



**ACADEMIC PROGRAM PROPOSAL FORM**

*(Revised: May 2019)*

**DIRECTIONS:** Use this form when proposing a new major or primary field of study, new emphasis (BAS only), or new degree or certificate (30+ credits) program. For more detail on the NSHE program approval process, see the last page of this form.

**DATE SUBMITTED:** October 22, 2019

*Date of AAC Approval:*  
**12-4-19**

**INSTITUTION:** Western Nevada College

**REQUEST TYPE:**       New Degree  
                                  New Major or Primary Field of Study  
                                  New Emphasis (BAS only)

*Date of Board Approval:*

**DEGREE: Check applicable box**

- |  |  |
|--|--|
| <input type="checkbox"/> Certificate: 30+ Credits                      | <input type="checkbox"/> Associate of Arts (AA)            |
| <input type="checkbox"/> Associate of Science (AS)                     | <input type="checkbox"/> AA/AS                             |
| <input checked="" type="checkbox"/> Associate of Applied Science (AAS) | <input type="checkbox"/> Bachelor of Applied Science (BAS) |
| <input type="checkbox"/> Bachelor of Arts (BA)                         | <input type="checkbox"/> Bachelor of Science (BS)          |
| <input type="checkbox"/> Master of Science (MS)                        | <input type="checkbox"/> Master of Arts (MA)               |
| <input type="checkbox"/> Doctor of Philosophy (Ph.D.)                  | <input type="checkbox"/> Other or Named Degree: _____      |

**MAJOR OR PRIMARY FIELD OF STUDY** (i.e. Animal Science): Health Science

**INCLUDED IN LAST NSHE PLANNING REPORT:**  Yes     No  
(Website for NSHE Planning Reports: <https://www.nevada.edu/ir/page.php?p=planning>)

**TOTAL NUMBER OF CREDITS TO PROGRAM COMPLETION:** 60

**PROPOSED SEMESTER/TERM OF IMPLEMENTATION:** Fall 2020

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**Action requested (specify full program title):**  
Associate of Applied Science – Health Science

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**A. Brief description and purpose of proposed program. For proposed certificates (30+ credits), provide any existing degree or program under which the certificate falls.**

This program provides the necessary course work for students to be eligible to apply for admission into the WNC nursing program and toward potential transfer degrees in community health, public health, health education, RN to LPN programs, and related areas. Also, this degree prepares students for health related careers in emergency medical services, laboratory technician, nursing assistant and similar fields.

**B. Provide a list and description of institutionally approved expected student learning outcomes**

- Recognize how the social, cultural, and biological environments affect personal and community health.
- Apply concepts of caring cultural sensitivity and respect for all persons.
- Learn to empower individuals to effectively manage health care.
- Identify, describe, and apply information, theories, methodologies and approaches from the sciences social sciences and humanities/arts.
- Present accurate calculations and symbolic operations, and explain how such calculations and operations are used in either the specific field of study or in interpreting information in other fields.
- Integrate knowledge and skills from the study of sciences, mathematics, social sciences, and the humanities/arts to think critically about and develop solutions to contemporary and/or enduring problems.
- Identify, describe, and apply information in the discipline or career area of their choice sufficient for further study and or demonstrate competencies required to succeed in the workplace.

**C. Provide an institutionally approved plan for assessing student learning outcomes.**

Academic program mission and goals provide a context for performance indicators and program outcomes provide a basis for evaluation for student learning. The student learning outcomes of each course contribute to the achievement of program level and course level student learning outcomes. The assessment of student learning outcomes will include the use of written materials and assignments, and skill and behavioral evaluations.

**D. Contribution and relationship of program objectives to**

**i. NSHE Master Plan**

This program aligns directly with the following NSHE goals:

**Access:** The degree is flexible and will suit the needs of students with varying schedules. Students may select courses that fit their needs, career goals, and schedules. Many courses are offered online.

**Success:** This degree will provide a pathway for students for gainful employment and to prepare for higher levels of study in various health fields.

**Closing the Achievement Gap:** This degree provides an additional option to all students, including our underserved populations.

