

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

SUBJECT: Health Sciences Programs/Wait List

The Health Sciences division offers five certificate programs, eight associate in applied science programs and seven associate degrees in science. Several programs in allied health have no wait lists, and four programs (Respiratory Therapist, Physical Therapy Assistant, Surgical Technologist and Radiographer) have one to three year wait lists. The Nursing program is transitioning to a competitive admission process.

When the recession hit Michigan, many programs in the health care field were inundated with students and wait lists jumped to four to five years. Students flocked to health career programs so that they could obtain good paying jobs in professions which promised bright futures and less reliance on the automotive industry. Many of these students would never have considered college, until legislative initiatives such as “No Worker Left Behind,” made college a viable option. As the economy recovered, wait list times have decreased significantly. We feel that the education students received in health career programs transformed many lives during the recession, and continuing to give the opportunity to all qualified students to obtain a career in the health care field aligns well with the mission of the College to “transform lives and build better futures.”

The following **certificate/licensure** programs have no wait list:

- Certified Nurse Assistant
- Emergency Medical Technician
- Medical Assistant (Medical Office Assistant)
- Medical Insurance Specialist
- Medical Receptionist
- Pharmacy Technician

The following **associate in applied science** programs have no wait list:

- Medical Practice Clinical Management
- Ophthalmic Technician
- Paramedic
- Paramedic/Firefighter

The following four **associate in applied science** programs have a one to three year wait list:

- Physical Therapy Assistant (2-3 years)
- Radiographer (1-2 years)
- Respiratory Therapist (1-1.5 years)
- Surgical Technologist (1-2 years)

The **associate in science degrees** with a specialization in each of the following areas have no wait list and were designed to meet federal financial aid requirements for students who are interested in these areas of study but have not been admitted to the respective programs. The pre-pharmacy degree is intended as a transfer degree:

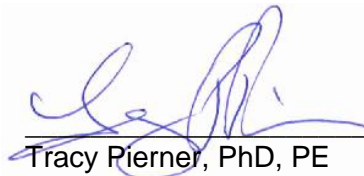
- Pre-Ophthalmic Technician
- Pre-Physical Therapy Assistant
- Pre-Radiographer
- Pre-Nursing
- Pre-Respiratory Therapist
- Pre-Surgical Technologist
- Pre-Pharmacy

Nursing Competitive Admission

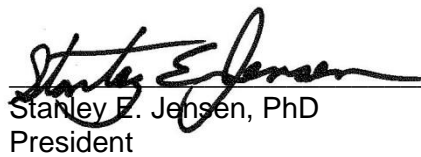
The Nursing program is transitioning to a competitive admission commencing in the fall of 2014. Most Nursing programs across the country have a selective admission; therefore the Nursing faculty decided that a competitive admission process would enable us to better meet benchmarks set by ACEN.

All students who were on the wait list have been “grandfathered” into the program and the remaining students on the wait list should gain admission by the winter of 2015. Twenty students were accepted for fall 2014 admission through the selective admission process.

A rubric was developed to help the selection process. There are seven categories in which students can receive up to ninety-five points. The two most heavily weighted areas are grade point average and Nursing Admission Test (NAT) scores. The other areas are: ACT scores; previous academic degree; certified Nursing Assistant credentials; volunteer experience and credits taken at Henry Ford College. (Please see attached rubric). Applications are due January 30 for students to be considered for fall admission and June 30 for winter admission.



