

Report of Findings Areas of Non-Compliance

Cite the Violation	Action taken to correct the problem	Plans for items not corrected including time frame	Process for monitoring and evaluating action	Documentation to support action
<p>1424(b)(1): There is insufficient evidence that the program is utilizing the TPEP as a quality improvement tool for the program.</p>	<p>“Monthly Faculty Meeting Minutes” and “Pre and Post Course Evaluation Meetings” now reflect discussion of TPEP including benchmarks. Meeting minutes now include a plan for improvement if the benchmark is not met or if the benchmark has room for further improvement. Meeting minutes now also reflect implementation of the plan and the results of the implementation.</p>	<p>This is a continuous process throughout the year.</p>	<p>The improvement plan is reviewed each meeting and revised on an as needed basis to ensure continued improvement Benchmarks have been added to Program Elements lacking benchmarks. (see attachment). Faculty will be able to verbalize understanding of the TPEP tool and provide examples of how they have used it to improve program outcomes / student performance.</p>	<ul style="list-style-type: none"> • Faculty meeting minutes • Course meeting minutes • Course wrap-up minutes
<p>1432: The program failed to provide notification to the BRN regarding changes to an approved program-changes in the location of the classroom.</p>	<p>Notification of two changes to San Joaquin Valley College addresses was sent to Kelly McHan, NEC at the BRN on August 9, 2013.</p> <p>Change # 1: As a result of the City of Visalia’s recent reconfiguration of numerical addresses in the geographic area in which the Visalia Campus resides, the campus’ address was revised in previous notification. This change had no impact on the students or the RN program.</p>	<p>There were no items not corrected.</p>	<p>Every time there is a change to the location or any change that impacts student outcomes, it will be reported to the NEC, per BRN protocol.</p>	<p>Letter was submitted to Kelly McHan NEC at the BRN on August 9, 2013.</p>

	<p>Change # 2: Effective August 13, 2013, SJVC relocated its Central Administrative office (which included an RN classroom as indicated in the letter to previous NEC) from the Akers Street facility to the Caldwell Ave facility when the Akers building lease ended. Students and instructors began to report for class at the new Caldwell Avenue location as of August 2013.</p> <p>In 2014 the TPEP noted that the RN program classroom located at the Caldwell Avenue address would no longer be used and was being moved to the main Plaza Drive Campus auditorium and subsequently 4 modular buildings (portables). This eliminated the drive between the two locations and served to improve the student experience.</p> <p>In August 2015, a 40-seat classroom with computers was secured on campus, and classes began being held in that space. The larger classroom was needed to accommodate students and to be able to proctor computerized exams/quizzes.</p>			
<p>1424(h) The program is utilizing two faculty to teach in the Fundamentals course without BRN approval in MedSurg content area as per the program’s approved curriculum (EDP-P-05 and</p>	<p>Instructors for the <i>Fundamentals of Nursing</i> course will be BRN approved for Med Surg.</p> <p>Both campuses will ensure adequate BRN-approved Med Surg faculty to teach the <i>Fundamentals of Nursing</i> didactic and clinical content.</p>	<p>Remediation plan is formalized for the two instructors to remediate for MedSurg. The plan will be implemented once approved by NEC.</p>	<p>Preceptor will sign the remediation and skills competency checklists for both instructors. Remediation plan will be submitted for BRN approval when remediation is complete.</p>	<ul style="list-style-type: none"> • Remediation Plan • Skill Competency Checklist

EDP-P-06 curriculum forms).	<p>Ontario campus has:</p> <ul style="list-style-type: none"> • Hired 1 FT BRN approved Med Surg approved faculty • Hired 1 PT BRN approved Med Surg approved faculty • One PT faculty approved for Med Surg and PMH has become Full Time faculty • Two instructors are currently remediating for Med Surg 		<p>Estimated dates of remediation completion:</p> <ul style="list-style-type: none"> • Eartha Reed: 10/26/17 • Dean Busser: 3/31/18 	
1425.1(a) The faculty (Visalia & Ontario) are not functioning as one nursing program but two separate programs.	<p>Faculty meetings are held via webcam and all available faculty, administration, and the program AAs from both campuses attend.</p> <p>Prior to each course start, a course meeting is held via telephone. Syllabi are shared between lead faculty and content experts to ensure syllabi align with curriculum and are the same on both campuses for each course. The applicable clinical packet and evaluation tool is also emailed prior to course meeting.</p>	This has been addressed and corrected.	<p>All Faculty meetings are now scheduled every two weeks when majority of the faculty is available to attend. Course meetings are scheduled one week prior to course start date. Course wrap up meetings are scheduled one week after course completion. Standardized syllabi, course outlines and gradebook elements have been uploaded to eCourse Curriculum Repository to ensure all instructors are using the same templates when creating their courses.</p>	<ul style="list-style-type: none"> • Faculty meeting minutes • Course meeting minutes • Course wrap up minutes • Course syllabi • Clinical packet • Clinical evaluation tool
1426(a) The program is not teaching the approved curriculum across both campuses (Visalia & Ontario), and the number of some clinical course hours are over the	All lead faculty and content experts are currently working together to ensure syllabi/clinical evaluation tool/clinical packet align on both campuses for each course. All instructors have been informed that each unit of theory is 15 hours and each unit of clinical is 45 hours. Clinical coordinators will ensure	There are no items not corrected.	At each course meeting, the standardized curriculum including number of hours for theory and clinical, grading components and policies will be reviewed prior to course start.	<ul style="list-style-type: none"> • Faculty meeting minutes • Course meeting minutes • Course wrap up minutes • Course syllabi • Clinical packet • Clinical evaluation tool

