

HSC/HSA Advisory Committee Meeting

Thursday March 23, 2017 3:30 PM HEC (66th and Park Blvd)

Provost Conference Room in Administration (glass block area off of main lobby) or via conference call

Attended: Sandy Shull, Chad Oakley, Kathi Timothy, Cindy McNulty, Tricia Holloway (via phone), Samantha Staley, Mary Haumschild, Dean Rebecca Ludwig, Teri Trede, Lara Maisch, Eboni Anderson, Wendy Shellhorn.

Did not attend: Dennis Dansby, Kandy Swanson, Matt Brown, Paige Brett, Phil Weichmann, Jane Walker, Maureen Cottom, Mark Haumschild, and Michelle Hampton.

- I. Call to Order- Welcome & Introductions Trede
 - a. Minutes from fall 2016 meeting (attached)
Eboni Anderson motioned to accept; Cindy McNulty seconded.

- II. Academic Community events Ludwig
 - a. Career Fair with Speed Dating week of October 16, 2017
Academic communities' discussion – students who have a peer group are more likely to participate. This is a college-wide affair. This is one of the events for the academic communities – professionals from the community will be asked to come to campus and for students to be able to ask questions and talk with the professionals about real life experience.

 - b. Student Success Showcase in spring and fall – take to the next level. Students who are in the program but want to make it bigger. Dean Ludwig talked with Dr. Carver about this. Make it an outreach event, invite the community, get other programs involved in the showcase as well. Help to promote HEC in the Pinellas County community as well as networking for students with prospective students. Dr. Trede talked about how it could be an opportunity for students to look professional and to have the polish needed before going into their career. Students can put this on their resume and “display” their poster instead of “presenting” – makes students more comfortable.

- III. Update on AS-HSC program Anderson
 - a. A.A. transfer plan meeting with USF for public health set for 3/29/17
Wanting to expand options for students. Create a transfer packet for USF in particular. Eboni Anderson reached out to USF to better understand their programs

and the requirements in order to provide a clearer picture. B.S. in Public Health degree is also offered at USF. USF is open to working with SPC students – Eboni Anderson is working on a transfer plan for students to move from an A.A. to a B.S. degree. Taking 10 credits from the A.S. to merge with the A.A. degree – Eboni Anderson will be meeting with people from USF to further talk with them about the plan. Once something is in place then it will be about marketing and making students more aware of public health. Some examples of students from the recent HEC Open House were given – looking at other options from nursing programs, in order to allow another avenue for students to look into. Students need to have a back-up plan if they are not immediately accepted into their “first” choice of competitive programs. Students need to have better perspective/expectations of what jobs they will be able to get with a bachelor’s degree with no health care experience – cannot leave the program and expect to be able to run a hospital and make six figures right after graduation. Mary Haumschild asked why we would want to have students transfer to USF instead of our own BAS – HSA degree. Mary Haumschild also asked what percentage of students come from the AS program from SPC into the BAS- HSA degree. A lot of students have to be careful in transferring credits due to financial aid criteria. Students can no longer “explore” what they want to be – need to decide in their first 15 credit hours what they want to do with their career – need to decide sooner how to make it through college successfully but at a faster pace than years ago. Need students to come up with a more realistic plan for students – how to get through school, think about career and what is actually able to happen.

b. Transfer plan for Health Sciences requested by USF

See above item A.

c. AS-HSC-Gen professional development opportunities via Corporate Training

Create more opportunities for students for professional development – need to be tied to education and career goals. Eboni Anderson had a meeting with Giovanna Taylor, Michelle Hampton, Perkins Grant Coordinator, and Kengia Johnson-Sabree about what can be offered to students. Brain storming about other certificate programs that can be added for students to take or other conferences that students can attend. Different options for students to consider – a lot will be based on the expense that students can afford. This is all about increasing resume skills, retention and interest in the program. Michelle Hampton sends out invitations for career fairs, different opportunities for student to participate in which can then be sent on to all classes offered through SPC.

d. Non-completion rate adversely affecting Perkins Grant

- i. All enrolled AS-HSC students now coded & moving more into AA prior to enrollment

300 students were coded in the A.A. program. AS Health Science – enrollment is down compared to last year. However, per Dean Ludwig this is a good thing as the program is funded by Perkins Grant money. Attrition numbers are high as students are often waiting for acceptance into competitive programs. Retention can often be low – which affects Perkins funding. Huge influx of students meant more money from Perkins but low retention means that the program could lose money. By resetting students coding into a better program it will better help the retention numbers and get students into a better mind frame – get them into the program they “need” to be in, in case students decide the program is ultimately for them or cannot get into the competitive programs.

