

**Allied Health
2017- 2020**

Inclusive dates:

2017/201	2018/201	2019/202
8	9	0

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Academic Director**



Table of Contents

Allied Health	1
College Mission	1
Department Mission	1
Department Vision	1
Department Strategic Plan	1
Direction 1: Deliver Quality Education for Student Success	1
Direction 2: Student Persistence, Retention, and Completion	3
Direction 3: Effective Communication	5
Programs/Certificates	5
Faculty/Staff Composition	6
Professional Development	6
Advisory Committee Work	7
Alumni Surveys	7
Accreditation	7
Department Budget	7
Evaluation of the Department	8

Allied Health

College Mission

Creating Opportunities for You!

Department Mission

To prepare and graduate skilled individuals who are ethically and professionally competent, and have the ability and confidence to successfully obtain a state and/or national certification.

Department Vision

Become students' first choice in healthcare training.

Department Strategic Plan

Institutional strategic goals are designed to ensure the College meets objectives and act as a guide for individual department activities to ensure that every department is in line with the institution's priorities.



Program monitoring of activities will be conducted during each academic year to ensure that those activities align and enhance the institution's overall strategic plan.

Direction 1: Deliver Quality Education for Student Success

Goal 1: Provide quality, accessible, and affordable education.

Program revisions/redesign

The department will continue with revisions to the AAS in Allied Health as a result of the new statewide general education core changes. Once the institution adopts a 15 credit hour general core for all AAS degrees, Allied Health will redesign its degree program to conform to the new core. The revision and redesign will take into account the smaller 15 credit hour core, modifying the current curriculum to increase program specific required credit hours that will strengthen student knowledge and skills in Allied Health.

The certificate in Allied Health has also been changed to better reflect the needs of those students pursuing the certificate to find employment in the area of healthcare. The changes to the certificate program have been approved by the Curriculum Committee and will be part of the next new (2018-2020) College catalog.

The new Community Health Worker curriculum approved by the State's Office of Community Health Workers in Fall 2017 will continue to be offered during the 2018-19 AY with some changes. The rationale behind the changes is that students will be allowed to enroll in non-clinical CHW courses, and after completing the core courses, those seeing CHW as a viable career pathway will proceed to take the clinical portion of the new course series (CHW 110 Clinical Practicum). Thus, individuals completing the entire three (3) course sequence will then have the opportunity to take the state certification exam and become a certified community health worker in the state of New Mexico. However, those opting out of the clinical experience will not meet the State's requirements to test for certification, but will have the knowledge of the competencies required to serve in the capacity of community health liaisons.

As with the AAS in Allied Health, the department also offers the AAS in Vocational/Technical Studies. The department will partner with the other departments that offer this AAS to help redesign the AAS degree to meet the new State educational core curriculum. The intent of the redesign is to have more students be eligible for the AAS degree in vocational and technical areas of study. The department of Allied Health, would like to see every student completing the Dental Assisting Certificate also complete the AAS in Vocational/Technical Studies.

New courses

Two new courses will be added to the Allied Health Curriculum for AY 18-19. The first, of which was mentioned above is the CHW 110 Clinical Practicum course. The second is AH110 Medical Information Systems, a 100-level Allied Health course in billing and coding training. The latter course is a three (3) credit hour course designed to introduce



the concepts and techniques of managing patient billing information within a healthcare system. This would include the use of hardware, software, personnel, control techniques, and the placement and integration of information system resources within various health care organizations.

Program and Course Assessments

The Institution has recently purchased the software WEAVE to assist with assessment activities and planning which were initiated in spring 2018. Faculty and program directors have been working with the institution's Assessment Team to implement the use of the new assessment software as it relates to department programs.

Goal 2: *Develop and implement training programs for College faculty and staff.*

Trainings

Faculty and staff continue to attend one or more trainings provided by the College during the academic year. Faculty and staff in the Allied Health Department are encouraged to attend trainings that will benefit them in their daily duties. Faculty are also encouraged to request institutional funding for professional development when appropriate.

All faculty are encouraged to participate in the Quality Matters (QM) online training. New faculty wanting to teach via distance education are required to participate and complete the QM training.