approved number in the curriculum.	that students are only scheduled for approved number of hours in the curriculum.			
1426(c)(2) and 1426 (c)(3) The college is not offering some of the courses- nursing science prerequisites –of the approved nursing curriculum to prospective applicants, and is requiring the general education and nursing science prerequisites to be transferred to SJVC in order to apply for admission to the program.	<p>The college is currently offering the communications courses both online and on-ground in both Visalia and Ontario. In addition, the college also offers Writing & Composition, Intermediate Algebra, General Psychology, Introduction to Sociology and Ethics both online and on-ground on a regular basis at both locations. Courses begin every five weeks, with the next 5-week module beginning 8/28/17. Multiple programs take advantage of these courses. The specialty science courses (Anatomy, Microbiology, Physiology, and General Chemistry) have always been offered, but due to low census, the courses have not been consistently taught. We are rectifying this issue by promoting the science courses with all RN program inquiries. Ontario has consistently taught the science courses on ground since 3/11/17 and Visalia is scheduled to teach the science courses on ground beginning on 9/5/17 using a new scheduling model that has worked well for Ontario. Curriculum and schedules are created and are in place.</p> <p>Additionally, we have worked with our admissions team to ensure a full understanding of the RN program prerequisite offerings. More information on Prerequisite courses is offered on the college website: https://www.sjvc.edu/admissions/admissions-requirements/prerequisite-courses-faqs.</p>	Item is corrected and has a timeframe for completion.	Schedule is in place with the College registrar. The Program Director and Administration will ensure courses are offered on an ongoing basis. Courses and faculty will be monitored through program review and classroom observations.	Course schedules are supplied for both Visalia and Ontario sites. In addition, please see supporting admissions document attachments.

Report of Findings Recommendations

Cite Recommendation	Action taken to address the recommendation	Plans for action, including time frame	Rationale for not addressing recommendations
1424(e): Review and revise Assistant Director job description, which describes 50% release time as the Program director, has the authority to determine at any time, what the release time should be according to the needs of the program.	Job description was revised on 8/3/17 and sent to all Assistant Program Directors, and all have signed the Acknowledgment of Receipt.	Recommendation was addressed.	N/A
1424(b): Formulate a nursing program policy for granting credit for military education/experience as required by SB466, and posted the policy on the program's website.	The program has now created a policy document, based in part on the example given during the site visit (please see attached). This policy has now been uploaded to the program section on the college website (see Admissions tab) and it will also be included in the college catalog's Transfer of Credit section with the next addendum published.	Policy has been finalized and also approved by NEC. The college website has already been updated (see screenshots, per attached) and the college catalog will be updated with the next addendum.	N/A
1424(d) Review resources on both campuses (Visalia & Ontario) to ensure adequate equipment and supplies for skills lab; fulltime Success Specialist to provide individual and group tutoring, success classes, remediation plans & follow-up tracking; Simulation	Regarding equipment and supplies for skills labs, instructors will now survey the skills lab before the initial start of their classes in order to ensure that adequate equipment and supplies are available to achieve all course outcomes. They will provide the program Administrative Assistant a list of any item(s) needing to be purchased for their class.	Will continue to operate as described to ensure sufficient resources on both campuses. For those items requiring further investigation, the program will consider more the benefit and use of adding	N/A