- ii. Progression milestones remains in progress to move students into a plan B if not likely to get into limited enrollment program

Eboni and Damon Kuhn have talked about tracking students through the program. From the 15-21 credit hour mark, students need to talk to an advisor about where they are in their program and consideration moving forward into a competitive program or other options available to them. Some classes that are offered for professional development, continued education are offered online, face to face or are also available as evening classes.

IV. Update on BAS-HSA program

Trede

- a. Course revitalization

Right in the middle of course revitalization. As an institution we are Quality Matter certified – are courses are certified to be more student friendly and more in line with accreditation standards. BSA – HSA has always been ahead of the curve. Leadership has been revitalized and is now the gateway course – a lot of the advisory committee recommendations have been encased in this class. Meyers-Briggs, Focus 2, resume updating, professional bio for conferences, professional memo about changes, etc. – students have been extremely receptive to the class. Pre-Capstone course will begin in the Summer of 2017 and will hopefully help students to have better polished students when they are out in the community.

- b. Removed admission barriers
Approval through the Curriculum Committee in progress.
- c. Auto-accept AS graduates of health programs
Need to increase enrollment (SPC down 3.5%) – be out in the community talking with people and making more students aware of the program.
- d. Allow enrollment in 2 courses prior to admission
For students who are not completely done with the A.S. or A.A. degree they are now allowed into the program 2 classes from graduation. This allows students to see what the program is about before fully graduating from their lower division degrees.

V. Program data

Ludwig

- a. BI enrollment & grads (see below)
AS Health Science – enrollment is down compared to last year. We are working to help students get recoded ASAP if they are not going to be competitive to get into a limited enrollment program and do not plan to finish AS-HSC. The program is included in the Perkins funding, and high attrition adversely affects the grant requirements. Huge influx of students when AS-HSC began meant more money from Perkins, but low retention means that the college could lose significant amount of Perkins funding.

BAS program on track to have increased enrollment. Decrease in graduates over a period of time – per Dr. Wendy Shellhorn there is a lag time between admission and graduation. Some take fewer classes at a time or are waiting to take general education classes, which holds up graduation in the long run. Academic communities and clearly defined program plans may help students better prepare and move from admission to graduation at a better pace. Per Dr. Teri Trede, typically enrollment swings based on the economy. Need to continue to be visible and competitive.

Kathi Timothy asked what the Advisory Committee could do in order to help increase enrollment in our health programs. Will invite committee to participate in future recruitment events. They could also participate in health in-service days at various organizations to talk about the A.S. and BAS programs.

- b. Viability report information (attached)
Explanation of what the report and process is for the viability report – attached are the action plans for the AS and BAS programs. Start revitalization process – this has

started in the BAS program, provide more adjunct support - level of quality and consistency – Eboni Anderson is developing a plan for the AS degree program. DISC assessment and Focus 2 starting in Leadership and cultivating in the Capstone course will be pursued in BAS-HSA. Heard the Advisory Committee when they asked for more “team” assignments – we have added more assignments in the course, trying to also figure out how to evaluate the effectiveness of these efforts.

- VI. As may occur
 - a. The spring Student Success Showcase is scheduled for Thursday May 4th 5:30-6:30 PM in the HEC Lobby. The programs participating will be the same as in the past; we plan for the expansion to occur the 2017-2018 academic year (Fall 2017).

