

**Report of Routine Survey Visit
Lone Star College – Cy-Fair in Cypress, Texas
Vocational Nursing Education Program**

Summary of Request:

Consider the report of the May 2, 2013 routine survey visit to Lone Star College – Cy-Fair Vocational Nursing (VN) Program in Cypress, Texas (See Attachment #1). The survey visit was conducted by LeAnn Wagner, MSN, RN, contracted program evaluator employed by the Board of Nursing (BON). The previous survey visit was conducted in March 2005.

Historical Perspective:

- The VN program at Lone Star College Cy-Fair began operation in 2002.
- The program offers admission to thirty (30) students each year.
- Each of the Lone Star College nursing programs is independent and has their own curriculum.
- The NCLEX-PN® examination pass rates for the past five (5) years are provided in the following table:

Exam Year	NCLEX-PN® Pass Rate	Number of First time Candidates (Passed/Total)	BON Approval Status
2012	100%	19/19	Full
2011	100%	18/18	Full
2010	100%	7/7	Full
2009	100%	13/13	Full
2008	100%	10/10	Full

Summary of the Survey Visit:

- Jane Hagele, MS, MBA, RN is the approved Director for the nursing programs.
- Marion Goodman, MS, BSN, RN, serves as the VN Program Coordinator.
- The program has developed a crosswalk indicating the Differentiated Essential Competencies (DECs) are taught and evaluated in the curriculum.
- The VN program is part of a multi-campus system that is organized at the campus, system, and discipline levels.
- Though students indicated that the program coordinator's openness to them allows a mechanism for their voice to be heard by faculty and administration, there is no formal system for student representation on committees.
- The college administration have placed full trust in the administrative authority of the program director and support her decisions.
- Two (2) full time and one (1) adjunct faculty provide instruction in the classroom and clinical settings.
- Since there are so few faculty, the program evaluator suggested to the program that they set up a substitute faculty plan for times when faculty are absent or when coverage is needed for faculty meetings. (Response from the program indicated that the faculty policies and procedures are made at the system, not college, level and do not allow for substitute faculty to be hired.) The program is adding a statement to every vocational nursing clinical syllabus to advise students that

substitute faculty are not available but that clinical absences must be completed in a method satisfactory to the supervising faculty member.”

- The Faculty Handbook meets Rule 214 requirements, but the program evaluator suggested further clarification in the position description for the coordinator.
- The college provides resources for faculty development. Faculty also have instructional assistance from a Lab Coordinator and a part-time Simulation Coordinator.
- There are currently nineteen (19) students enrolled in the program.
- The curriculum is logically organized and web enhancement is used in the courses.
- Clinical learning experiences include practice in clinics, long term care facilities, long term acute care facilities, and pediatric long term acute care facilities.
- The clinical evaluation tools indicate progression in clinical objectives across the curriculum.
- The physical facilities for the program provide a positive learning environment for students.
- Though the Total Program Evaluation Plan is adequate, the Program Evaluator suggested specific improvements to the Plan: inclusion of an evaluation of the administration and organization, and a more detailed explanation of program changes and needed follow-up in problem areas.

Pros and Cons from the Survey Visit:

Pros:

- A knowledgeable and caring faculty work closely with the students to help them succeed.
- The college administration is supportive and welcome open communication from faculty and program leaders.
- The program has an excellent history of success of their graduates on the NCLEX-PN® examination.

Cons:

- The faculty group is small and there is presently no availability of substitute faculty.
- Students have no formal system of participation in governance of the program.

Rationale for Recommendation:

The VN program at Lone Star College Cy-Fair has operated very successfully since it began in 2002. A stable administration and faculty and good learning environment provide a basis for continuing success of the program.

Staff Recommendation:

Move to accept the report of findings from the routine survey visit to the Lone Star College Cy-Fair Vocational Nursing Education Program in Cypress, Texas, and to congratulate the program on their continued success. Board Staff suggest that the program review the Total Program Evaluation Plan to facilitate quality improvement as discussed with the Program Evaluator.

(See draft letter in Attachment #2.)

