



Board of Vocational Nursing and Psychiatric Technicians
 2535 Capitol Oaks Drive Suite 205, Sacramento, CA 95833-2945
 P (916) 263-7800 | F (916) 263-7855 | www.bvnpt.ca.gov



DATE	May 7, 2024
TO	Executive Officer Review
REVIEWED BY	Judith D. McLeod DNP, CPNP Lead Nursing Education Consultant (LNEC)
PREPARED BY	Roberta Thomson Ed.D. RN Nursing Education Consultant (NEC)
SUBJECT	Report of Continued Approval Process; Consideration of Recommendation for Provisional Approval
PROGRAM	Summit College, El Cajon, Vocational Nursing Program (Program) (Program Director: Alicia Lamour, El Cajon, San Diego County, Private)

Please note: Board Nursing Education Consultants make recommendations. The recommendations are forwarded to the Education and Practice Committee for review and recommendation or to the Executive Officer or full Board for action.

PROGRAM REQUEST:

Continued Program Approval

BACKGROUND:

On March 11, 2024, the Program Director submitted a Form 55M-15 (New 04/2022) with supporting documents for review. A site visit was conducted on March 14 and 15, 2024. The Program was reviewed to determine compliance with Article 5 of California Code of Regulations, Title 16.

STAFF ANALYSIS:

The Program did not demonstrate full compliance with Article 5 of the California Code of Regulations, Title 16. Twenty-two violations were identified.

The Program’s average annual NCLEX-PN® pass rates for first time candidates have remained compliant for seven quarters (January 2022 through December 2023).

The NEC reviewed and analyzed the documents provided by the Program Director to verify adequate resources including clinical facilities and classrooms to accommodate the students’ learning needs and ability to meet the Program’s approved objectives.

Submitted documentation by the Program Director did not substantiate adequate resources including faculty and facilities for students to achieve programmatic learning objectives.

Board staff will continue to monitor the Program’s effectiveness by tracking class admissions, the effectiveness of employed interventions, and the Program’s licensure examination pass rates each quarter.

The \$5000 fee for program review was submitted and processed on March 4, 2024.

Continuing Approval Site Visit

In accordance with Section 2883 of the California Business and Professions Code, it is the Board’s duty, through an official representative, to inspect or review all schools of vocational nursing in California. Written reports of the representatives’ visit, or inspection, shall be made to the Board. Such inspections determine Program compliance with Article 5 of the California Code of Regulations, Title 16.

Summit College, El Cajon, Vocational Nursing Program was reviewed to determine compliance with Article 5 of the California Code of Regulations, Title 16. The findings are seen within the table below. Twenty-two violations were identified.

ARTICLE 5 – SCHOOLS OF VOCATIONAL NURSING	VIOLATIONS
2526. Procedure for Approval	
1-4 Program Application Information	X
5 Disciplinary History	
6 Organizational Chart	X
7 Geographic Narrative	X
8 Philosophy of Program	
9 Conceptual Framework	
10 Clinical Facility Placement	X
11 Terminal Objectives	
12 Course Outlines for Each Course	X
13 Instructional Plan	X
14 Daily Lesson Plans	X
15 Evaluation Methodology for Curriculum	X
16 Verification of Faculty Qualifications	
17 Evaluation Methodology for Clinical Facilities	X
18 Admission Criteria	X

19 Screening and Selection Criteria	X
20 Student Services List	X
21 Number of Students	
22 Evaluation Methodology for Student Progress	X
23 Remediation	
24 Attendance Policy	X
25 Grievance Policy	
26 Required Notices (Contacting Board, Grievance Policy, credit granting, a list of approved clinical facilities)	X
27 Credit Granting	X
28 Transfer Credit	X
29 Competency Based Credit	
30 Program Resources	X
31 Faculty Meeting Minutes	X
32 Education Equivalency (High School Graduation)	X
33 Program Hours	X
34 Preceptorship	
35 BPPE Approval (Private School Only)	
36 Fee Reduction request (if applicable)	
2527 Reports	
2529. Faculty Qualifications	
2530. General Requirements	
2532. Curriculum Hours	
2533. Curriculum Content	
2534. Clinical Experience	X
2535. Credit for Previous Education and Experience	

STAFF RECOMMENDATIONS:

1. Grant continued approval for the Summit College, El Cajon, Vocational Nursing Program for a two-year period beginning March 11, 2024, and issue a certificate accordingly.
2. Place the Summit College, El Cajon, Vocational Nursing Program on provisional approval for two years starting May 17, 2024.
3. Require the Program to comply with all requirements listed below.

