



BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS

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BOARD MEETING MINUTES

February 22, 2013

LOS ANGELES, CALIFORNIA

BOARD MEMBERS

PRESENT:

Todd D'Braunstein, P.T. Member, President
Ling-Ling Chang, Public Member
Victor King, Public Member
Jessica Leavitt, Public Member
Eric Mah, Public Member
John Vertido, L.V.N. Educator Member

BOARD MEMBERS

ABSENT:

Mark Stanfield, L.V.N. Member, Vice President

STAFF PRESENT:

Teresa Bello-Jones, J.D., M.S.N., R.N., Executive Officer
Pam Hinckley, Nursing Education Consultant
Suellen Clayworth, Nursing Education Consultant
Marilyn Kimble, Enforcement Program Manager
Mark Ito, Licensing Program Analyst
Linda Ruyters, Administrative Analyst
Gary Duke, Legal Counsel, Department of Consumer Affairs

1. CALL TO ORDER

The meeting was called to order by the President, Todd D'Braunstein, at 9:04 a.m., February 22, 2013, at the Radisson Hotel at the Los Angeles Airport, 6225 West Century Boulevard, Los Angeles, CA 90045.

2. PLEDGE OF ALLEGIANCE

Board Member John Vertido led those assembled in the Pledge of Allegiance.

3. INTRODUCTION OF BOARD MEMBERS AND STAFF

The Board Members introduced themselves. Teresa Bello-Jones, Executive Officer (EO), introduced the staff present.

4. ELECTION OF OFFICERS

MOTION: To elect Todd D'Braunstein as Board President.

Public Comment: None Received.

Board Discussion: None Received.

Moved/Seconded: Jessica Leavitt/Eric Mah
Support: 6 **Oppose:** 0 **Abstain:** 0

MOTION: To elect Eric Mah as Board Vice President.

Public Comment: None Received.

Board Discussion: None Received.

Moved/Seconded: Ling-Ling Chang/Jessica Leavitt
Support: 5 **Oppose:** 0 **Abstain:** 1

5. INTRODUCTION OF APPROVED SCHOOLS REPRESENTED AT MEETING BASED UPON VOLUNTARY SIGN-IN LIST

The following programs voluntarily signed in and were recognized by the Board President:

Approved Programs

American Career College, Ontario	Kaplan College, San Diego
Angeles College of Nursing	LAUSD, Maxine Waters Employment Preparation Center
Annenburg School of Nursing	Los Angeles Job Corps
Career Care Institute, Ventura	Medical Allied Career Center
Career Colleges of America, Los Angeles	Medical Career College
Casa Loma College, Van Nuys	Mt. San Antonio College
Center of Education & Technology	NCP College of Nursing, Hayward
Charles A. Jones Career & Education Center	NCP College of Nursing, South San Francisco
Community Enhancement Services College	National Career College
Concorde Career College, North Hollywood	Oikos University
Concorde Career College, Garden Grove	Professional Medical Careers Institute
Concorde Career College, San Bernardino	Santa Barbara Business College, Bakersfield
Downey Adult School	Santa Barbara Business College, Santa Maria
Four D College	St. Francis Career College, Lynwood
Franklin Career College	St. Jude Healthcare Education Center
High Desert Medical College	Summit Career College, Anaheim
Homestead Schools Inc., Torrance	Summit Career College, Colton
InfoTech Career College	

6. MEETING AND PUBLIC COMMENT PROCEDURES

Mr. D'Braunstein read a special notice addressing the Board's legal mandate and procedure to have an issue placed on the Board Meeting agenda. He announced that public comment is welcome on any open agenda item prior to the Board's discussion; however, no action may be taken at this time and the Board may limit the length of time allowed for comment.

7. EXECUTIVE OFFICER'S REPORT

Ms. Bello-Jones provided an update on Board activities relative to:

- Board Member Vacancies
- Budgets
- Education Division
- Licensure Examinations
- Liaison Activities
- Personnel

- BreEZe
- Call Center Update
- Customer Service Surveys

Public Comment:

- Sue Nett, Professional Medical Careers Institute, commented that her students are experiencing delays in obtaining test dates and that she encourages her students to take the examination as soon as possible. The EO clarified that the National Council of State Boards of Nursing assigns the test dates.
- Bruce Nixon, Director, Mt. San Antonio College, commented that the Board is doing a great job and his school's paperwork is being processed in a timely manner.

Board Discussion:

- John Vertido commented that all programs are affected by the Board's shortage of staff.
- Eric Mah suggested that the Board should consider publishing a checklist for directors from approved schools to follow to ensure that a completed application is received. He also urged directors to write to the government or legislature that the Board needs more resources.