**Summary of Survey Visit
Lone Star College – Cy-Fair in Cypress, Texas
Vocational Nursing Program**

Purpose of Visit: routine survey visit

Date of Visit: May 2, 2013

Board Program Evaluator conducting survey visit: LeAnn Wagner, MSN, RN

Program Evaluator met with:

- Dr. Audre Levy, President
- Feleccia R. Moore-Davis, PhD, Vice President, Student Learning
- Cynthia Griffith, EdD, Dean, Public Service, Health, and Behavioral Sciences
- Jane Hagele, MS, MBA, RN, Director, Nursing Programs
- Marion Goodman, BSN, MS, RN, Vocational Nursing Program Coordinator
- Mary C. Jones, RN Vocational Nursing Instructor
- VN Students

Board Surveyor:

- Reviewed the curriculum materials including all syllabi
- Reviewed the Student and Faculty Handbooks
- Reviewed the clinical evaluation tools
- Reviewed the total program evaluation plan and committee minutes
- Reviewed student assignments and tests
- Toured the Lone Star College Cy-Fair Campus including Student Services and the Library
- Toured the nursing offices, classrooms, and skills labs, and
- Conducted exit conference

Summary of Findings

Philosophy/Mission and Objectives/Outcomes

- The Philosophy/Mission and Program Objectives were recently reviewed as documented in the Curriculum Minutes.
- There is a crosswalk of where each DEC is taught in the curriculum; this is being reviewed right now since they are making a minor change in their curriculum beginning in the fall of 2013 by increasing the credit hours for Professional Development from 1 credit hour (VNSG 1119) to 2 credit hours (VNSG 1219.)

Administration and Organization

- The organizational chart demonstrates lines of communication, authority, and responsibility between the nursing program and the college administration as well as within the nursing program.
- This VN Program is part of a multi-campus system that is organized at the campus, system, and discipline level. The Nursing Faculty Handbook does a very good job explaining which committees function at the system level organized by discipline (nursing) and program (ADN or

VN) and which committees are local campus committees that address unique needs of each campus. Faculty and administrators indicate this type of organization works well for their system. The only concern is that there are no students represented on the committees. The surveyor recommended developing a campus Student-Faculty Liaison Committee that would provide the students a structured mechanism for input into program policies and changes. Although students indicated when they met with the surveyor that they felt free to discuss any issues about the program with the VN Program Coordinator.

- There is very good communication between all levels of the VN Program and the college administration and there is very strong support for the policies and decisions of the VN Program Director and Faculty.
- The Program Director has the authority to direct the program in all phases. There is very strong support from the administration for the Program Director and the VN Coordinator.
- There are only 2 full-time VN faculty members for the Lone Star Cy-Fair campus and these individuals teach all the theory and meet informally every week with notes kept regarding student issues. One adjunct faculty member is used for an additional clinical group. The VN Program has system wide committees to address the curriculum, program evaluation, readmission & transfer, student appeals, and textbook selection. The committee recommendations go to the Deans and Directors Committee which is composed of the five nursing program directors (four of these individuals are director of both the ADN and VN programs at their respective campuses, one campus has only an ADN Program), the academic deans, and the director of health occupations. This group meets once a month. All nursing faculty have access to the minutes of these meetings. There is no provision in the Nursing Faculty Handbook for a meeting of all the VN Faculty. Students are not a part of this committee structure.
- The Program Director and Program Coordinator receive credit in their workload for administrative responsibilities per the college faculty handbook. The Program Director does not teach in the VN Program but the VN Coordinator does teach both theory and clinical. Although the workload seems heavy it is in line with the college policies and the faculty indicate that it is not burdensome.

Faculty

- Faculty policies regarding qualifications, responsibilities, performance evaluation criteria, and terms of employment are generally stated in the College Faculty Handbook or the Nursing Faculty Handbook. The only position that needs further clarification is the VN Program coordinator; there needs to be qualifications and terms of contract written into this job description. These documents are not currently in the Nursing Faculty Handbook, but will be placed there next fall.
- The full-time faculty are required to teach 288 contact hours every full semester which averages out to approximately 17-18 contact hours per week. It is very difficult to get substitutes and often the faculty end up having to make up any missed time with the students. The surveyor suggested developing a pool of substitutes that might be willing to substitute for clinical if they had 12 hours or so notice. The lack of substitutes makes attending meetings somewhat challenging.
- There was evidence of a very positive learning environment throughout the program
- Since there are only two full-time faculty and these individuals have been with the college for several years they basically teach the same thing each semester. If there is a need to change the assignments this could be done cooperatively with the Program Director, the VN Coordinator and the faculty member.
- The college provides funds for the VN faculty to attend TAVNE each year. Recently a Laerdal representative presented a two day workshop for the nursing faculty on the use of high tech

simulation. The college is also willing to fund other professional development activities upon request from the faculty member.

