

**Proposal to Establish a New Nursing Education Program
CyberTex Institute of Technology in Austin, Texas
Vocational Nursing Education Program**

Summary of Request:

Consider the CyberTex Institute of Technology (CIT) proposal to establish a new Vocational Nursing (VN) Education Program in Austin, Texas. The final revised proposal was provided electronically to members of the Board. A notice of public hearing has been posted (See Attachment #1).

Historical Perspective:

- Founded in 1999 by Iqbal Sheikh, CIT initially focused on corporate training and was the Dell™ preferred vendor. In early 2001, CIT opened its doors to the general public and graduated its first class in August 2001.
- CIT began operations at 5555 North Lamar Boulevard in Austin, Texas, and moved to its present location at 6300 La Calma Drive, Suite 350, Austin, Texas in 2005. In April 2008, CIT expanded its operations and opened a branch campus in Killeen, Texas.
- CIT is licensed as a career school and originally approved to offer programs by the Texas Workforce Commission (TWC), holding accreditation from the Council on Occupational Education (COE). Upon approval of the VN education program by the Texas Board of Nursing (BON), CIT will make application to the TWC and COE for their approval of the VN program.
- The current TWC certificate has expired.
- A letter from the Texas Veterans Commission dated May 20, 2014, notified CIT that their approval to train Department of Veterans Affairs eligible persons under the provisions of Title 38 United States Code was withdrawn (See Attachment #2).
- The letter of intent to establish the CIT VN Education Program proposal was received in the Board office in 2013, with the first proposal received by Board staff on April 14, 2014. After review and a face-to-face meeting with the proposed program director, the proposal was deemed complete in September 2014 and a site visit conducted on September 10, 2014 by Board Staff (See Attachment #3).

Summary of Proposal:

Overview of the Proposal:

- CIT proposes to establish a new VN Education Program in Austin, Texas.
- The program is designed to be completed in four (4) fifteen week terms for a total of fourteen (14) months in length.
- The program plans to admit a total of sixty (60) students per year.
- The first cohort of thirty (30) students who have met the admission requirements will be enrolled in January 2015. The projected graduation date for the first cohort will be February 2016. The second cohort of students will be admitted in July 2015 with a projected graduation date of April 2016.

Rationale and Need for Program:

- The rationale for the establishment of the program is based upon data from the Texas Higher Education Coordinating Board (THECB) that projects a growing need for more vocational nurses in Texas and upon the population growth in Texas.
- Letters of support from community leaders in Austin, Texas and the surrounding communities indicate support for the proposed nursing program.
- Data indicate that Austin, Texas and surrounding communities are experiencing growth.

Administration and Organization:

- The mission of the proposed VN program at CIT mirrors CIT's mission and institutional goals. Both CIT and the proposed program desire to provide individuals with workplace skills that qualify them for initial employment in the workforce and/or career advancement after employment in the health care field.
- The proposed program director is Robbin Wilson, MSN, RN. Ms. Wilson has over twenty-nine years of nursing experience. Her teaching experience encompasses six and one-half (6 ½) years full-time and three and one-half (3 ½) years part-time in nursing education programs.
- The organizational chart indicates that the proposed program director for the VN program reports directly to the Chief Administrative Officer.

Faculty:

- Currently, CIT employs one RN, Ms. Robbin Wilson, who is functioning as the Director of Nursing Program Development. Upon approval of the VN Program, Ms. Wilson will become the Director of the VN Program.
- Five (5) prospective nursing faculty members have been identified. Two (2) of the faculty identified provided nursing consultation services during the development of the proposal. Two (2) of the five (5) identified nursing faculty have previously taught in VN programs.
- For the initial cohort of thirty (30) students, the program will need to employ at least two (2) full-time nursing faculty members and one (1) part-time faculty member. As the enrollment for the program increases, additional faculty will be hired.
- CIT plans to increase the faculty to four (4) full-time and two (2) part-time faculty when the second cohort of thirty (30) students is added. The plans are to maintain these faculty numbers throughout the first five (5) years of the program.
- CIT has employed two (2) full-time faculty members in the nursing department.
- The Faculty Handbook review indicates compliance with required rules related to faculty policies and organization. It also includes information which will guide the faculty members in their understanding of program operations as well as in their teaching roles.
- Funding for faculty travel is included in the proposed program budget.

