

New Program Request Form

CA1

General Information

Institution Submitting Proposal	Northeast Kansas Technical Center of Highland Community College
Name and Title of Contact Person	Janean Bowen Director of Practical Nursing
Title of Proposed Program	LPN to RN Completion Program
Proposed Suggested CIP Code	51.1601
Degree/Certificate Program Description	Associate of Applied Science in Nursing
Number of Credits for the degree and/or certificate	40 after LPN
Academic Unit	Credit hour
Proposed Date of Initiation	9-1-2010
Specialty Accrediting Agency	National League for Nursing Approval by Kansas State Board of Nursing
Location(s) of Program	1501 West Riley Atchison, Kansas
Summary of Demand for the Program (including source of data)	Kansas Labor Information Center, Health Resources and Services Administration, American Assoc. of Colleges of Nursing, Ks. Occupational Outlook, and support letters.
Listing of other similar programs in state/region (including enrollments and capacity)	Kansas City Kansas Community College Manhattan Area Technical College Park University
Date Institution entered into Program Inventory	February 17, 2010

Signature of College Official *Terri L. Ball* Date *February 17, 2010*

Signature of KBOR Official _____ Date _____

New Program Request Form CA1: NEKTC Atchison

Program: LPN to RN Completion
Associate of Applied Science Degree in Nursing

CIP Code: 51.1601

Sponsor: Northeast Kansas Technical Center of Highland
Community College

Contact Person: Janean Bowen, RN, MS
Director of Practical Nursing

With the July 2008 merger of Highland Community College (HCC) and Northeast Kansas Technical College (NEKTC) came the opportunity to build upon a well-established Practical Nursing Program at NEKTC. The proposed LPN to RN Completion, Associate of Applied Science Degree in Nursing (commonly referred to as ADN) is a one year, three semester program for the Licensed Practical Nurse (LPN). This type of program is commonly called a “bridge” program; a course of studies specifically designed to accept the LPN and transition that nurse academically to RN. Since 1965, Northeast Kansas Technical Center has educated an average of 28-30 LPNs each year; for the last few years, the PN program has had 35-37 students. The pool of potential RN completion students will draw heavily from these graduates. Health care employers in Highland Community College’s nine-county service area will also benefit from the addition of this nursing education opportunity as the members of the extended community live longer and need health-care services.

Program Description **Catalog Description**

The **LPN to RN Completion Program** enables the qualified LPN to obtain the knowledge, skills, and abilities of the entry level Registered Nurse and to obtain an Associate of Applied Science Degree of Nursing (ADN). Through a series of courses that build upon the knowledge and experience of the LPN, the LPN to RN Completion Program encourages critical thinking, ethical, and legal practice of professional nursing within the scope of practice established in the Kansas Nurse Practice Act. Successful completion of this program enables the graduate to take the national licensure examination (NCLEX-RN ®) to become a registered nurse.

LPN to RN Completion Program: Admission Requirements

Those seeking admission to the LPN to RN Completion Program must complete and submit an admission portfolio meeting the following requirements:

- Provide proof of Kansas LPN license
- Complete the Program application for admission
- Provide final high school transcript or GED certificate
- Provide college transcripts verifying completion all LPN to RN Completion Program general education prerequisites with a “C” grade or higher

From LPN

- | | |
|--------------------------------|-------------|
| ○ Anatomy and Physiology w/lab | 5-8 credits |
| ○ Human Growth and Development | 3 credits |

For RN

- | | |
|---------------------------------------|-----------|
| ○ General Psychology | 3 credits |
| ○ English Composition I | 3 credits |
| ○ Microbiology with lab | 5 credits |
| ○ Computer Literacy | 3 credits |
| ○ Communications course or English II | 3 credits |

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- Take TEAS (Test of Essential Academic Skills) Assessment (ATI)
- Take PN STEP test (ATI)
- Provide final transcript of Practical Nursing program attended. The grade requirement for LPN nursing courses is a B or higher. Those who do not meet this standard will be required to establish a successful nursing practice and may apply to the ADN program after one year of practice.
- Evidence of CPR for Healthcare Providers course taken after June 2010.
- Evidence of an acceptable criminal background check (no felonies against persons) within 6 months prior to entry into the Program
- Evidence of an acceptable drug screen within 6 months prior to entry into the Program

Disclaimer: Selection for the program is point-based so completion of the above does NOT guarantee the applicant admission to the program. Additionally a physical examination and proof of proper immunizations (or a student-signed waiver) are required once accepted into the program.

LPN to RN Completion Program: Graduation Requirements

Those seeking to graduate from the LPN to RN completion Program must meet the following requirements:

- Students must have completed all required coursework required for the Associate of Applied Science (AAS) degree in Nursing
- Students must take the capstone program assessment (ATI Comprehensive Predictor)
- Students must have filed an application for graduation and pay applicable non-refundable graduation fees
- Students must complete any additional requirements for graduation specifically outlined for the Associate of Applied Science (AAS) degree in Nursing
- Students must have no outstanding bills owed to the College
- Students who do not meet the above graduation requirements by the graduation date may apply for graduation upon the completion of all applicable requirements
- Students must meet attendance requirements for scheduled class and clinical time.

Program Objectives

The LPN to RN Completion Program Associate Degree of Nursing of Northeast Kansas Technical Center of Highland Community College:

- Prepares graduates for the national licensure examination for Registered Nurses (NCLEX-RN ®)
- Completes requirements for the Associate of Applied Science degree for graduates
- Prepares graduates for practice at the entry level of registered nurse
- Provides registered nurses to health care providers of Northeast Kansas, the Highland Community College service area, and beyond

Program and Mission

Highland Community College exists to serve the community which includes Doniphan County and other areas which the Kansas Board of Regents has assigned as the College's —service area." The College serves the community by offering educational programs as well as cultural and recreational activities. The College also exists to serve each student. It provides educational leadership to help each individual become a well-informed, responsible citizen and a productive member of society.

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LPN to RN Completion Program Mission

The mission the NEKTC LPN to RN Completion Program is to enhance the quality of life and personal satisfaction of the nurse in professional practice; to contribute to life-long learning for LPNs wishing to continue education for more advanced levels of nursing practice; to support communities in Northeast Kansas and beyond by providing qualified registered nurses to practice in these communities.

The LPN to RN Completion Program Associate Degree of Nursing is aligned with this Mission to serve the community. Both the residents and the employers of the nine-county region designated as the service area for Highland Community College benefit. Residents become the recipients of the nursing care provided by the registered nurse (RN) graduating from this program and employers in health care employ qualified registered nurses needed in this region's hospital, care facilities, home health agencies, and corrections facilities.

The LPN to RN Completion Program Associate Degree of Nursing is further aligned with the Mission which serves the student. Each nursing student receives current content conveying best practices in nursing as well as legal and ethical content that contribute to development of a responsible and productive graduate. Upon graduation for the Program, the student finds employment in the service sector, thus contributing to the community as professional and citizen.

Demand

Student

In 2003, Northeast Kansas Area Technical School was designated as a Technical College and began conferring the technical degree of Associate of Applied Science to qualified students. General education courses were provided by Highland Community College. There was much interest in the possibility of adding nursing to the programs of study culminating in the AAS degree at that time among nursing faculty and students as well as the LPNs who had already graduated from NEKTC. That interest has not subsided. The nursing department fields calls almost daily about nursing in general and RN completion for LPNs specifically.

In June 2009, a post card survey was mailed to 200 LPNs in the Highland Community College nine county service area. The 200 LPNs selected for this survey were from mailing labels of all registered LPNs in this area generated by the Kansas State Board of Nursing. These labels were not printed alphabetically or by county so several pages of

labels were picked at random for mailing. Postage was supplied for the return of the survey which may, in part, account for the high rate of return: 69 of 200 for 34.5%. Of the 69 surveys returned, 75% indicated interest in attending a bridge RN program; 25% marked no interest. For those who are considering such a program, distance, cost, and a part-time option are the three biggest attractions. Of the 75% who are interested in a bridge RN program, 52% have already taken courses in preparation for entering such a program. The least distance that would be traveled by and LPN considering the bridge RN program was 0 miles and the most was 110 miles. The average drive distance for the positive respondents was 25.9 miles. When asked when they would like to start such a program answers ranged from "9-9-09" to "2014" to "anytime." A comments section was available and was helpful: "good luck," "send me the prerequisites," "too far for me," "online courses would be helpful," and "my wife is also interested."

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Appendix A: post card survey and results

Post card survey with results: June to August 2009.

Return rate: 69 of 200 or 34.5%

1. Are you considering pursuing an Associate Degree in Nursing?
YES 75% (52) NO 25% (17)

If you answered YES, answer the remaining questions and mail the post card

If you answered NO, please answer #5 and mail the post card

2. Would enroll in the And program full-time or part-time if both were available?
Full-time 53% Part-time 69% (note some responders marked both)
3. Circle which feature(s) would attract you to an ADN program.
Proper distance 69% *
Cost 79% *
Part-time option 69% *most popular attractors to program
Summer hours 35%
Weekend hours 44%
Evening hours 48%
4. How many miles (one way) would you have to drive to attend in Atchison?
Ranged from 0 to 110 miles with 26-28 mile average
5. Have you taken courses in preparation for attending such a program?
YES 52% NO 35%
6. What is your preferred start date?
now, 9-09, anytime, ASAP, 2010, Fall 2009, Spring 2010, and yearly falls and springs up to 2014.

Employer Demand

Nationally, 587,000 new RN jobs will be generated during the 2006-2016 period, a 23% increase which is one of the largest increases among all occupations (*Occupational Outlook Handbook, 2008-2009 Edition*). The American Association of Colleges of Nursing (AACN) is working with schools, policy makers, nursing organizations, and the media to bring attention to the national nursing shortage. AACN lists seven research indicators of the national nursing shortage including hospital organizations, the Council on Physician and Nurse Supply, Health Resources and Services Administration, the US Bureau of Labor Statistics, and independent researchers (*Fact Sheet AACN September 2008*).

Kansas expects an increase in RN positions of 22% over and above yearly expected increases. For the Northeast Kansas area, Nursing and Residential Care is one of the top ten fastest growing industries with a projected increase by 2014 of 24% (*Occupational Projections for 2004-2014, Labor Market Information Services of the Kansas Department of Labor*).

In Kansas, a nursing shortage was not only identified but the causes were also investigated. One cause was found to be a lack of trained nurses to serve as educators of nurses. To that end, in 2006 Kansas Board of Regents established the Kansas Nursing Initiative, a ten year commitment to increase nursing capacity by 25%. This endeavor provides financial assistance in 3 areas: nurse educator scholarships, faculty salaries and supplies, and equipment and facility upgrades (*Press release Kansas board of Regents, July 20, 2006*). The Kansas Board of Nursing then asked BSN and ADN nursing programs to increase the number of students admitted yearly to meet the growing demand for RNs. Another factor contributing to the nursing shortage is the age of the current nurse educator pool and the working RN. The average age for the RNs in Kansas is 42 years and many nurse educators are nearing retirement age. A final factor to consider is that “baby boomers” born just

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after World War II are now entering years when the need for health care increases and that care is more complex (2008 Bi-State Nursing Workforce Innovation Center, www.nursinginnovation.org/nursing-shortage).

NEKTC PN students use Heartland Hospital in St. Joseph, Missouri (about 25 miles from Atchison) as a clinical site and a few eventually are employed there. The primary need however is for RNs. Because Atchison sits on the border between Kansas and Missouri information about the need for RNs in Missouri is included. The Registered Nurse in Missouri is an “A+ occupation” meaning that it requires higher education, will grow faster than the Missouri State average, and pay higher wages for similar state training. In Missouri, Registered Nurse is first on the A+ list with the highest number of job openings of the listed occupations (*Missouri Occupational Outlook 2002-2012*).

Appendix B: 6 Documents relating to nursing shortage projections & jobs

1 Nursing Shortage | Bi-State Nursing Workforce Innovation Center Page 1

NURSING SHORTAGE

■ Reports estimate a national nursing shortage of up to 1 MILLION nurses in the next 10-15 years. This shortage, if not addressed, will potentially cripple our healthcare system. There are many factors that are converging to create this shortfall to include:

- Aging nursing workforce set to enter retirement
- Aging nurse faculty limiting nursing school enrollments
- Aging population who will require not only more care, but much more complex care in the next 10 years
- Increased professional opportunities for what has been predominately a female profession* Retention issue for staff nurses

(816) 235.5967 | info@nursinginnovation.org (<mailto:info@nursinginnovation.org>)
<http://www.nursinginnovation.org/nursing-shortage>

2 *Kansas Nursing Occupational Outlook 2002-2012*

Compiled by Terri Roberts, J.D., R.N.

The 2012 Kansas Occupational Outlook projects total employment to increase by more than 200,000 jobs, a 13.4 percent increase from 2002 to 2012.

RN's # 1 Top 10 Occupations Adding the Most Jobs

Of the top ten occupations projected to add the most jobs in Kansas between 2002 and 2012, Registered Nurses will add the most jobs (7,500), followed by Cashiers (5,540) and Combined Food Preparation and Serving Workers, including Fast Food (5,470).

RN's #5 Top 10 High-Demand Occupations

High-demand-occupations are defined as occupations having 500 or more projected average annual job openings. Registered Nurses are fifth in the state in this category, with 1320 openings annually from 2002 to 2012.

The Kansas Nurse April 2007, Vol. 82, No. 4

3 AACN - Media - Nursing Shortage Fact Sheet

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ADVANCING HIGHER EDUCATION IN NURSING Updated September 2008

American Association of Colleges of Nursing

The shortage of registered nurses (RNs) in the U.S. could reach as high as 500,000 by 2025 according to a report released by Dr. Peter Buerhaus and colleagues in March 2008. The report, titled

- *The Future of the Nursing Workforce in the United States: Data, Trends and Implications*, found that the demand for RNs is expected to grow by 2% to 3% each year.
- Based on finding from the *Nursing Management Aging Workforce Survey* released in July 2006 by the Bernard Hodes Group, 55% of surveyed nurses reported their intention to retire between 2011 and 2020. The majority of those surveyed were nurse managers.

CONTACT: Robert Rosseter (202) 463-6930. x231
rossetQr@aacn.nche.edu

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<http://www.aacn.nche.edu/Media/FactSheets/NursingShortage.htm>

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Kansas Labor Information Center (KLIC) - Labor Market Services - Occupational Profile Page 1

KANSAS DEPARTMENT of LABOR

Kansas Department of Labor, 401 SW Topeka Boulevard, Topeka, KS BBB03-31B2 785-296-5000

Here is a summary of the current labor market for Registered Nurses in North East Area.

*This information is based on O*NET[™] data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.*

Labor Market Wage Rates for Registered Nurses

The 2008 hourly wage for Registered Nurses in Kansas (No data available for North East Area) are summarized in the table below:

Entry Level	Mean	Experienced
\$20.18	\$26.20	\$29.21

Source: Kansas Department of Labor in conjunction with U.S. Department of Labor

Entry level and experienced wage rates represent the means of the lower 1/3 and upper 2/3 of the wage distribution, respectively

Data is from an annual wage survey

The 2008 annual wage or salary for Registered Nurses in Kansas (No data available for North East Area) are summarized in the table below:

Entry Level	Mean	Experienced
\$41,970.00	\$54,500.00	\$60,760.00

Source: Kansas Department of Labor in conjunction with U.S. Department of Labor

Entry level and experienced wage rates represent the means of the lower 1/3 and upper 2/3 of the wage distribution, respectively

Data is from an annual wage survey

Long Term Occupational Employment Projections for Registered Nurses

The number of Registered Nurses employed in North East Area in 2004 was 4,911. It is projected that in 2014 there will be 5,981. This represents an annual average growth rate of 2.0 percent, faster than the 1.1 percent growth rate for all occupations in North East Area.

