

**Report of Survey Visit  
Career Point College in San Antonio, Texas  
Associate Degree Nursing Education Program**

**Summary of Request:**

Consider the report of the July 28, 2015 survey visit to the Career Point College (CPC) in San Antonio, Texas Associate Degree Nursing (ADN) Education Program pursuant to lack of receipt of quarterly progress reports to Board Staff as ordered on January 22, 2015.

**Historical Perspective:**

- The CPC ADN program in San Antonio received initial approval as an LVN-RN Bridge program on January 17, 2013. The program's approval status was changed from Initial Approval to Full Approval at the January 2015 Board meeting subsequent to the 2014 National Council Licensing Examination (NCLEX) pass rate of 100% with 9/9 candidates passing the examination.
- The CPC ADN extension campus at Austin, Texas was approved by Board Staff on April 6, 2015.
- CPC is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS). Accreditation is granted through December 31, 2015. Further action is deferred until the December 2015 Council meeting at which time results from an October 25, 2015 Special Visit will be considered along with the responses from CPC to identified areas of noncompliance with ACICS Accreditation Criteria.
- Since the initial program proposal and subsequent approval, six (6) program directors have received approval from Board Staff. Currently, Jennifer L. Cook, MSN, RN, serves as the Program Director for the ADN Program. She was approved by Board Staff on April 15, 2015.
- CPC achieved its first NCLEX-RN® examination pass rate in the 2014 examination year. The pass rate reflects 9/19 graduates from the initial graduating cohort:

<b>Examination Year</b>	<b>NCLEX-RN® Examination Pass Rate</b>	<b>Number of First Time Candidates (Passed/Total)</b>	<b>BON Approval Status</b>	<b>Board Requirements</b>
2014	100%	9/9	Initial	Change to Full at January 2015 Board meeting

- Board Staff, Sandi Emerson and Virginia Ayars, Nursing Consultants for Education, conducted a one (1) day survey visit to CPC on July 28, 2015. The visit was prompted by the lack of receipt of prescribed progress reports as ordered by the Board at the January 2015 Board meeting.

**Summary of Survey Findings (See Attachment #1):**

- Findings from the survey visit indicate areas where the program is not in compliance with Board Rule 215.

## **Pros and Cons of Survey Visit:**

### **Pros:**

- Ms. Cook's education and experience meet Board Rule 215 requirements for approval as Program Director of a Professional Nursing Education Program.
- Administration stated they are supportive of the ADN Program and Program Director.
- Clinical learning experiences are faculty supervised with students providing hands-on direct patient care in a variety of clinical settings.
- Physical facilities are new and provide adequate space for the implementation of didactic and laboratory learning experiences.

### **Cons:**

- Quarterly progress reports as required by Board Order from the January 2015 Quarterly Board meeting have not been received by Board Staff.
- Written student program policies specific to progression, graduation, and termination are not being implemented or enforced by the Program Director and faculty.
- Methods to evaluate curriculum, including, but not limited to, testing and other student work, were not evident.
- The Total Program Evaluation plan has not been implemented.
- Policy inconsistencies are noted in the Student and Faculty Handbooks and course syllabi.
- Frequent turnover of program directors has contributed to inconsistent application of program policies and curriculum implementation.
- Areas of noncompliance with accreditation criteria have been noted by CPC's national accrediting agency, ACICS.

### **Staff Rationales:**

Board Staff has provided rationales for the requirements in the attached letter.

#### **Staff Rationale for Requirement #1:**

Rule 215.8(c) states: "The program shall have well-defined, written nursing student policies based upon statutory and Board requirements, including nursing student admission, dismissal, progression, and graduation policies that shall be developed, implemented, and enforced."

Rule 215.8 (f) (3) states: "It is the responsibility of the program and the nursing faculty to define and enforce nursing student policies."

Many deficiencies related to policies were found. Two (2) specific deficiencies of note include: non-enforcement of graduation policies as stated in the 2015-2016 Student Handbook Addendum, and, non-enforcement of the stated time limit for achieving program completion respective to standardized testing.