Students:

- The proposed program plans to initially admit two (2) cohorts of thirty (30) students totaling sixty (60) students admitted during the first year. The program plans to admit two (2) cohorts of thirty (30) students during subsequent years of operation amounting to a total of sixty (60) students annually.
- The program anticipates the first cohort to be comprised of students from CIT who are currently in the Medical Assisting (MA) Program and former graduates of the CIT MA Program.
- Recruitment of students will be directed locally, regionally, and nationally through the media as well as through face-to-face recruiting activities. Through a nursing career survey, CIT has identified 106 individuals who would be considered serious prospective students.
- The Student Handbook has been reviewed and found to be in compliance with required student policies and information related to eligibility issues.

Program of Study:

- The mission, philosophy, and learning objectives/outcomes of the proposed VN Program align with those of CIT.
- The School of Nursing's mission is to provide the highest quality education and workplace skills to nursing students so that they qualify for initial employment as licensed vocational nurses and prepare them to function successfully as safe, competent, and compassionate nurses within a constantly changing healthcare environment.
- The proposed VN program consists of eighteen (18) separate courses consisting of 1410 clock hours. The 1410 clock hours are divided into 560 theory hours and 850 clinical hours. The 850 clinical hours are further subdivided into 370 lab hours and 480 externship/clinical hours.
- The program objectives and curriculum are based upon the following: *The Core Performance Standards (Southern Regional Education Board, 2010)*, *Nursing Scope and Standards of Practice (ANA, 2010)*, 2014

NCLEX-PN® Test Plan (NCSBN, 2013), and Differentiated Essential Competencies of Graduates of Texas Nursing Programs (TBON, 2010).

- The program of study includes both an MA to VN track and a generic VN track. Both tracks are offered in four (4) 15-week terms. The length of the entire program is fourteen (14) months.
- All nursing courses will be taught in a face-to-face format with small classes and individual faculty attention to students.
- Each nursing course builds on other courses, providing students the opportunity to move to a higher level of thinking and learning as the curriculum advances. Several courses are designed to incorporate the entire life span, allowing students to gain a comprehensive picture of patient care and nursing practice.
- A thorough description of each course is detailed in the proposal.

Clinical Learning Experiences:

- Clinical learning experiences have been established through collaboration with community healthcare facilities and with other nursing programs that use the facilities to ensure that there is no impact on the other nursing programs in the implementation of the CIT nursing program.
- Clinical learning experiences for the program will be conducted in a variety of local healthcare facilities, including, but not limited to long term care, skilled nursing, and health and rehabilitation centers. The learning experiences will be conducted using the traditional nursing faculty-on-site model except when a clinical site specifically requests use of the faculty/preceptor-supervised model. Students will have opportunities to care for patients with both acute and non-acute conditions.
- Clinical learning experiences will begin in Term II after all the basic nursing skills have been introduced and students have demonstrated proficiency in the skills lab.
- A proposed clinical rotation plan is included in the proposal.
- The proposed VN Program currently has affiliation agreements with five (5) clinical facilities. Of the five (5), only two (2) have nursing education programs utilizing their facilities at this time.

