



**INDIANA COMMISSION *for*  
HIGHER EDUCATION**

# Indiana Board for Proprietary Education AGENDA

Wednesday, September 6, 2017

101 West Ohio Street, Suite 300  
Indianapolis, IN 46204-4206  
Tele: 317-464-4400 | Fax: 317-464-4410  
[www.che.in.gov](http://www.che.in.gov)

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# AGENDA

## Meeting of the Board for Proprietary Education

September 6, 2017  
10:00 a.m. – 12:00 p.m.

Indiana Commission for Higher Education  
Kent Weldon Board Room  
101 West Ohio Street, Suite 300  
Indianapolis, IN 46204

### (For Conference Call Participants)

1-877-422-1931 Conference Code: 2867447421

<b>I.</b>	<b>Call to Order – 10:00 A.M. (Eastern)</b>	
	<b>Roll Call of Members and Determination of Quorum</b>	
	<b>Executive Director's Report</b>	
	<b>Consideration of the Minutes of the June 13, 2017 Board Meeting</b>	1
<b>II.</b>	<b>Business Items</b>	
A.	Academic Degree Programs	
1a.	Denmark College: Institutional Authorization .....	5
	Application for Institutional Authorization .....	7
1b.	Denmark College: One Associates Degree Program at One Location .....	9
	A.S. in Nursing .....	11
2.	Hondros College of Nursing: Institutional Authorization .....	19
	Application for Institutional Authorization.....	21
	Diploma in Practical Nursing .....	25
<b>III.</b>	<b>INFORMATION ITEM</b>	

MJS College

**DECISION ITEM**  
**OLD BUSINESS**  
**NEW BUSINESS**  
**ADJOURNMENT**

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The next meeting of the Board is tentatively scheduled for **December 12, 2017, in Indianapolis, Indiana.**

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**STATE OF INDIANA  
Board for Proprietary Education**

**Minutes of Meeting**

**Tuesday, June 13, 2017**

**I. CALL TO ORDER**

The Board for Proprietary Education met in regular session starting at 10:00 a.m. at 101 West Ohio Street, Suite 300, Kent Weldon Board Room, with Chairman Sauer presiding.

**ROLL CALL OF MEMBERS AND DETERMINATION OF A QUORUM**

*Members Present:* Rod Haywood, Jr., Kenneth Konesco, Joe Pearson, and Ken Sauer.

*Members Absent:* Eric Ogle.

*Guests Present:* Rhonda Anderson, Drew Augustin, Wendy Beahn, Tom Brouwer, James Croan, Stephie Guptill, Jeremy Hoshor, Jeremy Johnson, Ron Kern, Shawntel Landry, Tawnya Lawson, Tony Mediate, Claudia Mitchell, Angie Phillips, Therese Shipps, Lee Tincher, and Mickle Ward-Ellison.

It was determined that there was a quorum for the June 13, 2017 Board meeting.

**CONSIDERATION OF THE MINUTES OF THE MARCH 14, 2017 BOARD MEETING**

**R-17-02.1**      **Resolved:** That the Board for Proprietary Education hereby approve the Minutes of the March 14, 2017 regular meeting  
(Motion – Pearson, second – Konesco, unanimously approved)

**II. EXECUTIVE DIRECTOR'S REPORT**

Dr. Sauer began by stating that the Board has been particularly focused on nursing programs and NCLEX pass rates. Within the last year several high profile institutions that had been offering nursing programs had closed. Among the institutions offering nursing programs were ITT Technical Institute and Medtech College. In previous years Indiana Dabney University had closed with significantly low NCLEX pass rates. The Board for Proprietary Education and the State Board of Nursing have collaborated on new and existing nursing programs being offered in the state. Since several proposed nursing programs were on the agenda, Ms. Toni Herron, Education Compliance Officer with the Indiana State Board of Nursing would be asked to speak.

**III. TIME – SENSITIVE ACTION ITEMS**

**A. Academic Degree Programs**

1a. Initial Institutional Authorization of Adonis College of Nursing at Hammond.

Representing Adonis College of Nursing was: Mickle Ward-Ellison, Director of Nursing.

Mr. Miller presented the staff report recommending that Adonis College of Nursing be

granted institutional authorization with the stipulation that the program application be revised to meet the standards of the Indiana State Board of Nursing.

**R-17-02.2** **Resolved:** That the Board for Proprietary Education hereby agrees to table the institutional authorization of Adonis College of Nursing. (Motion – Haywood, second – Konesco, unanimously approved)

1b. Associate of Science in Nursing to be offered by Adonis College of Nursing.

Representing Adonis College of Nursing was: Mickle Ward-Ellison, Director of Nursing.

Mr. Miller presented the staff report recommending that Adonis College of Nursing be granted approval to offer one Associate degree program at one location with the stipulation that the program application be revised to meet the standards of the Indiana State Board of Nursing.

**R-17-02.3** **RESOLVED:** That the Board for Proprietary Education hereby agrees to table the Associate of Science in Nursing, to be offered by Adonis College of Nursing. (Motion – Pearson, second – Konesco, unanimously approved)

2. Master of Science in Nursing to be offered by American College of Education.

Representing American College of Education was: Tom Brouwer, Director of Regulatory Affairs and Compliance, Ron Kern, Academic Dean, Shawntel Landry, Provost and Interim President, Therese Shipps, Nursing Advisory Board Consultant, and Lee Tincher, Assistant Provost Curriculum Development.

Mr. Miller presented the staff report recommending that American College of Education be granted approval to offer one Master's degree program via distance education.

**R-17-02.4** **RESOLVED:** That the Board for Proprietary Education approves by consent the following recommendation, in accordance with the background information provided in this agenda item. (Motion-Konesco, second-Haywood, unanimously approved)

3a. Initial Institutional Authorization of Hondros College of Nursing at Indianapolis.

Representing Hondros College of Nursing was: Drew Augustin, My Alliance Broker Facility Manager, Wendy Beahn, Accreditation and Compliance Manager, Jeremy Hoshor, Chief Administrative Officer and Provost, Tawnya Lawson, Practical Nursing Program Dean, Tony Mediate, Chief Executive Officer, and Angie Phillips, Associate Degree in Nursing Program Dean.

Mr. Miller presented the staff report recommending that Hondros College of Nursing be granted institutional authorization with the stipulation that the program application be revised to meet the standards of the Indiana State Board of Nursing.

**R-17-02.5** **Resolved:** That the Board for Proprietary Education hereby agrees to table the institutional authorization of Hondros College of Nursing.  
(Motion – Haywood, second – Konesco, unanimously approved)

3b. Associate of Science in Nursing to be offered by Hondros College of Nursing.

Representing Hondros College of Nursing was: Drew Augustin, My Alliance Broker Facility Manager, Wendy Beahn, Accreditation and Compliance Manager, Jeremy Hoshor, Chief Administrative Officer and Provost, Tawnya Lawson, Practical Nursing Program Dean, Tony Mediate, Chief Executive Officer, and Angie Phillips, Associate Degree in Nursing Program Dean.

Mr. Miller presented the staff report recommending that Hondros College of Nursing be granted approval to offer one Associate degree program at one location with the stipulation that the program application be revised to meet the standards of the Indiana State Board of Nursing.

**R-17-02.6** **Resolved:** That the Board for Proprietary Education hereby agrees to table the Associate of Science in Nursing, to be offered by Hondros College of Nursing.

(Motion – Pearson, second – Konesco, unanimously approved)

4a. Initial Institutional Authorization of Northwood University at Princeton.

Representing Northwood University was: Rhonda Anderson, Assistant Vice President and Associate Dean Adult Degree Programs.

Mr. Miller presented the staff report recommending that Northwood University be granted institutional authorization.

**R-17-02.7** **Resolved:** That the Board for Proprietary Education approves by consent the following recommendation, in accordance with the background information provided in this agenda item.  
(Motion – Haywood, second – Konesco, unanimously approved)

4b. Associate of Arts in Management, Bachelor of Business Administration, and Bachelor of Science in Applied Management to be offered by Northwood University.

Representing Northwood University was: Rhonda Anderson, Assistant Vice President and Associate Dean Adult Degree Programs.

