



SEP FOLLOW-UP REPORT WITH APPENDICES

Parkland College Associate Degree Nursing Program 2014



SEPTEMBER 25, 2014
PARKLAND COLLEGE
2400 W Bradley Ave, Champaign IL, 61821

Introduction

Governing Organization: Parkland College, 2400 West Bradley Avenue, Champaign, IL 61821-1899

Chief Executive Officer: Dr. Thomas Ramage, President

Accrediting body and date of last review with any action taken:

North Central Association of Colleges and Schools

Higher Learning Commission

30 N. LaSalle Stree, Suite 2400

Chicago, IL 60602-2504

www.ncahigherlearningcommission.org

Most recent accreditation: October of 2012 fully accredited

Nursing Education Unit: Parkland College Nursing Program, 2400 West Bradley Avenue, Champaign, IL 61821-1899

Administrator of the Nursing Education Unit: Diane Cousert, DNP, RN, NE-BC, Vice Chair for Nursing and Faculty Affairs, 217-383-2135, fax 217-373-3830, dcousert@parkland.edu

Name of State Board of Nursing:

Illinois Department of Financial and Professional Regulation

James R. Thompson Center

100 West Randolph, Suite 9-300

Chicago, IL 60601

Phone: 312-814-3039

Fall 2000 visit with full approval and inclusion on listing of State-approved programs

Date of most recent ACEN accreditation visit and action taken: February 7-9, 2012; Recommendations for accreditation status received.

Year the nursing program was established: 1967

Faculty Profile Form:

Faculty Profile										
Faculty Name	FT/PT	Date of Initial Appointment	Rank	Bachelor Degree (credential)	Institution Granting Degree	Graduate Degrees* (credential)	Institution Granting Degrees*	Areas of Clinical Expertise	Academic Teaching (T) and Other (O) Areas of Responsibility	
Theresa Bosch	FT	September 2001	Associate Professor	BSN	University of Illinois Chicago (1992)	MS	University of Illinois (2000)	Medical Surgical Nursing Home Care Family Nurse Practitioner Rehabilitation	Nursing Health Assessment	Fundamentals of Nursing Clinical
Debbie Bucher	FT	January 2009	Associate Professor	BSN	Olivet Nazarene University (2003)	MSN	Walden University (with emphasis on education) (2008)	Medical Surgical Home Care Certified Infusion Nurse	Medical-Surgical Nursing II LPN to Bridge	Fundamentals of Nursing Skills Lab
Megan Cross	FT		Instructor	BSN	Jacksonville University (2012)	MSN	Olivet Nazarene (with an emphasis on education) (2011)	Maternal /Child Health	Maternal Newborn Nursing Pediatric Nursing	Medical-Surgical I Skills Lab
Tami Kennett	FT	August 2011	Associate Professor	BSN	Mennonite College of Nursing (1996)	MSN	Mennonite College of Nursing at ISU (2007)	Cardiac Medical Surgical Home Care Leadership	Medical-Surgical Nursing III Leadership in Nursing	

Michelle Matthews	FT	August 2012	Instructor	BSN	University of Phoenix (2009)	MSN	Walden University (2012)	Psychiatric and Mental Health Nursing	Mental Health Nursing	
Heidi Papenbrok	FT	September 2003	Associate Professor	BSN	Aurora University (1986)	MS	Rush University (1992)	Medical Surgical Nursing Oncology	Introduction to Medication Principles for Nurses Medical-Surgical Nursing I	Fundamentals of Nursing Skills Lab
James Roberts	FT	August 2010	Associate Professor	BSN	University of St. Frances (2009)	MSN	Walden University (2012)	Medical Surgical Nursing Wound Care Cardiac Quality	Fundamentals of Nursing	Nursing Program Coordination Leadership experience scheduling
Carmen Zych	FT	August 2006	Associate Professor	BSN	University of Illinois Chicago (1994)	MS	University of Illinois Chicago (2001)	Medical Surgical Nursing Community Health Nursing APN in Hospice and Palliative Care Family Nurse Practitioner	Community Health Nursing Nursing as a Profession	
Michelle Antonacci	PT	January 2013	Adjunct Instructor	BSN	University of Phoenix (2010)	MS	University of Phoenix (2011)	Obstetrics and Gynecology Education		Mental Health Clinical
Leslie Cottrell	PT	January 2012	Adjunct Instructor	BSN	University of St. Frances	MSN	Walden (2012)	Critical Care Unit Educator		Medical-Surgical III Clinical
Ashley Markwell	PT	September 2013		BSN	Indiana State University (2009)	MSN	Indiana State University (2013)	Step-down ICU Nursing		

Danielle Molina	PT	January 2013	Adjunct Instructor	BSN	Millikin (2008)	MSN	University of Phoenix (2011)	Clinical Resource Manager		Medical- Surgical III Clinical
Staci Redding	PT	September 2013	Adjunct	BS (Political Science)	University of Illinois Urbana Champaign (2003)	MSN	University of Phoenix (2012)	Medical Surgical Nursing		Medical-Surgical Nursing I & II Clinical
Kathleen Snyder	PT		Adjunct	BSN	University of Illinois Chicago (1986)	MSN	University of Akron (1998)	Nurse Practitioner Women's Health Research Radiology		Medical-Surgical I & Medical Surgical III Clinical
Danna Williamson	PT	August 2014	Adjunct	BSN		MSN		Medical Surgical Nursing Education		Medical Surgical I Clinical

Total number of full-time and part-time students: 135 full-time students 16 part-time students

Length of program in semester credits, hours, or weeks: 68 credit hours

Presentation of the identified ACEN Standard(s) found in non-compliance

State the Standard: Standard 6 – Outcomes: Program evaluation demonstrates that students and graduates have achieved the student learning outcomes, program outcomes, and role-specific graduate competencies of the nursing education unit.

Criterion 6.1 – The systematic plan for evaluation of the nursing education unit emphasizes the ongoing assessment and evaluation of each of the following: Student learning outcomes; Program outcomes; Role-specific graduate competencies; The ACEN Standards. The systematic plan of evaluation contains specific, measureable expected levels of achievement; frequency of assessment; appropriate assessment methods; and a minimum of three years of data for each component within the plan.

ELA: The Systematic Evaluation Plan (SEP) is incorporated into 100% of the faculty meetings.

Non-compliance: There is a lack of evidence that the systematic plan for evaluation clearly delineates the ongoing assessment and evaluation of the student learning outcomes, program outcomes of the nursing education unit, and NLNAC Standards.

The Nurse Faculty and Vice Chair for Nursing and Faculty Affairs value systematic evaluation of the nursing program and make it an integral part of the ongoing program improvement plan and educational processes. The Systematic Evaluation Plan (SEP) is an active plan and services as a blueprint that drives the program. With a curriculum grounded in quality, safety, evidence-based practice, and student success, the SEP is used by all stakeholders to meet the changing needs and promote excellence within the program. The SEP at Parkland College includes the following:

- Program evaluation of the nursing education department as defined by the governing organization.
- The Illinois Department of Financial and Professional Regulation (IDFPR) requires an Annual Nursing Education Program Report that includes student demographics, curriculum revisions, and faculty information.
- Systematic Evaluation Plan outlines the expected level of achievement, time frames, and assessment methods by which outcomes are measured and evaluated.
- Data/information is collected, analyzed, aggregated, and trended each semester and/or year as appropriate.
- Evaluation findings are used for ongoing decision making and program improvement.
- Strategies are discussed in Nursing Department Faculty Meetings and areas needing improvement are identified.

Parkland Nursing Faculty members are the researchers, authors, and editors of the program's SEP and program review. Faculty knowledge of these documents is evident in the review, analysis, and development of new strategies to address problems found as a result of these evaluation documents.

A systematic plan for evaluation was developed by faculty to assess student learning outcomes, program outcomes, graduate competencies, and ACEN Standards. The plan was updated according to the 2013 ACEN Standards and Criteria. Faculty developed a SEP that incorporates each criterion, an expected level of achievement, frequency of assessment, data analysis/evaluation, and action plan. These components were selected by faculty to demonstrate a clear progression from ACEN criteria to the evaluation and action plan. The SEP is a working document that is used at all Parkland Nursing Faculty Meetings to guide continual review and assessment, provide evidence for decision making, and to define implementation strategies that support effective teaching and learning leading to successful outcomes.

The SEP criteria are used at each Faculty Meeting to assess and evaluate outcomes according to the SEP review calendar. Specific criteria are placed on the Faculty Meeting Agenda and are discussed at the bi-monthly Faculty Meetings. Levels of achievement are defined and measurement methodologies are described and discussed as each criterion is reviewed. Data reports are compiled and presented by the responsible faculty member, and it is used to drive decisions and actions. The action plan column describes the activities faculty will or have implemented to improve or maintain outcomes. (See Appendix A – Example of Faculty Meeting Minutes) (See Appendix B – SEP Calendar)

The SEP for the Parkland Nursing Program has been reviewed and updated by the nursing faculty each academic year. As outlined in the SEP calendar, each faculty member is assigned to criteria of the SEP to review, retrieve data, and present the information to the faculty as a whole. At that time, the criteria are thoroughly reviewed to determine if the identified levels of achievement are appropriate, measureable, and attainable. Evaluation findings from the SEP are made available to communities of interest.

The Nursing Program has an evaluation process in place for both the didactic and clinical portions of every course. The program evaluation tools are specific to the nursing theory and clinical course the student is currently enrolled. Course evaluations, instructor evaluations, and clinical agency evaluations are used each semester to trend and evaluate data. Formative student evaluations are completed daily by the clinical instructors. Summative clinical evaluations are completed at the end of each nursing course.

Criteria 6.2 – Evaluation findings are aggregated and trended by program option, location, and date of completion and are sufficient to inform program decision-making for the maintenance and improvement of the student learning outcomes and the program outcomes.

ELA: Aggregated data are used to make decisions to maintain or improve student learning outcomes and program outcomes, and are documented in the SEP.

Non-compliance: There is a lack of evidence that aggregated evaluation findings inform program decision-making and are used to maintain or improve student learning outcomes by nursing faculty.

The SEP has been a structured and reliable tool that allows faculty to consistently review the Parkland Nursing Program and make informed decisions to maintain or to improve outcomes. Examples of program minutes are in the appendices that reflect discussion and decision making. During each review, the following practices occur to evaluate findings used to inform program decisions:

- Aggregated findings inform program decision making and are used to maintain or improve student learning outcomes.
- Data are collected, analyzed, aggregated, and trended by comparing each cohort graduate group to the previous group.
- All full-time nursing faculty members and the Vice Chair for Nursing and Faculty Affairs meet bi-monthly throughout the academic year to continuously review student learning outcomes.
- The Nursing Advisory Council meets annually and discusses evaluation findings from the SEP.
- Evaluation findings are used for decision making and program improvement and placed in the ongoing program evaluation book and team website. (See Appendix C – Examples of Data Availability)
- Strategies are developed to address areas identified as needing improvement during Nursing Faculty Meetings.

When deficient areas are identified in the program, strategies are developed to address these needs. These strategies are then implemented and outcomes are monitored and evaluated to assess the effectiveness of the changes as they are implemented.

Listing of program evaluation tools used to identify patterns, trends, and opportunities for program improvement include:

- Graduate exit surveys
- Employer surveys
- Clinical site evaluations

- ATI subject area results
- NCLEX pass rates
- Employment rates
- Post-graduate surveys
- Nursing Advisory Council discussion

Based on findings the following actions resulted:

In 2011 (based on 2008 Standards): Maintain; monitor revisions. Clinical site evaluation sent to students electronically yielded better return. New student clinical evaluation tool developed and to be used Fall 2011.

During the 2012-2013 school year, data were reviewed and discussed at faculty meetings.

- On 11/16/12 NCLEX pass rates for December 2011 and May 2012 graduates was discussed. Ninety-four percent of the 83 graduates passed the NCLEX on 1st attempt.
- On 1/10/13 the program director informed the faculty of the results of the State Board of Nursing reports.
- On 2/28/13 results of exit interviews, ATI, pass rates, and employment were presented and discussed. Feedback was obtained regarding where employer surveys should be sent. An ATI integration specialist was invited to assist the faculty to more fully utilize ATI to leverage better student outcomes. The representative provided an overview of the ATI site for faculty. She explained how to best use the materials, how to generate more questions, suggested alternatives to remediation, and answered faculty questions.
- On 4/5/13 NCLEX pass rates for December 2012 graduates was shared with faculty. 100% of students who had taken the exam passed. It was also time to query the faculty on which employers needed to receive the Employer Surveys.

Survey Monkey results of Exit Surveys, Employer Surveys, and Clinical Site Surveys are available to all faculty on the Survey Monkey site.

Actions: Maintain and improve communication of evaluation findings by pushing Survey Monkey results out to faculty with discussion at Faculty Meetings.

During the 2013-2014 school year, there was improved communication of evaluation data at Faculty Meetings. Evidence includes:

- On 10/14/13 the Vice Chair for Nursing and Faculty Affairs informed the faculty that hard copies of the Survey Monkey surveys had been printed and are found in a binder in the Nursing Program shared office.
- On 10/28/13 NCLEX pass rates were shared with faculty. Results showed that all but two students had taken the NCLEX from the Spring 2013 graduating class with an 88% pass rate. In the SEP ELA it is stated that the Parkland pass rate be above the national mean. The national mean was not yet available, but regardless, the faculty members were concerned and discussed the need to continue to look at curriculum revisions as more data become available.

- On 2/3/14 Fall 2013 ATI graphed results were distributed to faculty who had lots of questions about how to interpret the data. As a result, an ATI representative was invited to educate the faculty at the upcoming Professional Development Day on 2/27/14. The representative presented longitudinal data for the past 5 years and described how to use the trended data in program decision-making. Looking back over the trended data, the faculty were able to identify changes that had been made to the program for the past 5 years and evaluated how those changes affected the results.
- On 4/14/14 the Vice Chair for Nursing and Faculty Affairs presented the information that was shared with the Nursing Advisory Council on 4/1/14. Discussion included results of Employer Surveys, Graduate Exit Surveys, NCLEX pass rates, and general feedback from the Council on how to improve response rate. Another topic of discussion was how to better equip the graduates for employment by requiring longer clinical days. The graduates echo the fact that they did not feel prepared due to the short clinical timeframe. They felt that longer clinicals and a larger patient load would have helped prepare them. Faculty were in agreement and a question about 12 hour clinicals was placed on the upcoming Exit Survey querying students on their thoughts about a change in clinicals.
- On 4/28/14 an update on the NCLEX pass rate for the December 2013 students was shared. With 43 of the 44 students having taken the exam, 93% had passed which was up from the previous year, so faculty were pleased with these results.
- On 5/14/14 the faculty convened to perform a full curriculum review. ATI and Mountain Measurement, Inc. (NCLEX) test results were reviewed and changes were made based on those data. (See Appendix E for ATI Analysis and Appendix F for Curriculum Review Minutes)

The ELA was met for the 2013-2014 period. Evaluation data were more readily and transparently available to faculty to guide in decisions resulting in curriculum changes.