Financial Support:

- CIT is a wholly owned subsidiary of CyberTex, Incorporated. CIT has committed the appropriate facilities, resources, personnel, and services to support the proposed VN program. The maximum investment in the program will be approximately \$500,000 including capital expenditures and two-years of operating costs minus income from the program. CIT has sufficient financial resources to support the proposed VN Program.
- The proposed VN start-up expenses include repurposing of an existing academic building and purchasing equipment, furnishings, and library resources; these expenses will be funded from school reserve funds. Continued funding will be through the school's traditional budgeting process effective with the 2014-2015 academic year. The facility site visit confirmed that the requirements of Board Rule 214 regarding facilities, resources, and services are completely addressed with strong financial support from administration.
- Excerpts from CIT's *Audited Financial Statements* for 2011 and 2012 confirm evidence of financial stability.
- Upon approval of the VN Program and prior to the actual enrollment of students, an Office Coordinator will be hired in a part time capacity to assist with student admissions and preparations for full implementation of the program. As the need for more secretarial support evolves, this will become a full time position.

Facilities, Resources, and Services:

- The proposed VN Program will be conducted on the fourth floor of CIT in Suite 410 and Suite 440 which contains approximately 5,249 square feet. Renovations of this space have been completed and contain two (2) large classrooms with seating capacity for thirty (30) students; a study/virtual library room; a nursing skills laboratory with state-of-the art equipment and supplies; a break room/lounge with a refrigerator, two (2) microwaves, sinks, cabinets, tables and chairs and several benches for additional seating; a reception area; Program Director and faculty offices; a tech room and two (2) storage rooms.
- CIT will subscribe to EBSCO Host and will maintain *CINAHL* with full text package for use by CIT students.
- CIT student services include a Financial Aid Office and Career Services department.

Records and Reports:

- Filing cabinets for faculty and student files are located in secure areas in several spaces and are lockable.
- Record retention policies for the program and CIT will be followed.

Total Evaluation Plan:

- The proposed program's total evaluation plan is well developed and provides measurable indicators of achievement. It approaches the collection, review, and analysis of various aspects of the education program systematically, aggregating and trending data. The focus of the plan is to identify the effectiveness of student learning, development, and learning resources, making changes when areas of need are identified.

Comments from Survey Visit:

Board staff met with administration, the proposed director of the program, one (1) proposed faculty member, and support staff from CIT, as well as toured the campus and its facilities.

Pros:

- CIT administration has committed the resources to implement and support the proposed program.
- The campus offers learners multiple resources appropriate to a well-established program.
- Innovative, comprehensive, and diverse clinical learning experiences have been identified and relationships with affiliating agencies secured. A number of these agencies are not presently utilized by other nursing programs.
- The proposed director and the two (2) full-time proposed faculty members are qualified, bringing varied experiences and knowledge sets appropriate to pre-licensure vocational nursing education.
- CIT plans for limited enrollment with small classes.

Cons:

- The Texas Workforce Commission license is not current.
- The approval of CIT by the Texas Veterans Commission has been withdrawn.

Staff Recommendation:

Move to grant initial approval to CyberTex Institute of Technology Vocational Nursing Education Program in Austin, Texas, and impose the conditions/requirements in the attached Board Order (See Attachment #4).

**BOARD OF NURSING FOR THE STATE OF TEXAS
333 Guadalupe Street, Suite 3-460
Austin, Texas 78701-3942**

NOTICE OF PUBLIC HEARING
for
Consideration of a Proposal from CyberTex Institute of Technology
To Establish A
Vocation Nursing Education Program
in Austin, Texas

Date and Time: October 23, 2014 at 2:20 PM
Place: Hobby Building
333 Guadalupe Street
Tower 2, Room 225
Austin, Texas

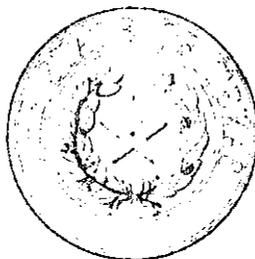
The Board will hear testimony from individuals who wish to present information concerning the proposal. Written testimony will also be considered and should be received in the Board's office by October 9, 2014.