5:10pm, Motion to adjourn the meeting by Eboni Anderson, seconded by Cindy McNulty

ATTACHMENTS

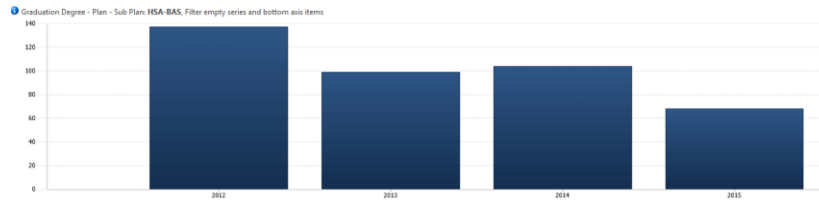
Program Data

Unduplicated Headcount

	Fall 505	Spring 510	Summer 515	2015-2016	Fall 520	Spring 525
Health Sciences-AS	3675	3314	1524	5135	2787	2519
Health Sciences – AS Core Courses	201	185	116	420	206	174
Health Services Administration- BAS	316	319	175	603	329	330

Graduates

	Fall 505	Spring 510	Summer 515	2015-2016	Fall 520
Health Sciences-AS	3	5	5	13	10
Health Services Administration- BAS	31	33	4	68	44



HSA-BAS Grads

137

99

104

68

Academic Program Viability Reports

Purpose: To enhance the program viability report process, it was decided in 2013, that program specific data would be extracted from Pulse/Business Intelligence. The same model will be employed in 2016.

Background: This is the tenth year in which the Academic Program Viability Report (APVR) has been published. The APVR was designed as an abbreviated yearly summative evaluation of a program's viability. It provides key College stakeholders such as the Executive Committee, a snapshot of relevant program specific information in order to highlight program trends and issues. Program level action plans are included in the report as part of the program viability report process.

The APVR contains detailed measure descriptions as well as individual program reports for all lower and upper division programs designated by the active academic organization levels. The nine required measures include *unduplicated student count, SSH Enrollment, performance, percent full metric, number of program graduates, internships, industry certification, placement data, and employment trends.*

Viability Process:

Program Specific Charts: The process begins with the creation of trend charts for each of the programs. Program directors or deans generate six of the measures in Pulse/BI, and Academic Effectiveness staff provides industry certifications, placement and employment data from external sources.

Follow-up Report: The Program Action Plan follow-up captures the qualitative results of the previous year's action plan items. This completed form, located in each program's SharePoint folder, is part of the APVR along with each program's individual program charts and the current year's action plan.

Program Action Plans: Once the measures have been uploaded to SharePoint, program administrators review the data and discuss various actions (between 1 and 3) that could be implemented by their program(s) to improve performance. A Program Action Plan form in WITS is used to capture the action items. [Note: the ninth area, employment trend information, is not charted and cannot be directly impacted by program performance].

Program Meetings: Meetings are held with program administrators, deans, and staff from Academic Effectiveness and Workforce to discuss each program's performance. After the program specific meetings have been conducted, and appropriate parties are in agreement, the completed follow-up report and action plan form are included in the APVR.

Program Action Plan

Program: Health Services Administration, Lower Division

Date Completed: 10/21/2016

Prepared By: Eboni Anderson

I. Action Plan Items - Due September 2017

	Action Item	Viability Measure Addressed	SPC Strategic Priority	Responsible Party
1	Course revitalization - At least one of the six AS-Health Sciences core courses will go through the online course revitalization process.	Course Success/W-WF-F Rates	Classroom Experience (Academic and Instructional Enhancements)	Adam Smith
2	Adjunct faculty support - Academic Chair will work with the AS-Health Sciences adjunct faculty to make the online learning process consistent across the entire program. This will include the standardization of welcome messages, use of the A.S. Student Outreach Survey for Instructors, incorporation of the syllabus quiz, and the promotion of the HSA Style Guide in all of the online courses.	Course Success/W-WF-F Rates	Classroom Experience (Academic and Instructional Enhancements)	Eboni Anderson

II. Special Resources Needed:

No resources are required.

III. Area(s) of Concern/Improvement:

None.

