

Agenda Item #17.A.10.



BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GOVERNOR EDMUND G. BROWN JR.

BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS

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COVER SHEET

SUBJECT: Shepherd University Vocational Nursing Program - Reconsideration of Provisional Approval (Director: None, Los Angeles, Los Angeles County, Private)

The Shepherd University Vocational Nursing Program is presented for reconsideration of provisional approval. Shepherd University requests a change in the program's status to inactive. Denial of that request and revocation of provisional approval are recommended.

On May 16, 2014, the Board initially placed the program on provisional approval for the two - year period from May 16, 2014, through May 15 2016, due to noncompliance with regulatory requirements relative to program pass rates. At that time, the program's quarter pass rate was 38% and its average annual pass rate was 55%.

On September 12, 2014, the Board approved a class of 20 students to commence November 3, 2014. Subsequently, the director reported that university administration elected to cancel the class due to low enrollment; the director resigned.

On February 13, 2015, the Board approved the program's request to admit a class of 20 students commencing April 6, 2015, and graduating July 9, 2016, only, to **replace** students who graduated September 2013, **provided** the program has no more than ten (10) students per instructor during clinical experience.

Of the total approved on February 13, 2015, the program admitted four (4) students. Two (2) students dropped out of the program, and two (2) students remain in the class.

On August 21, 2015, the Board approved the program's request to admit a full time class of 20 students commencing September 9, 2015, and graduating November 11, 2016 only. On August 31, 2015, the program informed the Board of the university administration's intent to cancel the newly approved September 9, 2015 class "due to unavailability of financial aid."

On November 20, 2015, the Board approved the program's request to admit a full time class of 10 students commencing January 4, 2016, and graduating March 31, 2017 only, **provided** the program maintains an instructor – to – student ratio that does not exceed ten (10) students per instructor during clinical classes; and continued the program's requirement to admit no additional classes without prior approval by the full Board. Further, the program was required to submit, under penalty of perjury, the names of all

enrolled students, dates of admission, placement in the curriculum, and expected dates of graduation by **January 29, 2016**. At that time, the program submitted documentation from the U.S. Department of Education confirming the program's approval to participate in the Federal Direct Student Loan Program.

On December 30, 2015, the Board received correspondence from Shepherd University administration reporting the termination of a program director and the lack of an adequate number of prospective students to begin the January 2016 class. Shepherd University administration proposed placement of the program on inactive status "for a moment so that we can start the class in the near future."

Recommendations:

1. Revoke the provisional approval of Shepherd University Vocational Nursing Program, effective immediately.
2. Remove the program from the Board's *List of Approved Programs*.

Rationale: As noted previously, the program was placed on provisional approval for a two (2) year period on May 16, 2014. **At that time, the program's quarter pass rate was 38% and its average annual pass rate was 55%, 21 percentage points below the state average annual pass rate. Based on published examination statistics for Quarter 4 - 2015, the program's average annual pass rate has declined to 0%.** As such, the program has had sixteen (16) consecutive quarters of noncompliant pass rates.

Since placement on provisional approval, the Board has approved the program's admission of four (4) classes. The program failed to admit the requested classes.

During the September 12, 2014 meeting, the Board approved a class of 20 students to commence November 3, 2014. Reportedly, university administration cancelled the class due to low enrollment. The director resigned.

On February 13, 2015, the Board approved the admission of a class of 20 students to commence April 6, 2015. The program admitted four (4) students.

On August 21, 2015, the Board approved the program's request to admit 20 students effective September 9, 2015. That class was not admitted.

On August 31, 2015, the director notified the Board that university administration had elected to cancel the September 9, 2015, class due to, lack of Title IV funding. On September 24, 2015, the university vice president of academic affairs informed the Board in writing that the university now had Title IV funding available for enrolling students.

On November 20, 2015, the Board approved the program's admission of ten (10) students effective January 4, 2016.

On December 15, 2015, the program director submitted her resignation effective January 7, 2016. On December 30, 2015, the Board received correspondence from the university vice president reporting the absence of a program director and insufficient applicants for class commencement. Inactive program status was requested.

Revocation of Shepherd University Vocational Nursing Program's provisional approval is recommended. That recommendation is supported by the program's 16 consecutive quarters of noncompliant pass rates, the program's history in failing to admit four (4) of the last five (5) approved classes, and the absence of a current Board - approved director.

Based on reported statistics, the program's current enrollment consists of two (2) students. If the Board adopts the recommendations, the following options are available for these students.

1. Students may apply for admission to other programs, requesting transfer credit for previously completed theory and clinical instruction.
2. Students with prior paid work experience may apply for vocational nurse licensure based on equivalent education and experience.

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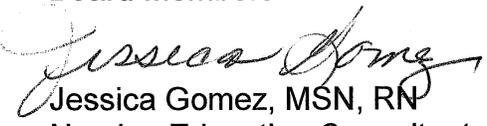
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DATE: January 25, 2016

TO: Board Members

FROM: 
Jessica Gomez, MSN, RN
Nursing Education Consultant

SUBJECT: Shepherd University Vocational Nursing Program - Reconsideration of Provisional Approval (Director: None, Los Angeles, Los Angeles County, Private)

The Shepherd University Vocational Nursing Program is presented for reconsideration of provisional approval. Shepherd University requests a change in the program's status to inactive. Denial of that request and revocation of provisional approval are recommended.

On May 16, 2014, the Board initially placed the program on provisional approval for the two - year period from May 16, 2014, through May 15 2016, due to noncompliance with regulatory requirements relative to program pass rates. At that time, the program's quarter pass rate was 38% and its average annual pass rate was 55%.

On September 12, 2014, the Board approved a class of 20 students to commence November 3, 2014. Subsequently, the director reported that university administration elected to cancel the class due to low enrollment; the director resigned.

On February 13, 2015, the Board approved the program's request to admit a class of 20 students commencing April 6, 2015, and graduating July 9, 2016, only, to **replace** students who graduated September 2013, **provided** the program has no more than ten (10) students per instructor during clinical experience.

Of the total approved on February 13, 2015, the program admitted four (4) students. Two (2) students dropped out of the program, and two (2) students remain in the class.

On August 21, 2015, the Board approved the program's request to admit a full time class of 20 students commencing September 9, 2015, and graduating November 11, 2016 only. On August 31, 2015, the program informed the Board of the university administration's intent to cancel the newly approved September 9, 2015 class "due to unavailability of financial aid."

On November 20, 2015, the Board approved the program's request to admit a full time class of 10 students commencing January 4, 2016, and graduating March 31, 2017 only, **provided** the program maintains an instructor – to – student ratio that does not exceed ten (10) students per instructor during clinical classes; and continued the program's requirement to admit no additional classes without prior approval by the full Board. Further, the program

was required to submit, under penalty of perjury, the names of all enrolled students, dates of admission, placement in the curriculum, and expected dates of graduation by **January 29, 2016**. At that time, the program submitted documentation from the U.S. Department of Education confirming the program's approval to participate in the Federal Direct Student Loan Program.

On December 30, 2015, the Board received correspondence from Shepherd University administration reporting the termination of a program director and the lack of an adequate number of prospective students to begin the January 2016 class. Shepherd University administration proposed placement of the program on inactive status "for a moment so that we can start the class in the near future."

History of Prior Board Actions

(See Attachment A, History of Board Action)

Enrollment

The program is approved to offer full – time classes that are 12 months (52 weeks) in length and part - time classes that are 15 months (60 weeks) in length. The program requires approval by the full Board prior to the admission of each class.

The following table represents **current and proposed** student enrollment based on current and proposed class starts and completions. The table indicates a **maximum enrollment of 22 students** for the period from **March 2012 through July 2016**.

ENROLLMENT DATA				
CLASS DATES		#Students Admitted	#Students Current or Completed	Total Enrolled
Start	Complete			
3/12 (FT)		11	9	0 + 9 = 9
6/12 (PT)		8	7	9 + 7 = 16
	3/13 (6/12 FT Class)		-9	16 - 9 = 7
	9/13 (6/12 PT Class)		-7	7 - 7 = 0
11/14 (PT)		0	0	0 + 0 = 0
4/15 (FT)		4	2	0 + 2 = 2
9/15	11/16	0	0	2 + 0 = 2
1/16 (FT) Did not start	3/17	20	0	2 + 0 = 2
	6/16 (4/15 FT Class)		-2	2 - 2 = 0

Licensing Examination Statistics

The following statistics, furnished by Pearson VUE, and published by the National Council of State Boards of Nursing as "Jurisdictional Summary of All First-Time Candidates Educated in Member Board Jurisdiction," for the period January 2010 through December 2015, specify the pass percentage rates for graduates of the Shepherd University Vocational Nursing Program on the National Council Licensure Examination for Practical/Vocational Nurses (NCLEX-PN®), and the variance of the program's pass rates from state average annual pass rates.

