

REPORT OF MINUTES
BOARD OF TRUSTEES
STUDENT SUCCESS & COMPLETION COMMITTEE MEETING

BAY de NOC COMMUNITY COLLEGE
Catherine Bonifas Board Room 201D
Escanaba, MI

March 15, 2017

The meeting was called to order at 5:01 p.m. ET by Student Success and Completion Committee Chair, Tom Butch.

Roll call was taken by Laura Johnson, Assistant Board Secretary.

Committee

Members present: Tom Butch, Steve O'Driscoll, Bill Lake (alternate)

Committee

Member absent: Eric Lundin

Administration: Matt Barron, Laura Coleman

Faculty: Janice Barker, Sandra Croasdell, Jennifer Farnsworth, Diedra Hinds-Springstroh, Joyce King, Karl Linderoth, Amber Miller, Bill Milligan, Mary Schwalbach, Sue Sundstrom-Young, Nicole Wagner

Guests: Jordan Beck, *Daily Press*; Edith Nelson, Student

Tom Butch invited introductions or comments from the audience. Bill Milligan requested the Board consider calling a Special Board meeting to grant final approval of the curriculum proposals before the next Regular Board Meeting on April 19. Tom responded the Board would do what is determined necessary and turned the meeting over to Dr. Coleman.

Dr. Coleman thanked the nursing faculty for their hard work on making changes to the nursing programs. A lot of work was accomplished in a short time period.

The following curriculum activity from December 2, 2016 through February 22, 2017, was offered for review and approval by the Board Student Success and Completion Committee and the Board of Trustees.

CURRICULUM ACTIVITY
(December 2, 2016 – February 22, 2017)

REQUEST TO ADD NEW PROGRAM (1) AND NEW COURSES (2)		
Private Security Certificate – see details on catalog page below:		
COURSE	CR/CT	COURSE INFORMATION
CJUS 115 Introduction to Private Security	4/4	This course will focus on practical, real-world concepts and applications of private security including detailed coverage of industry background and related law: retail, business, employment, investigation, surveillance and security administration.

COURSE	CR/CT	COURSE INFORMATION
		Students will get a clear sense of career opportunities available in the field, and the skills needed to secure a job in the industry.
CJUS 130 Private Security Academy	6/6	This course will focus on practical, hands-on training in the following tactics: weaponry (including firearms and taser), chemical spray and controlled force. Upon completion of this course, students will obtain certification in all of these tactics.

Private Security

2017-2018 Catalog

Award Granted Upon Completion: Certificate in Private Security
 Credits/Contacts Required: 28/28
 Major code: 04/434

CIP Code: 430109

Description: The Private Security Certificate is designed to provide students with entry-level education and training designed to enhance employability in the field of private security. The goal of this certificate is to provide students with the basic academic course work and hands-on training that will present them as superior candidates for careers in the private security field.

Requirements – Min 28 credits

CJUS 112	Introduction to Criminal Justice	4
CJUS 115	Introduction to Security	4
CJUS 130	Private Security Academy	6
CJUS 214	Introduction to Crim Invest	4
CJUS 224	Emergency Prep/Crisis Mgmt	4
CNSS 110	Information Security Principles	3
BUSN 250	Business Law	3

Suggested Sequences Per Semester

		<u>Cr / Ct</u>
First Semester		
CJUS 112	Introduction to Criminal Justice	4/4
CNSS 110	Information Security Principles	3/3
BUSN 250	Business Law I	3/3
CJUS 115	Introduction to Security	4/4
		<hr/>
		14/14
Second Semester		
CJUS 214	Introduction to Crim Investigation	4/4
CJUS 224	Emergency Prep & Crisis Mgt	4/4
CJUS 130	Private Security Academy	6/6
		<hr/>
		14/14

ACTION TAKEN: The above new program and two new courses have been reviewed and approved by the Social & Behavioral Sciences Division, the Criminal Justice Advisory Board and the Curriculum Committee.

ACTION REQUESTED: Review and approval of the new Private Security Certificate and two new courses by the Board of Trustees.