Criterion 6.3 – Evaluation findings are shared with communities of interest.

ELA: Regularly share information with Nursing Advisory Council, the Department Chair of Health Professions, ACEN, and the Illinois Board of Nursing.

Non-compliance: There is a lack of evidence that evaluation findings are shared with communities of interest in a consistent manner.

Findings from the data collected from the Nursing Program SEP are shared with the program’s various communities of interest. These communities include the Chair for Health Professions, the Health Professions Program Directors, the Nursing Advisory Council, IDFP, and ACEN.

Student evaluations are obtained at the completion of each nursing course and at the conclusion of the program. The importance of the information gathered is stressed to each student. Students are asked to evaluate theory as well as clinical sites for effective learning opportunities. Students also have access to the ongoing program evaluation through attendance at monthly nursing faculty meetings.

The Chair of Health Professions who shares findings informally on a weekly basis with the Vice President of Academic Affairs. Program information is also shared among the Health Professions Program Directors at the bi-monthly meeting. Some examples of the type of information that is shared that affects the Nursing Program are:

- Anatomy & Physiology Lab Redesign – question as to whether accreditation standards for the various programs require a human cadaver lab.
- Electronic Medical Record for use with various programs.
- Inter-professional collaboration.
- Inter-disciplinary simulation.
- Curriculum mapping.
- Inter-professional sharing/presentation of teaching/clinical/lab methodologies or other information related to their programs that would be beneficial for each other's programs.

(See Appendix G for Program Director Minutes Sample)

Externally, findings are shared and valuable feedback is received at the annual Nursing Advisory Council Meetings. The Council met in Spring of 2013 and Spring of 2014. The Spring of 2013 meeting had poor attendance by external members. The only two external members were Diane Cousert (yes, I was then Director of Nursing and now Vice Chair for Nursing and Faculty Affairs) and Korey Keenan, a graduate who worked at both Clark Lindsey (long term care) and also Parkland.

For the 2014 Council meeting, membership was examined and expanded to include representatives from a critical access hospital and a current student to complement the existing members that include representatives from a large hospital, a long term care facility, two past students, the Chair for Health Professions, the Program Coordinator for the Nursing Program, and the Vice Chair for Student Affairs. All four external members were present. A summary of the findings that were shared are:

Council held 2/12/13 - Discussion and feedback regarding pass rates, employment of graduates, graduate exit survey, results of accreditation visit, LPN to ADN program, changes in admission requirements to include background check, drug screen, and other health requirements, and employer survey format.

Council held 4/1/14 - Discussion included: New organizational structure/faculty updates, pass rates, employment of graduates, results of graduate surveys, results of employer surveys, and update on RN to BSN movement. Suggestions on improved response rate for the employer survey which will be distributed in December of every year. Feedback on using more off shift and longer clinicals – all were in agreement that this would better prepare students for the real world.

(See Appendix H for Nursing Advisory Council Meeting Minutes)

Findings are also regularly submitted to the Illinois Department of Financial and Professional Regulation (IDFPR) and ACEN as required. (See Appendix I for an example of the most recent IDFPR Report)

Criterion 6.4 – The program demonstrates evidence of achievement in meeting the program outcomes.

Criterion 6.4.1 – Performance on licensure exam: The program’s three-year mean for the licensure exam pass rate will be at or above the national mean for the same three-year period.

ELA: The program’s three-year mean for the licensure exam pass rate will be at or above the national mean for the same three-year period.

We look at pass rates two ways, by academic year from the National Council for State Boards of Nursing (NCSBN), and by calendar year from the Illinois Department of Financial and Professional Regulation (IDFPR).

The IDFPR data are distributed to us quarterly, so we review results on a quarterly basis. The advantage of using these reports is that students who pass/fail are specifically named and we can promptly review together at faculty meetings if the outcome was expected and what attributes the students who fail may have in common so that adjustments to the program can be made.

The three-year Parkland and national means are found in the table below:

	Parkland three-year mean	National three-year mean
NCSBN	93.33%	86.67%
IDFPR	94%	87%

Report Period	# of candidates	# of candidates who passed on 1st attempt	Parkland pass rate	National pass rate	Illinois pass rate
2007-2008	58	57	98	87	90
2008-2009	94	86	91	88	91
2009-2010	81	76	94	87	88
2010-2011	79	76	96	87	88
2011-2012	84	80	95	88	88
2012-2013	93	87	94	90	91
2013-2014	78	71	91	82	83

Since pass rates are considerably above the national mean, no specific action has been taken.

In addition, the following table has been maintained as a tool to assist us in predicting NCLEX pass rates, however, a correlation has not been seen particularly for the time period of 2011-2012 where the ATI predicted probably was low yet, the pass rate was high.

Semester ATI administered	Number of Students	Adjusted Group Score	Group Percentile Rank – National	Group Percentile Rank – Program	Predicted Probability of Passing NCLEX-RN
Fall 2008	40	77.3	99	99	96-97%
Spring 2009	54	73.4	61	57	91-93%
Fall 2009	38	75.8	86	85	96-97%
Spring 2010	43	75.1	88	88	94-95%
Fall 2010	40	76.2	93	93	96-97%
Spring 2011	43	72.2	78	82	94-95%
Fall 2011	38	68.9	51	53	89-90%
Spring 2012	46	68.3	33	27	84-88%
Fall 2012	43	73.6	81	81	94-95%
Spring 2013	35	74.1	84	84	94-95%
Fall 2013	44	72.8	76	75	94-95%
Spring 2014	44	70.5			91-93%

Criterion 6.4.2 – Program completion: Expected levels of achievement for program completion are determined by the faculty and reflect student demographics and program options.

ELA: At least 80% of students in each cohort will graduate within three academic years (six semesters) of enrollment.

Program completion is looked at two ways; student retention in program and student completion timeframe.

A longitudinal spreadsheet is kept by the Nursing Department Administrative Assistant and reviewed by the Vice Chair of Nursing and Faculty Affairs.

The spreadsheet includes information on the students’ progress throughout the program by admission cohort. (See Appendix J – Student Progress Spreadsheet)

2012-2013 data reveal that all students who were predicted to graduate in three academic years did so, but retention was 78.5% and did not meet the goal of 80%. The faculty decided to monitor closely for a trend.

2013-2014 data reveal that all students who were predicted to graduate in three academic years did so, and retention was up to 86%.

We continue to monitor this information every semester, and look for trends.

Criterion 6.4.3 – Graduate program satisfaction: Qualitative and quantitative measures address graduates six to twelve months post-graduation.

ELA: Graduates rate satisfaction greater than or equal to 3 on a 4 point Likert scale.

A Student Occupational Follow-up Survey is sent by the Parkland College Institutional Accountability & Research Department. The survey is sent via e-mail, a second e-mail, and if no response a paper survey with a follow-up phone call is sent to all Parkland graduates beginning 8 months post-graduation. This results in a comprehensive report that includes information about student satisfaction with the Nursing Program, Student Services, Academic Services, and Employment Data. Unfortunately, the report lags and does not include qualitative data. For instance, 2012-2013 data are not yet available. We are using this report, and will continue to use the Survey Monkey surveys.

In 2012-2013 the Nursing Department sent surveys via Survey Monkey. The response rate was low, and strategies to improve the response rate were discussed at the Nursing Advisory Council Meeting both in 2013 and 2014. It was determined that on the Graduate Exit Survey, we would ask for a best e-mail address for future communication.

Summary of the 6 Month Post-graduate Survey that is sent out by the Nursing Program:

Students felt they could have been better prepared wound care, IV starts, workflow of having four patients, communication with physicians and families, focused assessments, medications, and triaging patients on the May 2013 survey.

The December 2013 survey was redesigned to ask more specific questions related to student evaluation of the NLN Core Competencies. All areas were rated a 4 (well prepared) or 5 (very well prepared) except initiating caring interventions. Their comments again stated being unprepared for a full 12 hour shift, medications, and clinical assessments.

The Parkland College Post-graduate Student Occupational Follow-up Survey for 2011-2012, which is scored on a 1-4 Likert scale with 4 being the best, scored all areas between 3-4 except college transfer planning, job placement, and faculty advising.

(See Appendix K for Summary of Post-graduate Satisfaction)

The longer shifts and increased patient loads are being addressed in the 2014-2015 school year. Eight hour clinicals are being piloted by the 4th semester students, and by the end of the semester, the 4th semester students will routinely care for four patients.

Criterion 6.4.4 – Employer program satisfaction: Qualitative and quantitative measures address employer satisfaction with graduate preparation for entry-level positions six to twelve months post-graduation.

ELA: Employers select graduate behaviors exhibited >80% of the time.

There is lack of evidence that employer satisfaction data have been obtained during the past 3 years.

With the assistance of the Nursing Advisory Council, a survey was developed and sent to employers in February 2013 and December 2013. The survey asks questions about the characteristics exhibited based on the eight NLN Core Competencies. Comments are also encouraged.

The first survey was sent to the three main organizations who were known to hire Parkland graduates. Out of 11 respondents, six had oriented new graduates to their units. Overall the new graduates were rated as exhibiting the NLN characteristics 71.9% of the time.

The December 2013 survey was sent to seven Human Resource Departments asking them to distribute the surveys to those managers where the graduates were hired. It was believed that this method would yield more accurate distribution of the survey. Out of ten responses, eight respondents had oriented graduates of Parkland College to their units. There was an overall improvement the ratings of the NLN characteristic percentage to 83.9%.

Trends were identified where areas rated lower on both surveys:

- Patient interaction patterns
- Care plan modification as indicated by outcome
- Assists clients to access available resources
- Implements strategies to provide cost-efficient care

Comments from employers included the need for improvement on prioritization and time management although they recognized that it may not be a realistic expectation for new graduates. The expressed that they felt that longer shifts would be helpful in this area.

The results of both surveys were shared with the nursing faculty at the April 14, 2014 Faculty Meeting. Due to the feedback from the Employer surveys and the Nursing Advisory Council, the faculty began looking at altering the length of clinicals.

Results were discussed at the Nursing Advisory Council in April of 2014. At that meeting, suggestions were also offered as to how to obtain a better survey response rate. A suggestion was to send the surveys to the Staff Education Departments to distribute to preceptors or managers. It was also suggested to do 1:1 interviews.

Criterion 6.4.5 – Job placement rates: Expected levels of achievement are determined by the faculty and are addressed through quantified measures six to twelve months post-graduation.

ELA: 90% of graduates seeking employment will be employed full time or part time in nursing with six to twelve months of graduation.

Based on the information received on the Student Occupational Follow-up Survey through the Institutional Accountability & Research Department, employment goal was met. In 2011-2012 91.5% were employed. The 2012-2013 report revealed that 100% of graduates were employed in a nursing position.

Summary of Institutional Accountability and Research (IAR) Post-graduate Satisfaction

	2009-2010	2010-2011	2011-2012
Response rate	45.60%	51.90%	57.30%
% Employed in Nursing	100%	92.80%	91.50%
Mean Score of Graduate Satisfaction with Nursing Program			
Course content	3.69	3.62	3.68
Lecture/Lab/Group & Ind Project	3.53	3.33	3.62
Equipment/Facilities/Material	3.33	3.48	3.46
Job Preparation	3.42	3.62	3.43
Preparation for further education	3.44	3.44	3.41
Info on Current Employment	3.25	2.98	3.33
Mean Score of Graduate Satisfaction with Student Services			
Financial	3.17	3.1	3.05
Assessment	3.2	3.24	3.34
Career Planning	2.62	3.03	3.17
College Transfer Planning	2.79	2.85	2.88
Counseling	2.62	2.87	3.03
Student Activities	3.24	3.35	3.07
Admissions	3.14	3.29	3.38
Job Placement	2.61	2.81	2.93
Mean Scores of Graduate Satisfaction with Academic Services			
College tutoring	2.8	3.5	3.24
Learning lab	3.27	3.44	3.5
Library/Audiovisual Services	3.38	3.5	3.55
Faculty Advising	2.87	3.02	2.91

Appendix A – Example of Faculty Meeting Minutes

Parkland College Nursing Faculty Agenda & Minutes

Call to Order - Date:4/28/2014 **Start:**3:30 p.m. **Finish:**5:00 p.m.

Facilitator: Diane Cousert **Recorder:** Jim Roberts

Roll Call: =Present =Absent

Diane Cousert -

Jim Roberts -

Debbie Bucher -

Carmen Zych -

Theresa Bosch -

SNAP Representative: Louise Nordtrom

Others Present: [Click here to enter text.](#)

Heidi Papenbrok -

Megan Cross -

Mernice Wakefield -

Michelle Matthews -

Tami Kennett -

Approval of Agenda Items: **yes** **no**

Comments:

Motion made by Heidi with a second from Deb

Approval of Minutes from Faculty Meeting on: **Yes** **No**

Comments:

Motion by Deb with a second from Michelle

Begin Discussion of New Business:

ACEN Criteria #	Time	Agenda Items	Discussion Summary	Action (to do, resolve, completed)	Accountable (who/when)
3.1	3:30-3:45	Fall Semester Updates	A student who was supposed to be scored for biology was scored at 3.08. She will be accepted into the program but be on an alternate list for clinical until we have a final count after finals.	Make students aware of their progress prior to last day to withdraw which is May 1.	Faculty
4.1		New student K.W.	There are four students who may not pass 151, one who may not pass 258, and two who may not pass 113. There are several students in other courses who are hovering at the pass mark.		
		Other?			