	2004 Employment	2014 Projected Employment	Total 2004-2014 Employment Change	Annual Avg Percent Change
Registered Nurses	4,911	5,981	1,070	2%
All Occupations	265,719	297,190	31,471	1.1%

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Long Term Projected Annual Openings for Registered Nurses

Growth plus replacement needs for Registered Nurses in North East Area are estimated to average about 210 openings per year from 2004-2014. Of these estimated 210 openings per year, 51.0 percent are due to growth (new positions) and 49.0 percent are due to replacements of workers leaving this occupation. This compares with all occupations in North East Area where 34.5 percent of annual openings are due to growth (new positions) and 65.5 percent of annual openings are due to replacements of workers leaving this occupation. These figures do not take into account how many workers will be competing for these openings.

	Total Annual Avg Openings	Annual Avg Openings Due to Growth	Annual Avg Openings Due to Replacement
Registered Nurses	210	107	103
All Occupations	9,800	3,382	6,418

Source: Kansas Department of Labor, Labor Market Information Services

Industries that employ the most Registered Nurses

The 10 industry(s) that employed the most Registered Nurses in North East Area in 2004 are outlined in the table below. Please click on an industry title to access labor market information for that industry in North East Area.

Industry Title	Estimated Number of Registered Nurses Employed	Percent of Total Employment
Hospitals	3,160	64.4%
Ambulatory Health Care Services	752	15.3%
Nursing and Residential Care Facilities	398	8.1%
Educational Services	124	2.5%
Administrative and Support Services	Confidential	Confidential
Food Manufacturing	Confidential	Confidential
Funds, Trusts & Other Financial Vehicles	Confidential	Confidential
Insurance Carriers & Related Activities	Confidential	Confidential
Management of Companies and Enterprises	Confidential	Confidential
Merchant Wholesalers, Durable Goods	Confidential	Confidential

Source: Kansas Department of Labor, Labor Market Information Services

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Northeast - Top ten fastest growing occupations

Top Ten Occupations									
North East Highest Absolute Change									
Occupational Code	Occupational Title	Base Year Employment (2004)	Projected Year Employment (2014)	Absolute Change	Percentage Change	Openings due to Growth	Total Openings	Median Wage *	Education
41-2031	Retail Salespersons	7,630	8,830	1,200	16	1202	3974	\$8.49	Short-term on-the-job training
29-1111	Registered Nurses	4,910	5,980	1,070	22	1070	2098	\$23.33	Associate degree
39-9021	Personal and Home Care Aides	2,550	3,480	930	36	933	1341	\$8.46	Short-term on-the-job training
43-4051	Customer Service Representatives	3,170	3,920	750	24	745	1216	\$11.72	Moderate-term on-the-job training
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	4,060	4,790	730	18	733	1503	\$9.12	Short-term on-the-job training
35-3031	Waiters and Waitresses	4,550	5,260	710	16	712	3052	\$6.78	Short-term on-the-job training
35-3021	Combined Food Preparation and Serving Workers, Including Fast Food	4,230	4,910	680	16	675	2509	\$6.86	Short-term on-the-job training
31-1011	Home Health Aides	1,860	2,450	590	32	592	836	\$9.42	Short-term on-the-job training
31-1012	Nursing Aides, Orderlies, and Attendants	3,640	4,210	570	16	567	1044	\$9.75	Postsecondary vocational training
25-9041	Teacher Assistants	3,170	3,730	560	18	555	1167	\$	Short-term on-the-job training

*From 2007 Kansas Wage Survey

Occupational Projections 2004-2014

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Occupations Projections 2004-2014

North East

Top Ten Industries with the Highest Percentage Change

NAICS Industry Code	Industry Title	Base Year Employment (2004)	projected Year Employment (2014)	Absolute Change	Percentage Change
336000	Transportation Equipment Manufacturing	1,210	1,780	570	47
621000	Ambulatory Health Care Services	8,930	12,560	3,630	41
713000	Amusement, Gambling, and Recreation	2,600	3,430	830	32
561000	Administrative and Support Services	7,250	9,510	2,260	31
624000	Social Assistance	5,280	6,740	1,460	28
523000	Securities, Commodity Contracts, Other	660	840	180	27
493000	Warehousing and Storage	3,600	4,510	910	25
623000	Nursing and Residential Care Facilities	7,470	9,280	1,810	24
485000	Transit and Ground Passenger Transport	830	1,020	190	23
531000	Real Estate	2,140	2,530	390	18

Wage Information

In Missouri, the average RN wage is \$44,830 yearly (*Missouri Occupational Outlook*). In Northeast Kansas, the average RN wage is \$46,660 (*Kansas Occupational Outlook*).

Service Area/Local Demand

Appendix C: Scanned letters of support from hospitals, nursing homes, nursing schools follow on the next pages.

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ATCHISON HOSPITAL

1301 North Second Atchison, Kansas 66002 (913)367-2131 (913) 367-6650 FAX atchisonhospital.org

September 30, 2009

Janean Bowen, RN, MS
Director of Practical Nursing
Northeast Kansas Technical Center
1501 West Riley
Atchison KS 66002

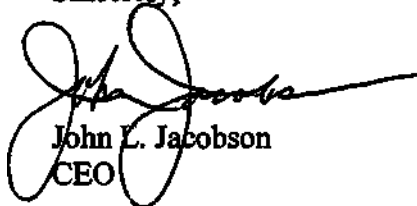
To Whom It May Concern:

As we go into the future, there will be an even greater demand for Registered Nurses. Currently Atchison Hospital has three openings for RN's. At present, our turnover for RN's is less than 2%. As the economy recovers, the Baby Boomer generation retires and our RN pool ages and retires, our need will increase over the next five years and beyond. Atchison Hospital has worked diligently to reduce agency nurses. We do, however, have to use agency in our OB unit when we have a shortage due to the fact that OB is a specialized area.

We would be open to offering our facility as a clinical site for nursing students. We feel this relationship benefits our organization as well as the students.

If we can be of further assistance, please contact, Pam Sweger, Director of Human Resources, at 913-360-5883, email psweager@atchhosp.org or Charlene Clause, Chief Nursing Officer at 913-367-6616, email [cclause\(g>,atchhosp.org](mailto:cclause@g>,atchhosp.org).

Sincerely,



John L. Jacobson
CEO

Providing excellent

HEALTH CARE
and improving the
QUALITY OF LIFE
in our
COMMUNITY

New Program Request Form CA1: NEKTC Atchison



Community HealthCare System, Inc.

120 West Eighth, P.O. Box 460 ~ Onaga, Kansas ~ 66521-0460 785-
889-4657 ~ Fax: 785-889-7163

October 9, 2009

Janean Bowen, RN, MS
Director of Practical Nursing
Northeast Kansas Technical Center
1501 West Riley
Atchison, KS 66002

Dear Ms. Bowen:

Community HealthCare System, Inc. is pleased to hear about the development of a registered nurse program at Northeast Kansas Technical Center and wholly supports this initiative. Community HealthCare System, Inc. is a fully integrated health delivery system located in five locations in northeast Kansas including a twenty-five (25) bed Critical Access Hospital, five (5) rural health clinics, two (2) long term care nursing facilities and an assisted living facility. We have registered nurse staffing requirements at the majority of these locations. Generally, we have a least two registered nurse vacancies at any given time. We are not currently using agency or traveling nurses at the current time because of a strategic commitment not to utilize those resources. However, with the vacancies we have, we are experiencing increases in overtime in order to meet our staffing needs. Our nursing needs will continue as we expand our service are and increase current services including an increased surgical program.

Community HealthCare System, Inc. is interested in providing support for this initiative by offering our facilities as a clinical site for nursing students.

Please keep us informed about the efforts to develop and implement the registered nurse program at Northeast Kansas Technical Center. Our staff is available to assist in the development of the program. Please let us know how we can assist.

Sincerely,

Greg Unruh
Chief Executive
Officer

Cc: Marcia Walsh, Chief Operating Officer
Roz Lewis, Chief Nursing Officer

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September 11, 2009

Janean Bowen, RN, MS
Director of Practical Nursing
Northeast Kansas Technical Center
1501 West Riley
Atchison, KS 66602

Dear Ms. Bowen,

I would like to lend my support for the proposed development of a registered nurse program at Northeast Kansas Technical Center in Atchison, Kansas. I am an Administrator of a Critical Access Hospital in northeast Kansas that would greatly benefit from this program, and I have had several staff members express interest already.

In the past we have had difficulty in maintaining a full staff and especially night registered nurses. The operating room is another area it is difficult to retain registered nurses. Although current staffing needs our met in our facility, I am acutely aware that in the next five years we will have a surge of the baby boomer generation to care for. It is prudent to be proactive in looking at and planning for workforce issues in the years to come.

Again, Sabetha Community Hospital would like to lend its support to Highland Community College's pursuit of the establishment of a registered nurse program.

Best regards,
Lora Key, CEO
Sabetha Community Hospital

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H_{iawatha}

C_{ommunity}

H_{ospital}

300 Utah Hiawatha, Kansas 66434 785-742-2131

September 15, 2009

**Janean Bowen, RN, MS
Director of Practical Nursing
Northeast Kansas Technical Center
1501 West Riley
Atchison, Kansas 66434**

Dear Janean,

I am writing in support of Highland Community College's pursuit of a registered nurse program. I have taken the liberty to include two letters from my Director of Nurses and my Director of Human Resources. I felt they have dealt with the nursing shortages first hand and could provide a good prospective of the need for this program. I echo their comments in the letters they have provided.

As the representative of the Hiawatha Community Hospital I too would like to offer our assistance to this program in any way possible. I think it will solve not only our nursing shortage but give individuals in our area the opportunity to pursue a nursing career without the expense of driving a long distance or relocating.

Thank you for your hard work in getting this effort off the ground.

Sincerely,

**John Moore
Administrator**

300 Utah Street Hiawatha, Kansas 66434 785.742.2131

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H_{hiawatha}

C_{community}

H_{ospital}

300 Utah Hiawatha, Kansas 66434 785-742-2131

September 15, 2009

**Janean Bowen, RN, MS
Director of Practical Nursing
Northeast Kansas Technical Center
1501 West Riley
Atchison, KS 66002**

Dear Ms. Bowen,

Hiawatha Community Hospital is a 25 bed critical access hospital employing approximately 235 individuals, including over 55 Registered Nurse positions. I have been the Human Resources Director at HCH since 2006. During this time, I have continually struggled to recruit qualified Registered Nurses.

In calendar year 2008, HCH posted 11 RN positions, resulting in nursing turnover of 22%. It averaged 91 days for HCH to identify an applicant and extend an offer; however one position was open for over 9 months with no interested applicants. The agency and/or overtime costs for these open positions cost HCH approximately \$380,000 in addition to the costs for training new hire RN's of \$255,000. Overall, our cost of turnover for 2008 was over \$635,000.

At the current time, we have three unfilled RN positions encompassing three of our five nursing departments, Medical/Surgical, Obstetrics and Emergency Room. The OB position has been open since April 2009, and continues to prove to be extremely difficult to fill. To date, we have had only one applicant for the position.

HCH strives to recruit the best qualified candidate, however, in many cases; we only have 1 or 2 applicants to choose from. This leads to extended orientation times, as many of the applicants are not versed in critical access acute care nursing. At this time, I feel we have nearly exhausted our local pool of RN candidates. As we move to recruit nurses farther from Hiawatha, we run into response time issues for Surgery and Obstetrics nurses on call, as well as decreased availability for overtime or extra shifts.

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An Associate's degree program affiliated with Highland Community College is an excellent solution to the shortage of qualified registered nurses in the north east Kansas. HCH's current new graduate recruitment sites include Baker and Washburn, both based in Topeka. It has been extremely difficult to recruit new graduates, as many do not have exposure to rural critical access settings, and prefer to work in Topeka.

Additionally, I have interviewed several individuals who are interested in a nursing career, but for a variety of reasons, cannot attend centers in Topeka or cannot invest four years for a bachelor's degree in nursing. An associate's degree program based in Atchison, will be a viable option for these individuals.

In conclusion, I wholeheartedly support Highland Community College's pursuit of an associate's degree nursing program in Atchison.

Sincerely,

**Becky Rafferty
Human Resources Director**

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H Hiawatha Community Hospital
C 300 Utah
Hiawatha, KS 66434 H
(785)742-2131

September 14, 2009

Janean Bowen, RN, MS
Director of Practical Nursing
Northeast Kansas Technical Center
1501 West Riley
Atchison, Kansas 66434

Dear Janean,

I want to let you know that I support Highland Community College's pursuit of a registered nurse program. As you know, I have been the Director of Nursing at Hiawatha Community Hospital for the past 7 years. This hospital has been through periods of extreme nursing shortages over the years. A majority of the time we do not have any current applications for qualified RN's to choose from to set up interviews for our open positions. We currently have three RN positions open in OB, ER, and Med/Surg. These open positions have to be filled with overtime and agency nurses in order to meet minimum staffing levels for quality patient care. Two of these positions have been open for many months. Another difficult situation is that we do not have a pool of nurses in the area that want PRN work. When we have unexpected absences, there is not that pool of RN's that we can call to fill the open need. This results in use of agency and overtime of our current staff. Due to the nursing shortage in this area we have been forced to create incentives for RN's that are comparable or better than those incentives offered in larger facilities.

I feel strongly that an RN program in this area would help Hiawatha Community Hospital's nursing shortage and create a convenient opportunity for LPN's in the area to further their education to an RN. I see the nursing shortage in the rural settings increasing in the years to come. We will have many older nurses retiring that will create more openings.

We would also love to be a clinical site for RN students. I feel that more student nurses need to have experience in a rural hospital. We have had great experiences with the practical nurse students from your program, and look forward to the possibility of also working with RN students.

Respectfully submitted,

Lisa Thompson RN, MSN
Director of Nursing Hiawatha
Community Hospital

Atchison Senior Village

1419 North Sixth • Atchison, KS 66002-1298 • (913) 367-1905

September 14, 2009

Janean Bowen, RN, MS
Director of Practical Nursing
Northeast Kansas Technical Center
1501 West Riley
Atchison, KS 66002

Dear Mrs. Bowen;

Atchison Senior Village is very supportive of the possibility of the development of an RN program. RNs in our area are in high demand, and very short supply. We have increased our use of RNs over the past several years and expect this trend to continue.

As always, we are happy to host clinicals for the nursing students, and will do all we can to be supportive of this program.

Sincerely,



PeggyMHouse

Administrator

Providing

long-term

care to the

elderly

New Program Request Form CA1: NEKTC Atchison



October 12, 2009

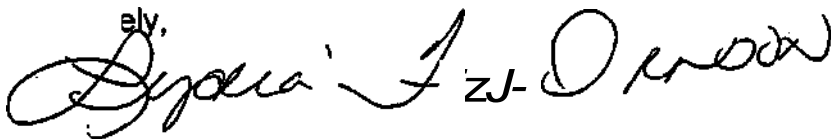
Ms. Janean Bowen RN MS
Director of Practical Nursing
Northeast Kansas Technical Center
1501 West Riley
Atchison, KS 66002

Dear Ms. Bowen,

I am writing this letter of support in response to your request concerning the development of a registered nurse program in this area. There are 4 registered nurses employed by Medicalodge at this time. All of the registered nurses live outside of Atchison and 2 of these live in Missouri.

I believe that the Atchison area could use a registered nurse program. I believe that the need for registered nurses will increase over the next 5 years due to the increase in acuity of people entering the nursing home. I would be delighted to have the students use us as a clinical sight.

If you need anything further, please just let me know.

ely,


Lydia Field RN DON
913-367-6066

MEDICALODGES

September 18, 2009

Janean Bowen, RN, MS
Director of Practical Nursing
Northeast Kansas Technical Center
1501 West Riley
Atchison, KS 66002

Dear Ms. Bowen,

I am the administrator at a small 70 bed nursing facility here in Holton Kansas. On a good day we run about 80% capacity. Our work force comprises approximately 70 people in all disciplines with six being RNs. Of those six, three are serving in essential administrative positions (i.e. D.O.N., M.D.S., etc.) The remaining three are not full time, but PRN, because they work full time at local hospitals.