BOARD STUDENT SUCCESS AND COMPLETION COMMITTEE ACTION TAKEN:

Matt Barron, Executive Dean of Arts, Sciences, and Academic Support, presented the new Private Security Certificate program including two new courses. Steve O'Driscoll asked if there were state requirements to meet for the program. Sue Sundstrom-Young responded certifications are required in weaponry if they are in arms but there are no other state certifications.

It was moved by Bill Lake and seconded by Steve O'Driscoll to:

“Accept the recommendations to approve the new Private Security Certificate and two new courses as presented and present them to the Board of Trustees for final approval.” No discussion. Motion carried unanimously.

REQUEST TO REVISE PROGRAMS (9)	
REVISED PROGRAMS	CHANGES
AA – Concentration in Business Administration	<ul style="list-style-type: none"> • Replaced CIS-101 with an Approved Business Elective and placed it in the 4th semester • Moved the Communication Elective from the 2nd to the 3rd semester • Moved ECON-131 from the 3rd to the 1st semester • Moved ECON-132 from the 4th to the 2nd semester • Increased the Approved Electives from 8 to 9 credits to make up for the 4 versus 3 credit replacement
AAS Computer Information Systems: Programming & User Support	<ul style="list-style-type: none"> • Statement added to allow other mathematics courses (MATH-105, MATH-107, MATH-110, or MATH-210) • BUSN-160 Introduction to Business added as an approved elective • Suggested course sequence aligned with course offerings • Approved Electives split between third and fourth semester (due to changes in required course sequencing) • Other minor revisions/corrections
AAS Computer Information Systems: Software/Network Support	<ul style="list-style-type: none"> • Statement added to allow other mathematics courses (MATH-105, MATH-107, MATH-110, or MATH-210) • Suggested course sequence aligned with course offerings (highlighted in green on catalog page.) • Other minor revisions/corrections
AAS Marketing	<ul style="list-style-type: none"> • Deleted ARTS 118 and added CIS 210 • Changed BUSN electives from 5 credits to 6 credits
AAS Nursing	<ul style="list-style-type: none"> • Reinstate the 2 credit Medical Microbiology course previously removed. • Discontinue Nursing Informatics as a required course. • Add interpersonal communications as required. • Provide wider variety of options for Social/Behavioral science elective. • New courses developed for LPN to RN Bridge track to decrease credits/contacts, time and cost to students for completion. • Change name of “Mental Health Nursing” to “Behavioral Health Nursing”. • Reallocate credits/contacts to accommodate for decreased need in NURS 258 and increased need with change in objectives in NURS 260. • Revise course sequencing of program to reflect simple to complex progression consistently throughout curriculum. • Change of vendor specific to generic language regarding procurement of background check/clearance requirements. • Revise catalog page to accurately reflect information for program as stated above.
AAS OIS Medical Office Specialist	<ul style="list-style-type: none"> • Updated course description to include the addition of health information management.
AAS Paramedic	<ul style="list-style-type: none"> • Increasing credit/contact hours for PMED 250 and 255 to meet State mandated requirements, resulted in the need to revise program catalog pages to update information accordingly. • Removal of reference to Certified Background as vendor for background checks.
Office Assistant Certificate	<ul style="list-style-type: none"> • OIS 260, Office Technology and Procedures, will become a required course in second semester rather than an approved elective.

