

**Proposal to Establish A New Nursing Education Program  
Concorde Career College in Dallas, Texas  
Associate Degree Nursing Education Program**

**Summary of Request:**

Consider the Concorde Career College proposal to establish a new Associate in Applied Science Degree in Nursing (ADN) Education Program that includes a generic ADN track and a Licensed Vocational Nurse (LVN) transition track and the report of the survey visit (See Attachment #1). The final revised proposal was made available online to members of the Texas Board of Nursing (Board). A notice of public hearing has been posted (See Attachment #2).

**Historical Perspective:**

- Concorde Career Colleges, Inc. is a national network of propriety, post-secondary educational institutions with fifteen (15) campuses in California, Colorado, Florida, Missouri, Oregon, Tennessee, and Texas. Concorde Career Colleges, Inc. is governed by a ten (10) member officer board with the authority to determine policy, provide direction in vision and mission, and assure adequate financial support for the institutions.
- Concorde Career College (CCC) of Dallas currently offers the following programs: Dental Assistant, Dental Hygiene, Medical Assistant, Medical Office Administration, Physical Therapist Assistant, Respiratory Therapy, Surgical Technology, and Vocational Nursing. CCC is approved and regulated by the Texas Workforce Commission. The school is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).
- CCC is legally authorized to grant degrees, grant credits toward degrees, and to use certain protected academic terms in the State of Texas. Specifically, the college has qualified for an exemption as defined in Chapter 7.3 of the Texas Higher Education Coordinating Board's rules. The college as an institution of higher learning is eligible to participate in federal student aid programs (Title IV). The college is a member of the Better Business Bureau and Dallas Area Chamber of Commerce and was founded in the spring of 2010 as a branch of Concorde Career College, Aurora, Colorado.
- Concorde Career Institute, part of Concorde Career Colleges, Inc., has operated a vocational nursing education program in Arlington, Texas since 1996. The program is currently on Full Approval status. In July 2012, Board Staff approved a request from Concorde Career Institute in Arlington, Texas to establish an extension site in Dallas, Texas and to admit thirty (30) full-time students twice per year.
- According to the Concorde Career Institute Vocational Nursing Education Program Information Survey (VN-NEPIS), the vocational nursing education program enrolled 249 new students during Academic Year (AY) 2011-2012 and graduated 207 students during AY 2011-2012.
- The process of developing the ADN Education Program at CCC began in March 2012. A well-developed, comprehensive third and final version of the proposal was received in the Board office in March 2013 and timely reviewed by Board Staff.
- A site visit was conducted on March 6, 2013 by Gayle P. Varnell, PhD, APRN, CPNP-PC, Board Contracted Program Evaluator.

**Summary of Proposal:**

Overview of the Proposal:

- CCC proposes to establish a new ADN Education Program that includes a generic ADN track and an LVN to ADN transition track.
- The proposal requests two (2) starts each calendar year (spring and fall) with each cohort admitting twenty-four (24) students. Following graduation of the first cohort, an additional six (6) students, or thirty (30) students per cohort, is requested.

- The projected graduation date for the first cohort is November 21, 2014.
- The program will be full-time and eighteen (18) months in length and will be offered at the campus. General education courses will be available on the campus and online. There will be no online offerings of the nursing courses. The program will be provided in six (6) terms with each term consisting of ten (10) to twelve (12) weeks of instruction.
- The program is designed to be delivered through face-to-face courses, nursing skills laboratory experiences, simulation laboratory experiences, and faculty-supervised clinical learning experiences in a variety of healthcare settings.
- There are two (2) admission options within the program: a traditional ADN option, and an LVN to ADN transition option. The total credit hours in the traditional program are 70. There are 690 clock hours of theory, 225 clock hours of skills laboratory, and 743 clock hours of clinical learning experiences. The LVN to ADN/RN transition option is 58 credit hours with 630 clock hours of theory, 165 laboratory clock hours, and 473 clock hours of clinical instruction. Transition students admitted into the program receive academic credit for ASN 100 Foundations of Nursing and ASN 110 Medical-Surgical Nursing I, upon successful completion of ASN 180 Transitions to Professional Nursing.
- Classes will be offered at the CCC Dallas campus with clinical learning experiences to be conducted in healthcare facilities in the Dallas area. Clinical affiliations include Texas Regional Medical Center, HealthSouth, Medical Center of Arlington, Texas Health Presbyterian Hospital - Plano, Parkland Memorial Hospital, and Medical Center of Plano.

