



Indiana State Board of Nursing
402 West Washington Street, Room W072
Indianapolis, Indiana 46204
Phone: (317) 234-2043
Website: PLA.IN.gov

Michael R. Pence, Governor

Nicholas Rhoad, Executive Director

ANNUAL REPORT FOR PROGRAMS IN NURSING

Guidelines: An Annual Report prepared and submitted by the faculty of the school of nursing, will provide the Indiana State Board of Nursing with a clear picture of how the nursing program is currently operating and its compliance with the regulations governing the professional and/or practical nurse education program(s) in the State of Indiana. The Annual Report is intended to inform the Education Subcommittee and the Indiana State Board of Nursing of program operations during the academic reporting year. This information will be posted on the Board's website and will be available for public viewing.

Purpose: To provide a mechanism to provide consumers with information regarding nursing programs in Indiana and monitor complaints essential to the maintenance of a quality nursing education program.

Directions: To complete the Annual Report form attached, use data from your academic reporting year unless otherwise indicated. An example of an academic reporting year may be: August 1, 2013 through July 31, 2014. Academic reporting years may vary among institutions based on a number of factors including budget year, type of program delivery system, etc. Once your program specifies its academic reporting year, the program must utilize this same date range for each consecutive academic reporting year to insure no gaps in reporting. You must complete a **SEPARATE report** for each PN, ASN and BSN program.

This form is due to the Indiana Professional Licensing Agency by the close of business on October 1st each year. The form must be electronically submitted with the original signature of the Dean or Director to: PLA2@PLA.IN.GOV. Please place in the subject line "Annual Report (Insert School Name) (Insert Type of Program) (Insert Academic Reporting Year). For example, "Annual Report ABC School of Nursing ASN Program 2013." The Board may also request your most recent school catalog, student handbook, nursing school brochures or other documentation as it sees fit. It is the program's responsibility to keep these documents on file and to provide them to the Board in a timely manner if requested.

Indicate Type of Nursing Program for this Report: PN _____ ASN BSN _____

Dates of Academic Reporting Year: _____
(Date/Month/Year) to (Date/Month/Year)

Name of School of Nursing: _____

Address: 10999 Stahl Road Newburgh, IN 47630

Dean/Director of Nursing Program

Name and Credentials: Sarah A. Seaton, MSN, RN

Title: Chair Email: sseaton2@itt-tech.edu



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Nursing Program Phone #: 812-858-2349 Fax: 812-858-0646

Website Address: _____

Social Media Information Specific to the SON Program (Twitter, Facebook, etc.): _____

Please indicate last date of NLNAC or CCNE accreditation visit, if applicable, and attach the outcome and findings of the visit: _____

If you are not accredited by NLNAC or CCNE where are you at in the process? working on SPEP and gathering data

SECTION 1: ADMINISTRATION

Using an "X" indicate whether you have made any of the following changes during the preceding academic year. For all "yes" responses you must attach an explanation or description.

- 1) Change in ownership, legal status or form of control Yes _____ No X
- 2) Change in mission or program objectives Yes _____ No X
- 3) Change in credentials of Dean or Director Yes _____ No X
- 4) Change in Dean or Director Yes _____ No X
- 5) Change in the responsibilities of Dean or Director Yes _____ No X
- 6) Change in program resources/facilities Yes _____ No X
- 7) Does the program have adequate library resources? Yes X No _____
- 8) Change in clinical facilities or agencies used (list both additions and deletions on attachment) Yes _____ No X
- 9) Major changes in curriculum (list if positive response) Yes _____ No X



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SECTION 2: PROGRAM

1A.) How would you characterize your program's performance on the NCLEX for the most recent academic year as compared to previous years? Increasing _____ Stable Declining _____

1B.) If you identified your performance as declining, what steps is the program taking to address this issue?

2A.) Do you require students to pass a standardized comprehensive exam before taking the NCLEX?
Yes No _____

2B.) If **not**, explain how you assess student readiness for the NCLEX. _____

2C.) If **so**, which exam(s) do you require?
EXIT HESI; Kaplan program with diagnostic testing and readiness testing

2D.) When in the program are comprehensive exams taken: Upon Completion
As part of a course Ties to progression or thru curriculum

2E.) If taken as part of a course, please identify course(s): NU1421, NU1426, NU2630, NU2740, NU2745, NU2840

3.) Describe any challenges/parameters on the capacity of your program below:

A. Faculty recruitment/retention: Continued efforts with recruitment of qualified master's prepared nurses for the full-time lecture positions.