REQUEST TO REVISE PROGRAMS (9)	
REVISED PROGRAMS	CHANGES
	<ul style="list-style-type: none"> ENGL 145, Tech. & Report Writing is added as an additional option in the second semester. These updates allow more options for students. In OIS 260, portfolio development will aid in the employment search.
Practical Nurse Certificate	<ul style="list-style-type: none"> There will be a reduction of contacts in the program, from 57 to 52. HLTH 140 had an incorrect prerequisite, and that was corrected NURS 116 will add one credit, and additional emphasis on dosage calculation; course and name change to NURS 114 PN Pharmacology I NURS 120 will have a minor description edit in the course description and increase to 4 credits/4 contacts; course number and name change to NURS 127 PN Adult Health Nursing NURS 121 will merge clinic experiences from NURS 123; course number and name change to NURS 128 PN Adult Health Nursing Clinic NURS 122 will be retired in winter of 2018 NURS 123 will be retired in winter of 2018 NURS 140 will retain lecture credits but will reduce clinic credits/contacts by half; a course number and name change to NURS 141 PN Family Nursing BIOL 104 will be dropped and BIOL 213 and 214 will be brought back to the program. Lecture courses (NURS 127 and NURS 141) will have the option of being delivered live, hybrid, or online The program will run over 3 consecutive semesters at both campuses, beginning every fall. Changes will begin fall of 2017, except for the retired courses, which will end in winter of 2018, to accommodate completing students.
<p>ACTION TAKEN: The above nine program revisions have been reviewed and approved by their respective division, Advisory Board and the Curriculum Committee.</p> <p>ACTION REQUESTED: Review and approval of the nine revised programs listed above by the Board of Trustees.</p> <p>There were no questions or comments on the Business, Computer Information Systems, or Office Information Systems program revisions presented.</p> <p>Sandra Croasdell, Nursing Instructor, presented a summary of the nursing program revisions. The presentation is attached to these minutes.</p> <p>Steve O’Driscoll asked if new curriculum to remediate returning students is being considered. Sandra responded students entering the program are required to meet benchmarks. If students are non-traditional (e.g., returning to nursing after many years) they can receive assistance from TRiO and Academic Support to prepare for the entrance exams. A study guide for the HESI exams, which will be taken throughout the programs, is also available. Remediation plans will be created based on HESI scores when necessary.</p>	

REQUEST TO REVISE PROGRAMS (9)

**REVISED
PROGRAMS**

CHANGES

BOARD STUDENT SUCCESS AND COMPLETION COMMITTEE ACTION TAKEN:

It was moved by Steve O'Driscoll and seconded by Bill Lake to:

“Approve the recommendations to revise the nine programs as presented and present them to the Board of Trustees for final approval: AA – Concentration in Business Administration, AAS Computer Information Systems: Programming & User Support, AAS Computer Information Systems: Software/Network Support, AAS Marketing, AAS Nursing, AAS OIS Medical Office Specialist, AAS Paramedic, Office Assistant Certificate, Practical Nurse Certificate.”

Steve thanked everyone in the nursing division for their hard work which was clearly a part of making the changes to improve the programs. No further discussion. Motion carried unanimously.

REQUEST TO ADD NEW COURSES (14)			
NEW COURSES	COURSE NO.	CR/CT	COURSE INFORMATION
Brewing Science	BREW 101	2/3	This course is intended for those who are interested in obtaining a well-rounded introduction to the practice of brewing. The curriculum has been designed with direct input and participation by local brewing professionals. The course introduces the science behind brewing, provides deeper understanding of the different craft brew styles, and allows students to practice their skills by making a batch under the guidance of a brewing expert. Successful completers will be prepared to pursue employment in a wide variety of positions in a craft beverage operation.
PN Pharmacology I	NURS 114	1/1	We have discovered that students need to continuously work on dosage calculations and conversions, a requisite to provide safe administration of medications. Students in the program have a course, HLTH 140 Dosage Calculation that is mandatory in the first semester. It is generally felt there is a need to further promote safe medication administration by increasing the focus on the application of dosage calculation concepts in pharmacology as they relate to specific drugs.
PN Adult Health Nursing	NURS 127	4/4	This theory course emphasizes concepts and the application of Martha Rogers Science of Unitary Human Beings. Students will utilize the nursing process to identify human patterning practice methods to assess and care for adult clients experiencing common health care problems.
PN Adult Health Nursing Clinic	NURS 128	2/6	This clinical/lab/simulation course emphasizes the analytical use and application of Martha Rogers Science of Unitary Human Beings. Core content will focus on the: development of health patterning practice skills to create and provide comprehensive holistic nursing care for patients across the life span experiencing common medical/surgical problems in acute care and outpatient environments. This is a companion course that complements NURS 127, the lecture component.
PN Family Nursing: Introduction	NURS 141	4/6	The focus of this theory and clinical course will be the utilization of the nursing process in the care of the family throughout the childbearing years, newborn period, and during childhood. The theoretical aspect of this course introduces basic nursing care of the family unit, including: human reproduction; pregnancy; antepartum, intrapartum, and postpartum care; newborn care; growth and development; and care of the child with common diseases and illnesses. Assessment of the various lifestyles, cultures, and concepts of the family, family roles, and interdependent relationships as they relate to the childbearing years will be incorporated.