Since arriving in May it has been painfully apparent that we can logistically only pull nursing staff from as far away as the north side of Topeka. Today as I looked through the local paper (Holton Recorder) there are four jobs posted. Three hospitals looking for RNs... and a position at a local restaurant! We are in direct competition with area hospitals, hospices and agency for a nursing pool that is not sufficient to supply all the need.

On the Discovery Channel you have, no doubt, seen the evaporating water hole on the African plains during dry season and the resulting stress and chaos that accompanies it. Well, now you have a word picture for what we face, not during a dry season, but all year long.

Our facility presently works in cooperation with the Topeka satellite Nursing and CNA classes as a clinical site, and would certainly extend the same courtesy to a Highland Community College nursing class.

I look forward to hearing the announcement of HCC offering this educational venue to the community and untimely providing qualified leadership in the nursing field.

Respectfully,

Blair Wagner, Administrator

1121 West 7th Avenue
Holton, KS 66436

www.medicalodges.com

New Program Request Form CA1: NEKTC Atchison



Dean of the College

September 21, 2009

Janean Bowen, RN, MS
Director of Practical Nursing
Northeast Kansas Technical Center of Highland Community College
1501 W. Riley Street
Atchison, KS 66002

Dear Mrs. Bowen,

I am the Academic Dean at Benedictine College and I am writing this letter in support of your proposed LPN-RN completion program at Northeast Kansas Technical College of Highland Community College. As you know, Benedictine College is developing a Baccalaureate of Science in Nursing degree and we believe that your program also will be a great addition to the community of Atchison and Northeast Kansas. Licensed Practical Nurses in this area have had to go quite a distance to earn an Associate Degree in Nursing and now they will be able to earn that degree here in Atchison.

Benedictine students often come from outside the immediate area and are also here to earn a 4-year Baccalaureate degree, so we do not believe the schools will be in competition for students. In fact, there may be future opportunities for Highland graduates to complete a BSN at Benedictine College. We also believe there are enough clinical sites in the immediate and surrounding community to support both programs. We are willing to work with your school to coordinate clinical laboratory experiences in order to have the best experience for both groups of students.

Benedictine College anticipates a collaborative arrangement with Northeast Kansas Technical Center of Highland Community College. Representatives from both schools have met to discuss the potential sharing of simulation laboratory equipment and library resources. We look forward to working together and forming a mutually beneficial relationship that will serve our community, colleges, faculty and students.

Sincerely,

Kimberly Shankman, Ph.D. Dean of the College Benedictine College

1020 North Second Street • Atchison, Kansas 66002-1499 • 913.360.7413 •
kshankman@benedictine.edu

New Program
Request Form
CA1: NEKTC
Atchison



"Making Life Better"
Kansas City
Kansas Community
College

October 6, 2009

Ms. Janean Bowen
1501 West Riley
Atchison, KS 66002-1537

Dear Janean,

I'm writing this letter of support for your LPN to RN Completion Program. The northeast area of our state has limited opportunities for LPNs to advance their education and careers. We have worked together for years and have had only a couple of students willing to drive the distance of more than an hour to KCKCC to continue their education. It is time they are provided an opportunity closer to home. I do not believe your new proposed program will influence our enrollment.

I am very supportive of your initiative for a LPN-RN completion program. If I can be of any future assistance let me know. We have been on each other's Advisory Board for years and I would hope that our collaborative relationship would continue.

Sincerely,

Shirley Wendel, R.N./PhD.
Dean of Nursing/Allied Health
Kansas City Kansas Community College
7250 State Avenue
Kansas City, KS 66112

New Program
Request Form
CA1: NEKTC
Atchison



"Mating Life Better"
Kansas City Kansas
Community College

October 7, 2009

To Whom It May Concern,

This is a letter supporting a Northeast Kansas Technical Center LPN to RN Completion.

As both a nursing educator on the advisory board for NEKTC LPN program for several years and as a consumer, I realize the absence of an RN nursing program in the northeast Kansas area makes it difficult for the rural hospitals in the area to recruit RNs. I believe having an LPN to RN program in the Highland/Atchison area would be a great asset to nursing and the communities in northeast rural Kansas.

Although several LPNs from northeast Kansas have attended Kansas City Kansas Community College to become registered nurses, the driving distance can be 2 hours to the main campus and clinical sites. This means that many qualified students have been unable to afford the time and transportation to progress in their nursing career. In addition, because our primary focus is educating generic RN students, we are unable to accommodate more than 8 LPN to RN students per semester.

There is definitely a need in northeast Kansas for an RN program and I believe it would not affect our clinical sites or LPN to RN program. As an individual and as director of the KCKCC nursing program, I would be glad to assist the NEKTC director and faculty in this project in any way possible in developing their LPN to RN program.

Sincerely,

Anita Krondak, RN, MSN
Director of ADN Nursing
Kansas City Kansas Community
College
7250 State Avenue
Kansas City, Kansas 66112
913-288-7274

New Program Request Form CA1: NEKTC Atchison

Partnerships

See Collaboration p 25.

Duplication of Existing Programs

Similar Programs

There is no LPN to RN completion program within 50 miles of Atchison. Kansas City Kansas Community College (KCKCC) is a two year ADN program (55 miles away).

Johnson County Community College (JCCC) also is a two year ADN program (65 miles away). An LPN to RN completion program is available at Park University in Parkville, Missouri (65 miles away). Manhattan Area Technical College (MATC) offers an LPN to RN completion program (120 miles from Atchison). There is no ADN program or LPN to RN completion program currently in Topeka. Two proprietary schools offer ADN programs: National American University is in Kansas City, Missouri and Overland Park, KS and Brown Mackie College in Lenexa, Kansas.

Kansas City Kansas Community College admits a small number of LPNs to its second year of ADN studies. They have an online bridge course for the LPN to transition from the role of LPN to RN. All students entering the ADN program at KCKCC expect to complete their program so there are very few “slots” available for a transfer LPN. Like NEKTC and HCC, KCKCC also just merged with a Technical School, Kansas City ATS, which has a long-standing Practical Nursing program that provides transfer applicants to fill any available second year openings.

Johnson County Community College is about 65 miles from Atchison. It does accept LPNs and does have a “bridge” program to transition the LPN to the RN role. However students entering the ADN program at JCCC expect to stay in for both years so the openings for the second year only are few. JCCC also has a Technical School which has a long-standing PN program. Graduates from this affiliated PN program are accepted on a limited basis at JCCC and have priority placement over non-affiliated graduates, such as those from NEKTC.

See Table Below

Institution	Program and Type	Eligible applicants	Students turned away	Slots Available
KCKCC	ADN 2 year	180	109	71
Park U. (MO)	ADN completion 1 year	128	88	40
JCCC	ADN 2 year	164	100	64
MATC	PN/ADN 1+1 program	120	72	48

New Program Request Form CA1: NEKTC Atchison

Collaboration

Benedictine College in Atchison, Kansas, is developing a Bachelor of Science Degree nursing program with a proposed start date of fall 2010. Although both NEKTC of HCC and Benedictine are located in Atchison and both will provide nursing education culminating with the successful graduate being able to sit for the RN licensing examination, the two programs serve different populations and have other differences as shown below. Collaboration discussions center on sharing the NEKTC clinical simulation laboratory and use of CINAHL purchased by Benedictine. Other possibilities include sharing of teaching and clinical faculty.

	Student demographics	Length of program	Admission	Residence
NEKTC of HCC	22-55 yrs of age	3 semesters	Current LPN	9 county service area of Highland Community College
Benedictine College	18-22 yrs of age	8 semesters	HS graduate	Kansas, Missouri, Illinois, Colorado, and beyond

Park University has been an attractive program for NEKTC Practical Nursing graduates for a number of years although the numbers actually attending Park is relatively small. This program is attractive because Park accepts only LPNs and they can graduate in one year. The primary drawback to this program is cost; out of state tuition is not a factor because Park is a private university. However, students are charged one fee regardless of how many of the courses they have already passed.

Program Information

LPN to RN Completion Program Competencies and Outcomes

Seven program outcomes have been identified and agreed upon by all of the Associate Degree programs in Kansas. The LPN to RN Completion Program will adopt these outcomes.

- *Demonstrate through the use of the nursing process the ability to think critically and make safe and effective clinical judgments incorporating evidence based practice*
- *Integrate caring behaviors in practicing the art and science of nursing within a diverse community*
- *Use effective communication methods to manage client needs and to interact with other health care team members*
- *Collaborate with clients and members of the interdisciplinary health care team to optimize client outcomes*
- *Adhere to professional standards and scope of practice within legal, ethical, and regulatory frameworks*
- *Manage care and provide leadership to meet client needs using available resources and current technology*
- *Utilize teaching and learning processes to promote and maintain health and to reduce risks for a variety of clients*

New Program Request Form CA1: NEKTC Atchison

Internships/application of knowledge and skills

There are no internships for nurses as the Associate Degree level. Clinical components of various courses provide hands-on patient contact and provide the opportunities for application of content in real settings and the opportunity to improve skills through observation, practice, and repetition. Clinical course work requires 45 contact hours for one credit and is essential to nursing competence.

Career Cluster

Nursing is part of the Health Science career cluster.

Articulation Plan

After obtaining an Associate of Applied Science (in Nursing) degree, Highland Community College and Northeast Kansas Technical Center graduates can articulate to Pittsburg State University to obtain a Bachelor of Science Degree. PSU offers the Bachelor of Science degree in nursing (BSN). Although usually a “terminal” degree, nearly all Associate Degree of Nursing programs in Kansas confer the AAS degree and it articulates into all BSN programs in Kansas thanks to an articulation agreement brought about by C-NAK (Council of Nursing Articulation in Kansas). This council was made up of 3-5 representatives from each level of nursing in Kansas and sought to provide a means of clarifying educational progression of nurses in Kansas and paving the way for transferability to higher levels of undergraduate nursing education. The Director of Practical Nursing at NEKTC of HCC was a member of that committee.

The proposed LPN to RN Completion (ADN) Program aligns with and supports the articulation plan as developed by C-NAK although this group is planning of reconvening and changes may occur to that articulation agreement.

<http://www.ksbn.org/cne/NursingArticulation.pdf> (document p 4-5)

Approvals and Accreditations

In addition to approval by the Kansas Board of Regents, the proposed LPN to RN Completion (ADN) Program will be approved by the Kansas State Board of Nursing upon recommendation of the Education Committee. Highland Community College is accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools. The proposed ADN program would become HLC accredited under that approval. After graduation of the first class, the LPN to RN Completion (ADN) Program will seek professional accreditation through the National League for Nursing Accrediting Commission (NLNAC) which is the required accreditation body for ADN Programs in Kansas.

Industry-recognized Credential

Graduates of Associate Degree Nursing Programs are eligible to sit for the licensure examination called NCLEX-RN®. This is a national examination developed by the National Councils of State Boards of Nursing to determine entry level competence. Graduates must take and pass this examination to be licensed in the state of their choice as a registered nurse (RN).

New Program Request Form CA1: NEKTC Atchison

LPN to RN completion course requirements:

Must have from PN program. Must be LPN.

Prerequisite	5-8 cr	A&P (BS 104 and BS 105)
Prerequisite	3 cr	Human Growth & Development (PSY 205)

LPN to RN Possible schedules

Semester 1: 17 credits (full time)

Prerequisites to LPN to RN Completion

	3	English Comp I (ENG 101)
	5	Microbiology (BS 203)
	3	Gen Psyche (PSY 101)
	1	Computer literacy BUS 130 or 181
	3	Speech (SP 101) or English Comp II (ENG 102) or Interpersonal Communications (SP 105)
	3 **	Humanities/FA here?
Fall 2010	15 -18 credits	

Semester 2: 16 credits (full time)

NUR 220	2	LPN to RN Transition
NUR 225	4 (2/2)	Advanced Nursing Skills
NUR 230	5 (2/3)	Advanced Medical-Surgical Nursing
NUR 235	3 (1.5/1.5)	Advanced Mental Health Nursing
NUR 245	2	High-Risk Maternal-Child Nursing
	3**	Humanities/FA here?
Spring 2011	16-19 credits	

Semester 3: 6 credits (full time)

NUR 240	2	Nurse as Manager of Care
NUR 250	4	Professional Nursing Practicum
	3**	Humanities/FA here?
Summer 2011	6-9 credits	

Gen. Ed = 18 credits

Total credits: 40

Nursing = 22 credits

New Program Request Form CA1: NEKTC Atchison

Course Syllabi

Appendix D: Syllabi for 7 courses proposed for LPN to RN Completion

1 Course Title and Number:

LPN to RN Transition **NUR 220**

Prerequisites: current Kansas LPN license, BS104, PSY 101, PSY205, BS 203, SP101 or SP 105 or ENG 102, BUS 130 or BUS 181.

Credit hour and type: 3 credits (lecture/discussion)

Department: Nursing

Description:

This lecture/discussion course prepares the LPN to perform as a registered nurse by expanding the LPN knowledge base and exploring the scope of practice of the registered nurse. The course begins with a review of nursing process, communication, client teaching, and critical thinking. The philosophy of ADN nursing is discussed and the philosophy and objectives of the LPN to RN Completion Program are presented. The scope and the standards of practice for the professional registered nurse are stressed. Finally, the results of entrance testing provide a blueprint for the LPN student to use for content review and remediation.

This course addresses program outcomes 1, 5, and 7.

Course Competencies:

Upon completion of the courses, the students should be able to:

1. Identify the importance and components of critical thinking in nursing practice.
2. Identify basic therapeutic communication techniques.
3. Discuss how cultural differences impact health care.
4. Identify principles of client teaching.
5. Incorporate the nursing process, client teaching, and critical thinking into a plan of care
6. Explain the scope of practice for the registered nurse.
7. Discuss elements of role transition from LPN to ADN.
8. Trace past and present influences on the practice of associate degree nursing.
9. Discuss the legal and ethical implications for client care by the registered nurse.
10. Document knowledge of NEKTC Nursing Policies.
11. Explain the philosophy of novice to expert and its relationship to the curriculum.
12. Describe the LPN to RN Completion Program articulation model for the Kansas LPN.

Assessment Procedure:

Students will be graded on the following:

1. A retest of PN content after remediation to determine improvement
2. Quizzes and written examinations, including a comprehensive course final
3. Two care plans will be graded for use of nursing process, client teaching, critical thinking, and effective and safe planning.
4. Participation in projects
5. Contribution to class discussion

New Program Request Form CA1: NEKTC Atchison

Course Content:

- A. History of Associate Degree Nursing
- B. Philosophy and Objectives of Northeast Kansas Technical Center of HCC
- C. National League for Nursing, and ADN and LPN Competencies Role of Transition
- D. Conceptual Framework of NEKTC of HCC: Client Needs: basic to complex
- E. Effective communication
- F. Developmental levels and client teaching
- G. Critical Thinking, Culture and Ethnicity
- H. Nursing Process
- I. Care Plan Development
- J. LPN Content testing, review, and remediation
- K. Course examination, Review Examination

Instructional Materials: will be selected by the instructor

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

On-Campus Students: At enrollment, any on campus student may complete a form that will allow them to self-identify any disability.

Off-Campus Regional Students: Self-identify your disability and accommodation needs with the Regional Coordinator and/or instructor, preferably prior to the first class meeting.

Online Students: Self-identify your disability and accommodation needs by contacting the Disabilities Coordinator. Students must provide their own programs to allow accessibility on their home computer.

Any student may also identify their disability by completing an online form located on the HCC homepage under Students Services/Resources/Disabilities. Questions should be directed to the Disabilities Coordinator.

New Program Request Form CA1: NEKTC Atchison

2

Course Title and Number:

Advanced Nursing Skills **NUR 225**

Prerequisites: current Kansas LPN license, BS104, PSY 101, PSY205, BS 203, SP101 or SP 105 or ENG 102, BUS 130 or BUS 181.

