Foothill Annual Program Review 2023
Annual Program Review Template 2023
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1. Number of full-time faculty in the program.

> 1

2. Number of part-time faculty in the program.

> 5

3. Number of staff in the program.

> 0

4. Do the above numbers reflect any staffing changes?

> Yes, we hired a new PT faculty member with a start date of 11/1/23

5. Refer to the most recent Comprehensive Program Review, what were the identified actions for improvement? Identify any current and/or new Strategic Goals.

> Our actions for program improvement are to increase enrollment, accessibility, provide program flexibility and career advancement opportunities to all students while striving to meet the college's Strategic Vision for Equity.

6. What actions identified in the Comprehensive Program Review (or most recent Annual Program Review if no Comprehensive Program Review) have you completed this year?

> **ACTION #1 and #2:** Offered Entry and Accredited Advanced Level Pharmacy Technician Programs. Resumed **dual enrollment** "Pharmacy Careers Pathway" cohort with underlined stackable certificates. Completed program mapping for Pharmacy School Prerequisite Courses finalized MOU with Touro University School of Pharmacy.
>
> - Entry-Level Pharmacy Technician Certificate: 6 months
> - Accredited Advanced-Level Certificate: 9 months
> - PharmD: Pharmacy School Prerequisite Course Pathway
> - Dual Enrollment Pharmacy Careers Certificate
>   - Pharmacy Assistant Certificate (9 months)
>   - Basic Pharmacy Technician Certificate (stackable Pharmacy Assistant + 2 months=11 months)
>
> **ACTION #3:** Resumed partnership with Boys and Girls Club, Veteran's Administration and area high schools to provide Pharmacy Careers Certificate and Allied Health Pathway Courses to disproportionately impacted students.
>
> **ACTION #4:** Worked with Foothill Marketing Team to increase program visibility through Google search, social media, and advertising mediums. Fixed significant internal college website problems related to Pharmacy Technology "search".

7. Explain your implementation timeline and if there have been any changes or updates.

> The implementation timeline has not changed and we continue to work diligently to increase visibility to students that Foothill College has the # 1 ranked PHT program in the nation and its stellar reputation among industry partners. We need the continued support of Foothill Marketing, improved marketing strategies and funding to get the word out. We begin recruitment annually when the PHT application opens on January 1 all the way until the Entry/Advanced Level program fills at 24 students. The same for the DE Stackable Pharmacy Careers Certificate.

8. Explain the evidence the program used to evaluate progress and provide an update on progress.

> **Action #1, #2, & #3 Evidence:** Offered both Entry and Advanced Level certificates in 2022-23 with a graduating cohort. An MOU with Touro University California College of Pharmacy has been established and executed in 2023. A fully mapped pathway has been established for Pharmacy School, PharmD Degree. The DE Pharmacy Assistant/ Basic Pharmacy Technician Program resumed Spring 2023 with 39 students enrolled and 27 successfully completing the course with the intent to continue with the PHT pathway Fall 2023.
>
> **Action #4 Evidence:** The PHT Director actively participates in outreach to increase program visibility. Still working with Foothill Marketing team to improve website. SWF funds used to increase advertisement yielded highest number of applicants in since 2010. (51 applicants for 2023-24) With 31 new students enrolled in PHT 200L pre-requisite course. Recruitment at regional high schools also yielded 40+ students registering for the first course in the DE Pharmacy Careers Pathway.

9. Click the link and follow the instructions to the Disproportionate Impact dataset, then respond to the prompt below.

Identify the groups that are experiencing a disproportionate impact in the most recent year (highlighted in orange). In the text box below, provide the percentage point gap and the number of additional successes needed to erase the percentage point gap for each group.

Our program students consistently has a high success rate. That said, we only have ONE student group that experienced disproportionate impact in our program; the low income students. The number of additional successes needed to erase the percentage point gap is 17.

Student group	Enrollment at census	Student group success rate	Comparison success rate	Percentage point gap	Additional successes needed to erase percentage point gap
Low Income	148	72%	83%	-11	17

10. Use this opportunity to reflect on your responses in this document. Include your closing thoughts.

The Foothill College Pharmacy Technician Program is nationally recognized and is known for its reputation of graduating stellar pharmacy technicians highly sought after by industry partners. While not all graduates stay as technicians, many advance to pursue higher education to become pharmacists or purse other health care professions. Since COVID-19, the program has faced significant challenges and has taken every effort to address them. The most pressing concern is the college's reduction FT hiring within the program as there is only ONE FT faculty member. In addition, the reduction of classified staff support for the Allied Health Programs is catastrophic. Without a Allied Health Coordinator and an Evaluator, the burden of excessive classified work has been placed on the only full time faculty member/program director. The Program Director is now working 3 positions and it is unsustainable. The college in 2022-23 allocated an FTE to the PHT program but in 2023-24 removed it. We ask the college to please consider the needs of the faculty...as after all, we have chosen to teach and serve the "community" college for the very purpose of meeting the mission of Foothill.