REQUEST TO ADD NEW COURSES (14) continued

NEW COURSES	COURSE NO.	CR/CT	COURSE INFORMATION
Bridge to RN Practice I	NURS 142	3/3	<p>This course is designed for the Licensed Practical Nurse transitioning to Registered Nursing Practice.</p> <p>Student and stakeholder feedback and other factors affecting nursing programs and the college necessitate a reduction in the length of time it takes students to complete a bridge from LPN to RN. In response to this need, revision of the LPN certificate and RN ADN programs have occurred to meet those needs which led to development of several courses that provide a faster completion for an LPN to complete Bay's ADN program and this course, with others have been developed to meet the needs of LPN students wishing to complete their ADN and become RNs who enroll into the revised course flow offering for the RN Bridge.</p> <p>To reduce credits/contacts this course pulls the most important aspects from the prior Bridge course (which is being retired) suitable for didactic instruction and incorporates aspect of the current Leadership course offered in the RN program in the traditional course flow to meet the specific needs of LPNs as they transition into RN role.</p>
Bridge to RN Practice II	NURS 143	1/3	<p>This course is designed for the Licensed Practical Nurse transitioning to Registered Nursing Practice. Emphasis is placed on introduction of applying concepts of professional nursing practice as a registered nurse with a focus on concepts of professional nursing practice and patient profile related to the identification of basic human needs, the nursing process, and other concepts relevant to patient-centered nursing care across the lifespan in the lab setting. This course is a laboratory course with a focus on transitioning from LPN to RN assessment and application of the nursing process to all age groups and review of LPN skills, introduction of beginning RN skills and safe medication administration in preparation for RN clinical rotations. This course is intended to complement content taught in Bridge to RN Practice I.</p> <p>Prerequisites: Officially accepted into the ADN program and following the required sequence of courses in the LPN to RN Bridge Track of ADN Program. Unencumbered LPN licensure.</p> <p>Corequisites: To be taken concurrently with NURS 142 Bridge to RN Practice I</p>

REQUEST TO ADD NEW COURSES (14) continued

NEW COURSES	COURSE NO.	CR/CT	COURSE INFORMATION
Health Concepts Bridge	NURS 144	5/9	<p>This course is designed for the Licensed Practical Nurse transitioning to Registered Nursing Practice. The didactic portion of this course will build on concepts introduced in Bridge to RN Practice I and II, and provide for further understanding of concepts within the domains of the individual, healthcare and nursing. Major emphasis on multiple concepts of Homeostasis and Regulation, Protection and Movement, Oxygenation and Hemostasis, Coping and Stress Tolerance, Attributes and Roles, Care Competency, and Health Care Delivery. The clinical component of this course is designed to assist students in the application and interpretation of individual, health care and nursing concepts in adult patients experiencing common health alteration in the acute care setting.</p>
Behavioral Health Concepts Bridge	NURS 148	5/9	<p>This course is designed to provide instructional, clinical, and lab learning experiences in the provision of evidence-based nursing care to individuals experiencing psychiatric mental health disorders. The lecture portion of this course will emphasize the concepts of mood and affect, stress and coping, advocacy, safety, therapeutic communication and managing care. The clinical and lab components of this course are designed to assist students in integrating critical thinking and decision making throughout the nursing process to improve the care of patients experiencing psychiatric mental health disorders.</p> <p>Prerequisite: PSYC 201, officially accepted into the ADN program and following the required sequence of courses in the LPN to RN Bridge Track of the ADN Program. Unencumbered LPN licensure</p>
Family Concepts Bridge	NURS 246	5/9	<p>This combined lecture/clinical course is designed to further develop the concepts within the three domains of the profile, process, and nursing. Emphasis is placed on concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. There is a focus on the family and significant others, identifying diverse cultural backgrounds, patterns of knowing and situational crises of family health.</p>