Address written testimony to:
Katherine Thomas, MN, RN, FAAN, Executive Director
Texas Board of Nursing
333 Guadalupe Street, Suite 3-460
Austin, Texas 78701-3942

ELISEO "AL" CANTU, JR.
Major, US Army (Retired)
Chairman

JAMES H. SCOTT
Colonel, USAF (Retired)
Vice Chairman

THE REV. RICHARD A. McLEON, IV
US Army Veteran
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Member

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Colonel, US Army (Retired)
Executive Director

TEXAS VETERANS COMMISSION VETERANS EDUCATION

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COPY

May 20, 2014

WITHDRAWAL NOTICE

Mr. Iqbal Sheikh, Owner
CyberTex Institute of Technology – Austin
6300 La Calma Drive, Suite 350
Austin, Texas 78752

Dear Mr. Sheikh:

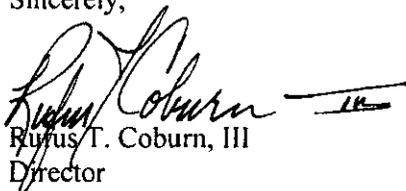
Veterans Education is hereby **withdrawing your approval** to train Department of Veterans Affairs (VA) eligible persons under the provisions of Title 38 United States Code effective May 14, 2014.

This notice is being issued due to your failure to respond to our letter of suspension on March 12, 2014 and your failure to provide proof of payment of fines, student refunds, and all other requirements set by the Texas Workforce Commission in its letters of March 7, 2014.

Additionally, Department of Veterans Affairs records indicate that your school certified new students for VA educational benefits during the term of suspension, violating 38 CFR § 21.4259(a)(2). Further action against your school regarding overpayment of VA educational benefits will be at the direction of the VA Muskogee Regional Processing Office, the VA Waco Regional Office, and the State Approving Agency.

This withdrawal does not relieve your school of the record keeping requirements of 38 CFR § 21.4209.

Sincerely,


Rufus T. Coburn, III
Director

RC:cb:NCD:S0464-14

cc: Department of Veterans Affairs Central Office, Washington, D.C.
Department of Veterans Affairs Regional Processing Office, Muskogee, Oklahoma
Department of Veterans Affairs Regional Office, Waco, Texas
Career Schools and Colleges, Texas Workforce Commission, Austin, Texas

TEXAS BOARD OF NURSING
SURVEY VISIT PROGRAM REPORT
Vocational Nursing Education Program

NAME OF NURSING PROGRAM: CyberTex Institute of Technology in Austin, Texas Vocational Nursing Education Program

PROPOSED DIRECTOR: Robbin Wilson, MSN, RN

REASON FOR SURVEY: New Proposal

DATE: September 10, 2014

SURVEY VISITOR: Virginia Ayars, EdD, MS, RN

In this report the nursing program met standards and criteria unless otherwise indicated by narrative. Narrative in the Evidence column documents findings of pertinent data, outstanding performance, or deficiencies. Narrative in the Comments column includes recommendations or requirements to be met based on analysis of the survey visit

§215.11 Facilities, Resources, and Services	Evidence	Comments
<p>(a) The controlling agency/governing institution shall be responsible for providing:</p> <ul style="list-style-type: none"> (1) educational facilities, (2) resources, and (3) services which support the effective development and implementation of the nursing education program. 	<p>Board staff met with CyberTex Institute of Technology (CIT) President and Chief Executive Officer Iqbal Sheikh, Chief Administrative Officer Ali Azam, Chief Financial Officer and Campus Director Mudassir Shaikh, and IT Administrative Technician Bryan Kaley. Strong administrative support was evident during the survey visit. The administrators expressed that comprehensive resources have been and will continue to be dedicated to the new vocational nursing program.</p>	<p>Criteria met.</p>
<p>(b) An appropriately equipped skills laboratory shall be provided to accommodate maximum number of students allowed for the program.</p> <ul style="list-style-type: none"> (1) The laboratory shall be equipped with hot and cold running water. (2) The laboratory shall have adequate storage for equipment. 	<p>The Nursing Skills Laboratory consists of approximately 1,820 square feet of floor space and contains seven adult patient cubicles, two pediatric cubicles and a nursery cubicle. Each adult cubicle has individual privacy curtains, a hospital bed, a bedside table, and an over-bed table. The two pediatric cubicles have privacy curtains and a crib in each cubicle. The nursery cubicle has privacy curtains and two bassinets. The Nursing Skills Laboratory also includes a small sitting area, tables and chairs for students, a one-person office with a glass viewing window and a large cabinet for storage, a storage closet, one stationary sink and one portable sink. Hot and cold running water were evidenced.</p>	<p>Criteria met.</p>
<p>(c) The director/coordinator and faculty shall have adequate secretarial and clerical assistance to meet the needs of the program.</p>	<p>A part-time Office Coordinator is available to assist with student admissions and preparations for full implementation of the Vocational Nursing Program. As the need for more secretarial support evolves, the part-time Office Coordinator position will move to a full time capacity.</p>	<p>Criteria met</p>