NCLEX-PN® Licensure Examination Data							
Quarterly Statistics				Annual Statistics*			
Quarter	# Candidates	# Passed	% Passed	State Average Quarterly Pass Rate	Program Average Annual Pass Rate	State Average Annual Pass Rate [CCR §2530(l)]	Variance From State Average Annual Pass Rate
Jan – Mar 2010	14	12	86%	76%	64%	74%	-10
Apr - Jun 2010	10	9	90%	74%	71%	75%	-4
Jul – Sep 2010	10	6	60%	74%	78%	75%	+3
Oct - Dec 2010	8	7	88%	77%	81%	76%	+5
Jan - Mar 2011	19	16	84%	80%	81%	77%	+4
Apr - Jun 2011	12	7	58%	71%	73%	76%	-3
Jul – Sep 2011	10	7	70%	74%	76%	76%	0
Oct – Dec 2011	11	6	55%	74%	69%	75%	-6
Jan – Mar 2012	19	12	63%	77%	62%	74%	-12
Apr – Jun 2012	11	4	36%	72%	57%	74%	-17
Jul – Sep 2012	15	9	60%	74%	55%	74%	-19
Oct – Dec 2012	7	4	57%	70%	56%	74%	-18
Jan – Mar 2013	10	6	60%	75%	53%	73%	-20
Apr – Jun 2013	10	6	60%	78%	60%	73%	-13
Jul – Sep 2013	8	4	50%	75%	57%	74%	-17
Oct – Dec 2013	12	8	67%	76%	60%	76%	-16
Jan – Mar 2014	8	3	38%	74%	55%	76%	-21
Apr – Jun 2014	2	0	0%	66%	50%	73%	-23
Jul – Sep 2014	3	0	0%	72%	44%	73%	-29
Oct – Dec 2014	4	2	50%	72%	29%	72%	-43
Jan – Mar 2015	No Candidates Tested			73%	22%	71%	-49
Apr – Jun 2015	No Candidates Tested			69%	29%	72%	-43
Jul – Sep 2015	1	0	0%	73%	40%	72%	-32
Oct – Dec 2015	1	0	0%	75%	0%	72%	-72

*The Annual Pass Rate changes every quarter. It is calculated by dividing the number of candidates who passed during the current and previous three quarters by the number of candidates who tested during the same period. If no data is available for the relevant period, the statistic is carried over from the last quarter for which data is available.

California Code of Regulations (Code) section 2530(l) states:

“The program shall maintain a yearly average minimum pass rate on the licensure examination that does not fall below 10 percentage points of the state average pass rate for first time candidates of approved vocational nursing schools for the same period.”

Published examination statistics for the period of January 2012 through December 2015, substantiate the program's **noncompliance** with regulatory requirements for **sixteen (16) consecutive quarters**.

Based on the most recent data available (July through December 2015), the program's average annual pass rate is **0%**. The California average annual pass rate for graduates from approved vocational nursing programs who took the NCLEX-PN® for the first time during the same period is 72%. The pass rate for the Shepherd University Vocational Nursing Program is **72 percentage points below** the state average annual pass rate.

It is noted that the program's average annual pass rate represents statistics for one program graduate. The program candidate tested failed the examination.

Faculty and Facilities

Section 2534(d) of the Vocational Nursing Rules and Regulations states:

“For supervision of clinical experience, there shall be a maximum of 15 students for each instructor.”

The number of Board-approved faculty totals 14, including the director. The director has 100% administrative responsibilities. Of the total faculty, 14 instructors are approved to teach clinical classes.

On August 21, 2015, the Board approved the program's request to **admit** a full time class of 20 students only, **provided** the program maintains an instructor – to student ratio that does not exceed ten (10) students per instructor during clinical classes. On November 20, 2015, the Board continued the program's requirement to maintain an instructor – to – student ratio that doesn't exceed ten (10) students per instructor for all clinical classes.

Based on the Board's prior decision and the program's proposed maximum enrollment of two (2) students, one (1) instructor is required. Therefore, the number of current faculty is adequate for the current and proposed enrollment.

Section 2534(b) of the Vocational Nursing Rules and Regulations states, in part:

“Schools shall have clinical facilities adequate as to number, type, and variety of patients treated, to provide clinical experience for all students in the areas specified by Section 2533. There must be available for student assignment, an adequate daily census of patients to afford a variety of clinical experiences consistent with competency-based objectives and theory being taught.”

The program has sufficient clinical facilities to afford the number type and variety of patients that will provide clinical experiences consistent with competency-based objectives and theory instruction.

Other Considerations

As noted previously, the Board initially placed the Shepherd University Vocational Nursing Program on provisional approval for the two - year period from May 16, 2014, through May 15, 2016. A decision relative to the program's request to admit twenty (20) students on September 2, 2014 was deferred to the Executive Officer, pending the program's submission of documentation confirming adequate clinical facilities and other critical resources by July 30, 2014. The Board required the program to maintain an instructor-to-student ratio not to exceed ten (10) students per instructor in clinical classes. At that time, the program's average annual pass rate was **55%**.

On May 27, 2014, the Board forwarded to the director, per certified and regular mail, the *Notice of Change in Approval Status*. (See Attachment B)

On June 4, 2014, Board staff approved four (4) clinical facility applications including:

- a) One (1) acute care hospital for clinical experience in Pediatric and Maternity Nursing;
- b) One (1) sub-acute facility for clinical experience in Pediatric Nursing;
- c) One (1) healthcare center for clinical experience in Medical/Surgical and Rehabilitation Nursing; and
- d) One (1) skilled nursing facility for clinical experience in Nursing Fundamentals and Medical/Surgical Nursing.

On June 11 and 12, 2014, Board representatives conducted an unannounced onsite inspection of the program to determine compliance with Board and regulatory requirements. Seven (7) violations of the California Code of Regulations were identified.

On July 1, 2014, the Board received the director's required written report detailing a comprehensive program analysis and employed interventions, pursuant to Corrective #3 of the *Notice*. The director attached new forms, and processes that were developed. On September 8, 2014, the director submitted the required clinical evaluations for all Board – approved clinical sites.

On September 12, 2014, the Board approved the program's request to admit a class of 20 students commencing November 3, 2014, and graduating February 19, 2016 only, to **replace** students who graduated September 2013, **provided** the program has no more than ten (10) students per instructor during clinical classes.

On October 20, 2014, the director notified the Board of the university administration's intent to cancel the approved November 3, 2014 class due to low enrollment. The director submitted his resignation, effective October 31, 2014.

On December 5, 2014, the Board approved the school's Dean of Nursing as Interim Program Director. That action was proposed by the school to ensure continued compliance with regulatory requirements. The school continued its recruitment and hiring process to secure a permanent director.

On January 9, 2015, the Board approved a new Program Director.

On February 13, 2015, the Board approved the program's request to admit a class of 20 students commencing April 6, 2015, only, to **replace** students who graduated September 19, 2013, **provided** the program maintains an instructor – to – student ratio that does not exceed ten (10) students per instructor during clinical experience.

Of the total approved, the program admitted four (4) students on April 6, 2015, with a projected graduation date of July 9, 2016. Of the total admitted, two (2) students remain in the class.

On August 21, 2015, the Board approved the program's request to admit 20 students on November 11, 2016 only, **provided** the program maintains an instructor – to – student ratio that does not exceed ten (10) students per instructor during clinical classes.

On August 31, 2015, the director notified the Board of the university administration's intent to cancel the approved September 9, 2015 class "due to unavailability of financial aid." (See Attachment C).

On September 15, 2015, the Board received the required program report specified in Corrective Action #3 of the *Notice*. In addition, the program requested approval to admit a new class of 20 students effective January 4, 2016. (See Attachment D)

Information provided by the director was supported by student files and documents:

➤ **Admission Screening and Selection Process:**

- All students admitted received their high school education abroad.
 - All students provided verification of completion of High School with United States equivalency documentation.
- The program increased the entrance testing score from C-NET 50%, to TEAS-V test of 60%
 - Four (4) students admitted, all with scores between 66 and 90%
- All students were screened and interviewed by the director.
- No students were admitted in the approved September 9, 2015, class due to lack of Title 4 financial aid.

➤ **Remediation Policy:**

- One of the four (4) admitted students was placed on remediation plan
 - Student identified learning needs.
 - Student was provided six (6) to ten (10) hours of tutoring per week.
 - Negligible improvement was reflected in weekly quizzes.
 - Per student request student terminated from program.

➤ **Attendance Policy:**

- Students were introduced to attendance policy during orientation.
- Students are to make-up all missed theory and clinical hours.
- To date, one (1) student missed one (1) clinical day in term 2.
- The student has completed make-up for the missed clinical day.

➤ **Student Progression:**

- Due to size of class two (2) to four (4) students, individualized education has been provided.
- Student evaluation consists of:
 - Preparation for class
 - Class room participation
 - Oral presentations
 - Weekly Quizzes
 - Final Examinations
 - Use of critical thinking
 - HESI specialty tests
- Individualized remediation plans are implemented as need.

On September 18, 2015, the Supervising Nursing Education Consultant (SNEC) and assigned Nursing Education Consultant (NEC) conducted a telephone conference with the program director. The director confirmed the decision of the school's administrators to cancel the class approved by the Board on August 21, 2015. The SNEC requested the director submit written documentation to the Board confirming the following:

1. The decision and support of Shepherd University administration for the requested January 2016 class; and
2. The program's approval for participation in the Federal Student Financial Aid Program and/or other forms of financial aid.

On September 24, 2015, the Board received correspondence from Shepherd University's Vice President of Academic Affairs, stating that the University Board of Directors had approved the program's admission of the requested January 4, 2016 class. Additionally, the letter contained an attachment specifying the U.S. Department of Education's approval of Shepherd University to participate in the Federal Student Financial Aid Program as of August 11, 2015. (See attachment E and F).

On November 20, 2015, the Board approved the program's request to admit a full time class of 10 students commencing January 4, 2016, and graduating March 31, 2017 only, **provided** the program maintains an instructor – to – student ratio that does not exceed ten (10) students per instructor during clinical classes; and continued the program's requirement to admit no additional classes without prior approval by the full Board. Further, the program was required to submit, under penalty of perjury, the names of all enrolled students, dates of admission, placement in the curriculum, and expected dates of graduation by **January 29, 2016**. At that time, the program submitted documentation from the U.S. Department of Education confirming the program's approval to participate in the Federal Direct Student Loan Program.

On December 15, 2015, the Board received correspondence from the director reporting submission of her resignation effective January 7, 2016.

On December 28, 2015, the Board received electronic correspondence from Yohan Pyeon VP for Academic Affairs stating the **program's inability to hire a director** prior to the

approved class admission, and questioning the impact on the program's approval if the January 2016 class did not commence as approved. (See Attachment G) The assigned NEC advised Mr. Pyeon that pursuant to California Code of Regulations, all programs are required to have a director that is approved by the Board.