REQUEST TO ADD NEW COURSES (14) continued

NEW COURSES	COURSE NO.	CR/CT	COURSE INFORMATION
Complex Healthcare Concepts	NURS 265	8/16	This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. This combined theory and clinic course allows for theoretical application of concepts within the lab and clinical settings in providing safe, effective and competent care while demonstrating the knowledge, skills, and attitudes to provide quality, individualized, entry level nursing care to patient populations experiencing complex health issues.
RN Capstone	NURS 267	1/3	This course provides students the opportunity to (a) synthesize previous knowledge and skills; (b) develop new knowledge and skills for the management of client care across the healthcare continuum in a dynamically changing healthcare environment; (c) reflect on their learning achievements throughout their nursing education; and (d) hone their mastery of nursing knowledge to adequately prepare for successful passage of the NCLEX-RN. Students will fully realize the eight educational outcomes of the nursing program by participation in simulation, lab and clinical activities; and through attending live seminars and development of an individualized remediation plan to prepare for the NCLEX-RN, based upon HESI Exit and specialty exam performance.
Varsity Cross Country	PHED 122	1/3	This course focuses on the application of advanced skill techniques, teamwork, and participation at a competitive level. Enrollment must be concurrent with membership of the Bay College varsity cross country program.
Varsity Basketball	PHED 123	1/3	This course focuses on the application of offensive and defensive strategies, advanced skill techniques, teamwork, and participation at a competitive level. Enrollment must be concurrent with membership of the Bay College varsity basketball program.

ACTION TAKEN: The above fourteen new courses have been reviewed and approved by their respective divisions and the Curriculum Committee.

ACTION REQUESTED: Review and approval of the fourteen new courses listed above by the Board Student Success and Completion Committee and the full Board of Trustees.

BOARD STUDENT SUCCESS AND COMPLETION COMMITTEE ACTION TAKEN:

It was moved by Bill Lake and seconded by Steve O'Driscoll to:

“Approve the recommendations to add the 14 new courses as presented and present them to the Board of Trustees for final approval: Brewing Science, PN Pharmacology I, PN Adult Health Nursing, PN Adult Health Nursing Clinic, PN Family Nursing: Introduction, Bridge to RN Practice I, Bridge to RN Practice II, Health Concepts Bridge, Behavioral Health Concepts Bridge, Family Concepts Bridge, Complex Healthcare Concepts, RN Capstone, Varsity Cross Country, Varsity Basketball.” No discussion. Motion carried unanimously.