#### Rationale and Need for the Program:

- Data presented in the proposal indicate a need for the ADN education program in the Dallas area.
- A survey of clinical facilities indicates available clinical spaces will accommodate CCC professional nursing students.
- Letters from community leaders in the Dallas area indicate support for the proposed nursing program.

#### Administration and Organization:

- The college was accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) in 2010 and is currently in the process of accreditation renewal. The most recent visit by ACCSC was January 2013; accreditation renewal will be considered at the ACCSC May 2013 board meeting.
- The proposed ADN program director, Debbie Venvertloh, MSN, RN is fully qualified according to Board Rule 215.6. Ms. Venvertloh has served as an ADN education program faculty member since 2005 in two (2) community colleges in North Carolina, as well as worked as coordinator of an evening option program for four (4) years. She has multiple experiences with curriculum development, including the creation of classes for use with Blackboard. Further, Ms. Venvertloh has more than fifteen (15) of years management experience in the clinical arena.

#### Availability of Faculty and Clinical Sites:

- Concorde Career Colleges, Inc. has an in-house recruitment function staffed by a Manager of Recruitment with nineteen (19) years of experience in healthcare recruitment. A team of recruitment specialists focus on sourcing candidates, screening for fit, quality, and minimum qualifications. An industry applicant tracking system allows Concorde to develop a database of candidates. Concorde's web-page links to the applicant tracking system and enables the company to post real time job openings and accept electronic applications for faculty positions.
- Concorde uses highly diversified media sources to aggressively market and recruit faculty for the nursing programs. These include professional journals, online job boards, niche sites, and directmail. While utilizing the corporate resources, the campus retains the responsibility and the authority to hire and manage faculty. The Director of Nursing Education is intimately involved in the process of review, interview, hiring, and evaluating faculty.

- General education faculty will be hired upon program approval. Term I consists of general education courses. Nursing courses begin in Term II. One adjunct faculty member has been assisting in program development. Upon program approval, additional faculty will be hired. To date the Human Resources Department has received inquiries from thirty-five (35) qualified candidates.
- The program has secured commitments from a variety of clinical sites in multiple health care institutions in the Dallas area, most notably Texas Regional Medical Center, HealthSouth, Medical Center of Arlington, Texas Health Presbyterian Hospital - Plano, Parkland Memorial Hospital, and Medical Center of Plano.

#### Financial Support and Resources:

- Financial stability is demonstrated in the financial information included in the proposal.
- The survey visit indicates that all of the requirements of Board Rule 215 regarding facilities, resources, and services are completely addressed, if not exceeded, in all categories.

#### Program of Study:

- The mission of the CCC ADN program is to prepare compassionate, competent, and safe caregivers who will provide care under the CCC values framework as a registered nurse. In addition, the mission of CCC is to prepare individuals for lifelong learning and successful careers.
- The purpose of the ADN Program is to:
  - Provide a learning environment that will lead to successful completion of program objectives.
  - Prepare a responsible and accountable professional nurse who uses critical thinking while providing compassionate, competent, and safe client/patient care.
  - Prepare the graduate to provide nursing care in a variety of settings.
  - Prepare the graduate to value personal and professional growth as lifelong learners.
  - Prepare the graduate to successfully pass the NCLEX-RN® examination on the first attempt and become gainfully employed.
- The program is designed to prepare graduates for entry level into professional nursing practice. The curriculum threads are intended to form the structure or architectural framework for practice in a variety of healthcare settings. The program in design and structure builds upon the mission, philosophy, conceptual threads and the *Differentiated Essential Competencies of Graduates of Texas Nursing Programs* (DECs, 2010).
- The program of study consists of six (6) ten (10) week terms. There are two (2) admission options within the program: a traditional ADN option and an LVN to ADN Transition option. The traditional program consists of 70 credit hours with 690 theory clock hours, 225 laboratory clock hours, and 743 clinical clock hours of instruction. The LVN to ADN Transition is 58 credit hours with 630 hours of theory, 165 laboratory clock hours, and 473 clock hours of clinical instruction.
- Transition students admitted into the program receive academic credit for ASN100 Foundations of Nursing and ASN110 Medical Surgical Nursing I, upon successful completion of ASN180 Transitions to Professional Nursing.
- The curriculum plan was reviewed and endorsed by Flossie Chatman, MSN, RN, proposed ADN faculty member. Ms. Chatman has served as a nurse educator in Texas nursing education programs since 1975, with extensive experience in medical-surgical instruction. She has developed curriculum, courses, and syllabi, as well as participated in curriculum development and evaluation activities.
- Significant clinical practice hours are planned throughout the program of study to promote the proficiency in skills necessary for competent professional nursing practice.
- The nursing curriculum is progressive or leveled. This structure facilitates the development of values, knowledge, judgment, and skills beginning in the first courses and building throughout the program. Progressive development is demonstrated in CCC's clinical evaluation tool that is appropriately leveled to evaluate course learning outcomes throughout the curriculum.