Credit hours and type: 4 credits (2 credit lecture/discussion; 2 credits in clinical laboratory)

Department: Nursing

Description:

The purpose of this combination course is to prepare the LPN to perform a thorough health assessment of clients, to provide IV fluid and pharmacologic therapy for clients, and to perform advanced technical skills in the areas of airway management, sterile procedures, and cardiac monitoring in preparation for clinical experiences.

This course addresses Program Outcomes 1-5.

Course Competencies:

Upon completion of this course, the student will demonstrate advanced beginner competence by being able to:

1. Obtain subjective data including a health history, family history, and med history
2. Obtain objective data using either systems or head-to-toe approach
3. Obtain developmental and psychosocial data
4. Analyze data and document a health assessment
5. Initiate, maintain, and discontinue IV access
6. Obtain venous blood using an IV access device
7. Administer IV fluids, blood, TPN, and medications safely
8. Calculate IV infusion rates and provide delivery for that calculation
9. Maintain infection control of IV access
10. Use nursing process to assess patient receiving IV therapy
11. Identify signs and symptoms of acute airway compromise
12. Explain the purpose and mechanics of water-seal drainage
13. Provide basic care for the client with a chest tube
14. Provide basic care for a client on a ventilator
15. Demonstrate nursing care for a client with a tracheostomy.
16. Demonstrate electrode placement for EKG
17. Identify leads and the differences in wave pattern seen in each lead
18. Identify specific characteristics of a variety of cardiac rhythms
19. Identify nursing actions indicated by select cardiac rhythms

Assessment Procedures:

Students will be graded on the following:

1. Quizzes and examinations, including a comprehensive course final
2. Performance of a health assessment
3. Performance skills related to IV fluid, IV nutrition, and IV medication therapy.
4. Performance of a blood draw from a central access device
5. Performance of skills related to airway maintenance
6. Performance of EKGs and rhythm identification
7. Participation in projects

New Program Request Form CA1: NEKTC Atchison

8. Assignment completion
9. Contribution to class discussion

Course Content:

- A. Physical assessment: adult, child, infant
- B. IV Therapy
 - 1) fluids and equipment
 - 2) venous anatomy, site selection, initiation
 - 3) dosage calculation and fluid rates
 - 4) titration
 - 5) infection control
 - 6) complications and nursing actions
 - 7) termination of IV access and documentation
- C. Airway management
 - 1) signs and symptoms of airway compromise
 - 2) O2 saturation vs ABGs
 - 3) chest tube management
 - 4) care of ventilator client
 - 5) care of client with tracheostomy
- D. EKG placement and conduction waves
 - 1) basic and benign cardiac rhythms
 - 2) abnormal cardiac rhythms and nursing actions indicated by them

Instructional Materials:

Will be selected by the instructor

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

As before

New Program Request Form CA1: NEKTC Atchison

3

Course Title and Number

Advanced Medical-Surgical Nursing

NUR 230

Prerequisites: NUR 220 and NUR 225

Credit hours and Type: 5 credits (2 lecture/discussion/3 clinical)

Department: Nursing

Description:

The client need for physiologic integrity is the focus of this combined lecture/discussion and clinical course. The four primary areas addressed are basic and complex care and comfort, pharmacological and parenteral therapy management, reduction of client risk, and physiologic adaptation. Nursing process, caring, communication and documentation, and teaching/learning are integrated throughout the course. This course addresses ADN Program outcome 1.

Course competencies

Students will demonstrate advanced beginner competence when caring for clients with acute, chronic, or life-threatening physical health conditions by

1. using the nursing process and critical thinking and incorporating evidence-based practice to make safe and effective nursing judgments
2. managing and providing holistic care that complements alternative therapies and/or palliative care
3. managing and providing care for clients needing parenteral medications, blood, fluids, and/or nutritional support (titration, dose calculation, mixing fluids, prep, line maintenance, etc)
4. managing and providing care for clients experiencing invasive testing and/or procedures
5. managing and providing care for clients during the perioperative period
6. preventing complications and/or managing and providing care to clients experiencing complications
7. interpreting lab values and incorporating these into complex client care
8. managing and providing care to clients experiencing real or potential fluid and/or electrolyte imbalances
9. obtaining specimens, including blood, for lab analysis
10. managing and providing care for clients experiencing pain, including PCA devices and epidural infusions
11. performing a risk assessment and incorporating it into the plan of client care
12. applying knowledge of pathophysiology to develop an individualized plan of care for clients
13. formulating a teaching plan to assist the client to manage his/her illness
14. monitoring and maintaining optimum hemodynamic status for the client
15. managing and providing care for clients experiencing an unexpected response to therapy
16. Supporting the client and significant others through the normal expected stages of growth and development, including the need for prevention and early detection of health problems.
17. Determining the stage of growth and development for assigned clients.
18. Determining whether the assigned client is accomplishing developmental tasks.
19. Implementing health promotional activities according to the client's particular stage of development.
20. Modifying nursing actions to complement client's developmental stage.

Assessment Procedure:

Students will be graded using the following:

1. Quizzes and examinations, including a comprehensive course final
2. Participation in projects

New Program Request Form CA1: NEKTC Atchison

3. Completion of assignments
4. Contribution to class discussion
5. Clinical grading tool

Course Content:

1. Nursing Process, Critical Thinking, and Evidenced-based Practice
2. Alternative therapies and palliative care
3. Nursing role in diagnostic procedures
4. Perioperative nursing care
5. Incorporating lab values into the plan of care
6. Nursing care of fluid and electrolyte imbalances
7. Preserving and restoring optimum client hemodynamic status
8. Nursing care to prevent complications/ manage complications
9. Pain management
10. Client safety and JCAHO's National Patient Safety Goals
11. Nurse as provider of care
12. Nurse as teacher

Instructional Materials: will be selected by the instructor

1. Ackley, B.J. (2006). Nursing Diagnosis: Handbook: A Guide to Planning Care. 7th ed. Mosby.
 2. Dudek, S. (2006). Nutritional Handbook for Nursing Practice. 5th ed. Philadelphia: Lippincott
 3. Drug book of choice.
 4. Ignatavicius, D.D. (2006). Medical-Surgical Nursing: Critical Thinking for Collaborative Care. 5th ed. W.B. Saunders Co., Philadelphia.
 5. LeFever, Kee, J., Hayes, E.R. (2006). Pharmacology: A Nursing Process Approach. 5th ed. Philadelphia: W.B. Saunders.
 6. Corbett, J. (2008). Laboratory Tests and Diagnostic Procedures with Nursing Diagnoses. 7th ed. Appleton and Lange; East Norwalk, Connecticut.
Or Pagana and Pagana
 7. Lemone, D. and Burke, K. (2008) Medical-surgical Nursing Critical Thinking in Client Care. 4th ed. Prentice Hall, New Jersey.
- ATI. Comprehensive and review Package for RN's.
- Deglin, J., & Vallerand, A. (2007). Davis's Drug Guide for Nurses (10th ed.). Philadelphia: Davis.
- Dudek, Susan G. (2005). Nutrition Essentials for Nursing Practice. (5th ed). Philadelphia: Lippincott.
- Lilley, L.L., Aucker, R.S., & Albanese, J.A. (2005). Pharmacology and the Nursing Process (4th ed.). St. Louis: Mosby.
- Pickar, G.D. (2004). Dosage Calculations (7th ed.). Albany, NY: Delmar.
- Venes, D. (Ed.) (2005). Taber's Cyclopedic Medical Dictionary (20th ed.). Philadelphia: Davis.

New Program Request Form CA1: NEKTC Atchison

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

As before

New Program Request Form CA1: NEKTC Atchison

4

Course Title and Number

Advanced Mental Health Nursing **NUR 235**

Prerequisites: Prerequisites: NUR 220, NUR 225, NUR 230

Credit Hours and Type: 3 Credits (1.5 lecture/discussion and 1.5 clinical)

Department: Nursing

Description:

The focus of this combined lecture/discussion and clinical course is the client need for care and/or support in times of stress, crisis, and acute or chronic mental illness. Students will explore selected mental illnesses and their treatment modalities, care for clients with dependencies (substance and non-substance), care for clients in crisis, and care for clients and families experiencing end-of-life. Critical thinking, nursing process, caring, therapeutic communication and documentation, and teaching/learning are integrated throughout the course.

Students may have clinical experiences in a dependency treatment facility, in home health or a nursing care facility for end-of-life care, in a facility dedicated to acute care of those with mental illness, and Lansing Correctional Facility for care of clients experiencing stress and/or crisis.

This course addresses ADN outcomes 1-7.

Course Competencies

Students will demonstrate novice competence when caring for clients with alterations in psychosocial integrity by:

1. Using the nursing process and critical thinking and incorporating evidence-based practice to make safe and effective nursing judgments for clients with psychosocial needs
2. Managing and providing supportive care for the depressed client that includes medications as well as behavioral interventions
3. Managing and providing supportive care for the client experiencing bipolar disorder that includes medications and behavioral interventions
4. Managing and providing supportive care for the client with signs and symptoms of schizophrenia including medications and behavioral interventions
5. Managing and providing supportive care for the client experiencing dependency (drug, alcohol, sex, gambling, pornography) including medications and behavioral interventions
6. Participating in group therapy sessions or support groups
7. Assessing support systems for the client, family, or significant other experiencing stress
8. Supporting the client's ability to cope, adapt, and/or problem solve in situations related to illness or stressful events and take appropriate action.
9. Assessing clients for social, cultural, spiritual, occupational, and economic needs
10. Managing and providing supportive care for those in crisis (physical, mental, spiritual, cultural) including medications and behavioral interventions
11. Performing a suicide risk assessment
12. Responding appropriately to changes in client status
13. Managing and providing supportive care for those experiencing end-of-life
14. Implementing nursing actions appropriate to the client's psychological status.
15. Evaluating the client's ability to adapt to stress.
16. Achieving Level 2 or higher on ATI Mental Health Competency testing or 80% or higher on the capstone exam

New Program Request Form CA1: NEKTC Atchison

Assessment Procedure:

Students will be graded on the following:

1. Quizzes and examinations, including a comprehensive course final
2. Participation in projects
3. Completion of assignments
4. Contribution to class discussion
5. Clinical grading tool

Course content:

1. Psychosocial assessment
2. Nursing care and treatment modalities for the depressed client
3. Nursing care and treatment modalities for the bipolar client
4. Nursing care and treatment modalities for the schizophrenic client
5. Nursing care and treatment modalities for the dependent client
6. Coping, adapting, and problem-solving in psychosocial care
7. Crisis care
8. The suicidal client
9. Nursing care that supports end-of-life

Instructional materials: will be selected by the instructor

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

As before

New Program Request Form CA1: NEKTC Atchison

5

Course Title and Number:

Nurse as Manager of Care

NUR 240

Prerequisites: NUR 220, NUR 225, NUR 230, NUR 235, NUR 245

2 Credits: Lecture/discussion

Department: Nursing

Description:

In this lecture/discussion course, students learn the principles of management used in the professional nurse role. Client and staff safety are presented as part of the manager role. Various legal and ethical issues pertaining to management will be addressed. The student, who completes this course will demonstrate novice level competency in such areas as delegation, client/time/resource management, evaluation, patient teaching, and communication skills with a multidisciplinary health care team.

This course addresses Program Outcomes 4, 5, 6.

Course Competencies:

Upon completion of this course, the student will demonstrate novice competence by being able to:

1. Manage cost-effective care for a variety of clients by coordinating, supervising and/or collaborating with members of the multidisciplinary health care team.
2. Prioritize nursing actions using available resources and collaborating with health care team members.
3. Recognize need for collaboration with other disciplines and support services to achieve desired patient outcomes.
4. Manage a health care environment to ensure client and health care personnel safety.
5. Identify safety hazards and indicate appropriate response to them in a variety of health care settings.
6. Manage untoward changes in client status to prevent complications and promote positive outcomes.
7. Demonstrate nursing measures that are in accordance with established nursing practice and national safety initiatives.
8. Identify or make appropriate referrals based on client needs.
9. Advocate for patient utilizing patient bill of rights.
10. Employ effective communication and accurate documentation while managing and/or providing for client needs.
11. Demonstrate professional accountability while managing client needs.

Assessment Procedures:

Student performance will be evaluated using the following:

Quizzes and examinations, including a comprehensive course final

Participation in projects

Completion of assignments

Contribution to class discussion

Course Content:

A. Focus on the patient as a nurse/manager

1. Patient advocacy
2. Importance of an interpreter
3. Informed consent
4. Advanced directives

New Program Request Form CA1: NEKTC Atchison

- 5. Patient rights
- 6. Ethical issues
- B. Focus on nursing staff as manager
 - 1. Basic management concepts
 - 2. Styles of leadership
 - 3. Delegation and supervision
 - 4. Roles and responsibilities of team members
 - 5. Triage/priority setting
 - 6. Time management
 - 7. Continuity of care unit to unit, facility to facility
 - 8. Case management, including resources, equipment, and discharge
 - 9. Clinical pathways
 - 10. Communication to health care team
 - 11. Referral and collaboration
 - 12. Stress management for new employee
- C. Focus on quality care as manager
 - 1. Quality care issues
 - 2. Quality improvement process and projects
 - 3. Safety goals
 - 4. Incident reports
 - 5. Staff education
 - 6. Staffing
- D. Focus on legal issues of the nurse/manager
 - 1. Legal issues
 - 2. Dealing with problem coworker or employee
 - 3. Conflict in the work place

Instructional Materials: will be selected by the instructor

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

As before

New Program Request Form CA1: NEKTC Atchison

6

Course Title and Number

High-Risk Maternal-Child Nursing **NUR 245**

Prerequisites: NUR 220, NUR 225, NUR 230, NUR 235

Credit Hours and Type: 2 credits (lecture/discussion)

Department: Nursing

Description:

This lecture/discussion course provides content needed for the registered nurse to care for the high-risk maternal, newborn, and pediatric client not covered in the basic LPN curriculum. The nursing process, developmental age, communication, and pharmacology are integrated into this course.

This course addresses ADN outcomes 1, 2, 4, 6, 7.

Course Competencies

Students will demonstrate novice competence when caring for high-risk maternal-child clients by:

1. Demonstrating assessment skills of the maternal and/or child client
2. Using the nursing process and critical thinking and incorporating evidence-based practice to make safe and effective nursing judgments for high-risk maternal-child clients
3. Using assessment skills to identify potential nursing problems for the high-risk maternal child client
4. Providing psychosocial supportive care for the maternal client and family or significant others experiencing maternal or child high-risk conditions
5. Develop a plan of care for a client experiencing high-risk pregnancy, delivery, or post-partum disorders
6. Develop a plan of care for a newborn experiencing a high-risk disorder that includes his/her family
7. Responding appropriately to changes in high-risk client status
8. Incorporate the nursing process, client teaching, growth and development, and critical thinking into a plan of care for a pediatric client and family.
9. Apply the principles of nutritional assessment for a maternity client and/or a pediatric client and family.