3.3	3:45-4:00	Change in nursing student uniform?	Students once again have requested darker uniform pants. Faculty discussed and voted to change our uniform colors to green top and green pants as long as the greens match. This will start with students Spring of 2015. All students in the program currently will have a choice to remain green on white or change to green on green.	Notification to students, in the handbook and all places where the old colors are mentioned.	Diane and Jim
3.1	4:00-4:15	SNAP rep	Volunteers are in place for the pinning ceremony. Janelle will order the flowers, refreshments, and table covers	Items to be ordered	Janelle Newkom
1.10	4:15-4:20	Faculty Affairs Committee Report	Scheduling conflict prevented this months meeting but committee reminded faculty of the RN reimbursement program.		
3.1 3.4 4.2 4.3	4:20-4:25	Curriculum Committee Report	A. The committee asked to survey first semester students regarding the impact of having a CNA prior to starting the program. The committee would like to talk with first semester faculty for their input. B. The committee does not feel the paramedic bridge program belongs to this committee. C. The committee request a curriculum review since it has been a year since our last one. The committee suggest using the NCLEX test plan and ACEN as guides.	A. Committee to write a survey for first semester students. Committee to arrange time with first semester instructors. B. Diane, Heidi and Jim will review and make recommendations for the paramedic bridge program. Diane requested that Tami join because of concerns with LPN bridge students and fourth semester. C. Curriculum review will be scheduled by Diane	A. Curriculum committee B. Diane, Heidi and Jim C. Diane
1.3	4:25-5:00	Curriculum changes – Megan, etc.	Megan asked for ACEN updates to be shared. Diane shared current status.	Continue to follow are SEP and revise as data is reviewed.	Diane and faculty

4.12 3.1 3.3		113 Mandatory Head to Toe assessment	113 currently has a head to toe assessment built into the curriculum. Theresa asked faculty to approve making it a required pass of 113 in order to successfully complete the course. This means students would have to score a 75% or above. Faculty approved.	113 syllabus to reflect the head to toe assessment as a required skill to begin in fall 2014.	Theresa
6.3 6.4.1		NCLEX update	From the December graduation class as of March 43 of 44 had taken the NCLEX with only three failures making the pass rate 92.86%	Diane to continue to report to faculty. Faculty to set pass rate program goals in SEP.	Diane
5.2		Simulation Committee	A small representation of the committee has looked at two potential areas for simulation. Both areas ruled out. Request of the CNA program to expand simulation into part of their current class room and move them to other open space. Priority for now is scheduling simulations with current staffing confines.	Simulation committee to meet May 14, 2014	Jim, Diane, Deb, and Megan (on committee)

Future Items

ACEN Criteria #	Agenda Items	Discussion Summary	Action (to do, resolve, completed)	Accountable (who/when)
6.1	Review SEP	Ongoing review, assessment and revision.	Diane communicates with faculty regularly via faculty meetings, email and one on one's.	Faculty
	Bridge Program	See curriculum committee		
	CNA requirement	See curriculum committee		

Discussion of Old Business

Adjournment 5:00PM Next Meeting Is: 5/12/2014

Appendix B - Parkland College Systematic Evaluation Plan Calendar

Standard Criterion	Topic	Time	January	February	March	April	May	June	July	August	September	October	November	December	2015	2016	2017	2018	2019
1.1	Review mission and philosophy	August/every three years								2015									
1.2	Representation in governance	August																	
1.3	Communities of interest have input	December- Exit Surveys; May - Advisory Committee																	
1.4	Partnerships to promote excellence	August																	
1.5	Administrator Graduate Education	On employment																	
1.6	Program Administrator Experience	On application					2016												
1.7	Program Coordinator	On appointment																	
1.8	Program Administrator Resources	May																	
1.9	Nursing Program Budget	February																	
1.10	Faculty/Staff policies	August																	
1.11	Distance education	May																	
2.1	FT Faculty education	On appointment																	
2.2	PT Faculty education	On appointment																	
2.3	Faculty credentials	Every two years in May					2016												
2.4	Preceptors	N/A																	
2.5	Utilization of faculty	June																	
2.6	Faculty clinical/teaching expertise	Every two years in August								2014									
2.7	Utilization/credentials of staff and non-nurse	June																	
2.8	Faculty orientation and mentorship	Upon completion of mentorship; yearly review in July																	
2.9	Faculty performance assessment	Annually, per contract, individualized																	
2.10	Faculty development	February																	
3.1	Student policies	April																	
3.2	Public information	February																	
3.3	Changes communicated	February																	
3.4	Student services	January																	
3.5	Compliance of student records	Every three years in June						2015											
3.6.1	Loan repayment program	Every three years in June						2015											
3.6.2	Informing students	October																	
3.6.3	Financial aid records	October																	
3.7	Student grievances	October																	

Standard Criterion	Topic	Time	January	February	March	April	May	June	July	August	September	October	November	December	2015	2016	2017	2018	2019
3.8	Technology orientation	August & January																	
3.9	Distance education technology	August & January																	
4.1	Curriculum: standards, SLOs, program outcomes	May																	
4.2	SLOs and progress	May																	
4.3	Review for rigor	December- Advisory Committee																	
4.4	Gen Ed course enhancement	April																	
4.5	Diversity	January																	
4.6	Best practices	February																	
4.7	Evaluation methodology	May																	
4.8	Program length	May																	
4.9	Practice learning environments	May																	
4.10	Clinical experiences - best practice	January																	
4.11	Affiliation agreements	December																	
4.12	SLOs and delivery formats	August																	
5.1	Fiscal resources	February																	
5.2	Physical resources	May																	
5.3	Learning resources and technology	May																	
5.4	Alternative format resources	May																	
6.1	SEP- on going assessment	May																	
6.2	findings aggregated and trended	July																	
6.2	Evaluation data guides decisions	February/May/August																	
6.3	Findings shared	April and October																	
6.4.1	Program demonstrates achievement of program outcomes	February/May/August																	
6.4.2	Program completion	May																	
6.4.3	Graduate program satisfaction	May																	
6.4.4	Employer program satisfaction	May																	
6.4.5	Job placement rates	May																	

Appendix C – Examples of Availability of Data



Screenshot of Nursing Faculty Team Site

WELCOME MS. DIANE R COUSERT | HELP |

my PARKLAND COLLEGE

College Directories | Forms | Personnel Resources | Student Services | Campus Services | Technology Services | Home

Site Actions

Home > Committees > Nursing Faculty > Shared Documents

Shared Documents

Share a document with the team by adding it to this document library.

New | Upload | Actions | Settings | View: All Documents

Type	Name	Modified	Modified By
Folder	Accreditation Resources	8/17/2014 3:42 PM	Ms. Korey L Keenan
Folder	Advising Information - advising lists_Pairing Forms_Curriculum Plan	8/17/2014 3:43 PM	Ms. Korey L Keenan
Folder	Clinical Resources_Paperwork_Care Plans_Clinical Evals	8/17/2014 3:35 PM	Ms. Korey L Keenan
Folder	Committees - Advisory_Curriculum_Student Affairs_Professional Development_MedSurg	8/17/2014 3:45 PM	Ms. Korey L Keenan
Folder	Course Resources_Syllabus_Outlines_Objectives_ATI	8/17/2014 3:35 PM	Ms. Korey L Keenan
Folder	Faculty Information - Faculty Profiles_Load_Policies_Procedures_Personel Info	9/9/2014 12:40 PM	Ms. Korey L Keenan
Folder	Faculty Meeting Minutes	2/21/2013 1:26 PM	Ms. Korey L Keenan
Folder	FORMS - Nursing Program Specific	8/17/2014 3:37 PM	Ms. Korey L Keenan
Folder	Newsletter	6/17/2014 3:57 PM	Ms. Korey L Keenan
Folder	Nursing Student Handbook	2/21/2013 11:03 AM	Ms. Korey L Keenan
Folder	OUTCOMES - Program Outcomes - NCLEX Results - Employment Info	8/17/2014 3:45 PM	Ms. Korey L Keenan
Folder	Schedules - Faculty Schedule - Computer Lab - Important Dates	8/17/2014 3:46 PM	Ms. Korey L Keenan
Folder	SNAP	3/6/2013 10:08 AM	Ms. Korey L Keenan
Folder	trash	8/17/2014 1:44 PM	Ms. Korey L Keenan

Appendix D – Meeting Minutes Reflecting Review and Discussion of Evaluation Data

PARKLAND COLLEGE FACULTY MEETING MINUTES

November 16 2012

Present: Jim Roberts, Theresa Bosch, Debbie Bucher, Tami Kennett, Carmen Zych, Michele Spading, Heidi Papenbrok, Megan Cross, Michelle Matthews, Mernice Wakefield,.

Next meeting is December 7, 2012, in L247 at 1:00 PM.

NLNAC Criteria #	Agenda Item	Discussion	Action & Due Date(s)
1.2	SNAP Report	<p>SNAP officers presented on activities in SNAP:</p> <ol style="list-style-type: none"> 1. New constitution has been approved. 2. There are now two vice presidents from different semesters. 3. Elections will be held December 3. 4. Current treasury balance of \$2058.88 5. The social held on November 6 was fairly well attended. 6. NCLEX review will be held in January 2013. 7. Pinning: Leah Cummings is organizing refreshments. Michele Spading will select and order a small gift for each graduate. 	Faculty to participate and support SNAP activities as appropriate.
4	Mentoring Program through Carle	Carle is interested in offering a mentoring program to currently enrolled nursing students. The plan is to begin with students who are currently enrolled in third semester nursing courses.	<ol style="list-style-type: none"> 1. This mentoring program will begin in spring 2013. There will be a discussion in Nursing 257 to see which students might be interested in participating in this program.
2	Nursing 258 / 215 presentations	Nursing faculty updated on plan for presentations in the Carle Forum on November 30, 2013.	All faculty encouraged to attend presentations.
4.6	NEEHR Perfect Committee Updates	Nursing faculty further discussed the adoption of NEEHR Perfect as electronic documentation in the nursing program. NUR 255 is using NEEHR perfect in iStan; we can get back into the drop box and can put in orders now. Discussion of how to use and integrate NEEHR perfect.	<ol style="list-style-type: none"> 1. Faculty affirmed to use NEEHR Perfect throughout the nursing program. 2. Faculty wants a user friendly system.
2.5	Professional Development Committee,	Professional Development Committee will meet after this meeting.	Await updates.

	Student Affairs Committee, and Medical Surgical Committee Updates	Student Affairs Committee and Medical Surgical Committee will arrange a meeting.	
4	Curriculum Committee	The Paramedic Bridge program has been approved by the state. Several students finishing first semester in the spring (Nursing 114) have not had the CNA course (not required for their admission).	First semester faculty will develop plan to educate these incoming NUR 114 students to be ready for spring semester.
3	First semester e-book bundle available	Pagana (lab), Calculate with Confidence, Mosby and Nursing Diagnosis books will be bundled and available at a 40% discount as ebooks. OB and Peds are also available as a bundle.	Faculty to let Michele Spading know if they are interested in further e books / bundling.
6.2	NCLEX Pass Rate	Michele Spading provided information on NCLEX pass rates from last year – December 2011 and May 2012 graduates. There were 83 graduates and 94% passed NCLEX on their first attempt. Also NCLEX pass rates and graduate employment were reviewed from spring 2012: three bridge students who graduated did not pass NCLEX on the first attempt. There were not enough applicants for the bridge for January 2013 admission. Discussion included possibly recommending that bridge students have ADN program skills book and lab book. These students have not had clinical experiences at Carle before so EMR and other procedures (Pyxis, omnicell) are completely new to them. Discussion of having students taking mental health at the same time they are taking the bridge class. We now have NCLEX program reports that will inform our curriculum decisions.	Goals met for NCLEX pass rate. Further future discussion regarding changes to LPN students bridging into RN program.
2.8	PT/FT Faculty evaluations	Faculty who are evaluating their clinical faculty are advised to try to attend a college meeting to understand this process. Form i must be completed and we can use our own forms in addition to this.	Faculty who are evaluating their clinical faculty will attend the collegewide meeting if possible.
2	TOEFL Update	Michele Spading has researched TOEFL results as used in admission to other nursing programs, including reading, listening, speaking, and writing. Our score is now 94. Students have to take TOEFL if they have taken ESL classes here. Health professions is working on policies regarding who needs to take TOEFL and Bobbi Scholze is developing a	Await department development of policies regarding TOEFL>

		FAQs information sheet for students. If students still have problems, it may be recommended that they take a theater class to understand body language better or a speech class to help understand further nuances of speech so they can be successful and safe in their health professions classes.	
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PARKLAND COLLEGE FACULTY MEETING MINUTES

January 10, 2013

Present: Jim Roberts, Theresa Bosch, Debbie Bucher, Kathy Davidson, Tami Kennett, Kathy Lewis, Kathleen Snyder, Carmen Zych, Michele Spading, Heidi Papenbrok, Megan Cross, Michelle Matthews, Mernice Wakefield, Mary Beth Henry, Joni Fredrickson

Next meeting will be Friday, January 18, 2013 from 1:00 to 3:00 PM.