On December 30, 2015, the Board received electronic correspondence from Yohan Pyeon advising of the following decisions to:

1. The program "...will arrange transfer-out plan with two (2) currently enrolled students."
2. The program "...does not intend to offer class in January 2016"
3. The school requests placement of the program on inactive status "...for a moment so that we can start the class in the near future..."
4. Place the program's request to begin a new class on the May agenda.

(See Attachment H)

In summary, submitted enrollment statistics confirm that the program has admitted a total of four (4) students since placement on provisional approval. Of those admitted, two (2) students remain enrolled with a projected graduation of July 9, 2016.

Since placement on provisional approval, the Board has approved the program's admission of four (4) classes. The program failed to admit the requested classes. Based on reported enrollment statistics, the program has admitted a total of four (4) students since placement on provisional approval.

To date, the program has failed to correct its violation of Section 2530(l) of the California Code of Regulations. When placed on provisional approval, the program had been noncompliant with regulatory requirements for nine (9) consecutive quarters. **At that time, the program's average annual pass rate was 55%, 21 percentage points below the state average annual pass rate.**

From Quarter 2 – 2014 through Quarter 4 – 2015, published examination statistics confirm that eleven (11) program graduates completed the NCLEX-PN®. Of the total population tested, two (2) program graduates passed (18.18%) on initial testing; nine (9) program graduates failed (81.82%). During Quarter 1, 2015 and Quarter 2, 2015, no program graduates completed the NCLEX-PN®. During Quarter 3-2015, one program graduate tested and failed the examination. During Quarter 4-2015, one (1) program graduate tested; one (1) graduate failed the examination. **The program's average annual pass rate for Quarter 4 – 2015 is 0%, 72 percentage points below the state average annual pass rate. As such, the program has been noncompliant with regulatory requirements for 16 consecutive quarters.**

The following table describes pass rates, as furnished by the Pearson Vue and published by the National Council of State Boards of Nursing as "Jurisdictional Summary of All First-Time Candidates Educated in Member Board Jurisdiction" for the period January 2014 through December 2015, compared to the number of graduated students as reported by the Shepherd University Vocational Nursing Program.

SHEPHERD UNIVERSITY VOCATIONAL NURSING PROGRAM FIRST TIME LICENSING EXAMINATION PASS RATE BY YEAR OF GRADUATION					
Year of Graduation	# of Graduates	Graduates Taking Exam		Graduates Passing First Exam	
		#	%	#	%
2012	52	37	71%	20	54%
2013	34	22	65%	13	59%
2014	0				
2015	0				

Recommendations:

1. Revoke the provisional approval of Shepherd University Vocational Nursing Program, effective immediately.
2. Remove the program from the Board's *List of Approved Programs*.

Rationale: As noted previously, the program was placed on provisional approval for a two (2) year period on May 16, 2014. **At that time, the program's quarter pass rate was 38% and its average annual pass rate was 55%**, 21 percentage points **below** the state average annual pass rate. Based on published examination statistics for **Quarter 4 - 2015, the program's average annual pass rate has declined to 0%**. As such, the program has had sixteen (16) consecutive quarters of noncompliant pass rates.

Since placement on provisional approval, the Board has approved the program's admission of four (4) classes. The program failed to admit the requested classes.

During the September 12, 2014 meeting, the Board approved a class of 20 students to commence November 3, 2014. Reportedly, university administration cancelled the class due to low enrollment. The director resigned.

On February 13, 2015, the Board approved the admission of a class of 20 students to commence April 6, 2015. The program admitted four (4) students.

On August 21, 2015, the Board approved the program's request to admit 20 students effective September 9, 2015. That class was not admitted.

On August 31, 2015, the director notified the Board that university administration had elected to cancel the September 9, 2015, class due to, lack of Title IV funding. On September 24, 2015, the university vice president of academic affairs informed the Board in writing that the university now had Title IV funding available for enrolling students.

On November 20, 2015, the Board approved the program's admission of ten (10) students effective January 4, 2016.

On December 15, 2015, the program director submitted her resignation effective January 7, 2016. On December 30, 2015, the Board received correspondence from the university vice president reporting the absence of a program director and insufficient applicants for class commencement. Inactive program status was requested.

Revocation of Shepherd University Vocational Nursing Program's provisional approval is recommended. That recommendation is supported by the program's 16 consecutive quarters of noncompliant pass rates, the program's history in failing to admit four (4) of the last five (5) approved classes, and the absence of a current Board - approved director.

Based on reported statistics, the program's current enrollment consists of two (2) students. If the Board adopts the recommendations, the following options are available for these students.

1. Students may apply for admission to other programs, requesting transfer credit for previously completed theory and clinical instruction.
2. Students with prior paid work experience may apply for vocational nurse licensure based on equivalent education and experience.

Attachment A: History of Prior Board Actions.
Attachment B: Notice of Change in Approval Status, Dated May 27, 2014.
Attachment C: Program Correspondence Dated August 31, 2015.
Attachment D: Program Correspondence Dated September 15, 2015.
Attachment E: Program Correspondence Dated September 24, 2015.
Attachment F: Program Correspondence Dated September 24, 2015.
Attachment G: Program Correspondence BVNPT Received 12.28.15
Attachment H: Program Correspondence Dated December 30, 2015

Agenda Item #17.A.10., Attachment A.

SHEPHERD UNIVERSITY VOCATIONAL NURSING PROGRAM

History of Prior Board Actions

- On January 11, 2006, the Executive Officer approved Shepherd University's request to begin a vocational nursing program with an initial class of 30 students on March 13, 2006, only; and approved the program curriculum for 1560 hours, including 600 theory, and 960 clinical hours.
- On April 12, 2007, the Executive Officer approved initial full accreditation for Shepherd University Vocational Nursing Program for the period from April 12, 2007, through April 11, 2011, and issued a certificate accordingly; and approved the program to admit a full-time class of 30 students to start on May 21, 2007, only, to **replace** students graduating on June 16, 2007.
- On August 1, 2007, the Executive Officer approved the program's request to admit a full-time class of 30 students to start on September 10, 2007, only.
- On December 5, 2007, the Executive Officer approved the program's request to admit a full-time class of 30 students to start on January 6, 2008, only.
- On June 4, 2008, the Executive Officer approved the program's request to admit a full-time class of 30 students to start on June 16, 2008, only. The Executive Officer approved the Shepherd University Vocational Nursing Program's request to admit a full-time class of 30 students on August 18, 2008, to **replace** students graduating on August 9, 2008.
- On December 8, 2008, the Executive Officer approved the program's request to admit a full-time class of 30 students on December 8, 2008, only.
- On March 18, 2009, the Executive Officer approved the program's request to admit a class of 30 students to start April 13, 2009 to **replace** the class graduating April 4, 2009.
- On August 18, 2009, the Executive Officer approved the program's request to admit a full-time class of 30 students on August 18, 2009, only, with an anticipated graduation date of November 6, 2010.
- On November 4, 2009, the Executive Officer approved Shepherd University Vocational Nursing Program's request to admit a full-time **replacement** class for students graduating January 22, 2010, with 30 students, to start on November 30, 2009, only, with an anticipated graduation date of March 13, 2011.

- On August 6, 2010, the Executive Officer approved Shepherd University Vocational Nursing Program's request to admit a part-time, 60 week class, class of 30 students commencing August 9, 2010 only, with a projected graduation date of October 22, 2011, to **replace** students graduating July 17, 2010, **and** approved the program's request to admit a part-time class of 30 students commencing November 15, 2010 only, with a projected graduation date of February 25, 2012, to **replace** students graduating November 6, 2010; **and** denied the program's request for ongoing admissions of four (4) part-time classes, of 30 students each, every 16 weeks, at this time; **and** required the program to obtain Board approval prior to the admission of each class.
- On February 18, 2011, the Executive Officer approved Shepherd University Vocational Nursing Program's request to admit a part-time class of 30 students commencing March 21, 2011, graduating June 16, 2012. The proposed class will **replace** students graduating March 12, 2011; and, **approved** the program's request to admit a part-time class of 30 students commencing July 11, 2011 only, with a projected graduation date of October 11, 2011, to **replace** students scheduled to graduate July 2, 2011; and, **denied** Shepherd University Vocational Nursing Program's request for ongoing admissions of four (4) part-time classes, of 30 students each, every 16 weeks, at this time; and, required the program to obtain Board approval prior to the admission of each class.
- On November 21, 2011, the Executive Officer approved Shepherd University Vocational Nursing Program's application for continued full accreditation for the period from April 12, 2011, through April 11, 2015, and issued a certificate accordingly. Additionally, the program was issued a Notice of Violation for noncompliance with California Code of Regulations Section 2534 (a) and required to submit written documentation setting forth its plan to prevent reoccurrences of the violation by December 16, 2011. The Executive Officer denied the program's request for ongoing admission of four (4) part-time classes of 30 students every 16 weeks and approved the admission of a part-time class of 30 students to start November 28, 2011 to **replace** the class graduating on October 22, 2011. The program was required to continue obtaining Board approval prior to the admission of each class.
- **On March 1, 2012, a new director was approved by the Board.**
- On March 16, 2012, the Executive Officer approved Shepherd University Vocational Nursing Program's request to admit a part-time class of 30 students commencing March 19, 2012, and graduating June 1, 2013. The proposed class will **replace** students who graduated February 25, 2012; **and**, required the program to continue to obtain Board approval prior to the admission of each class.
- On April 6, 2012, the director submitted a plan to increase program licensure.
- On June 22, 2012, the Executive Officer approved Shepherd University Vocational Nursing Program's request to admit a part-time class of 30 students commencing June 25, 2012, and graduating September 21, 2013. The proposed class will **replace** students who graduated June 16, 2012; **and**, required the program to continue to obtain Board approval prior to the admission of each class.