8. CONSENT CALENDAR ITEMS

- Adoption of November 8-9, 2012, Board Meeting Minutes.
- EO's Report on Decisions for Vocational Nursing (VN) and Psychiatric Technician (PT) Programs.

Public Comment: None received.

Board Discussion:

- Ling-Ling Chang requested that the Board amend her comments in the Executive Officer's Report section of the November 9, 2012 Board Meeting Minutes to state that it would be more efficient and economical to email all Board materials.

MOTION: Adopt the November 8-9, 2012 Board Meeting Minutes with the correction to Ms. Chang's comment regarding the Executive Officer's Report and adopt the EO's Report on Decisions for VN and PT Programs.

Moved/Seconded: John Vertido/Eric Mah

Support: 6 Oppose: 0 Abstain: 0

9. PRESENTATION OF 2012 ANNUAL REPORT

Ms. Bello-Jones presented the 2012 Annual Report with the following highlights:

- The Board continued its development of the new Investigations Unit within the Enforcement Division.
- Due to the State Hiring Freeze, none of the health care boards' limited term positions could be filled to implement elements of the Consumer Protection Enforcement Initiative.
- On April 17, 2012, the Board was notified by the DCA Budget Office that the Department of Finance approved a plan for the Board to achieve a reduction of 3.8 positions for fiscal year (FY) 2012/13.
- The current estimated time for the Board to convert to BreEZe is October 2013.

- Legislative and Regulatory actions.
- Statistical data and workload activities.
- Kevin Baucom's one-year grace period expired on June 1, 2012.
- Mark Stanfield's term of appointment expired on June 1, 2012. His one-year grace period ends June 1, 2013.

Public Comment: None received.

Board Discussion: None received.

10. PRESENTATION OF 2013 BOARD GOALS

Ms. Bello-Jones presented the 2013 Board Goals.

Public Comment: None received.

Board Discussion:

- Ms. Chang commented that she is looking forward to the cost cutting measures that the Board is going to implement in its mailing processes.
- Mr. Mah agreed that it would save money. He noted that there are secure sites for confidential documents and that public documents could be emailed.

MOTION: To adopt the 2013 Board Goals.

Moved/Seconded: Eric Mah/John Vertido

Support: 6 Oppose: 0 Abstain: 0

11. PRESENTATION OF THE LEGISLATIVE REPORT

Linda Ruyters, Administrative Analyst, reported that the Board is tracking 2 legislative bills. The bills are Assembly Bill 213 and Senate Bill 128.

Public Comment: None received.

Board Discussion: None received.

MOTION: To accept the legislative report.

Moved/Seconded: John Vertido/Eric Mah

Support: 6 Oppose: 0 Abstain: 0

12. ENFORCEMENT DIVISION REPORT

Marilyn Kimble, Enforcement Program Manager, presented the Enforcement Division Report relative to the following:

- Enforcement Performance Measures.
- Update on the Proposed Regulatory Action to Implement Senate Bill 539, Mandatory Reporting Requirements.
- The continued development of the Board's Investigation Unit.
- Enforcement Division Vacancies.
- Overtime.
- Enforcement Division General Statistics.

Public Comment: None received.

Board Discussion: None received

MOTION: To accept the report as written.

Moved/Seconded: John Vertido/Victor King

Support: 6 **Oppose:** 0 **Abstain:** 0

13. EDUCATION DIVISION REPORTS REGARDING VN & PT PROGRAMS

13.A.1 Advanced College VN Program – Reconsideration of Provisional Approval; Consideration of Request to Admit Students

Pam Hinckley, Nursing Education Consultant (NEC), presented a report relative to the Advanced College VN Program to the Board for reconsideration of placement on provisional approval. The Board placed the program on provisional approval for the two-year period from February 25, 2011, through February 28, 2013, due to low licensure pass rates. Based on the data from the fourth quarter of 2012 (October – December), the program's average annual pass rate is 82%, which is eight (8) percentage points above the state average annual pass rate.

Program Representative:

Minnie Douglas, Program Director

- Ms. Douglas thanked Pam Hinckley for her continued support and stated that she is pleased with the Board's recommendations.

Public Comment: None received.

Board Discussion:

- Mr. Vertido requested clarification on the number of times that students can take the examination within their program. Ms. Douglas stated that students can only take the examination two times within the program and remediate three times before being withdrawn from the program.