NLNAC Criteria #	Agenda Item	Discussion	Action & Due Date(s)
2	Schedule	Discussion of updated nursing classes, faculty schedule and review of important dates for spring 2013 semester.	To access class rosters on Datatel, faculty should select Forms – type RSTR 2013spr nur-(class number). This should give you a screen that lists all the sections for that class and you can select the section(s) you need to view. Change in important dates: Proctored ATI must be completed by May 3 for all students. Highlight: Book orders and schedule for Fall semester 2013 are due on January 25.
1.2	SNAP Updates	Boot camp for incoming students is scheduled for tomorrow.	Michele Spading and Jim Roberts will be teaching at boot camp.
4.1	Syllabus and agreement template	Faculty reviewed the syllabus and honor agreements and the syllabus template including attendance policies, ATI changes, and other changes provided electronically by Michele Spading.	Faculty will review the syllabus in their first lecture next week and have the students sign and submit the syllabus and honor agreement at that time. Michele Spading will make the final changes to the syllabus template, highlight those changes in dark green, and email to faculty this afternoon. Faculty voted to make changes as indicated in dark green in

			the electronic copy. Areas that have changes include A and E in agreement, C “which can be no earlier than the following week,” E – ATI make sure listed as a nursing student,; academic honesty.
4.1	Attendance policies in nursing classes	Faculty discussed attendance policies in nursing classes, including maximum number of absence hours per course prior to grade deduction/failure, how to count lecture / lab / clinicals absence hours.	Will need decision by tomorrow so syllabi can be correct and posted for students.
4.2	Minor changes in care plan templates	There have been minor changes in care plan templates, including citations for sources used.	Mernice will post the updates to the care plan templates in the Nursing Faculty Resources.
3.8	Technology updates	<p>COBRA/ANGEL: Faculty have chosen systems for use for this spring semester.</p> <p>NEEHR Perfect: use this spring was discussed.</p>	<p>Those faculty that are using Cobra this spring will work with Brett Coup to work out any problems that arise. Faculty preparing to use Cobra in the fall will work to prepare their courses to transfer from Angel to Cobra. We will ask Brett Coup to assist us during the semester.</p> <p>NUR 113 will use for assessment documentation. Theresa will send Kathy Lewis information needed to complete a template for this assessment if needed.</p> <p>NUR 114 will introduce students to NEEHR Perfect week 2.</p> <p>NUR 255, 257, and 258 will use for documentation in iStan.</p>
5.2	Safety and Security	<p>Datatel/ATI</p> <p>L111 changes: Discussion of safety and security measures in L111. Doors lock when class begins, but if a student is late, they will knock on the door and because the door is solid, no one can see who is knocking until the door is opened.</p>	<p>Updates as needed.</p> <p>Possibility of installing small windows in these doors? Not allowing students entry after the class has begun? Bring to Health Professions meeting later today.</p>

5.3	Achievement Testing	Discussion of achievement testing in nursing program.	Faculty asked Michele Spading to bring result of her research on ATI / NLN / Hessi / Kaplan to full faculty for comparative discussion of merits and disadvantages of each, with the possibility of selecting a different testing venue.
6.2	Reports from State Board of Nursing	Discussion of reports from the State Board of Nursing.	Michele Spading will print and share reports she has received from the State Board of Nursing regarding specifics in test results of our graduates.

Parkland College Nursing Faculty Agenda & Minutes

Call to Order - Date:2/28/2013 **Start:**0830 AM **Finish:** 12:40 PM

Facilitator: Michele Spading **Recorder:** Carmen Zych

Roll Call: =Present =Absent

Michele Spading -

Jim Roberts -

Debbie Bucher -

Carmen Zych -

Theresa Bosch -

SNAP Representative: [Click here to enter text.](#)

Others Present: [Click here to enter text.](#)

Heidi Papenbrok -

Megan Cross -

Mernice Wakefield -

Michelle Matthews -

Tami Kennett -

Approval of Agenda Items: yes no

Comments:

Add announcements.

Approval of Minutes from Faculty Meeting on: Yes No

Comments:

Correction made to document that Tami Kennett was present at the last faculty meeting.

Begin Discussion of New Business:

NLNAC Criteria #	Agenda Items	Discussion Summary	Action (to do, resolve, completed)	Accountable (who/when)
6	NLNAC Report	Faculty looked at the NLNAC website. Our follow-up report is due in the Fall of 2014. We will need to resubmit Standard 6, which includes the systematic plan and provide evidence that we use the systematic plan as well as discuss how we revise the curriculum.	Develop timeline for completion of the report due in Fall 2014.	Full Faculty
Standard 6	<p>Data Review</p> <p>Exit Interviews</p> <p>ATI Results</p> <p>Pass Rates</p> <p>Employment</p>	Follow up surveys have been sent to the employers of our graduates at Carle, Clark Lindsey, and Provena. Faculty were asked if they know of facilities and/or contact people at those facilities where our graduates are working, such as Provena, Kirby, Peoria hospitals, Bromenn and Sarah Bush.	Any faculty who is aware of our graduates working at places outside of Carle and Provena, please contact Michele	Full Faculty
4	QSEN	Faculty completed a survey regarding readiness for curriculum revision. Debbie did a preliminary review of responses and stated that the majority preferred to postpone a major curriculum revision for a year. Faculty decided that we should look at top three frameworks, including QSEN and NLN so faculty can compare and discuss. Michele asked faculty if they wanted her to inform Bobbi as that would mean we would not need the consultant back at this time. Faculty unanimously agreed.	<p>Several faculty could go to QSEN conference this year and bring back information to full faculty.</p> <p>Faculty agreed to postpone curriculum revision for 1 year</p> <p>Review top three frameworks, compare and discuss.</p>	<p>Several faculty indicated an interest in attending this conference.</p> <p>Michele to let Bobbi know of faculty decision.</p> <p>Full faculty</p>
	<p>Faculty Housekeeping</p> <p>Reminders</p> <p>Announcements</p>	<p>We can write a check to the Parkland Foundation to contribute to the tree that is a memorial for Michelle Lewis.</p> <p>Calling in sick: If faculty is ill, Michele Spading and Bobbie Scholze need to be notified as well as Ellen and Shari. If you are calling the office, please tell the administrative assistants who needs to be notified as well as any special instructions, such as notifying a co-instructor in lab.</p>	Need policy written reflecting call in procedures.	Michele Spading

		All faculty need to access and review their Course Information Forms that are available on the Parkland website to make sure published information is current.	Faculty expressed a desire to learn more about CIF's.	Carmen or Michele will contact Aimee Densmore to see if she might be willing to attend a nursing faculty meeting to discuss CIFs.
3	TOEFL update	Incoming students for whom English is a second language (and did not attend high school in the United States) are tested in reading, speaking, listening, and comprehension of English. Current required admission score is 61; this will be increased to 88 with the 2013-2014 catalog. Michele asked if anyone knew of successful ESL nursing students she could contact to volunteer to take the TOEFL for a grant Parkland has.	Students were identified who have been successful and are ESL students.	Michele will contact students.
	Student Concerns	Discussed - confidential		
	Datatel Training	No time for training to take place		
	ATI Presentation 11 am – lunch provided	ATI representative provided overview of the site for faculty. She explained how to best use the materials, how to generate more questions, alternatives to remediation other than just providing the B form for them to repeat, and answered faculty questions.	Faculty have contact information for rep at ATI and can receive help and/or additional training at any time.	
	1 pm - 5 pm Team Building Business Center			

	Lenita Epinger			
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Discussion of Old Business

NLNAC Criteria #	Agenda Items	Discussion Summary	Action (to do, resolve, completed)	Accountable (who/when)
4.2	Textbook/Video/etc EMR. Review and vote	<p>The Medical Surgical Committee met and reviewed several possible new Medical Surgical books. Faculty believe that we need a new book because the current one is difficult to read and follow as evidenced by comments in exit surveys and informal discussion.</p> <p>Other discussion:</p> <p>Financial aid only covers bookstore purchases and that WIA only covers what is in the syllabus. We need to consider these restraints for students.</p> <p>Discussed whether students might be able to take a tablet to clinical settings to record patient information at patient pick-up following HIPAA guidelines. Carle education has notified nursing educators that patients report it as unsatisfactory for students to be working on electronic devices in patient rooms. There is no policy at the hospitals that states it is acceptable to use personal computers or other electronic devices by students and Michele has asked for clarification each year. Some faculty would like to pursue this more and look at commercial E.H.R. systems for student use.</p>	<p>Faculty unanimously voted to adopt the Lewis textbook presented by the committee.</p> <p>The Lippincott <u>Fluids and Electrolytes Made Easy</u> book will continue to be used in 118, 255, and 258. (Committee will also check if Elsevier has one)</p> <p>Pursue possible SIM chart (that is reputedly point and click and HIPAA protected).</p> <p>Want a policy at the hospital prior to sending students with electronic devices to input patient information at patient pick up.</p> <p>Consider in the future adopting a book such as Lippincott for policies and procedures at Parkland "Hospital" – to</p>	<p>Tami, Mernice, and Jim will present the SIM chart at the next faculty meeting. We will need desk copies of the new Medical Surgical text for the rest of the faculty. Debbie will contact Stacy regarding the above.</p> <p>Parkland needs a clear stance from Carle /Provena/Swann regarding taking ipads to clinicals.</p>

		Skills videos: ATI is currently the first choice pending price comparisons; closed captions are now required. If this does not work out, faculty will look at Lippincott and Elsevier. Discussion of skills lists with the books vs. electronic information. Discussion of adopting a book such as Lippincott for Parkland "Hospital" policy book.	be used in sim lab and acquaint and reinforce students looking up policy to govern actions. Faculty voted unanimously to no longer use the Medical Surgical Handbook and to provide a list of acceptable sources for pathophysiology for first semester students.	
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Announcements:

Adjournment

Next Meeting Is: 3/11/2013

Parkland College Nursing Faculty Agenda & Minutes

Call to Order - Date:4/5/2013

Start:[Click here to enter text.](#)

Finish:[Click here to enter text.](#)

Facilitator: Michele Spading

Recorder: Carmen Zych

Roll Call: =Present

=Absent

Michele Spading -

Jim Roberts -

Debbie Bucher -

Carmen Zych -

Theresa Bosch -

SNAP Representative: Mary Beth Henry

Others Present: [Click here to enter text.](#)

Heidi Papenbrok -

Megan Cross -

Mernice Wakefield -

Michelle Matthews -

Tami Kennett -

Approval of Agenda Items: yes no

Comments:

[Click here to enter text.](#)

Approval of Minutes from Faculty Meeting on: Yes No

Comments:

as amended – Need to add that faculty agreed to postpone curriculum revision and to let Bobbi know that we would not need consultant this year for that purpose. Change in minutes to reflect need of faculty to let Michele know of other places our students are employed other than Carle and Provena so we can send survey to them. Those have **not** been sent anywhere except locally. Clarify information on Lewis textbook so vote is clear.

Begin Discussion of New Business:

NLNAC Criteria #	Agenda Items	Discussion Summary	Action (to do, resolve, completed)	Accountable (who/when)
3	Admissions and Orientation	Faculty reviewed orientation agenda and items to be included in the new student orientation packet. Bridge students will also be attending orientation so they receive the same information and can register at that time.	Michele Spading will email SNAP for volunteers for nursing student panel at orientation; also will check with 258 students on Monday.	Faculty who are available will come for introductions and help with registration at orientation on Thursday, April 11.
3	Placing students in clinicals and schedule changes	Faculty will place students in sections for second, third and fourth semesters at meeting today. NUR 151 and 118 have dropped sections; new 151 section will have clinical on Saturday morning.	Faculty completed placing students in sections for Fall 2013.	Michele Spading will take completed forms to Health Professions office so students can be registered for fall beginning Monday AM.
6	NLNAC Report Time Line	Faculty will have to rewrite and resubmit Standard 6, which includes SPE. This report is due in the NLNAC office October 1, 2014. We will need to use the SPE fully during the coming year and review standards as the plan guides.	Table further discussion until faculty meeting finals week. Want to develop a timeline for activities to assure timely completion of report.	
4	LPN Bridge Program	<p>Five LPN Bridge students are being admitted in the fall of 2013. Several faculty have indicated an interest in teaching this class. We will need times for class and labs, possibly incorporating lab with 118 students.</p> <p>Michele asked faculty about bridge students who are interested in applying but will not have completed the required BIO and math courses until summer session is completed.</p>	<p>Times for class and lab for NUR 210 must be established and work with openings available in NUR 151</p> <p>Once done, then faculty available during that time will meet.</p> <p>Faculty decided it was in everyone's best interest to strictly stay by requirements set in the College Catalog.</p>	Michele will develop schedule since registration for them is in a few days.
3	SNAP Updates	Katie Scholes will be managing the Swann art sale, which will be on Wed., April 17 from 1-4 PM, Thurs., April 18 from 10 AM – 4 PM with a reception from 10:30 – 11:30 AM, and Fri. April 19 from 10 AM – 4 PM. SNAP donated \$200 to Ms.	Last faculty meeting for Mary Henry SNAP president	Next faculty meeting, new President will attend: Katie Scholes

		Lewis memorial fund.. ATI review for NCLEX will be held at Parkland. First semester representatives still need to contact SNAP officers.	SNAP meeting April 8	
4	Curriculum Revision	Discussion of whether to proceed on major curriculum revision with possible use of QSEN.	Faculty asked if funds will be available after this budget year to have Kathy Hankel assist in curriculum revision process.	Michele Spading will ask Bobbi if the funds are available in the future.

Discussion of Old Business

NLNAC Criteria #	Agenda Items	Discussion Summary	Action (to do, resolve, completed)	Accountable (who/when)
6	Update on NCLEX and Employment of graduates	100% NCLEX pass rate for December 2012 graduates. Need contacts for local employers to check on employment status.	Faculty will email Michele Spading names of contacts at local health care facilities. Employment data is on the team site.	Faculty with contacts as soon as possible.
2	Committee Reports	Tabled for this meeting.		
3	Pinning Updates	Discussion of what is needed for pinning ceremony. Debbie Bucher has made facility arrangements at First Christian Church. We will need to be there at noon on Friday, May 17, to set up chairs. Louise Nordstrom is in charge of refreshments.	Monitor for further needs.	Michele Spading will order cards and pins for graduates.
4	C.I.F.	Aimee Densmore will come to next faculty meeting to discuss Course information forms and answer faculty questions.		
3	Sim Chart	Tami, Mernice, and Jim to present SIM chart at this meeting but meeting rescheduled so not all are in attendance. Item tabled until next meeting.		

Announcements: We will review Standards 4, 5, and 6 at the faculty meeting that will be held during Finals week.

Michele Spading informed faculty that she would not be continuing as Nursing Program Director after the end of this academic year, May 2013.

Adjournment

Next Meeting Is: 4/26/2013

Parkland College Nursing Faculty Agenda & Minutes

Call to Order - Date:10/14/2013 **Start:**3:30 PM **Finish:**5:00 PM

Facilitator: Diane Cousert **Recorder:** Jim Roberts

Roll Call: =Present =Absent

Jim Roberts -

Diane Cousert

Debbie Bucher - excused

Carmen Zych -

Theresa Bosch -

SNAP Representative: Katie Scholes

Approval of Agenda Items: **yes** **no**

Comments:

Heidi Papenbrok -

Megan Cross -

Mernice Wakefield -

Michelle Matthews -

Tami Kennett -

Michelle requested that we add student issue to agenda.

Theresa requested to add discussion about TOEFL

Mernice motioned to accept agenda with a second by Megan - Passed

Approval of Minutes from Faculty Meeting on: **Yes** **No**

Comments:

Mernice motioned to accept the minutes of 9-30-13 as written with a second by Heidi – passed.