**Therefore**, the CPC Program Director and faculty shall review and update all student policies and establish mechanisms for implementation and enforcement of the policies. No later than December 1, 2015, the program shall submit to Board Staff a copy of student admission, dismissal, progression, and graduation policies and define enforcement processes.

#### **Staff Rationale for Requirement #2:**

Rule 215.13 (b) states: "All evaluation methods and instruments shall be periodically reviewed for appropriateness."

Rule 215.13 (c) states: "Implementation of the plan for total program evaluation shall be documented in the minutes."

Evaluation methods and instruments for curriculum review, including test analysis, were not available. The four (4) faculty minutes available for review do not reflect discussion of program evaluation methods and instruments. Although a program policy for total program evaluation was provided by the CPC Program Director, a working evaluation plan has not been implemented.

**Therefore**, the CPC Program Director and faculty shall develop methods and instruments to evaluate student achievement of program outcomes. No later than December 1, 2015, the program shall submit to Board Staff copies of all tools and/or instruments used to evaluate student achievement of program outcomes. Copies of minutes describing faculty discussion and action specific to program evaluation shall be submitted to Board Staff no later than December 1, 2015 and June 1, 2016.

**Staff Rationale for Requirement #3:**

Rule 215.1 (a) states: "The dean/director and faculty are accountable for complying with the Board's rules and regulations and the Nursing Practice Act."

The January 2015 Board Order requiring the program to submit quarterly progress reports has not been met.

**Therefore**, the program shall submit progress reports to Board Staff. Quarterly progress reports are due January 1, 2016, April 1, 2016, July 1, 2016, and October 1, 2016. Reports are to include, but are not limited to, current enrolled student numbers; cohort admission dates, numbers, and graduation dates; retention numbers and rates; re-admission numbers and rates; and tutoring hours per each cohort. The reports are to include data for both the San Antonio and Austin campuses.

**Staff Recommendation:**

Move to accept the report of findings of the July 28, 2015 survey visit to the Career Point College in San Antonio, Texas Associate Degree Nursing Education Program and impose the requirements/conditions indicated in the attached Board Order (See Attachment #2).

**Summary of Survey Visit  
Career Point College in San Antonio, Texas  
Associate Degree Nursing Education Program**

**Purpose of Survey visit:** Survey visit secondary to January 2015 program status change and non-compliance with Board Order requirement to provide quarterly progress reports to Board Staff.

**Date of Visit:** July 29, 2015

**Board Representatives Conducting Visit:** Sandi Emerson, MSN, RN, and Virginia Ayars, Ed.D, MSN, RN, CNE, Nursing Consultants for Education

**Nursing Consultants for Education met with:**

- Lawrence Earle, CEO, Career Point College
- Debbie Robbins, School Director
- Randy Bullis, J.D., Director of Regulatory Affairs
- Jennifer L. Cook, MSN, RN, Program Director
- Carla Leesberg, BSN, RN, Assistant Program Director
- Jeanene Burns, MSN, RN, Part-time didactic instructor
- April Chase-Ames, MSN, RN, Part-time didactic instructor
- Charles Cook, PhD, Full-time didactic instructor, general education courses
- Ramiro de los Santos, PhD, Full-time didactic instructor, general education courses
- Ghia Edwards, MA, Full-time didactic instructor, general education courses
- Lynda Jinkerson, MSN, BSN, RN, Full-time didactic/clinical instructor
- Gloria John, MSN, RN, Full-time college tutor
- Lettie Morse, MSN, RN, Full-time, evening supervisor
- Mary Satterwhite, MSN, RN, Full-time didactic/clinical instructor
- Karen Svoboda, MSN, MSH, RN, Full-time didactic instructor
- Ten (10) ADN students representing two different program levels

**Nursing Consultants for Education:**

- Held initial conference with director and administration;
- Reviewed course syllabi;
- Reviewed the Faculty and Student Handbooks;
- Reviewed examinations, assignments, and clinical evaluation tools;
- Reviewed clinical affiliation agreements;
- Met with ten (10) students;
- Met with faculty members;
- Reviewed records and documents including: student and faculty files, minutes of faculty meetings, and the Total Program Evaluation (TPE) Plan;
- Conducted exit interview with director and administration.