B. Availability of clinical placements: We continue to enjoy adequate clinical placement in a variety of healthcare settings that meet the needs of the program and the students.

C. Other programmatic concerns (library resources, skills lab, sim lab, etc.): _____

4.) At what point does your program conduct a criminal background check on students?
45-75 days prior to any placement in a clinical setting



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5.) At what point and in what manner are students apprised of the criminal background check for your program? Verbally and in writing prior to application for admission to the program, during orientation after acceptance, and again in Quarter 2 of the program.

SECTION 3: STUDENT INFORMATION

1.) Total number of students admitted in academic reporting year:

Summer (June 2014) 4 Fall (Sept/Dec 2013) 0 Spring (March 2014) 41

2.) Total number of graduates in academic reporting year:

Summer (June 2014) 12 Fall (Sept/Dec 2013) 14 Spring (March 2014) 16

3.) Please attach a brief description of all complaints about the program, and include how they were addressed or resolved. For the purposes of illustration only, the CCNE definition of complaint is included at the end of the report.

4.) Indicate the type of program delivery system:

Semesters _____ Quarters Other (specify): _____

SECTION 4: FACULTY INFORMATION

A. Provide the following information for all faculty new to your program in the academic reporting year (attach additional pages if necessary):

Faculty Name:	Christine Goad
Indiana License Number:	28130276A
Full or Part Time:	Full-time
Date of Appointment:	11/18/2013
Highest Degree:	MSN
Responsibilities:	classroom lecture and lab instruction



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Faculty Name:	Kacie Fleck
Indiana License Number:	28191180A
Full or Part Time:	part-time
Date of Appointment:	12/10/2013
Highest Degree:	BSN
Responsibilities:	clinical adjunct

Faculty Name:	Amber Graber
Indiana License Number:	28198212A
Full or Part Time:	part-time
Date of Appointment:	1/31/2014
Highest Degree:	BSN
Responsibilities:	clinical adjunct

B. Total faculty teaching in your program in the academic reporting year:

1. Number of full time faculty: 3
2. Number of part time faculty: 4
3. Number of full time clinical faculty: 0
4. Number of part time clinical faculty: 7
5. Number of adjunct faculty: 8

C. Faculty education, by highest degree only:



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1. Number with an earned doctoral degree: 0
2. Number with master's degree in nursing: 7
3. Number with baccalaureate degree in nursing: 4
4. Other credential(s). Please specify type and number: _____

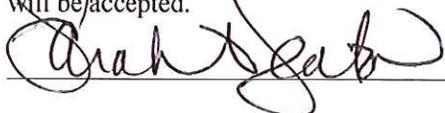
D. Given this information, does your program meet the criteria outlined in **848 IAC 1-2-13** or **848 IAC 1-2-14**?

Yes No _____

E. Please attach the following documents to the Annual Report in compliance with **848 IAC 1-2-23**:

1. A list of faculty no longer employed by the institution since the last Annual Report;
2. An organizational chart for the nursing program and the parent institution.

I hereby attest that the information given in this Annual Report is true and complete to the best of my knowledge. This form **must** be signed by the Dean or Director. No stamps or delegation of signature will be accepted.



Signature of Dean/Director of Nursing Program

8/16/2014

Date



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Sarah A. Seaton

Printed Name of Dean/Director of Nursing Program

Please note: Your comments and suggestions are welcomed by the Board. Please feel free to attach these to your report.