REQUEST TO REVISE COURSES (15)	
REVISED COURSES	CHANGES
BUSN 177 Mathematics of Business	Added MATH 098 as prerequisite because MATH 095 is already a prerequisite and MATH 098 is the combined version of MATH 085 and MATH 095.
CHEM 090 Fundamentals of Chemistry	Added MATH 098 as prerequisite because MATH 095 is already a prerequisite and MATH 098 is the combined version of MATH 085 and MATH 095.
CHEM 110 General Chemistry I	Added CHEM 103 as a prerequisite and removed "Permission of instructor required" from the course description, as that created many challenges in getting students enrolled for the course.
CIS 090 Basic Computer Literacy	Removed the statement "Grading will be on a Pass/Fail (P/F) basis" from course description as the Transitional Studies grading scale has changed.
CIS 210 Web Page Design & Structure	Added CIS 101 as a prerequisite. This change will also allow students from other Business Division programs to enroll in this course without the need for an override since CIS 101 is required in most Business Division programs.
CIS 235 Mobile App Development	Added CIS 103 and CSCI 121 as prerequisites because students will be able to create and code mobile app programs/projects as long as they have taken at least one other programming language course.
HLTH 140 Dosage Calculation	Removed "declared major of Associate Degree in Nursing" as a prerequisite. This is not correct. Students in Health Careers, PN, and ADN are all permitted and/or required to take this course, but are currently not permitted to register for it unless they have a declared ADN major. There is no need to limit who is able to take this course.
MATH 105 Intermediate Algebra	Added MATH 098 as prerequisite because MATH 095 is already a prerequisite and MATH 098 is the combined version of MATH 085 and MATH 095.
MATH 106 Technical Algebra & Trigonometry I	Added MATH 098 as prerequisite because MATH 095 is already a prerequisite and MATH 098 is the combined version of MATH 085 and MATH 095.
MATH 107 Liberal Arts Mathematics	Added MATH 098 as prerequisite because MATH 095 is already a prerequisite and MATH 098 is the combined version of MATH 085 and MATH 095.
NURS 117 Pharmacology II	Changed the prerequisite from NURS 116 to NURS 114 to reflect the new PN Pharmacology I course.
NURS 130 Foundations of Nursing	Lowered the contact hours from 14 to 12; increased lecture from 2 to 3 hours, but lowered the clinic from 6 to 3. This is a cost savings to students and allows more adequate time for lecture of identified concepts and decreases clinic time to a more appropriate number of hours for basic skills.
NURS 138 Mental Health Nursing (see name change at right)	<p>Revised the course title from Mental Health Nursing to Behavioral Health Nursing to move away from outdated terminology and make it "stigma free". Used a more modern and professional approach to psychiatric mental health nursing by utilizing "Behavioral" in lieu of "Mental". Facilities across the country are modifying their title to "Behavioral Health" as opposed to "Mental Health" in order to better reflect goals for patient care and to reduce the stigma once associated with mental health care locations.</p> <p>Added prerequisite that students must follow the required sequence of courses to ensure they are moving from simple to complex knowledge acquisition and application throughout the program.</p>

REQUEST TO REVISE COURSES (15) continued	
REVISED COURSES	CHANGES
PMED 250 Paramedic Clinical I	Changed the credit/contact hours from 2/6 to 3/9, the contact hours are all clinic hours. The amount of clinical time previously allocated for this course is not within the required guidelines for accrediting requirements and State approval for a Paramedic program and was erroneously approved when submitted previously to the State of Michigan with credit/contact ratio of 2/6 equating to a total of 96 clinical hours. The State has mandated the minimum number of hours for this clinical course to be 125. Increasing to 144 hours with a credit/contact ratio of 3/9 will meet these requirements.
PMED 255 Paramedic Clinical II	Changed the credit/contact hours from 2/6 to 3/9, the contact hours are all clinic hours. The amount of clinical time previously allocated for this course is not within the required guidelines for accrediting requirements and State approval for a Paramedic program and was erroneously approved when submitted previously to the State of Michigan with credit/contact ratio of 2/6 equating to a total of 96 clinical hours. The State has mandated the minimum number of hours for this clinical course to be 125. Increasing to 144 hours with a credit/contact ratio of 3/9 will meet these requirements.

ACTION TAKEN: The above fifteen course revisions have been reviewed and approved by their respective division and the Curriculum Committee.

ACTION REQUESTED: Review and approval of the fifteen revised courses listed above by the Board Student Success and Completion Committee and the Board of Trustees.

BOARD STUDENT SUCCESS AND COMPLETION COMMITTEE ACTION TAKEN:
It was moved by Steve O'Driscoll and seconded by Bill Lake to:

“Approve the recommendations to revise the 15 courses as presented and present them to the Board of Trustees for final approval: BUSN 177 Mathematics of Business, CHEM 090 Fundamentals of Chemistry, CHEM 110 General Chemistry I, CIS 090 Basic Computer Literacy, CIS 210 Web Page Design & Structure, CIS 235 Mobile App Development, HLTH 140 Dosage Calculation, MATH 105 Intermediate Algebra, MATH 106 Technical Algebra & Trigonometry I, MATH 107 Liberal Arts Mathematics, NURS 117 Pharmacology II, NURS 130 Foundations of Nursing, NURS 138 Mental Health Nursing, PMED 250 Paramedic Clinical I, PMED 255 Paramedic Clinical II.” No discussion. Motion carried unanimously.