Total Evaluation Plan:

- The program's total evaluation plan is well developed and provides measurable indicators of achievement.

**Comments from Survey Visit:**

- Board Contracted Program Evaluator, Gayle P. Varnell, PhD, APRN, CPNP-PC met with:
  - Debbie Venvertloh, MSN, RN, Proposed Program Director
  - Gail Finney, RN, Regional Nursing Education Specialist
  - Gerald Brazell, Campus President
  - Teri Place, Learning Resource Center Director
- Board Representative:
  - toured the program facilities

**Pros:**

- Facilities, resources, and services are appropriate to meet the needs of the proposed AND program.
- Comprehensive and diverse clinical learning experiences have been secured.
- The proposed program director, Debbie Venvertloh, MSN, RN is qualified and experienced in prelicensure professional nursing education.
- Strong administrative support for the program is evident.

**Cons:**

- None identified.

**Staff Recommendation:**

Move to grant initial approval to Concorde Career College, as indicated in the attached order, to establish a new Associate Degree Nursing Education Program in Dallas, Texas, with an initial enrollment of two (2) cohorts annually (spring and fall) with each cohort admitting twenty-four (24) students. Following graduation of the first cohort, an additional six (6) students, or thirty (30) students per cohort, is requested.

**TEXAS BOARD OF NURSING**

**SURVEY VISIT PROGRAM REPORT:** Professional Nursing Educational Program

**NAME OF NURSING PROGRAM:** Concorde Career College in Dallas, Texas

**DEAN OR DIRECTOR:** Debbie Venvertloh, MSN, RN

**REASON FOR SURVEY:** New Proposal

**DATE:** March 6, 2013

**SURVEY VISITOR:** Gayle Varnell, PhD, APRN, CPNP-PC

**VOLUNTARY ACCREDITATION:** Accrediting Commission of Career Schools and Colleges (ACCSC)

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

<b>§215.11 Facilities, Resources, and Services</b>	Evidence	Comments
<p>(a) The controlling agency/governing institution shall be responsible for providing:</p> <p>(1) educational facilities,</p> <p>(2) resources, and</p> <p>(3) services which support the effective development and implementation of the nursing educational program.</p>	<p>Proposed program director Debbie Venvertloh, MSN, RN reports that the campus president has met all of her requests regarding resources and services necessary to begin the Associate Degree Nursing (ADN) education program. A tour of the facilities demonstrated that the program has the necessary infrastructure to begin such a program.</p>	<p>Criterion met.</p>
<p>(b) An appropriately equipped skills laboratory shall be provided to accommodate maximum number of students allowed for the program.</p>	<p>The ADN skills lab is located on the second floor of the building near the designated ADN classroom area.</p> <p>The skills lab is a spacious room with six (6) electric hospital beds separated by curtains into individual hospital units.</p> <p>Simulation mannequins include: one (1) Noelle birthing simulator, two (2) newborn infants (African American and Caucasian), one (1) newborn, one (1) pediatric, and six (6) advanced geriatric mannequins.</p> <p>Equipment includes a medication cart, infant scales, upright scales, linen cart, sharps holders, and crash cart.</p> <p>Two (2) eye wash stations are present.</p> <p>Portable oxygen is available for simulation.</p> <p>Twenty-four (24) chairs and tables are provided for students.</p>	<p>Criterion met.</p>