**Workforce:** The program will assist in increasing qualified applicants for Nevada's workforce in a high need, high demand areas in health-related occupations and careers, including nursing, nursing assistants, EMTs, and lab assistants.

## **ii. Institutional mission and core themes**

WNC is an integral and innovative educational partner fostering equity and a life of learning in an inclusive environment for the evolving, diverse communities we serve. WNC contributes to solutions for the 21<sup>st</sup> century by providing effective educational pathways for the students and communities of Nevada.

This degree supports the core themes of WNC:

### **Transfer Education:**

Although not a direct transfer degree, students can select courses to prepare to transfer in Human and Community Sciences and other health related degrees, and to prepare for WNC's nursing program. This program also works well for students to pursue a RN to BSN transfer degree and to pursue WNC's Bachelor of Applied Science degree in Organizational and Project Management.

### **Professional Education:**

This degree supports students to enter a variety of health fields, including Nursing, Emergency Medical Services, and Laboratory Technology.

### **Life Long Learning:**

This degree supports professional development and skill enhancement that will contribute to student's life-long learning.

## **iii. Campus strategic plan and/or academic master plan**

WNC is an integral and innovative educational partner fostering equity and a life of learning in an inclusive environment for the evolving, diverse communities we serve. WNC contributes to solutions for the 21<sup>st</sup> century by providing effective educational pathways for the students and communities of Nevada.

## **iv. Other programs in the institution**

This program provides a pathway for students to enter the college's nursing program and obtain a degree while studying courses in Emergency Medical Services, Laboratory Technician and Nursing Assistant.

## **v. Other related programs in the System**

Similar programs are being offering and created at NSHE community college to fulfill community needs, and to offer a financial aid eligible program for students in health-related programs of study.

## **E. Evaluation of need for the program**

### **i. The need for the program and the data that provides evidence of that need**

WNC has a large number of students who complete the prerequisite courses for the nursing program. Due to the competitive admissions process, many students are never admitted to the

nursing program. This degree provides an alternative for these students to continue to pursue other health related fields and/or health related transfer programs. It also provides a pathway for students who are pursuing other allied health areas that WNC offers coursework in but no degree, such as Certified Nursing Assistant, emergency management, and laboratory technician.

Federal financial guidelines state that aid can be granted only for classes that are part of a student's financial aid eligible degree or certificate plan. Due to federal regulations, only students admitted to WNC's nursing program will be able to use the nursing degree plan for financial aid. This program will enable those taking the nursing program prerequisites and other allied health course to pursue and complete a financial aid eligible degree.

**ii. Student population to be served**

All students within WNC's service area will be served.

**iii. Procedures used in arriving at the decision to offer the program**

It is critical to offer this program for our allied health students to remain compliant with federal financial aid guidelines. The lack of a degree program for areas of allied health courses offered precipitated the need to offer this program.

**iv. Organizational arrangements required within the institution to accommodate the program**

No re-organization will be needed. CHS 101 will be added to WNC's curriculum through the common course numbering process.

**v. The timetable, with dates, for implementation steps**

Implementation will occur in Fall 2020.

**vi. If this or a similar program already exists within the System, what is the justification for this addition**

This program provides a pathway for students already seeking degrees and careers in Allied Health at WNC. All classes, with the exception of CHS 101, are already offered at WNC.

**vii. Evidence of employment opportunities for graduates (state and national). Include information on institutional review of the need for the program based on data from the Nevada P-20 Workforce Research Data System**

**[https://www.nevada.edu/ir/strategic\\_plan.php?metric=spm4&mid=workforce\\_demand](https://www.nevada.edu/ir/strategic_plan.php?metric=spm4&mid=workforce_demand)**, including the supply/demand reports at **<http://npwr.nv.gov/reports/student-completion-and-workforce-part-ii/>**.

This streamlined program has the ability to increase WNC graduation numbers, while not putting a strain on WNC faculty and staff, by providing an opportunity for a degree completion by students who are not admitted to the Nursing Program and for other student interested in health science related careers. As indicated and demonstrated in the table below, provided by NSHE Institutional Research website ([https://ir.nevada.edu/strategic\\_plan.php?metric=spm4&mid=workforce\\_demand](https://ir.nevada.edu/strategic_plan.php?metric=spm4&mid=workforce_demand)), there is demand in a variety of health science related occupations. In addition to offering the ability of this degree to help students complete WNC Nursing program prerequisites and prepare students for transfer to a university in health science related degree programs, this degree program can direct students to completing requirements for other public health, health education, laboratory technician, nursing assistant, and related health service careers.

