

**PETITION TO REQUEST EXTENSION OF INTERIM DIRECTOR APPOINTMENT
 AUSTIN COMMUNITY COLLEGE
 ASSOCIATE DEGREE NURSING EDUCATION PROGRAM**

SUMMARY OF REQUEST:

Consider the request from Austin Community College Associate Degree Nursing Education Program for an additional extension of the Interim Department Chair/Director appointment of Jean E. Ward, MSN, RN.

HISTORICAL PERSPECTIVE:

- In December 2003, Yvonne Van Dyke, MSN, RN, Dean of Health Sciences at Austin Community College (ACC) requested approval of Jean E. Ward, MSN, RN as Interim Department Chair/Director of the Associate Degree Nursing (ADN) Program to replace the previous director, appointed in January 1999 and who resigned in January 2004.
- The appointment of Ms. Ward as Interim Department Chair/Director was approved and effective for the period of January 2004 to January 2005.
- On December 21, 2004, Ms. Van Dyke submitted a request to the Board for an extension of the appointment of Ms. Ward as the Interim Department Chair/Director for an additional year. Ms. Van Dyke indicated in her letter that numerous avenues for advertising the position vacancy had not been successful and that the College Human Resources Department would continue to aggressively advertise and recruit for that position.
- At the January 20-21, 2005 meeting, the Board approved a one-year extension of the appointment of Ms. Ward as Interim Department Chair/Director from January 2005 through January 2006.
- On January 3, 2006, Eileen Klein, EdD, RN, Interim Dean for Health Sciences, submitted a request for an extension of the appointment of Ms. Ward as Interim Department Chair/Director for another year.
- The petition for extension of the appointment for Ms. Ward to continue as the Interim Department Chair/Director of the ADN Program for a third year was referred to the Education Liaison Committee for review as Rule 215.6(g)(3) requires that "If an acting director is appointed to fill the position of the director, this appointment shall not exceed one year."

PROS AND CONS:

Pros:

- Ms. Ward is an experienced nursing faculty and she has been in the position of Interim Department Chair/Director of the ACC ADN Program for two (2) years.
- The ACC ADN Program's NCLEX-RN® pass rate has been commendable for the past five (5) years. See table below:

YEAR	Approval Status	NCLEX-RN® Examination Pass Rates	Austin Community College ADN Program Number of First-Time Candidates (Passed/Total)
2005	Full	92.97%	119/128
2004	Full	90.65%	126/139
2003	Full	96.43%	113/117
2002	Full	91.30%	95/104
2001	Full	97.00%	Unavailable

Cons:

- After more than two (2) years of recruitment efforts, the college has not appointed a permanent nursing program department chair/director for the ACC ADN Program.
- Review of the ACC Job Vacancy Notices revealed that the position of ACC ADN Department Chair/Director is listed as a Faculty Position (Instructor) and the role of Department Chair/Director is not emphasized in the Description of Major Duties and Tasks (See Attachment Two.) The role of a faculty (instructor) is the role emphasized in the Description of Major Duties and Tasks.
- Rule 215.6(f)(6) related to Administration and Organization requires in pertinent part that “Each professional nursing education program shall be administered by a qualified individual who is accountable for the planning, implementation and evaluation of the professional nursing education program. The dean or director shall: . . .not carry a teaching load of more than three clock hours per week if required to teach.” It appears that the Description of Major Duties and Tasks for the ACC ADN Department Chair/Director does not fully address the role of a director as outlined in Rule 215.6(f).
- ACC has been granted one (1) extension of the appointment of Ms. Ward beyond the one (1) year appointment time frame allowed by Rule 215.6(g)(3). Approval of this current request would extend the appointment of Ms. Ward as Interim Department Chair/Director for a total of three (3) years.