§215.11 Facilities, Resources, and Services	Evidence	Comments
<p>(1) the laboratory shall be equipped with hot and cold running water.</p> <p>(2) The laboratory shall have adequate storage for equipment.</p>	<p>Hot and cold running water are available.</p> <p>Adequate storage space for equipment and supplies is apparent, with cabinet contents clearly identified.</p> <p>Videos are available. An LCD projector has been purchased and will be mounted as well as a video screen. Due to the cabinets extending to the ceiling, problems were encountered when the projection screen was mounted and a special screen had to be ordered to be placed on the ceiling.</p> <p>The skills lab has a wall of tinted windows. However, prior to the LCD projector being used, the windows need a darker tint, as well as blinds. Plans for these changes are in place.</p>	
<p>(c) The dean/director and faculty shall have adequate secretarial and clerical assistance to meet the needs of the program.</p>	<p>A part-time clinical assistant has been hired to work with the director and faculty, with plans to increase the position to full-time as the program enrollment and faculty members grow.</p>	<p>Criterion met.</p>
<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 dean/director 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>(1)The director of the VN program and the proposed ADN program director have a large spacious office with computer, printer, telephone, bookshelf, and locking file cabinet.</p> <p>(2) Faculty are located in the large Faculty Resource Room near the program director's office and close to the clinical assistant's office. There are four (4) phone desks for use by the faculty as well as copier and mailboxes. There are locked filing cabinets for the storage of exams. Each faculty member has an individual work space (cubicle) with desk, chair, bookshelf, and locking storage area. The program director stated that the faculty prefer working in the large room and find that they have more opportunity to share ideas and network than they would if they had individual offices.</p> <p>(3) Clerical staff are located between the program director's office and the faculty resource room. Space for clerical staff, records, files, and equipment is adequate.</p> <p>(4) Sensitive materials, such as admission files and health records, are stored on the first level in the administrative offices in a secure area. The program director states that she has duplicate student files on students enrolled in the VN program and plans to do the same for the ADN program in case she needs access to this information when the administrative offices are closed. Exams are kept in locked filing cabinets in the Faculty Resource Room.</p>	<p>Criterion met.</p>

<b>§215.11 Facilities, Resources, and Services</b>	<b>Evidence</b>	<b>Comments</b>
<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>(5) There is a large classroom that had been designated for the ADN program that seats thirty-six (36) students comfortably. There is internet access, computer, and a smart board for lecture. There are also rooms used by other programs that will be available and shared when not in use. There are two (2) computer labs with 24/30 computers and two (2) offices designated as conference rooms close to the ADN classroom available for faculty/student conferences and counseling.</p> <p>(6) There are teaching aides such as diagrams and skeletal models available in the classroom, as well as a computer, screen and SmartBoard for lectures.</p> <p>(7) There are adequate restrooms for students conveniently located near classrooms. There is a student lounge and a separate faculty lounge; both areas are equipped with vending machines and microwaves.</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>	<ul style="list-style-type: none"> <li>• A large Learning Resource Center (LRC) is available for students and conveniently located near classrooms.</li> <li>• Terri Place is the director of the LRC and is available to assist students.</li> <li>• An adequate budget is in place to purchase nursing books and journals.</li> <li>• The LRC subscribes to several online resources.</li> <li>• A mechanism is in place for interlibrary loans.</li> </ul>	Criterion met.

<b>§215.12 Records and Reports</b>	<b>Evidence</b>	<b>Comments</b>
<p>(a) Accurate and current records shall be maintained for a minimum of two years in a confidential manner and be accessible to appropriate parties, including Board representatives. These records shall include, but are not limited to:</p> <p>(1) records of current students;</p> <p>(2) faculty records;</p> <p>(3) administrative records, which include minutes of faculty meetings for the past three years, and school catalogs;</p> <p>(4) the current program of study and curriculum including mission and goals (philosophy and outcomes), and course outlines;</p>	<p>All current academic files are kept in locked, fireproof cabinets located in the Registrar's Department File Room within Suite 132S. Financial Aid records are secured in the Financial Aid Department.</p> <p>Accurate and current records are maintained for each student for a minimum of two (2) years. These records include, but are not limited to: student's application, admission requirements, student receipt of Board license eligibility information, criminal background disclosure forms, admission test results, and health screens. Student records are maintained in a fireproof cabinet in the Registrar's Department in a secured area in Room 122. In addition, student enrollment records, academic records, transcripts, and financial records are maintained and stored in the institution's computer system that is routinely backed up by the corporate IT Department.</p>	Criterion met.