"Believing a well-educated population is essential to sustaining and enhancing a democratic society, Foothill College offers programs and services that empower students to achieve their goals as members of the workforce, as future students, and as global citizens. We work to obtain equity in achievement of student outcomes for all California student populations, and are guided by our core values of honesty, integrity, trust, openness, transparency, forgiveness, and sustainability."

Without the critical support for faculty, we will not be able to provide the equitable education, services to empower students to achieve their goals as members of the workforce. Listed below are actions that must be addressed in order to the program to continue to serve our student population. Thank you for sharing the burden and understanding the need to address these critical issues.

1. Devise a method for Allied Health Faculty to receive competitive salaries to at least meet respective industry standards. Some ideas which will need FA and Administrative Support:
   - Create a separate Allied Health Foothill-DeAnza District Faculty Salary Schedule (similar to how the District has one for Child Development)
   - Special stipend
   - District Foundation Fund
   - Support from Industry Partners and Stakeholders: Incentive Program
   - Consult Advisory Board for additional ideas.
2. Post open faculty position on more platforms such as various State and National Pharmacy Associations. Hire a recruiter.
3. Industry utilizes sign-on bonuses, overtime pay or additional incentives to recruit talent. Approach hospital foundations and community pharmacies to fund site specific Pharmacy Education Scholarships. Recipients of the scholarship who complete the program have a direct pipeline into the specific pharmacy site.
4. Consider apprenticeship program for the Pharmacy Clerk and Basic Pharmacy Technician Program to support "earning while learning" needs of both students and industry.
5. Students who have endured compounded 3 years of COVID-19 "lost learning" have remarkable deficiency in numerous areas. Consider creating "Pharmacy Tech Bridge" course or bootcamp pre-requisite prior to start of the program in the Fall. Alternatively, implementing pre-requisite Counseling (CNSL) and/or Career Life Planning (CRLP) course work along with the Summer Bridge Math Program. Collaborate with Counseling Department to determine the course(s) that will prepare students for success within the PHT Program. Career Life Planning (CRLP)course work to include at least one or more of the following:
   - CNSL 1: College Success(3 Units)
   - CNSL 52: College & Life Management (4 Units)
   - CNSL 56: Lifelong Learning Strategies (3 Units)
   - CNSL 72: Stress, Wellness & Coping (3 Units)
   - CNSL 275: EOPS: The Road to College Success-More Than Just Books (1 Unit)
   - CRLP 7: Self Assessment (4 Units)
   - Summer Bridge Math Program
6. Explore additional methods to bring PHT/Health Pathway Program to high schools not within the Foothill District **with ease.**
   - PD to obtain CTE Credential.
   - Hiring PT/FT instructor with CTE Credential or willingness to obtain credential.
   - Identify High School Instructor already teaching within the district who meets program Min Quals. Initiate "pilot" year through collaborative delivery of course content.

7. Continue search and hire FT instructor. (Requisition remains approved and will resume with hiring process January 2023). Use PHT Strong Workforce funding to hire **independent** outreach and marketing consultants to help support recruitment of students, update college PHT website and create effective advertising mediums. We urgently need support in the outreach and recruitment portion for both student enrollment and FT faculty search.

Click on the link below to view the Annual Program Review Rubric.

https://foothilldeanza-my.sharepoint.com/:w:/g/personal/20078222_fhda_edu/Ec2dqPH1B2RHinzFtnIz6sYB7-DOzW9lv1KkGyWdLuZkbg?e=CIfFMU

End of Annual Program Review Template 2023

Annual Budget
Click on the link below and you will be taken to the Annual Budget Smartsheet Form. ***Only one designated person from each program will have access to Annual Budget Form. If you are not the designated person for your program, you will not have access to the form.***

https://dynamicview.smartsheet.com/views/7e0871bb-f3aa-412f-9ab8-6bb7a979714f

If you already have a Smartsheet account, log in using your fhda email and your Smartsheet password. If you do not have a Smartsheet account, click on "Create one" and follow the directions. Note, you must use your fhda email address to access this form.

Once you've opened the form, please click the link below and watch the video to learn how to complete the form and for a description of eligible expenses. When completing the Annual Budget Form, only new items (equipment, software, etc.) should be requested. Do not include routine items, ongoing purchases, or lottery-funded items (office supplies, instructional material supplies, etc.).

https://foothilldeanza-my.sharepoint.com/personal/20078222_fhda_edu/_layouts/15/stream.aspx?id=%2Fpersonal%2F20078222%5Ffhda%5Fedu%2FDocuments%2FAnnual%20Budget%20Preview%20Video%2Emp4&ct=1681228475714&or=ONT&cid=48569909-937d-327c-348a-3c0c1b5b24a7&ga=1

End of Annual Budget

This form is completed and ready for acceptance.

Rubric Annual Program Review

Criteria

The program's responses...

- align with the program's goals
- align with data
- are informed by data
- are within the control of the program
- have measurable outcomes

☑   Meets Expectations

☐   Needs Improvement

Feedback

> The pharmacy tech program has made excellent progress and has completed actions identified in the comprehensive program review. I acknowledge and appreciate Angela's work in a highly regarded program. I also accept and recognize the need for program support (evaluator and coordinator).

This form is completed and ready for acceptance.