Please review and attach any changes to planning documentation, including PLO rubrics, associations, and cycles planning. No changes

Distance Education (DE) Modality Course Design Peer Review Update (Please attach documentation extracted from the *Rubric for Assessing Regular and Substantive Interaction in Distance Education Courses*)

- a. Which courses were reviewed for regular and substantive interactions (RSI)? No DE classes
- b.
- c. What were some key findings regarding RSI?
 - Some strengths:
 - Some areas of possible improvement:
- d. What is the plan for improvement?

CTE two-year review of labor market data and pre-requisite review

- a. Does the program meet documented labor market demand? Yes, as much as possible.

- b. How does the program address needs that are not met by similar programs? The programs are not similar to any other programs.
- c. Does the employment, completion, and success data of students indicate program effectiveness and vitality? Please, explain.
Yes, both C.N.As and HHAs are needed in the community.
- d. Has the program met the Title 5 requirements to review course prerequisites, and advisories within the prescribed cycle of every 2 year for CTE programs and every 5 years for all others?
No change in prerequisite. English 101 remains a prerequisite.
- e. Have recommendations from the previous report been addressed? Yes, recommendations from student, facility, instructor, and community have all been addressed.

Use the tables below to fill in **NEW** resources and planning initiatives that **do not apply directly to core topics**. ***This section is only used if there are new planning initiatives and resources requested.***

Sample:

New Program Planning Initiative (Objective) – Yearly Planning Only	
Title (including number):	<i>Student Learning and enhancement</i>
Planning years:	2025-26
<p>Description:</p> <p><i>(A more detailed version of initiative. Please include a description of the initiative, why it is needed, who will be responsible, and actions that need to happen, so it is completed.)</i></p> <p>The success levels of our courses have indicated that students require knowledge of different types of transfer equipment that facilities use. This includes mechanical lifts such as EZ WAY EZ stands and EZ lifts, Sarah lifts, etc. To maintain safety of patient transfers, equipment must be demonstrated and return demonstrations by students prior to entering the facility. Action: Both an EZ lift and EZ stand need to be ordered for the program lab. A new manikin is needed to replace an old manikin in the Lompoc lab. Students require certain state board skills performed on a manikin. Practice on a manikin that is in good repair is essential. The success levels of our courses have indicated that students require more instructor 1:1 interaction in the facilities to enhance confidence, safety, and</p>	

timely skills check offs. The program needs at a minimum 2 instructors intermittently and especially at the beginning of the clinical rotations to provide better student outcomes. This can be completed by additional clinical instructor hours.

What college plans are associated with this Objective? (Please select from the list below):

- ☐ Ed Master Plan
 ☐ Student Equity Plan
 ☐ Guided Pathways
 ☐ AB 705
☐ Technology Plan
☒ Facilities Plan
☒ Strong Workforce
☐ Equal Employment Opp.
☐ Title V

Resource Requests: Please use the Resource Request Excel template located on the Program Review web page to enter resource requests for equipment, supplies, staffing, facilities, and misc. resources needed. Send completed excel document along with completed program view core topic for signature.

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Enter equipment requests below. Equipment is defined as having useful life of more than one year AND a purchase price of more than \$200 each including tax. This includes all items that are part of the initial purchase.

EQUIPMENT NEEDS

Dept	Program	Source	Year	Initiative (Objective) Reference	Resource Need	Requested Item(s) Please include per item
English	English Rhetoric	Yearly Planning and Core	2022-2023	ER OBJ - 2	Equipment	~ /ideo cameras \$600 each

New Program Planning Initiative (Objective) – Yearly Planning Only	
Title (including number):	
Planning years:	<i>(The academic years this will take to complete)</i>

Description:

(A more detailed version of initiative. Please include a description of the initiative, why it is needed, who will be responsible, and actions that need to happen, so it is completed.)