MOTION: To accept the report and adopt the recommendations as follows:

1. Approve full approval of Advanced College Vocational Nursing Program for the four-year period from February 22, 2013 through February 21, 2017, and issue a certificate accordingly.
2. Approve the Advanced College Vocational Nursing Program's request to admit 30 students on May 20, 2013 only, graduating May 11, 2014. This class will replace students that graduated on May 19, 2013.
3. Approve the program's request to admit 30 students on September 23, 2013, graduating September 14, 2014. This class will replace students that will graduate September 22, 2014.
4. Deny the program's request to admit 30 students on December 16, 2013, graduating on December 7, 2014. This class will replace students that will graduate on December 15, 2013.

Moved/Seconded: John Vertido/Victor King

Support: 6 **Oppose:** 0 **Abstain:** 0

13.A.2. Central Nursing College VN Program – Consideration of Placement on Provisional Approval; Consideration of Request to Admit Students

Suellen Clayworth, NEC, presented a report relative to the Central Nursing College VN Program to the Board for consideration of placement on provisional approval due to low licensure pass rates.

Program Representative:

Andrew Cha, Program Director

- Mr. Cha stated that the program was previously having students repeatedly take the same examination, but changed the process so the students are taking different examinations. Additionally, the program is providing remediation for the examination.

Public Comment: None Received.

Board Discussion:

- Mr. Vertido commented that eleven out of the past fifteen quarters have been below standard and that reusing the same examination could cause cheating. Mr. Cha assured the Board that students will not retake the same examination. The examination given to each student will be geared specifically to their understanding.

MOTION: To accept the report and adopt the recommendations as follows:

1. Place the Central Nursing College Vocational Nursing Program on provisional approval for the two – year period from February 22, 2013, through February 28, 2015, and issue a notice to the program to identify specific areas of noncompliance and requirements for correction, as referenced in Section 2526.1 (e) of the California Code of Regulations. (See Attachment I for draft of Notice).
2. Require the program to bring its average annual pass rate to no more than ten (10) percentage points below the state average annual pass rates.
3. Rescind the program's approval for ongoing admissions and require the program to obtain approval by the full Board prior to the admission of additional students.
4. Approve the admission of the full-time class of 30 students projected to start on February 25, 2013.
5. Approve the admission of the full-time class of 30 students projected to start on April 29, 2013.
6. Require the program to submit follow-up reports in nine (9) months, but no later than November 1, 2013, and 21 months, but no later than November 1, 2014. The reports must include a comprehensive analysis of the program, specific actions to improve program pass rates, timeline for implementation, and expected outcomes. The following elements must be addressed in the analysis.
 - a. Admission Criteria.
 - b. Screening and Selection Criteria.
 - c. Terminal Objectives.
 - d. Curriculum Objectives.
 - e. Instructional Plan.
 - f. Theory and Clinical Objectives for Each Course.
 - g. Lesson Plans for Each Course.
 - h. Textbooks.
 - i. Attendance Policy.
 - j. Remediation Policy.
 - k. Evaluations of Theory and Clinical Faculty.

- l. Evaluations of Theory Presentations.
 - m. Evaluations of Clinical Rotations and Their Correlation to Theory Presentations.
 - n. Evaluation of Student Achievement.
 - o. Current Enrollment.
7. Require the program to comply with all approval standards in Article 4 of the Vocational Nursing Practice Act, commencing at Business and Professions Code Section 2880, and Article 5 of the Board's Regulations, commencing at California Code of Regulations, Title 16, Section 2526.
 8. Require the program to demonstrate incremental progress in correcting the violation. If the program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the program's approval. Failure to take any of these corrective actions may cause the full Board to revoke the program's approval.
 9. Place the program on the February 2015 Board agenda for reconsideration of provisional approval.

Moved/Seconded: John Vertido/Jessica Leavitt
 Support: 6 Oppose: 0 Abstain: 0

13.A.3. Medical Career College VN Program – Reconsideration of Provisional Approval; Consideration of Request to Admit Students

Suellen Clayworth, NEC, presented a report relative to the Medical Career College, Fremont, VN Program to the Board for reconsideration of placement on provisional approval. The Board placed the program on provisional approval for the two-year period from February 18, 2010, through February 17, 2012, due to low licensure pass rates. On February 24, 2012, the Board extended the Medical Career College VN Program's provisional approval for the one-year period from February 18, 2012, through February 28, 2013, and required the program to bring its average annual pass rate to no more than ten (10) percentage points below the State average annual pass rate by February 28, 2013. Based on data from the fourth quarter of 2012 (October – December), the program's average annual pass rate is 63%, which is eleven (11) points below the State average annual pass rate.