EDUCATION LIAISON COMMITTEE RECOMMENDATION:

A majority of the Education Liaison Committee members voted to recommend approval of an extension of the appointment of Jean E. Ward, MSN, RN as Interim Department Chair/Director for the Austin Community College Associate Degree Nursing Education Program for a third year, through January 2007, change the program’s approval status and issue specific requirements to be met.

STAFF RECOMMENDATION:

Move to grant an extension of the appointment of Jean E. Ward, MSN, RN as Interim Department Chair/Director for the Austin Community College Associate Degree Nursing Education Program for a third year, through January 2007, change the program’s approval status from Full to Full with Warning and issue the commendation and requirements to be met, as indicated in the attached letter (See Attachment Three).



Dr. Stephen B. Kinslow, President

5930 Middle Fiskville Road • Austin, Texas 78752-4390 • 512.223.7000

January 3, 2006

Ms. Robbin L. Wilson, MSN, RN
Lead Nursing Consultant for Education
Board of Nurse Examiners
1333 Guadalupe #3-460
Austin, TX 78701

Dear Ms. Wilson:

Austin Community College (ACC) has been unable to hire a qualified applicant to fill the Associate Degree Nursing Program Department Chair/Director position. ACC has advertised in multiple media sources, multiple times. Following is a list of the advertising media the College used to recruit qualified applicants.

- Chronicle of Higher Education
- NurseWeek
- Hispanic Outlook for Education
- Austin American Statesman
- Community College Times
- Community College Weekly
- Austin Community College Human Resources Web Site

Additionally, a college representative recruiting for this position attended a nursing job fair in San Antonio, Texas, attended the Texas Association of Blacks in Higher Education annual meeting; and traveled to several colleges in Texas seeking applicants.

Jean E. Ward continues to provide very good leadership for the Program in her interim role. I trust the Board will give approval for Ms. Ward to continue in this capacity as the College engages the professional services of a search firm.

Please contact me if you have questions or need additional information.

Sincerely,

Eileen Klein, RN, EdD
Executive Dean Health Sciences, Interim

CC: Mike Midgley
Jean E. Ward
Files

Cypress Creek Campus 1555 Cypress Creek Rd. Cedar Park, Texas 78613 512.223.2000 FAX 223.2001	Eastview Campus 3401 Webberville Rd. Austin, Texas 78702 512.223.5100 FAX 223.5125	Highland Business Center 5930 Middle Fiskville Rd. Austin, Texas 78752 512.223.7000	Northridge Campus 11928 Stonehollow Dr. Austin, Texas 78758 512.223.4000 FAX 223.4601	Pinnacle Campus 7748 Highway 290 W Austin, Texas 78736 512.223.8001 FAX 223.8160	Rio Grande Campus 1212 Rio Grande Austin, Texas 78701 512.223.3003 FAX 223.3406	Riverside Campus 1020 Grove Boulevard Austin, Texas 78741 512.223.6000 FAX 223.6709
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Instructor, Associate Degree Nursing -Department Chair

(Amended) (Fall 2006 Faculty Appointments)

Job #100430

Applications currently being accepted.

DESCRIPTION OF MAJOR DUTIES AND TASKS

Serves as Department Chair for the Associate Degree in Nursing (ADN) Program. Provides collaborative leadership that develops and maintains an environment conducive to the teaching/learning process. Supports ongoing relationship with affiliate agencies and ensures responsiveness to community needs while working with the faculty to develop and implement a curriculum that prepares students for successful licensure and contemporary professional nursing practice. Responsible for instructing Associate Degree Nursing students in a variety of nursing courses in accordance with College policy and procedures, advising students, maintaining office hours, assisting with registrations, serving on College committees, maintaining professional competence, and participating in professional development activities. Assignments may include days, evenings, weekends and/or multiple campus locations. Reports to the Dean of Health Sciences. Performs other related duties as assigned.