Goal 3: *Provide students with opportunities to achieve educational goals.*

The director, one full time faculty member and one faculty Advisor (fall 2017) served as advisers for the 100+ students designated as Allied Health certificate and/or degree seeking students. Faculty, full time and adjuncts are available during office hours and by appointment to assist students with issues and/or concerns that relate to achieving educational goals throughout the academic year. Faculty utilized the early alert system which is now available electronically to identify those students that are having difficulties in courses. Advisors are required to identify underperforming students early on in the semester to help students achieve their educational goals. The Allied Health Department is looking to use more intrusive mentoring to ensure student success.

Goal 4: *Provide a variety of programs that meet stakeholder needs in an efficient and effective delivery method.*

Program advising plans have been developed for the certificates and Associates program offered in the Allied Health Department, including pre-nursing and pre-dental. The advising plans are designed to guide students through their selected prerequisites and major's course offerings; thus, allowing them to plan out each semester as they navigate the certificates or degree program in an effective and efficient manner. The department is continually review its curriculum to meet the needs of the vacancies in the workforce.

Direction 2: Student Persistence, Retention, and Completion



The Allied Health Department is working to ensure that enrollment data is gathered by the program advisors to assess student success. As stated earlier, the department will develop better means of tracking student success at the course and program level. Accurate data will help the program track students and their success in the program.

Goal 5: *LCC will focus on college readiness by working with its community partners.*

As part of work force readiness, the department is continuing to maintain National accreditation for its dental assisting program through CODA. Engaging CODA Standards in the curriculum insures that community partners in the dental field have access to some of the most qualified dental assistants in the state. The dental assisting program's advisory committee works diligently to ensure that the program is meeting the needs of the service area. The department will also continue with assisting students to gain state certification in the nurse assisting training course through Prometrics, and the new Community Health Worker three (3) course series through the State's Department of Health's Office of Community Health Workers. Students who also successfully complete their EMT train will have the opportunity to sit for the national EMT-Basic exam, and if successful, will be nationally certified as EMT-basic responders. The department will continue to work with external stakeholders to address the health care career needs of the institutions service area and beyond.

Goal 6: *Increase retention rates for all students.*

The departments primary objective for AY18-19 is to **“Advise 100% of students enrolled in the Allied Health program(s):”** The department hopes to utilized three (3) academic advisors to advise student in its pre professional tracks (Nursing and Dental Assisting) and those seeking an AH-AAS or AH-Certificate. The department's advising group has worked to create a list of all current students that are pursuing one or more health related academic course in the department's programs.

Utilizing the retention data provided by the institution, the department has established a baseline retention list for all its students pursuing certificates, and/or the degree program in the department. With a relatively clean list of allied health declared majors, advisors will continue with the following initiatives:

- 100% of students enrolled in the Allied Health department will be contacted for advisement
- Create a digital Retention/Persistence/Completion student list for the department to review yearly
- Internalize the Early Alert system to ensure students in the programs obtain the assistance they need to be successful in their courses.

Goal 7: *Increase the number of students completing degrees and certificates.*



Program assessment activities

The director and faculty of the Allied Health Department have been working on program assessment outcomes for the Allied Health Certificate and AAS Degree programs. With the assistance of the Institutions Advising Team, assessment plans utilizing WEAVE software are being developed. The department's plan is to utilize course learning outcomes from various courses within the department to evaluate this eight program/departmental outcomes. The department's plan is to implement the program assessment strategy during the 2018-19 academic year. The following eight program level outcomes were established for Allied Health:

1. *Describe and demonstrate effective soft and hard skills needed in the health care workplace*
2. *Use critical thinking and problem solving skills, while exercising independent thinking when exploring solutions to specific workplace concerns and contemporary healthcare issues*
3. *Demonstrate and utilize effective written and oral communication skills and terminology when interacting with clients and other members of the health care team while working in a professional office environment*
4. *Describe the purposes and intents of key federal, state and local healthcare policies*
5. *Demonstrate ethical and professional behavior, while practicing within the scope of the health care profession*
6. *Demonstrate knowledge of basic human anatomy and physiology, demonstrating the ability to identify anatomic structures and basic pathologic findings*
7. *Provide proper client care. This will include knowledge of body mechanics, basic life support techniques, and nutrition, client education for examinations, and overall client care and comfort*
8. *Communicate orally or in writing to an academic advisor their goals to transfer into an allied health career program or to a pre-professional program at a four year*

Course assessment activities – The faculty have been completing course assessments (SLOA) annually. Aside from content assessment, a part of the activity is obtaining course information via the Course Grade Distribution and Retention Form, obtained for each course taught in the specific programs. The form provides numerical data on the retention of students enrolled in program courses each semester, as well as the distribution of letter grades in each course.