Program Representative:

Marilyn Castillo, Program Director

- Ms. Castillo commented that she is pleased that the program is continuing to improve its pass rate. Additionally, she stated that her top students completed the program in September and didn't receive examination eligibility until the end of December.

Public Comment: None received.

Board Discussion:

- Mr. King requested clarification from Ms. Castillo on why the Board did not receive a comprehensive analysis of the program in a timely manner. Mr. King also requested acknowledgement from Ms. Castillo that the requested analysis would be submitted by November 1, 2013, as mentioned in recommendation #5. Ms. Castillo acknowledged that the report would be submitted by the requested date.
- Mr. Vertido stated that although the pass rates have increased 26% over the last three (3) years, the Board still expects steady progress in raising the program's pass rates.

MOTION: To accept the report and adopt the recommendations as follows:

1. Approve the program's request to admit 15 students into a day class commencing May 13, 2013, only, and graduating June 6, 2014, to replace the class that is scheduled to graduate May 3, 2013.
2. Approve the program's request to admit 15 students into an evening class commencing September 16, 2013, only, and graduating October 9, 2014, to replace the class that is scheduled to graduate September 9, 2013.
3. Require the program to admit no additional students unless approved by the full Board.
4. Extend the Medical Career College Vocational Nursing Program's Provisional Approval for the one - year period from February 22, 2013, through February 28, 2014, and issue a certificate, and issue a notice to the program to identify specific areas of non-compliance and requirements for correction as referenced in Section 2526.1 (e) of the California Code of Regulations (See Attachment C)
5. Require the program to submit a follow-up report no later than November 1, 2013. The report must include a comprehensive analysis of the program, specific actions taken to improve program pass rates, timeline for implementation, and the effect of employed interventions. The report must address all elements as identified in the Notice of Change in Approval Status dated April 5, 2011.
6. Require the program to bring its average annual pass rate to no more than ten (10) percentage points below the State average annual pass rate.
7. Require the program to comply with all approval standards in Article 4 of the Vocational Nursing Practice Act, commencing at Business and Professions Code Section 2880, and Article 5 of the Board's Regulations, commencing at California Code of Regulations, Title 16, Section 2526.
8. Require the program to demonstrate incremental progress in correcting the violations. If the program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the program's approval.
9. Failure to take any of these corrective actions may cause the full Board to revoke the program's approval.
10. Place the program on the **February 2014** Board agenda for reconsideration of provisional approval.

Moved/Seconded: Eric Mah/Ling-Ling Chang

Support: 6 **Oppose:** 0 **Abstain:** 0

13.A.4. Santa Barbara Business College, Bakersfield, VN Program – Consideration of Placement on Provisional Approval; Consideration of Request to Admit Students

Pam Hinckley, NEC, presented a report relative to the Santa Barbara Business College, Bakersfield, VN Program for consideration of placement on provisional approval due to low licensure pass rates. Based on data from the fourth quarter of 2012 (October – December), the program's annual pass rate is 58%, which is sixteen (16) points below the State annual average pass rate. The average annual pass rate has fluctuated over the five (5) quarters from thirteen (13) to twenty one (21) percentage points below the state average annual pass rate.

Program Representatives:

Carolyn Santiago, Program Director; Dean Johnston, Chief Executive Officer; Edward Cramp, Attorney

- Ms. Santiago commented on the program's growth and improved management. She stated that the best qualified students are being admitted to the program and there is a continuous evaluation of the program.

- Mr. Johnston commented that he is committed to making the program better and that he understands that changes must be made to the program, such as additional capital expenditures, human resource changes and post-graduation testing processes.
- Mr. Cramp commented that no new classes will result in a loss of the program's current clinical sites.

Public Comment: None received.

Board Discussion:

- Mr. Vertido commented that he considers trends when evaluating approved schools and that the program's seven quarters below the State average annual pass rate and multiple unapproved classes don't show that the school is trending in the right direction.
- Mr. King commented that he appreciates the number of staff from the program present. He stated that the program should never presume that they can move forward with a class without approval from the Board. He also commented that the Board's generosity for their program has been exhausted.
- Mr. Mah stated that the arrogant tone in the letter from the program regarding the unapproved classes is troubling.

