

### 1 Year Education Business Objectives: 2023-2024

Objectives	Operational Strategies	Projected Time Frame: <i>Implementation, and Evaluation</i>	Estimated Financial/Personnel Resources	Subsequent Evaluation Methods
Begin 3 <sup>rd</sup> Paramedic Program Cohort	<ol style="list-style-type: none"> <li>1. Continue procedures from previous cohort including the revised orientation program.</li> <li>2. Spend adequate time speaking one-on-one with potential applicants for recruitment purposes.</li> <li>3. Follow-up calls for potential applicants that have not followed through the enrollment pipeline.</li> </ol>	<ul style="list-style-type: none"> <li>• March – Advertise: Open enrollment for fall 2023 paramedic cohort.</li> <li>• April – June: Create new orientation program</li> <li>• June/July - Prepare materials based on completion of objectives listed in topic above.</li> <li>• July-August: Initiate program orientation</li> <li>• August: Begin 1<sup>st</sup> semester of Fall 2023 Paramedic cohort</li> </ul>	<ul style="list-style-type: none"> <li>• Director of Education who is also instructing the paramedic program is responsible for completing all related projects with the help of the administrative assistant where appropriate.</li> <li>• Administrative Assistant will ensure assessment testing validity and participate in recruitment and follow up calls for those that express interest in the program.</li> </ul>	<ul style="list-style-type: none"> <li>• Open communication with the CEO to ensure program delivery meets the expectations of all stakeholders and governing bodies.</li> <li>• The Director of Education will conduct a weekly oral status report with the administrative assistant to verify that applicants are processing through the pipeline.</li> </ul>
Retain Accreditation through ACCET [Preparation for: QAV]	<ol style="list-style-type: none"> <li>1. Ensure documentation is current and up to date in advance of the anticipated "Quality Assurance Visit" which is expected sometime during the 2027 year.               <ol style="list-style-type: none"> <li>a. Faculty Files current</li> <li>b. Student Files current</li> <li>c. OSVF forms verified</li> <li>d. 28.1's &amp; 28.5's prepared for review</li> </ol> </li> </ol>	<p>Throughout the year.</p> <ul style="list-style-type: none"> <li>• Utilize PearsonVue staff for smaller jobs during this time.</li> </ul>	<ul style="list-style-type: none"> <li>• Director of Education will ensure that all documents are prepared properly with the support of the Administrative Assistant and (as needed) the PearsonVue staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Results of the QAV toward requirements.</li> </ul>

	2. Airtable database is up to date			
Move from LoR with CoAEMSP to CAAHEP accredited	1. Prepare for the upcoming 2024 Site Visit from CoAEMSP	<ul style="list-style-type: none"> <li>Attend webinar sessions regarding important areas of CoAEMSP updates to ensure continued compliance</li> <li>Complete all FYE reports for submission</li> <li>Remit appropriate fees for cycle and site visit</li> <li>March 2024: finalize all lesson plan revisions as necessary</li> <li>June 2024: ensure that all student files are sound for inspection, and clean/organize the equipment as necessary.</li> <li>July 2024: Site Visit</li> <li>July 2024: Respond to any weaknesses identified in the site visit.</li> <li>August 2024: meet with Advisory board and CEO to implement any necessary changes as identified as part of the site visit</li> </ul>	<ul style="list-style-type: none"> <li>Education Director, attend the webinar with CoAEMSP.</li> <li>The Education Director is responsible for submission of all FYE reports and completion of the self-study report</li> <li>The Executive Administrative Assistant will remit necessary payments as received from the Education Director.</li> <li>The Education Director</li> </ul> <p>with the assistance of the Administrative Assistant will ensure file compliance on all students.</p> <ul style="list-style-type: none"> <li>The faculty may be called upon to assist with building cleanup and organization prior to site visit team arrival as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>The Director will conduct periodic internal reviews to ensure we are moving toward continued compliance and delegate tasks as necessary.</li> <li>Advisory Board will be kept abreast of progress at the June meeting where the CEO may have follow up questions for clarification.</li> <li>The Advisory Board will be available for requests as necessary based on any weaknesses identified which require response.</li> </ul>

<p>ACCET approval and implementation of new avocational programs.</p>	<ol style="list-style-type: none"> <li>1. Contact ACCET to add Beginner American Sign Language to the "Community Health &amp; Safety" bucket.</li> <li>2. Update the catalog and website to reflect the new curriculum.</li> <li>3. Advertise the program's start date.</li> </ol>	<ul style="list-style-type: none"> <li>• Jan – Request Addition of the program in the catalog via ACCET</li> <li>• Feb – Identify course dates</li> <li>• March – Advertise the program.</li> <li>• April – initiate the first course.</li> </ul>	<p>The Education Director will ensure the following:</p> <ul style="list-style-type: none"> <li>• ACCET approval</li> <li>• Qualified faculty are placed on staff.</li> <li>• Catalog and websites are updated.</li> <li>• Course dates are selected.</li> <li>• Advertisment is initiated</li> <li>• Oversight of first course delivery</li> </ul>	<p>Survey data will be collected and analyzed by the Education Director. Results of the program's completion will be reported to the Advisory Board along with survey results. The advisory board may make requests for follow up analysis at future times based on results. The CEO may choose to make adjustments as needed.</p>
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