Begin Discussion of New Business:

NLNAC Criteria #	Agenda Items	Discussion Summary	Action (to do, resolve, completed)	Accountable (who/when)
3.1	GPA requirement for progressing in the nursing program - Carmen	The Parkland catalogue states a 2.5 GPA is needed to graduate the ADN program. Parkland requires only a 2. Faculty made the decision to keep our required GPA at 2.5 but	Invite Michelle White to faculty meeting.	Diane

		<p>allow all program transfer credits to be figured in for a total GPA.</p> <p>Diane will invite Michelle White to speak to us about scoring.</p>		
	TOEFL	<p>Faculty had a discussion regarding the current ESL students in first semester. TOEFL scores were looked at and there is a correlation between student performance and low TOEFL scores. Faculty feel the new minimal TOEFL scores required in the 13/14 catalogue will address this issue.</p>	Monitor TOEFL scores and performance	Faculty
3.1	<p>Spring 2014 Admission update</p> <p>Question: LPN Bridge students reapply or put on "alternate list"?</p> <p>Need a policy</p>	<p>There will be 36 letters sent to students who met criteria to be accepted into the nursing program. 5 applicants need to take the TEAS. There are not enough LPN applicants to offer a bridge course for Spring 14 but faculty voted that we would extend the five year BIO requirement for those who applied within the five year time frame and go over because we did not offer the course.</p>	Diane to monitor these LPN bridge students	Diane
3.6, 5.2	<p>Pinning - final decision re: Stoles, Ropes - Diane</p>	<p>After much discussion faculty decided that no honor stoles or ropes would be allowed to the pinning ceremony. Faculty feels that the pinning itself is the honor and any honors associated with a GPA can be celebrated at the Parkland College ceremony.</p>	Diane will send announcement to the students via SNAP	Diane
1.3, 1.4, 3.2	<p>Open house still on track? Any further help needed?</p>	<p>SNAP has three volunteers.</p> <p>Carmen has four volunteers.</p> <p>Will touch base with Kory with plans. Still need 4-5 more volunteers</p>	Katie will ask for a few more students.	Jim

4.12	Final exam schedule	<p>Joni has agreed to work additional hours during ATI week. We need to decide which two weeks to increase hours.</p> <p>Diane passed around a final exam schedule. The schedule is based on student needs and feedback.</p>	Faculty to look at final exam schedule and give feedback to Diane	Faculty and Diane
6.4.3, 6.4.4	Survey Monkey results - Diane	Hard copies of all results are kept in a binder in Diane's office and can be viewed at any time. Examples are One year post grad employment and clinical site student evals.	Faculty should review these surveys at least annually as per our Systematic Plan and make program recommendations accordingly.	Faculty
3.5	<p>Student advising - use of student files:</p> <p>Discuss process for keeping files secure.</p>	<p>A system will be developed to sign out student charts so they can be located at all times.</p> <p>When advising complete, pairings will go to:</p> <p>First semester - Jim</p> <p>Second semester - Heidi or Michelle</p> <p>Third semester - Megan</p> <p>Fourth semester - Carmen</p>	Sign out system to be created and all faculty made aware.	Korey/Diane
4.2, 4.3	<p>First semester books - still need more definition around drug calculations.</p> <p>Dictionary is optional</p>	<p>Dictionary will remain optional. Diane was unable to find out the number of financial aid students due to different levels of aid. The drug calculation book will remain required for Spring 14 and faculty will do more analysis regarding medication calculations and the ADN program</p>	To be discussed at a future faculty meeting.	Diane/Faculty
2.3, 3.1, 4.2	<p>Committee Structure - Diane</p> <p>Do we want to make changes?</p> <p>Membership</p> <p>Meeting times</p>	Deferred to next meeting due to time.		

	Minutes Charter			
	Student Issue	Michelle informed faculty of a student breaking a course contract requiring a failure in 151.	Faculty in support of decision	
	Elsevier Conference January 14	Jim shared that the conference can be seen via webinar. He shared the topics being offered.	Jim will make sure faculty get all the information and help with registering	Jim

Discussion of Old Business: Review minutes from last meeting in September.

NLNAC Criteria #	Agenda Items	Discussion Summary	Action (to do, resolve, completed)	Accountable (who/when)
6	Standard 6 revisions Employer survey Advisory Committee Meeting		Diane, Jim, and Deb will work on a rough draft to be due by the end of this semester.	Jim, Deb, Diane - end of semester, Fall 2013
	Spring 2013 NCLEX results		Will be shared when available.	Diane - November 2013

Announcements

[Click here to enter text.](#)

Adjournment

Next Meeting Is: 10/14/2013

Parkland College Nursing Faculty Agenda & Minutes

Call to Order - Date:10/28/2013 **Start:**3:30 PM **Finish:**5:30 PM

Facilitator: Diane Cousert **Recorder:** Jim Roberts

Roll Call: =Present =Absent

Jim Roberts -

Diane Cousert

Debbie Bucher -

Carmen Zych -

Theresa Bosch -

SNAP Representative: Katie Scholes

Approval of Agenda Items: **yes** **no**

Comments:

Megan made a motion to accept the agenda with a second by Deb. Passed

Heidi Papenbrok -

Megan Cross -

Mernice Wakefield -

Michelle Matthews - excused

Tami Kennett -excused

Approval of Minutes from Faculty Meeting on: **Yes** **No**

Comments:

Heidi made a motion to accept the minutes as written with a second by Megan. Passed

Begin Discussion of New Business:

NLNAC Criteria #	Agenda Items	Discussion Summary	Action (to do, resolve, completed)	Accountable (who/when)
3.1	GPA requirement for progressing in the nursing program - clarity on process. Do we need to discuss students?	Faculty agreed that the program GPA 2.5 requirement will include transfer credit courses for general education classes required for the nursing program. Student scoring will take place if the student is performing at a level that places them in danger of dropping to the minimum requirement.	Students will be made aware of the new process. The Student handbook and catalog will be updated to reflect the change.	Diane - notify students and update catalog Handbook - to be revised in the fall by faculty.
3.4	ATI Testing & ODS	All ATI time adjustments must be completed by administration at the director level or above.	Diane will be notified of extended time needs and will adjust individually	Diane

1.3	Reinstatement: Sarah Rumbley Request for LOA: Megan Ellis-Gardner Xiaofang Ma	Faculty approved reinstatement for Sara Rumbly. Faculty approved a LOA for Megan Ellis-Gardner and Xiaofang Ma if they successfully complete the current semester courses.	Closed	
6.4.5	Spring 2013 NCLEX results	Results show that all but 2 students have taken the NCLEX from Spring 2013 semester. We had an 88% pass rate. Our current SPE states that our rates will remain above the national mean pass rate. The rate for this time period has not been published yet. Faculty feels that regardless of the national mean pass rate, 88% is low.	Continue to look at curriculum revisions to improve pass rates.	Faculty
1.3, 1.4, 3.2	Open house still on track? Any further help needed?	Carmen will check with Kathy Lewis regarding the use of Noel during the open house. Three students are scheduled to lead tours at the main campus and four students are scheduled to assist at the H-wing	Carmen will follow up with Kathy Lewis. Jim will follow up with Korey.	Carmen, Katie Scholes, SNAP volunteers, Korey Keenan, Jim, and NUR257 volunteers
3.1	SNAP Issues - Katie?	The SNAP council request to buy carnations instead of roses this year for pinning related to cost. Faculty does not have a vote in this but voiced their approval with the decision. Cookies will be served at the pinning ceremony. Faculty discussed photographers and it was decided to inquire about Memory Lane Photography for pinning. An apparel sale is on the SNAP schedule. Will supply Bootcamp volunteers	Carmen to contact Memory Lane Photography. SNAP to make arrangements for flowers and food at the pinning ceremony	Carmen Katie Scholes
5.3	Computer lab hours for ATI - Jim	Joni will be bumped up one hour for a total of 28 hours a week for two weeks to allow for ATI testing.	The hour will be added to Tuesday from 2-3 PM to allow for an additional 3 hour time slot.	Jim to schedule
5.2	Removal of cubicles in L111 - Theresa	Faculty discussed the misuse and potential misuse of the shelving under the lecture hall desk tops. Some faculty have seen an increase in texting and are concerned with cheating	Faculty request that a work order be put in for removal of the shelf	Diane will put in the work order

2.3, 3.1, 4.2	Committee Structure - Diane Do we want to make changes? Membership Meeting times Minutes Charter	The committees were organized. Each committee will present a charter, member roster and meeting times.	Request to be completed within one month.	Faculty
	Flu Shots	Need a new list.		Diane
	New IV Arm	Deb discussed her plan to research and hopefully obtain a more useful IV start arm since students do not have the IV start experience in the ODSC or Digestive Health		
Standard 4	Curriculum 1. CNA requirement - Theresa 2. Drug book 3. Swann - Mernice	Members include Carmen, Deb, and Mernice	Create a charter Diane to research addition of CNA for program requirements; origin, outcomes - is it worth it? Is it preventing students from applying?	Committee Diane
Standard 2	Professional Development 1. Faculty Handbook - Tami?	Tami, Megan, and Theresa	Create a charter	Committee
Standard 3	Student Affairs 1. Cell phone abuse - Theresa 2. Spring 2014 Admission update Question: LPN Bridge students reapply or put on "alternate list"? Need a policy	Jim, Heidi, and Michelle	Create a charter	Committee

Parkland College Nursing Faculty Agenda & Minutes

Call to Order - Date:2/3/2014 **Start:** 3:30 **Finish:** 5:00

Facilitator: Diane Cousert **Recorder:** Jim Roberts

Roll Call: =Present =Absent

Jim Roberts -

Debbie Bucher -

Carmen Zych -

Theresa Bosch -

Heidi Papenbrok -

SNAP Representative: No rep today

Others Present:

Megan Cross -

Mernice Wakefield -

Michelle Matthews -

Diane Cousert x

Tami Kennett -

Approval of Agenda Items: **yes** **no**

Comments: Megan motioned to accept with changes. A second from Michelle - passed

Approval of Minutes from Faculty Meeting on: **Yes** **No**

Comments: Carmen motioned to approve the minutes from 12/9/13 and 1/8/14. A second was made by Michelle - Passed

Begin Discussion of New Business:

NLNAC Criteria #	Time	Agenda Items	Discussion Summary	Action (to do, resolve, completed)	Accountable (who/when)
1.2	3:30-3:45	Committee Reports: Curriculum Faculty Development Student Affairs - charter - agendas	Assignments were made to the following committees with request to complete within a reasonable time frame. Curriculum - Paramedic to RN bridge program Student affairs - WAC Policy to include assessment frequency and required scores for passing. Also to include student handbook update. Weather policy also to be included in the student handbook. Faculty Development -New faculty orientation check list	Committees are to meet and report back to faculty.	Faculty

			Professional Development day. This year PDD will be decided as a group because of late notice.		
3.4	3:45-3:50	ATI Testing for students with special needs - procedure (draft) review - Diane	Procedure: ATI Testing for Students with Special Accommodations 1. Instruct student to make arrangements with the Office of Disability Services and the Vice Chair of Nursing to arrange a time that a reader is available and an ATI proctor is available. 2. The ATI proctor will most likely be the Vice Chair of Nursing, but can be delegated to another person. 3. The student will be given double the amount of time normally allotted and can be adjusted on the ATI website. Instructions can be found in the tutorials.	Diane reviewed this process with faculty. Faculty showed approval.	Diane
6.1, 6.2	3:50-4:10	Review of Fall 2013 ATI results	Graphs were handed out to all faculty. There were a lot of questions regarding data collection and what the data actually means to us as a program.	Faculty would like clarification on what data best supports change and how reliable the data is.	Diane
	4:10-4:15	Specs update - Jim	Jim explained the current process for specs. HP does not need to have chronological numbering as other departments do. This is due to that fact that we may have lab, lecture and clinical involved.	Jim corrected all the changes that were made based on the incorrect information and explained that we would attempt to create a template for pairing and each semester, faculty would remove sections in groups.	Faculty
4.12	4:15-4:30	Book orders discuss changes: Care Plan Peds	Book orders are due February 21st. Mernice would like to discuss a new book for pediatrics.	Mernice will discuss at the next faculty meeting.	Mernice

	4:30-5:00	I-stan - Kathy & Patty	Deferred		
4.8		LPN bridge	After much discussion, it was decided that more information is needed to revise this program. Faculty are in agreement that the current program is not preparing filling all the gaps that are identified between and ADN student and an LPN student.	Diane will discuss our concerns and get more information from Joann Heck. Diane will then bring back to faculty.	Diane

Future Items:

NLNAC Criteria #	Agenda Items	Discussion Summary	Action (to do, resolve, completed)	Accountable (who/when)
6	Standard 6 revisions Employer survey Advisory Committee Meeting	Working on it....	Diane, Jim, and Deb will work on a rough draft to be due by the end of this semester.	Jim, Deb, Diane - end of semester, Fall 2013
6.1, 4.7, 4.8	CNA Requirement for program entry - Diane	Faculty has been discussing the CNA requirement and its effect on nursing enrollment.	Diane requested we allow one entire cycle (four semesters) before analyzing all of the data. Faculty agreed.	Diane
4.6	SBAR			
3.3	WAC policy	Assign to Student Affairs Committee?	Waiting on policy	

3.1, 3.3	Handbook revisions - student orientation - grading - weather	Assign to Student Affairs Committee?	Handbook due in Fall 2014	
4.11	Care Plan Notes - Deb			
4.1	Paramedic to RN Bridge Plan	Assign to Curriculum Committee?	Waiting on report	

Announcements

[Click here to enter text.](#)

Adjournment

Next Meeting Is: 2/17/2014

Parkland College Nursing Faculty Agenda & Minutes

Call to Order - Date:4/14/2014 **Start:**3:30 p.m. **Finish:**5:00 p.m.