MOTION: To accept the report and adopt the recommendations as follows:

1. Place Santa Barbara Business College, Bakersfield, Vocational Nursing Program on Provisional Approval for a two (2) year period from February 22, 2013 to February 28, 2015 and issue a notice to the program to identify specific areas of noncompliance and requirements for correction as referenced in Section 2526.1 (e) of the California Code of Regulations (see Attachment F).
2. Require the program to bring its average annual pass rate up to no more than ten (10) percentage points below the State average annual pass rate.
3. Require the program to submit follow-up reports in nine months, but no later than November 1, 2013, and 21 months, but no later than November 1, 2014. The reports must include a comprehensive analysis of the program, specific actions taken to improve program pass rates, timeline for implementation, and the effect of employed interventions. The following elements must be addressed in the analysis.
 - a. Admission Criteria.
 - b. Screening and Selection Criteria.
 - c. Terminal Objectives.
 - d. Curriculum Objectives.
 - e. Instructional Plan.
 - f. Theory and Clinical Objectives for Each Course.
 - g. Lesson Plans for Each Course.
 - h. Textbooks.
 - i. Attendance Policy.
 - j. Remediation Policy.
 - k. Evaluations of Theory and Clinical Faculty.
 - l. Evaluations of Theory Presentations.
 - m. Evaluations of Clinical Rotations and Their Correlation to Theory Presentations.
 - n. Evaluation of Student Achievement.
 - o. Current Enrollment.
4. Require the program to comply with all approval standards in Article 4 of the Vocational Nursing Practice Act, commencing at Business and Professions Code Section 2880, and

Article 5 of the Board's Regulations, commencing at California Code of Regulations, Title 16, Section 2526.

5. Require the program to demonstrate incremental progress in correcting the violation. If the program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the program's approval.
6. Deny Santa Barbara Business College, Bakersfield, admission of 36 students with three (3) alternates commencing March 18, 2013, graduating May 21, 2014, to replace students scheduled to graduate December 20, 2012.
7. Require the program to admit no additional students without prior approval by the full Board.
8. Place the program on the February 2015 Board agenda for reconsideration of provisional approval.

Moved/Seconded: John Vertido/Eric Mah

Support: 6 **Oppose:** 0 **Abstain:** 0

13.A.5. St. Jude Health Care VN Program – Reconsideration of Provisional Approval

Suellen Clayworth, NEC, presented the St. Jude Healthcare Education Center VN Program to the Board for reconsideration of placement on provisional approval due to low licensure pass rates. The program was placed on provisional approval for the two-year period from February 24, 2012, through February 28, 2014. Based on data from the fourth quarter of 2012 (October – December), the program's average annual pass rate is 50%, which is twenty four (24) percentage points below the State average annual pass rate.

Program Representative:

Myrna Dial, Program Director; Essiel Fadri, Program Administrator

- Mr. Fadri commented that he replaced the previous program director with Ms. Dial because of the program's non-compliance with the Board's requirements.
- Ms. Dial thanked Ms. Clayworth for the accurate report regarding the program. She stated that she would appreciate the opportunity to prepare the program's current students to take the licensure examination.

Public Comment: None received.

Board Discussion:

- Mr. Vertido commented that the program had the opportunity to implement changes, but did not do so. He stated that the program has not been accountable and had an unapproved class start. Mr. Fadri stated that the program supports its students and provides them with all of the necessary materials.
- Mr. Mah asked Mr. Fadri if he reviewed the follow-up report that was submitted to the Board because there is a contradiction to his testimony regarding providing resources to the program's students. Mr. Fadri responded that he questioned the administrator prior to the report being submitted to the Board. Mr. Mah also questioned the administrator on why he allowed an unapproved class start. Mr. Fadri responded that the part-time class was approved previously.
- Mr. King requested the Board to verify the August 2010 unapproved class start and note the findings for future considerations.

MOTION: To accept the report and adopt the recommendations as follows:

1. Revoke the approval of the St. Jude Healthcare Education Center Vocational Nursing Program.
2. Remove the program from the list of California Approved Vocational Nursing Programs.

Moved/Seconded: John Vertido/Victor King

Support: 6 Oppose: 0 Abstain: 0

13.B.1. Casa Loma College, Hawthorne, VN Program – Consideration of Request to Admit Students

Suellen Clayworth, NEC, presented a report relative to the Casa Loma College, Hawthorne, VN Program's request to admit thirty students into two full-time classes. The program was placed on provisional approval for the two-year period from November 9, 2012, through November 30, 2014, due to low licensure pass rates. Based on data from the fourth quarter of 2012 (October – December), the program's average annual pass rate is 59%, which is fifteen (15) percentage points below the State average annual pass rate. The program implemented its plan of improvement, but there had not been enough time to demonstrate improvement in the pass rate.

Program Representative:

Jayne Grint, Program Director

- Ms. Grint commented that the program's recent student's test scores are high on the ATI indicator. She indicated that program updated its skills lab and hired a skills lab coordinator. She also indicated that the program has implemented in-service for faculty.

