



Department Strategic Plan

Institutional Strategic Master Plan Goals/Initiatives (2014-2020)

1. Retention and Completion
2. Conducive Learning Environment
3. Improvement and Accountability
4. Visibility and Engagement

Department Objectives

1. Maintain NCLEX-PN Program Pass rates at 75% or better
2. Renew Medical Assisting Accreditation
3. Update Medical Assisting and Practical Nursing Curriculum

Approved: November 20, 2014

Revised:

Timeline

Year 1

1st Quarter (August – October)

ISMP Goal #	Department Objectives	Annual Program Budget Goal	Tasks
1. 2. 3. 4. 5.	1. Have all faculty & staff complete accreditation basics. 2. Update PN Program & Medical Assisting Curriculum. 3. Submit all quarterly reports with updates (PN, Secondary, Department). 4. Complete budget reports/requests and submit to the Dean. 5. Stay current with Assessment Cycle Schedules		1. Determine who has yet to complete accreditation basics. Have faculty take online course and submit certification to DC By Sept. 1 st . – Task complete! 2. Review course & program curriculum, SLO's, and syllabi to ensure they meet current industry and institutional standards. 3. Quarterly reports for PN, Secondary programs and Department submitted on time. 4. Work with the Dean to finalize budget and correlate budget according to program needs as expressed in Tracdat. Submit Budget by specified timeline. 5. Program & course SLO data collection (Associate degree programs) and Data collection and Summary (certificate Programs) to be entered and approved by October 13, 2014

2nd Quarter (November - January)

ISMP Goal #	Department Objectives	Annual Program Budget Goal	Tasks
1.	1. Begin work for Pharmacy Tech program.		1. Schedule advisory meeting with key stakeholders for pharmacy

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2. 3.	2. Secure instructors for the following semester and workloads. 3. Collect all syllabi from instructors by 1 st day of class.		tech by Mid-January. 2. Finalize instructors/workloads for Spring Semester courses. 3. Collect all syllabi and complete syllabi checklist. Turn in checklist to Dean by specified due date.
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3rd Quarter (February – April)

ISMP Goal #	Department Objectives	Annual Program Budget Goal	Tasks
1. 2. 3. 4.	1. Finalize all course documents. 2. Finalize Pharmacy Tech Program reports/curriculum for proposal/submittal to the Dean's office. 3. Stay current with Assessment Cycle Schedule deadlines 4. Work on and finalize Medical Assisting Bill.		1. Complete and submit all Curriculum documents to LOC & Deans office. 2. Complete draft of Pharmacy Tech Program Reports by end of February for review by the Dean. 3. Program & course SLO data collection (Associate degree programs) and Assessment plans (certificate Programs) to be entered. 4. Collaborate with Senator Rodriguez to finalize and submit Medical Assisting Bill for legislation.

4th Quarter (May – July)

ISMP Goal #	Department Objectives	Annual Program Budget Goal	Tasks
	1. Upload all final course documents to Acalog.		1. Complete and submit all Curriculum documents to LOC &

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	<ol style="list-style-type: none"> 2. Submit Program Reports to the Dean's Office. 3. Complete Annual Evaluations. 4. Prepare for next semester 5. Complete and turn in Annual report to GBNE 		<p>Deans office.</p> <ol style="list-style-type: none"> 2. Prepare and submit all reports (BOT, Quarterly, AHEC matching funds) for review by Dean. 3. Ensure observations, faculty narratives, and performance evaluations are completed by the deadline. 4. Prepare workloads, secure faculty, and finalize textbook orders and classroom reservations. 5. Update PN graduate information and pass rates and complete the Annual report for review and submittal to the Guam Board of Nurse Examiners.
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Year 2

1st Quarter (August – October)

ISMP Goal #	Department Objectives	Annual Program Budget Goal	Tasks
	<ol style="list-style-type: none"> 1. Have all faculty & staff ensure they are current with accreditation standards/online basics. 2. Update PN Program & Medical Assisting Curriculum. 3. Submit all quarterly reports with updates (PN, Secondary, and Department). 4. Complete budget reports/requests and submit to the Dean. 5. Stay current with Assessment Cycle Schedules. 		<ol style="list-style-type: none"> 1. Determine who has yet to complete accreditation basics. Have faculty take online course and submit certification to DC. – Task complete! 2. Review course & program curriculum, SLO's, and syllabi to ensure they meet current industry and institutional standards. 3. Quarterly reports for PN, Secondary programs and Department submitted on time. 4. Work with the Dean to finalize budget and correlate budget according to program needs as expressed in Tracdat. Submit Budget by specified timeline. 5. Program & course SLO data collection (Associate degree programs) and Data collection and Summary (certificate Programs) to be entered and approved.

2nd Quarter (November - January)

ISMP Goal #	Department Objectives	Annual Program Budget Goal	Tasks
	<ol style="list-style-type: none"> 1. Analyze and move forward with the progress of the Pharmacy Tech program. 2. Secure instructors for the following 		<ol style="list-style-type: none"> 1. Review feedback from advisory board members regarding the Pharmacy Tech program. 2. Finalize instructors/workloads for

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	semester and workloads. 3. Collect all syllabi from instructors by 1 st day of class. 4. Preparation for faculty observations.		Spring Semester courses. 3. Collect all syllabi and complete syllabi checklist. Turn in checklist to Dean by specified due date. 4. Conduct observations in preparation for faculty evaluations. Ensure faculty percentages are submitted.
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3rd Quarter (February – April)

ISMP Goal #	Department Objectives	Annual Program Budget Goal	Tasks
	1. Finalize all course documents. 2. Finalize Pharmacy Tech Program reports/curriculum for ACCJC. 3. Stay current with Assessment Cycle Schedule deadlines 4. Work on and finalize Medical Assisting Bill		1. Complete and submit all Curriculum documents to LOC & Deans office. 2. Complete draft of Pharmacy Tech Program Reports by end of February for review by the Dean. – <i>Not completed, placed on hold to redo needs assessment per recommendation of Advisory committee.</i> 3. Program & course SLO data collection (Associate degree programs) and Assessment plans (certificate Programs) to be entered. 4. Collaborate with Senator Rodriguez to finalize and submit Medical Assisting Bill for legislation.