- Licenses are validated by the Program Director and kept in the faculty member's file.
- No faculty members are waived. The VN Coordinator has an MSN and the other full-time faculty member just received her BSN and is already enrolled in a MSN Program.
- There is a Lab Coordinator for the nursing labs; this individual is an RN with a BSN. There is also a part-time Simulation Coordinator who also is an RN with a BSN.
- Faculty supervise all direct patient care having 10 students or less in a group. There are two full-time faculty and one clinical adjunct.

Students

- The admission process is clearly described in the catalog, in the student information packet, and in a power point that is presented at the mandatory information session.
- Readmission, dismissal, progression, and graduation policies are clearly stated in the Nursing Student Handbook.
- Currently there are 19 students enrolled; a maximum of 30 students can be admitted every fall if there are sufficient faculty and clinical placements.
- The information regarding licensure eligibility issues is found in the student handbook; students sign a receipt that they have received this information and the receipt is placed in their file. Students are not on any of the formal committees of the VN Program but in the meeting with them they indicated they felt very comfortable going to either full-time faculty member if they had any concerns about the program.

Program of Study

- The curriculum is organized in a logical fashion based on the program's conceptual framework. Requiring that students complete Anatomy & Physiology successfully before they enter the program helps them be successful in the nursing courses.
- All courses are web enhanced, but there are no courses that are taught strictly on-line.
- In general clinical learning experiences are during the daytime two or three days a week. The faculty is considering adding a mental health clinical component to strengthen their graduates' skills.
- The only curriculum change that is taking place is increasing the credit hours for the Professional Development course (VNSG 1119) from one credit hour to two credit hours (VNSG 1219.)

Clinical Learning Experiences

- The program has a form that is used to evaluate potential clinical learning sites.
- There is a great deal of competition for clinical sites; the biggest problem seems to be other colleges using sites that are in the Cy-Fair service area. Currently the program uses clinics, long term care facilities, long term acute care facilities, and pediatric long term acute care facilities for clinical learning experiences; although they do not use medical-surgical acute care facilities the long term acute care facilities provide sufficient numbers of patients with complex needs for student learning.
- Simulation is used for the skills course and to supplement experiences that are difficult to find in the clinical setting.
- Each clinical faculty member has 10 students or less in the clinical setting.
- Preceptors are not used by the program.
- The clinical evaluation tool shows clear progression of nursing knowledge and skills.

Facilities, Resources, and Services

- The VN Program is housed in the Allied Health Building that is a very attractive and modern building that is well equipped with more than adequate furnishings and equipment; there is a well equipped nursing lab for the VN Program that is more than adequate for the number of students. Classrooms are well lit and spacious with more than adequate furniture. The campus itself is built around a central lagoon that makes a beautiful learning environment.
- Students on the Cy-Fair campus have access to a large, modern, and well equipped library that is also the public library for the county. This building contains many volumes of materials as well as many computers that students are able to use.
- All student services are available to the VN students with many students receiving assistance with study skills and test taking skills.

Records and Reports

- All confidential files are kept in a locked filing cabinet. Records are kept three years.
- Student files contain all the required documents including the signed student receipt of TBON license eligibility information.
- Faculty letters of employment are kept in the Lone Star system office and were not available for the surveyor to review. All other required documents were in the faculty folders.
- Minutes of the Deans and Directors Committee and all other nursing committees are found on the electronic college shared drive.
- Clinical affiliation agreements appear to be up-to-date.

Total Program Evaluation (TPE)

- Organization and Administration of Program needs to be added to the TPE but all other elements are in place.
- A more detailed explanation of program changes and needed follow-up in problem areas would enhance the use of the TPE.

DRAFT LETTER

July 22, 2013

Jane Hagele, MS, MBA, RN
Nursing Programs Director
Lone Star College – Cy-Fair
9191 Barker Cypress Road
Cypress, Texas 77433-1383

Dear Ms. Hagele:

At the July 18-19, 2013 meeting, the members of the Texas Board of Nursing discussed the report of the May 2, 2013 survey visit to Lone Star College – Cy-Fair Vocational Nursing Education Program in Cypress, Texas. Based upon the discussion and review of the survey report, it was the decision of the Board to accept the findings from the survey visit and to congratulate the program on its many years of success.

Board Staff suggest that the program review the Total Program Evaluation Plan to facilitate quality improvement as discussed with the Program Evaluator.

If Board Staff may assist you in any or if you have questions, please do not hesitate to contact us. Thank you.

Sincerely,

Kathy Shipp, MSN, RN, FNP
President of the Board

Janice I. Hooper, PhD, RN, FRE
Lead Nursing Consultant for Education

Copy: Dr. Audre Levy, President, Lone Star College – Cy-Fair