Mr. Miller presented the staff report recommending that Northwood University be granted approval to offer one Associate degree program at one location.

**R-17-02.8** **Resolved:** That the Board for Proprietary Education approves by consent the following recommendation, in accordance with the background information provided in this agenda item.  
(Motion – Haywood, second – Konesco, unanimously approved)

**IV. INFORMATION ITEM  
DECISION ITEM  
OLD BUSINESS  
NEW BUSINESS**

There was none.

**V. ADJOURNMENT**

The meeting was adjourned at 12:15 P.M.

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Dr. Ken Sauer, Chairman

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Date

## BOARD FOR PROPRIETARY EDUCATION

Wednesday, September 6, 2017

### BUSINESS ITEM A-1 a:

#### Denmark College: Institutional Authorization

##### **Staff Recommendation**

That the Board for Proprietary Education approve the Denmark College institutional authorization in accordance with the background discussion in this agenda item and the Application for Institutional Authorization.

##### **Background**

##### Institution Profile

Denmark College, which is licensed by the Indiana State Board of Cosmetology and Barber Examiners, has its campus in Merrillville, Indiana. The institution currently offers three diploma programs titled Barber, Barber Instructor, and Cosmetology. The institution operates as a private, for-profit with national accreditation from the Council on Occupational Education (COE). COE accredits Denmark College at Merrillville, Indiana and Chicago, Illinois. The National Center for Education Statistics (NCES) lists a total enrollment of 110 students in the fall of 2016 under the previous institutional name "Success Schools."

##### **Supporting Document**

Application for Institutional Authorization

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**Out-of-State Institutions and  
In-State Proprietary Institutions Offering Instruction in Indiana  
with a Physical Presence\* in the State:**

**Application for Initial Institutional Authorization**

1. Name of Institution: **Denmark College**
2. Address of campus: **8101 Polo Club Drive, Merrillville, IN 46410**
3. The institution is accredited by or seeking accreditation from: **Council on Occupational Education**  
(Must be an accrediting agency that is recognized by the U.S. Department of Education or Secretary of Education)  
Submit documentation from the accrediting body indicating the institution's current status.
4. Provide information on the current status of any approvals needed by licensing boards. **In "Good Standing" with Indiana Professional Licensing Agency Board of Cosmetology and Barber Examiners**
5. The institution has its principal campus in the State of: **Indiana**
6. The institution submits the following information for each certificate and diploma program to be offered

**[Do not submit degree programs; these require a separate application]:**

**Indicate  
Annual or**

<b>CIP Code</b>	<b>Program Name</b>	<b>Level</b>	<b>Length</b>	<b>Cr. or Cl. Hrs.</b>	<b>Cr. Hr. Tuition</b>
12.0402	Barber	Diploma	11 months	1500 Clock Hours	\$18,800
12.0413	Barber Instructor	Diploma	6 months	1000 Clock Hours	\$12,800
12.0401	Cosmetology	Diploma	11 months	1500 Clock Hours	\$18,800

7. The institution is submitting payment in the amount of \$1,000.00 (check made out to the State of Indiana).
8. Provide a copy of the most recent inspection report from the local municipal or rural Indiana fire department.
9. Provide documentation of liability insurance to cover students.
10. If your institution is incorporated in the State of Indiana, please include a current copy of your *Articles of Incorporation* as filed with the Indiana Secretary of State. If your main campus is located out-of-state but you have a physical presence in Indiana, then you must provide a copy of the *Certificate of Authority*. For further information visit the Indiana Secretary of State webpage at:  
<http://www.in.gov/sos/business/2426.htm>
11. For-profit institutions must list the names and addresses of the institution's stockholders owning 5% or more of stock in the institution or corporation.

**Mark Fowler 57 Wilson Rd, Hattieville, AR 72063**  
**Dennis Beavers 434 Cypress Creek Rd, Collinsville, IL 62234**
12. Attach a copy of your current or proposed catalog, institutional student contract, or enrollment agreement. The Statement of Authorization and Indiana Uniform Refund Policy is required in all

catalogs, and may be appropriate for inclusion in other documents such as institutional student contract, enrollment agreements and other materials. See Appendix I

13. List the name of institutional director, phone number, and e-mail address:

Name: Michelle Barrera Phone: (219) 736-9999 Email: mbarrera@denmarkcollege.edu

**I affirm that the information submitted on this form is true and correct to the best of my knowledge and that all supportive statements and documents are true and factual:**

Person submitting this form: Mark W. Fowler

Position title of person submitting this form: Chief Executive Officer

Phone number contact of person submitting this form: 918-688-1809

Email contact of person submitting this form: markfowler2020@gmail.com

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\* Defining a Physical Presence

*The Indiana Commission for Higher Education/Indiana Board for Proprietary Education considers any of the following activities to constitute a physical presence in the State of Indiana:*

- *On-going occupation of a physical location for instructional purposes;*
- *Maintenance of an administrative office to facilitate instruction;*
- *Short courses with more than 20 classroom hours, or equivalent thereof;*
- *A portion of a full-term course, more than two meetings and more than six clock hours, that takes place in a setting where the instructor or students physically meet; or*
- *Experiential learning opportunities, such as a clinical, practicum, residency, or internship, that have more than ten students from your institution physically and simultaneously present at a single field site.*

*The Indiana Commission for Higher Education/Indiana Board for Proprietary Education does not consider the following activities to constitute a physical presence in the State of Indiana:*

- *Advertising;*
- *Recruiting;*
- *Contractual arrangements in states (e.g., procurement contracts or online academic offerings provided through consortia agreements);*
- *Courses on military installations offered by an accredited institution and limited to active and reserve military personnel, dependents of military personnel, and civilian employees of the military installation;*
- *Faculty residing in the state;*
- *Field trips;*
- *Proctored exams held in the state;*
- *Operation of a server or other electronic service device;*
- *Short courses with 20 or fewer classroom hours, or equivalent thereof;*
- *A portion of a full-term course, up to two meetings and up to six clock hours, that takes place in a setting where the instructor or students physically meet; or*
- *Experiential learning opportunities, such as a clinical, practicum, residency, or internship, provided that:*
  - *Ten or fewer students from your institution are physically and simultaneously present at a single field site; and*
  - *The institution has already obtained all the necessary professional and licensure approvals (if any) to conduct the learning opportunity in Indiana.*

## BOARD FOR PROPRIETARY EDUCATION

Wednesday, September 6, 2017

### BUSINESS ITEM A-1 b:

#### Denmark College: One Associate Degree Program at One Location

##### **Staff Recommendation**

That the Board for Proprietary Education approve the Associate of Science (A.S.) in Nursing in accordance with the background discussion in this agenda item and the Application for Degree Approval.

##### **Background**

##### Institution Profile

Denmark College, which is licensed by the Indiana State Board of Cosmetology and Barber Examiners, has its campus in Merrillville, Indiana. The institution currently offers three diploma programs titled Barber, Barber Instructor, and Cosmetology. The institution operates as a private, for-profit with national accreditation from the Council on Occupational Education (COE). COE accredits Denmark College at Merrillville, Indiana and Chicago, Illinois. The National Center for Education Statistics (NCES) lists a total enrollment of 110 students in the fall of 2016 under the previous institutional name "Success Schools."

##### Degree Program Profile

##### *Associate of Science (A.S.) in Nursing at Merrillville*

This program consists of 68 credit hours, with 76 percent of the courses in the specialty. The faculty consists of 9 individuals, of whom 5 are full-time and 4 are part-time. Of the 9 individuals, 8 have a master's degree, and the remaining individual has a baccalaureate degree.