Direction 3: Effective Communication

Goal 8: *Increase regional leadership through partnerships and educational opportunities.*

The Allied Health department partners with Montes del Norte Health Education Center which resides on campus, also with its advisory committee to communicate the needs of the area's healthcare businesses. The Allied Health director participates in the advisory



committee meetings that occur quarterly throughout the calendar year. The Area Health Education Center (AHEC) serves to assist the department in developing health partnerships and educational opportunities for students in nursing and dental assisting, as well as supporting other initiative in and out of the service area.

The Dental Assisting program holds its advisory committee meetings twice annually. The Dental Assisting Coordinator, faculty, and department director participate in the annual meetings. The advisory group provides a voice for developing partnerships and educational opportunities for students in the DA program. The committee also provides information on changes and updates in the area of dental assisting.

Goal 9: *Institutionalize methods to ensure effective communication.*

The Department of Allied Health holds director, faculty, and staff meetings during the academic year to communicate program activities. These meetings are scheduled to discuss matters associated with the department, as well as directives from the administration. Members of the department provide updates and reports from their respective institutional committees other groups, providing important and/or essential information to the department about the institution and its stakeholders.

The Allied Health director participates in directors’ meeting held by the Vice President for Instruction. The VP for instruction provides information on local, regional, state and national activities that are relevant to the institution and the various academic departments.

The Allied health director participates in external meeting and conferences and disseminates acquired knowledge to faculty and staff in the department and the rest of the institution when appropriate.

Programs/Certificates

The following programs comprise the Department of Allied Health Sciences:

- Associates of Applied Sciences in Allied Health
- Certificate of Completion in Allied Health
- Certificate in Dental Assisting
 - CODA certification
- Certificate in Emergency Medical Technology

Faculty/Staff Composition

Name	FT / PT	Credential*/Degree	Credit hours taught/sem	Discipline-Specific Hrs.	Professional
Dawna Ortega-Gallegos	FT	DAC/Masters	19 (overload)	18+	Certified DA
Gloria Pacheco	PT	DAC/Masters	7	18+	Certified DA
Connie Beil	PT	Masters (2), MHA,	6	18+	n/a



		MSN			
Diana Bird	PT	Masters (2) MST, MSN	3	18+	n/a
Sierra Fernandez	PT	Masters	3	18+	n/a
Lindy Lucero	PT	BSN-RN	4	18+	Health care
Aggie Ortega-Lucero	PT	AND-RN	4	18+	Health Care
Theresa Lopez	PT	ADN/RN	0	CNA Coordinator	Health care
Roberta Montano	PT	Masters	3	18	Teacher licensure
*David Muniz	PT	EMT-I /MSN ed, BSN-RN	0	18+	n/a
Annette (Montoya) Painter	PT	Masters	3	18	n/a
Breanna Gould	FT	Masters Courses (ABT)	17	18	n/a
*currently on military leave					

Professional Development

Faculty are encouraged to continue enhancing their academic, vocational and technical skills. Some faculty such as those in the Dental Assisting Program that must maintain their personal certifications are required to pursue continuing education units (CEUs). Adjuncts are also encouraged to pursue professional development. Some of the department's adjuncts also maintain certain certifications that require them to stay current in their field of expertise and must earn CEUs to maintain their certificates. Professional development is also afforded to the nonacademic staff as well. Staff are encouraged to obtain and/or pursue certificates and/or degrees through the institution or other institution of higher education.

Advisory Committee Work

Allied Health partners with the Area Health Education Center (Montes del Norte Health Ed.) to have the Center's Advisory Board serve as the Advisory Committee for Allied Health. The Board provides input on curriculum development and area job placement for students, as well as offering other advice to the department.