- On November 2, 2012, the Executive Officer denied Shepherd University Vocational Nursing Program's request to admit a part-time class of 30 students commencing November 5, 2012, and graduating February 8, 2014. The proposed class will **replace** students who graduated October 6, 2012; **and**, required the program to submit a report to the Board no later than **November 30, 2012**. The report shall include a comprehensive analysis of the program, specific actions taken to improve program pass rates, timelines for expected results, and the effectiveness of corrective actions taken to address the following elements:
 - a. Current Student Enrollment.
 - b. Admission Criteria.
 - c. Screening and Selection Criteria.
 - d. Terminal Objectives.
 - e. Curriculum Objectives.
 - f. Instructional Plan.
 - g. Theory and Clinical Objectives for Each Course.
 - h. Lesson Plans for Each Course.
 - i. Textbooks.
 - j. Attendance Policy.
 - k. Grading Policy
 - l. Remediation Policy.
 - m. Evaluations of Theory and Clinical Faculty.
 - n. Evaluations of Theory Presentations.
 - o. Evaluations of Clinical Rotations and Their Correlation to Theory Presentations.
 - p. Evaluation of Student Achievement.

And, required the program to continue to obtain Board approval prior to the admission of each class.

- On July 29, 2013, the Board forwarded a letter to the director requesting documentation verifying elements of the program's plan to increase the program's licensure pass rate had been implemented
- On November 2, 2013, a letter was sent to the director notifying the program of low pass rates, requesting an update on the previously submitted action plan, and potential change in program status for noncompliant pass rates.
- On November 26, 2013, the assigned consultant forwarded electronic correspondence to the director requesting a copy of his revised plan of correction by December 4, 2013.
- On December 4, 2013, the requested report was received.
- On March 7, 2014, a letter was sent to the director notifying the program director the program had been placed on the May Board agenda for consideration of placement on provisional approval.
- On May 16, 2014 the Board rendered the following decisions:

1. Placed the Shepherd University Vocational Nursing Program on provisional approval for the period from May 16, 2014 to May 31, 2016 and issued a notice to the program to identify specific areas of noncompliance and requirements for correction as referenced in Section 2526.1 (e) of the California Code of Regulations; and
2. Denied the program's request to admit a class of 30 student commencing July 7, 2014, and graduating September 19, 2015, to **replace** students who graduated September 2013; and
3. Deferred to the Executive Officer approval of the program's admission of 20 students commencing September 2, 2014, and graduating December 11, 2015, to **replace** students who graduated September 19, 2013, **provided** the following conditions are met by **July 30, 2014**.
 - a. The program submits written documentation verifying Board approval of clinical facilities required to provide clinical experiences of like character and quality for all students in the areas specified in Section 2533 of the California Code of Regulations.
 - b. The program has no more than ten (10) students per instructor during clinical experience; and
4. Required the program to bring its average annual pass rate to no more than ten (10) percentage points below the State average annual pass rate; and
5. Required the program to admit no additional classes without prior approval by the full Board; and
6. Required the program to submit a report to the Board no later than six (6) months after commencement of the next class. The report must include a comprehensive analysis of the program, specific actions taken to improve program pass rates, timeline for implementation, and the effect of employed interventions. The following elements must be addressed in the analysis:
 - a. Admission Criteria.
 - b. Screening and Selection Criteria.
 - c. Terminal Objectives.
 - d. Curriculum Objectives.
 - e. Instructional Plan.
 - f. Theory and Clinical Objectives for Each Course.
 - g. Lesson Plans for Each Course.
 - h. Textbooks.
 - i. Attendance Policy.
 - j. Remediation Policy.
 - k. Evaluations of Theory and Clinical Faculty.
 - l. Evaluations of Theory Presentations.
 - m. Evaluations of Clinical Rotations and Their Correlation to Theory Presentations.
 - n. Evaluation of Student Achievement.

- o. Current Enrollment; and
- 7. Required the program to comply with all approval standards in Article 4 of the Vocational Nursing Practice Act, commencing at Business and Professions Code Section 2880, and Article 5 of the Board's Regulations, commencing at California Code of Regulations, Title 16, Section 2526; and
- 8. Required the program to demonstrate incremental progress in correcting the violations. If the program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the program's approval; and
- 9. Informed the program that failure to take any of these corrective actions may cause the full Board to revoke the program's approval; and
- 10. Placed the program on the Board agenda scheduled **May 2016** for reconsideration of provisional approval.
- On June 11 and 12, 2014, an unannounced program survey visit was conducted. Seven (7) violations of the California Code of Regulations were identified.
- On June 20, 2014 the Executive Officer issued a *Notice* specifying violations identified on the program survey visit and requiring the director to submit, no later than July 11, 2014, the following documents and materials.
 - 1. Plan and timeline for correction of each violation.
 - 2. Policy and tool for written evaluation of clinical facilities.
 - 3. Proof of high school equivalency for the two (2) students missing documentation of same in their files at the time of the onsite inspection.
 - 4. Most recent version of the admission, screening and selection policies.
 - 5. Revised vocational nursing program handbook with revised and updated grading policy.
 - 6. Written list of resources related to counseling and tutoring.
 - 7. Revised remediation policy.
- On July 1, 2014, the program director submitted a comprehensive analysis of the Shepherd Vocational Nursing Program.
- On July 7, 2014, the program director submitted a letter in response to the *Notice of Violations* and summarized the July 1, 2014 comprehensive report.
- On September, 12, 2014 the full Board required the program to submit written evaluations for each clinical facility to which assignment of students is proposed by September 30, 2014; **and**, approved the program's request to admit a class of 20 students commencing November 3, 2014, and graduating February 19, 2016 only, to **replace** students who graduated September 2013, **provided:**
 - a. The program submits a Board-approved clinical rotation calendar specifying proposed placements for each student; **and**

b. The program has no more than ten (10) students per instructor during clinical experience; **and**,

And continued to program's requirement to admit no additional classes without prior approval by the full board.

- On October 20, 2014, the Board received correspondence from the director reporting the university administration's intent to cancel the approved November 3, 2014 class due to low enrollment. Additionally, the director reported the submission of his resignation, effective October 31, 2014.
- **On December 5, 2014, the Board approved an interim program director.**
- **On January 9, 2015, the Board approved a new program director.**
- On February 13, 2015, the full Board approved the Shepherd University Vocational Nursing Program's request to admit a class of 20 students commencing April 6, 2015, and graduating July 9, 2016 only, to **replace** students who graduated September 19, 2013, provided the program has no more than ten (10) students per instructor during clinical experience; **and**, continued the program's requirement to admit no additional classes without prior approval by the full Board.
- On August 21, 2015 the Board approved Shepherd University Vocational Nursing Program's request to admit a full time class of 20 students commencing September 9, 2015, and graduating November 11, 2016 only, provided the program maintains an instructor – to – student ratio that does not exceed ten (10) students per instructor during clinical classes. Required the director to submit, under penalty of perjury, the names of all enrolled students, date of admission, placement in the curriculum, and expected date of graduation, no later than 15 days after class starts. Continued the program's requirement to admit no additional classes without prior approval by the full Board.
- On August 31, 2015, the Board received correspondence from the director reporting the university administration's intent to cancel the approved September 9, 2015 class "due to unavailability of financial aid."
- On September 15, 2015, the Board received correspondence from the director requesting approval to admit a new class of 20 students effective January 4, 2016. Additionally, the report required per Corrective Action #3 of the *Notice* was submitted.
- On September 18, 2015, the SNEC and assigned NEC conducted a telephone conference with the program director. The program was requested to submit documentation confirming the school's support of the request and confirming the availability for financial aid for the student population.
- On September 24, 2015, the Board received correspondence from Shepherd University's Vice President of Academic Affairs, stating that the University Board of Directors has approved the program's admission of the requested January 4, 2016 class. Correspondence was attached specifying school approval by the U.S. Dept. of Educ.

- On November 20, 2015, the Board rendered the following decisions:
 1. Approved Shepherd University Vocational Nursing Program's request to admit a full time class of 10 students commencing January 4, 2016, and graduating March 31, 2017 only, **provided** the program maintains an instructor – to – student ratio that does not exceed ten (10) students per instructor during clinical classes.
 2. Continued the program's requirement to admit no additional classes without prior approval by the full Board.
 3. Required the program director to submit, under penalty of perjury, the names of all enrolled students, dates of admission, placement in the curriculum, and expected dates of graduation by **January 29, 2016**.
 4. Continued to require the program to comply with all approval standards in Article 4 of the Vocational Nursing Practice Act, commencing at Business and Professionals Code, section 2880, and Article 5 of the Board's Regulations, commencing at California Code of Regulations, Title 16, section 2526.
 5. Continued to require the program to demonstrate incremental progress in correcting the violations. If the program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the program's approval.
 6. Continued the program's placement on the agenda of the Board's May 2016, meeting, for reconsideration of provisional approval.

- On December 15, 2015, the Board received program correspondence reporting the director's resignation, effective January 7, 2016.

- On December 28, 2015, the Board received electronic program correspondence reporting the program's inability to hire a director prior to proposed class admission, and questioning the impact on the program's approval if the January 2016 class did not commence as approved.

- On December 30, 2015, the Board received electronic program correspondence requesting placement of the program on inactive status.

Agenda Item 17.A.10., Attachment B



BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GOVERNOR EDMUND G. BROWN JR.
BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS
2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945
Phone (916) 263-7800 Fax (916) 263-7855 Web www.bvnpt.ca.gov



CERTIFIED MAIL

May 27, 2014

Agustin Dominic Pacis, B.S., R.N.
Director, Vocational Nursing Program
Shepherd University
3200 North San Fernando Road
Los Angeles, CA 90065

Subject: Notice of Change in Approval Status

Dear Mr. Pacis:

Pursuant to the action of the Board of Vocational Nursing and Psychiatric Technicians (Board) on May 16, 2014, the status of the Shepherd University Vocational Nursing Program has been changed from full approval to provisional approval for the two – year period from May 16, 2014 through May 31, 2016.

The purpose of this letter is to explain the areas of non-compliance found and the corrections required of your program to avoid losing approval completely.

Once you have reviewed this letter, please sign and return the enclosed "Acknowledgement of Change in Approval Status" form by **Friday, June 6, 2014**.