§215.12 Records and Reports	Evidence	Comments
<p>(5) agreements with affiliating agencies; and</p> <p>(6) the master plan of evaluation with most recent data collection.</p>	<p>Electronic access to the students' records is limited to the Registrar and Academic Departments.</p> <p>Records of student course performance will be maintained by the faculty. Upon course completion, the formal advising and results of evaluation methods will be sent to the Registrar's office for filing in the academic record.</p> <p>The Program Director will maintain copies of all faculty meetings, course outlines, affiliating agency agreements, current and past NEPIS/CANEP reports, as well as records developed by the school. Student testing materials and graded work will be kept in a locked cabinet until the student passes the NCLEX or two (2) years, whichever period of time is less.</p>	
<p>(b) Record forms may be developed by an individual school.</p>		<p>Criterion met.</p>
<p>(c) Hospital employment forms are not to be used for student records.</p>		<p>Criterion met.</p>
<p>(d) Records shall be safely stored to prevent loss, destruction, or unauthorized use.</p>		<p>Criterion met</p>

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 Concorde Career College  
To Establish An  
Associate Degree Nursing Education Program  
in Dallas, Texas

Date and Time: April 18, 2013 at 2:40 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 April 4, 2013.

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

**DRAFT**

April 22, 2013

Debbie Venvertloh, MSN, RN, Director  
Associate Degree Nursing Education Program  
Concorde Career College  
12606 Greenville Avenue, Suite 130  
Dallas, Texas 75243

Dear Ms. Venvertloh:

At the April 18-19, 2013 meeting, members of the Texas Board of Nursing discussed the Concorde Career College Proposal to Establish a New Associate Degree Nursing Education Program in Dallas, Texas, and the report of the March 6, 2013 survey visit. The members of the Board wish to thank

<< >> and you for being present to answer questions.

As indicated by the enclosed order, it was the Board's decision to grant Initial Approval status to the Concorde Career College Associate Degree Nursing Education Program in Dallas, Texas, and allow the admission of an initial enrollment of two (2) cohorts annually (spring and fall) with each cohort admitting twenty-four (24) students. Following graduation of the first cohort, an additional six (6) students, or thirty (30) students per cohort, is requested.

We wish you success with the program. If you have questions, or if we may provide assistance, please contact Board Staff at 512-305-7660.

Sincerely,

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

Virginia D. Ayars, EdD, MS, RN  
Nursing Consultant for Education

copy: Accrediting Commission of Career Schools and Colleges  
Texas Higher Education Coordinating Board  
Texas Workforce Commission  
Concorde Career College, Dallas Campus President

# BEFORE THE TEXAS BOARD OF NURSING

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## **In the Matter of:**

Concorde Career College  
Associate Degree Nursing Education Program  
in Dallas, Texas

## **ORDER OF THE BOARD**

A public meeting of the Texas Board of Nursing, hereinafter referred to as the Board, was held on April 18, 2013, 333 Guadalupe, Tower II, Room 225, Austin, Texas, to consider the approval status of Concorde Career College Associate Degree Nursing Education Program in Dallas, Texas, based upon the review of the Proposal to Establish a New Associate Degree Nursing Education Program and findings from the March 6, 2013 survey visit, pursuant to Section 301.157, Texas Occupations code and 22 Tex. Admin. Code Chapter 215.

Board members in attendance were: Kathy Shipp, MSN, RN, FNP; Nina Almasy, MSN, RN; Deborah Hughes Bell, CLU, ChFC; Tamara Cowen, MN, RN; Sheri Denise Crosby, JD, SPHR; Marilyn J. Davis, RN, BSN, MPA; Shelby Ellzey, BBA; Richard Robert Gibbs, LVN; Kathy Leader-Horn, LVN; Mary LeBeck, MSN, RN; and Beverly Jean Nutall, LVN.

After review and due consideration of the filed materials, as well as the presentation by representatives from Concorde Career College in Dallas, Texas, the Board hereby grants INITIAL APPROVAL of the Concorde Career College Associate Degree Nursing Education Program in Dallas, Texas, and hereby imposes the following conditions/requirements:

The program shall not enroll more than twenty-four (24) students per each admission and shall limit admissions to two (2) per year. Following graduation of the first cohort, an additional six (6) students, or thirty (30) students per cohort, is requested.

Entered this 18<sup>th</sup> day of April, 2013

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