REQUEST TO RETIRE COURSES (2)			
COURSE	COURSE NO.	CR/CT	RATIONALE
Bridge to RN Practice	NURS 132	1/3	The course is being retired because it has been replaced with two new courses (NURS 142 Bridge to RN Practice I and NURS 143 Bridge to RN Practice II) and due to changed learning outcomes it is not appropriate to change into one of the courses. This will benefit students by providing a less expensive and cumbersome completion from LPN to RN option. See AAS program revision and course proposals presented with this retirement form.
Legal Transcription	OIS 240	3/3	The OIS 240 course remained on curriculum as an approved elective for those students who still needed to complete it after the program itself had been officially retired. There are no longer any students who require this course.
<p>ACTION TAKEN: The above two course retirements have been reviewed and approved by their respective division and the Curriculum Committee.</p> <p>ACTION REQUESTED: Review and approval of the two retired courses listed above by the Board Student Success and Completion Committee and the Board of Trustees.</p> <p>BOARD STUDENT SUCCESS AND COMPLETION COMMITTEE ACTION TAKEN: It was moved by Bill Lake and seconded by Steve O'Driscoll to:</p> <p>“Approve the recommendations to retire courses as presented and present the recommendation to the Board of Trustees for final approval: Bridge to RN Practice and Legal Transcription.” No discussion. Motion carried unanimously.</p>			

Tom Butch called a 10 minute recess at 5:44 p.m. There were no objections.

The meeting resumed at 5:53 p.m. Audience participants remaining included Matt Barron and Jordan Beck. Kim Carne, VP of College Advancement, and Dr. Pamela Cox-Otto entered the meeting.

2) Marketing Consultant Introduction and Plan Overview

Kim Carne, VP of College Advancement, introduced Dr. Pamela Cox-Otto, CEO of Interact Communications. Dr. Cox-Otto summarized the efforts underway to develop an overall marketing and communications plan for the College.

Dr. Cox-Otto is meeting with employees and students for two days this week on campus to learn about our intake processes, enrollment trends, and communication methods and content. Background research will be done by talking to students who attended Bay but didn't graduate or transfer to understand why they did not complete and students who applied and went through placement testing but didn't enroll. She will also look at the materials produced for students and the community. Her primary focus is enrollment management: progressing students to the front door, day one of class, the end of the semester, the end of two years, and beyond to graduate or transfer. She is looking for patterns from the data received from IR and will investigate where students are lost in the process to increase enrollment; particularly from fall to fall semesters.

Initial meetings with students revealed their experience at Bay was much more personal than they expected. She will build on creating ways students who feel good about Bay can share their feedback and personal experience. Leveraging the peer to peer voice is one important tool that can be capitalized.

Discussion was held about the trends she sees with other community colleges and similarities to Bay College. She encouraged the Board to continue looking ahead at programs that will help the community by providing employers with work ready employees during times of recession.

Bay College

Nursing Program Revision - Overview: Starting Fall 2017

Sandra Croasdell, DNP, APRN, ACNP-BC, FNP-BC, CEN
Linda Lewandowski, MSN, RN
03/15/2017

Where we've been. . .

- LPN Certificate to AAS – Nursing Ladder Program:
 - Declining NCLEX RN rates
 - Poor transition from LPN Certificate to AAS portion of program
 - Poor transition from LPN practice to AAS
 - NCLEX PN pass rates stable

Changes we made . . .

- Separated LPN Certificate and AAS into two distinct programs:
 - Revised AAS to modified concept-based program
 - Multiple curricular changes
 - Bridge course developed for transition from LPN to AAS
 - Revised LPN Certificate program with minor curricular changes:
 - Align with similar certificate programs
- All cohorts changed to fall start dates

What we discovered. . .

- AAS Bridge option inadequate to meet student/community needs:
 - Too many credits
 - Too long to complete
 - Continued poor transition from LPN practice to AAS
- AAS Part-time option inadequate to meet student/community needs:
 - Too long to complete
 - Poor completion rates
 - Poor performance
- Poor options for transition to BSN completion

What we discovered (cont.) . . .