##### **Supporting Document**

Degree Application

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Indiana Commission for Higher Education  
Indiana Board for Proprietary Education

**Out-of-State Institutions and  
In-State Proprietary Institutions Offering Instruction in Indiana  
with a Physical Presence in the State**

**DEGREE APPLICATION**  
(*New or Renewal program*)

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

Name of Institution Denmark College

Program name and  
Suggested CIP Code: Associate of Science in Nursing (CIP 51.3801)

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AS

Name of Person Preparing this Form Mark Fowler

Telephone Number 918-688-1809 **Application Type**

Date the Form was Prepared May 26, 2017 Initial  X or Renewal  
(Revise date after any revision)

**Revised 2017-08-24**

**I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

Upon completion of the Associate in Science in Nursing program the student will:

- A.) Provide nursing care that incorporates the multifaceted dimensions of patient-centered care.
- B.) Collaborate as a member of the health care team while being guided by the professional guidelines for the role and scope of practice for an associate degree nurse.
- C.) Provide competent nursing care by incorporating evidenced based practice, nursing knowledge, and theoretical concepts from the humanities and sciences.
- D.) Improve quality and safety of health care systems by evaluating needs, improving methods, and testing change.
- E.) Integrate standardized practices and professional knowledge that support safety in patient care.
- F.) Implement the use of informatics into patient care practices.

The program is structured to achieve the above Student Learning Outcomes (SLO) by utilizing the SLO's to guide the content of the courses, selection of learning activities, and as markers for evaluation of students' progress. The curriculum is organized around the progression of basic and simple concepts to more complex and advanced concepts.

Teaching Strategies vary throughout the curriculum to enhance student learning and engage all types of learning styles. Students are expected to achieve SLO's and they are evaluated using a variety of methods throughout the nursing program to ensure progress.

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, course number, and number of credit hours or clock hours for each course.

Name of Program: Associate of Science in Nursing

Total Course Hours: 68 credits Check one: Quarter Hours \_\_\_\_\_

\_\_\_\_\_ Semester Hours X

\_\_\_\_\_ Clock Hours \_\_\_\_\_

Tuition : \$375/credit hour Length of Program: 5 semesters

**SPECIALTY COURSES:**

<u>Course Number</u>	Course Title	<u>Course Hours</u>
Nur 100	Health Assessment	3
Nur 101	Fundamentals	3
Nur 102	Medical Surgical I	4
Nur 103	Pharmacology	3
Nur 200	Mental Health	4
Nur 201	Medical Surgical II	4
Nur 202	Maternal-Child Nursing	4
Nur 203	Geriatric	4
Nur 204	Leadership and Management	3
Nur 205	Critical Care	4
Nur 206	Practicum A	4
Nur 207	Practicum B	2
Bio 120	Anatomy and Physiology	3
Bio 121	Microbiology	2
Bio 222	Nutrition	3

10/15/2015

Chm 126	Chemistry	2
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**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
Eng 140	Interpersonal Communication	3
Eng 240	English Composition	3
Mth 160	College Math	3
Gen 101	Student Achievement	1
Psy 230	Psychology	3
Soc 250	Sociology	3

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>

Number of Credit/Clock Hrs. in Specialty Courses: 52 / 68 Percentage: 76%

Number of Credit/Clock Hrs. in General Courses: 16 / 68 Percentage: 24%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: 6 / 16 Percentage: 37%

10/15/2015

**III. LIBRARY: Please provide information pertaining to the library located in your institution.**

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

Denmark College will offer its own internal library which will be located on the second floor of the building. Students will have access to the library during normal business hours, Monday-Friday and there will be one part-time staff member.

**2. Number of volumes of professional material:**

Denmark College will have approximately 100 volumes of professional material.

**3. Number of professional periodicals subscribed to:**

We will subscribe to 5 professional periodicals.

**4. Other library facilities in close geographical proximity for student access:**

The Merrillville branch of the Lake County Public Library, is adjacent the campus. The library is available for use by all Denmark students. The library hours are Monday through Thursday 9am to 9pm, Friday 9am to 6pm, Saturday 9am to 5pm, and Sunday 12pm to 4pm. The Lake County Public library offers digital resources for all patrons including Academic Search Premier (MEDLINE, Alt HealthWatch, Biomedical Reference Collection, Health Source Consumer & Health Source Nursing), EBSCO, General OneFile (Anatomy, Chemistry, Health Reference Center, Nursing and Allied Health), Gale. The library has a Health and Wellness Resource Center, INSPIRE, Psychology and Science Reference Books. The library has print journals including New England Journal of Medicine, Journal of the American Medical Association, and Psychology Today plus physical copies of many periodicals.

**IV. FACULTY:** Attach completed Instructor's Qualification Record for each instructor.  
\*\* Include all required documentation pertaining to the qualifications of each instructor.

10/15/2015

## Supplementary Information on Licensure, Certification, and Accreditation

Institution: Denmark College

Degree Program: AS

Locations: Merrillville, Indiana

### **State Licensure**

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure?

Graduates from this program would need to be licensed by the State to practice their profession. The end of program Student Learning Outcomes (SLO) were created from the Quality & Safety Education for Nurses (QSEN) competencies and the Indiana State Standards for the competent practice of registered nurses.

The SLO's were then utilized to guide the content of the courses, learning activities, and as markers for evaluation. Systematic Evaluation Plans (SEP) will be in place to monitor achievement. The SEP will include a detailed plan for measuring every SLO such as expected level of achievement, assessment method, frequency of assessment, individuals or committees responsible for assessing. The data will be analyzed and used to improve the program.

If so, please identify

The specific license(s) needed: Registered Nurse

The State agency issuing the license(s): Indiana State Board of Nursing

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**Professional Certification** What are the professional certifications that exist for graduates of similar program(s)? Will a graduate of this program be prepared to obtain national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? If so, please identify

Each specific professional certification:

The national organization issuing each certification: Please explain the rational for choosing each professional certification: Please identify the single course or a sequence of courses that lead to each Professional certification?

### **Professional Industry Standards/Best Practices**

Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)? Yes. If so, please identify

The specific professional industry standard(s) and/or best practice(s): The 6 core competencies for QSEN; Standards for the competent practice of registered nursing 848 IAC 2-2-2 Responsibility as a member of the nursing profession.

The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate: Indiana State Board of Nursing; Quality and Safety Education for Nurses (QSEN)

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### **Program Accreditation**

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? Yes.

If so, please identify the specialized accrediting agency: Indiana State Board of Nursing. In addition, we intend to apply for accreditation with ACEN. Michelle Barrera, our Nursing Program Director, attended the ACEN Self-Study Forum in October 2016 (her Certificate of Continuing Education is attached) and has started preparing the self-study.

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### **Transferability of Associate of Science Degrees**

Since CHE/BPE policy reserves the Associate of Science designation for associate degrees whose credits apply toward meeting the requirements of a related baccalaureate degree, please answer the following questions:

Does a graduate of this A.S. degree program have the option to apply all or almost all of the credits to a related baccalaureate degree at your institution?

No, we do not offer a baccalaureate program. While we have not entered into any agreements with other institutions to allow our ASN graduates to transfer into a BSN program, it is our intention to do so. We plan to seek an articulation agreement with both a local on-ground institution and an on-line institution. We just recently starting reaching out to on-line institutions to establish an agreement which will allow our ASN graduates the ability to transfer all or almost all of the credits to a related baccalaureate degree.

If so, please list the baccalaureate degree(s):

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### **Job Titles**

List specific job titles and broad job categories that would be appropriate for a graduate of this program:  
*BPE Agenda 18*  
Registered Nurse

## BOARD FOR PROPRIETARY EDUCATION

Wednesday, September 6, 2017

### BUSINESS ITEM A-2:

#### Hondros College of Nursing: Institutional Authorization

##### **Staff Recommendation**

That the Board for Proprietary Education approve the Hondros College of Nursing institutional authorization in accordance with the background discussion in this agenda item and the Application for Institutional Authorization.

##### **Background**

##### Institution Profile

Hondros College of Nursing, which received Ohio State Board Nursing approval in 2006, has its main campus in Westerville, Ohio. The institution operates as a private, for-profit with national accreditation from the Accrediting Council for Independent Colleges and Schools (ACICS). The institution has submitted an application for institutional accreditation with the Accrediting Bureau of Health Education Schools (ABHES). ACICS accredits Hondros College of Nursing at six campuses in the State of Ohio. The National Center for Education Statistics (NCES) lists a total enrollment of 1,963 students in the fall of 2015 at Hondros College of Nursing.

##### Diploma Program Profile

*Diploma in  
Licensed Practical Nurse at  
Indianapolis*

This diploma program consists of 48 quarter credit hours. The faculty consists of one full- time faculty member. That individual has a Master of Science (M.S.) in Nursing degree.