AREAS OF NON-COMPLIANCE [VIOLATION(S)]

In accordance with Section 2526.1(c) of title 16 of the California Code of Regulations,

"The Board may place any program on provisional approval when that program does not meet all requirements as set forth in this chapter and in Section 2526..."

Section 2534 (b) of the Vocational Nursing Rules and Regulations states:

"Schools shall have clinical facilities adequate as to number, type, and variety of patients treated, to provide clinical experience for all students in the areas specified by Section 2533. There must be available for student assignment, an adequate daily census of patients to afford a variety of clinical experiences consistent with competency-based objectives and theory being taught."

Section 2530(l) of title 16 of the California Code of Regulations states:

“The program shall maintain a yearly average minimum pass rate on the licensure examination that does not fall below 10 percentage points of the state average pass rate for first time candidates of accredited vocational nursing schools for the same period...”

The program pass rates of the Shepherd University Vocational Nursing Program for the past sixteen (16) quarters are set forth in the following table.

NCLEX-PN® Licensure Examination Data			
Annual Statistics*			
Quarter	State Average Annual Pass Rate	Program Average Annual Pass Rate	Variance from State Average Annual Pass Rate
Jan – Mar 2008	76%	81%	+5
Apr – Jun 2008	78%	75%	-3
July - Sep 2008	74%	74%	0
Oct - Dec 2008	73%	85%	+12
Jan - Mar 2009	72%	87%	+15
Apr - Jun 2009	70%	79%	+9
July - Sep 2009	72%	71%	-1
Oct - Dec 2009	73%	64%	-9
Jan - Mar 2010	74%	64%	-10
Apr - Jun 2010	75%	71%	-4
Jul - Sep 2010	75%	78%	+3
Oct - Dec 2010	76%	81%	+5
Jan - Mar 2011	77%	81%	+4
Apr - Jun 2011	76%	73%	-3
Jul - Sep 2011	76%	76%	0
Oct - Dec 2011	75%	69%	-6
Jan - Mar 2012	74%	62%	-12
Apr - Jun 2012	74%	57%	-17
Jul - Sep 2012	74%	55%	-19
Oct - Dec 2012	74%	56%	-18
Jan - Mar 2013	73%	53%	-20
Apr - Jun 2013	73%	60%	-13
Jul - Sep 2013	74%	57%	-17
Oct - Dec 2013	76%	60%	-16
Jan - Mar 2014	76%	55%	-21

*The Annual Pass Rate changes every quarter. It is calculated by dividing the number of candidates who passed during the current and previous three quarters by the number of candidates who tested during the same period. If no data is available for the relevant period, the statistic is carried over from the last quarter for which data is available.

Based on this data, the program failed to meet the average annual pass rate requirement.

REQUIRED CORRECTION(S)

1. The Shepherd University Vocational Nursing Program shall bring its average annual pass rate to no more than ten (10) percentage points below the State average annual pass rate.
2. The program shall admit no additional classes without prior approval by the full Board.
3. The program shall submit a report to the Board no later than six (6) months after commencement of the next class. The report must include a comprehensive analysis of the program, specific actions taken to improve program pass rates, timeline for implementation, and the effect of employed interventions. The following elements must be addressed in the analysis.
 - a. Admission Criteria.
 - b. Screening and Selection Criteria.
 - c. Terminal Objectives.
 - d. Curriculum Objectives.
 - e. Instructional Plan.
 - f. Theory and Clinical Objectives for Each Course.
 - g. Lesson Plans for Each Course.
 - h. Textbooks.
 - i. Attendance Policy.
 - j. Remediation Policy.
 - k. Evaluations of Theory and Clinical Faculty.
 - l. Evaluations of Theory Presentations.
 - m. Evaluations of Clinical Rotations and Their Correlation to Theory Presentations.
 - n. Evaluation of Student Achievement.
 - o. Current Enrollment.

4. ~~The program shall comply with all approval standards in Article 4 of the Vocational Nursing Practice Act, commencing at Business and Professions Code Section 2880, and Article 5 of the Board's Regulations, commencing at California Code of Regulations, Title 16, Section 2526.~~
5. The program shall demonstrate incremental progress in correcting the violations. If the program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the program's approval.
6. Failure to take any of these corrective actions may cause the full Board to revoke the program's approval.

FUTURE BOARD ACTION

Your program will be placed on the **May 2016** Board Meeting agenda, at which point the Board may revoke or extend the program's approval. If you have additional information that you wish considered beyond the required corrections listed on page 3, you must submit this documentation by the fifteenth day of the second month prior to the Board meeting.

OTHER IMPORTANT INFORMATION

Please be advised that, pursuant to the Board's regulations, the program will not be authorized to admit new classes beyond the established pattern of admissions previously approved by the Board. The established pattern of admissions approved by the Board is as follows: **Prior approval by the full Board is required to admit classes.**

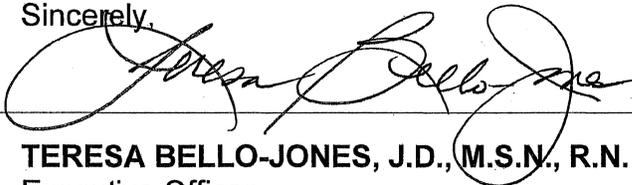
In the event your program is required to submit any report(s) as a corrective action pursuant to this notice, such reports are required in addition to any other reports required pursuant to 2527 of the Board's regulations.

The program may no longer advertise that it has full approval, and should take steps to correct any ongoing advertisements or publications in that regard.

A copy of title 16, California Code of Regulations, section 2526.1, regarding provisional approval is attached for your reference. A complete copy of the Board's laws and regulations can be found on the Board's web site at www.bvnpt.ca.gov.

Should you have questions, please do not hesitate to contact the Board.

Sincerely,



TERESA BELLO-JONES, J.D., M.S.N., R.N.
Executive Officer

Enclosures

cc: Board Members

TBJ:jg



May 27, 2014

TO: Education Division

FROM: Shepherd University Vocational Nursing Program

SUBJECT: Acknowledgement of Receipt of Board Meeting Materials

I, hereby acknowledge receipt of the following documents with attachments memorializing Board decisions rendered at the May 16, 2014 Board Meeting.

➤ ***Shepherd University Vocational Nursing Program.***

1. *Notice of Provisional Approval.*
2. *California Code of Regulations Excerpt Section 2526.1. Provisional Approval.*
3. *Certificate of Provisional Approval.*
4. *Acknowledgement of Change in Approval Status*

Please sign and fax the *Acknowledgement of Receipt of Board Meeting Materials* to the Board at (916) 263-7866 by Friday, June 6, 2014.

(Signature, Director)

(Date)

Name of Program: _____

***Please complete this form and fax to the Board at
(916) 263-7866 by Friday, June 6, 2014.***



Acknowledgement of Change in Approval Status

I, Agustin Dominic Pacis, director of Shepherd University Vocational Nursing
(Director's Name) (Name of Program)

Program hereby acknowledge that this program approval status has been changed from full approval to provisional approval for the two – year period from May 16, 2014 through May 31, 2016. I understand that in accordance with Section 2526.1 (f) of the Vocational Nursing Rules and Regulations and Section 2581.1 (f) of the Psychiatric Technician Rules and Regulations, the Board will consider any advertisement of full approval while on provisional approval as “material misrepresentation of fact.” “Material misrepresentation of fact” may lead to revocation of the program's approval. Further, I understand the program's provisional approval status will be reflected on the Board's internet website.

Please complete and return this form to the Board by **Friday, June 6, 2014.**

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

(Signature of Director)

(Date)



TITLE 16 CALIFORNIA CODE OF REGULATIONS

2526.1. Provisional Approval.

- (a) Provisional approval means a program has not met all requirements as set forth in this chapter and in Chapter 6.5, Division 2 of the Business and Professions Code.
- (b) Provisional approval shall be granted for a period determined by the Board.
- (c) The Board may place any program on provisional approval when that program does not meet all requirements as set forth in this chapter and in Section 2526. If the program has not met all requirements at the end of the initial provisional approval period, provisional approval may be extended if the program demonstrates to the satisfaction of the Board a good faith effort to correct all deficiencies.
- (d) Any program holding provisional approval may not admit "new" classes beyond the established pattern of admissions previously approved by the Board. The admission pattern is defined by the number of students per class and the frequency of admissions for the six class admissions that immediately precede the Board action to consider provisional approval.
- (e) A program placed on provisional approval shall receive written notification from the Board. The notification to the program shall include specific areas of noncompliance and requirements for correction. A program's failure to correct delineated areas of noncompliance is cause for revocation of provisional approval.
- (f) A material misrepresentation of fact by a vocational nursing program in any information submitted to the Board is cause for revocation of provisional approval.
- (g) A program whose provisional approval has been revoked shall be removed from the Board's list of approved programs. The status of students as potential applicants for licensure will be determined by the Board.
- (h) A program that is removed from the Board's list of approved programs subsequent to Board action based on the program's non-compliance with applicable regulations shall not reapply to establish a vocational nursing program for a minimum period of one calendar year.

Agenda Item #17.A.10., Attachment C

From: Daisy Magimaidason [mailto:d.magimaidason@shepherduniversity.edu]
Sent: Monday, August 31, 2015 2:14 PM
To: Gomez, Jessica@DCA
Cc: Daisy Magimaidason
Subject:

August 31, 2015

Jessica Gomez MSN, RN

Nursing Education Consultant

Board of Vocational Nursing & Psychiatric Technician

2535 Capital Oaks Drive, Ste.205

Sacramento, CA 95833

Dear Ms. Gomez,

First of all, I would like to thank you for all your support and guidance in the process of getting the Board approval for 20 students for our VN program. I also would like to take this opportunity to thank Ms. Cheryl Anderson and the Board members for believing in us despite our past record.

However, the University administration has cancelled the commencement of this class due to unavailability of financial aid. I am sorry for any inconvenience incurred due to this decision. I hope the University will succeed in availing the Financial Aid so that we can enroll nursing students for our Vocational Nursing (VN) Program.