PROGRAM REQUIREMENTS

1. Correct all violations on or before June 1, 2024. Failure to correct all violations will result in the Program being placed on the August 18, 2024, Board agenda for removal from the Board Approved Program List.
2. Notify the NEC in the event a current class is displaced from clinical sites.
3. Provide a maximum of ten students for each instructor in clinical experiences. The California Code of Regulations, Title 16, Section 2534(d) states: "for supervision of clinical experience, there shall be a maximum of 15 students for each instructor." Recommendation of one instructor for a maximum of ten students in clinical experiences will enable more focused instruction and enhanced learning to closely monitor and evaluate the clinical performance of students.
4. Require the Program to submit a comprehensive analysis report in six months, with a submission date no later than November 1, 2024, in twelve months with a submission date no later than May 1, 2025, and in nineteen months but no later than February 1, 2025. The report must include a comprehensive analysis of the Program, timeline for implementation, and the effect of employed interventions. The following elements must be addressed in the analysis.
 - a. Terminal Objectives
 - b. Evaluation of Current Curriculum including:
 - 1- Instructional Plan
 - 2- Daily Lesson Plans for each Term
 - c. Student Policies and any policy changes including:
 - 1- Admission Criteria
 - 2- Screening and Selection Criteria
 - 3- Attendance Policy
 - 4- Remediation and Make-up Policy
 - 5- Evaluation Methodology for Student Progress including evaluation of clinical practice

- 6- Credit Granting Policy
- d. Evaluations of approved clinical facilities which determine adequacy in number and variety of patients to accommodate current and projected student enrollment.
 - e. Faculty Meeting Methodology
 - f. Documentation of resources, including faculty and facilities, for all terms for all current cohorts.
 - g. A list of students in each cohort including their start and end dates.
5. Continue to require the Program, when requesting approval to admit students, to:
 - a. Submit all documentation in final form, using the forms provided by the NEC, no later than by the fifteenth day of the second month preceding the month of the Board meeting.
 - b. Provide documentation that adequate resources, i.e., faculty and facilities, are available to support each admitted class of students.
 - c. Maintain an average annual pass rate that is compliant with California Code of Regulations, Title 16, Section 2530(l).
 6. Comply with all of the approval standards set forth in Article 4 of the Vocational Nursing Practice Act, commencing with California Business and Professions Code Section 2880, and in Article 5 of the California Code of Regulations, Title 16, commencing with Section 2525.
 7. Board staff will continue to monitor the Program's effectiveness by tracking class admissions, the effectiveness of employed interventions, and the Program's licensure examination pass rates each quarter.

RELEVANT PROGRAM ELEMENTS

Enrollment

California Code of Regulations, Title 16. Section 2530(k) states:

“The program shall have prior Board approval to increase the number of students per class and/or increase the frequency of admission of classes. Criteria to evaluate a school's request to increase the number of students per class and/or increase the frequency of class admissions include but are not limited to: (1) Sufficient program resources as specified in Section 2530(a). (2) Adequacy of clinical experience as specified in Section 2534. (3) Licensure examination pass rates as specified in Section 2530(l).”

The Program is approved to offer a 46-week full-time class and 84-week part-time class. BVNPT approval is required prior to the admission of each class.

The following table represents current student enrollment based on current class starts and completion dates. The table indicates a maximum enrollment of 83 students for the period June 2023 through January 2025.

ENROLLMENT DATA TABLE

Class Start Dates	Class Completion Dates	Number of Students Admitted	Number of Students Current	Number of Graduated	Total Enrolled
6/12/2023 *(6/7/2024) FT		23	21		21
10/23/2023 *(10/18/2024) FT		30	16		21 + 16 = 37
10/23/2023 *(6/01/2025) PT		20	19		37 + 19 = 56
1/29/2024 *(1/24/2025) FT		30	27		56 + 27 = 83

*Indicates projected graduation date

Licensing Examination Statistics

California Code of Regulations, Title 16, 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.”

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 April 2022 through March 2024, specify the pass percentage rate for graduates of the Program on the National Council Licensure Examination for Practical/Vocational Nurses (NCLEX-PN®) and the variance from the state average annual pass rates.

NCLEX-PN® LICENSURE EXAMINATION DATA

Quarterly Statistics					Annual Statistics		
Quarter	# Candidates in Quarter	# Passed in Quarter	% Passed in Quarter	State Quarterly Pass Rate	Program Average Annual Pass Rate	State Average Annual Pass Rate CCR §2530(l)	Variance from State Average Annual Pass Rate
Apr – Jun 2022	14	11	79%	70%	72%	72%	0
Jul – Sep 2022	3	1	33%	71%	70%	72%	-2
Oct – Dec 2022	No testers				70%	73%	-3
Jan – Mar 2023	13	9	70%	73%	70%	72%	-2
Apr – Jun 2023	1	1	100%	85%	65%	75%	-10
Jul – Sep 2023	17	17	100%	86%	87%	78%	+9
Oct – Dec 2023	5	5	100%	84%	89%	81%	+8
Jan – Mar 2024	14	14	100%	87%	100%	86%	+14

*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 the most current data available (January – March 2024), the Program’s average annual pass rate is 100 percent. 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 86 percent. The average annual pass rate for the Program is 14 percentage points above the state average annual pass rate.