- AAS Curriculum Changes – Some had negative impact:
 - BIOL 225 Med Micro:
 - Lack of sufficient knowledge in foundations of microbiology as it relates to infectious disease
- LPN Certificate Program:
 - BIOL 213 A&P I and BIOL 214 A&P II replaced with BIOL 104 Human Biology:
 - Inadequate to prepare students for bridging to AAS
 - More content/clinic time in LPN Certificate than needed
 - Length of program too long

What we discovered (cont.) . . .

- Too many cohorts with varying lengths of time to complete program
- Financial aid implications related to course load structures for some cohorts
- Ranking problematic:
 - Points allocation:
 - Awarded for taking core courses prior to program
 - Students taking classes out of sequence
 - Awarded based on GPA
 - Inconsistent application of GPA to a variety of courses
 - Courses from high school and universities receive same ranking points
 - Not able to award seats based on likelihood of success
- Single start date for all cohorts problematic:
 - Clinical facilities saturated
 - Difficulty in staffing
 - Challenges in meeting student learning needs

What we did . . .

- Evaluated:
 - Similar programs in Michigan
 - Student characteristics and academic performance data:
 - Entrance
 - In-program performance
 - Attrition
 - Re-entry
 - Past NCLEX pass rates
- Considered:
 - Feedback from stakeholders
- Revised:
 - LPN Certificate and AAS Programs

Where we are now . . .

- New Ranking process
 - GPA – 2.75 for all programs
 - Meet E, R and M of 085
 - HESI Entrance Exams for allocation ranking points
 - All programs
- HESI Exams throughout specialty areas of programs:
 - Minimum required scores
 - Remediation plan if not met
 - Retake once after remediation
- HESI Exit Exams at end of programs:
 - Minimum required scores
 - Remediation plan if not met
 - Retake once after remediation

Where we are now (cont.) . . .

- Revised AAS:
 - Bridge: LPN to AAS Bridge better meets student learning needs:
 - Separate courses from traditional students until final semester.
 - Decreased number of credits:
 - From **54** to **39** credits
 - Decreased length of time to completion:
 - From **2 – 2.5** to **1** year
 - Revised ranking to include HESI PN Mobility Scores
 - Part-Time Option:
 - Eliminated

Where we are now (cont.) . . .

- LSSU - BSN completion option:
 - Dual enrollment option on admission:
 - Allows for financial aid coverage of BSN co-requisites while completing AAS
 - Grace period to pass NCLEX RN after AAS completion
 - BSN completion in **2** semesters after RN Licensure
 - Students able to complete BSN in **7** semesters

Where we are now (cont.) . . .

- BIOL 225 Med Micro:
 - Added back into program
- NURS 118 Nursing Informatics:
 - Taken out of program
 - Embedded throughout curriculum
- SOCY 206 Sociology of Death and Dying:
 - Taken out of program as requirement
 - Adequate coverage of topic throughout curriculum and simulation
 - Social Science Elective required (includes SOCY 206)
- COMM 103 Interpersonal Communication:
 - Decline in communication skills
 - Measurable, mandatory requirement

Where we are now (cont.) . . .

- Reduced overall number of seats awarded yearly:
 - From **100** to **88**
- Staggered cohort admissions:
 - **32** each fall for traditional - Escanaba
 - **24** each winter for traditional – Iron Mountain
 - **32** each winter for LPN to AAS bridge - Escanaba
- Decreased number of cohorts:
 - Down from **5** to **3**
- Decreased length of time to complete AAS Reduced:
 - From **2.5 - 3** years down to **2** years.
- Improved balance of course load structure

Where we are now (cont.) . . .

- LPN Certificate revisions:
 - BIOL 104 Human Biology taken out
 - BIOL 213 A&P I and BIOL 214 A&P II added
 - Reduction in clinic time
 - Decrease in program length:
 - From **1.5** years to **1** year.
 - Decrease in number of program credits/contacts:
 - From **36/57** to **36/52**

What we hope to see. . .

- Improvement:
 - NCLEX pass rates
 - Student academic performance
 - Student satisfaction
 - Completion rates
 - Meeting stakeholder needs