Assessment Procedure:

Students will be graded on the following:

1. Quizzes and examinations, including a comprehensive course final
2. Participation in projects
3. Completion of assignments
4. Contribution to class discussion

Course content:

1. High-risk conditions during pregnancy
 - a. Diabetes
 - b. Ectopic pregnancy
 - c. Sexually transmitted diseases
 - d. Infectious diseases
 - e. Bleeding potential
 - f. Cervical insufficiency
 - g. Trophoblastic disease

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- h. Hypertensive conditions
 - i. Multiple births
 - j. Fetal demise
- 2. High risk conditions during labor
 - a. Dystocia/ shoulder dystocia
 - b. Fetal malpresentation
 - c. Fetal distress
 - d. Premature rupture of membranes
 - e. Preterm labor/postterm labor
 - f. Amniotic fluid embolism
 - g. Prolapsed cord
- 3. High risk conditions for postpartum client
 - a. Hemorrhage
 - b. Endometritis
 - c. Mastitis
 - d. Depression/psychosis
- 4. High risk conditions for the newborn
 - a. Preterm/postterm birth
 - b. Low birth weight
 - c. Meconium aspiration
 - d. SIDS
 - e. Hemolytic disease
 - f. Maternal substance abuse
- 5. Newborn with congenital disorders
 - a. Spina bifida
 - b. Hydrocephalus
 - c. Congenital heart defects
 - d. Cleft palate
 - e. Tracheoesophageal fistula; esophageal atresia
 - f. Omphalocele
 - g. Imperforate anus

Instructional materials: will be selected by the instructor

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

As before

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7

Course Title and Number

Professional Nursing Practicum

NUR 250

Prerequisites: NUR 220, NUR 225, NUR 230, NUR 235, NUR 240, NUR 245

Credit hours: 4 clinical credits

Department: Nursing

Description:

This clinical course is the capstone course for the LPN to RN Completion program. Students will demonstrate novice competency as a professional nurse by managing and providing care for a culturally, economically, medically, developmentally, and socially diverse clientele in a variety of clinical settings. Students will develop and implement plans of care using critical thinking and the nursing process, employ therapeutic communication, support physiologic and psychosocial integrity, and promote a safe environment for clients.

This course addresses Program Outcomes 1-7

Course Competencies

Upon completion of this course, students will demonstrate advanced beginner competence by being able to:

1. Perform a thorough assessment, including developmental level, on a variety of clients
2. Develop a comprehensive individualized plan of care for one or more clients from a diverse population
3. Demonstrate use of critical thinking and evidenced-based practice in a plan of care, implementation of care, or management of care
4. Implement delegation within the scope of practice of the professional nurse in Kansas
5. Develop or contribute to a quality improvement plan for care provided on a nursing unit
6. Use research to develop and present a teaching project for a specific need and a target audience
7. Develop a therapeutic relationship with a client with clear goals and expectations
8. Provide safe and effective parenteral fluid, nutritional, pharmacological and blood replacement therapy
9. Document complex and basic nursing care accurately and thoroughly
10. Provide psychosocial support for a client experiencing stress, crisis, or end-of-life
11. Personify professional identity by dress, appearance, communication, accountability, and performance
12. Demonstrate basic competency in effective management of rapidly-changing client status
13. Manage and provide care for clients experiencing invasive testing and/or procedures
14. Manage and provide care for clients during the perioperative period
15. Prevent complications and/or manage and provide care to clients experiencing complications
16. Interpret lab values and incorporate these into the client's plan care
17. Manage and provide care to clients experiencing real or potential fluid and/or electrolyte imbalances
18. Obtain specimens for lab analysis in a safe and timely manner
19. Manage and provide care for clients experiencing pain
20. Perform a risk assessment and incorporate it into the plan of client care
21. Incorporate the nursing process, client teaching, growth and development, and critical thinking into a plan of care
22. Apply the principles of nutritional assessment for a client

Assessment procedure:

Students will be evaluated using the following:

1. Participation in clinical conferences
2. Completion of clinical assignments

New Program Request Form CA1: NEKTC Atchison

3. Clinical grading tool
4. Grade and recommendation of clinical site managers/team leaders
5. Demonstration of professional identity

Course content:

Clinical practice is the course content. Clinical assignments in a variety of settings allow the student to put into practice theory and skills learned during previous courses in a clinical setting, under instructor/preceptor guidance.

Instructional Materials: will be selected by the instructor

1. Ackley, B.J. (2006). Nursing Diagnosis: Handbook: A Guide to Planning Care. 7th ed. Mosby.
2. Dudek, S. (2006). Nutritional Handbook for Nursing Practice. 5th ed. Philadelphia: Lippincott.
3. Drug book of choice.
4. Ignatavicius, D.D. (2006). Medical-Surgical Nursing: Critical Thinking for Collaborative Care. 5th ed. W.B. Saunders Co., Philadelphia.
5. LeFever, Kee, J., Hayes, E.R. (2006). Pharmacology: A Nursing Process Approach. 5th ed. Philadelphia: W.B. Saunders.
6. Corbett, J. (2008). Laboratory Tests and Diagnostic Procedures with Nursing Diagnoses. 7th ed. Appleton and Lange; East Norwalk, Connecticut.
Or Pagana and Pagana
7. Lemone, D. and Burke, K. (2008) Medical-surgical Nursing Critical Thinking in Client Care. 4th ed. Prentice Hall, New Jersey.

ATI. Comprehensive and review Package for RN's.

Deglin, J., & Vallerand, A. (2007). Davis's Drug Guide for Nurses (10th ed.). Philadelphia: Davis.

Dudek, Susan G. (2005). Nutrition Essentials for Nursing Practice. (5th ed). Philadelphia: Lippincott.

Lilley, L.L., Aucker, R.S., & Albanese, J.A. (2005). Pharmacology and the Nursing Process (4th ed.). St. Louis: Mosby.

Pickar, G.D. (2004). Dosage Calculations (7th ed.). Albany, NY: Delmar.

Venes, D. (Ed.) (2005). Taber's Cyclopedic Medical Dictionary (20th ed.). Philadelphia: Davis.

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

As before

New Program Request Form CA1: NEKTC Atchison

Faculty

Faculty Qualifications/certifications

The Kansas Nurse Practice Act states that faculty of “professional nursing education programs” (professional nurse is registered nurse) are required to

- Be licensed as a registered professional nurse in Kansas
- Hold a minimum of a Masters Degree in Nursing or be in the process of obtaining one unless a masters degree was conferred before July 2001

NEKTC currently employs two nursing faculty with the required bachelors degree in nursing (BSN), who teach in the practical nursing program. These two faculty will have completed their masters degree in nursing education by fall 2010 and will be able to teach in the RN Completion Program. Two additional faculty teach clinical experiences in the PN program: one with a BSN and the other in her last year as a hire exception**. Additional faculty will be needed for the PN faculty if the current faculty completing MSN requirements move to the RN completion Program.

The administrator of a “professional nursing education program” is required to

- Be licensed as a registered professional nurse in Kansas
- Have successful experience in administration or teaching
- Have a graduate degree in nursing, unless conferred before July 1999

The current director of the practical nursing program holds a masters degree in adult technical education (MS) conferred in 1993 so can continue to administer the ADN program until such time as a replacement is needed. At that time, depending on when the degree was conferred, the replacement may need a masters degree in nursing (MSN) or higher.

**There are two exceptions to these requirements under which an experienced nurse could be hired:

1. The nurse applicant is currently working on the obtaining the required degree and has a written degree plan in place
2. **The nurse applicant is not seeking the required degree, has expertise in the needed teaching area, and there are no other applicants available. This is called a “hire exception” and it can be used for 1-2 academic years.

New Faculty to be hired

PN program	Full-time instructors (1.5)	RN, BSN required**
RN (ADN) program	None needed	

Full-time, Part-time, adjunct and faculty-student ratios

PN program	FT (1)	PT (1)	Adjunct (2)	1:10 for 40 students in clinical setting
RN	FT (1)	PT (1)	Adjunct (0)	1:10 for 20 students in clinical setting

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Appendix E: Kansas Nurse Practice Act: Faculty qualifications

Kansas Nurse Practice Act Rules and Regulations

60-2-103. Faculty and preceptor qualifications.

- (a) Professional nursing education programs.
 - (1) Each nurse faculty member shall be licensed as a registered professional nurse in Kansas.
 - (2) Each preceptor shall meet the following requirements:
 - (A) Be licensed as a registered professional nurse in the state in which the individual is currently practicing nursing; and
 - (B) complete a preceptor orientation which shall include information about the factors influencing the student-preceptor relationship and course information.
 - (3) Each program shall have a written plan that includes the method of selection of preceptors, the roles of the faculty members and preceptors, and the methods of contact between faculty members and preceptors during the preceptorship.
 - (4) Each nurse faculty member shall have academic preparation and experience as follows:
 - (A) The nurse administrator who is responsible for the development and implementation of the nursing education program shall have had successful experience in administration or teaching and shall have a graduate degree. Each person who is hired as a nurse administrator after July 1, 1999 shall have a graduate degree in nursing, except for any person whose graduate degree is conferred on or before July 1, 1999.
 - (B) Each nurse faculty member who is assigned the responsibility of a course shall hold a graduate degree. Each person who is hired as a nurse faculty member after July 1, 2001 shall have a graduate degree in nursing, preferably in the clinical area being taught, except for any person whose graduate degree is conferred before July 1, 2001.
 - (C) Each nurse faculty member responsible for clinical instruction shall possess a graduate degree or provide to the board a faculty degree plan that projects completion of a graduate degree. Each person who is hired as a nurse faculty member responsible for clinical instruction after July 1, 2001 shall meet one of the following requirements:
 - (i) Have a graduate degree in nursing, preferably in the clinical area being taught, except for any person whose graduate degree is conferred on or before July 1, 2001; or
 - (ii) provide to the board a faculty degree plan that projects completion of a graduate degree with the graduate degree to be in nursing if the degree is projected to be completed after July 1, 2001.** **Indentions provided for clarity by Janean Bowen

New Program Request Form CA1: NEKTC Atchison

New Costs: LPN to RN Completion Program

	KSBN RN Program Approval one time	NLN membership for school yearly	NLNAC candidacy fee: RN Program one time	NLN yearly accreditation fee (if NLN member) yearly	NLN initial & continuing accreditation fee ** + \$835/day per visitor during survey	Salaries: 1.5 PN (replaces faculty moving to RN)	Equipment: 3G manikin warranty renewal in 2011 and yearly:	PDR for library yearly
2010	\$700	\$1020	\$2,500	\$1,875	0	\$45,000		
2011	0	\$1020	0	\$1,875	\$1000 **	\$50,000	\$6,000	\$100

Funding for Proposed RN Program

Currently, the NEKTC Practical Nursing program is sustained through tuition, fees, donations from the Atchison Hospital and its suppliers, and monies obtained through the funding formula through KBOR. Major equipment purchases (3 high fidelity simulators, 3 hospital wall units, and a gurney) were made prior to the proposal of the LPN to RN Completion Program using a Perkins Grant and a Technology Grant during FY 2008 (\$178,332.00). All of this equipment can be used by both the PN and the RN student. Building F houses the PN program and will also house the LPN to RN completion program. Building roof renovation was done 2 years ago at a cost of (\$34,938). The PN computer lab was renovated 1 year ago at a cost of \$9,604.00. This lab has 15 computer stations and a dedicated printer in the nursing department. The lab will be for PN and RN students. Please refer to CA-1a on page 49.

Advising Services

NEKTC students are currently advised by the Admissions Department which consists of two full-time personnel. Additional services are available through the Dean of Curriculum and Instruction on the NEKTC campus, who functions in the capacity of a Regional Coordinator for Highland Community College; she assists students in pursuit of an Associate of Applied Sciences degree and other curriculum issues.

Physical Facilities

Three days a week, the PN program makes use of approximately 80% of the main floor in Building F. Building F main floor has a large classroom (capacity 30), a large clinical laboratory (capacity 7 hospital beds with equipment), and a library/computer lab (capacity 15 computer stations and one wall of book shelves). Ten percent of the building is used for adult education classes such as Certified Nurses' Aide and IV Therapy for LPNs; 10% is reserved as a medical lab for Medical Office Assistant students to use for blood or urine testing.

Two days a week, 80% of the main floor of Building F is available for LPN to RN Completion students because PN students are off campus for clinical experiences. However, the actual scheduling of class days and clinical

New Program Request Form CA1: NEKTC Atchison

days is absolutely contingent upon clinical space available. Until our clinical sites provide a schedule of available days and shifts, we cannot determine what days we will have class as opposed to clinical. However, NEKTC is committed to taking on the responsibility of the new RN program and will find acceptable space for its students for class and clinical lab use by creative scheduling.

Instructional Equipment/Materials

NEKTC has already purchased (in anticipation of the LPN to RN Completion Program) instructional equipment (durable equipment such as hospital beds and patient simulators). This equipment is currently being used by the PN students. Students' fees for supplies are used for the purchase of non-durable equipment such as dressings and syringes.

Students must purchase books for the program. General education courses required for the completion of the AAS degree are provided by Highland Community College and NEKTC has requested an increase in courses offered to meet demand. These courses are offered at regional sites other than Atchison as well as online.

Currently there are 15 computers dedicated to the nursing department. All admitted students are told that they must have outside computer support. However in the future there may be a need for additional computers.

Library

The PN department already has a small resource library housing approximately 400 volumes that are no older than 6 years (with a few exceptions) located in Building F in the same room with the computers. The library also has 5 years of nursing journals (RN, Nursing, LPN, AJN, Nursing Made Incredibly Easy). NLNAC asks for the addition of Nurse Educator or a research magazine to be added to the library as a resource for the faculty (free with membership to NLN). The PDR (Physician's Desk Reference) will be added to the library, as required by the Board of Nursing. Highland Community College already subscribes to ProQuest, an online data base which contains Nursing and Allied Health sources. Every student has access to this resource.

Contractual/Clinical Placements

NEKTC currently has contracts with Atchison Hospital, Atchison Child Care Association, Valley Hope of Atchison, Atchison Senior Village, Heartland Hospital, and Hiawatha Hospital for the PN students. All but Atchison Child Care Association (a pre-school and day care provider) would be potential clinical sites for RN students and these have indicated a willingness to work with the LPN to RN Completion Program.

Clinical sites of sufficient complexity for RN students and covering specialty areas of nursing are in high demand. NEKTC currently has a five-year contract with Heartland Hospital (St. Joseph, MO) as a clinical site for the PN students. On October 19th, 2009 a meeting was held with Human Resources, Nurse Recruiting, Nursing Education, and the PN Program Director to finalize additional clinical sites for the RN students. Nursing courses for clinical will be spring and summer semesters. Four nursing units are available for the RN students: 2 South an Oncology Unit, 3 East a 48 bed cardiovascular and thoracic unit, 2 North a long-term acute care hospital within Heartland Hospital, and the surgery center. At the time of this meeting, 3 of the 4 units were entirely available and one unit was available on Thursdays and Fridays. A contract with Heartland will be finalized upon approval of the RN Completion Program.

New Program Request Form CA1: NEKTC Atchison

NEKTC has received a commitment from St. Luke's Northland Hospital (Kansas City, MO) to provide clinical opportunities for the RN students. Again specific days and units available are not available at the time of this document.

NEKTC has also received letters of support from community critical access hospitals in the Highland Community College service area: Atchison Hospital, Hiawatha Hospital, and Sabetha Hospital. NEKTC believes that these hospitals provide valuable services to their communities and will work with them to utilize their specialty areas such as emergency rooms and intensive care units for the RN students. Atchison Senior Village and Medicalodge of Atchison, long term care facilities in Atchison have each written a letter of support for the RN program and have offered to be a clinical site.

Finally NEKTC is investigating use of the Lansing Correctional Facility which is slated to have a 48 bed unit in July 2010. Initial contact with Ellen Bartz, nursing coordinator of health care services at the Lansing site, has been favorable for placing RN students at Lansing for Mental Health clinical. Contracts are being discussed and tentative placement is for spring 2011.

APPENDIX F: Scanned letters supporting clinical agreements follow on the next pages.

New Program Request Form CA1: NEKTC Atchison



Heartland Health
**Heartland Regional
Medical Center**

5325 Faraon St., St. Joseph, MO 64506

Phone: (816) 271-6000

October 19, 2009

Janean Bowen, Director of Practical
Nursing Northeast Kansas Technical College
1501 Riley St.
Atchison, KS 66002

Dear Ms. Bowen,

As the Chief Human Resource Officer for Heartland Health, I am encouraged to learn that Northeast Kansas Technical College has entered into an agreement with Highland Community College to provide an Associates Degree in Nursing program. The future of healthcare indicates a growing demand for nurses in both acute care and outpatient settings. We are anticipating a nursing shortage within the next two years and look forward to this program as an opportunity to recruit nurses.