Occupations ↑↓	Total Annual Openings by Occupation ↑↓	Percent of Occupational Demand Met by NSHE Graduates ↑↓	Statewide Additional Demand for Graduates in other Occupations Annual Openings Total ↑↓	Percent of Occupational and Other Demand Met by NSHE Graduates ↑↓
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Medical and Health Services Managers	100	56%		56%
Medical Records and Health Information Technicians	83	41%	317	8.5%
Occupational Health and Safety Specialists	18	16.7%	46	4.7%

Nursing Assistants	234	505.6%	119	335.1%
Nursing: Licensed Practical and Licensed Vocational Nurses	106	13.2%		13.2%

Emergency Medical Technicians and Paramedics	62	914.5%	40	555.9%
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[https://ir.nevada.edu/strategic\\_plan.php?metric=spm4&mid=workforce\\_demand](https://ir.nevada.edu/strategic_plan.php?metric=spm4&mid=workforce_demand)

## F. Detailed curriculum proposal

### i. Representative course of study by year (options, courses to be used with/without modification; new courses to be developed)

CHS 101, Introduction to Community Health Sciences, is the only new course to be added to WNC's curriculum.

Total Requirements: 60 units

**Program Requirements:**

36 units

CHS 101	Introduction to Community Health Sciences	3
BIOL 190	Introduction to Cellular and Molecular Biology* OR	
CHEM 121	General Chemistry I*	4
PSY 101	General Psychology	3

Choose 26 units from the following from the following:

BIOL 223	Human Anatomy and Physiology I	4
BIOL 224	Human Anatomy and Physiology II	4
BIOL 251	General Microbiology	4
CHEM 122	General Chemistry II	4
CHEM 220	Intro to Organic Chemistry	4
CHS 102	Foundations of Personal Health & Wellness	3
HDFS 201	Lifespan Human Development	3
EMS 108	Emergency Medical Technical Training	7
EMS 115	Advanced Emergency Medical Technician	7
LTE 101	Fundamental Phlebotomy	4
LTE 102	Applied Phlebotomy	3
NURS 130	Nursing Assistant	6
NUTR 223	Fundamentals of Nutrition	3
SOC 101	Principles of Sociology or	
ANTH 101	Introduction to Anthropology	3

General Education

24 units

ENG 101 - Composition I	3
ENG 102 - Composition II	3
Human Relations	3
Math 120 or higher	3
US/NV Constitutions	3
General Electives	9

Recommended Course Sequence:

Fall Semester

CHS 101 – 3 credits

MATH 120 or higher - 3 credits

ENG 101 - 3 credits

Program requirements – 6 credits

Spring Semester

CHS 102 –3 credits

ENG 102 – 3 credits

PSY 101- 3 credits

BIOL 190 or CHEM 121 – 4 credits

Program Requirements – 3 credits

Fall Semester

US/NV Constitutions – 3 credits

Program requirements – 6 credits

Electives – 6 credits

Spring Semester

Human Relations – 3 credits

Program requirements – 8 credits

Electives – 3 credits

**ii. Program entrance requirements**

None

**iii. Program completion requirements (credit hours, grade point average; subject matter distribution, preprogram requirements)**

60 credits, minimum 2.0 GPA

**iv. Accreditation consideration (organization (if any) which accredits program, requirements for accreditation, plan for attaining accreditation - include costs and time frame)**

N/A

**v. For certificates only: Name of any state, national and/or industry recognized certification(s) or licensing examination(s) for which certificate prepares the student, if applicable**

N/A

**G. Method of Delivery (for the purpose of state authorization [NC-SARA])**

**i. How will this academic program be delivered when the program begins?  
(mark all that apply)**

100% face-to-face courses

- Hybrid (some online courses, some face-to-face courses)
- 100% online courses

**ii. Learning Placements**

**Does the academic program have learning placements (e.g. internships, externships, clinical placements, student teaching, etc.) that *may take place outside the state of Nevada*?**

- Yes
- No.