## Summary of Findings:

### Approval:

- Board members granted Initial program approval at the January 2013 Board meeting.
- Full approval status was granted at the January 2015 Board meeting based upon the 2014 NCLEX-RN® examination pass rate of 100% with 9/9 students passing the licensing examination. Nine (9) of the initial graduation cohort of nineteen (19) graduates tested in the 2014 examination year.
- Board Staff approved a request for a CPC extension site in Austin, Texas on April 6, 2015. The request approved an enrollment of thirty (30) students four (4) times annually in year one (1) and an enrollment of thirty (30) students eight (8) times annually in year two (2).

### Administration:

- The ADN Program Director reports directly to the School Director.
- Jennifer L. Cook, MSN, RN, was approved as Program Director on April 15, 2015. Ms. Cook has responsibility for the registered nursing educational program at both the San Antonio and Austin campus locations.
- Ms. Carla Leesburg is the assistant ADN Program Director at the San Antonio campus. At the time of the visit, no coordinator was in place for the ADN program at the Austin campus.
- Since initial program approval at the January 2013 Board meeting, the ADN program has had six (6) Program Directors.

### Program of Study:

- CPC ADN Education Program is an LVN-to-RN program offering a full-time eighteen (18) month option and a part-time twenty-seven (27) month evening-weekend option.
- The CPC ADN Education Program is offered at both the San Antonio campus and the Austin extension site campus.
- *The Differentiated Essential Competencies (DECS)(2010)* have been incorporated into the curriculum.
- The CPC ADN Program uses a concept-based curriculum. The curriculum concepts are not identified in the Faculty or Student Handbooks. Not all course syllabi contain concepts particular to the course.
- The program teaching methodology is entirely face-to-face. Distance education as a delivery mode is not utilized.
- It is unclear that faculty have developed and implemented evaluation methods and tools to measure student achievement of course and clinical objectives. The Faculty Handbook has no policy specific to test blueprinting, test item analysis, or interrater reliability. No documents which demonstrated blueprinting or item analysis of tests or examinations were available for review.
- Course syllabi are generic and do not reflect course particulars, including, but not limited to, assignment rubrics, clinical evaluation tools, standardized examination grading parameters, and concept based exemplars.

### Faculty:

- Faculty include: an assistant director of nursing at the San Antonio campus; a clinical coordinator; a faculty development coordinator; three (3) full-time non-nurse faculty who teach general education courses; a college tutor; an evening supervisor; three (3) full-

time faculty who teach both didactic and clinical courses; and, twelve (12) part-time faculty who teach didactic or clinical courses or both.

- Faculty workload is defined in the Faculty Handbook.
- At the time of the survey visit, faculty committees had not been created and were not operational. The faculty development coordinator and CPC Program Director report committees are in the process of being created.
- No minutes that reflect faculty participation in curriculum planning, implementation, and evaluation were available for review.
- In the sixteen (16) months prior to the survey visit, minutes from four (4) faculty meetings were available for review. Faculty meeting dates were: 3/25/14, 11/19/14, 3/20/15, and 4/17/15.
- During the meeting with faculty members, faculty were not able to articulate the number of concepts upon which the curriculum is based.
- Although policies in the Faculty Handbook are in accordance with BON requirements, not all policies are being implemented or enforced as written.
- It is unclear that faculty members have responsibility for developing, implementing, and evaluating the curriculum, or, that faculty participates in the development, implementation, and enforcement of standards/policies for admission, progression, probation, and dismissal of students.

#### Students:

- At the time of the survey visit, one hundred sixty-six (166) ADN students were enrolled at the San Antonio campus site. Under the current enrollment plan, the San Antonio campus can admit ten (10) cohorts of thirty (30) students annually.
- The CPC Austin extension site, approved in April 2015, enrolled twenty-three (23) students in June 2015 and anticipates an enrollment of twenty-five (25) students in November 2015. Both cohorts would graduate in April 2017.
- The CPC Student Handbook and the Vocational Nurse and Registered Nurse Student Handbook Addendum contain written policies required by Rule 215.8.
- Students report receiving verbal and written information regarding conditions that may disqualify graduates from licensure. Individual student signed receipts of this information are maintained in student files.
- Students report that a student advisory council was implemented in early July. Notices of a scheduled meeting to be held on August 4, 2015 were observed posted in the elevator and hallways of the building.
- Students verbalize lack of timely notification when changes in course content or class meeting hours are made.
- Students report inconsistencies in faculty application of policies.
- Students report frequent faculty turnover. Students shared that in some courses they had more than one instructor before completing the course.
- During the survey visit, the school owner and program director acknowledged that written student policies for dismissal and graduation are not being implemented and enforced.