What college plans are associated with this Objective? (Please select from the list below):

- ☐ Ed Master Plan ☐ Student Equity Plan ☐ Guided Pathways ☐ AB 705/1705
- ☐ Technology Plan ☐ Facilities Plan ☐ Strong Workforce ☐ Equal Employment Opp.
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New Program Planning Initiative (Objective) – Yearly Planning Only

**Title (including
number:**

Planning years: *(The academic years this will take to complete)*

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Area of Focus Discussion Template

INNOVATIVE SCHEDULING

Innovative Scheduling embraces mapping, scheduling, and student outcomes. This focus includes a review of modalities, times, days, and sequence of courses. It supports areas of interest. It is based on student success, retention, and completion/graduation data. Sample activities include the following:

Possible topics:

- Review scheduling matrices – program map alignment, successes, and challenges.
- Collaborate with guided pathways success teams to assess scheduling conflicts and bottlenecks within and across disciplines that impact student completion.
- Assess mix of teaching modalities – mornings-afternoons-evenings; weekends; face-to-face, hybrid, and distance learning. NOTE: Hybrid is the combined use of various teaching modalities.
- Address scheduling conflicts or dependencies across disciplines or general education areas.
- Student access – cultivate majors, support cohorts and interdisciplinary connections.
- Review units and time to course and program completion.

1. What data were analyzed and what were the main conclusions?

Data reviewed: Student success.

Spring 2025 Credentia Nurse Aide Assessment Program (NNAAP) results. 18 of 19 (94%) passed the written (theory) exam. Skills exam 100% pass rate. Fall 2024 100% pass rate for both skills and written exam. Skills exam: 75% of scenarios included blood pressure.

2. Based on the data analysis and looking through a lens of equity, what do you perceive as *challenges* with student success or access in your area of focus? Challenges to maintain 100% state board pass rate include: English as a second language learners, medical terminology, on-line testing scheduling, and testing timelines. Blood pressure skill is the most difficult for students to master.

3. What are your plans for change or *innovation*?

Plans for change: provide practice exams early in the semester to allow for extra study guides.

Utilize MindTap medical terminology flash cards to enhance learning.

Identify students that may need Learning Assistance Program (LAP)

Early identification of struggling students, low weekly quiz results.

Reminders/offers for office hours for those students struggling with weekly quizzes.

Scheduling open lab hours to provide extra skills practice for all skills including a focus on blood pressure.

Reviewing failed topics on the Credentia written exam and scheduling time in post-conference to review.

4. How will you *measure* the results of your plans to determine if they are successful?

Validation for Program Planning Process: If you have chosen to do the Validation this year, please explain your process and the findings.

1. Who have you identified to validate your findings? (Could include Guided Pathway Success Teams, Advisory Committee Members, related faculty, industry partners or higher education partners)

All program faculty will review in weekly meetings.

2. Are there specific recommendations regarding the core topic responses from the validation team?

Specific recommendations as above and reviewed weekly.

Based on the narratives for the prompts above, what are some program planning initiatives and resources needed for the upcoming years? Use the tables below to fill in **NEW** resources and planning initiatives. ***This section is only used if there are new planning initiatives and resources requested that pertain to the Core Topic only.***

Sample:

New Program Planning Initiative (Objective) – Core Topic Only	
Title (including number):	<i>ER Obj-2 Video Speeches for Student Learning and enhancement</i>
Planning years:	<i>(The academic years this will take to complete) 2021-22 to 2024-25</i>
Description: <i>(A more detailed version of initiative. Please include a description of the initiative, why it is needed, who will be responsible, and actions that need to happen, so it is completed.)</i> The success levels of our courses have indicated that students need to be able to review their own speeches. Videotaping the student's speech provides a very constructive approach to review and improve their oratory skills.	
What college plans are associated with this Objective? (Please select from the list below): <input type="checkbox"/> Ed Master Plan <input type="checkbox"/> Student Equity Plan <input type="checkbox"/> Guided Pathways <input type="checkbox"/> AB 705 <input type="checkbox"/> Technology Plan <input checked="" type="checkbox"/> Facilities Plan <input type="checkbox"/> Strong Workforce <input type="checkbox"/> Equal Employment Opp. <input type="checkbox"/> Title V	

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English	English Rhetoric	Yearly Planning and Core	2022-2023	ER OBJ - 2	Equipment	video cameras \$600 each

Ready Accessibility: Investigate 87%

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Program Review Signature Page:

Joann Bellrose

[Joann Bellrose \(May 8, 2025 13:57 PDT\)](#)

Program Review Lead

05/08/2025

Date

Thomas F. Larrison

Program Dean

05/13/2025

Date

[Signature]

Vice President, Academic Affairs

Date











CNA_2024-25 Program Review_innovative scheduling

Final Audit Report

2025-07-21

Created:	2025-05-08
By:	Kara Mushegan (kara.mushegan@hancockcollege.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAbZZozam5M49vFDsESRPZLYeB-XHyiuV-

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