Heartland Health will benefit from the teaching and learning opportunities provided by this new program in the hospital setting as well as our physician clinics.

Heartland has limited space to accommodate clinical rotation requests. Clinical rotation requests need to be set up with Helen Spoonemore, Team Leader in Nursing Service (816-271-6021).

Good luck with implementing Associates Degree in Nursing program.

Sincerely,

Michael Pulido
Chief Human Resource Officer
Heartland Health
5325 Faraon St.
St. Joseph, MO 64506

Carolyn Paden
Service Leader, Surgical & Patient Care Services
Heartland Regional Medical Center
5325 Faraon St.
St. Joseph, MO 64506

Cc: Valyne Pochop, Team Leader Education; Helen Spoonemore, Team Leader Nursing Service;
Ellen Beaman, Nurse Recruiter

Saint Luke's Northland Hospital

SAINT LUKE'S HEALTH SYSTEM

saintlukeshealthsystem.org

September 4, 2009

To Whom It May Concern,

Saint Luke's Northland Hospital is willing to provide a clinical site for ADN nursing students from Highland Community College starting Fall of 2010, depending on requested days and shifts.

Hospital Description:

Saint Luke's Northland Hospital is a not-for-profit healthcare corporation with two campuses - Barry Road and Smithville. It serves patients residing in the northwest corner of Missouri as well as the greater metropolitan area. It is accredited by the Joint Commission on Accreditation of Healthcare Organizations and licensed by the State of Missouri. The hospital laboratory is certified by the College of American Pathologists (CAP). Administrative offices are located at the Barry Road campus.

The Barry Road Campus opened in 1989 and has become a major healthcare provider in the Northland. Located near the intersection of Barry Road and Interstate 29, the campus is in the center of rapidly growing Platte County. This 95 bed facility provides medical/surgical care, critical care, comprehensive outpatient services, surgical services, maternity care with a level II nursery, and emergency services.

The Smithville Campus, a 98-bed facility, is located near the intersection of Highways 169 and 92. It was founded in 1939. Services offered at the Smithville Campus include rehabilitation services, mental healthcare for adolescents, adults and seniors, transportation services, and emergency services.

If you have any questions, contact me at 816-880-6318,

Sincerely,

Cheryl Rittman RNC, MA Education Specialist

Barry Road Campus

5830 NW Barry Road

Barry Road Campus • 5830 NW Barry Road, Kansas City, MO 64154 • Phone: (816) 891-6000 Smithville Campus • 601 S. 169 Highway,

Smithville, MO 64089 • Phone: (816) 532-3700

Saint Luke's Health System is an Equal Opportunity Employer. Services are provided on a nondiscriminatory basis.

New Program Request Form CA1: NEKTC Atchison

KBOR
CA-1a Form (2009)

IMPLEMENTATION YEAR 2011

Fiscal Summary for Proposed Academic Programs

Institution: Northeast Kansas Technical Center of Highland Community College

Proposed Program: LPN to RN Completion

Part I. Anticipated Enrollment	Implementation Year	
	Full-Time	Part-Time
A. Headcount:	20	
B. Total SCH taken by all students in program	760	
Part II. Program Cost Projection		
A. In <u>implementation</u> year one, list all identifiable General Use costs to the academic unit(s) and how they will be funded.		
	Implementation Year	
<u>Base Budget</u>		
Director of Nursing PN and RN:	\$ 9,000 (for added duties of RN program)	
New Instructors (full-time):	\$45,869	
Clinical Instructors (half time):	\$22,934	
Clerical (half time):	\$ 6,000	
Other Expenses: Accreditation NLNAC	\$31,000	
Total	\$114,803	

Indicate source and amount of funds:

Tuition	\$63,240
Fees	6,800
Post-secondary Aid	53,754
<u>Capital Outlay/Perkins</u>	<u>10,000</u>
Total Projected income	\$133,794

Submit the completed document to the following:

Director of Technical Programs & Curriculum
Kansas Board of Regents
1000 SW Jackson, Ste. 520
Topeka, KS 66612-1368

New Program Request Form CA1: NEKTC Atchison

Grants or Outside Funding

NEKTC will continue to be resourceful in seeking new sources of income, particularly in the form of grants. NEKTC is asking for monetary and “in-kind” gifts for ongoing support of the LPN to RN Completion Program for costs such as initial and/or re-accreditation by NLNAC.

Program Review and Assessment

NEKTC PN program utilizes an advisory board and proposes to set up an RN advisory board to function at least partially to review the curriculum, competencies, facilities, learning methods, delivery of curriculum, pass and placement rates, and to provide salary information as well as to keep NEKTC current as to nursing issues of local concern.

Council on Occupational Education (COE) currently accredits technical programs, such as the NEKTC Practical Nursing Program. The last review by this body was April, 2007 and will occur again in 2014. This accreditation process entails a self- study, a site visit, and interviews with students and instructional staff. Curriculum, competencies, facilities, pass rates, placement rates are reviewed during this accreditation process. NEKTC expects to continue COE accreditation for the LPN to RN Completion Program.

Higher Learning Commission of Colleges and Schools accredits Highland Community College and therefore NEKTC. The LPN to RN Completion Program will be accredited by inclusion. Highland Community College uses a continuous improvement process as part of this accreditation called AQIP.

Kansas Board of Nursing evaluates each nursing program in Kansas every five years if not NLNAC (National League for Nursing Accrediting Commission) accredited and at least every 10 years if NLNAC accredited. The LPN to RN Completion Program will be subject to Board review and survey until successful completion of the NLNAC accreditation process which is a requirement for all programs conferring Associate Degrees in Nursing in Kansas.

Finally, full NLNAC accreditation will be sought, after Candidate status is successfully completed, upon the completion of the first graduating class (summer 2011). NLNAC will review the program again in five years and, if all goes well, every 8 years thereafter.

New Program Request Form CA1: NEKTC Atchison

Review of the level of program success and remediation of areas of concern

The primary method of determining the level of success for the LPN to RN Completion Program is pass rate on the national licensing exam, NCLEX-RN®. Likewise the PN Program uses pass rates as an indicator of Program success. The following is an example of how this review and remediation process has already been used with success. In 2006, NEKTC PN first attempt pass rate dipped from 92% to 79%. The PN faculty reviewed which content areas were problem areas, examined course requirements including methods of presenting material and evaluating learning, and reviewed grading criteria. Changes were made to assignments and tests, including the implementation of standardized course mastery testing with the result of 100% first time PN pass rate in 2007. This type of review will also be used for the LPN to RN Completion Program using a Program Evaluation Plan. Program Evaluation Plans are required to continue Kansas Board of Nursing program approval and NLNAC accreditation. These Plans are extensive documents which examine alignment of Missions and Philosophies, quality of faculty, alignment of curriculum, treatment of students and student records, students outcomes, and resources.

The Program Advisory Committee also can provide information needed for Program review and/or remediation. Individual student remediation may also be needed. NEKTC nursing instructors have an open-door policy for students needing academic assistance during the class day. Students can make appointments with an instructor to meet before classes or to stay late for assistance. The Learning Resource Center on the NEKTC campus also provides free tutors for students needing help in reading and/or math. The nursing clinical lab is available Monday through Friday for students wanting to practice skills. NEKTC and HCC share a counselor for any area of concern for students.

Program Approval at the Institutional Level

Summary of institutional process undertaken for approval of the RN program

The PN program advisory committee was informed of the possibility of starting an LPN to RN Completion Program in 2007. Education members (Park University and Kansas City Kansas Community College) and employer members (Atchison Senior Village, Atchison Hospital, and Hiawatha Hospital) voiced no concerns at that time. The process of development of the LPN to RN Completion Program has been an agenda item since then. Suggestions were solicited from the advisory committee as to what equipment would be needed, what changes to the physical area to accommodate 20 additional students, and what types of clinical experiences might be available or difficult to obtain. These suggestions can be found in the minutes of the Advisory Meetings.

New Program Request Form CA1: NEKTC Atchison

Appendix G: Copies of PN Advisory Committee minutes:

10-25-07, 2-26-08, 10-21-08, and 1-27-09

Northeast Kansas Technical College

MINUTES OF MEETING

Practical Nursing

Meeting Held: 10/25/07

At: NEKTC

Meeting Began: 5:00 pm

Adjourned: 8:30 pm (supper included)

Members Present

- | | |
|--|---|
| <input type="checkbox"/> Janean Bowen (program director) | <input type="checkbox"/> Lisa Thompson |
| <input type="checkbox"/> Norma Jean Henry (faculty) | <input type="checkbox"/> Cheryl Van Wey |
| <input type="checkbox"/> Wendy Woolston (faculty) | <input type="checkbox"/> Margaret Monahan |
| <input type="checkbox"/> Susan Klawuhn (faculty) | |
| <input type="checkbox"/> Julie Wilson (student rep.) | |

Members Absent

- | | |
|---|---|
| <input type="checkbox"/> Lila Bruna | <input type="checkbox"/> Anita Krondak |
| <input type="checkbox"/> Gladys Sharp (faculty) | <input type="checkbox"/> Megan George (faculty) |

Subject: Call to order and introductions

Introduction of new clinical instructors, Susan Klawuhn and Megan George (absent). Welcome to Julie Wilson, PN student, as student representative for the advisory committee.

Response Code: R

Subject: Selection of Committee Chairperson

Margaret Monahan, nursing director for Park University's nursing program, was nominated and elected to be the committee chairperson.

Response Code: A

Subject: Review of minutes of 2/26/07 meeting

Minutes approved without revision.

New Program Request Form CA1: NEKTC Atchison

Response Code: A

Subject: Old Business: COE accreditation

Norma Jean reported that the PN program and the college as a whole received COE accreditation. An area of concern for surveyors was the NCLEX-PN pass rate of 72% for 0506. For two years prior, the pass rate exceeded the state and national average and was 100% for 0607. Possible reasons for the 0506 decline were discussed. Reported that Janean is scheduled to attend a required COE conference in November to attend a session on raising pass rates. The problem of retention versus pass rate was discussed.

Response Code: R

Subject: Old Business: KSBN program survey

Janean reported that KSBN program survey was successful but that several areas of concern were identified. Based on KSBN recommendations more of an NLN focus will need to be placed on program evaluation, an NLN nurse educators conference was attended by Janean, Norma Jean, and Wendy this past July in Breckenridge, and two additional clinical instructors were hired.

Response Code: R

Subject: Old Business: Meds Publishing testing program

Wendy reported that the Meds Publishing program was implemented in the spring of 0607 and that it covered major course topics. The program was seen as beneficial based on the 100% pass rate for that year.

Response Code: R

Subject: Old Business: National SkillsUSA Championships

Norma Jean reported that seven PN students attended the national SkillsUSA championships this past June in Kansas City. All PN students placed in the top 10 for their competitions with results as follows: Health Knowledge Bowl – 2nd; Medical Math – 3rd; Practical Nursing – 4th; Job Skill Demonstration – 10th.

Response Code: R

New Program Request Form CA1: NEKTC Atchison

Subject: New Business: Current class status

Wendy reported that the class began with 35 students. Changes are as follows: loss of three students early in the year due to financial/personal reasons, and the admission of a part-time student from the KCKCC RN program. Our current status is 31 full-time and 2 part-time students. Our second part-time student began in 0607 and is currently battling leukemia.

Response Code: R

Subject: New Business: Current clinical status/simulation lab

Norma Jean reported that students recently completed the skilled care portion of their rotation and are currently in their acute portion of the clinical rotation. Current sites are Hiawatha, Atchison, and Heartland hospitals with all students rotating through the simulation lab here at NEKTC. The simulation lab focuses on skills and simulated scenarios. Students have reported positively about the simulation lab and Norma Jean, the simulation lab instructor, believes the lab is beneficial in that it allows students to practice skills not frequently encountered in the actual clinical setting and allows for students to work with patient scenarios based on diagnoses/issues currently being covered in class. The simulation lab currently has three beds with one non-computerized and one computerized mannequin. Approval has been received to purchase an additional computerized mannequin.

Response Code: R

Subject: New Business: Dialog with student representative

Committee members had the opportunity to ask questions of the student representative. Julie reported that students are happy with the program and that there is positive feedback about clinicals and the simulation lab.

Response Code: A

Subject: New Business: PN admissions at 35/clinical sites

Norma Jean reported that the original admission of 35 students was more than the previous years. Approval was received from the KSBN to increase admissions but required the addition of two clinical faculty members to meet the 10:1 mandated ratio for clinical. The increase also required the addition of a fourth clinical site, which resulted in the development of the simulation lab.

New Program Request Form CA1: NEKTC Atchison

Response Code: R

Subject: New Business: Implementation of ATI testing program

Wendy reported that a change was made from the Meds Publishing testing program to the ATI testing program due to the positive research about ATI and the fact that it is the program most widely used by PN programs. The program includes practice NCLEX-PN tests for each of the major courses as well as extensive student review materials. Computerized tests are proctored and provide instant results, which identify students' strengths and weaknesses for that content area. Margaret Monahan reported that Park University uses the ATI program, which she feels, is a good program with a good technical support system. The program is to be implemented this fall and will be required as a part of the program curriculum.

Response Code: R

Subject: New Business: Implementation of new PN core curriculum

Janean reported that every PN program in Kansas would be required to implement the new PN core curriculum next fall for the 0809 school year. The new core curriculum has decreased program hours and new competencies. NEKTC has begun to use the new competencies in this year's PN courses. Much discussion was held regarding the challenges resulting from decreased program hours.

Response Code: R

Subject: New Business: Merger with Highland Community College

Janean reported NEKTC/USD 409 are currently in discussions with Highland CC to negotiate terms for the planned merger on July 1, 2008. The merger is a requirement of the Kansas Board of Regents. Concerns regarding the clock to credit hour conversion, especially in regard to clinical hours, and faculty workloads were discussed. Margaret Monahan reported that Park full-time faculty have a 12 credit hour/semester teaching requirement with clinical hours having a 2:1 ratio with classroom contact hours.

Response Code: R

Subject: New Business: Congratulations to Mrs. Henry, MSN!

Congratulations were given to Norma Jean for her completion of her MSN degree this September. Norma Jean received her Masters in Science of Nursing with a specialization in Healthcare/Nursing Education from the University of Phoenix.

New Program Request Form CA1: NEKTC Atchison

Response Code: R

Subject: New Business: Proposed addition of RN program

Janean reported that NEKTC hopes to start an ADN program in the fall of 2009. The program is expected to start with 20 students. Advisory council members identified the following as needs for an ADN program at NEKTC: more classroom space, more lab space and equipment including a high-fidelity mannequin, more instructors, an online library, and more computers for student use. Discussion was held regarding Benedictine College's interest in starting a BSN program and the possible competition for clinical space and faculty that could result.

Response Code: A

Subject: New Business: COE requirements for review & strategic planning

Members discussed the following requirements for COE. Handouts provided.

- * Program competencies/philosophy
Competencies based on the KSBN core curriculum; agreed by the council that they are appropriate. Will need to look at philosophy to meet NLN requirements.
- * Course Objectives
Based on the KSBN core curriculum; agreed by the council that they are appropriate.
- * Admission requirements
New PN packets contain information regarding the need for A&P and Human Growth & Development as prerequisites for the 0809 school year.
- * Courses
This year there are no changes. Will see changes in 0809 due to the core curriculum.
- * Length of program
Will change next year due to the core curriculum. Current plans are to start August.
- * Testing competencies (class and clinical)
Currently have a new clinical evaluation tool but we are working on more objective criteria for each section. The new tool is based on the core curriculum.
- * Instructional materials
Changes include the Clinical Nursing Skills text to replace the Fundamentals and CPN texts, the addition of the Nursing Diagnosis Handbook and Corbett lab reference handbook, a new text and workbook for Pharmacology, a new dosage calculation workbook, and the Med-Surg workbook and CD to go along with the current text.
- * Equipment used
The Committee recommended the addition of wound vacs and rectal tubes to skill content due to increased use in facilities.