Tracy Pierner, PhD, PE
Vice President of Academic Affairs



Stanley E. Jensen, PhD
President

Nursing Admission Criteria

CRITERIA	POINTS SCALE	SCORE																								
GPA Total	3.9-4.0 = 35 points 3.89-3.80 = 33 points 3.79-3.70 = 31 points 3.69-3.60 = 29 points 3.59-3.50 = 27 points 3.49-3.40 = 25 points 3.39-3.30 = 23 points 3.29-3.20 = 21 points 3.19-3.10 = 19 points 3.09-3.00 = 17 points 2.99-2.90 = 15 points 2.89-2.80 = 13 points 2.79-2.70 = 11 points < 2.70 = 0 points	_____ Points																								
NAT Scores	100%-95% = 25 points 94.9%-90% = 20 points 89.9%-85% = 15 points 84.9%-80% = 10 points	_____ Points																								
ACT Scores These points are calculated from your highest ACT composite score.	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><u>Before 1989</u></td> <td style="text-align: center;"><u>After 1989</u></td> </tr> <tr> <td>26/27</td> <td>27 or ↑ = 10 points</td> </tr> <tr> <td>25</td> <td>26 = 9 points</td> </tr> <tr> <td>24</td> <td>25 = 8 points</td> </tr> <tr> <td>23</td> <td>24 = 7 points</td> </tr> <tr> <td>22</td> <td>23 = 6 points</td> </tr> <tr> <td>21</td> <td>22 = 5 points</td> </tr> <tr> <td>20/19</td> <td>21 = 4 points</td> </tr> <tr> <td>18</td> <td>20 = 3 points</td> </tr> <tr> <td>17/16</td> <td>19 = 2 points</td> </tr> <tr> <td></td> <td>18 = 1 Points</td> </tr> <tr> <td></td> <td>< 18 = 0 points</td> </tr> </table>	<u>Before 1989</u>	<u>After 1989</u>	26/27	27 or ↑ = 10 points	25	26 = 9 points	24	25 = 8 points	23	24 = 7 points	22	23 = 6 points	21	22 = 5 points	20/19	21 = 4 points	18	20 = 3 points	17/16	19 = 2 points		18 = 1 Points		< 18 = 0 points	_____ Points
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17/16	19 = 2 points																									
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Previous Academic Degree Only one previously earned degree will be accepted. Documentation, per transcript, must be provided when applying.	Baccalaureate degree or higher = 10 points Associate degree = 5 points None = 0 points	_____ Points																								
Certified Nursing Assistant Certification	Total 3 points	_____ Points																								
Volunteer Experience (Minimum of 50 hours over the past 2 years. Must provide documentation)	Healthcare related = 4 points Other = 2 points	_____ Points																								
Credits taken at HFC	12-15 = 8 points 6-12 = 6 points 3-6 = 4 points 0-3 = 2 points	_____ Points																								
	Total possible = 95 points	_____ Points Total																								

Health Sciences Division
Offers five certificate programs, eight associate in applied science programs and seven associate degrees in science.
Confers 25% of the associate degrees awarded at Henry Ford College.

Programs	# of Students on Waitlist	Time on Wait List	Admission Requirements							Credits	Degree Certificate		
			Minimum GPA	Minimum Compass Reading	Compass Writing Score or prepared for placement into	Minimum Compass Math Score or MATH Course	Course Requirements						
								BIOLOGY and/or CHEM	MEDICAL TERMINOLOGY	ENGLISH	Other		
<u>Undergraduate Certificate Programs</u>													
Certified Nurse Assistant	0	n/a	n/a	84 or ENG 081							BLS Card	6	Certificate
Emergency Medical Technician-Basic	0	n/a	n/a	82	ENG131							13.5	
Medical Assistant (Medical Office Assistant)	0	n/a	n/a	84		Pre-Algebra 39 or Math 074	BIO 134 prior to MOA 150				BCA 101 with a B or Typing Test of 30 wpm	36	Certificate
Medical Insurance Specialist	0	n/a	n/a	84		Pre-Algebra 39 or Math 074					BCA 101 with a B or Typing Test of 30 wpm	48	Certificate
Medical Receptionist	0	n/a	n/a	84		Pre-Algebra 39 or Math 074					BCA 101 with a B or Typing Test of 30 wpm	16.5	Certificate
Pharmacy Technician	0	n/a	2.25	84		MATH 101 or Algebra 46 & Higher level MATH course					BCA 101 with a C or Typing Test of 35 wpm	36	Certificate
<u>Associate in Applied Science</u>													
Medical Practice -- Clinical Management	0	n/a	2.25	84			BIO 134 prior to MOA 150				BCA 101 with a B or Typing Test of 30 wpm	66	AAS
Ophthalmic Technician	0	n/a	2.60	84	ENG 131	Pre-Algebra 39 or Math 074	BIO 134					83.5	AAS
Paramedic/Firefighter	0	n/a	n/a	82	ENG 131	Algebra 46 or Math 080	BIO 233/234 prior to 2nd yr	AH 100 prior to 2nd yr			EMT license AH 120 AH 105 prior to 2nd yr	80/92	AAS
Physical Therapist Assistant	66	~2-3 yrs	2.80	84	ENG 131	Algebra 46 or Math 080	BIO 233	AH 100			20 hours PT observation	77	AAS
Radiographer	35	~1-2 yrs	2.50	84	ENG 131	MATH 100 course	BIO 233	AH 100			MOA 160 or 20 hrs X-ray observation	79	AAS
Registered Nurse	80	n/a	2.70			Algebra 46 or Math 080	CHEM 131			ENG 131 AND ENG 132	BLS PSY131	65	AAS