§215.11 Facilities, Resources, and Services	Evidence	Comments
<p>(d) The physical facilities shall be adequate to meet the needs of the program in relation to the size of the faculty and the student body.</p> <p>(1) The director/coordinator shall have a private office.</p> <p>(2) Faculty offices shall be conveniently located and adequate in number and size to provide faculty with privacy for conferences with students and uninterrupted work.</p> <p>(3) Space for clerical staff, records, files, and equipment shall be adequate.</p> <p>(4) There shall be mechanisms which provide for the security of sensitive materials, such as examinations and health records.</p> <p>(5) Classrooms, laboratories, and conference rooms shall be conducive to learning and adequate in number, size, and type for the number of students and the educational purposes for which the rooms are used.</p> <p>(6) Teaching aids shall be provided to meet the objectives/outcomes of the program.</p> <p>(7) Adequate restrooms and lounges shall be provided convenient to the classroom.</p>	<p>The CIT Nursing Department is comprised of approximately 5,249 square feet of floor space on the 4th floor of the building, in two suites: Suite 410 (Education Complex) and Suite 440 (Nursing Skills Laboratory). Two classrooms, offices, reception area, study/virtual library room, and the break room/lounge area are located in Suite 410. This suite consists of approximately 3,429 square feet of floor space and includes the following: a modern, expansive office for the Program Director; offices to accommodate four faculty members; two large classrooms with seating for 30 students in each classroom; a study/virtual library room; a Nursing Skills Laboratory with state-of-the-art equipment and supplies; a break room/lounge area with a refrigerator, two microwaves, sinks, cabinets, tables and chairs, and several benches for additional seating; a reception area; a tech room; and two storage rooms. Spacious restrooms with handicap facilities are provided on each floor. There is a break room/kitchen with vending machines on the 3rd floor that is available for CIT staff/faculty and students' use and an additional break room/lounge area with kitchen facilities in the Suite 410 educational complex on the 4th floor. This large break room/lounge area can also be utilized for student meetings and assemblies. A large television and DVD player will be located in this area to be utilized by faculty and students.</p>	<p>Criteria met.</p>
<p>(e) The learning resources, library, and departmental holdings shall be current, use contemporary technology appropriate for the level of the curriculum, and be sufficient for the size of the student body and the needs of the faculty.</p> <p>(1) Provisions shall be made for accessibility, availability, and timely delivery of information resources.</p> <p>(2) Facilities and policies shall promote effective use, i.e. environment, accessibility, and hours of operation.</p>	<p>Each of the two classrooms is furnished with 2-person desks and individual desk chairs and accommodates 30 students. Each student will be provided with an individual laptop computer with internet capabilities for their personal use while in the CIT classroom. Each classroom is furnished with an overhead computer projector with internet capabilities, white boards, and bulletin boards. A network printer is available for student use. The study/virtual library room has two computers available for student use along with tables and chairs for studying and group work. The two computers have internet capabilities and will be connected to the network printer for student use. CIT will be subscribing to EBSCO Host and will maintain the <i>CINAHL</i> with Full Text package for use by CIT students. According to EBSCO, <i>CINAHL</i> is a valuable resource that provides full text for more than 600 nursing and allied health journals (2014). The database includes indexing for nearly 3,100 journals.</p>	<p>Criteria met.</p>