##### **Supporting Document**

Application for Institutional Authorization  
Degree Application (Includes Diploma in Licensed Practical Nurse)

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**Out-of-State Institutions and  
In-State Proprietary Institutions Offering Instruction  
in Indiana with a Physical Presence\* in the State:**

**Application for Initial Institutional Authorization**

1. Name of Institution: Hondros College of Nursing
2. Address of campus: The Pyramids Office Park, 3500 DePauw Blvd., Indianapolis, IN 46268
3. The institution is accredited by or seeking accreditation from:  
(Must be an accrediting agency that is recognized by the U.S. Department of Education or Secretary of Education)  
Submit documentation from the accrediting body indicating the institutions current status.

ACICS Approved (See attached.); ABHES – Initial Approval (See attached.) Moving to ABHES for accreditation. NLN CNEA – Pre-accreditation candidacy status (See attached.)

4. Provide information on the current status of any approvals needed by licensing boards.  
The College will need Indiana Board of Nursing approval.
5. The institution has its principal campus in the State of: Ohio
6. The institution submits the following information for each certificate and diploma program to be offered [Do not submit degree programs; these require a separate application]:

CIP Code	Program Name	Level	Length	Cr. or Cl Hrs.	Indicate Annual or Cr. Hr. Tuition
51.3999	Practical Nursing	Diploma	50 weeks	48 credits or 670 clock hrs.	\$17,040.00

7. The institution is submitting payment in the amount of \$1,000.00 (check made out to the State of Indiana).

Check number 108648 is enclosed.

8. Provide a copy of the most recent inspection report from the local municipal or rural Indiana fire department.

Hondros College of Nursing is in lease agreement discussions with Alliance Commercial Group, owner of The Pyramids Office Park, located at 3500 Depauw Boulevard, Indianapolis, IN 46268. Once the lease is signed a copy will be forwarded to Mr. Ross Miller.

- Provide documentation of liability insurance to cover students.

A copy of the liability insurance for students will be emailed to Mr. Ross Miller by April 14, 2017.

- If your institution is incorporated in the State of Indiana, please include a current copy of your *Articles of Incorporation* as filed with the Indiana Secretary of State. If your main campus is located out-of-state but you have a physical presence in Indiana, then you must provide a copy of the *Certificate of Authority*. For further information visit the Indiana Secretary of State webpage at: <http://www.in.gov/sos/business/2426.htm>

Hondros College of Nursing is working with CSC, the College's registered agent in Indiana to establish a Certificate of Authority. Once the document is received, a copy will be sent to Ross Miller.

- For-profit institutions must list the names and addresses of the institution's stockholders owning 5% or more of stock in the institution or corporation.

National Education Seminars, Inc., d.b.a. Hondros College of Nursing is a wholly-owned subsidiary of American Public Education, Inc., (APEI), a Delaware Corporation. Therefore, Hondros College of Nursing does not have stockholders as APEI owns the College.

#### BENEFICIAL OWNERSHIP OF COMMON STOCK

The following table sets forth certain information as of March 17, 2017 (unless otherwise specified), with respect to the beneficial ownership of our common stock by each person who is known to own beneficially more than 5% of the outstanding shares of common stock, each person currently serving as a director, each nominee for director, each NEO (as set forth in the Summary Compensation Table above), and all directors and executive officers as a group:

Name of Beneficial Owner <b>More than 5% Stockholders</b>	Shares of Common Stock Beneficially Owned <sup>(1)</sup>	Percentage of Class
T. Rowe Price Associates, Inc. <sup>(2)</sup>	2,768,740	17.1%
BlackRock, Inc. <sup>(3)</sup>	1,892,912	11.7%
The Vanguard Group, Inc. <sup>(4)</sup>	1,276,397	7.9%
Dimensional Fund Advisors LP <sup>(5)</sup>	1,039,127	6.4%
Dos Mil Doscientos Uno, Ltd. <sup>(6)</sup>	895,000	5.5%

- Attach a copy of your current or proposed catalog, institutional student contract, or enrollment agreement. The Statement of Authorization and Indiana Uniform Refund Policy is required in all catalogs, and may be appropriate for inclusion in other documents such as institutional student contract, enrollment agreements and other materials.

Hondros College of Nursing currently publishes the Indiana Statement of Authorization (page 4-See attached.) and Indiana Uniform Refund Policy (page 50-51-See attached.) in the Hondros College of Nursing Student Catalog. The College was approved by Indiana to offer the RN-BSN online degree program until Indiana was authorized through NC-SARA. Due to the file size of the Hondros College of Nursing Student Catalog, please click on the following link to access or download the catalog from the College's website.

[http://www.hondros.edu/\\_assets/documents/Student\\_Catalog2.pdf](http://www.hondros.edu/_assets/documents/Student_Catalog2.pdf)

13. List the name of institutional director, phone number, and e-mail address:

Tony Mediate, CEO, 614-942-7123; TMediate@hondros.edu

**I affirm that the information submitted on this form is true and correct to the best of my knowledge and that all supportive statements and documents are true and factual:**

Person submitting this form: Dr. Jeremy Hoshor-Johnson

Position title of person submitting this form: Chief Administrative Officer & Provost

Phone number contact of person submitting this form: 614.942.7155

Email contact of person submitting this form: JHoshor-johnson@hondros.edu

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\* Defining a Physical Presence

*The Indiana Commission for Higher Education/Indiana Board for Proprietary Education considers any of the following activities to constitute a physical presence in the State of Indiana:*

- *On-going occupation of a physical location for instructional purposes;*
- *Maintenance of an administrative office to facilitate instruction;*
- *Short courses with more than 20 classroom hours, or equivalent thereof;*
- *A portion of a full-term course, more than two meetings and more than six clock hours, that takes place in a setting where the instructor or students physically meet; or*
- *Experiential learning opportunities, such as a clinic, practicum, residency, or internship, that have more than ten students from your institution physically and simultaneously present at a single field site.*

*The Indiana Commission for Higher Education/Indiana Board for Proprietary Education does not consider the following activities to constitute a physical presence in the State of Indiana:*

- *Advertising;*
- *Recruiting;*
- *Contractual arrangements in states (e.g., procurement contracts or online academic offerings provided through consortia agreements);*
- *Courses on military installations offered by an accredited institution and limited to active and reserve military personnel, dependents of military personnel, and civilian employees of the military installation;*
- *Faculty residing in the state;*
- *Field trips;*
- *Proctored exams held in the state;*
- *Operation of a server or other electronic service device;*
- *Short courses with 20 or fewer classroom hours, or equivalent thereof;*
- *A portion of a full-term course, up to two meetings and up to six clock hours, that takes place in a setting where the instructor or students physically meet; or*

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Indiana Commission for Higher Education  
Indiana Board for Proprietary Education

**Out-of-State Institutions and  
In-State Proprietary Institutions Offering Instruction in Indiana  
with a Physical Presence in the State**

**DEGREE APPLICATION**  
(*New or Renewal program*)

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

Name of Institution Hondros College of Nursing

Program name and  
Suggested CIP Code: LPN to ASN Transitional Degree Program CIP Code: 51.3899

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AS

Name of Person Preparing this Form Dr. Jeremy Hoshor-Johnson

Telephone Number 614-942-7155 Application Type  
Date the Form was Prepared 5/17/17; REV 8/10/17 Initial or Renewal  
(Revise date after any revision)

**I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

Upon successful completion of five (5) quarters (55 weeks) of the Associate of Science in Nursing (ASN) curriculum, and meeting all graduation requirements, the graduate will receive an Associate of Science in Nursing and be certified to the Indiana Board of Nursing, which will determine the graduate's eligibility to sit for the NCLEX®-RN examination. Graduates of the Associate of Science in Nursing (ASN) Program will be able to meet the client's needs by fulfilling the following program outcomes:

1. Provide safe, quality, evidence-based, patient-centered nursing care to diverse patients across the lifespan in a variety of healthcare settings.
  - a. Complete a comprehensive and/or focused physical, behavioral, psychological, and spiritual assessment of health and illness parameters in patients, using developmentally and culturally appropriate approaches.
  - b. Use assessment findings to identify patient needs.
  - c. Develop a plan of care based on evidence-based practice considering individual patient needs.
  - d. Provide patient-centered care based on an understanding of human growth and development, pathophysiology, pharmacology, nutrition, medical management, and nursing management.
  - e. Promote factors that create a culture of safety.
  - f. Provide teaching that reflects the patient's developmental stage, age, culture, religion, spirituality, patient preferences, and health literacy considerations.
  - g. Monitor patient outcomes to evaluate the effectiveness and impact of nursing care.
  - h. Deliver care within expected timeframe.
  - i. Provide patient-centered transitions of care and hand-off communications.
  - j. Revise the plan of care based on an ongoing evaluation of patient outcomes.
  - k. Safely perform psychomotor skills.
  - j. Accurately document all aspects of patient care.