SECTION 4: FACULTY INFORMATION

Faculty Name:	Collins, Ashtin
Indiana License Number:	28197794A
Full or Part Time:	Part time
Date of Appointment:	01/31/2014
Highest Degree:	BSN
Responsibilities:	Clinical adjunct
Faculty Name:	Jessica Goodwin
Indiana License Number:	28190427A
Full or Part Time:	Part time
Date of Appointment:	06/16/2014
Highest Degree:	BSN
Responsibilities:	Clinical adjunct
Faculty Name:	Linda Kay Congleton
Indiana License Number:	28064437A
Full or Part Time:	Part time
Date of Appointment:	12/10/2013
Highest Degree:	MSN
Responsibilities:	Classroom and lab instruction

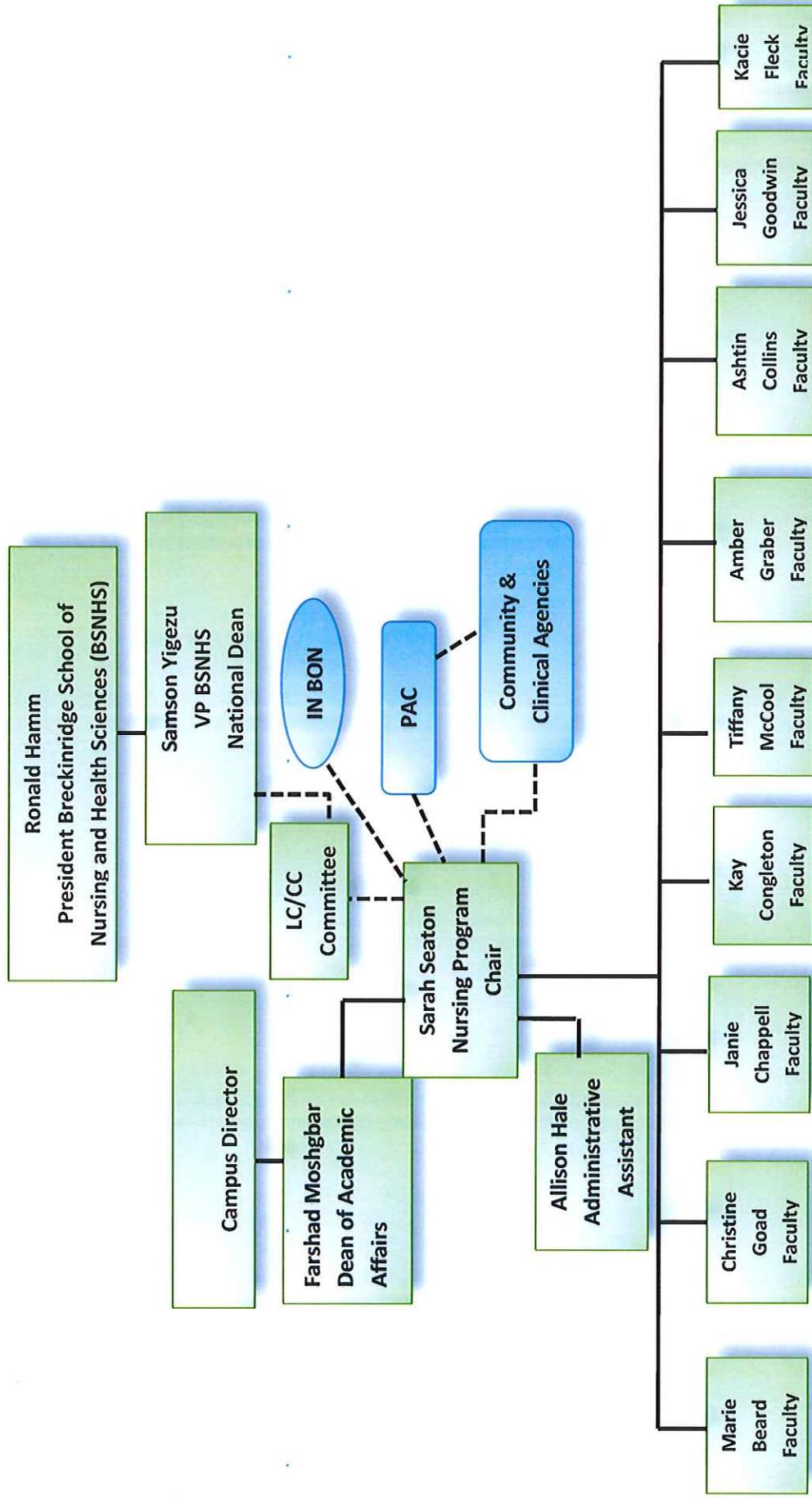
Question 7: Yes, the library does have adequate resources. Continuous revisions are made as needed for supplemental material both in nursing and general education.