Alumni Surveys

No Surveys were conducted during AY17-18. The department is aware that Student Services conducts graduation surveys, perhaps a section could be added to the survey to indicate student major to help acquire department data.

Accreditation

The Dental Assisting Program (CODA, see Dental Assisting 17-18 Program Report) is currently the only program in the department that has a special accreditation. The program is currently on



provisional accreditation because of the earlier show cause order. We hope that the full accreditation will be restored now that the institution is on a probationary status.

Department Budget

The Allied Health Department (excluding Dental Assisting) requested some modifications for the proposed 17-18 AY budget. The department requested the addition of one (1) FT faculty member and one (1) fulltime Faculty (or Staff) Advisor, to assist in course offerings, and student advising. The department reduced its budget for PT faculty salaries because fewer courses are being offered resulting from lower enrollment. The department also requested an increased in its purchase services to pay for additional licensure fees associated with new program courses and/or software. A reduction in the department’s supply budget was also requested to help offset some of the proposed budget increases. Nothing was initially budgeted for Equipment, however if funds are available near the end of the fiscal year, the department may look to see about equipment that it may be needed to further enhance the program. Since the department is not allotted a travel budget, those needing to travel will request such funding through the institution’s travel budget for professional development.

G/L	Budget Description	2017/18 Budget	Increase/Decrease	2018/19 Proposed Budget
100-61*	Salaries	194,240.00	63,760.00	258,000.00
100-62*	Fringe & Tax	58,047.00	19,062.99	77,136.96
100-63*	Purchased Services	4,568.00	7,000.00	11,568.00
100-64*	Supplies	10,300.00	(2,300.00)	8,000.00
100-65*	Travel	NA	NA	NA
		Total = \$267,155.00	Total = \$87,522.99	Total = \$354,704.96

Evaluation of the Department

The separation of Allied Health from Nursing in recent year has created opportunities for developing a stronger allied health program. The program currently umbrellas CNA, CHW, EMT, Allied Health Certificate, and the Allied Health AAS. The program also oversees the Dental Assisting Program and the Pre-Nursing Advising as well. The department is looking to become less of a service department to nursing and move towards offering options outside of nursing.

Both the Allied Health Certificate and the Applied Associates Degree are undergoing some revisions to make the programs more focused towards gainful employment. Initial steps to better the AAS program were introduced to the Curriculum Committee but have been tabled for now as the institution deals with state changes in the educational core



curriculum. As eluded to above, the current concern is that a significant percentage of the students entering Allied Health are pre-nursing student. The department would like to see more students entering the program be more interested in seeking certificate or AAS in allied health. Many students are completing the Nursing Assisting Training courses which make them eligible to become certified nursing assistants. It is our hope that EMT classes that lead to state and notational certifications as well as an institutional certification will be available again for students in the near future. The dental assisting (DA) program also continues to be viable, but we would like for it to gain popularity. Many of the students that consider the DA program are those that are not accepted into the nursing program; our hope is to attract students directly into the DA program. We also hope to increase the quality of students entering the DA program so that there is academic competition for the twelve openings that are available for each fall cohort. The cohort for 17-18 was only seven (7) individuals, and we hope that we can increase enrollment in the DA program for the 18-19 academic year. The DA program will work on an aggressive recruitment plan to elevate the number of students applying to the program.

Some of the things that the department hopes to accomplish during the 18-19 AY include, 1) complete the revisions on the certificate and AAS degree in allied health, 2) assist in the revision of the AAS in Vocational/Technical Education, 3) add an additional full time faculty member to the department, as well as a full-time academic advisor.

The department also need to continue market the new CHW classes. We are also adding a health billing and coding class (AH110 Health Information Systems) to the curriculum that we hope will help graduates be more employable.

Because of the HLC Show Cause Order, our full accreditation from CODA for our dental assisting program was halted. Our DA program coordinator and AH director are working to ensure that the DA program is fully granted accreditation. Now that the institution is off the Show Cause and on probation.

The department is still look to develop articulations with nearby four year institutions, more specifically, the possibility of articulating an Environmental Health two-plus-two with Northern New Mexico College during the 18-19 AY.