<p>Technician; mid & hi-fidelity mannequins in working condition with maintenance contract; video conferencing technology across both campuses (Visalia & Ontario); adequate internet access that accommodates student needs while on campus; qualified fulltime faculty to fill current vacancies on both campuses (Visalia – OB & Peds; Ontario – MS & PMH) in orders to ensure program needs and outcomes are being met.</p>	<p>Regarding the Pyxis medication cart, electronic charting, computer-on-wheels, and the mid-fidelity Noelle birthing manikin as noted in the Consultant Approval Report, the program will further investigate the benefit and use of adding these items to the skills lab through its TPEP review of resources process.</p> <p>Regarding the tutoring process, remediation plans and follow-up tracking will be responsibility of the lead instructors. Lead instructors are experts in the content presented to the students. On a weekly basis, all lead instructors will offer one hour student success class to ensure the success of each student in their course.</p> <p>Regarding the Simulation Technician duties, since the site visit, the Ontario Campus had their IT staff assess the needs of the Sim Lab. They have since had a visit from a representative of Laerdal Medical Corporation for a preliminary inspection. The campus has scheduled Laerdal to return on August 28th for the upgrade to the computer systems to support all 3 mannequins. In the future, the Visalia and Ontario campus IT staff will support any computer glitches and Laerdal will handle any necessary repairs on the sims. In addition, all RN and Respiratory Therapy (RT) faculty will be trained by a Laerdal representative in October to ensure greater cooperation – Visalia staff will join this training. Please see two e-mail attachments for evidence of this development. The Visalia Campus purchased additional simulation equipment in September 2016 from Laerdal and that equipment has a service component in the purchase order (please see attachment). The Visalia Campus also relies on and will support stronger cooperation between the IT, RN and RT program staff who are dedicated to the SimLab’s successful operation. In addition, the campus facility staff</p>	<p>these items to the skills lab through its TPEP review of resources process.</p>	
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on both the Visalia and Ontario Campuses follow the Facilities and Equipment Inspection Process on a weekly basis (see attached policy). Through this process, they inspect the entire campus on a weekly basis and they note anything in need of service – to then be reported internally and appropriately rectified. The college also uses a Service Ticket process where anyone on the campus can submit a repair order and the Facilities team will then address it. Regarding Sim equipment specifically, if there is anything in need of service that cannot be handled by campus IS staff, the facilities staff will then coordinate with Laerdal the necessary servicing or repair.

Regarding video-conferencing capability, A GoToMeeting account has now been created solely for use by the RN Program. The Program Director has scheduled and now facilitates ongoing, bi-weekly faculty meetings and utilizes the GoToMeeting tool to engage attendees using the software’s video conferencing and collaboration features.

Regarding internet access, the CAO Director of Information Management has confirmed that the college utilizes an outside vendor to measure uptime of the internal college instructional portals, InfoZone and eCourses. Their monthly reports consistently show better than 99% uptime for these two primary instructional portals. Please see attachment, which is a sample the type of monitoring and reporting done on these web resources to ensure quality and high performance. In addition, another recent improvement involves the college’s migration to Microsoft's Office 365 whereby all student and staff email and files are now cloud based in Office 365. In addition, the CAO Director of Network Operations has shared that the college has contracts with our telecom provider, TPx,

	<p>which drive the amount of appropriate bandwidth allocated (50 Mbps of bandwidth is available per campus). The college also has a software license agreement with Microsoft. The Director further shared that the college utilizes automated tasks that monitor server availability at each campus, and notifications are sent if an issue is identified. Any repairs/maintenance are taken care of immediately, as needed. Please see supporting attachments.</p> <p>Finally, regarding faculty to fill OB & Peds roles in Visalia, the program is currently meeting these needs using qualified part-time faculty who are brought in for the few weeks during the year that these components need to be taught. The program will continue to investigate where else these current PT instructors can be utilized in the program, based on their overall qualifications, in order to best ensure that program needs and outcomes are being met.</p> <p>Ontario campus has:</p> <ul style="list-style-type: none"> • Hired 1 FT BRN approved Med Surg approved faculty • Hired 1 PT BRN approved Med Surg approved faculty • One PT faculty approved for Med Surg and PMH has become Full Time faculty • Two instructors are currently remedying for Med Surg 		
<p>Review/revise unifying theme/theoretical framework to reflect current societal and health care trends and issues; ensure curriculum threads are mapped across course objectives, outcomes, and clinical evaluation tools (CETs).</p>	<p>There has been a submission for major curriculum revision for approval, which addresses all the recommendation components.</p>	<p>N/A</p>	<p>N/A</p>

<p>1424(g) Ensure faculty minutes reflect participation of all faculty (and students when invited) in program business including faculty, committee, course, and TPEP meetings.</p>	<p>All faculty meetings now reflect participation of all faculty in all aspects of the program. Course meetings now reflect both campus instructors collaboration to align the curriculum. Course wrap ups now reflect both campus instructors collaboration to align the curriculum. TPEP is now discussed during all faculty meetings, course meetings and course wrap up meetings.</p>	<p>All faculty meetings are now held at the same time on both campuses via videoconferencing.</p> <p>All course meetings are now held via telephone with all instructors, the content experts and student representatives prior to start of the class.</p> <p>All course wrap up meetings are now held via telephone with all instructors, the content experts and student representative prior to start of the class.</p>	<p>N/A</p>
<p>1425.1(b) Structure orientation for new faculty to include orientation to the department, policies/procedures, the curriculum, and mentoring for classroom/clinical teaching, and semester responsibilities (i.e. committees, evaluations).</p>	<p>Checklist has been created to reflect new faculty orientation (see attached).</p>	<p>This checklist will be used with all faculty.</p>	<p>N/A</p>