Program Action Plan

Program: Health Services Administration, Upper Division

Date Completed: 12/14/2016

Prepared By: Rebecca Ludwig

I. Action Plan Items - Due September 2017

	Action Item	Viability Measure Addressed	SPC Strategic Priority	Responsible Party
1	Add using DISC; Focus 2 in Leadership and Capstone to see if response change over time in the program.	Graduates	Classroom Experience (Academic and Instructional Enhancements)	Instructor in Charge
2	Investigate potential methods for evaluating the students' team/collaboration skills since a group project is incorporated into most courses.	Job Placement	Classroom Experience (Academic and Instructional Enhancements)	Instructor in Charge

II. Special Resources Needed:

Both action items focus on workplace preparedness as a result of their academic experience. If a cost is associated with using focus 2, then funding will be needed. Depending on the options for evaluating the student's collaboration skills, funding for that initiative may be needed too, if a meaningful method is identified.

III. Area(s) of Concern/Improvement:

Improvement- Revitalized courses to meet QM standards are starting to be offered to students. As sufficient data becomes available, the effect on student success should be analyzed.

Improvement- Program updating/revision process initiated in 2014 has been completed. The admission criteria has been simplified to remove student barriers, including open enrollment in two courses for those not meeting admission requirements.

HSA Advisory Committee Meeting
September 16, 2016
10 a.m. - Carillon Hilton

Members Present: Mark Haumschild, Patricia Holloway, Paige Brett, Phil Wiechmann, Dennis Dansby, Cindy McNulty, Samantha Staley, Lara Maisch, Teri Trede, Eboni Anderson, & Rebecca Ludwig

Invited Guests Present: Mary Haumschild, John Crane, & Eric Carver

Members Absent: Matthew Brown, Sandy Malkin, Jennie Orama, Wendy Shellhorn, Kandy Swanson, Kathi Timothy, and Jane Walker

- | | | |
|------|--|-----------------|
| I. | Call to Order- Welcome & Introductions | Trede |
| II. | Outstanding Capstone Mentor Award: Gina Kravitz | Anderson/Ludwig |
| III. | Outstanding Capstone Affiliate Award: Largo Medical Center | Anderson/Ludwig |
| IV. | Program data | Ludwig |
- Dr. Ludwig thanked all Capstone mentors as well as those who serve on our Advisory committee.
 - Dr. Ludwig discussed headcount for both the Bachelors and Associates program.
 - Students who are not selected for limited enrollment programs (such as Nursing) will come into our Associate in Science program.
- b. BI enrollment & grads
- i. Dr. Ludwig discussed graduates and decline from 2012 to present number of students. Most students have General Education courses to finish, which is why graduation numbers are steady or low. Also when program first started there was a massive influx of students, this is why the program graduated so many students early on.
 - ii. As economy improves enrollment starts to drop. Since enrollment numbers are starting to come back up hopefully there will also be a correlation with graduation.
 - iii. Need to case manage student more to have a plan B and C if their plan A (Nursing) does not work out. Program of choice for students is not always viable.
 - iv. Collaborative Lab planned to map out pathways to get/create options for those not getting into program of choice.
 - v. Dr. Carver discussed increasing menu of options, targeting students earlier, case manage before applications are submitted, and career counseling. End goal is better informed students.
 - vi. Applications into A.S. Health Science is 1/5 of SPC population.
 - vii. Mark Haumschild talked about Galen College of Nursing and their strategy of enrollment. PSAV strategy.

- viii. Dr. Carver talked about advising and then being able to transfer classes to other colleges or universities.
- ix. Dr. Ludwig also talked about the ratchet down on financial aid and how they are only paying for classes that are a part of the degree requirement.
- x. Mr. Dansby asked about Business Intelligence and projection with data/graduation
- xi. Dr. Carver talked about the age groups and the differences in how they approach learning/education. Survey group that leaves program/college and engage them. Dealing with a number of clinical spots in Pinellas County in order to bring in more students. With limited spots means limited enrollment for those needing clinical as a part of their program.

c. Viability report information

- i. Dr. Ludwig included a one page report for preview of Advisory Committee members along with follow-ups and evaluations for years before. Need to look at data, how to move forward and what might need to be changed.