2. Exercise clinical judgment to make increasingly complex patient-centered care decisions in a safe care environment.
  - a. Use clinical judgement to make management decisions to ensure accurate and safe nursing care, including addressing anticipated changes in the patient's condition.
  - b. Anticipate risks, and predict and manage potential complications.
  - c. Prioritize patient care.
  - d. Examine the clinical microsystem to determine its impact on the nurse's ability to provide safe, quality care.
3. Participate in quality improvement processes to improve patient care outcomes.
  - a. Use quality improvement processes to effectively implement patient safety initiatives and monitor performance measures, including nursing-sensitive indicators.
  - b. Analyze information about quality improvement processes used in a variety of healthcare settings.
  - c. Participate in analyzing errors and identifying system improvements.
  - d. Implement National Patient Safety Goals in all applicable patient care settings.
4. Participate in teamwork and collaboration with members of the inter-professional team, the patient, and the patient's support persons.
  - a. Effectively communicate with all members of the healthcare team, including the patient and the patient's support network when making decisions and planning care.
  - b. Collaborate with appropriate inter-professional healthcare professionals when developing a plan of care.
  - c. Use conflict resolution principles as needed.
5. Use information management systems and patient care technology to communicate, manage knowledge, mitigate error, and support decision-making.
  - a. Use patient care technologies, information systems/technologies, and communication devices to support safe nursing practice.
  - b. Evaluate the role of information technology and information systems in improving patient outcomes and creating a safe environment.
6. Incorporate leadership, management, legal, and ethical principles to guide practice as a Registered Nurse.
  - a. Practice within the legal and ethical frameworks of Registered Nursing practice.
  - b. Analyze patient care within the context of the ANA Standards of Practice.
  - c. Demonstrate accountability for nursing care given by self and/or delegated to others.
  - d. Apply leadership and management skills when working with other healthcare team members.
  - e. Serve as a patient advocate.
  - f. Evaluate the impact of economic, political, social, and demographic forces on the provision of healthcare.
  - g. Complete a plan for ongoing professional development and lifelong learning.
7. Promote a culture of caring to provide holistic, compassionate patient care.
  - a. Provide support, empowerment, and hope when caring for diverse patients in a variety of healthcare systems.
  - b. Deliver compassionate, culturally-competent care that respects patient and family preferences.

The ASN program consists of courses, on campus laboratories, and clinical experiences that must be taken in sequence, according to the curriculum plan. Material learned in the classroom is practiced in the on-campus lab and applied in the care of clients on the clinical units.

In meeting these outcomes, graduates of the program will be educated in a broad scope of nursing practices to respond to society's health care needs, and will fill a need realized from the national nursing shortage. The rigorous curriculum will ensure the highest level of training and quality of graduates.

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, course number, and number of credit hours or clock hours for each course.

Name of Program: LPN to ASN Transitional Program

Total Course Hours:	<u>109 quarter credits</u>	Check one:	Quarter Hours
	<hr/>		Semester Hours
			<hr/>
		Clock Hours	<u>X</u>
Tuition :	<u>\$31.054</u>	Length of Program:	<u>113 weeks</u>

**SPECIALTY COURSES:**

Course Number	Course Title	Credit Hours
<b>NUR 150</b>	Fundamental Concepts of Practical Nursing I	3
<b>NUR 155</b>	Critical Thinking for the Practical Nurse	2
<b>NUR 160</b>	Fundamental Concepts of Practical Nursing II	6
<b>NUR 163</b>	Concepts of Practical Nursing in the Care of Elderly Patients	3
<b>NUR 166</b>	Concepts of Family Centered Nursing for the Practical Nurse	4
<b>NUR 172</b>	Intravenous Therapy for the Practical Nurse	3
<b>NUR 176</b>	Concepts of Adult Health Nursing for the Practical Nurse I	5
<b>NUR 180</b>	Concepts of Mental Health Nursing for the Practical Nurse	3
<b>NUR 185</b>	Concepts of Adult Health Nursing for the Practical Nurse II	3
<b>NUR 190</b>	Transition to Practical Nursing Practice	3
<b>NUR 195</b>	Application of Clinical Judgement in Practical Nursing	3
LPN	Licensed Practical Nurse (LPN) Completion	38
<b>NUR 200</b>	Critical Thinking for the Registered Nurse	2
<b>NUR 205</b>	Transition to Associate of Science in Nursing	5
<b>NUR 210</b>	Concepts of Pediatric Nursing	4
<b>NUR 215</b>	Concepts of Mental Health Nursing	3
<b>NUR 220</b>	Concepts of Nursing Care of the Reproducing Family	4
<b>NUR 225</b>	Professional Nursing Issues	3
<b>NUR 230</b>	Concepts of Nursing Care of Diverse Populations	2

<b>NUR 235</b>	Concepts of Nursing Care of the Adult I	7
<b>NUR 240</b>	Transition to Registered Nursing	3
<b>NUR 243</b>	Application of Clinical Judgement in RN Practice	3
<b>NUR 245</b>	Concepts of Nursing Care of the Adult II	7
<b>ASN</b>	<b>Associate of Science in Nursing (ASN)</b>	<b>43</b>
<b>LPN-ASN</b>	<b>LPN to ASN Transitional Degree Program</b>	<b>81</b>

#### **GENERAL EDUCATION / LIBERAL ARTS COURSES:**

Course Number	Course Title	Credit Hours
<b>BIO 117</b>	Introduction to Anatomy & Physiology	4
<b>MTH 101</b>	Basic Math & Dosage Calculation	3
<b>ENG 200</b>	English Composition I	3
<b>LPN</b>	<i>Licensed Practical Nurse (LPN) Completion – 10 credit hours</i>	10
<b>BIO 253</b>	Anatomy & Physiology I	5
<b>BIO 254</b>	Anatomy & Physiology II	3
<b>PSY 205</b>	Lifespan Development	2
<b>MTH 205</b>	Algebra	3
<b>COM 200</b>	Public Speaking	2
<b>ENG 205</b>	English Composition II	3
<b>Total General Education</b>		<b>28</b>

Number of Credit/Clock Hrs. in Specialty Courses: 81 / 1180 Percentage: 77%

Number of Credit/Clock Hrs. in General Courses: 28 / 360 Percentage: 23%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: N/A / Percentage:

### **Prerequisite Courses Required for the ASN Program**

The Hondros College of Nursing additional admissions requirements for the Associate of Science in Nursing applicants include:

1. Applicants who have not graduated from the Hondros College of Nursing Practical Nursing Program are required to have an active unencumbered PN license, and have graduated from an approved practical nursing program.
2. Hondros College of Nursing practical nursing program graduates applying to start the Associate of Science in Nursing Program the quarter immediately following their PN graduation may be admitted to the program prior to possessing an active unencumbered PN license, but must obtain an active unencumbered PN license prior to the start of their third quarter of enrollment in the Associate of Science in Nursing Program.

Students earn 48 credits of advanced standing for completion of an approved practical nursing program.

Based on the above Associate of Science in Nursing program admissions requirements and the advanced standing credits for licensure as a practical nurse, there are no prerequisites for the ASN program other than completion of an approved practical nursing program to gain entry into Term 1 of the ASN program.