The VN program will continue with the two students who are still enrolled and continue to employ the plan of corrections to comply with board regulations and to increase pass rate.

Sincerely,

Daisy Magimaidason

Daisy Magimaidason RN, BSN, MSN/Ed.

VN Program Director

Shepherd University

3200 N. San Fernando Road

Los Angeles, California 90065

Phone: 323-550-8888

Fax: 323-550-8888

d.magimaidason@shepherduniversity.edu



Agenda Item #17.A.10., Attachment D

SHEPHERD UNIVERSITY

SCHOOL OF NURSING

3200 N. San Fernando Rd., Los Angeles, CA 90065
(Phone) 323.550.8888 (FAX) 323.550.1313 (URL) www.shepherduniversity.edu

September 15, 2015

Jessica Gomez MSN, RN
Nursing Education Consultant
Board of Vocational Nursing & Psychiatric Technician
2535 Capital Oaks Drive, Ste.205
Sacramento, CA 95833

Dear Ms. Gomez,

I am writing this letter to support the request to admit 20 Vocational Nursing (VN) students at the Shepherd University (SU) spring 2016 semester commencing January 4, 2016. This class will be graduating in March 31, 2017. Here with, I am enclosing the following documents as required by the Board of Vocational Nursing and Psychiatric Technician (BVNPT):

1. Blank enrollment form
2. Faculty student clinical assignment form
3. Pediatric Faculty Student Clinical Assignment form
4. Maternity Faculty Student Clinical assignment form
5. Class Calendar for all rotation listed
6. Admission policy; screening and selection policy and evidence the student were admitted following policy
7. Evidence no student was admitted without high school diploma or GED and a high school equivalency for any student educated outside the US.
8. Remediation policy and remediation completed on any current student.
9. Attendance Policy and evidence of student make up of theory or clinical skill lab hours
10. Current Student's Progress

Admission Screening and Selection Process:

Thorough admission assessment of the prospective students is paramount to the success of the VN program. Shepherd University Vocational Nursing Program's revised Admission Policy and Screening and Selection Criteria were used in the admission of students. Test for Essential Academic Skills (TEAS- V) was used for entrance examination. The TEAS-V is an assessment of basic academic knowledge of reading, math, science and English language usage. Candidates who scored 60% or above in the TEAS-V were selected for the VN program. This, requirement of 60% is higher than the previously employed C-NET score of 50 %. The current students' TEAS-V score range from 66% to 90%. (**Attachment A. Admission Policy and the Selection and Screening Policy**) Formal acceptance of 4 students into the vocational nursing program was done upon the students' submission of required screening and successfully passing all the required interviews with VN program coordinator, VN program representative and the Director of Nursing. All students were educated abroad and submitted their High School Diploma and the US equivalency Certificate from approved agencies (**Attachment B. Copies of Diploma**).



No students were admitted for the fall 2015 semester due to unavailability of the Financial Aid, despite BVNPT approval for 20 students on August 21, 2015. As reported by SU Administration, SU has been approved for financial aid (Title 4) and expect to apply for eligibility for January 2016 enrollees. We are hopeful that SU will successfully materialize the use of Title 4 for the benefit of its prospective VN students.

Remediation Policy and Remediation Completed:

One of the students was placed on probation upon failing the second quiz for Fundamentals of Nursing in Term I (**Attachment C. Remediation Policy**). After meeting with the student the instructor was able to identify the learning deficit and a plan of correction was developed and the student was given a learning contract. The student was given time until end of the FON course to demonstrate improvement in his grade. The student was assigned to an instructor who provided 6- 10 hours of tutorials weekly (**Attachment D. Evidence of Remediation**). The plan was learner centered and the student identified his own learning needs. Despite 6-10 hours of tutorials per week the student made negligible improvement which was reflected in weekly performance in the quizzes. The remediation was terminated as per student's request and the student withdrew from the program on May 20, 2015.

In Term-2, the students have taken their mid- term examination and thus far have maintained passing grade in all courses i.e.: Pharmacology-2, Medical- Surgical Nursing –I and Anatomy and Physiology- 1. None of the students are at risk for failure and therefore no remediation at this time. However, the students continue to seek guidance with regards to clinical and theory aspect of their courses. There is always an instructor available for mentoring and counseling Monday through Friday 0900-5:00 pm during office hours. Students are also free to contact instructor or the Director of Nursing via e-mail as needed.

Attendance Policy:

The students were introduced to the attendance policy during VN Program orientation and are well aware of the process involved in makeup of theory, clinical and skills lab hours.

In semester 1, the students demonstrate 100% compliance with attendance policy regarding class-room; skills lab and clinical. No absences at this point in time with the three remaining students (**Attachment E. Evidence of Attendance Sheets for Clinical & Theory and Skills Lab Semester I**).

In semester 2, the students continue to comply with the attendance policy and are always punctual to class room and clinical area. One of the students who had an excused absence has made arrangements as per attendance policy to make up the missed clinical hours (**Attachment F. Evidence of Attendance Sheets for clinical and theory Term-2**). Students are to fill out the make-up request form well ahead of time and the clinical coordinator is informed of the same. Then, the clinical coordinator makes arrangement with the clinical agency so that a student along with her assigned instructor may avail the make-up opportunity for excused absences and clinical time is made up hour for hour basis focusing on meeting the clinical objectives. Student may also



make - up in the skills lab depending on the objectives that are required to be met. (**Attachment G. evidence for Clinical make- up plan Term -2**)

Students' Progress:

The remaining 3 students have successfully completed Term I, passing theoretical and clinical components of Fundamentals of Nursing, Pharmacology I and HESI (**Attachment I. Grade sheet**). This is as a result of the interventions employed. The instructor uses learner centered approach and encourages active student involvement. There were weekly quizzes administered which carried 45% of the final grade for the Fundamentals of Nursing Course. The quizzes are formulated to enhance critical thinking and problem solving skills among the students. So far all quizzes taken by the students are new; none of the old test papers are used. The students were enrolled with Health Education System Incorporated (HESI) and were able to access practice tests that enhance their test taking, problem solving and critical thinking skills. HESI contributed to 10% of their FON and Pharmacology grade.

There were several factors that facilitated students' learning. In a group of 3 students, the students were getting individualized attention. We provide students an environment that is conducive to learning where the student is given the opportunity to ask questions and share information with the group. It is a learner centered environment and students' participation is encouraged. We monitor our students closely and encourage them to perform at a higher level of competence.

It is unfortunate that at the end of Semester 1, another student withdrew from the program due to personal reasons and she plans to return and continue class in 2016.

The two remaining students started Semester-2 with orientation to courses including clinical and theory assignments and they have been success full with the Semester-2 Mid- Term Examination. Faculty is helping students in meeting the challenges with the courses in Medical surgical Nursing -1 with the focus on adult health; Pharmacology- 2 and Anatomy and Physiology-1. Numerous strategies have been employed to address the student's NCLEX- PN pass rate. The students are actively involved in their learning experience by: Completing home work; coming well prepared for theory sessions; participating in class room discussions to solve clinical problems presented in case studies and performing oral presentation using power- points among others. Students are encouraged to be independent thinkers and are provided with opportunities to demonstrate critical thinking and effective clinical judgment. In addition, the required HESI practice tests offer students ongoing challenges regarding the subject matter that is currently in focus. Furthermore, the students will have HESI Specialty Test at the end of this term in Medical surgical Nursing-1 and Pharmacology-2 with the focus on disorders covered in Term 2.

In the clinical area, Students are assigned to well selected cases by the instructor to provide opportunity to apply their theoretical knowledge in the clinical situation. The students were able to incorporate knowledge gained



SHEPHERD UNIVERSITY

SCHOOL OF NURSING

3200 N. San Fernando Rd., Los Angeles, CA 90065
(Phone) 323.550.8888 (FAX) 323.550.1313 (URL) www.shepherduniversity.edu

from Anatomy and Physiology; Pharmacology and Medical surgical nursing. Students are administering medication under supervision of the clinical instructor utilizing principles of medication administration. Intergrading concepts learned in the previous semester is ongoing in their day to day patient care. Students receive on going feedback from the instructors as they apply concepts such the nursing process, Maslow's hierarchy of needs, patient education, ethical and legal aspects of care and communication to name a few. Students are also encouraged to explore current research to ensure that they are using best practices in the selection of care related interventions.

In conclusion, our primary goal is to meet the minimum pass rate requirement for the first time test takers as stipulated by the BVNPT when the current VN students take their NCLEX- PN Exam in the year 2016. Therefore, our ongoing efforts are to continue to implement the correctional plan set forth in response to the violations identified by the board and fully adhere to all BVNPT regulations in implementing the VN Program. Given the current resources available and the interventions employed, it is work in progress towards our students' and program success.

If you have any question or need additional information please contact me at 213-448-5279.

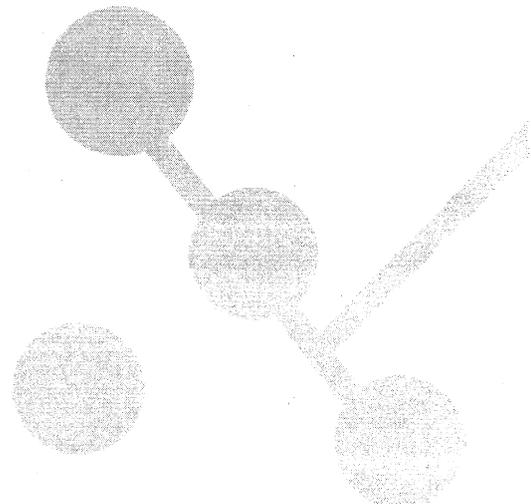
We thank you for your continued guidance and support in helping us prepare the future nurses for our communities.

The above report is respectfully submitted for your perusal.