V. Academic Community

Ludwig

- Dr. Ludwig gave out a community brochure - community general education courses tailored to the community of health sciences programs. This will help student to identify with their "community" of peers within the same programs.
- Dr. Carver referenced the August Board of Trustees meeting which discussed about new building concepts for the Health Education Center, site development, working with funds and simulation within the community.
- Dr. Ludwig also discussed possibilities of more mini clinics to offer selective services to the community

VI. Update on A.S. Health Science Degree program

Anderson

Plan B for students who are denied entry into the limited enrollment programs

- We are in the process of integrating an alternate plan called the AA in General Studies plan (which is like a default plan) that is projected to launch in Spring 2017.
- It aligns with Career and Academic Pathways.
- The AA code is about catering to students coming under the personal path program (the new student).
 - 27 transfer plans are available.
 - As of 9/16/16, 747 students have switched to the AA pathway.
- As Dr. Marvin Bright said, the focus should be on "having the end in mind."

The Personal Pathways Program

- Purpose and goal – To increase student retention and persistence rates by increasing the inventory of student options that will guide students to making well thought-out and comprehensive academic and career choices (i.e., nursing students that

were complete but not competitive to enter the program). Additionally, the goal is to cross-pollinate courses to see if students can pick up certificates along the way to increase their chances of landing the careers of their choice after graduation.

- Students can create their personal pathway with their academic advisor (and through the Career and Academic Communities Triad) to ensure that they are on the right path to meeting their academic and career goals. This, of course, is communication-driven.
- Options – Some of the options include completing the AS in Health Sciences general program, and then moving forward into the BAS-HSA program if they so choose. Or, students have the option to complete further education through the various transfer/FUSE plans here in Florida to make the transfer process relatively seamless for our graduates/students. For example, SPC already has articulation agreements with USF and Florida Gulf Coast University. Furthermore, we can take advantage of the University Partnership Center (UPC) academic exploration resource.

VII. Update on BAS-HSA Program

a. Course revitalization

Trede

- Revitalization is in full swing. We have 3 courses in process at the moment, with at least 4 more beginning in the next few months.
- We are trying to incorporate more applied experience and more career-based ties to the material and assignments/tasks in the new courses - i.e., identifying possible careers relative to the course material, using more case-based or career-based scenarios/case studies to help students apply what they are learning. We just started a new program curriculum plan in August which features a "Pre-Capstone" course to give students extra time to develop their Learning Contracts/project plans so they can focus more fully on the hands-on experience in the actual Capstone course.
- We have added some new things to the Leadership course, now the Gateway course, such as the DISC and Focus 2 career assessment. These will be repeated in one of the Capstone courses so students can reflect on progress, changes made, etc.

b. Final Critical Thinking Assessment

Maisch

- For a few years the HSA program used a Critical Thinking Assessment called the Health Sciences Reasoning Test. It showed improvement in several areas of critical thinking over the course of the program. However, the logistical barriers proved too great and so at the last meeting, the Advisory Committee agreed that it could be replaced with other assessments.
- One actions that being taken to replace the originally used assessment is: The Courses in the HSA program were restructured, Leadership became the Gateway course with Health Care Delivery in the United States being one of the few courses students may take in that same first modmester. Leadership has some self-assessments such as the DISC that allow students to reflect on their leaderships styles

- iii. Another action being taken to replace the originally used assessment is: A Pre-Capstone course was added to the revised curriculum and the course will be written in this academic year. The Capstone course will be enhanced to focus more on the professional skills and behaviors needed for the workforce.
 - iv. The same and/or complimentary assessments will be incorporated into these two courses to offer additional methods of assessing these critical work skills.
 - v. The Advisory Committee will be kept informed of the assessment methods being used.
- c. COHS Showcase Maisch
- i. Will be Thursday December 1, 2016 from 5:30 to 6:30 p.m. in the HEC lobby. Please come to see the accomplishments of our students. All COHS students are invited to present.
 - ii. A pre-Capstone course was developed to better prepare students for their Capstone project. At the same time, the Capstone is being modified to help focus more on the professional skills students will need, including a greater emphasis on displaying the final project.
 - iii. The faculty are considering a general requirement for students to either present their findings to key stakeholders and/or displaying their project at the showcase. The logistics for how to display projects of students living too far away to attend the event in person are being considered.
 - iv. An invitation is posted in the Student Commons for students. However, more promotion opportunities are being explore