### **Associate of Science in Nursing Program Prerequisites by Term**

<b>Course Number</b>	<b>Course Name</b>	<b>Prerequisites</b>
<b>TERM 1</b>		
BIO 253	Anatomy and Physiology I (5 credits)	PN Completion
NUR 200	Critical Thinking for the Registered Nurse (2 credits)	PN Completion
NUR 205	Transition to Associate Degree Nursing (5 credits)	PN Completion
<b>TERM 2</b>		
BIO 254	Anatomy and Physiology II (3 credits)	Term 1
NUR 210	Concepts of Pediatric Nursing (4 credits)	Term 1
PSY 205 (Online)	Lifespan Development (2 credits)	Term 1
NUR 215	Concepts of Mental Health Nursing (3 credits)	Term 1
<b>TERM 3</b>		
MTH 205 (Online)	Algebra (3 credits)	Term 2
NUR 220	Concepts of Nursing Care of the Reproducing Family (4 credits)	Term 2
NUR 225 (Online)	Professional Nursing Issues (3 credits)	Term 2
COM 200	Public Speaking (2 credits)	Term 2
<b>TERM 4</b>		
NUR 230 (Online)	Concepts of Nursing Care of Diverse Populations (2 credits)	Term 3
NUR 235	Concepts of Nursing Care of the Adult I (7 credits)	Term 3

ENG 205 (Online)	English Composition II (3 credits)	Term 3; ENG 200
<b>TERM 5</b>		
NUR 240	Transition to Registered Nursing (3 credits)	Term 4
NUR 243	Application of Clinical Judgement in RN Practice (3 credits)	Term 4
NUR 245	Concepts of Nursing Care of the Adult II (7 credits)	Term 4
		<b>61 total credits (ASN)</b>

### **Core Nursing Courses in Order of Progression**

<i>Catalog Code</i>	<i>Nursing Course Name</i>	<i>Credits</i>
<b>TERM 1</b>		
NUR 200	Critical Thinking for the Registered Nurse	2
NUR 205	Transition to Associate Degree Nursing	5
<b>TERM 2</b>		
NUR 210	Concepts of Pediatric Nursing	4
NUR 215	Concepts of Mental Health Nursing	3
<b>TERM 3</b>		
NUR 220	Concepts of Nursing Care of the Reproducing Family	4
NUR 225 (ONLINE)	Professional Nursing Issues	3
<b>TERM 4</b>		
NUR 230 (ONLINE)	Concepts of Nursing Care of Diverse Populations	2
NUR 235	Concepts of Nursing Care of the Adult I	7
<b>TERM 5</b>		
NUR 240	Transition to Registered Nursing	3
NUR 243	Application of Clinical Judgement in RN Practice	3
NUR 245	Concepts of Nursing Care of the Adult II	7
<b>Total Quarter Nursing Credit Hours Required</b>		<b>43</b>

### **Overall Length of the Program**

<b>LPN to ASN Transitional Degree Program (Associate of Science in Nursing)</b>		
<b>Practical Nursing Program</b>		
<b>Credit Hours</b>	<b>Contact Hours</b>	<b>Program Length in Weeks</b>
<b>48</b>	<b>670</b>	<b>50 weeks *</b>
<b>+</b>	<b>Associate of Science in Nursing</b>	<b>+</b>
<b>61</b>	<b>870</b>	<b>63 weeks *</b>
<b>=</b>	<b>Total (LPN to ASN)</b>	<b>=</b>
<b>109</b>	<b>1540</b>	<b>113 weeks *</b>

\*includes student breaks.

**Summer Quarter 2017**

Summer Quarter Begins	July 10, 2017
Registration opens for Fall Quarter 2017	August 20, 2017
Registration closes for Fall Quarter 2017	September 1, 2017
College Closed - Labor Day	September 4, 2017
Finals Week	September 18-22, 2017
Summer Quarter Ends	September 22, 2017
Break	September 23 - October 8, 2017
Commencement	Date provided by campus

**Fall Quarter 2017**

Fall Quarter Begins	October 9, 2017
Registration opens for Winter Quarter 2018	November 19, 2017
Registration closes for Winter Quarter 2018	December 1, 2017
College Closed - Thanksgiving Break	November 23-24, 2017
Finals Week	December 18-22, 2017
Fall Quarter Ends	December 22, 2017
Break	December 23, 2017 - January 7, 2018
Commencement	Date provided by campus

**Winter 2018**

Winter Quarter Begins	January 8, 2018
College Closed - Martin Luther King, Jr. Day	January 15, 2018
Registration opens for Spring Quarter 2018	February 18, 2018
Registration closes for Spring Quarter 2018	March 2, 2018
Finals Week	March 19-23, 2018
Winter Quarter Ends	March 23, 2018
Break	March 24, 2018 - April 8, 2018
Commencement	Date provided by campus

**Spring Quarter 2018**

Spring Quarter Begins	April 9, 2018
Registration opens for Summer Quarter 2018	May 20, 2018
Registration closes for Summer Quarter 2018	June 1, 2018
College Closed - Memorial Day	May 28, 2018
Finals Week	June 18-22, 2018
Spring Quarter Ends	June 22, 2018
Break	June 23, 2018 - July 8, 2018
Commencement	Date provided by campus

**Summer Quarter 2018**

Summer Quarter Begins	July 9, 2018
Registration opens for Fall Quarter 2018	August 19, 2018
Registration closes for Fall Quarter 2018	August 31, 2018

College Closed - Labor Day	September 3, 2018
Finals Week	September 17-21, 2018
Summer Quarter Ends	September 21, 2018
Break	September 22 - October 7, 2018
Commencement	Date provided by campus

## FACILITY

The Hondros College of Nursing Indianapolis campus will be located at The Pyramids Office Park, 3500 DePauw Boulevard, Indianapolis, IN 46268. The College is committed to utilizing two (2) floors within building number two (2) equating to over 20,000 square feet. The facility will be comprised of:

- 5 classrooms, one of which includes a large 52 seat classroom with the option to separate out into 3 smaller classrooms,
- 2 nursing labs (1 PN & 1 ASN) with both having 24 seats for lecture in the lab,
- 2 nursing lab offices next to the lab (1 PN & 1 ASN),
- 1 science lab with a prep room located next to the lab,
- 1 large student study room
- 5 enclosed study rooms with tables and chairs
- 5 open study areas comprised of tables and chairs
- 1 student lounge with vending machine, tables and chairs
- Faculty and administrative staff offices easily accessible to students

The classrooms will include a permanent mounting of a PC, DVD, LCD projector, presentation devices (such as remote mouse or laser pointer), projection screen, and P/A sound system. The PCs will be connected to the College network which provides easy access to information and stimulates additional learning opportunities. The two nursing labs will be equipped with 4 hospital beds, 4 simulated moderate-fidelity patient mannequins, 4 IV poles, 2 laundry carts, 8 sets of hospital linens, 4 blood pressure cuffs, a wheel chair, crutches, a multitude of additional hospital equipment and numerous supplies. The science lab will be equipped with 3 large tables/stations, microscopes, body part models, skeletons, and additional supplies for lab simulation and study. (The College can provide a complete, multi-page listing of the supplies for the nursing and science labs.)

Hondros College of Nursing offers a technology package for students including a Dell laptop, software, and internet access capabilities with free wireless access on campus.

The College will provide free parking and the local vicinity has access to several offsite eating establishments, and overnight accommodations.

## **II. LIBRARY: Please provide information pertaining to the library located in your institution.**

### **1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

The Hondros College of Nursing library is 100% online and available 24/7. The College is a 100% commuter school with no campus housing. Therefore, if students are not in class, they are typically not at the campus. An online library provides students with 24/7 access to accommodate their busy lives and flexibility with access.

Support for the library is posted on the student portal stating:

**The library is available to you 24/7/365, so use it whenever you need it! If you NEED HELP or find a LINK that is NOT WORKING, contact your librarian!** She's available 8:00-5:00, Monday through Friday, via email ([bsmith@hondros.edu](mailto:bsmith@hondros.edu)) or by phone (513-644-6020 OR 855-906-8773, ext. 6020). After hours and on the weekend, send an email to [bsmith@hondros.edu](mailto:bsmith@hondros.edu) or [library@hondros.edu](mailto:library@hondros.edu); email is checked and responded to once in the evening and on the weekend. The librarian can also provide live help in a virtual classroom; give her a call to set this up. The web address for the virtual classroom is: <http://hondros.adobeconnect.com/library>.