E. Please attach the following documents to the Annual Report in compliance with **848 IAC 1-2-23**:

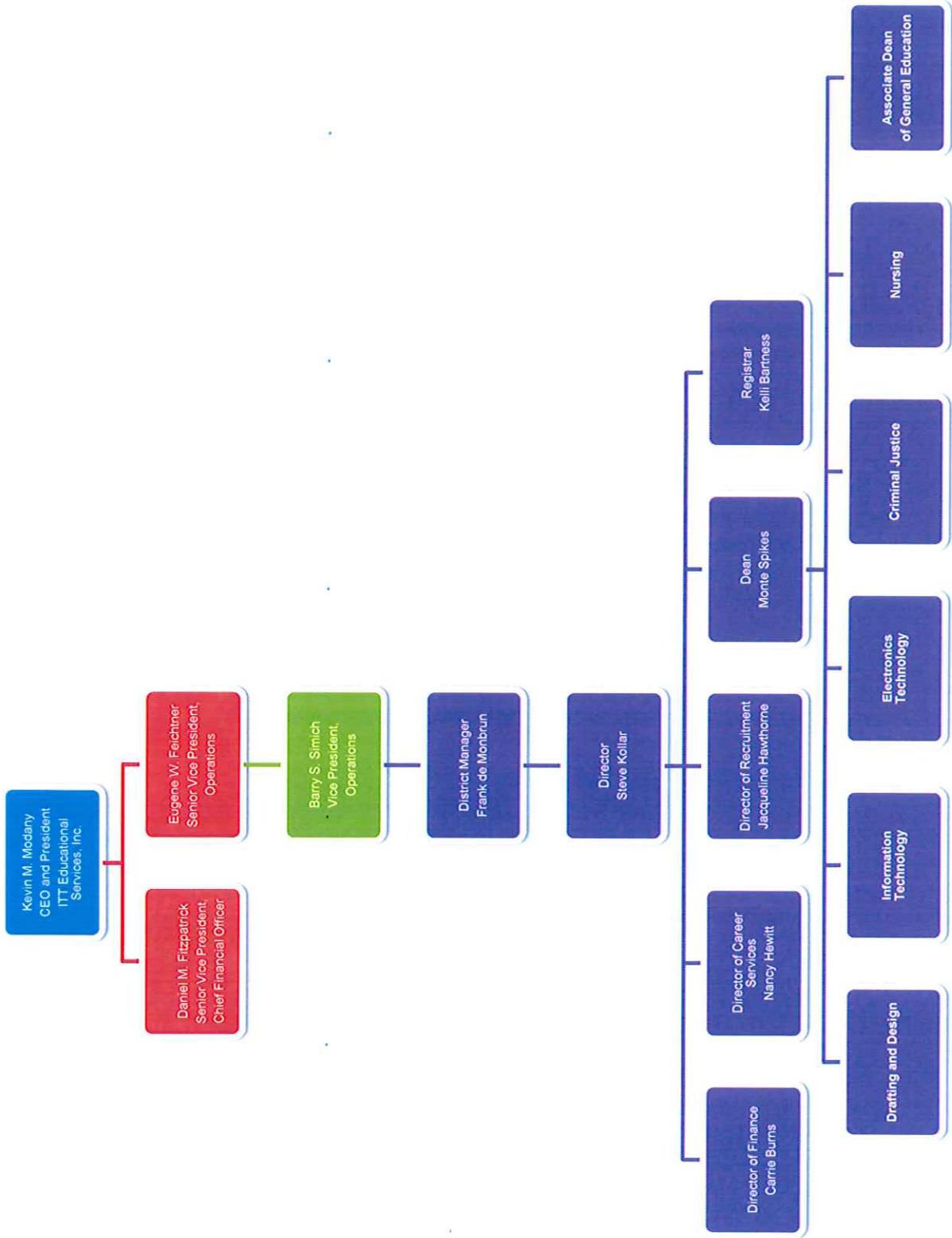
1. A list of faculty no longer employed by the institution since the last Annual Report;
Angela Mehringer, MSN, RN; Olivia Taylor, MSN, RN; Annette Buse, MSN, RN,
Gina Dressler, MSN, RN
2. An organizational chart for the nursing program and the parent institution.