Facilitator: Diane Cousert **Recorder:** Jim Roberts

Roll Call: =Present =Absent

Diane Cousert -

Jim Roberts -

Debbie Bucher -

Carmen Zych -

Theresa Bosch -

SNAP Representative: Louise Nordstrom

Others Present: [Click here to enter text.](#)

Heidi Papenbrok -

Megan Cross -

Mernice Wakefield -

Michelle Matthews -

Tami Kennett -

Approval of Agenda Items: **yes** **no**

Comments:

Michelle motioned to receive with a second from Heidi

Approval of Minutes from Faculty Meeting on: **Yes** **No**

Comments:

Theresa motioned to receive with a second from Michelle

Begin Discussion of New Business:

ACEN Criteria #	Time	Agenda Items	Discussion Summary	Action (to do, resolve, completed)	Accountable (who/when)
3.1 4.10	3:30-3:50	Update on Fall students, Load, and any other discussion of pertinent items for Fall 2014 – Diane, Jim, and All	There will be no section transfers or schedule changes for fall students requesting to change. Faculty discussed at length, the pairing sheets were reviewed and most students received one of their choices for a clinical. Allowing a change for a few students at this time sets the precedent for future requested changes. Faculty will continue to stress the importance of choosing sections carefully on the pairing sheets and will also remind students they can write notes regarding children and jobs on the pairing sheets. We have added one additional student to 114 for the fall 2014 semester.	Consider a new advising list for faculty listing the steps as well as advising reminders to the students.	Diane to delegate
6.4.3 6.4.4 6.3	3:50-4:00	Overview of Nursing Advisory Council	Diane presented an overview of the meeting to faculty. Student surveys 6 months post-employment are poorly completed. Employer surveys are poorly completed as well. Feedback from the committee encouraged 8 or 12 hour shifts for clinical so students can gain experience with a full shift. Suggestions were also to include evening and nights.	Following discussion there was no plan of action at this time. Fourth semester is considering this change. Additional feedback will be sought at the Carle Director meeting in May.	Diane, Jim and Heidi
3.4	4:00-4:15	Pinning update – Louise & Carmen	Louise made a check list for the pinning ceremony for future semesters to use as a reference. Janelle Newkom will be overseeing the service this semester.		Janelle and Carmen
4.3 4.6	4:15-4:30	Gordon's discussion	Faculty would like to see the Gordon's assessment incorporated into the care plan versus listed on the teaching schedule. Theresa stated that a Gordon's form would still be needed because not all domains are addressed in the care plan. This will be taken into account.	Jim will draft a template	Jim
3.3 3.1		Student Affairs Committee Update • Student Handbook	The committee brought to the faculty the recommendation that if an LPN bridge student fails NUR210 that they may be allowed to remain in NUR151 since the programs allow this for other semesters.	Faculty approved of additions	Student Affairs

	4:30-4:40		The committee brought to the faculty the recommendation to add the following to the Nursing Student Handbook: Inclement Weather , the program will follow the college decision regarding closing in inclement weather. No patient pick up is allowed if the college is closed. Clinical instructors will make assignments as appropriate. Cancellation of Clinical , Occasionally it may be necessary for an instructor to cancel clinical. If this occurs, all students will be notified by method to be shared at clinical orientation.		
	4:40-4:50	Faculty Affairs Committee Update <ul style="list-style-type: none"> ATI – next steps 	No report		
	4:50-5:00	Curriculum Committee Update <ul style="list-style-type: none"> HP Simulation Committee SBAR – should it be standardized throughout program? Paramedic to RN Bridge Program 	No report		
5.2		L111	It was noted that the carpet in L111 is coming loose. The carpet has come completely up in the first row. Facilities will be notified.	Diane to notify facilities	Diane
3.7			Students in first semester requested that faculty attempt to coordinate their quizzes so that they are spread out through the semester. Faculty discussed alternatives.	First semester faculty to look at individual schedules.	
4.1			Student concerns were discussed regarding possible failures for the semester		Faculty

Future Items:

ACEN Criteria #	Agenda Items	Discussion Summary	Action (to do, resolve, completed)	Accountable (who/when)
	Review SEP			
	CN requirement			
	Bridge program			

Announcements:

[Click here to enter text.](#)

Adjournment

Next Meeting Is: 4/28/2014

Appendix E – ATI Analysis

Lowest ATI Score			
Test	Spring 2013	Fall 2013	Spring 2014 (subscale)
Fundamentals	Aging process	Health promotion/disease prevention	Reduction of risk potential (Potential for alterations in body systems)
Mental Health	Medication administration	Sensory/perceptual alterations	Pharmacological & Parenteral Therapies (Medication administration)
Children	Abuse/neglect	Elimination	Basic Care and Comfort (Elimination)
Maternal/Newborn	Lifestyle choices	Lifestyle choices	Management of Care (Establishing priorities)
Pharmacology	Pain management	Pain management	Pharmacological & Parenteral Therapies (Expected actions/outcomes)
Med/Surg	Unexpected response to therapies	Unexpected response to therapies	Safety & Infection Control (Standard Precautions/Transmission Based Precautions/Surgical Asepsis)
Community Health	Advocacy	Collaboration with interdisciplinary team	Safety & Infection Control (Standard Precautions/Transmission Based Precautions/Surgical Asepsis)
Leadership	Error prevention	Error prevention	Safety & Infection Control (Error prevention)
Comprehensive Predictor	Developmental stages and transitions	Legal rights and responsibilities	Reduction of risk potential (Diagnostic tests)

NCLEX areas that we went down last year:

Assessment – This phase consists of establishing a database by gathering objective and subjective client data and confirming the data. The nurse collects information relative to the client, verifies the data, and communicates the assessment data to relevant members of the health care team.

Implementation – This phase consists of initiating and/or completing actions in order to accomplish the defined goals of care. The nurse organizes, manages and provides care to accomplish expected client outcomes, and communicates nursing interventions to relevant members of the health care team.

Fluid-Gas Transport – The ability for an exchange of gases in the lungs and at the cellular level forms an essential category. Alterations exist when the cardio-pulmonary and hematologic systems are affected.

Reproductive – encompasses childbearing, female and male reproductive disorders, sexuality, and fertility.

Immune – encompasses health matters related to the body's ability to protect and defend. Infection, autoimmune diseases, hypersensitivity states and immune complex diseases are included.

Older Adulthood: 66 years and older – encompasses the aging process that results in inevitable changes affecting the health of the older adult. These age-related changes are often complex and can result in chronic illness, disabilities, and death.

Interdependence – The interdependence mode reflects a reciprocal relationship that involves giving and receiving between the adapting person and another person in the environment. This adaptive response is evident in grieving, social isolation, potential for violence, impaired social interaction and spiritual distress.

ATI National Percentile Rank

Test	Spring 2013	Fall 2013	Spring 2014
Fundamentals	56	15	18
Mental Health	72	80	62
Children	89	65	56 (7 Bridge)
Maternal/Newborn	69	56	48 (3 Bridge)
Pharmacology	66	40	43
Med/Surg	87	82	77
Community Health	NA	NA	NA
Leadership	65	39	63
Comp Predictor	84	76	33

Appendix F – Curriculum Review/Changes

Parkland College Nursing Faculty Agenda & Minutes

Call to Order - Date:5/14/2014 **Start:**8:00 a.m. **Finish:**11:00 a.m.

Facilitator: Diane Cousert **Recorder:** Jim Roberts

Roll Call: =Present =Absent

Diane Cousert -

Jim Roberts -

Debbie Bucher -

Carmen Zych -

Theresa Bosch -

SNAP Representative:

Others Present: [Click here to enter text.](#)

Heidi Papenbrok -

Megan Cross -

Mernice Wakefield -

Michelle Matthews -

Tami Kennett -

Approval of Agenda Items: **yes** **no**

Comments: N/A

Special called meeting for annual curriculum review

Approval of Minutes from Faculty Meeting on: **Yes** **No**

Comments: N/A

[Click here to enter text.](#)

Each faculty member presented their course topics. Discussion took place as to flow of content, duplication of content, and lack of content. The follow are recommendations for further study as we continue to review and revise our curriculum based on student feedback, ATI test results, NCLEX results, and faculty feedback.

Michele reported that feedback from second semester is that they would like more therapeutic training in first semester. Jim teaches a unit on communication and Theresa teaches therapeutic communication skills in assessment. Both will review their content and plan to increase.

Ethics and legal issues is taught in 114, 119 and briefly in 151 and 258. The current med-surg textbook does not have a chapter dedicated to this topic. Faculty would like ethics and legal issues especially those pertaining to the Nurse Practice Act be inserted to every course. ATI has a chapter on ethics that could be used. Faculty will review current resources and make a decision whether a new resource should be added to the current book list. Faculty also recommends that students be told in first semester to keep the Fundamentals text as a resource for the entire program to use for skill review as well as ethics and legal.

Faculty would like to see a mandated skill test for each semester on specific skills to be determined. Currently for third and fourth semester, students draw one skill to test on. Faculty suggests that a list of skills, previously learned, such as those with sterile technique be required to pass each semester than just one chosen skill.

Data shows that IV calculation scores have improved on ATI testing since we have incorporated additional subject matter into each semester, however, faculty still thinks this is an area for improvement. Faculty request some additional data which will be gathered and would like to know which semester other schools assign the ATI pharmacology assessment. Currently we give ours in third semester. Diane will pull the data together for faculty review. **Another reason to move pharmacology to 4th semester is that pain management scores related to angina were low and this is taught in 4th semester.**

It has not been required for faculty to use the same template for their topic outline posted on the nursing site. Faculty suggested that all courses use the same template. A template will be sent to faculty and course outlines will be updated.

113 and 114 will review additional ways assessment can be applied to clinical practice. Care plans will be reviewed and body systems will be added to clinical assessment.

Faculty discussed a trend with care plans and the measure of the goal is missing frequently. The care plan will be revised this summer and points will increase for the goal section. Faculty will review in prep week in August 14. Fourth semester will add to lecture content and faculty will review what is taught in Foundations so all are on the same page. Jim's formula for goals will be added to the care plan as a guide.

114 will continue to increase focus on application of processes to nursing and increase application questions on quizzes. Faculty request that sterile process and technique have more focus in first semester. Consider a guest speaker from Surgery Tech. Consider having a quiz specific to sterile technique. Review of ATI data showed low scores in pain control. It was noted that the Fundamental text does not have the best chapter for this topic. Will consider using additional resources.

118 – the only repeat is renal failure which is also taught in 255. The two coordinators will work together to provide comprehensive coverage.

151 will add appropriateness of communication to the therapeutic communication section. (Such as what not to say to patients and families.)

236 – STD's (STI's) are covered in both 136 and 257. The coordinators will work together to provide comprehensive coverage.

238 – The following topics are taught in two courses. The coordinators will work together to provide comprehensive coverage.

Immunizations with 257

Child abuse and neglect with 151

ADHD with 151 and 257. Most likely 257 will remove.

Sickle Cell and specific anemia's with 118

Faculty discussed whether pediatrics and OB should be joined into one class as it was at one time. There is a new pediatric instructor for fall and she will review the content during fall semester and make recommendations.

255 – Review renal failure with 118.

257 – Will move immunizations back to pediatrics. Will continue focus and possibly revise wrap up of nursing across the lifespan. Continue to emphasize skin care and application to nursing as it should be repeated in every semester.

Faculty questions whether geriatric and leadership be moved into community health as we continue the curriculum revision. This may happen over the next 2-3 years.

258 – There is not a respiratory modalities chapter in the new text that was chosen for med-surg. Modalities are mixed into the respiratory chapter. The course schedule will be adjusted as a new edition has been printed.

215 – Résumés are taught in both 119 and 257. Faculty supports keeping the duplicate since first semester students use them to get CNA jobs and fourth semester use them to get nursing jobs.

210 – No LPN bridge course is planned for fall of 2014 related to low enrollment. Will review course at a later date.

Faculty discussed that focus toward transgender patients need to be incorporated well into program.

Appendix G – Examples of Program Director Minutes

PROGRAM DIRECTOR MEETING MINUTES		
DATE: January 28, 2013		
PRESENT: Scholze, Ragsdale, Boyce, Sauer, Heck, Hales, Wray, Seim, Valentine, Pankau, Valentine, Bahnke, Everett, Lobdell, Mills, Kathy Lewis,		
AGENDA ITEMS	DISCUSSION	ACTION NEEDED/COMPLETED
A and P Lab Redesign	<ul style="list-style-type: none"> -PC is redesigning the A and P labs -Price of the cadaver is going up -There will be a new time limit of two years per cadaver -Do accreditation standards require a human cadaver lab? 	Email Lori for a digital copy of handout
Electronic Medical Records <i>Kathy Lewis</i>	Near Perfect <ul style="list-style-type: none"> -Has Acute Care, Extended Care Facility and Clinical Application -Web Based Product- <i>Can be accessed from anywhere.</i> -Can be customized for each health career depending on the needs 	

PROGRAM DIRECTOR MEETING MINUTES		
DATE: January 28, 2013		
PRESENT: Scholze, Ragsdale, Boyce, Sauer, Heck, Hales, Wray, Seim, Valentine, Pankau, Valentine, Bahnke, Everett, Lobdell, Mills, Kathy Lewis,		
AGENDA ITEMS	DISCUSSION	ACTION NEEDED/COMPLETED
Collaboration Discussion and Planning	<p><i>Bobbi writes:</i></p> <p><i>Team Work Key Processes (Areas for Development)</i></p> <ol style="list-style-type: none"> 1. Cooperation 2. Coordination 3. Collaboration 4. Communication <p><i>Core Competency of Professional Collaboration</i></p> <ol style="list-style-type: none"> 1. Informatics 2. Pt Center Care 3. EBP 4. ApplyQuality Insurance <p><i>Competency Domains</i></p> <ol style="list-style-type: none"> 1. Value and Ethics 2. Roles and Responsibilities 3. Interprofessional Communications 4. Teams and Teamwork 	<p><i>Send Collaboration Article to PD-done</i></p> <p><i>Post Collaboration Article on my.parkland</i></p> <p><i>?What competency do we want to work on?</i></p> <p><i>? What semester do you require this?</i></p> <p><i>Should we design a prereq for all programs that is Interprofessional Collaboration and Information?</i></p> <p>PAGE 3: The transformation envisioned would enable opportunities for health professions students to engage in interactive learning with those outside their profession as a routine part of their education. The goal of this interprofessional learning is to prepare all health professions students for <i>deliberatively working together</i> with the common goal of building a safer and better patient-centered and community/population oriented U.S. health care system.</p> <p>Peg: Anyone interested in joining DHG students in Remote Area Medical in TN</p> <p>-Students go on their own \$\$</p> <p>-March 8-11</p> <p>-Usually need about \$200 per student</p>

PROGRAM DIRECTOR MEETING MINUTES		
DATE: January 28, 2013		
PRESENT: Scholze, Ragsdale, Boyce, Sauer, Heck, Hales, Wray, Seim, Valentine, Pankau, Valentine, Bahnke, Everett, Lobdell, Mills, Kathy Lewis,		
AGENDA ITEMS	DISCUSSION	ACTION NEEDED/COMPLETED
Announcement	Professional Development Day will be at Allerton -Working on transportation -Working on times and food	

PROGRAM DIRECTOR MEETING MINUTES		
DATE: 02.28.2013 ALLERTON PARK PROGRAM DIRECTOR RETREAT		
PRESENT: Scholze, Ragsdale, Valentine, Bahnke, Pankau, Boyce, Myles, Lobdell, Mills, Seim, Hales, Sauer, Everett		
AGENDA ITEMS	DISCUSSION	ACTION NEEDED/COMPLETED
Bobbi presented ppt for Core Competencies for Collaborative Practice	-Modeling professionalism for students but also and importantly for colleagues. -Recognizing roles -Modeling Respect -How do we operate in teams vs solo -Slide 5: -Students need to know the role of others -What are the limits of one person's role? <i>My expertise endsCommunicate with the next...</i> Experts should be sharing with novices Slide 6: -Change third bullet point to Common Competencies	<i>See ppt presentation</i> METAPARADIGM ELUCIDATED

PROGRAM DIRECTOR MEETING MINUTES

DATE: 02.28.2013 ALLERTON PARK PROGRAM DIRECTOR RETREAT

PRESENT: Scholze, Ragsdale, Valentine, Bahnke, Pankau, Boyce, Myles, Lobdell, Mills, Seim, Hales, Sauer, Everett

AGENDA ITEMS	DISCUSSION	ACTION NEEDED/COMPLETED
	<p>Slide 8:</p> <ul style="list-style-type: none">-The nature of the relationship between the patient and the team is competency development-We are going to need to integrate this to clinical sites as well in order for this to be successful.-Valuing everybody equally-Can you be an “agent of change”?-Goal would be to have candid conversation with other professionals. <p>-Slide 17:</p> <ul style="list-style-type: none">-the Burden of Being a Colleague <p><i>It’s hard work and how do we develop that?</i></p> <ul style="list-style-type: none">-Students and new employees need to build the trust before people will listen.	