§215.12 Records and Reports		
<p>(a) Accurate and current records shall be maintained for a minimum of two (2) years in a confidential manner and be accessible to appropriate parties, including Board representatives. These records shall include, but are not limited to:</p> <ul style="list-style-type: none"> (1) records of current students; (2) faculty records; (3) administrative records, which include minutes of faculty meetings for the past three years, and school catalogs; (4) the current program of study and curriculum including mission and goals (philosophy and outcomes), and course outlines; (5) agreements with affiliating agencies; and (6) the master plan of evaluation with most recent data collection. 	<p>Both electronic and hard copy maintenance and storage of documents were discussed during the survey visit.</p>	<p>Criteria met.</p>
<p>(b) Record forms may be developed by an individual school</p>	<p>Record forms have been developed by the school.</p>	<p>Criteria met.</p>
<p>(c) Hospital employment forms are not to be used for student records.</p>	<p>The issue was discussed during the survey visit.</p>	<p>Criteria met.</p>
<p>(d) Records shall be safely stored to prevent loss, destruction, or unauthorized use.</p>	<p>Student academic records will be managed and controlled by the Program Director. Nursing department records will be maintained in locked fire-proof metal cabinets that are located in the nursing department. Security measures are in place.</p>	<p>Criteria met.</p>

DRAFT LETTER

October 23, 2014

Robbin L. Wilson, MSN, RN
Director of Nursing Program Development
Vocational Nursing Education Program
CyberTex Institute of Technology
6300 La Calma Dr., Suite 410
Austin, Texas 78752

Dear Ms. Wilson:

At the October 2014 meeting, members of the Texas Board of Nursing (Board) discussed the CyberTex Institute of Technology Proposal to Establish a New Vocational Nursing Education Program in Austin, Texas. The members of the Board wish to thank you and ----- for being present to answer questions.

Based upon the discussion and review of documents, it was the decision of the Board to grant Initial Approval to CyberTex Institute of Technology to establish a new Vocational Nursing Education Program in Austin, Texas, and impose the conditions/requirements in the attached Board Order.

We wish you success with the program. If you have questions, or if we may be of assistance, please contact Board Staff at (512) 463-4631 or sandi.emerson@bon.texas.gov.

Sincerely,

Katherine Thomas, MN, RN, FAAN
Executive Director

copy: Iqhal Sheikh, President and CEO
Council on Occupational Education
Texas Workforce Commission

BEFORE THE TEXAS BOARD OF NURSING

In the Matter of
CyberTex Institute of Technology
Vocational Nursing Education Program
in Austin, Texas

ORDER OF THE BOARD

A public meeting of the Texas Board of Nursing, hereinafter referred to as the Board, was held on October 23, 2014, 333 Guadalupe, Tower II, Room 225, Austin, Texas, to consider the CyberTex Institute of Technology proposal to establish a new Vocational Nursing Education Program in Austin, Texas, based upon the review of the Proposal and survey visit report, pursuant to Section 301.157, Texas Occupations Code and 22 Tex. Admin. Code Chapter 214.

After review and due consideration of the filed materials, as well as the presentation by the representatives from CyberTex Institute of Technology in Austin, Texas, and other interested parties, if any, the Board hereby grants INITIAL APPROVAL of the CyberTex Institute of Technology Vocational Nursing Education Program in Austin, Texas, and imposes the following conditions/requirements:

1. The program shall not admit more than two (2) cohorts of thirty (30) students in the first year and two (2) cohorts of thirty (30) students in subsequent years, totaling not more than sixty (60) students annually until the program is on full approval.
2. The program shall provide monthly reports to Board Staff indicating the progress toward renewal of the Texas Workforce Commission license beginning December 1, 2014.

Entered this 23rd day of October, 2014

Katherine Thomas, MN, RN, FAAN
Texas Board of Nursing