Faculty and Facilities

California Code of Regulations, Title 16, Section 2534(d) states:

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

The current number of approved faculty totals 10, including the Program Director. The Program Director has 100 percent administrative duties, for both the San Bernardino and El Cajon campuses. Of the total faculty, eight are designated to teach clinical. Based upon a maximum proposed enrollment of 83 students, six instructors are required for clinical supervision. The utilization of faculty at clinical facilities is such that clinical instruction is covered adequately.

California Code of Regulations, Title 16, Section 2534(b) 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.”

Submitted documentation indicates the Program has sufficient clinical facilities to afford the number, type and variety of patients that will provide clinical experience consistent with approved competency-based objectives and theory being taught for current student enrollment.

Program Inspection

On March 14 and 15 2024, two Nursing Education Consultants conducted an announced program inspection of Summit College, El Cajon Vocational Nursing Program.

Campus Description

The Program is offered in a separate campus from the address of record. The campus is crowded and in need of maintenance. Parking is shared with other businesses in the area but appears to have an adequate number of spaces for students and staff. The campus contains three classrooms with 35 student seats, a whiteboard with projector, and a faculty desk with computer. The Program has a mobile computer charging cart that stores laptops that students may borrow. Students supply their own laptops. Students have access to an online library and e-textbooks and copies of textbooks are available in the classroom. The skills lab is well stocked and contains a sink and four patient care units with four full adult manikins, three children and four infant manikins. The Program Director's office is small and not conducive to private counselling, due to a large window from the main hallway. There is a small instructors' workroom. Instructor desks are in the classrooms. The Program reports they are moving to a new location that is in the process of a buildout. The Program Director shared the plan for the new location. The Program was informed that a virtual walk through would need to be conducted prior to the transferring of the students to the location.

Interview with Faculty

An interview was conducted with four faculty members. The instructors had been teaching in the Program from one to three years. All instructors were happy with the Program and felt that they had support from the Program Director. The faculty members denied any concerns stating they work well as a team and were supportive of each other. The faculty were able to verbalize the attendance policy and process for make-up hours. The instructors knew where the instructional plan was housed. On the day of the visit, eight hours of skills were on the Instructional Plan, although the half of the class remained in the classroom, while half the class were in skills lab. When this was

addressed with the instructors, the response was that the lab is too crowded for the whole class to be there at one time.

Instructors were not using Lesson Plans, because they were from the textbook vendor and do not follow Instructional Plan. Lesson Plans were discussed with instructors and how they could be used to increase student satisfaction and teacher effectiveness. They agreed to develop lesson plans that reflect the active learning activities being done in the classroom as well as the objectives and content from the Instructional Plan and ways to incorporate formative assessment.

Interview with Students

The interview consisted of students from term one and four. All students agreed they would recommend the Program to family members or friends. Students stated the best part of the Program was the direct-patient care clinical experience and support of instructors. Students stated they preferred to have in class theory as they had support from the faculty, and interaction with classmates. Skills lab hours are conducted on campus. The students report that during easy skills one instructor is in the lab with the entire class of over 20 students. Eight hours skills days have half the class in lab and the other in the classroom for half the day. Students stated clinical hours are completed at direct-patient care settings or the skills lab. According to the students, all clinical make-up hours are completed prior to the start of the new term.

Interview with Program Director

A discussion with the Program Director took place at the end of the first and second days. All elements of the site inspection were addressed, and the Program Director verbalized understanding of the violations identified and that the continued uncorrected violations could result in program closure or provisional approval. The Program Director stated her plan of correction and timeframe in which she would have the plan to the BVNPT.

Violations

California Code of Regulations title 16, section 2526(j)(1) requires an institution, as a condition for the continued approval of a postsecondary school or educational program offering a course of instruction in vocational nursing, to submit a completed "Continuing Approval Application for a Vocational Nursing School or Program," Form 55M-15 (New 04/2022), the requirements of which are incorporated by reference into the section.