PROGRAM DIRECTOR MEETING MINUTES		
DATE: 02.28.2013 ALLERTON PARK PROGRAM DIRECTOR RETREAT		
PRESENT: Scholze, Ragsdale, Valentine, Bahnke, Pankau, Boyce, Myles, Lobdell, Mills, Seim, Hales, Sauer, Everett		
AGENDA ITEMS	DISCUSSION	ACTION NEEDED/COMPLETED
Value vs Competency	Respect Collaboration Approachability Communication Creativity Willingness Feedback Compassion	Honesty/Integrity Communication Empathy and Compassion Problem Solvers Respect Leadership/knowledge
	RESPECT: Communication Collaboration Approachability Willingness Caring HONESTY AND INTEGRITY: FAIRNESS AND JUST TREATMENT: Slide 14-18	Parkland Core Values: Fairness and Just Treatment

PROGRAM DIRECTOR MEETING MINUTES		
DATE: 02.28.2013 ALLERTON PARK PROGRAM DIRECTOR RETREAT		
PRESENT: Scholze, Ragsdale, Valentine, Bahnke, Pankau, Boyce, Myles, Lobdell, Mills, Seim, Hales, Sauer, Everett		
AGENDA ITEMS	DISCUSSION	ACTION NEEDED/COMPLETED
	What we discovered was that our original martini glass incorporates the same contents and values that are in the Interprofessional Collaboration article	Use the "martini" glass and match to Core Competency Study by Inter-professional Collaboration.
		Develop a professionalism statement using the terminology on the Martini glass
		Give to Randy Fletcher as a follow up initiative from the Bus Tours and the Strategic Plan.
		Follow up on preceptor banquet
		Volunteers needed for: MARTINI GLASS PRECEPTOR BANQUET PRECEPTOR AWARDS PROFESSIONALISM STATEMENT FROM MARTINI GLASS REPORT TO RANDY DSIGNING BANNERS
		How do we now capture all PT and FT to buy into this project? -
	Ideas for Implementation: 1. VTT and OTA and NUR- Pet care – how to help clients effective pet care while hospitalized. Resources for pet care. 2. Disabled	Take the martini glass back to each programs faculty. Talk about the professionalism statement and think about two things we could implement for each program.

PROGRAM DIRECTOR MEETING MINUTES		
DATE: 02.28.2013 ALLERTON PARK PROGRAM DIRECTOR RETREAT		
PRESENT: Scholze, Ragsdale, Valentine, Bahnke, Pankau, Boyce, Myles, Lobdell, Mills, Seim, Hales, Sauer, Everett		
AGENDA ITEMS	DISCUSSION	ACTION NEEDED/COMPLETED
	<p>3. Breast Cancer Patient: OTA, MOA and XRA work together with a breast cancer patient for radiation therapy, post mastectomy care from an OTA. SUR could participate with that.</p> <p>4. Maybe develop a clinical patient- CV, Breast Cancer, etc and an faculty design a scenario and each program can determine their involvement.</p> <p>5. Using the final capstone or case study to integrate different health professions.</p> <p>6. Single out Leadership for an A with Honors project.</p>	
		Adjourned 1400

PROGRAM DIRECTOR COUNCIL MINUTES		
DATE: 4-7-14		
PRESENT: Bahnke, Boyce, Cousert, Everett, Hales, Heck, Sauer, Scholze, Spading, Wray, ABSENT: Lobdell, Mills, Pankau, Seim, Ragsdale, Valentine		
AGENDA ITEMS	DISCUSSION	ACTION NEEDED/COMPLETED
1. Sim Update	Public Safety is being explored for Anatomage and simulation. Looks good depending on what walls can come down with a possibility of Jim Bustard's space.	

PROGRAM DIRECTOR COUNCIL MINUTES		
DATE: 4-7-14		
PRESENT: Bahnke, Boyce, Cousert, Everett, Hales, Heck, Sauer, Scholze, Spading, Wray, ABSENT: Lobdell, Mills, Pankau, Seim, Ragsdale, Valentine		
AGENDA ITEMS	DISCUSSION	ACTION NEEDED/COMPLETED
2. ID Model- mapping simulation And IHC Assignment	Bobbi will begin to map the interdisciplinary simulation. The biggest struggle is communication, but it is important to know how to solve differences. Knowing what other professions do including seeing their passion is important. It is tricky getting everyone together. Rebecca reports re: the IHC Assignment – Has been done by OTA with CNA, CMA, and LPN. Used an example of a CVA patient – both hospital and outpatient. Refer to handout on Core Competencies for Interprofessional Collaborate Practice. Rebecca used some great you tube vignettes on interdisciplinary practice	Rebecca will write a proposal for the simulation modules, also some cameras for anatomage. She will also request access to the assignment in Cobra for all.
3. IR Persistence – Retention – Completion Academy	To participate in the Academy will start looking at improvement in persistence, retention, completion. Bobbi continues to work with a multi-disciplinary group to fix the program code situation. Ultimately need to be able to track stackable certificates. And reflect simultaneously without interfering with financial aid.	Handout
4. CAP Revisions	The focus is on exemption. Lots of math changes. English placement exam expires in 3 yrs vs. 2. See handout.	Handout
5. Students not eligible for readmission – Patty Wray	Patty presented a situation that happened with a student who was not eligible for readmission to HP.	Bobbi will get advice on how to flag these people. Suggestions include a restriction code, perhaps like on academic probation. Would need to go through the Dean's office.
6. July 1 st proposal for students and hourly		Everyone needs to develop a proposal to keep part time hourly people in their programs and submit to Bobbi. This does not include Perkins people.

PROGRAM DIRECTOR COUNCIL MINUTES		
DATE: 4-7-14		
PRESENT: Bahnke, Boyce, Cousert, Everett, Hales, Heck, Sauer, Scholze, Spading, Wray, ABSENT: Lobdell, Mills, Pankau, Seim, Ragsdale, Valentine		
AGENDA ITEMS	DISCUSSION	ACTION NEEDED/COMPLETED
1. Professional Development Proposal for Interdisciplinary Collaboration Kim Mills	Kim presented a proposal for consideration where each program would be scheduled – no more than 1x/year – to present/share professional information related to teaching/clinical/lab methodologies or other information related to their program that would be beneficial for other programs to hear. Meetings would rotate between H and L wings and different days/times to allow more FT AND PT faculty to attend. CETL could be utilized to help organize/host this. We would also try to videotape the presentation for those who cannot attend.	Handout of proposal was distributed Decision to go forward with the idea as written and pilot this beginning August 2014 Information to be shared with all FT and PT faculty and attendance encouraged.
2. Reorganization Update	Bobbi updated group on progress being made. 28 volunteers have been meeting with Dr. Young each week to discuss re-structuring in Academic services. At this point the group has voted 18 to 1 in favor of going forward beginning with establishment of 4 Dean positions by December.	Bobbi will also ask our HP representatives to provide an update on the meetings from their perspective.
3. Capital Requests Presentations and Ranking	Each program with a capital request presented rationale for why these items were needed for their program. Each member of council is to submit their ranking of the requests. Bobbi will summarize all submissions and put in rank order to take forward.	Handout of requests provided Each person to submit a ranking of all capital requests in order of priority and submit to Bobbi

Appendix H – Nursing Advisory Council Meeting Minutes

Parkland Associate Degree Nursing Program

Advisory Committee Minutes

Tuesday, February 12, 2013

Welcome & Introductions

Committee members present:

Diane Cousert, RN, MS, NE-BC Director of Nursing, Carle
Kathy Lewis, RN, MSN Professor Emeritus, Parkland College
Korey Keenan, RN <i>Program graduate</i> , Parkland College, Clark-Lindsey Village
James Roberts, RN, MSN Nursing Faculty, Parkland College
Bobbi Scholze, RN, MSN Department Chair, Parkland College
Michele Spading, RN, MSN Program Director, Parkland College

Committee members absent:

Rikki Brady, RN, BSN Clark-Lindsey Village
Rita Myles, RN, MSN Parkland College
Elly Radi, RN <i>Program graduate (Carle)</i>
Gloria Valenti, RN Diversified Home Health Care

Discussion

Pass Rates

FY 2012 lowest pass rate – 90%. Fall 2011 had 3 failures. Spring 2012 was our lowest semester pass rate with 5 failures. Questions were asked as to possible reasons. Three of these 5 were “Bridge” students going from LPN to RN and were also ESL students. The other 2 were those who were late testers which puts them at higher risk. Evaluation of bridge program is ongoing. That was our first bridge class. Bridge students are involved in the discussion as to what could be done differently to help them be more successful. TOEFL scores needed for admission have been raised, effective Fall 2013. More resources are being put in place to help our ESL students be successful. (Copy of pass rates for all nursing program in IL provided in packet.)

Employment of Graduates

Remains high over all but taking longer to secure nursing jobs than in the past. Carle is continuing to hire our graduates despite Magnet status. It is easier with December graduates to get jobs there as there are no local BSN programs graduating. Presently, 48.8% of our December graduates have secured RN employment within 59 days of pinning.

Results of Graduate Exit Survey

Overall they continue to be positive. The response rate is significantly increased since we put it out on survey monkey. Specific responses were shared with the group and what we have done to address any issues. There has been a very high satisfaction rate consistently.

Results of Accreditation Visit (copy of report in packet)

Discussed results of accreditation report. Follow up report required for certain criteria in Standard 6 – mostly concerning follow up data from graduates and from employers. Discussion occurred on possible ways to increase response from employers. Survey reviewed later in meeting.

L.P.N. to A.D.N. Bridge Program (Data sheet in packet)

First class: 9 accepted spring 2011; 7 continued on into A.D. N. program and graduated in spring 2012. Three out of 7 did not pass NCLEX first time and all 3 were ESL students. We are evaluating program and also TOEFL scores. Not enough applicants fall 2011. Spring 2012 admitted 7 and 5 will graduate in December 2012. Fall 2012 we accepted 8 into the Bridge program and spring 2013 there was not enough applicants. In general there are numerous LPNs who contact us and are interested in the program but they often have a difficult time meeting the admission requirements for numerous reasons: time constraints, need to continue to work FT, science classes too old and they don't want to re-take, etc. Plan to do a survey of present students and possibly those who graduated to see where we could improve program retention and success.

Changes in Admission Requirements (Admission letter in packet)

All students are admitted “conditionally” until a list of requirements are met – see letter. Clinical requirements: all are required to have background check, urine drug testing, and up to date health requirements before beginning the program. After that health requirements must be kept up to date to last through end of each semester. All are now required to get flu shot or sign declination. There are also HIPAA and confidentiality and specific agency requirements that must be fulfilled. There are also higher standards for EMR/EHR access in each clinical setting and agencies need more information and proof of completing training.

CNA requirement for admission: requirement incorporated Sp13 semester. Despite putting information on website, in brochures, etc. some students still unaware. Students presently are allowed to apply if taking CNA classes as long as completed before semester begins. Other commented that they are also aware of “bottleneck” of students trying to get into the CNA classes. All students are conditionally admitted and if not successful in CNA class, cannot begin classes. If not successful in state exam, they will be dropped from nursing program.

ESL student requirements: As of fall 2013, all new applicants will be required to meet a significantly higher TOEFL score before applying to the program. All health profession programs have been doing research on appropriate TOEFL scores and looking at similar program requirements across the U. S. We will continue to collect data as we go forward.

New Business

Changes in Curriculum

Discussed importance of utilizing long term care facilities, especially in the first semester classes. Jim Roberts teaches Fundamentals of Nursing and will be looking into this. We are especially interested in using Clark Lindsey and will contact Rikki Brady for more information.

New graduates – Employer Surveys

A rough draft of our new employer survey was provided to the group. Suggestions were focused on simplifying the survey and stating at the beginning of the survey the approximate time to complete. The main goal is to evaluate whether our graduates are demonstrating the concepts of the core components of our program – our program learning outcomes – and to ascertain from employers what we could do better to prepare our graduates to function in the clinical setting. Informally, employers are very positive about our graduates and their preparation but formal feedback is needed for accurate data collection. Members were asked to send contact information for their agencies as to who to contact with the survey.

We also discussed ways to improve post-graduation surveys and response rate. Suggestions included simplification, using Survey Monkey or something similar, asking what their present title is if they have been out in the work force for 1 year or more to see if they are advancing, and asking 6 month post grads to name 1-2 things they felt most prepared for and 1-2 things they felt least prepared for.