#### Clinical Learning Experiences:

- The program has current, signed clinical contracts with a number of affiliating agencies. Diverse clinical opportunities are available for students.
- Faculty members provide supervision during all clinical learning experiences. No preceptors are currently being used for clinical learning experiences.
- Criteria for selecting clinical agencies are well-defined.

- The clinical evaluation tools are based upon course content, the DECAs, and are used for formative and summative evaluations throughout the program. Tools are not included in the course syllabi. The CPC Program Director reports students are provided the tool during class. The grading policy is unclear on how the tool is used in calculating the course grade.

Facilities, Resources, and Services:

- The ADN program recently relocated to new spaces within the Career Point College campus venue.

Records and Reports:

- Faculty files contain evidence of faculty qualifications, licensure, and faculty evaluations.
- Student files contain all documents required by Rule 215.
- Clinical affiliation agreements are current.

Total Program Evaluation (TPE):

- A TPE policy is included in the Faculty Handbook. The policy does not include the broad areas to be periodically evaluated as set forth in Rule 215.13 (a). The evaluation tool is not included in the Faculty Handbook.
- Faculty minutes available for review do not reflect documentation of implementation and evaluation of program decisions.
- On March 24, 2015, in response to inquiries concerning the request for approval of an extension site in Austin, Texas, Board Staff received a letter from the school owner which included corrective actions. Status of the actions at the time of the survey visit are noted in the right-hand column:

Action	Status at time of visit
A faculty development manager will be hired within ten (10) days to assist the faculty in developing improved instructional policy, procedures, and approaches. Orientation for beginning students will be revised to emphasize the academic rigors required of the RN program.	Faculty development leader announced at April 17, 2015 (faculty minutes). No documentation of revised orientation available.
All courses will include a comprehensive examination (Final Exam) of the material covered in the course. Each course's examination template will be reviewed for substance by the RN Director and Assistant RN Nursing Director. A failure in this examination will cause the student to fail the course. However, failing students will be provided tutorial assistance and will be allowed to retake the final examination an additional time. If the second attempt is not successful, the student will be required to repeat the course.	Policy not evident in Faculty or Student Handbooks nor in course syllabi (review of handbooks).
The RN Director is herewith instructed to contact Person-view (sic) to determine the areas of weakness for those students who took the RN Examination. She is also herewith instructed to revise the RN nursing Curricula, syllabi and other instruction materials and activities to remedy such weaknesses.	The CPC Program Director reports that through the use of speciality examinations (ATI), weaknesses in areas of pharmacology and maternal child were identified. Tutorial software provided in addition to tutorial assistance.

Action	Status at time of visit
Renewed emphasis will be placed on the policy which requires that no student will be considered for graduation unless that student has successfully passed all ATI progress examinations and achieve the "Green Light".	The graduation policy on page 16 of the 2015-2016 Vocational & Registered Nurse Student Handbook Addendum cites completion of Virtual ATI and achievement of "Green Light". The policy also cites that a student has thirty (30) days to accomplish or will be dropped from Nursing Program. This part of the policy is not being enforced. (handbook review and confirmation from administrative personnel)
The College will commit substantial additional monetary and personnel recourses (sic) to providing appropriate additional tutorial availability.	One (1) full-time tutor hired; faculty provide tutoring 2-3 hours weekly; library resources expanded
Student performance on the ATI progress examinations will be compared on a topic by topic basis with the grades awarded by each faculty member to determine if that faculty member is providing sufficiently rigorous training in his/her classroom.	The CPC Program Director found variances between ATI specialty examination results and course grades; ongoing faculty observations to determine faculty development needs
The College will contract with Ms. April Ernst to assist the College in assuring the curricula and syllabi are appropriate and current.	The CPC Program Director reports a recently executed contract to develop a vocational nursing curriculum using concept-based nursing design.
The RN Director will conduct a total program evaluation regarding RN College policy compliance to ensure that program policies are followed and that outcomes match stated goals.	The CPC Program Director reports development of a compliance form to be completed monthly to review policy compliance.
As stated, the College has experienced some difficulties managing the "concept-based curriculum" and a learning curve can be expected. The RN Director will collaborate with the Texas AD Nursing Concept-based innovative learning group to share teaching strategies.	The CPC Program Director reports a faculty member shared information learned from attendance at workshop on concept-based curriculum (CBC) with faculty at an in-service meeting. A proposal for faculty development workshop on CBC has been submitted to school administration.