Public Comment: None received.

Board Discussion:

- Mr. Mah requested clarification from Mr. Vertido and Mr. D'Braunstein regarding admitting additional students when their pass rate is still below standard. Mr. Vertido responded that the amount of money spent to update their skills lab shows that the program is committed to improving its program.
- Mr. Vertido commented that he is encouraged by the report.

MOTION: To accept the report and adopt the recommendations as follows:

1. Approve the Casa Loma College Vocational Nursing Program's request to admit 30 students to a class on March 11, 2013, to replace the class graduating on February 25, 2013, and graduating on April 1, 2014; and admit 30 students to a class on June 3, 2013, to replace the class graduating on May 10, 2013, and graduating on June 10, 2014.
2. Continue to require the program to admit no additional students unless specifically approved by the full Board.

Moved/Seconded: John Vertido/Eric Mah

Support: 6 Oppose: 0 Abstain: 0

13.B.2. Center of Education and Technology VN Program – Consideration of Request to Admit Students

Pam Hinckley, NEC, presented a report relative to the CET-Nursing VN Program's request to admit a class of fifteen (15) students on May 21, 2013. The program was initially placed on provisional approval on September 16, 2010, due to low licensure pass rates. On September 6, 2012, the Board extended their provisional approval for the one-year period from September 6,

2012, through September 30, 2013. Based on data from the fourth quarter of 2012, the program's average annual pass rate is 50%, which is twenty four (24) percentage points below the State average annual pass rate.

Program Representative:

Ronoldo Varian, Program Director

- Mr. Varian thanked Pam Hinckley for her continued support. He stated that he believes in the wisdom of the Board and does not offer any excuses for the performance of the program.

Public Comment: None received

Board Discussion:

- Mr. Vertido commented that the program's pass rate has been declining over the past few quarters. He stated that the education of the students does not end until the student has a vocational nursing license in their possession.

MOTION: To accept the report and adopt the recommendations as follows:

1. Deny CET – Nursing's request to admit a class of 15 students on May 21, 2013, graduating August 23, 2014, to replace students who graduated May 16, 2012.
2. Continue to require the program to obtain full Board approval prior to admission of each class.

Moved/Seconded: Eric Mah/John Vertido

Support: 6 Oppose: 0 Abstain: 0

13.B.3. InfoTech Career College VN Program – Consideration of Request to Admit Students

Pam Hinckley, NEC, presented a report relative to the InfoTech Career College VN Program's request to admit a full-time day class of thirty (30) students on March 25, 2013. The Board placed the program on provisional approval for the two-year period from November 10, 2011, through November 30, 2013, due to low licensure pass rates. Based on data from the fourth quarter of 2012 (October – December), the program's average annual pass rate is 0%. The program had one student test in the fourth quarter of 2012 and had no candidates test during the six (6) previous quarters.

Program Representative:

Elizabeth Estrada, Program Director

- Ms. Estrada thanked Pam Hinckley for her continued support. She stated that the program has made improvements and has a great group of students currently in their program. She also requested that the Board accept a revised request to admit twenty (20) students instead of the thirty (30) students originally requested. She commented that the program's students who tested in the most recent quarter passed the examination, but are not reflected in the current report.

Public Comment: None received.

Board Discussion:

- Mr. Vertido stated that any request for a change to the program should be submitted to the Board for review as opposed to being presented to the Board members at the meeting.

- Mr. D'Braunstein requested clarification from the program director on whether she is requesting the Board to amend its recommendation contingent on the program's pass rate from the most recent quarter.
- Ms. Hinckley commented that the Board must wait for the official pass rates to be forwarded from the National Council of State Boards of Nursing (NCSBN). The Board would have the requested results by the May 2013 Board Meeting.
- Ms. Chang commented that she is uncomfortable with making exceptions for individual programs.
- Mr. D'Braunstein requested information on how the program came up with requested change of class size from thirty (30) to twenty (20). Ms. Estrada stated that the change was requested because she only has twenty (20) students ready to start the program.
- Ms. Clayworth stated that the Board bases its decisions on the pass rates received from the NCSBN and the data will not be received by the Board until April 2013. Since the requested start date is March 2013, the official pass rates would not be available prior to the requested start date.

MOTION: To accept the report and adopt the recommendations as follows:

1. Deny InfoTech Career College Vocational Nursing Program's request for approval to admit a class of 30 full-time, day, students on March 25, 2013, graduating on May 30, 2014.
2. Require the program to admit no additional students unless approved by the full Board.