New Program Request Form CA1: NEKTC Atchison

* Skills required for completion

The Committee feels graduates possess adequate skills for entry into practice but recommend increased emphasis on first-line interventions and how to stay calm in a stressful patient situation. It was reported that emphasis would be placed on these skills during simulation lab. Also discussed was the potential need for more leadership training for graduates before being placed in supervisory roles in long-term care facilities. The SBAR form for nurses to complete prior to calling physicians was discussed; all felt this form was beneficial.

* Appropriateness of delivery of program

All Committee members present agreed that the current delivery of the PN program is appropriate. Concern was expressed regarding the loss of hours, the possible need for increased clinical hours, and whether increased clinical would necessarily equal increased experiences.

* Tuition vs. earnings

Employer verification forms were completed and received from Committee members. Still needed is the form from Lila Bruna whom Janean will contact.

Response Code: A

Subject: Tentative Spring 08 meeting date

All agreed that February would be appropriate for the Spring 07 meeting. Janean will contact members in January to set a definite date.

Response Code: R

Subject: Other

Norma Jean discussed the plans for the Skills USA state health occupations competitions to be held at NEKTC in the spring. Council members agreed to help serve as judges and to establish performance criteria in order to create an unbiased competition for contestants from other programs.

Response Code: A

Subject: Meeting adjournment

All voted to adjourn the meeting. All members were thanked for their time and dedication to the program.

Response Code: A

Appendix G: Copies of PN Advisory Committee minutes:
10-25-07, 2-26-08, 10-21-08, and 1-27-09

New Program Request Form CA1: NEKTC Atchison

Northeast Kansas Technical College

MINUTES OF MEETING

Practical Nursing

Meeting Held: 02/26/08

At: NEKTC

Meeting Began: 5:00 pm

Adjourned: 7:30 pm (supper included)

Members Present

- | | |
|--|---|
| <input type="checkbox"/> Janean Bowen (program director) | <input type="checkbox"/> Lisa Thompson |
| <input type="checkbox"/> Norma Jean Henry (faculty) | <input type="checkbox"/> Megan George (faculty) |
| <input type="checkbox"/> Wendy Woolston (faculty) | <input type="checkbox"/> Lila Bruna |
| <input type="checkbox"/> Susan Klawuhn (faculty) | <input type="checkbox"/> Anita Krondak |
| <input type="checkbox"/> Julie Wilson (student rep.) | |

Members Absent

- ☐ Cheryl Van Wey
- ☐ Gladys Sharp (faculty)
- ☐ Margaret Monahan

Subject: Call to order

Response Code: R

Subject: Selection of Committee Chairperson

Lisa Thompson, Director of nursing Hiawatha Community Hospital, was nominated and elected to be the committee chairperson.

Response Code: A

Subject: Review of minutes of 10/25/07 meeting

Minutes approved without revision.

Response Code: A

New Program Request Form CA1: NEKTC Atchison

Subject: Old Business: ATI Testing

The NCLEX testing package

Wendy reported that the students have currently tested in Fundamentals, Pharmacology and Maternal child. Some of the students are scoring level 3, which we were originally told was rare. Most students are scoring 2, however we still have some score level one and below level ones. The students are allowed one retake at no charge if they score less than a level 2, after that they are required to pay \$15 for each additional test. The current algorithm was presented. All students were required to sign. Julie student rep-likes the program, thinks it will help with NCLEX.

Response Code: R

Subject: Old Business Local Skills Contest

Norma Jean reported that the local skills contest for healthcare occupations will be April 3-4. The 3rd will be the practical nursing and MOA skills and the 4th will be the health knowledge bowel and portfolios. Kaw area tech school and a high school will be attending this year. Volunteer judges were requested from 8am to 1pm for the contest.

Response Code: R,A

Subject: Old Business: Core Curriculum

Janean reported that the overall curriculum will decrease from 1230 hours to 705 clock hours. Overall we are concerned that the decrease in clock hours will affect the pass rate and the quality of nurses that graduate. There are still upcoming meetings and at this time, we are continuing to work on our curriculum for next year.

Response Code: R

Subject: Old Business: Merger with Highland Community College

Janean reported that overall this is a positive move. We will be receiving job descriptions and Salaries tomorrow. The biggest concern is the credit hour to clock hour policy that will affect salaries in the future with the core curriculum.

Response Code: R

Subject: OLD Business: Addition of an RN program

New Program Request Form CA1: NEKTC Atchison

Janean reported that it is on hold now. Right now the priority is the new PN curriculum. Will still be ready by 2009 pending curriculum changes.

Response Code: R

Subject: New Business: Current class status

Wendy reported that the current class has 33 total students. One is just taking A and P. Two are part-time, leaving 30 full-time students. Females-29 Males-1. Current clinical are Senior Village for LTC, Atchison and Hiawatha hospitals for leadership, Heartland Health for OB, and NEKTC, Lakeside, Atchison child care, valley hope, and AES for Pediatric and simulation.

Response Code: R

Subject: New Business: Dialog with student representative

Committee members had the opportunity to ask questions of the student representative. Julie reported that students are happy with the program and they like the new case studies.

Response Code: A

Subject: New Business: COE requirements

Janean reported that we must increase our pass rate from previous years. She recently attended a class in Orlando, FL to learn ways to increase pass rates.

Response Code: R

Subject: New Business: Current courses

Norma Jean reported that students have finished OB and Geri. They are starting Med surg II. They are currently finishing up with Repro and GI. They will start Cancer, shock and burns, neuro, and urinary. A and P and CPN will continue this semester. The students will also be taking pediatrics and mental health. Norma Jean is trying out a new method of content presentation. The students do not have lecture but are required to do case studies, posters and care plans over topics.

Response Code: R

Subject: New Business: KSBN requirements

New Program Request Form CA1: NEKTC Atchison

Janean reported that correct credit hour policy and procedure book for department must be made. The NLN requires a program eval. plan that must be more in-depth then the current one.

Response Code: R

Subject: New Business: Proposed PN curriculum

Janean reported we had 1040 hours or 40 credits. We would like to add in Medical math, and nutrition. Still in planning.

Response Code: R

Subject: New Business: Janean retires from 409

Janean announced that she will be retiring from 409. However this is to recoup benefits that would be lost in the merger, she plans to accept a position from HCC.

Response Code: R

Subject: New Business: 2008-2009 advisory board

Janean asked the current members to stay on board for next year. All in attendance agreed.

Response Code: A

Subject: Meeting adjournment

All voted to adjourn the meeting. All members were thanked for their time and dedication to the program.

Response Code: A

Appendix G: Copies of PN Advisory Committee minutes:

10-25-07, 2-26-08, 10-21-08, and 1-27-09

Northeast Kansas Technical Center
MINUTES OF MEETING
Practical Nursing
Program name

New Program Request Form CA1: NEKTC Atchison

DATE: 10-21-08

Location of Meeting: Practical nursing building

Meeting Began 5 p.m. Adjourned 8:15 p.m.

Members Present: List names of members present

- | | |
|--|--|
| <input type="checkbox"/> Janean Bowen (Program Director) | <input type="checkbox"/> Amy Lowdermilk (Faculty) |
| <input type="checkbox"/> Wendy Woolston (Faculty) | <input type="checkbox"/> Gladys Sharp (Faculty) |
| <input type="checkbox"/> Jen Hamilton (Faculty) | |
| <input type="checkbox"/> Shelly Stout (student Representative) | <input type="checkbox"/> Lila Bruna (Senior Village) |
| <input type="checkbox"/> Sherri Maxwell (Atchison Hosp) | <input type="checkbox"/> Anita Krondak (KCKCC) |
| <input type="checkbox"/> Lisa Thompson (Hiawatha Hosp) | |
| <input type="checkbox"/> _____ | |

Subject: Call to order

Informat Presented:

Response Code: R

Subject: Introductions

Information Presented: Janean introduced Jen Hamilton as the new PN instructor.

Response Code: A

Subject: Selection of Committee Chairperson

Information Presented: Anita Krondak of Kansas City Kansas Community College was nominated and elected to be the committee chairperson.

Response Code: A

Subject: Review of Minutes of 2-26-08 meeting

Information Presented: Minutes approved without revision.

Response Code: A

Subject: Old Business-ATI Testing

Information Presented: Wendy reported that we have continued using ATI testing to prepare the students for NCLEX. The policy for ATI testing was modified from last year. Changes include: Only allowing the students to take the test 3 times. If they fail all three attempts they will also fail the class it corresponds with. The students will begin taking the

New Program Request Form CA1: NEKTC Atchison

fundamentals test tomorrow. They will take Pharmacology in December. They are required to get a level two or higher to pass the course.

Response Code: R

Subject: Old business-Core Curriculum Status

Information Presented: Janean reported as of August 2009 the program will go to the core curriculum as mandated by the State.

Response Code: R

Subject: Old Business- HCC/NEKTC Merger

Information Presented: Janean reported that the school is now called Northeast Kansas Technical Center of Highland Community College. The merger has caused some confusion and concerns. The most concerning at this time is the conversion of Credit hours between the two institutions. Currently school officials are working on a new logo.

Response Code: R

Subject: Old Business- National Skills Competition

Information Presented: Janean reported: Since the resignation and relocation of Norma Jean Henry, former Skills USA advisor, we have been unable to contact her to get last years results.

Response Code: R

Subject: Old Business- NCLEX PN

Information Presented: Wendy reported currently all but two of the 2008 graduates passed NCLEX on the first attempt. One of the two has since passed.

Response Code: R

Subject: Old Business-ADN Program

Information Presented: Janean reported that we have an architect looking at our current building to determine how best to make expansions. Janean is currently at a stand still d/t teaching clinical for both the CNA and PN class. She reported she has done some research on what prerequisites will be required.

New Program Request Form CA1: NEKTC Atchison

Response Code: R

Subject: New Business-Class Status

Information Presented: Jen reported nine students completed the physiology course in September (taught by Wendy). We started with 36 students, and we are currently down to 34. Current courses include Fundamentals, Pharmacology, and Contemporary Practical Nursing. ATI testing begins tomorrow which affects the passing of the Fundamentals course. Medical Surgical course begins tomorrow after ATI testing. We do have one student who is auditing pharmacology. This year we have 5 students from Kenya and one from the Philippines, which is new to our program.

Response Code: R

Subject: New Business-Current Clinical Status and Simulation Lab

Information Presented: Wendy reported we currently have Three Clinical groups, out of each group 2-3 students come to simulation lab a week. The current groups are Hiawatha-12 students, Atchison 11 students, and Heartland Health 11 students. The Clinical groups are going great . We gave received a grant and money from the school to purchase a Sim Man and Sim Baby. The students are currently working with the Vital Sim manikins. Wendy attended a conference at Johnson County Community College on simulations and will be attending one in Wichita put on by the board of regents.

Response Code: R

Subject: New Business- Report for student Representative

Information Presented: Shelly Stout reported that it has been very difficult for her to adapt to a young class. She reported they are very talkative and disruptive. It has also become apparent that they catch on to information much more quickly. There have been reports of Incivility. There are also issues of poor attendance.

Subject: Status of Norma Jean Henry

Information Presented: Wendy reported that Norma Jean has taken a teaching position at the New York Institute of Technology. She will be working on ATI testing of students.
Response Code: R

Subject: COE requirements for review and strategic planning

New Program Request Form CA1: NEKTC Atchison

Information Presented: Janean passed around a copy of the Competencies and philosophy of the program and an example of the new course objectives. She has not made any changes to the admission packet at this time. Janean reported the length of the program will only be 9 mo next year, and the curriculum will be the same as it was presented at the last advisory meeting. We will continue the ATI testing, as recommended by COE to improve NCLEX pass rates. She presented the new Fundamental and dosage calculation texts to the group. Janean asked all committee members to sign off on wages at facilities, and asked the group to come the next meeting with any ideas that could help with the addition of the RN program.

Response Code: R&A

Subject: Tentative Spring Meeting

Information Presented: Group would like to have the next meeting on a Tuesday in February.

Response Code: A

Subject: Adjournment

Information Presented: Meeting adjourned

Response Code: A

New Program Request Form CA1: NEKTC Atchison

Subject: Tentative date for 09 Meeting

Information Presented: Group decided a Tuesday in February would work out the best.

Response Code: A

Subject: Meeting Adjourned

Information Presented:

Response Code: A

New Program Request Form CA1: NEKTC Atchison

Appendix G: Copies of PN Advisory Committee minutes: 10-25-07, 2-26-08, 10-21-08, and 1-27-09

Northeast Kansas Technical Center **MINUTES OF MEETING** Practical Nursing

DATE: 01/27/09

Location of Meeting: NEKTC Campus: Building F

Meeting Began 5:00 p.m. Adjourned 6:40 p.m.

Members Present:

- | | |
|---|---|
| <input type="checkbox"/> Gerry Walker(Park College) | <input type="checkbox"/> Janean Bowen(Program Director) |
| <input type="checkbox"/> Sherri Maxwell(Atchison Hospital) | <input type="checkbox"/> Wendy Woolston(Faculty) |
| <input type="checkbox"/> Shelly Stout(Student representative) | <input type="checkbox"/> Jennifer Hamilton(Faculty) |
| <input type="checkbox"/> Charlene Clause(Atchison Hospital) | <input type="checkbox"/> Lisa Thompson(Hiawatha Hospital) |
-

Subject: Call to order

Information Presented: General Welcome

Response Code: R_____

Subject: Introduction

Information Presented: Cheryl VanWey is new clinical instructor

Response Code: R_____

Subject: Selection of Committee Chairperson

Information Presented: Gerri Walker inducted as Committee Chairperson

New Program Request Form CA1: NEKTC Atchison

Unanimous vote in favor of chairperson nomination

Response Code: __A__

Subject: Review of Minutes

Information Presented: Minutes from 10/21/08 approved without revision

Response Code: ____A__

Subject: Old Business-Ideas for addition of RN program

Information Presented: Support through grants, merge contributed to possibility of RN program. Goal is to keep LPN enrollment the same as currently enrolled. RN enrollment is projected at approximately 20 students. Janean discussed progress of attaining approval from the Board of Regents.

Response Code: __R__

Subject: Old Business-NCLEX pass rates

Information Presented: 2007-2008 NCLEX pass rate 100%. Discussed effects of ATI testing as mandatory.

Response Code: ____R__

Subject: Old Business-COE program requirements

Information Presented: Discussed accreditation for technical education, strategic planning, salaries, higher learning accreditation and possibility of achieving NLN accreditation for RN program.

New Program Request Form CA1: NEKTC Atchison

Response Code: ____R____

Subject: New Business-PN class status

Information Presented: ____ 31 current students with 2 returning students. Emphasis on cultural awareness: 4 Kenyan students and 1 Philippine student

Response Code: ____R____

Subject: New Business-Current class and clinical status

Information Presented: ____ Review of current classes and clinicals.

Response Code: ____R____

Subject: New Business-Dialog with student representative

Information Presented: Students desire increased simulation incorporation with CPN course with emphasis on catheterization, CPR and sterile technique.

Response Code: ____R____

Subject: New Business-Grant and purchase of simulation equipment

Information Presented: ____ Two grants totaling \$180,000 allowed for the purchase of 3 simulation mannequins; two adults and a baby. Tour with demonstration of mannequin equipment

Response Code: ____R/A____

Subject: New Business-Form for student evaluation of instructors

New Program Request Form CA1: NEKTC Atchison

Information Presented: Discussed evaluation forms formatting: pen and paper versus computerized. Reference to the forms used by the Collegiate Nurse Educators.

Response Code: R/A

Subject: New Business-Skills USA state medical competition at NEKTC

Information Presented: 8 stations will be needed. Volunteers requested from advisory staff to judge the competitions.