Violation # 1 Procedure for Continued Program Approval -- Incomplete submission of documents may result in denial of continuing approval. Six months prior to the date of approval expiration, a program may apply for continuing approval by submitting the application fee of \$5,000, and a completed application for continuing approval, which includes all of the following:

- 55M-15 Continuing Approval Application for a Vocational Nursing School or Program; Sections 1 - 33
- 55M – 3A Clinical Facility Verification Form VN
- 55M-10 Verification of Faculty Qualifications Form
- 55M-2W Vocational Nursing or Psychiatric Technician Program Curriculum Content Instructional Plan
- 55M-2E Summary of Instructional Plan Program Hours Vocational Nursing Program;

Violation: Summit College El Cajon Continued Approval expired at 12 midnight on March 6, 2024. An incomplete continued approval application for a vocational nursing program was submitted March 6, 2024, at 3:54 p.m. Folders for Section 1, 6, 10, 12, 13, 14, 15, 16, 17, 19, 20, 22, 23, 26, 27, 30, 31 were empty, incomplete, or contained incorrect information. California Code of Regulations, Title 16, Section 2526(a)(7); 2527, 2530(a) and 2534(a) were incomplete.

Status: The violation is **not corrected**

Violation # 2

Form 55M-15, at Section 1- 4 on page 1, Affiliate Campus -- affiliated with an approved school or program, provide all of the following information. “Affiliated” means your school or program has a formal collaborative agreement with an approved school or program, as defined in BPC section 2881, that controls its academic policies and curriculum, and where your school or program agrees to utilize the policies and curriculum of the approved school or program.

Violation: The Program was not identified as an affiliate campus on the Continued Approval Application.

On March 6, 2024, the Program Director submitted documentation for the continued approval. On the Continuing Approval Application for this Program, the affiliate section was left blank, identifying the Summit El Cajon campus as an independent program.

Status: The violation is corrected.

On March 15, 2024, the Program Director submitted documentation for the continued approval. Identifying the Summit, El Cajon campus as an affiliate of the Summit, San Bernardino Campus.

Violation #3

Form 55M-15, at Section 6 on page 3 Organization and Management. Attach an organizational chart which reflects the program's status; identifies all positions within the program and clearly distinguishes lines of accountability and communication.

Violation: The Organizational chart submitted on March 6, 2024, identified the Program Director as an Interim Director. There is no position at the BVNPT for an Interim Director.
On the Organizational chart submitted, there was no identified line of accountability between Vocational Nursing Program Director and the Director of Admissions although the Director of Admissions was responsible for identifying students to be enrolled in the Vocational Nursing Program.

Status: The violation is corrected.

On March 14, 2024, the Program Director submitted a corrected organizational chart that clearly identified BVNPT titles and responsibilities and communication.

Violation #4

Form 55M-15, at Section 10 on page 4: Clinical Facility Placement, requires the institution to submit a list of the program's clinical facilities. Complete a Clinical Facility Verification Form, Form 55M-3A (New 04/2022), for each new health care facility prior to use. This form must be completed for each health care facility that agrees to provide clinical placement for students of the program. 16 CCR section 2534 requires programs to have clinical facilities adequate clinical sites as to number, type, and variety of patients treated, and to provide clinical experience for all students in the areas specified by 16 CCR section 2533.

Violation: Updated Clinical Facility placement spreadsheet not in folder. The Faculty Spreadsheet submitted on March 6, 2024, was outdated.

Status: The violation is corrected.

On March 14, 2024, an updated correct Form 55M-3A was submitted.

Violation # 5

Form 55M-15, at Section 10 on page 4: Clinical Facility Placement, requires the institution to submit a list of the program's clinical facilities. Complete a Clinical Facility Verification Form, Form 55M-3A (New 04/2022), for each new health care facility prior

to use. This form must be completed for each health care facility that agrees to provide clinical placement for students of the program. 16 CCR section 2534 requires programs to have clinical facilities adequate clinical sites as to number, type, and variety of patients treated, and to provide clinical experience for all students in the areas specified by 16 CCR section 2533.

Violation: The program has been using facilities not approved by the BVNPT. Form 55M-3A were not submitted for individual clinical sites and one form was submitted for multiple locations.

Status: The violation **is not corrected**.

Violation #6

Form 55M-15, at Section 12 on page 5: Course Outlines for Each Course, requires the institution to submit documents that reflect the outline and objectives for specific competencies related to essential elements within separate courses or terms.

Violation: Course outlines were not submitted. The Program Director submitted student Syllabi for Foundations that encompasses Nutrition, A&P, Pharmacology, Growth and Development within the Fundamentals course and Term 4 Medical Surgical Nursing with Maternity, Pediatrics and Leadership within the course. Documents did not meet the requirements of a course outline for each course.

Status: The violation **is not corrected**.

