**Program Development Plan**

**Program:** Health Information Administration  
**Department:** School of Health Sciences  
**Date:** 04/06/08

**Summary of Strengths:**
1) The dedication, availability and commitment of the faculty (both full-time and adjuncts) to the program and its students.  
2) The use of technology in innovative ways.  
3) The collegiality and team approach of the HIA faculty.  
4) The commitment and buy-in of continuous quality improvement as evident in performance evaluations and being a test site for the QEP initiative.  
5) The implementation of professional behavior models within the curriculum.  
6) The implementation of a model that provides for gradual greater independence of students.  
7) The identification and transition plan to provide an online distance learning program.  
8) The identification of having a succession plan in place.

**Recommendations for Improvement:**

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<th>#</th>
<th>Recommendation</th>
<th>Strategic Action(s)</th>
<th>Resources needed</th>
<th>Costs</th>
<th>Person(s) Responsible</th>
<th>Date of Review</th>
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| 1  | Hire a full-time, fixed-term faculty member | • Need to determine exact number of students  
• Examine if curriculum is too big  
• Review in staffing plan |                  |       | DH, PD, Dean          | Fall ‘09       |
| 2  | Transition HSCC courses to HIA courses and prefixes | • Review HSCC courses and move when appropriate  
• Provost will explore budget codes following the faculty, not course prefix  
• Review teaching of basic courses by adjuncts – set up school |                  |       | DH, Dean  
• Provost  
• Dean | Fall ‘09       |
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<td>3</td>
<td>Increase instructional/technical support allocation to the program</td>
<td>Grant for e-learning received for EMC technician - expand focus of position to include school of HS Position needs to be defined as SPA or EPA Work with HR on transition to full-time, permanent position</td>
<td></td>
<td></td>
<td>Dean, DH, HR</td>
<td>Spring ’09</td>
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<td>4</td>
<td>Increase program budget allocation for faculty development travel, supplies and the Virtual Lab</td>
<td>Fund Virtual Lab through E &amp; T fee</td>
<td>$2500</td>
<td></td>
<td>Dean, DH, PD</td>
<td>Fall ‘09</td>
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| 5 | Increase clerical support                                                     | • Address through budget process  
• Include PR Budget Items through Assessment Budget |                  |       | Dean, Provost, Assessment Director | Annual         |
| 6 | Increase the variety of Professional Practice Experiences                     | • Explore curricular options to give students real-time options (focus on QEP)  
• Work with Career Services on co-op experiences                                  |                  |       | PD, Faculty, career services | Spring ‘09     |
| 7 | Investigate the development of a College-wide contract database               | Done                                                                              |                  |       |                      |                |
| 8 | Involve students with presentations and education about PHR in HSCC 101 – Nutrition, Fitness & Wellness | • Develop webcast  
• Promote fitness assessment as a showcase of HIA students                        |                  |       | PD                   | Spring ‘09     |