Moved/Seconded: John Vertido/Eric Mah

Support: 6 Oppose: 0 Abstain: 0

13.B.4. Medical Allied Career Center VN Program – Consideration of Request to Admit Students

Pam Hinckley, NEC, presented a report relative to the Medical Allied Career Center VN Program's request to admit a full-time class of twenty (20) students on March 4, 2013, and a part-time class of twenty (20) students on March 4, 2013. The Board initially placed the program on provisional approval on September 16, 2010, due to low licensure pass rates. The Board extended the program's provisional approval for the one-year period from September 6, 2012, through September 30, 2013. Based on data from the fourth quarter of 2012 (October – December), the program's average annual pass rate is 56%, which is eighteen (18) percentage points below the State average annual pass rate. The program's average annual pass rate increased 25 percentage points since their provisional approval status was extended on September 6, 2012.

Program Representative:

Elizabeth Gerber, Program Administrator

- Ms. Gerber thanked the Board for the report. She stated that the program director is not present due to a prior obligation.

Public Comment: None received.

Board Discussion:

- Mr. Vertido commented that he is troubled that the program's attendance policy didn't require students to make up hours. Ms. Gerber responded that the students are required to complete the total number of required hours prior to completing the program.

MOTION: To accept the report and adopt the recommendations as follows:

1. Approve Medical Allied Career Center's request to admit a full-time, class of 20 students commencing on March 4, 2013, graduating on April 4, 2014, only. This class would replace the class that graduated December 2, 2012.
2. Approve the program's request to admit a part-time, evening class of 20 students commencing March 4, 2013 graduating October 19, 2014. This class would replace a class that graduated October 7, 2011.
3. Require the program to admit no additional classes without prior approval by the full Board.

Moved/Seconded: John Vertido/Eric Mah

Support: 6 Oppose: 0 Abstain: 0

13.B.5. Oikos University VN Program – Consideration of Request to Admit Students; Consideration of Major Curriculum Revision

Suellen Clayworth, NEC, presented a report relative to the Oikos University VN Program's request to admit a full-time class of thirty (30) students on March 11, 2013, and for approval of the program's major curriculum revision. The program was placed on provisional approval for the period from May 11, 2012, through May 31, 2014, due to low licensure pass rates. Based on data from the fourth quarter of 2012 (October – December), the program's annual average rate was 55%, which is nineteen (19) percentage point below the State average annual pass rate. Additionally, the curriculum revision meets the Board's curriculum requirements.

Program Representative:

Ellen Cervellon, Program Director

- Ms. Cervellon stated that the program has made improvements. Additionally, she thanked Ms. Hinckley and Ms. Clayworth for their support.

Public Comment: None received.

Board Discussion:

- Mr. D'Braunstein commented that the school has gone through troubling times and seems to have made improvements.

MOTION: To accept the report and adopt the recommendations as follows:

1. Approve the Oikos University Vocational Nursing Program's request to admit 30 students into a full-time class commencing on March 11, 2013, **only**, and graduating on July 12, 2014, to **replace** the class graduating on January 26, 2013.
2. Continue to require the program to request admission of any additional students.
3. Approve the requested curriculum revision with the new program hours as follows:
Theory Hours = 605; Clinical Hours = 960; and Total Program Hours = 1565.
4. Approve the revised program length as 60 weeks.

Moved/Seconded: Eric Mah/Jessica Leavitt

Support: 6 Oppose: 0 Abstain: 0

13.B.6. WestMed College, Merced, VN Program – Consideration of Request to Admit Students

Suellen Clayworth, NEC, presented a report relative to the WestMed College, Merced, VN Program's request to admit a full-time class of thirty (30) students on May 21, 2013. The Board placed the program on provisional approval for the two-year period from February 24, 2012, through February 28, 2014, due to low licensure pass rates. Based on data from the fourth quarter of 2012 (October – December), the program's average annual pass rate was 46%, which

is twenty eight (28) percentage points below the State average annual pass rate. Although the pass rate is below the accepted standard, the program implemented changes to improve the pass rate.

Program Representative:

Tracey Jensen, Interim President

- Ms. Jensen thanked the Board for their support.

Public Comment: None received

Board Discussion: None received

MOTION: To accept the report and adopt the recommendations as follows:

1. Approve West Med College, Merced, Vocational Nursing Program's request to admit a class of 30 full-time students and three alternates on May 21, 2013, **only**, graduating June 26, 2014, to **replace** students that graduate on June 27, 2013.
2. Continue to require the program to admit no other students unless approved by the full Board.