DRAFT LETTER

October 26, 2015

Jennifer L. Cook, MSN, RN, Program Director  
Associate Degree Nursing Education Program  
Career Point College  
4522 Fredericksburg Road, Ste A-18  
San Antonio, TX 78201

Dear Ms. Cook,

At the October 22-23, 2015 meeting, members of the Texas Board of Nursing (Board) discussed the report of the survey visit to the Career Point College in San Antonio, Texas Associate Degree Nursing Education Program.

Based upon the discussion and review of documents, it was the decision of the Board to accept the report of the survey visit and issue the requirements/conditions as noted in the attached Board Order.

Requirements are mandatory criteria based upon program assessment directly related to the rules that must be addressed in the manner prescribed.

If you have any questions or if we may be of assistance, please contact Board Staff at (512) 463-4631.

Sincerely,

Katherine A. Thomas, MN, RN, FAAN  
Executive Director

Copy: Lawrence D. Earle, President & CEO  
Steven Rye, Texas Workforce Commission  
Anthony Bieda, ACICS

**BEFORE THE TEXAS BOARD OF NURSING**

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**In the Matter of:**

Career Point College  
Associate Degree Nursing Education Program  
in San Antonio, Texas

**ORDER OF THE BOARD**

A public meeting of the Texas Board of Nursing, hereinafter referred to as the Board, was held on October 22, 2015, 333 Guadalupe, Tower II, Room 225, Austin, Texas, to consider the survey visit report to Career Point College Associate Degree Nursing Education Program in San Antonio, Texas, pursuant to Section 301.157, Texas Occupations Code and 22 Tex. Admin. Code Chapter 214, based upon areas of noncompliance with Rule 215 identified in the July 28, 2015 Survey Visit Report.

After review and due consideration of the filed materials, as well as the presentation by representatives from Career Point College in San Antonio, Texas, and other interested parties, if any, the Board hereby ACCEPTS the survey visit report of the Career Point College Associate Degree Nursing Education Program in San Antonio, Texas, and hereby imposes the following conditions and requirements:

**Requirement #1:**

The CPC Program Director and faculty shall review and update all student policies and establish mechanisms for implementation and enforcement of the policies. No later than December 1, 2015, the program shall submit to Board Staff a copy of student admission, dismissal, progression, and graduation policies and define enforcement processes.

**Requirement #2:**

The CPC Program Director and faculty shall develop methods and instruments to evaluate student achievement of program outcomes. No later than December 1, 2015, the program shall submit to Board Staff copies of all tools and/or instruments used to evaluate student

achievement of program outcomes. Copies of minutes describing faculty discussion and action specific to program evaluation shall be submitted to Board Staff no later than December 1, 2015 and June 1, 2016.

Requirement #3:

The program shall submit progress reports to Board Staff. Quarterly progress reports are due January 1, 2016, April 1, 2016, July 1, 2016, and October 1, 2016. Reports are to include, but are not limited to, current enrolled student numbers; cohort admission dates, numbers, and graduation dates; retention numbers and rates; re-admission numbers and rates; and tutoring hours per each cohort. The reports are to include data for both the San Antonio and Austin campuses.

Entered this 22nd day of October, 2015

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Katherine A. Thomas, MN, RN, FAAN  
Executive Director  
On Behalf of the Texas Board of Nursing