4th Quarter (May – July)

ISMP Goal #	Department Objectives	Annual Program Budget Goal	Tasks
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	<ol style="list-style-type: none"> 1. Upload all final course documents to Acalog. 2. Submit Program Reports to the Dean's Office. 3. Complete Annual Evaluations. 4. Prepare for next semester 5. Complete and turn in Annual report to GBNE 		<ol style="list-style-type: none"> 1. Complete and submit all Curriculum documents to LOC & Deans office. 2. Prepare and submit all reports (BOT, Quarterly, AHEC matching funds) for review by Dean. 3. Ensure observations, faculty narratives, and performance evaluations are completed by the deadline. 4. Prepare workloads, secure faculty, and finalize textbook orders and classroom reservations. 5. Update PN graduate information and pass rates and complete the Annual report for review and submittal to the Guam Board of Nurse Examiners.
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Revised:

Year 3

1st Quarter (August – October)

ISMP Goal #	Department Objectives	Annual Program Budget Goal	Tasks
	1. Finalize all PN Program & Medical Assisting Curriculum. 2. Timely submittal of all Program & Department reports with updates (PN, Secondary, and Department). 3. Complete budget reports/requests and submit to the Dean. 4. Stay current with Assessment Cycle Schedules. 5. Advisory Committee Objectives		1. Review course & program curriculum, SLO's, and syllabi to ensure they meet current industry and institutional standards, ensure all curriculum updates are approved through a catalog. Submit all course updates and curriculum to book store manager. 2. Ensure all quarterly reports for PN, Secondary programs and Department are submitted on time to prospective requestor. 3. Work with the Dean to finalize budget and correlate budget according to program needs as expressed in Tracdat. Submit Budget by specified timeline. 4. Program & course SLO data collection (Associate degree programs) and Data collection and Summary (certificate Programs) to be entered and approved. 5. Hold advisory meeting and ensure committee goals & objectives are outlined. Document any new goals or tasks and ensure curriculum docs meet current industry needs.

2nd Quarter (November - January)

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Goal #	Department Objectives	Annual Program Budget Goal	Tasks
	1. Analyze and move forward with the progress of the Pharmacy Tech program. 2. Next semester schedule and workloads. 3. Course Syllabi 4. Preparation for faculty observations. 5. Faculty professional development plans		1. Review feedback from advisory board members regarding the Pharmacy Tech program. Finalize curriculum and establish a plan for proposal to start the program. 2. Finalize instructors/workloads for Spring Semester courses. Ensure textbooks are ordered and fall in line with curriculum updates. Ensure classrooms are secured for all scheduled courses and faculty are up to date with TB schedules. 3. Collect all syllabi and complete syllabi checklist. Turn in checklist to Dean by specified due date. 4. Conduct observations in preparation for faculty evaluations. Ensure faculty percentages are submitted. 5. Ensure faculty have a clear outline for enhancing and maintaining their expertise in the field or in education. Encourage new faculty or LTA to take required courses to become permanent. Foster professional development opportunities for faculty and staff to enhance curriculum and expertise in the field and for the students.

3rd Quarter (February – April)

ISMP Goal #	Department Objectives	Annual Program Budget Goal	Tasks
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	<ol style="list-style-type: none"> 1. Ensure all course/program documents are approved in ACALOG. 2. Stay current with Assessment Cycle Schedule deadlines. 3. Evaluate progress of accreditation for Medical Assisting 3. Work on and finalize Medical Assisting Bill 		<ol style="list-style-type: none"> 1. Complete and submit all Curriculum documents to LOC & Deans office. 2. Program & course SLO data collection (Associate degree programs) and Assessment plans (certificate Programs) to be entered. 3. Finalize MA plan of action. Work on requirements for application for accreditation. 4. Collaborate with Senator Rodriguez to finalize and submit Medical Assisting Bill for legislation.
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4th Quarter (May – July)

ISMP Goal #	Department Objectives	Annual Program Budget Goal	Tasks
	<ol style="list-style-type: none"> 1. DCAPS for secondary programs. 2. Submit Program Reports to the Dean's Office. 3. Complete Annual Evaluations. 4. Prepare for next semester 5. Complete and turn in Annual report to GBNE 		<ol style="list-style-type: none"> 1. With all curriculum approved, work on DCAPS for secondary programs can be finalized and submitted to the Dean's office for review and approval. 2. Prepare and submit all reports (BOT, Quarterly, AHEC matching funds) for review by Dean. 3. Ensure observations, faculty narratives, and performance evaluations are completed by the deadline. 4. Prepare workloads, secure faculty, and finalize textbook orders and classroom reservations. 5. Update PN graduate information and pass rates and complete the Annual report for review and submittal to the Guam Board of Nurse Examiners.

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Revised:

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