Closing Comments-Plan for next meeting

Members were asked if there are more convenient times to meet. Most members were involved in our accreditation visit and met our visitors which was much appreciated. Attempts to meet in the Fall (2012) were unsuccessful due to scheduling difficulties among the group. Suggestions also made for other possible participants and follow up on commitment of present members.

Handouts Provided

- Agenda
- Parkland College Nursing Program NCLEX Pass Rates Compared to State and National NCLEX Pass Rates
- IDFPR NCLEX Summary Data
- Parkland College Nursing Graduates Employment Status within 6 months of Graduation
- IAR Survey Results 2008-2010
- Graduate Exit Interview Responses from Survey Monkey Spring 2011-Fall 2012
- Previous Post-Graduate Survey
- New Employer Targeted Survey
- Nursing Program Conditional Admission Letter with Requirements
- Advisory Committee Handbook
- Advisory Committee Minutes from 07/28/11
- NLNAC Site Visitor's Report

Parkland Associate Degree Nursing Program

Advisory Committee Minutes

Tuesday, April 1, 2014

Welcome & Introductions

Committee members present:

Rikki Brady, BSN, RN VP Health Services, Clark-Lindsey Village
Diane Cousert, MS, RN VC Nursing and Faculty Affairs, Parkland College
Kristy Elder, RN Clinical Educator, Gibson Area Hospital
Korey Keenan, RN <i>Program graduate</i> , Parkland College, DaVita Dialysis
Lisa Malinowski, MSN, RN Nurse Manager, Carle Foundation Hospital
Louise Nordstrom SNAP President
James Roberts, MSN, RN Nursing Faculty, Parkland College
Bobbi Scholze, MSN, RN Department Chair, Parkland College
Michele Spading, MSN, RN VC Student Affairs, Parkland College
Amy Workman, RN Staff Nurse, Carle Foundation Hospital

Committee members absent:

Kathy Lewis, MSN, RN Professor Emeritus, Parkland College
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Minutes accepted from February 2013 meeting by all present members with no changes.

Discussion

New organizational structure/faculty updates

Bobbi spoke about organizational structure updates. Previously the Nursing Program Director did not have proper authority over the faculty. Previously authority was delegated via the Department Chair. This was not working well due to the faculty and program director being peers. The department needed a change. Rita Myles, the previous Program Manager, a position partially funded by Carle, applied for and was accepted into a FT faculty position and vacated the Program Manager position. This allowed for the position to change. Michele Spading was nominated and voted into the Vice Chair for Student Services position. This position not only encompasses recruiting but all of the aspects dealing with students. Diane was nominated and voted into the VC for Nursing and Faculty Affairs position and started in September. Diane not only will handle all issues related to Nursing but will also handle all faculty items including items such as management of CIF, Budget, and faculty issues. This position has strengthened the nursing program and management of the Health Professions department. Jim's position of Coordinator was added to assist with management of the nursing program and encompasses some of the operational aspects of Nursing and allows the VC for nursing to focus on other aspects of the program.

Faculty updates – currently 9 FT faculty until the end of the semester, then the count will change to 8 FT faculty.

Pass Rates

Pass rates remain high for Parkland compared to State and National results. The 2012 Pass rate was actually 89% - the previous 90% figure was rounded per Michele S. We expect a dip in number of candidates for the 13-14 year due to a decrease in enrollment; however we are projecting these figures to increase again due to the increase in current fall 2014 enrollment. We believe the drop in enrollment is due to the economy and a push to hire more BSN students. We need to educate out students on the different options out there, including the increasing number of AND to MSN programs to help increase enrollment. We are looking at the possibility of a BSN program at Parkland. Currently 20 states have BSN programs at the community college level. If we do move forward with a BSN program, estimates are 2-3 years to produce a curriculum. Current tuition reimbursement from area employers are: Gibson Area Hospital - \$8,000, Carle - \$4,000, CLV - \$1,800-\$2,000

Employment of Graduates

The majority of Parkland graduates continue to be employed at Carle. Results from Parkland College 2011-2012 Occupational Follow-up survey were reviewed. A majority of graduates 90% or higher report that they are working in the field of nursing. Of note was the average salary rate. It has stayed stagnant since 2008. Long-term care agencies such as Clark Lindsey are in need of RN's, they have currently put a hold on hiring LPNs. Employer representatives were also advised that they may contact the career center for advertising of jobs. There is a career fair coming up at Parkland for the whole college in the next week.

Results of graduate surveys

Results from survey monkey Spring 2012 and Spring 2013 6 moth post graduate surveys were reviewed. Noted a decrease in the number of responses, this is due to a decrease in the number of email contacts received from graduates on the Exit Interview. Suggestions were made on how we can increase response rates and increase number of contact emails obtained. Suggested were utilizing the class Facebook page to send reminders and utilizing instructors at the end of the semester to remind students as well. Jim also stated clinical instructors also see many

graduates at Carle in the morning coming off of night shift, he suggested following up with and reminding students as seen on the floor. It was also suggested that a phone call might be a good method for obtaining information.

Diane plans to provide a Parkland Nursing Newsletter for alumni and employers to update them on what is going on with the Parkland Nursing Program – reminders could be included there

Results of Employer Surveys

Results from the survey monkey Employer targeted surveys from February and December 2013 were reviewed. Discussion about how to increase response rates with survey and how to best distribute the survey was brought up. Suggestions include targeting the Education department for distribution including unit educators and distribution to clinical preceptors may yield an increased response and better evaluation of the graduate. Suggestions were made to have surveys completed in a 1:1 or face to face setting. Sending a Parkland faculty representative to Carle meetings and providing breakfast/snack/lunch and personally distributing surveys was mentioned. Discussion on revamping the survey to shorten it was also brought up. Plan to continue modifying and evaluating survey process.

Informal feedback from employers at the meeting – the concern is that new grads do not understand what it is like to work 12 hour shifts or nights. Suggest incorporating into curriculum especially 4th semester. Possibly have preceptors on nights. Another idea is for the Leadership class to be paired with a preceptor for 12 hour shifts.

Employers are particularly pleased with the Parkland instructors.

Update on RN-BSN

See handout. 3+1 RN to BSN Partnership Program – Michele points out that we have one with ISU. It is not advertised as such, so we need to advertise this and any other options as a viable opportunity to obtain a BSN while staying in the community that is cost effective. Diane has a meeting scheduled with ISU and will pursue this.

Closing Comments-Plan for next meeting

- A. Bi-annual meeting vs. Annual Discussion
 - a. It was discussed that the group prefers to meet on a bi-annual basis currently due to changes relating to BSN curriculum

Handouts Provided

- Agenda
- February 2013 minutes
- Parkland College Nursing Program NCLEX Pass Rates Compared to State and National NCLEX Pass Rates
- Health Professions Department Organization Chart
- Parkland College Nursing Graduates Employment Status within 6 months of Graduation

- Occupational Follow up Survey Results 2011-2012 (Nursing Program Information)
- Spring 2012/2013 Post Graduate Survey Monkey Results
- 2013 Employer Targeted Survey Monkey Results
- Advisory Committee Handbook March 2014 update
- RN-BSN information handout

Appendix I – Illinois Department of Financial and Professional Regulation Annual Report

IDFPR ANNUAL NURSING EDUCATION PROGRAM REPORT	
Fiscal Year 2013: (July 1, 2012 through June 30, 2013)	
REPORT DUE: September 10, 2013	
ADN	
<p>Name of School</p> <p>Program Name</p> <p>*School Code</p> <p>Street Address City, State, Zip Code</p> <p>Public Contact Telephone Number</p>	<p>Parkland College</p> <p><u>Parkland College Nursing</u></p> <p>49-452</p> <p>2400 West Bradley Ave Champaign, IL 61821-1899</p> <p>217-353-2240</p>
<p>Name of Nurse Administrator Responsible for Program</p> <p>Title</p> <p>E-mail Address</p> <p>Direct Telephone Number</p> <p>Fax Number</p>	<p>Michele Spading, MSN RN</p> <p><u>Program Director</u></p> <p>mspading@parkland.edu</p> <p>217-351-2468</p> <p><u>217-373-3830</u></p>
<p>Name of Sponsoring Institution</p> <p>Street Address City, State, ZIP Code</p> <p>Administrative Officer Title</p>	<p><u>Parkland College</u></p> <p><u>2400 West Bradley Ave</u> Champaign, IL 61821-1899</p> <p><u>Dr. Tom Ramage</u> President</p>

Return Report to With all pages attached	Nursing Coordinator James R. Thompson Center Department of Professional Regulation 100 West Randolph, Suite 9-300 Chicago, Illinois 60601
If you have any questions please email	Michele.Bromberg@illinois.gov
IMPORTANT NOTICE	Completion of this form is necessary to accomplish the statutory purpose as outlined in 225 ILCS 65/5-1, et al. Disclosure of this information is REQUIRED. Failure to provide this information could result in the withdrawal of approval of your Nursing Education Program by this Agency. This form has been approved by the State Forms Management Center.

ANNUAL NURSING EDUCATION PROGRAM REPORT

RN ADN PROGRAMS

Definitions:

1. Fiscal Year: a 12-month period over which an institution budgets its spending. The fiscal year is referred to by the date in which it ends. For example FY 2012 begins July 1, 2011 and ends June 30, 2012.
 - FY 2010 = July 1, 2009 through June 30, 2010
 - FY 2011 = July 1, 2010 through June 30, 2011
 - FY 2012 = July 1, 2011 through June 30, 2012

2. Number of Nursing Seats Available: A count of the total number of seats available during the fiscal year for all admissions.

3. A Qualified Applicant: A count of the qualified applicants includes individuals who meet all requirements for formal admission to the nursing program. A qualified applicant could start the nursing program immediately if additional program vacancies/open seats existed. This count reflects that the individual has fully met the responding institution’s criteria.
 Example: Requirements may vary by institution and may include a minimum overall GPA, minimum science GPA, admission exams, minimum standardized test scores, CNA licensure, etc.

4. Formally Admitted: Formally admitted students are qualified individuals who receive official notice from the institution that they are invited to begin the nursing program at a designated point in time AND they enroll in a nursing program in the specified fiscal year.

5. Started Nursing Clinicals: Clinicals are site based field experiences where nursing students contribute to direct patient care under the supervision of a licensed instructor.

Example: Clinical experiences might include some of the following activities: Working with a supervisor to identify patients to work with. Reviewing designated patient charts and collaborating on a care plan. Locating the patient’s current nurse and listening in on the change of shift report. Asking that

nurse any questions about the designated patient(s). Administering medications with supervision, and providing direct patient care within the scope of current skills. Charting the medications and any care administered as well as any patient concerns or needs. Maintaining a daily log of the field experience, etc.

- 6. Nurse Graduate: Individuals who meet all requirements for the degree AND are formally awarded the degree.

ANNUAL NURSING EDUCATION PROGRAM REPORT

RN ADN PROGRAMS

Program Code: 49- 452_____

STUDENT DATA

	Number of Nursing Seats Available	Number of Qualified Applicants	Number of Students Formally Admitted	Number of Students Who Left the Program After First Clinical	Number of students graduated
FY 2011	101	165	101	10	82
FY 2012	100	180	100	10	83
FY 2013	100	107	89	4	78

Student Census Data: Count your current student body and provide totals for FY 2013. This data will be collected annually and used for policy planning.

<i>Student Gender</i>	Female	Male	Missing Data
# Full Time	41	16	
# Part Time	132	27	

<i>Student Age</i>	17-20	21-25	26-30	31-40	41-50	51-55	56-60	61 / older	Unknown
	# Full Time	13	16	13	14	1	0	0	0
# Part Time	14	36	36	44	22	7	0	0	0

<i>Student Race/Ethnicity</i>	American Indian	Alaska Native	Asian	Black / African American	Native Hawaiian	Other Pacific Islander	White / Caucasian	Hispanic / Latino	Missing / Unknown
	# Full Time	1	0	4	4	0	0	44	2
# Part Time	0	0	9	7	0	0	131	6	5

**ANNUAL NURSING EDUCATION PROGRAM REPORT
RN ADN PROGRAMS**

Program Code 49-452

I. MINOR CURRICULUM REVISIONS OF THE LAST YEAR and PROJECTED

A. Please summarize any program changes made for the Fiscal Year 2013.

(*Do not send copies of school catalogs, student handbooks, program brochures.)

In an effort to increase success and retention of ESL students in nursing we have been researching TOEFL scores and have also been working with a grant to provide more support services to these students. Our requirement for admission to the nursing program now requires the following TOEFL iBT scores for our ESL applicants: 20-22-26-20. This semester we are offering specific assistance in our Center for Academic Success for health profession students needing help.

II. FACULTY

	Total number of Full-Time Faculty	Total number of Part-Time Faculty	Number of Budgeted Faculty Full-Time	Number of Budgeted Faculty Part-Time	Number of Vacant Faculty Positions	Do you have a faculty variance? Yes / No	If yes, what is the graduation date of the faculty on the variance?
FY							
2012	10	14	10	No Limit	3- Filled	Yes	Graduated with MSN Feb 2012
2013	10	15	10	No Limit	0	No	

Faculty Census Data: Count your faculty and provide totals for **FY 2012**. This data will be collected annually and used for policy planning.

<i>Highest Degree Held by Faculty</i>	Masters Degree in Nursing	Non-nursing Masters Degree	PhD in Nursing	Doctorate of Nursing Practice (DNP)	Other Doctorate in Nursing	Non-nursing doctorate	Unknown
# Full Time	10	0	0	0	0	0	0
# Part Time	15	0	0	0	0	0	0

<i>Faculty Gender</i>	Female	Male	Missing Data
# Full Time	9	1	
# Part Time	14	1	

<i>Faculty Age</i>	30 or younger	31-40	41-50	51-55	56-60	61-65	66 / older	Unknown
# Full Time	0	2	2	3	2	1	0	0
# Part Time	1	2	0	3	5	4	0	0

<i>Faculty Race/Ethnicity</i>	American Indian	Alaska Native	Asian	Black / African American	Native Hawaiian	Other Pacific Islander	White / Caucasian	Hispanic / Latino	Missing / Unknown
# Full Time	0	0	0	0	0	0	10	0	0
# Part Time	0	0	0	0	0	0	15	0	0