Sincerely,

Daisy Magimaidason

Daisy Magimaidason RN, BSN, MSN/Ed.
VN Program Director
Shepherd University
3200 N. San Fernando Road
Los Angeles, California 90065
Phone: 323-550-8888
Fax: 323-550-1313
d.magimaidason@shepherduniversity.edu



BVNPT RECD
9/24/15 via E-mail
JG

Agenda Item #17.A.10., Attachment E



ATTN: Ms. Cheryl Anderson
Supervising Nursing Education Consultant
BVNPT
2535 Capitol Oaks Drive Suite 205
Sacramento, CA 95833

September 24, 2015

RE: Letter of Confirmation for Shepherd University

Dear Ms. Cheryl Anderson,

My name is Yohan Pyeon, Vice President for Academic Affairs of Shepherd University and I am also serving as a Chair of the Academic Affairs Committee.

Our VN director, Ms. Daisy Magimaidason reported that you requested an official letter of confirmation from Shepherd University Administration that we will be starting VN class in January 4, 2016.

Per your request, I am writing this official letter of confirmation, on behalf of the Board of Director, Office of Academic Affairs and Academic Affairs Committee that VN program of Shepherd University is authorized to start the class in January 4th, 2016. I am providing you with compelling evidences to start the class in January 4th, 2016 in the below:

First, Shepherd University is authorized to provide student financial aid through US Department of Education as of August 11, 2015 (**Appendix 1: Financial Aid Approval Document**). The lack of title IV (student financial aid) had been a challenge in recruiting our students in the past. But, as we are authorized to provide student financial aid, we can help and assist our VN students with what they really need. Shepherd University is currently setting up a system to implement this student financial aid for our VN students.

Second, currently, the administrator of our VN Program is collecting inquiry data that contains the list of prospective students from April 2015 to present (**Appendix 2: Prospective Student for LVN program**). Once we collect that and analyze it, we will be able to come up with the strong list of prospective students who can enroll in our January 4th, 2016 VN class.

Third, we have the Academic Affairs Committee (AAC) that meets regularly and has approved the VN program's request to start the VN program in January 4, 2016 instead of September 8, 2015, with adequate number of student recruitment through the financial aid eligibility at the last stated meeting (**Appendix 3: AAC**

Minutes). The Academic Office continues to monitor and support the VN program for its quality program and its planned schedule.

www.shepherduniversity.edu



As an institution of higher education that is nationally accredited by ACICS and is holding candidacy with WASC, Shepherd University is committed to providing students with the quality of the program. Our VN program is in the same line of level and nomenclature. I also trust in the leadership and management of Ms. Daisy Magimaidason for its planned schedule to start in January 4, 2016. I will provide her with steady support and guidance.

Therefore, we strongly request that you include our agenda (to start class in January 4, 2016) for your upcoming November 20, 2015 meeting. Should you need further information, please do not hesitate to contact me at 323-550-8888

I look forward to hearing from you soon.

Best Regards,


Yohan Pyeon, Ph.D.
VP for Academic Affairs/Chair of AAC/ALO of WASC
Shepherd University

cc- Board of Directors of Shepherd University, Dr. Richard Rhee, President, AAC Members, Office of Academic Affairs, Ms. Sprina Jeon, Dean of School of Nursing, Ms. Daisy Magimaidason, VN program director,

BVNPT RECT 9/24/15
Via E-mail JG

Agenda Item #17.A.10., Attachment F



FEDERAL STUDENT AID  START HERE. GO FURTHER.™

UNITED STATES DEPARTMENT OF EDUCATION

FEDERAL STUDENT AID
SCHOOL ELIGIBILITY CHANNEL
SCHOOL PARTICIPATION TEAM
SAN FRANCISCO - SEATTLE TEAM

Dr. Richard C. Rhee
President
Shepherd University
3200 North San Fernando Road
Los Angeles, CA 90065-1415

08/11/2015

OPE ID 04193300

Dear Dr. Rhee:

The San Francisco - Seattle School Participation Team is pleased to inform you that, based upon the information included in your Application for Approval to Participate in Federal Student Financial Aid Programs, the Secretary of Education (Secretary) has determined that Shepherd University (Institution) satisfies the definition of an eligible institution under the Higher Education Act of 1965, as amended (HEA). Shepherd University will be listed in the next edition of the Directory of Postsecondary Institutions published by the U.S. Department of Education (Department).

OPE ID NUMBER

The OPE ID Number 04193300 is a unique identifier for the Institution. The OPE ID Number will also be the Institution's identification number for the Title IV, HEA programs. Please use the OPE ID Number in all communications with the Department.

ELIGIBILITY AND CERTIFICATION APPROVAL REPORT

Please print a copy of the **Eligibility and Certification Approval Report (ECAR)** Together, the **Program Participation Agreement (PPA)** that has been signed on behalf of the Secretary and the ECAR constitute the San Francisco - Seattle School Participation Team's determination that the Institution has qualified to participate in programs under the Higher Education Act of 1965, as amended (HEA) and the Federal student financial assistance programs (Title IV, HEA programs).

The Institution must retain the ECAR and the PPA together.

The ECAR contains the most critical of the data elements that form the basis of the Institution's approval, and also a list of the highest level of offering, any nondegree or short term training programs, and any additional locations that provide 50 percent or more of an educational program that have been approved for the Title IV, HEA programs. The Institution may not award, distribute or disburse any Title IV, HEA program funds for any educational or training program that is beyond the scope of the approval contained in the ECAR, nor for any additional location providing 50 percent or more of an educational program that has not been approved and is not listed on the ECAR.

- In order to comply with the requirements of 34 CFR 668.8(1), some vocational or nondegree programs may have been approved for fewer credit hours than requested in the Institution's application.
- Vocational and nondegree programs that do not meet the requirements of 34 CFR Parts 600 and 668 have not been approved and are marked in the ECAR as not approved.
- The listing of Vocational Programs in the ECAR contains those nondegree programs that the San Francisco - Seattle School Participation Team has determined are eligible programs for participation in the Title IV, HEA programs.
- The ECAR contains a list of HEA programs other than Title IV, HEA programs, for which the Institution is eligible to apply. This list does not mean that the Institution will automatically be eligible to participate in or receive funds under any HEA competitive grant program. Information concerning applications for, and the individual requirements of, the competitive grant program can be obtained from:

Deputy Assistant Secretary Office of Higher Education Programs U.S. Department of Education 400 Maryland Avenue, S.W. Washington, DC 20202-5140
--

PROGRAM PARTICIPATION AGREEMENT

The PPA contains the agreement between the Institution and the Secretary concerning the Institution's participation in the Federal student financial assistance programs (Title IV, HEA programs).

CERTIFICATION FOR TITLE IV, HEA PROGRAMS

As explained in the PPA, Title IV, HEA programs administered by participating educational institutions are subject to applicable laws, regulations, and guidelines. Listed below are the appropriate telephone numbers for further information on the HEA programs:

- Federal Pell Grant Program (800) 474-7268
- Federal Family Education Loan Program (202) 377-4008
- Federal Direct Student Loan Program (800) 848-0978

If the Institution wishes to begin participating in the Direct Loan Program or to request a change in its funding method, contact COD School Relations at the Federal Direct Student Loan Program number above or send an email to codsupport@acs-inc.com

- Federal Campus-Based Programs (877) 801-7168

The Federal Campus-Based Programs are (a) the Federal Supplemental Educational Opportunity Grant Program, (b) the Federal Work-Study Program, and (c) the Federal Perkins Loan Program. To obtain funding under any or all of these programs, the Institution must file the Fiscal Operations Report and Application to Participate (FISAP) annually. FISAP packages are typically available at the end of July each year and the due date for electronic submission of this data is generally a postmark or transmission date of October 1. Please keep in mind that the October 1 submission is to obtain funding for the Award Year that begins the following July 1.

If the Institution does not already participate in the Title IV, HEA programs, the Institution must complete Fundamentals of Title IV Administration (Precertification) Training no later than 12 months after the Institution executed the PPA. Completion of this training must be not earlier than one year before beginning to participate in any Title IV, HEA program for which the Institution has not previously participated. If you wish to register for Fundamentals of Title IV Administration (Precertification) Training, please register at <http://www.register123.com/event/profile/web/index.cfm?PKwebID=0x112117625&varPage=info>. For information concerning the training, contact the San Francisco - Seattle Team at the telephone number listed later in this letter.

Participating educational institutions will be reviewed at least once every six years to determine whether the institutions remain administratively capable and financially responsible to administer Title IV programs and funds.

REPORTING AND REAPPLICATION REQUIREMENTS

The Institution must report promptly to the Department certain changes and actions that affect the Institution's participation approval, as specified in 34 CFR 600 and 668, including, but not limited to:

- Change of name and/or address;
- New contract or significant modification of existing contract with a third party servicer;
- Change in exercise of a person's substantial control over the Institution, e.g., a change in the chief executive officer or members of the board of trustees or board of directors.
- Change in the way the Institution measures educational program length;
- Change in the level of course offerings;
- Additions and/or closures of non-main campus locations that offer at least 50% of an educational program;
- Change of accrediting agency;
- Change of the State agency that confers legal authority on the Institution to offer programs of postsecondary education; or
- Change in ownership *whether or not* that ownership change results in a change in control of the Institution.

If the Institution fails to report any such changes within ten days after the change occurs, the ability of the Institution to administer the Title IV student financial assistance programs properly will be called into question. As a consequence, we will consider whether it is necessary to monitor the Institution's receipt of Federal funds more closely. Failure to report

changes within the time frame required may also result in an adverse action being taken against the Institution in accordance with 34 CFR 668, Subpart G.

Automatic Termination of Approval

This Approval for Institutional Participation automatically terminates on the happening of any of the following events:

- June 30, 2017
- The date the Institution loses the legal authority to offer programs of postsecondary education in the State in which it is located;
- The date the Institution loses accreditation from its designated primary accrediting agency;
- The date the Institution ceases to offer all approved postsecondary instruction;
- The date the Institution merges with another institution;
- The date the Institution undergoes a change in ownership resulting in a change of control;
- The date the Institution files for bankruptcy; or
- The date the Institution otherwise ceases to meet the definition of an eligible institution of higher education.