**H. Institutional Review Process**

**i. Date of Faculty Review (may include additional information, as needed)**

The WNC Curriculum Committee, including faculty, reviewed and approved this degree in August of 2019.

**ii. Describe the process for review and approval by the appropriate academic policy body of the institution**

The WNC Curriculum Committee reviewed and approved this degree in August of 2019.

**I. Readiness to begin program**

**i. List the educational and professional qualifications of the faculty relative to their individual teaching assignments**

Existing Bachelor's and Master's qualified full-time and adjunct faculty with sufficient experience are sufficient to support the required offerings.

**ii. List the anticipated sources or plans to secure qualified faculty and staff**

Existing college full-time and adjunct faculty are sufficient to staff the required courses. All courses except one, CHS 101, are currently being offered.

**iii. Contribution of new program to department's existing programs (both graduate and undergraduate) and contribution to existing programs throughout the college or university**

AAS Health Sciences will help prepare students for WNC's existing Nursing program. It will align with WNC's additional proposal for an AAS degree in Paramedic Medicine.

**iv. Recommendations from prior program review and/or accreditation review teams**

WNC recently experienced a federal Program Review by the Department of Education. Although no findings were discovered regarding our pre-nursing and other Allied Health students, it is essential to offer a financial aid eligible degree plan for these students. Federal financial aid guidelines state that aid can be granted only for classes that are part of a student's financial aid eligible degree or certificate plan. Due to federal regulations, only students admitted to WNC's nursing program will be able to use the nursing degree plan for financial aid. This program will enable those taking the nursing program prerequisites and other allied health course to pursue and complete a financial aid eligible degree.



## J. Resource Analysis

- i. **Proposed source of funds (enrollment-generated state funds, reallocation of existing funds, grants, other state funds)**

Enrollment generated state funds.

- ii. **Each new program approved must be reviewed for adequate full-time equivalent (FTE) to support the program in the fifth year. Indicate if enrollments represent 1) students formally admitted to the program, 2) declared majors in the program, or 3) course enrollments in the program.**

- a. **(1) Full-time equivalent (FTE) enrollment in the Fall semester of the first, third, and fifth year.**

The expectation is that there will be a shift of students from other/no degree selections to this program, and any increases will be due to overall enrollment growth. Includes existing and expected new enrollment.

**Estimated new enrollment:**

**1st Fall semester** 80

**3rd Fall semester** 100

**5th Fall semester** 128

- (2) **Explain the methodology/assumptions used in determining projected FTE figures.**

Projected FTE was calculated by taking the number of students for the fall semester, assuming they enroll in 12 credits, and dividing by 15 to calculate full-time equivalent.

- b. **(1) Unduplicated headcount in the Fall semester of the first, third, and fifth year.**

**1st Fall semester** 100

**3rd Fall semester** 125

**5th Fall semester** 160

- (2) **Explain the methodology/assumptions used in determining projected headcount figures.**

Current pre-nursing students declare WNC's AAS degree in nursing. To comply with federal financial aid regulations, these students will need to change their degree objective to this new program, AAS in Health Sciences. The expectation is that there will be a shift of many students from other/no degree selections to this program, and any increases will be due to overall enrollment growth.

**iii. Budget Projections – Complete and attach the Five-Year Program Cost Estimate and Resource Requirements Table.**

Attached

**K. Facilities and equipment required**

**i. Existing facilities: type of space required, number of assignable square feet, space utilization assumptions, special requirements, modifications, effect on present programs**

Already have sufficient facilities for classes offered. No additional space or labs are required.

**ii. Additional facilities required: number of assignable square feet, description of space required, special requirements, time sequence assumed for securing required space**

Not required.

**iii. Existing and additional equipment required**

No additional equipment is needed. Equipment is already available for lab science and allied health classes.

**L. Describe the adequacy and availability of library and information resources**

Existing library services and resources will serve students in this degree program well.