*see next two pages

Breckinridge School of Nursing and Health Sciences Nursing Program Organizational Chart



Parent Institution Organizational Chart



Date of Complaint	Summary of Complaint	Outcome of Complaint
9/27/2013	Student complained that after having paid for and passes a test-out exam she was required to take the course.	Investigation revealed that the student has previously participated in a portion of an on-line course for this class. This negates her ability to test-out of the course and she should not have been given the opportunity to test-out. Her testing fees were refunded and she completed the course and graduated.
11/13/2013	Student complained that she was given inaccurate information regarding the requirements to retake both lecture and clinical portions of a class if she fails one or both of these requirements. She was dropped from her course when she did not attend the required clinical during the first week of the new quarter.	Investigation revealed that the student had inaccurately told the Program Chair that she had passed the class the previous quarter but was being required to repeat the lecture portion only- as in an audit situation for poor benchmark testing results. The student acknowledged receipt of the student handbook and course syllabus which both clearly indicate that both the theory and lab components of the course must be successfully completed or they must both be repeated. They are not stand-alone grades. The student repeated the course in its entirety and passed.
11/27/2013	Student complained that he was unfairly dismissed from the program 3 weeks from graduation and was not given opportunity to correct mistakes as he was not provided adequate feedback from the clinical instructor.	Investigation revealed that this student had been permitted re-entry after two failing grades were received in the clinical portion of the program. Each time the student was given ample feedback from the clinical instructor as well as the Program Chair and Nurse Faculty Organization. During his last quarter in the program, the student arrived at clinical unprepared to deliver safe care to the client as demonstrated by not having completed the required clinical preparation assignment. He had received warning from his instructor previously the same quarter. After his dismissal, he met with the theory instructor, clinical instructor, Program Chair, and Dean to discuss his performance and did not refute the feedback received. His appeal for re-entry the following quarter was denied by the APG Committee, Program Chair, and Dean unanimously based upon his continued poor performance in the clinical setting.

3/14/2014	<p>The student complained that she was unfairly terminated from the nursing program by the Program Chair based on hearsay from other students.</p>	<p>Investigation revealed that the student had been counseled regarding inappropriate behavior in the clinical setting on 2/11/2014 by the Program Chair. The student acknowledged the behavior stating that she hadn't been feeling well but would not repeat the behavior in the future. On that same day, the student met with the Interim Campus Director to clarify her behavior and the expectations of the program and institution. She signed acknowledgement and receipt of her notice of probation for the behavior and notice that subsequent behavior may result in dismissal from the program. The following week, students and employees from the clinical agency reported the same behavior had occurred again. This prompted a meeting with the student, the Interim Director, Dean, Program Chair, and clinical instructor. The result of that meeting was the decision to dismiss the student from the program. This decision was appealed March 18, 2014 in a meeting with the Interim Director, Dean, Program Chair, student, and her husband. All records and occurrences were reviewed in writing and verbally with all in attendance and the decision was not altered.</p>
4/17/2014	<p>Student complained that the information in her student survey was not confidential after receiving a follow-up email regarding a complaint about her course text-book.</p>	<p>The original complaint regarding the lack of textbook at the beginning of the course was resolved. The textbook was on backorder but the students received copies of necessary material until the books arrived. The student's concern with confidentiality of the student surveys was addressed by the Dean. He explained, to her satisfaction, that the names and identities of the students are never shared with faculty, but that the Dean and Director are advised when a complaint arises from the surveys so that it may be remedied as quickly as possible.</p>

6/5/2014	<p>Student complained that she failed her course because she was not permitted to make-up an assignment. She stated another student was allowed to make up the assignment and she was not.</p>	<p>Investigation revealed that the student was absent without notifying the instructor and an in-class assignment/ presentation was done that day. It is the expressed policy of this instructor that in-class assignments and quizzes cannot be made up. The student acknowledged knowing this and never approached the instructor about the assignment because she knew she would not be permitted to do it. She only questioned this when she failed the course. Further investigation showed that the other student was permitted to make-up an out-of-class assignment that she acquired before the due date and submitted on time.</p>