Violation #7

Form 55M-15, at Section 13 on page 5: Instructional Plan, requires the institution to submit the following form, which is to be completed and submitted with this application: Vocational Nursing or Psychiatric Technician Program Curriculum Content - Instructional Plan Form 55M-2W (New 04/2022). An instructional plan is a document that correlates theory and clinical content and hours on a weekly basis and provides an overview of the teaching schedule; the document shall commit to curriculum in which theory hours precede clinical hours.

Attach a document attesting that the instructional plan is available to all faculty.

Violation: The current full-time and part-time instructional plans were not submitted. The Program Director submitted an instructional plan which was not updated to the current form in regulations Form 55M-2W (new 4/2022) and included integrated hours. Attestations by instructors that the Instruction is available to them were not submitted.

Status: The violation **is not corrected**.

Violation #8

Form 55M-15, at Section 14 on page 5: Daily Lesson Plans, requires the institution to submit daily lesson plans for the first two weeks of courses of instruction in the following subjects (for theory and skills): fundamentals, medical-surgical, pediatrics, maternity, and leadership.

Violation: On March 6, 2024, the Program Director submitted documents which were created by textbook publishers that did not correlate with the instructional plan. Lesson plans were by textbook chapters not a daily plan that presented the objectives and content of the approved curriculum.

Status: The violation **is not corrected**.

Violation #9

Form 55M-15, at Section 15 on page 5: Evaluation Methodology requires the institution to submit an explanation of the process that identifies the method(s) by which the curriculum is evaluated regularly. Submit complete unredacted curriculum reviews based on your stated methodology. The reviews should cover the past 18 months as a sample size.

Violation: Nothing was submitted in the folder for Section 15.

Status: The violation **is not corrected**.

Violation # 10

Form 55M-15, at Section 16 on Page 5: Verification of Faculty Qualifications, requires the institution to submit a list of the program's faculty. Complete a Verification of Faculty Qualifications Form (Form 55M-10 (New 04/2022) for new faculty prior to employment.16 CCR 2529

Violation: Updated Clinical Faculty placement spreadsheet was not in folder. Form 55M-10 submitted on March 6, 2024, was out of date and did not present the correct information on current instructors, instructors who had not taught for 24 months and the terminated faculty.

Status: The violation corrected.

On March 14, 2024, the Program Director, after several attempts, submitted an updated faculty spreadsheet that documents the faculty who are currently teaching and terminated faculty.

The corrected documents correlated with all the Form 55-10(new 4/2022) on file and signed by the NEC.

Violation # 11

Form 55M-15, at Section 17: Evaluation Methodology for Clinical Facilities on Page 6, requires the institution to submit an explanation of the process and identify the tool(s) i.e., surveys, forms, checklists, used by the program to evaluate the clinical facilities. Attach unredacted clinical facility evaluations based on your stated methodology. The reviews should cover the past 18 months as a sample size.

Violation: The Program submitted a policy for the Evaluation Methodology for Clinical Facilities. The Program Director did not submit documentation that the Program has adhered to the policy for 18 months. The Program Director submitted only clinical evaluations that were completed in February 2024. The Program Director could not produce documents for evaluation of clinical facilities. Student evaluations of facilities were not signed or dated. Only one clinical instructor completed an evaluation of a clinical site.

Status: The violation **is not corrected**.

Violation # 12

Form 55M-15, at Section 18 on Page 6: Admission Criteria, requires the institution to submit an explanation of the policy requirements for admission to the school or program. Documentation must include verification for current students enrolled in the program that the program follows its admission policy. For example, student's entrance examination results, health requirements, letters of recommendation, if noted in the program's stated admission policy.

Violation: The admission policy submitted with the Continued Approval Application reflected the admissions criteria for all programs at Summit College. Specific vocational nursing requirements were not included. During the review of student files, documentation was not present that all students met criteria. The Program Director does not have the ability to decide what students are enrolled in the vocational nursing program.

Status: The violation **is not corrected**.

Violation # 13

Form 55M-15, at Section 19 on Page 6: Screening and Selection Criteria, requires the institution to submit a document listing and explaining the criteria for selection of program candidates if there are more qualified applicants than available seats within an upcoming cohort.

Violation: No clear criteria of screening and selection criteria were submitted.

Status: The violation **is not corrected**.

Violation # 14

Form 55M-15, at Section 20 on Page 6: Student Services List, requires the institution to submit a list of resources for provision of counseling and tutoring services for students and corresponding contact information (e.g., primary contact name, telephone number, mailing and/or email address).

Violation: The Documents submitted were the same as submitted for Section 30. Community resources listed did not include counseling and tutoring. did not provide primary contact name, telephone number, mailing and/or email address.

Status: The violation **is not corrected**.