**M. Student services**

**i. Describe the capacity of student support services to accommodate the program. Include a description of admissions, financial aid, advising, library, tutoring, and others specific to the program proposal**

Student services staff is currently available for students pursuing the nursing program and other allied health classes with sufficient access in person or online. There is no additional services necessary for this new degree.

**ii. Describe the implications of the program for services to the rest of the student body**

The implementation of this program will not affect services for the rest of the student body beyond providing additional pathways to employment and transfer.

**N. Consultant Reports – If a consultant was hired to assist in the development of the program, please complete subsections A through C. A copy of the consultant’s final report must be on record at the requesting institution.**

**i. Names, qualifications and affiliations of consultant(s) used**

N/A

**ii. Consultant’s summary comments and recommendations**

N/A

**iii. Summary of proposer's response to consultants**

N/A

**O. Articulation Agreements**

**i. Articulation agreements were successfully completed with the following NSHE institutions. (Attach copies of agreements)**

N/A

**ii. Articulation agreements have not yet been established with the following NSHE institutions. (Indicate status)**

N/A

**iii. Articulation agreements are not applicable for the following institutions. (Indicate reasons)**

N/A

**P. Summary Statement**

The Associate of Applied Science in Health Sciences is an essential and necessary addition to WNC's degree offerings and aligns with the NSHE Strategic Plan goals of Access, Success, Closing the Achievement Gap, and Workforce.

This degree offering aligns with the NSHE strategic goals of access and success in the following ways:

- This degree program will provide an option for students who are pursuing admission to the WNC Nursing program and wish to receive federal financial assistance. Without this option, students will be required to find work around options and declare a degree that does not necessarily align with their degree goals or not use federal financial assistance. Approval of this degree is essential for the access and success of students interested in Nursing.
- The degree is designed to provide students with the ability to complete the WNC Nursing Program prerequisites, additional transfer courses to provide options to transfer into a Bachelor Science- Nursing (BSN) program and allows students who are not admitted to the official program an option to complete a degree.
- This degree provides students the ability to explore options in other public health, health education, laboratory technician, nursing assistant, and related health service areas.

This degree offering aligns the NSHE strategic goal of closing the achievement gap in the following way:

- This degree provides an additional option to all populations, including our underserved populations, and is designed to provide a pathway for students to continue their education in the WNC Bachelor of Applied Science degree.

This degree offering aligns the NSHE strategic goal of Workforce in the following ways:

- This degree is designed to prepare students for high need, high demand position in health-related occupations and careers.

Additionally, this program aligns with WNC's identified core themes of Transfer Education, Professional Education, and Life Long Learning. This degree program will provide an additional degree option to prospective and many current WNC students. The program consists of established WNC coursework taught by current WNC faculty and the program will require the creation of only one additional course. This streamlined program has the ability to increase WNC graduation numbers, while not putting a strain on WNC faculty and staff, by providing an opportunity for a degree completion by students who are not admitted to the Nursing Program and for other student interested in health science related careers.

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# NSHE Academic Program Proposal - Five-Year Program Cost Estimate and Resource Requirements

Enter N/A if the information is not applicable to the program proposal

Program Resource Requirements. Indicate all resources needed including the planned FTE enrollment, projected revenues, and estimated expenditures for the first, third and fifth fiscal years of the program. Include reallocation of existing personnel and resources and anticipated or requested new resources. Third and fifth year estimates should be in dollars adjusted for inflation. If the program is contract related, explain the fiscal sources and the year-to-year commitment from the contracting agency(ies) or party(ies). Note: This form reflects the NWCCU's Substantive Change Budget Worksheet as of 8/28/17.