Please send all information or documentation required by this letter to:

United States Department of Education Federal Student Aid, Schools Channel Attention: San Francisco - Seattle School Participation Team 50 Beale Street Suite 9800 San Francisco, CA 94105-1863

One of the institutional eligibility requirements is that the institution must admit as regular students only persons who have a high school diploma; have the recognized equivalent of a high school diploma; or are beyond the age of compulsory school attendance in the State in which the institution is physically located (see 34 CFR 600.4, 5 or 6). This means if the student is not yet beyond the age of compulsory school attendance in the State in which the institution is physically located, the institution can only enroll the individual as a regular student if he or she has a high school diploma or its equivalent.

One of the student eligibility requirements is that an eligible student is one who is not enrolled in either an elementary or secondary school (see 34 CFR 668.32). This means that an institution cannot accept as a regular student at this school, an individual who is also enrolled at the same time in elementary or high school.

The institution's approval includes an ESL Program. The Institution is reminded that it can admit to the program only students that the institution determines need the ESL instruction to use already existing knowledge, training, or skills. This program must lead to a degree, certificate, or other recognized educational credential. The institution must document its determination that ESL instruction is necessary to enable each student enrolled in its ESL Program to use already existing knowledge, training or skills with regard to the students that it admits to its ESL Program. Only Federal Pell Grants can be awarded to

a student for this Program.

The institution is approved to participate in the Direct Loan Programs. Send an e-mail to COD School Relations at: codsupport@ed.gov to begin participating in the Federal Direct Student Loan Program. Include in your e-mail message the name and address of the institution, the name of the Financial Aid Director or an official of the institution listed on the application, the institution's OPEID number and COD ID.

Thank you for providing Emergency Contact information.

The telephone number for the San Francisco - Seattle Team is (415) 486-5677. The fax number is (415) 486-5676.

Sincerely,



Martina Fernandez-Rosario
Area Case Director
School Participation Team, NW
San Francisco/Seattle Team

cc: Mr. Kyle Zhao, Financial Aid Officer
Accrediting Council for Independent Colleges and Schools
Guarantee Agency
CA Bureau for Private Postsecondary Education

BVNPT Rec 12.28.15
via E-mail JG

Agenda Item 17.A.10., Attachment G

ATTN: Ms. Cheryl Anderson
Supervising Nursing Education Consultant
BVNPT
2535 Capitol Oaks Drive Suite 205
Sacramento, CA 95833



December 10, 2015

RE: Letter of Request for Shepherd University

Dear Ms. Cheryl Anderson,

My name is Yohan Pyeon, Vice President for Academic Affairs of Shepherd University and I am also serving as a Chair of the Academic Affairs Committee.

First, we regret to inform that our VN director, Ms. Daisy Magimaidason has submitted a letter of resignation from the position of VN Program Director of Shepherd University as of December 9, 2015.

Second, regrettably Ms. Jeon who was a former director of VN program is out of town for medial reason for a few months. Even though we will try our best to replace her with the qualified person, we may not be able to start our class in January 4th, 2016 because of unprecedented situation and time constraint.

Third, if we cannot offer class as we planned it on January 2016, how does this make an impact upon our approved status (expiration on May 31, 2016). Any suggestion and/or advice may help us in the midst of this very difficult situation as we want to continue our VN program

The Academic Office continues to monitor and support the VN program for its quality program and its planned schedule. We want to comply with BVNPT regulations in conducting our VN Program operation.

We look forward to hearing from you regarding our request for your assistance for our continued VN program.

Should you need further information, please do not hesitate to contact me at 323-550-8888

Best Regards,



Yohan Pyeon, Ph.D.
VP for Academic Affairs/Chair of AAC/ALO of WASC
Shepherd University

cc- Board of Directors of Shepherd University, Dr. Richard Rhee, President, AAC Members, Office of Academic Affairs, Ms. Sprina Jeon, Dean of School of Nursing

Agenda Item#17.A.10., Attachment H

Gomez, Jessica@DCA

From: Yohan Pyeon <ypyeon@gmail.com>
Sent: Wednesday, December 30, 2015 11:12 AM
To: Gomez, Jessica@DCA; Anderson, Cheryl@DCA
Cc: Richard Rhee; Sprina Jeon
Subject: Re: Shepherd University VN Program

Follow Up Flag: Follow up
Flag Status: Completed

Dear Ms. Jessica Gomez,

I thank you for your time and assistance in addressing the matter relevant to the vocational nursing program of Shepherd University.

We had a meeting that engaged the multiple stakeholders that include but are not limited to the President, Chairs of Academic Affairs Committee, Key members of the AAC, and staffs of Vocational Nursing program.

We have reviewed your email and each of its answers along with BVNPT regulations.

Given the situation, we opted for the followings:

First, we will start to arrange transfer-out plan with 2 currently enrolled students. We will implement transfer out plan and arrangement of transfer by providing necessary services to these students. And we will make a report to you upon successful completion of the transfer-out of these students.

Second, in complying with BVNPT regulations, we do not intend to offer class in January, 2016. We currently do not have a full-time director in place. Therefore, we are not ready for this.

Last but not least, we only had a few prospective students who lined up to register for January 2016 classes. And as you know it, a few students are not sufficient enough to start the program. And they did not register either. Therefore, we are not ready to start class in January 4, 2016.

At Shepherd, Vocational Nursing program was one of the key programs that implement our mission and vision. We have perpetuated our efforts to ensure the quality of the program in the past years as we continue to educate our students with excellent programs with excellent faculty.

However, we are in the middle of downside of student recruitment in VN program in recent years.

Nevertheless, if possible, can you put our program inactive for a moment so that we can start the class in the near future. If you can put this as a part of your May meeting agenda, we will appreciate it for your time and support.

Should you need to clarify anything, please do not hesitate to contact us.

Best,

Yohan Pyeon
VP for Academic Affairs
Shepherd University

On Mon, Dec 28, 2015 at 4:45 PM, Gomez, Jessica@DCA <Jessica.Gomez@dca.ca.gov> wrote:

Dear Yohan Pyeon,

In answering your questions:

1- Please note that according to regulations each program **must** have a Board approved director. In order to admit the class of students on January 4, 2016, Shepherd University is required by regulations to have a director in place. Below are the requirements regarding the Program Director.

Section 2529 Faculty Qualifications (in Part)

(a) A school shall submit qualifications of the proposed faculty members for approval by the Board prior to employment.

(b) Each vocational nursing program shall have one faculty member, designated as director who meets the requirements of subsection (c)(1) herein, who shall actively administer the program. The director is responsible for compliance with all regulations in Chapter 1, Article 5 (commencing with Section 2525 et seq.).

(c) Requirements for specific faculty positions are as follows:

(1) Director: A director of a vocational nursing program shall:

(A) Hold a current California active license as a Registered Nurse; **and**

(B) Hold a baccalaureate degree from an accredited school; **and**

(C) Have a minimum of three years experience as a registered nurse; one year shall be in teaching or clinical supervision, or a combination thereof, in a state accredited or approved registered nursing or vocational or practical nursing, or psychiatric technician school within the last five years; **or** a minimum of three years experience in nursing administration or nursing education within the last five years; **and**

(D) Have **completed** a course or courses offered by an accredited school with instruction in **administration, teaching, and curriculum development.**

2- It will be the Boards decision as to the impact on Shepherd Universities' approval status if the University is unable to start the approved class. The Board meeting agenda for February 2016, is full at time. The Shepherd University Vocational Nursing Program can be placed on May agenda for another class. As you are aware the university has decided to not start two classes within the last year. The only class that is in session has a total of two (2) students. This may also affect the Board's decision.

3- How many students have enrolled and are ready to start the Vocational Nursing program on January 4, 2016?

In order to start the class the program is required to have a director. If the program is not able to start the class as approved it will be up to the Board to decide the impact upon the program's approval status.

If you have any further questions please do not hesitate to contact me via email or at 916-263-7839. I will be in the office this week except Friday January 1, 2016.

Jessica Gomez MSN, RN

Nursing Education Consultant

Board of Vocational Nursing & Psychiatric Technicians

2535 Capitol Oaks Drive, Suite 205

Sacramento, CA 95833

916-263-7839

From: Yohan Pyeon [mailto:ypyeon@gmail.com]
Sent: Monday, December 28, 2015 3:07 PM
To: Gomez, Jessica@DCA; Anderson, Cheryl@DCA
Cc: SU_John Jeon; Sprina Jeon
Subject: Fwd: Shepherd University VN Program

Hello Ms. Gomez,

We sent out the following email with attachment to Cheryl Anderson.

This is very important and contains a time-sensitive information.

However, Cheryl Anderson is not in the office until January.

Could you PLEASE read the attachment and get back to us with advice.

Or, is there a way that you can reach out to Ms. Anderson so that we can handle the current situation in compliance with BVNPT regulation?

Thanks in advance.

Yohan Pyeon

VP for Academic Affairs

Shepherd University

----- Forwarded message -----

From: **Yohan Pyeon** <ypyeon@gmail.com>

Date: Sun, Dec 20, 2015 at 9:44 PM

Subject: Shepherd University VN Program

To: Cheryl.Anderson@dca.ca.gov

Hello Ms. Cheryl Anderson,

On behalf of the Board of Directors of Shepherd University, I am submitting this to ask that you provide guidance, support and assistance to Shepherd University Vocational Nursing Program and our continued effort to ensure the quality of the program. Please see the attachment for your reference. The original signed letter was sent out to you in mail. And please let us know if there is anything we should do at this point. Thanks in advance.

Yohan Pyeon, Ph.D.

VP for Academic Affairs

Shepherd University

3200 N. San Fernando Rd.,

Los Angeles, CA 90065

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Note: This email and any files transmitted with it are intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking any action in reliance upon this information by persons or entities other than the