Violation # 15

Form 55M-15, at Section 22 on Page 7: Evaluation Methodology for Student Progress, requires the institution to submit a copy of your evaluation methodology for student progress. (May include grading policy.) Explain the process or identify the tool used by the instructor and/or preceptor (if applicable) to evaluate student progress in mastering the course and program objectives. The written narrative must identify objectives or criteria for measuring student progress and the methods for evaluation, action, follow-up, and documentation of outcomes. This methodology may include quizzes, testing, mid-term evaluations etc. for early identification of at-risk students.

Violation: The Evaluation Methodology for Student Progress submitted included criteria for all Summit College Programs. Specific vocational nursing requirements were not included. The appropriate documents and forms were not included.

Status: The violation **is not corrected**.

Violation # 16

Form 55M-15, at Section 23 on page 7: Remediation, requires the institution to submit the remediation policy and a copy of completed remediation forms or documentation of remediation for each student: (a) currently in remediation (b) previously in remediation during any time over the past 18 months; (c) or a document stating there are no students on remediation for the program.

Violation: The remediation policy dated February 2024 had not been submitted to the BVNPT for review.

The Program is unable to produce the documents that students had been notified of the change in policy or that a meeting was held with students to where they could ask questions or obtain clarification.

Status: The violation **is not corrected**.

Violation #17

Form 55M-15, at Section 26 on Page 8: Required Notices required the institution to submit copies of all materials provided to students advising the students on their right to contact the Board, credit granting, the school/program's grievance process and a list of approved clinical facilities.

Violation: The folder did not contain a list of approved clinical facilities.

Status: The violation **is not corrected**.

Violation # 18

Form 55M-15, at Section 27 on Page 8: Credit Granting, requires the institution to submit a description of the school or program's policy for giving credit toward the curriculum requirements, a determination of the curriculum area to which credit is applied, and justification for the credit applied, as required by 16 CCR 2535. Also submit documentation that verifies student acknowledgement and understanding of the credit granting policy with student signature and date.

Violation: There was no submitted description of how credit is granted for completion of a Certified Nursing Assistant program.

Status: The violation **is not corrected**.

Violation # 19

Form 55M-15, at Section 30 on Page 9: Program Resources requires the institution to submit a detailed description of the program resources, including: classroom(s), library and other learning resources (e.g., texts, videos, software, online materials, and other materials used to assist students to meet the expectations for learning), support services (e.g., course and career counseling, student financial aid advisors), physical space, skills laboratory and equipment to achieve the program's objectives. The program may also submit pictures of the campus and resources to support the included description. (16 CCR 2530 (a))

Violation: When the Program opened the El Cajon campus, the 411 Marshal Ave, El Cajon address was given. The Program did not specifically state they would be using a separate location for vocational nursing program. When NEC reviewed previous documents, it was noted that the 878 Jackman Ave, El Cajon address had been placed on one or two pictures. The address of record with BVNPT and NCSBN for the past four years has been 411 Marshall Ave. El Cajon, the main campus location. Student services, admissions, career services, and financial aid are housed at 411 Marshal Ave El Cajon address. All vocational nursing classes and labs have been held at the secondary location at 878 Jackman Ave El Cajon, without proper approval from the BVNPT. All annual reports for the last four years contained the 411 Marshall Ave El Cajon address.

No picture of the current location was in folder. Section 30 folder did not contain a description or list of resources, including lab supplies, books or documents in the library. The vocational nursing program will be moved to a new site in July of 2024.

On March 22, 2024, The Program Director produced an email from 2022 that stated they did have an auxiliary classroom, but nothing that stated there was a change in the Program's site.

Status: The violation **is not** corrected

Violation # 20

Form 55M-15, at Section 31 on Page 9: Faculty Meeting Minutes, requires the institution to submit copies of faculty attendance sheets and meeting minutes for each meeting over the past 18 months. Copies of records for no more than 16 meetings need to be submitted.

Violation: No Methodology for Faculty Meetings was submitted. The NEC acquired the original Methodology for Faculty Meetings and the

Program was not adhering to that policy. Minutes were not submitted, the agenda listed topics, but there was no record of the discussion or results or follow up. Attendees were listed, but there were no sign in sheets for attendance.

Status: The violation **is not corrected**.

Violation # 21

California Rules and Regulation, Title 16, Section 2526(a) (7) states:

“The institution shall apply to the Board for approval. Written documentation shall be prepared by the director and shall include:
. . . (7) Instructional Plan.”

Violation: Students are receiving clinical hours when there was an 8-hour skills day and half the class were in the classroom while the other half were in the lab.

Status: The violation **is not corrected**.