QUALIFICATION STANDARD

Knowledge, Skills, Abilities and Experience: Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required: Three years experience teaching at the Associate Degree Nursing level. Demonstrated vision and successful administrative experience in Associate Degree Nursing education. Strong commitment to Associate Degree Nursing education and experience in the National League for Nursing Accrediting Commission accreditation process. Effective community college-level teaching experience. Must possess computer skills and have the ability to use common software programs (Word, Excel, PowerPoint, etc.) and manage data using technology as well as demonstrate the ability to implement the use of technology in nursing education. Must demonstrate 1. creativity and innovation in the field, 2. experience in online and other distance learning instructional methods 3. service in the profession and/or the community, 4. sensitivity to, and knowledge of, a diverse student body, 5. experience in building and maintaining relationships, 6. excellent verbal and written communication skills, and 7. an understanding of the comprehensive mission and philosophy of the community college. Successful candidate must have excellent interpersonal skills and be able to effectively plan, organize, and manage in a complex, fast-paced environment.

EDUCATION	
Required: Master's degree in nursing and licensure (or eligibility for licensure) in Texas as a Registered Nurse.	
LOCATION:	As assigned
SALARY:	Salary dependent upon education and related experience.
APPLICATION PROCEDURES:	<p>Qualified applicants should complete an application for employment and when possible include a resume/vitae. Official transcripts are required upon the time of submission when applying for Faculty, Adjunct, and all Professional-Technical positions. Official transcripts are also required for additional job classifications when indicated on the job posting. All applicants are required to have a completed application if requested for an interview. Please reference the job number and posted title on all submitted application materials. Applicants may submit application materials or mail them to the Highland Business Center, Office of Human Resources, 5930 Middle Fiskville Rd, Austin, TX 78752. Employment Applications may be downloaded from the ACC web site at http://www.austincc.edu.</p>
ACC Application for Employment	

Attachment Three

January 26, 2006

Eileen Klein, EdD, RN
Interim Executive Dean of Health Sciences
Austin Community College
Eastview Campus
3401 Webberville Road
Austin, Texas 78702

Dear Ms. Klein:

This letter is to notify you that your request for an extension of the appointment of Jean E. Ward, MSN, RN, as Interim Department/Director for the Associate Degree Nursing Program was discussed at the January 19-20, 2006 meeting of the Board of Nurse Examiners. It was the decision of the Board to approve an extension of the appointment of Ms. Ward as Interim Department Chair/Director of the Associate Degree Nursing Program at Austin Community College through January 2007 or until a successor assumes the position which ever comes first.

Additionally, the Board reviewed the program's 2005 NCLEX-RN® examination pass rates and the 2005 Annual Report. After discussion and review of the documentation, including the petition for an extension of the appointment of Ms. Ward as the program's Interim Department Chair/Director, it was the Board's decision to move the approval status of the Austin Community College Associate Degree Nursing Program from Full to Full with Warning and issue the following commendation and requirement to be met.

COMMENDATION:

The program is commended for a 92.97% pass rate on the 2005 NCLEX-RN® examination.

REQUIREMENT:

Rule 215.6(g)(3) related to Administration and Organization requires that "If an acting director is appointed to fill the position of the director, this appointment shall not exceed one year." **Therefore**, the administration of the college shall submit documentation of the engagement of a professional search firm no later than February 15, 2006 and submit monthly status reports regarding the progress toward employment of a permanent Department Chair/Director for the Austin Community College Associate Degree Nursing Program.

A requirement is mandatory and based on program assessment directly related to the rule. A requirement shall be addressed in the manner prescribed. Please report on the address of the above requirement to be met and submit documentation to the Board office as indicated. If additional information or clarification is needed, please contact Board staff at (512) 305-6815.

Sincerely,

Linda Rounds, PhD, RN, FNP
President

Robbin Wilson, MSN, RN
Lead Nursing Consultant for Education

cc: Jean E. Ward, MSN, RN
Interim Department Chair/Director, Associate Degree Nursing Program