**HENRY FORD COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

SUBJECT: Continuous Process Improvement (CPI)

Continuous process improvement (CPI) at Henry Ford College is about continually seeking out ways to improve programs and services for our students and stakeholders. We embrace a philosophy of improvement combined with a set of industry developed tools designed to make the College process more effective and efficient. The goal of CPI is to promote better service to our internal and external “customers” and to facilitate collaboration and shared decision-making among faculty and staff working on improvement projects.

Adopting a continuous process improvement philosophy requires the College to invest time, resources, and money but there are many compelling reasons to make the commitment. At HFC there are five major factors that have led to our decision to participate in continuous process improvement training and projects. They include: concern for our students; frustration with critical business processes that are outdated and ineffective; antiquated processes that can be streamlined by the use of technology; the need to maximize resources and utilize them in the most efficient ways (do more with less); and our overarching desire for excellence in service to students and College operations.

With over twenty years’ experience in process improvement consulting and training, and a plethora of CPI knowledge and tools, Dr. Jensen introduced continuous process improvement to the College in June 2013. Since then the College has created fifteen teams, trained over ninety faculty, staff and administrators, and are in the process of implementing over one hundred team recommendations. In the current 2014-2015 academic year, we have already identified the need to create eleven more teams this academic year that will assist in preparing the College for the upcoming reaccreditation from the Higher Learning Commission.

The results of this work leads to many refined processes the increase work efficiencies and enhanced student services. Equally important, feedback from the teams indicate that they have enjoyed getting acquainted with other staff and faculty on campus, have found the process to be time-consuming yet extremely effective and have collaborated on the decision-making and improvement of processes that benefit our students and the College, providing staff with an overall sense of extreme accomplishment.



Becky Chadwick
Vice President, Information, Marketing and
Effectiveness



Stanley E. Jensen, PhD
President

STAFF RECOMMENDATIONS

Recommended motion: Move that the following staff recommendations at HFC be approved:

Resignation (A-1)

Krystal Kiroff, appointed 5/6/14, Library, Library Associate II (part-time), submitted 6/16/14, effective 6/26/14.

Catherine Lewis, appointed 5/23/89, Facility Services, submitted 7/8/14, effective 7/17/14.

Retirement (B-1)

Thomas Kearney, Grounds, Facility Services, 33 years of service, effective 7/31/14.

Appointment (C-1)

Hala Al-Siyaghy, 7450 Chase Road, Dearborn, 48126, Academic Affairs Assistant, Health Sciences Division, \$13.40 per hour, Step 2, effective 7/21/14, 12 Months.

Tazeen Ayub, 664 Superior Parkway, Westland, 48185, Instructor, Communications Division, \$53,823, MA, Step 3, effective 8/26/14, 10 Months; BS degree from Wayne State University with a major in psychology, MA degree from The University of Michigan, Ann Arbor with a major in teaching Arabic as a foreign language.

Cynthia Brown, 13340 Leonard, #102, Dearborn, 48126, Enrollment Associate I – Concierge, Enrollment Services, \$11.44 per hour, Step 1, effective 7/21/14, 12 Months.

Danielle Clayton, 14682 Lydia, Eastpointe, 48021, Records Associate II, Registration and Records, \$14.05 per hour, Step 1, effective 7/28/14, 12 Months.

Melinda DeWitt, 1358 Plainfield, Dearborn Heights, 48127, Instructor, Communications Division, \$57,951, MA, Step 4, effective 8/26/14, 10 Months; BA degree from Madonna University with a major in English, MA degree from Madonna University with a major in teaching English to speakers of other languages.

Harold Edwards, 15321 Leslie, Oak Park, 48237, Enrollment Associate III, Enrollment Services, \$16.35 per hour, Step 2, effective 7/21/14, 12 Months.

Lisa Fillip, 17445 Deer Path Drive, Northville, 48186, Enrollment Associate II – Call Center, Enrollment Services, \$14.05 per hour, Step 1, effective 7/14/14, 12 Months.

Elizabeth Hoffman, 30221 Armada Ridge, Richmond, 48062, Instructor, Health Sciences, \$57,951, MA, Step 4, effective 8/26/14, 10 Months; BA degree from Central Michigan University with a major in community development, MA degree from Central Michigan University with a major in education.