Moved/Seconded: Eric Mah/John Vertido

Support: 6 Oppose: 0 Abstain: 0

13.C.1. NCP College of Nursing, Hayward, VN Program – Consideration of Request to Admit Students; Consideration of Request to Modify Ongoing Admission Pattern

Suellen Clayworth, NEC, presented a report relative to the NCP College of Nursing, Hayward, VN Program's request for the Board to reconsider the EO's decision dated December 6, 2012. Specifically, the program is requesting the Board to modify the program's ongoing admission pattern to three (3) full-time classes per year with forty five (45) students per class. Based on data from the fourth quarter of 2012 (October – December), the program's average annual pass rate is 67%, which is seven (7) percentage points below the State average annual pass rate. Additionally, the director has implemented curriculum changes with the goal of improving the program's licensure examination pass rates.

Program Representative:

Felicidad Silva, Program Director; Araceli Antonio, Program Board Member

- Ms. Silva thanked Ms. Clayworth for her continued support and guidance. She stated that the program has made significant improvements. Additionally, she stated that since the South San Francisco campus hired a new program director, she is able to focus solely on the Hayward campus.

Public Comment: None received

Board Discussion:

- Mr. Mah suggested that the Board amend recommendation #4 to replace the word "rescind" with "supersedes".
- Mr. Vertido requested clarification of the total number of students being requested. Ms. Silva responded that the class is asking for three classes of thirty students for a total of ninety students.
- Mr. King suggested that giving the program three classes of thirty students would be best for the students and the profession.

- Mr. Mah recommended that the Board approve a total of ninety students and give the EO the authority to determine if two or three classes is appropriate.

MOTION: To accept the report and adopt the amended recommendations as follows:

1. Deny the NCP College of Nursing, Hayward, Vocational Nursing Program's request to admit 30 full-time students on May 20, 2013; and
2. Approve the program's request to modify its ongoing admission pattern by phasing out all part-time classes.
3. Deny the program's request to increase the number of full-time classes from two to three full-time classes per year to replace graduating students.
4. The ongoing pattern of admission listed in Recommendation #5 below supersedes all previous approvals for ongoing admissions of full-time and part-time classes.
5. Approve ongoing admissions of full-time classes to replace graduating students with the following stipulations:
 - a. No additional classes are added to the program's approved pattern of admissions without prior Board approval. The program's pattern of admissions includes admission of full time classes not to exceed admission of 90 students per year. The Board delegates approval of the configuration of those classes to the Executive Officer after receiving additional supporting information from the program director.
 - b. The director documents that adequate resources, i.e. faculty and facilities, are available to support each admitted class of students.
 - c. The program's average annual pass rates remain compliant with regulatory requirements.

Moved/Seconded: Victor King/Eric Mah

Support: 6 Oppose: 0 Abstain: 0

13.C.2. NCP College of Nursing, South San Francisco, VN Program – Consideration of Request to Admit Students; Consideration of Request for Ongoing Admissions

Suellen Clayworth, NEC, presented a report relative to the NCP College of Nursing, South San Francisco, VN Program's request for the Board to reconsider the EO's decision dated December 6, 2012. Based on data from the fourth quarter of 2012 (October – December), the program's average annual pass rate is 63%, which is eleven percentage points below the State average annual pass rate.

Program Representative:

Roland Jaochico, Program Director

- Mr. Jaochico thanked Ms. Clayworth for the guidance that she provided for the program. He acknowledged that the program's pass rates have been low, but improvements have been made. He requested the Board to consider changing the recommendation to allow the school to admit three classes of thirty students.

Public Comment: None received.

Board Discussion:

- Mr. King stated that he is less inclined to approve three classes of thirty students for the program similar to the Hayward campus because of a previous violation notice.

MOTION: To accept the report and adopt the recommendations as amended:

1. Approve the program's request for a full-time class of 45 students on March 25, 2013, only.
2. The ongoing pattern of admission listed in Recommendation #3 below superseded all previous approvals for ongoing admissions of full-time and part-time classes.
3. Deny the program's request for ongoing admission of three full-time classes per year.

Moved/Seconded: Victor King/Ling-Ling Chang

Support: 6 Oppose: 0 Abstain: 0

14. PUBLIC COMMENT PERIOD

- Brian Chilstrom, Summit College, thanked the Board for allowing the public to attend the Board Member Workshop. He stated that the Board is doing a great job and is always accommodating. He explained to the program directors the path that Summit College took to get to where it is now.

15. ADJOURNMENT

The meeting adjourned at 5:03 p.m.

Prepared by: _____
Teresa Bello-Jones, J.D., M.S.N., R.N.
Executive Officer

Date: _____

Approved by: _____
Todd D'Braunstein
President

Date: _____