College/University: <u>Western Nevada College</u>				Program: <u>AAS: Associates of Applied Science - Health Sciences</u>			
<b>I. PLANNED STUDENT ENROLLMENT</b>							
<b>Note: Enrollment numbers (A + B) for each fiscal year should match the FTE/Headcount numbers in the Academic Program Proposal Form (Sect. I.ii).</b>	<b>FY 1: FY <u>21</u></b>		<b>FY 3: FY <u>23</u></b>		<b>FY 5: FY <u>25</u></b>		
	FTE	Headcount	FTE	Headcount	FTE	Headcount	
	A. New enrollments to the Institution		20	25	48	60	
B. Enrollments from Existing Programs	80.0	100	80	100	80	100	
<b>II. REVENUE</b>							
	<b>FY 1: FY <u>21</u></b>		<b>FY 3: FY <u>23</u></b>		<b>FY 5: FY <u>25</u></b>		
	On-going	One-time	On-going	One-time	On-going	One-time	
1. New Appropriated Funding Request							
2. Institution Funds		\$131,100.00		\$131,100.00		\$131,100.00	
3. Federal (e.g. grant, appropriation)							
4. New Tuition Revenues (registration fee) from Increased Enrollments*		\$0.00		\$32,775.00		\$78,660.00	
5. Other Student Fees (associated with the program)*							
6. Other (i.e., Gifts)							
<b>Total Revenue</b>	\$0	\$131,100	\$0	\$163,875	\$0	\$209,760	
<b>Note: Total Revenue (Section I) should match Total Expenditures (Section III)</b>							

## NSHE Academic Program Proposal - Five-Year Program Cost Estimate and Resource Requirements

Enter N/A if the information is not applicable to the program proposal

III. EXPENDITURES		FY 1: FY <u>21</u>		FY 3: FY <u>23</u>		FY 5: FY <u>25</u>	
		On-going	One-time	On-going	One-time	On-going	One-time
<b>A. Personnel Costs</b>							
1. FTE (Total FTE for all personnel types)		2.15	0	2.5	0	2.65	0
	Faculty	1		1.5		2.25	
	Adjunct Faculty	0.75		0.6			
	Grad Assts						
	Research Personnel						
	Directors/Administrators	0.4		0.4		0.4	
	Administrative Support Personnel						
	Other: _____						
		<b>Expenditures for personnel type below must reflect FTE levels in Section A.1.</b>					
2. Faculty		\$60,000		\$90,000		\$135,000	
3. Adjunct Faculty		\$12,000		\$9,600			
4. Graduate Assistants							
5. Research Personnel							
6. Directors/Administrators		\$22,200		\$22,200		\$22,200	
7. Administrative Support Personnel							
8. Fringe Benefits		\$28,260		\$36,540		\$47,160	
9. Other:							
	<b>Total Personnel Costs</b>	\$122,460	\$0	\$158,340	\$0	\$204,360	\$0

## NSHE Academic Program Proposal - Five-Year Program Cost Estimate and Resource Requirements

Enter N/A if the information is not applicable to the program proposal

		FY 1: FY ____		FY 3: FY ____		FY 5: FY ____	
		On-going	One-time	On-going	One-time	On-going	One-time
<b>B. Operating Expenditures</b>							
1. Travel							
2. Professional Services							
3. Other Services							
4. Communications			\$1,500		\$1,500		\$1,500
5. Materials and Supplies			\$2,000		\$1,000		\$900
6. Rentals							
7. Marketing materials and Advertising			\$5,140		\$3,035		\$3,000
8. Miscellaneous							
<b>Total Operating Expenditures</b>		\$0	\$8,640	\$0	\$5,535	\$0	\$5,400

## NSHE Academic Program Proposal - Five-Year Program Cost Estimate and Resource Requirements

Enter N/A if the information is not applicable to the program proposal

		FY 1: FY ____		FY 3: FY ____		FY 5: FY ____	
		On-going	One-time	On-going	One-time	On-going	One-time
<b>C. Capital Outlay</b>							
1. Library Resources							
2. Equipment							
<b>Total Capital Outlay</b>		\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES (IIIA + IIIB + IIIC):</b>		\$122,460	\$8,640	\$158,340	\$5,535	\$204,360	\$5,400
<b>Note: Total Expenditures (Section IIIA-C total) should match Total Revenue (Section I)</b>							

**Budget Notes (optional):**

- This program incorporates established and existing WNC coursework and faculty.
- This program requires the addition of one additional course, this course would be taught by an Adjunct Faculty member.
- Students, who are not currently admitted to the WNC Nursing Program and declared as Nursing, will be required to change their degree program, effective Fall 2020. Students declared in the Nursing program, must have the ability to complete the program and because of the competitive admission to the WNC Nursing program that is not possible.