Response Code: R/A

Subject: Strategic Planning

Information Presented: Input from Advisory committee about strengths and weakness of NEKTC graduates of the LPN program: Hiawatha Hospital “excellent”; Atchison Hospital “more emphasis needed on bedside safety” Park College “no difference between schools” in comparison to transferring students
Strengths of proposed RN program: external strengths- grants, accepting community
Weaknesses of proposed RN program: external weaknesses-Benedictine proposed RN program, lack of faculty available

Response Code: R

Subject: Adjournment

Information Presented: Meeting adjourned.

Response Code: A

Submitted by
Jen Hamilton

New Program Request Form CA1: NEKTC Atchison

In March 2009, Mike Rogg, Vice President for Trade and Technical Education presented a brief Power Point presentation to the Highland Community College Board of Trustees, the controlling body for Northeast Kansas Technical Center of HCC, seeking their approval to proceed with the LPN to RN Completion Program. Approval was given as seen in the minutes of that meeting.

Appendix H: Minutes of Board of Trustees meeting follows

HIGHLAND COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

March 11, 2009

Trustees Present: Nancy Batchelder, Vernie Coy, Donald Harter, Russell Karn, Joyce Rush, Jason Taylor.

Call to Order: The meeting was called to order by Chairperson Rush at 7:30 p.m. in the Administration Building Conference Room on the HCC Main Campus.

Approval of the Agenda: It was moved by Mr. Karn, seconded by Mr. Taylor, that the Agenda be approved as amended. Motion passed.

Approval of Minutes: It was moved by Mr. Harter, seconded by Mr. Karn, that the minutes of the February 10, 2009, Regular Meeting be approved as presented. Motion passed.

Approval of Warrants: It was moved by Mr. Taylor, seconded by Mrs. Batchelder, that warrants numbered 26911 through 28025 be approved as presented. Discussion. Motion passed.

Executive Session: It was moved by Mr. Karn, seconded by Mrs. Batchelder, that the Board go into Executive Session at 7:35 p.m. for no more than 10 minutes to discuss Non-Elected Personnel. Motion passed. The Board reconvened to regular session at 7:45 p.m.

Approval of the 2007-08 Audit: Mr. Brad Koehn of the auditing firm Berberich Trahan & Co. reviewed a draft copy of HCC's financial statement and audit results for 2007-08. Discussion. It was moved by Mr. Harter, seconded by Mr. Karn, that the Board accept the 2007-08 final audit as presented. Motion passed.

President's Contract: It was moved by Mr. Taylor, seconded by Mrs. Batchelder, that the Board extend Mr. David Reist's contract as President through June 30, 2011, with the salary for the 2009-2010 contract year to be determined at a later date. Motion passed.

Administrative Contracts: It was moved by Mr. Karn, seconded by Mrs. Batchelder, that the Board extend contract renewals for the 2009-2010 academic year to the following administrators: Deborah Fox, Vice President for Finance & Operations; Craig Mosher, Executive Assistant to the President/Executive Director of the HCC Foundation; Cheryl Rasmussen, Vice President for Student Services; and Mike Rogg, Vice President for Trade/Technical Education, and that salary

New Program Request Form CA1: NEKTC Atchison

recommendations for the 2009-2010 contract year be set at a later date. Motion passed.

Lawn Care Bids: At the February, 2009, meeting, the Board of Trustees table this item and advised the Administration to determine if the items included in the bids could be done inhouse.

Mr. Reist reported that, after discussing the issue with the HCC Maintenance

Department, it was the recommendation of the Administration that the items that were included in the lawn care bids could be conducted in-house at a considerable savings. He indicated that to do this, there will be a couple pieces of equipment that will need to be purchased, but the savings will still be substantial over having an outside contractor do the work. Discussion. It was moved by Mr. Karn, seconded by Mr. Harter, that the lawn care bids not be accepted and that the work be done in-house by current maintenance staff. Motion passed.

Associate Degree Nursing Program: Mr. Reist reported that one of the outstanding programs at the Technical Center is the LPN program. During the process of working with the Kansas Board of Regents on the merger, they raised the issue of an RN program and encouraged HCC to work toward that end. The College has been working on that project and Mr. Reist requested Board approval before the program goes further. Mr. Reist reviewed the process involved in setting up a new program and provided the Trustees with an overview of how the LPN program would bridge to an RN program. Discussion. It was moved by Mrs. Batchelder, seconded by Mr. Taylor, that the Board give approval to the Administration to proceed with seeking approval for an RN program. Motion passed.

Update on State Financial Situation: Mr. Reist shared the latest information about the State budget situation and how it may affect higher education in Kansas. He also discussed how the Federal Stimulus Money may play a role in determining how large the cuts may be. However, he added, any Federal Stimulus Money that is received must be used for deferred maintenance and not in the general budget. It is certain that the community colleges will have to return 4.25% of the budget this year, but the amount the budget will be cut next year is still undetermined. It is anticipated that the cuts will be between 7% - 12.7%. It may be the end of the Legislative Session before the final determination is made.

Student Services Report: No report.

Academic Affairs: Mr. Mike Parker, Vice President for Academic Affairs, reported that the Kansas Board of Regents Performance Report was due March 1. Also, a Status of Concurrent Instruction report was provided to KBOR on March 6.

Meetings that Mr. Parker has attended included the Deans & Directors of Continuing Education meeting at Pratt Community College. The KBOR Vice President for Academic Affairs met with the group.

Mr. Parker reminded the Trustees that Spring Break was the week of March 16 – 20.

Technical Center Report: Mr. Michael Rogg, Vice President for Trade/Technical Education, informed the Trustees that the National Automotive Technicians Education Foundation (NATEF) held an accreditation visit at the Technical Center last October. NATEF Certification determines eligibility to receive donations from Honda, Ford, etc. Mr. Rogg has been notified that certification has been granted.

The Technical Center participated in the recent car show in Kansas City. Over 500 technical

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students from Kansas attended. The two entries in the show by the HCC Technical Center received much interest.

The CAD program at the Technical Center has a new plotter and can now cut vinyl for sign projects. The Technical Center is working with Unit Rail to make prototypes on the 3-D printer. Unit Rail will use these for marketing purposes and the pieces will be seen worldwide.

Foundation Report: Dr. Craig Mosher, Executive Director of the HCC Foundation, announced that the Foundation has selected five Foundation Scholars for next year. In addition, the Robert Reeder scholarship has been finalized and a student has been selected from Troy High School for the \$500 award.

Finance/Operations: Ms. Deborah Fox, Vice President for Finance/Operations, provided the Trustees with a report from a recent visit by the Fire Marshall.

Trustees' Report: No report.

President's Report: Mr. Reist reported that he had attended the car show at Bartle Hall in Kansas City. He found it very interesting and commented that the Technical Center display looked as good as anyone's there. The students in the program received a lot of recognition.

Mr. Reist attended the Jayhawk Conference semi-annual meeting. Mr. Reist is on a committee to study ways to allow everyone to conserve their dollars.

The 20th day enrollment report showed a 7.7% increase in overall enrollment over last Spring. It appears that the Spring mini report will also show an increase.

On May 1st, Mr. Reist and Mr. Parker will sign an agreement with Pittsburg State University that will allow HCC students who have an Associate in Applied Science to transfer all of those credits into a Bachelor's of Applied Science or Bachelor's of Technology degree at Pittsburg.

LearningHouse, the provide for Online courses at Highland Community College, sent a representative to HCC on March 6th. HCC is the first community college LearningHouse has worked with and the partnership has proven to be a good one. Dr. Sharon Weiser, HCC On-Line Coordinator, is working on requesting approval from the Higher Learning Commission for AAS, AA, AS, and AGS degrees to be offered all online.

Mr. Reist provided updates regarding the test farm HCC will be operating in cooperation with Kansas State Research & Extension, personnel updates, and Senate Bill 11 which, if passed, would allow community colleges to own land in any county in their service area. Currently, community colleges can only hold ownership on property within the county where it is located. Mr. Reist notified the Trustees that, during the summer, the College will go to flex hours and will be closed Friday afternoons.

Public Comment: None.

Announcements: Mr. Reist announced that Ms. Shayna Leahy, HCC Vocal Music Instructor, has, for the 5th year, taken students to participate in the Wichita opera. Other activities that Ms. Leahy is participating in were highlighted.

Mr. Harter noted that the annual Doniphan County Spelling Bee, held in the HCC Culbertson Auditorium, went very well and the sound system worked great.

Executive Session: It was moved by Mr. Karn, seconded by Mr. Taylor, that the Board go into

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Executive Session at 8:55 p.m. for no more than 15 minutes to discuss Acquisition of Real Property. Motion passed.

The Board reconvened to Regular Session at 9:10 p.m. It was moved by Mr. Karn, seconded by Mr. Taylor, that the Executive Session be extended for 5 minutes. Motion passed.

The Board reconvened to Regular session at 9:16 p.m.

Adjournment: It was moved by Mr. Coy, seconded by Mrs. Batchelder, that the meeting adjourn. Motion passed. Meeting adjourned at 9:19 p.m.

Joyce C. Rush Date Jason Taylor
Chairperson Secretary/Treasurer

On November 6, 2009, the proposed LPN to RN Completion Program curriculum was presented to the Curriculum and Instruction Committee of Highland Community College (HCC) for a first reading of the curriculum. This New Program Request (CA-1) was also reviewed by the Curriculum Committee. A second reading of syllabi and New Program Request is expected to take place in December 4, 2009.

On December 4, 2009, the second reading of syllabi and the New Program Request was held by the HCC Curriculum and Instruction Committee. The program and syllabi were unanimously approved by that committee.

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Appendix G: Minutes of HCC Curriculum and Instruction Committee follows:

**Highland Community College
Curriculum and Instruction
2009-2010 Academic Year**

Team Members: Ron Adams, Eleanor Hensley, Brenda Hines, Matt Leahy, Bill Noll, Therese Crary, Penny Donaldson, Alice Hamilton, Scott Kohl, Cia Verschelden, Irene Covert, Liz Brey, Terri Ball, Margie Heddens, Dan Glynn, Shayna Leahy, Laura Young, Kyle Montgomery

Absent: Krista Bruggeman, Julie Simmons

**Agenda
December 4, 2009
1 PM LSU-A**

Approval of the Minutes: Bill Noll made the motion to approve the November 2009 minutes with Brenda Hines making the 2nd. Motion Carried

Old Business:

Associate in Applied Science Nursing Degree—Janean Bowen - 2nd presentation on program approval. Discussion was held. The following will be changed.

- 1. Recommendation on time limit for science classes*
 - a. Option of retaking class or Assessment if science class was taken more than seven (7) years prior.*
 - b. No CLEP test is available for Microbiology*
 - c. Other colleges require the science classes be within 5-10 years with 7 years average. There is development of testing for PN Step and ATI entry testing.*

The following will be amended to the Associate in Nursing program Information Sheet.

- A. Rationale for the Waiver of the Orientation course*
- B. Rationale for the Waiver of the Physical Education requirement*
- C. Rationale if science classes were taken more than seven (7) years prior.*

Associate in Nursing new courses, 2nd presentation and vote

NUR 220 – LPN to RN Transition – 3 credit hours – Bill Noll made the motion to approve with Brenda Hines making the 2nd. Motion Carried.

NUR 225 – Advanced Nursing Skills – 2 credit hours – Bill Noll made the motion to approve with Penny Donaldson making the 2nd. Motion Carried.

NUR 230 – Advanced Medical-Surgical Nursing – 5 credit hours (2 lecture/3 clinical lab) – Bill Noll made the motion to approve with Margy Heddens making the 2nd. Motion Carried.

NUR 235 – Advanced Mental Health Nursing – 3 credit hours (1.5 lecture/1.5 clinical lab) – Bill Noll made the motion to approve with Brenda Hines making the 2nd. Motion Carried.

NUR 240 – Nurse as Manager of Care – 2 credit hours – Bill Noll made the motion to approve with Penny Donaldson making the 2nd. Motion Carried.

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NUR 245 – High Risk Maternal-Child Nursing – 2 credit hours - Bill Noll made the motion to approve with Laura Young making the 2nd. Motion Carried.

NUR 250 – Professional Nursing Practicum – 4 credit hours – Bill Noll made the motion to approve with Therese Cray making the 2nd. Motion Carried.

Shayna Leahy moved to approve with amendments the Associate Degree Nursing program to be offered at the HCC Technical Center, Bill Noll making the 2nd. Motion Carried. Program Approved.

Athletic Trainer Courses- 2nd presentations and vote - Kyle Montgomery presented the following courses for 2nd presentation with changed requested. Implementation will be spring 2010.

- A. PE 151A – Clinical Experience in Athletic Training I - 2 credit hours – Bill Noll made the motion to approve with Liz Brey making the 2nd. Motion Carried.
- B. PE 151B - Clinical Experience in Athletic Training II – 2 credit hours – Bill Noll made the motion to approve with Alice Hamilton making the 2nd. Motion Carried.
- C. PE 151C - Clinical Experience in Athletic Training III – 1 credit hours – Liz Brey made the motion to approve with Dan Glynn making the 2nd. Motion Carried.
- D. PE 151D - Clinical Experience in Athletic Training IV – 1 credit hour – Bill Noll making the motion to approve with Terri Ball making the 2nd. Motion Carried.

Viticulture and Enology Program Update – Program information has been resubmitted to Charles Kater for further review. Additional information has been provided.

Syllabi/First Day Handout Formats – Discussed changes. Remove computers across the curriculum. Make font and size consistent throughout the documents. Assessment procedure changes

New Business:

Math - Course Modifications - Margi Heddens – 1st presentation.

- A. MAT105 – Plane Trigonometry will have a name change to Trigonometry.
- B. MAT106 – Calculus with Analytic Geometry I will have a name change to Calculus I.
- C. MAT110 – Calculus with Analytic Geometry II will have a name change to Calculus II.
- D. MAT201 – Calculus with Analytic Geometry III will have a name change to Calculus III.

Question “how this will affect transferability”? None; as the content or credit hours are not changing, only the name.

Photography – Course Modifications- Glen Gross – 1st presentation.

- A. PHO101 – Photography I (Basic) – Course description with addition of digital.

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- B. PHO103 – Photography II – Course description with addition of film.
- C. PHO200 – Photography III (Color)– Course description with addition of digital
- D. PHO206 – Photography IV (Large Format) – Pre-requisite addition of PHO103 Photography II & PHO200 Photography III.

Implementation will be fall 2010.

Liz Brey made the motion to adjourn with Bill Noll making the 2nd. Motion Carried.

In January, 2010 the New Program Request was sent to the Technical Education Authority for review and ultimately for approval. If approved, the New Program Request will be presented to the Kansas Board of Regents for approval.

Application to the Kansas State Board of Nursing Education Committee for approval of the LPN to RN Completion Program is planned for the March 16-17, 2010 Board meeting. If approved by the Education Committee, it will be recommended for approval by the entire Board of Nursing pending a survey visit.

New Program Request Form

CA1

General Information

Institution Submitting Proposal	Northeast Kansas Technical Center of Highland Community College
Name and Title of Contact Person	Janean Bowen Director of Practical Nursing
Title of Proposed Program	LPN to RN Completion Program
Proposed Suggested CIP Code	51.1601
Degree/Certificate Program Description	Associate of Applied Science in Nursing
Number of Credits for the degree and/or certificate	40 after LPN
Academic Unit	Credit hour
Proposed Date of Initiation	9-1-2010
Specialty Accrediting Agency	National League for Nursing Approval by Kansas State Board of Nursing
Location(s) of Program	1501 West Riley Atchison, Kansas
Summary of Demand for the Program (including source of data)	Kansas Labor Information Center, Health Resources and Services Administration, American Assoc. of Colleges of Nursing, Ks. Occupational Outlook, and support letters.
Listing of other similar programs in state/region (including enrollments and capacity)	Kansas City Kansas Community College Manhattan Area Technical College Park University
Date Institution entered into Program Inventory	February 17, 2010

Signature of College Official *Terri L. Ball* Date *February 17, 2010*

Signature of KBOR Official _____ Date _____