Each quarter, the librarian visits classes on each campus to discuss the library and its resources, and writes a weekly newsletter on topics related to library resources, academics, and nursing education. It is emailed to students and faculty. The Librarian encourages students and faculty to use the library's resources and seek assistance when it is needed.

The faculty directs students to use the library's resources by assigning projects and papers that require the use of these resources. Students are also directed by faculty and the Librarian to the library's Course Help tab which provides library resources available by course. Faculty encourages the students to contact the librarian if they have questions or need assistance, and faculty request class visits by the librarian if specific help is needed. Additionally, some courses have library assignments which require students to access the library's resources.

Ms. Beth Smith, Manager, Library and Academic Resources position is full-time and credentialed with a Master of Science in Library Science (MSLS) degree from the University of Kentucky. Ms. Smith is a member of the American Library Association (ALA), the Association of College and Research Libraries (ACRL) which is a division of the American Library Association, and the Academic Library Association of Ohio (ALAO). Through these memberships, the Manager, Library and Academic Resources attends meetings, webinars, and conferences where she networks with other librarians and keeps up with best library practices and new technology. Ms. Smith also attends webinars and training offered by vendors to remain up-to-date on available resources and to learn about new resources and trends.

The online holdings include subscriptions to these full-text databases:

EbscoHost, which provides access to CINAHL, Medline, Nursing Reference Center, the Cochrane Databases and Academic Search Premier;  
Ovid, for a collection of nursing journals; and  
StatRef, for a collection of 30+ nursing ebooks.

The online holdings also include access to freely available databases, including PubMed, TRIP Database, and Unbound Medline, among others.

Faculty members direct students to use the library's resources by assigning projects and papers that require the use of these resources. Faculty members encourage students to contact the Manager, Library and Academic Resources if they have questions or need assistance, and faculty members arrange class visits by the Manager, Library and Academic Resources if specific help is needed. Additionally, some courses have library assignments which require students to access the library's resources. The Manager, Library and Academic Resources also writes a weekly newsletter on topics related to library resources, academics, and nursing education. It is emailed to students and faculty. The Manager, Library and Academic Resources encourages students and faculty to use the library's resources and seek assistance when it is needed.

Finally, the extensive online library resources are regularly reviewed by faculty and the Manager, Library and Academic Resources to determine if additional publications and/or resources are needed to further enhance the student learning experience. In 2016, the College budgeted over \$80,000 in resource subscriptions for the online library.

## 2. Number of volumes of professional material: Stat!Ref Nursing

### eBook Titles

Provides access to 30 eBooks including:

*5-Minute Clinical Consult, The 2017 - 25th Ed*

*AAFP Conditions A-Z (2016)*

*Antepartal and Intrapartal Fetal Monitoring - 3rd Ed. (2007)*

*Bennett & Brachman's Hospital Infections - 6th Ed. (2014)*

*Bright Futures: Guidelines for Health Supervision of Infants, Children, and Adolescents - 3rd Ed. (2008)*

*Chronic Illness: Impact and Intervention, Lubkin's - 9th Ed. (2016)*

*Complementary & Alternative Therapies in Nursing - 7th Ed. (2014)*

*Davis's Drug Guide for Nurses® - 15th Ed. (2017)*

*Diseases and Disorders: A Nursing Therapeutics Manual - 5th Ed. (2015)*

*EKG Plain and Simple - 3rd Ed. (2012)*

*Essentials of Anatomy and Physiology - 7th Ed. (2015)*

*Fundamental & Advanced Nursing Skills - 3rd Ed. (2010)*

*Game-Based Teaching and Simulation in Nursing and Healthcare (2013)*

*Guide to Culturally Competent Health Care - 3rd Ed. (2014)*

*Introduction to Epidemiology - 7th Ed. (2017)*

*Lippincott Manual of Nursing Practice - 10th Ed. (2014)*

*Lippincott Nursing Procedures - 7th Ed. (2016)*

*Maternal Newborn Nursing Care Plans - 3rd Ed. (2016)*

*Medical-Surgical Nursing Care - 4th Ed. (2016)*

*Neonatal Respiratory Care Handbook (2011)*

*Nurse's Pocket Guide: Diagnoses, Prioritized Interventions, and Rationales - 14th Ed. (2016)*

*Nursing Care of the Pediatric Surgical Patient - 3rd Ed. (2013)*

*Nursing Care Plans: Transitional Patient & Family Centered Care - 6th Ed. (2014)*

*Nursing Diagnosis Reference Manual, Sparks & Taylor's - 9th Ed. (2014)*

*Olds' Maternal-Newborn Nursing & Women's Health Across the Lifespan - 10th Ed. (2016)*

*Pediatric Nursing: Caring for Children and Their Families - 3rd Ed. (2012)*

*Perinatal Nursing - 4th Ed. (2014)*

*Pharmacology for Nurses: A Pathophysiologic Approach - 5th Ed. (2017)*

*Population and Community Health Nursing - 6th Ed. (2015)*

*Psychiatric Nursing: Assessment, Care Plans, and Medications - 9th Ed. (2015)*

*Taber's® Cyclopedic Medical Dictionary - 22nd Ed. (2013)*

### Ovid Nursing eBook Titles

Provides access to the following 36 eBook titles included in the Doody's Core Titles 2016

Nursing Practice Collection:

*Advanced Practice Psychiatric Nursing: Integrating Psychopharmacotherapy, Psychotherapy and CAM into Practice*

*Change Leadership in Nursing: How Change Occurs in a Complex Hospital System*

*Chemotherapy and Biotherapy Guidelines and Recommendations for Practice*

*Code of Ethics for Nurses with Interpretive Statements*

*Compact Clinical Guide to Chronic Pain Management: An Evidence-Based Approach for Nurses*

*Compact Clinical Guide to Infant and Child Pain Management: An Evidence-Based Approach for Nurses*

*Complementary & Alternative Therapies in Nursing*

*Comprehensive Neonatal Nursing Care*  
*Decision-Making in Nursing: Thoughtful Approaches for Practice*  
*DNP Education, Practice, and Policy: Redesigning Advanced Practice Roles for the 21st Century*  
*Gerioperative Nursing Care: Principles and Practices of Surgical Care for the Older Adult*  
*Holistic Nursing: Scope and Standards of Practice*  
*Home Health Nursing: Scope and Standards of Practice*  
*Illustrated Guide to Safe Patient Handling and Movement, The*  
*Implementing Culture Change in Long-Term Care: Benchmarks and Strategies for Management and Practice*  
*Lubkin's Chronic Illness: Impact and Intervention*  
*Management and Leadership for Nurse Administrators*  
*Manual of Nursing Diagnosis*  
*Middle Range Theory for Nursing*  
*Neonatal Nursing: Scope and Standards of Practice*  
*Nurse Practitioner's Business Practice and Legal Guide. Text with Access Code*  
*Nursing Care of the Pediatric Surgical Patient Nursing*  
*Informatics: Scope and Standards of Practice Outcome*  
*Assessment in Advanced Practice Nursing Palliative Care*  
*Nursing: Quality Care to the End of Life Pediatric Nursing:*  
*Scope and Standards of Practice Psychotherapy for the Advanced Practice Psychiatric Nurse Public Health*  
*Nursing: Practicing Population-Based Care Public Health*  
*Nursing: Scope and Standards of Practice Research for Advanced Practice Nurses*  
*Restorative Care Nursing for Older Adults: A Guide For All Care Settings*  
*Scope and Standards of Practice for Professional Ambulatory Care Nursing*  
*Shaping Health Policy Through Nursing Research*  
*Spirituality in Nursing: The Challenges of Complexity*  
*Transplant Nursing: Scope and Standards of Practice*  
*Varney's Midwifery*

The following 8 eBook titles are included in the Doody's Core Titles 2016 Nursing Education Collection:

*Clinical Teaching Strategies in Nursing*  
*Critical Thinking Tactics for Nurses: Achieving the IOM Competencies*  
*Curriculum Development and Evaluation in Nursing*  
*Distance Education in Nursing*  
*Effective Patient Education: A Guide to Increased Adherence*  
*Evaluation and Testing in Nursing Education*  
*Nurse as Educator: Principles of Teaching and Learning for Nursing Practice*  
*The Essential Guide to Nursing Practice: Applying ANA's Scope and Standards of Practice and Education*

## **Open Access/Source Professional Material**

NCBI Bookshelf (e-Books) – Provides free access to the NLM's online collection of 1100 full-text life science and healthcare books, reports, databases and other documents.