Violation # 22

California Rules and Regulations, Title 16, Section 2534(d) states:

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

Violation: Students reported during student interviews that one instructor is in skills lab with the whole class for “easy skills” such as handwashing or bedmaking. The class has 20 students in the cohort and required a maximum of 15 students to each instructor.

Status: The violation **is not corrected**.

ATTACHMENTS:

Attachment A: Program History

Attachment B: Summit College El Cajon Campus photos

Attachment A

SUMMIT COLLEGE, EL CAJON VOCATIONAL NURSING PROGRAM

Program History

On March 3, 2020, the Executive Officer approved commencement of a vocational nursing Program, Summit College, El Cajon. The following decisions were rendered:

1. Granted initial approval to the Summit College, El Cajon, Vocational Nursing Program for the four-year period beginning March 6, 2020, and issued a certificate accordingly.
2. Approved the Summit College, El Cajon, Vocational Nursing Program's request to begin a vocational nursing Program with an initial full-time class of 40 students on March 16, 2020, with a projected graduation date of March 12, 2021.
3. Approved Summit College, El Cajon, Vocational Nursing Program's curriculum to include 1586 total Program hours, including 632 theory hours and 954 clinical hours.
4. Required the Program to obtain prior Board approval before admission of subsequent classes to maintain compliance with California Code of Regulations, Title 16, section 2526(c) that states:
 - (c) A Board representative shall make a survey visit prior to graduation of the initial class. A Program shall not commence another class without prior Board approval."

On February 23, 2021, the Executive Officer approved commencement of a vocational nursing Program, Summit College, El Cajon. The following decisions were rendered,

1. Approved the Program's request to full-time day class of 30 students to commence on March 22, 2021, with a graduation date of March 18, 2022. This class will replace the class which is scheduled to graduate on March 12, 2021.
2. Required the Program to comply with all requirements listed below.

PROGRAM REQUIREMENTS:

1. The Program Director would submit documentation to correct the four remaining violations on or before March 5, 2021.

2. Notify the NEC in the event a current class is displaced from clinical sites.
3. Obtain BVNPT approval prior to admission of each class.
4. When requesting approval to admit students:
 - a. Submit all documentation in final form, using the forms provided by the BVNPT, no later than two months prior to the requested start date for the class.
 - b. Provide documentation that adequate resources, i.e., faculty and facilities, are available to support each admitted class of students.
 - c. Maintain an average annual pass rate that is compliant with California Code of Regulations, Title 16, Section 2530(I).
5. 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 California Code of Regulations Title 16, commencing at Section 2525.

On November 2, 2021. The Executive Officer rendered the following decisions:

1. Approved the Program's request to admit a full-time day class of 20 students to commence on November 15, 2021, with an expected graduation date of November 11, 2022. This class is an additional class.
2. Required the Program to comply with all requirements listed below.

PROGRAM REQUIREMENTS:

1. Required the Program to admit no additional classes without prior approval by the BVNPT.
2. Notify the NEC in the event any current class is displaced from clinical sites.
3. Continued to require the Program, when requesting approval to admit students, to:
 - a. Submit all documentation in final form, using the forms provided, no later than two months prior to the requested start date for the class.
 - b. Provide documentation that adequate resources, i.e., faculty and facilities, are available to support each admitted class of students.
 - c. Ensure that the Program maintains an average annual pass rate that is compliant with California Code of Regulations, Title 16, Section 2530(I).

4. Required the Program to comply with all approval standards in Article 4 of the Vocational Nursing Practice Act, commencing at California Business and Professions Code, section 2880, and Article 5 of the Board's Regulations, commencing at California Code of Regulations, Title 16, commencing at Section 2525.

On February 8, 2022. The Executive Officer rendered the following decisions:

1. Approved the Program's part-time curriculum of 84 weeks. The proposed curriculum consists of 632 theory hours and 954 clinical hours, totaling 1586 hours.
2. Required the Program to comply with all requirements listed below.

PROGRAM REQUIREMENTS

1. No part-time classes will be started before the submission of a request for the first part-time class of students. Documentation will include all necessary forms.
2. Documents will include adequate resources, i.e., faculty and facilities, available to support each admitted class of students.
3. Maintain an average annual pass rate that is compliant with California Code of Regulations, Title 16, Section 2530(I).
4. Comply with all approval standards in Article 4 of the Vocational Nursing Practice Act, commencing at California Business and Professions Code Section 2880, and Article 5 of the California Code of Regulations, Title 16.

On May 3, 2022. The Executive Officer rendered the following decisions:

1. Approved the Program's request to admit a full-time day class of 20 students to commence on May 16, 2022, with an expected graduation date of May 13, 2023. This class will replace the class which graduated on March 18, 2022
2. Required the Program to comply with all requirements listed below.

