

Post APR Action Plan Meeting - 8/31/2017

Attending: Philip Rous, Tony Moreira, Lee Jenkins, Katharine Cole, Scott Casper, Pat McDermott, Janet Rutledge, Beth Wells, Karen Fedderly

Post-APR Action Plan - Emergency Health Services				
Recommendation	DEPARTMENT ACTION	COLLEGE ACTION	PROVOST'S OFFICE ACTION	Action Plan
<b>Faculty Replacement:</b> begin national search "immediately in preparation for the replacement of at least two faculty members."	X	X		Department prepared multi-year hiring plan (Fall 2016). Dean's Office approved search in 2017-18 for two TT positions: one associate or advanced assistant professor; one assistant professor (conversion of existing clinical faculty position). Department will conduct search in accordance with CAHSS processes (including working with STRIDE). Timeline: Spring 2018
	X	X	X	At the appropriate time, EHS will request the second expected retirement replacement; request will be considered through the regular College faculty hiring process. Timeline: Fall 2019
<b>Resource Allotments:</b> facilities and equipment				
(a) Space: need "an additional lab space to accommodate both a skills lab and a clinical simulation space.	X	X	X	Perform new assessment of space needs in the EHS Department. Include plans for simulation and laboratory space. Incorporate classroom space needs and paramedic program planning. Revise and resubmit the department's 2013-14 request for additional space, for consideration by Provost and Space Management Committee. Timeline: Fall 2017
(b) Capital equipment: Some essential equipment is "outdated and on the verge of failure" and "needs replacement as soon as possible." Other equipment deficiencies also noted; need for long-term plan for maintenance and life-cycle replacement.	X	X	X	EHS develop three-year budget cycle taking into account all needs, including immediate replacement needs/costs and multi-year plan for funding maintenance and replacement. Dean work with Provost's Office on meeting needs. Consideration will be given to using student fees, following the approval process already in place. Timeline: Fall 2017
(c) Disposable equipment: Reviewers recommend raising lab fees to underwrite cost of disposable supplies.	X	X	X	Once EHS has developed multi-year budget cycle & determined funding needs for disposable supplies, work with Dean and Provost to prepare lab fee request for submission to Council of VPs and Deans. Timeline: Spring 2018

<b>Budgetary planning:</b> develop multi-year budget plan to identify and address needs (see also above).	X	X	X	Plan for infrastructure and capital equipment costs. Perform budget analysis of the Paramedic, Management and Graduate Program. Form budget for educational tracks in the department. Work with Dean's and Provost's Offices to address planned needs. Timeline: Fall 2017
<b>Student Recruitment:</b> consider restructuring undergraduate track curricula (esp. management track) to enhance recruitment.	X			Analyze management and paramedic track curricula in regards to appropriateness of practicing paramedics. Provide recommendations for management track curriculum changes including online classroom format, as well as recommendations for paramedic track curriculum changes. Discuss Academic Common Market (ACM) with Beth Wells in the Provost's Office. Timeline: Spring 2018
<b>PACE:</b> given market assessment of need for online curricula delivery, work to develop (1) a learning management system, (2) an online payment system and (3) an online module development system	X			(1) Analyze new BlackBoard format for the delivery of online educational content for off campus, non-student users. (2) Investigate the university options for an online payment option for courses (3) Explore potential partnerships between EHS and Media and Communication Studies and/or Instructional Systems Development (ISD) for the development of online modules. ISD, currently housed in the Education Department, specializes in professional training; this might fit well with its expertise. Meet with Jack Sues to discuss new ticketing system for online payments. Meet with Training Centers and Alumni Association to discuss how they handle online payments. Timeline: Spring 2018
Assess current undergraduate and graduate tracks regarding market curriculum needs	X			Perform market analysis of undergraduate and graduate program tracks. Work with Division of Professional Studies on marketing analysis. Timeline: Spring 2018

Enhance faculty and student research partnerships.	X			Encourage at least one Undergraduate Research and Creative Achievement Day (URCAD) and Undergraduate Research Awards (URA) application per year in the department. Encourage each tenure-track faculty member to have one student involved in their research projects. Timeline: Spring 2018
Continuing improvement of the student learning outcome assessment.	X			Evaluation of previous learning outcome assessments with the most recent plan submitted this academic year. Obtain feedback from Dean's office regarding most recent version of assessment plan. Obtain feedback and suggestions for improvement from the Faculty Development Center. Timeline: Spring 2018