Margaret Meeker, 522 Kingsbury Avenue, Dearborn, 48128, Records Associate III, Registration and Records, \$16.35 per hour, Step 2, effective 7/21/14, 12 Months.

Hassan Naemghi, 2104-150 Park Street W, Windsor, ON, Canada, N9A 7A2, Instructor, Math and Sciences Division, \$64,761, PhD, Step 4, effective 8/26/14, 10 Months; BS degree from

Appointment (C-1) (continued)

Khaje Nasir Toosi University of Technology with a major in mechanical engineering, MS degree from Sharif University of Technology with a major in energy systems engineering, PhD degree from the University of Windsor with a major in environmental engineering. This is a temporary, full-time assignment for the 2014-2015 academic year.

Kyrsten Rue, 2014 Raymond, Dearborn, 48124, Cooperative Education Officer, Career Services, \$57,951, MA, Step 4, effective 8/26/14, 10 Months; BA degree from The University of Michigan, Dearborn with a major in psychology, MA degree from Wayne State University with a major in educational psychology. This is a temporary, full-time assignment for the Fall 2014 semester.

Alicia Russell, 2646 Beacon Hill Court, #208, Auburn Hills, 48326, Records Associate II, Registration and Records, \$14.05 per hour, Step 1, effective 7/28/14, 12 Months.

Margaret Rutkowski, 6102 Alexa Lane, Sylvania, OH, 43560, Instructor, Communications Division, \$53,823, MA, Step 3, effective 8/26/14, 10 Months; BA degree from Siena Heights University with a major in Spanish and English, MA degree from Bowling Green State University with a major in Spanish.

Guinevere Watson, P. O. Box 47317, Oak Park, 48237, Instructor, Health Sciences Division, \$57,951, MA, Step 4, effective 8/26/14, 10 Months; BA degree from Madonna University with a major in allied health administration, MA degree from Central Michigan University with a major in general administration. This is a temporary, full-time assignment for the Fall 2014 semester.

Kierra Wilson, 9576 Montrose Street, Detroit, 48227, Enrollment Associate III, Enrollment Services, \$16.35 per hour, Step 2, effective 7/21/14, 12 Months.

Michael Zalzali, 7720 Maple, Dearborn, 48126, Instructor, Math and Sciences Division, \$57,951, MA, Step 4, effective 8/26/14, 10 Months; BA degree from Lebanese University with a major mathematics, MA degree from Wayne State University with a major in mathematics. This is a temporary, full-time assignment for the 2014-2105 academic year.

Salary Change in Status (D-1)

Ernest Wagner, from Facility Services, Custodian, Part-Time, 12 Months, to Custodian, Full-Time, Facility Services, 12 Months, effective 7/21/14.

**HENRY FORD COLLEGE
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BOARD REPORT

SUBJECT: HFC Board of Trustees' Scholarships

The Board of Trustees of Henry Ford College has offered scholarships to graduates of Dearborn high schools since 1948. The Board of Trustees has agreed to offer two scholarships per high school. These scholarships cover the cost of tuition and are available for four semesters or sixty-two credit hours per student (whichever comes first), assuming that the student maintains a high standard of conduct and a minimum grade point average of 2.0 each semester.

Candidates for the Board of Trustees' Scholarships are recommended to the Board through the principals' offices. They are students with outstanding academic records, are not recipients of HFC's Honors Scholarships, and are not receiving the Michigan Competitive Scholarship.

Following is a list of those students recommended for HFC Trustees' Scholarships. All of these students are residents of the Dearborn Public School District.

Dearborn High School

Ola Elharake
6335 Orchard
Dearborn, MI 48126

Hikmat Yassine
6216 Orchard Street
Dearborn, MI 48126

Edsel Ford High School

Haleema Ahmed
3230 Marie
Dearborn, MI 48120

Gamilh Mohamed
1921 Riverside
Dearborn, MI 48120

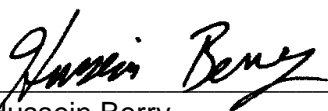
Fordson High School

Sarah Marwani
7514 Normile
Dearborn, MI 4 8126

Dua Yacoubi
4873 Curtis
Dearborn, MI 48126



Stanley E. Jensen, PhD
President



Hussein Berry
Chair Person, Board of Trustees