A.D.A.M. Medical Encyclopedia – Includes over 4,000 articles about diseases, tests, symptoms, injuries, and surgeries as well as an extensive library of medical photographs and illustrations (NIH Resource)

Gray's Anatomy – The Bartleby.com edition of Gray's Anatomy of the Human Body features over 1,200 vibrant engravings—many in color—from the classic 1918 publication

The Merck Manuals – A trusted source for medical information

Patient Safety and Quality: An Evidence -Based Handbook for Nurses – A comprehensive, 1,400-page handbook for nurses on patient safety and quality

US Preventive Services Task Force – Conducts scientific evidence reviews of a broad range of clinical preventive health care services (such as screening, counseling, and preventive medications)

### **3. Number of professional periodicals subscribed to:**

**CINAHL** – CINAHL Complete (Cumulative Index to Allied Health Literature) database provides access to top nursing and allied health journals, evidence-based care sheets and quick lessons. CINAHL content includes 1,400 full text journals.

**MEDLINE** – MEDLINE Complete database provides over 2,500 full text medical journals.

**OVID** – Provides access to full-text access to articles in their Nursing Excellence & Quality Core Journal Collection as well as abstracts from scientific, medical and academic research journals. The following 18 titles are included in the Nursing Excellence & Quality Core Journal Collection:

*AJN: American Journal of Nursing*  
*American Journal of Critical Care*  
*American Journal of Infection Control*  
*CIN: Computers, Informatics, Nursing*  
*Clinical Nurse Specialist: the Journal for Advanced Nursing Practice*  
*Clinical Nursing Research: An International Journal*  
*Critical Care Nurse*  
*JAMA: Journal of the American Medical Association\**  
*JONA: Journal of Nursing Administration*  
*Journal for Nurses in Professional Development*  
*Journal of Infusion Nursing*  
*Journal of Nursing Care Quality*  
*Journal of WOCN (Wound, Ostomy and Continence Nursing)*  
*MCN, American Journal of Maternal Child Nursing\**  
*Nurse Educator*

## Nursing

Nursing Management: The Journal of Excellence in Nursing Leadership (LWW)  
Nursing Research

\*In addition to the Nursing Excellence & Quality Core Journal Collection, the library also purchases access to 2 additional titles: *JAMA* and *Nursing Made Incredibly Easy*.

## Open Access eJournals and eJournal Databases

### eJournals (individual titles)

- *American Family Physician*
- *Annals of Family Medicine*
- *Archives of Family Medicine*
- *BMC Nursing*
- *CA: A Cancer Journal for Clinicians*
- *Canadian Journal of Nursing Informatics*
- *Clinical Diabetes*
- *International Scholarly Research Notices*
- *Internet Journal of Advanced Nursing Practice*
- *Highwire Press*
- *Oncologist, The*
- *Online Journal of Issues in Nursing*
- *Online Journal of Nursing Informatics*
- *Online Journal of Rural Nursing and Health Care*
- *Topics in Advanced Practice Nursing*
- *World Wide Wounds PubMed*

### eJournal Databases

- PubMed
- Digital Commons Network
- Directory of Open Access Journals (DOAJ)

## General Education Professional Periodicals/eJournal Databases:

(Note: this is not a comprehensive list.)

**Academic Search Premier (ASP)** – This multi-disciplinary database provides full text for more than 4,600 journals, including full text for nearly 3,900 peer-reviewed titles, as well as over 300,000 eBooks. It contains General Education content on all topics; the full text title list has been provided.

**Digital Commons Network** – Scholarship from hundreds of universities and colleges, providing open access to peer-reviewed journal articles, book chapters, dissertations, working papers, conference proceedings, and other original scholarly work.

**Directory of Open Access Journals** – Free, full text, quality controlled scientific and scholarly journals, covering all subjects and many languages.

**Hathi Trust Digital Library** – Provides access to digitized book and journal content from the partner library collections including both in copyright and public domain materials digitized by Google, the Internet Archive, and Microsoft, as well as through in-house initiatives.

**JSTOR Register & Read** – A new, experimental program to offer free, read-online access to individual scholars and researchers who register for a MyJSTOR account. Includes approximately 1,200 journals from more than 700 publishers, a subset of the content in JSTOR.

**Mendeley - Research Papers** – Mendeley is a free research management tool for desktop & web where you can explore research trends and connect to other academics in your discipline.

**OAIster** – A union catalog of digital resources from open archive collections. It represents multidisciplinary resources from more than 1,100 contributors worldwide, and records contain a digital object link allowing users access to the object in a single click.

**Other library facilities in close geographical proximity for student access:**

The Hondros College of Nursing library is 100% online with 24/7/365 access. There is no physical library on the campus.

**IV. FACULTY:** Attach completed Instructor's Qualification Record for each instructor.  
\*\* Include all required documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	1	Full-time:	1	Part-time:	
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**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

## **Supplementary Information on Licensure, Certification, and Accreditation**

Institution: Hondros College of Nursing

Degree Program: Associate Degree of Science, Nursing

Locations: The Pyramids Office Park, 3500 De Pauw Blvd., Indianapolis, IN 46268

### **State Licensure**

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? Yes

If so, please identify

The specific license(s) needed: Registered Nurse License

The State agency issuing the license(s): Indiana State Board of Nursing

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### **Professional Certification**

What are the professional certifications that exist for graduates of similar program(s)? Registered Nurse

Will a graduate of this program be prepared to obtain national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana?

Yes, to practice as a Registered Nurse, graduates must sit and pass the NCLEX®-RN exam to become a licensed registered nurse.

If so, please identify

Each specific professional certification: NCLEX

The national organization issuing each certification: National Council of State Boards of Nursing

Please explain the rational for choosing each professional certification:

Please identify the single course or a sequence of courses that lead to each professional certification?

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### **Professional Industry Standards/Best Practices**

Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)?

Yes. In 2016, Hondros College of Nursing implemented a revised, concept-based curriculum, which uses innovative teaching practices to develop students who meet current nursing professional standards.

If so, please identify

The specific professional industry standard(s) and/or best practice(s):

The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate:

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### **Program Accreditation**

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? No

If so, please identify the specialized accrediting agency:

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### **Transferability of Associate of Science Degrees**

Since CHE/BPE policy reserves the Associate of Science designation for associate degrees whose credits apply toward meeting the requirements of a related baccalaureate degree, please answer the following questions:

Does a graduate of this A.S. degree program have the option to apply all or almost all of the credits to a related baccalaureate degree at your institution?

If so, please list the baccalaureate degree(s):

After graduation from the Associate of Science in Nursing program and passing the NCLEX®-RN, students may choose to begin their career as a registered nurse, and/or they may choose to apply to the RN-BSN completion program. Students applying to the RN-BSN program will receive advanced standing credits of 43 hours for holding an active, unencumbered RN license.

Students in the RN-BSN completion program may earn their Bachelors of Science in Nursing degree after completing an additional 62 credits of RN-BSN nursing coursework, and earning 75 credits in general education coursework.

RN License Associate of Science in Nursing (ASN): 43

RN-BSN Nursing Coursework: 62

General Education Coursework: 75

**Total Credits Required for BSN Degree:** **180**

Please note: after graduating from the Practical Nursing program and passing the NCLEX®-PN exam, students may choose to begin their career as a Licensed Practical Nurse, and/or they may choose to apply to the Hondros College of Nursing Associate of Science in Nursing program. Students will receive 48 advance standing credits for their practical nursing license.

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### **Job Titles**

List specific job titles and broad job categories that would be appropriate for a graduate of this program:

Registered Nurse  
Nurse Administration  
Nursing Research  
Clinical Nursing