PROGRAM REQUIREMENTS:

1. Required the Program to admit no additional classes without prior approval by the BVNPT.
2. Notify the NEC in the event any current class is displaced from clinical sites.
3. Continued to require the Program, when requesting approval to admit students, to:

- a. Submit all documentation in final form, using the forms provided, no later than two months prior to the requested start date for the class.
 - b. Provide documentation that adequate resources, i.e., faculty and facilities, are available to support each admitted class of students.
 - c. Ensure that the Program maintains an average annual pass rate that is compliant with California Code of Regulations, Title 16, Section 2530(l).
4. Required the Program to comply with all approval standards in Article 4 of the Vocational Nursing Practice Act, commencing at California Business and Professions Code, section 2880, and Article 5 of the Board's Regulations, commencing at California Code of Regulations, Title 16, commencing with Section 2525.

On August 9, 2022. The Executive Officer rendered the following decisions:

1. Approved the Program's request to admit a full-time day class of 20 students to commence on August 16, 2022, with an expected graduation date of August 11, 2023. This class will replace the class which graduated on March 18, 2022.
2. Required the Program to comply with the requirements below.

PROGRAM REQUIREMENTS

1. Required the Program to obtain BVNPT approval prior to admission of any additional classes.
2. Notify the NEC in the event a current class is displaced from clinical sites.
3. Required the Program, when requesting approval to admit students, to:
 - a. Submit all documentation in final form, using the forms provided by the BVNPT, no later than two months prior to the requested start date for the class.
 - b. Provide documentation that adequate resources, i.e., faculty and facilities, are available to support each admitted class of students.
 - c. Ensure that the Program maintains an average annual pass rate that is compliant with California Code of Regulations, Title 16, Section 2530(l).
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 Professions Code Section 2880, and Article 5 California Code of Regulations, Title 16, commencing at Section 2525.

On November 15, 2022. The Executive Officer rendered the following decisions:

1. Approved the Program's request to admit a full-time day class of 25 students to commence on December 5, 2022, with an expected graduation date of December 4, 2023. This class will replace the class which graduated on November 11, 2022.
2. Required the Program to comply with the requirements below.

PROGRAM REQUIREMENTS

1. Required the Program to obtain BVNPT approval prior to admission of any additional classes.
2. Notify the NEC in the event a current class is displaced from clinical sites.
3. Required the Program, when requesting approval to admit students, to:
 - a. Submit all documentation in final form, using the forms provided by the BVNPT, no later than two months prior to the requested start date for the class.
 - b. Provide documentation that adequate resources, i.e., faculty and facilities, are available to support each admitted class of students.
 - c. Ensure that the Program maintains an average annual pass rate that is compliant with California Code of Regulations, Title 16, Section 2530(I).
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 Professions Code Section 2880, and Article 5 of the California Code of Regulations, Title 16, commencing at Section 2525.

On May 9, 2023. The Executive Officer rendered the following decisions:

1. Approved the Program's request to admit a full-time day class of 24 students to commence on June 12, 2023, with an expected graduation date of June 7, 2024. This class will replace the class which graduates on May 12, 2023.
2. Required the Program to comply with the requirements below.
3. Notify the NEC in the event a current class is displaced from clinical sites.
4. Obtain BVNPT approval prior to admission of each class.
5. Continued to require the Program, when requesting approval to admit students, to:

- a. Submit all documentation in final form, using forms provided by the BVNPT, no later than two months prior to the requested start date for the class.
 - b. Provide documentation that adequate resources, i.e., faculty and facilities, are available to support each admitted class of students.
 - c. Maintain an average annual pass rate that is compliant with California Code of Regulations, Title 16, Section 2530(l).
6. Comply with all approval standards in Article 4 of the Vocational Nursing Practice Act, commencing at California Business and Professions Code Section 2880, and Article 5 California Code of Regulations, Title 16, commencing at Section 2525.
 7. Board staff will continue to monitor the Program's effectiveness by tracking class admissions, the effectiveness of employed interventions, and the Program's licensure examination pass rates each quarter.

On September 26, 2023, The Executive Officer rendered the following decisions:

1. Approved the Program's request to admit a full-time day class of 30 students to commence on October 23, 2023, with an expected graduation date of October 4, 2024. This class will replace the class which graduates on August 11, 2023.
2. Approved the Program's request to admit a part-time class of 20 students to commence on October 23, 2023, with an expected graduation date of June 1, 2025.
3. Required the Program to comply with the requirements below.

PROGRAM REQUIREMENTS

1. Notify the NEC in the event a current class is displaced from clinical sites.
2. Obtain BVNPT approval prior to admission of each class.
3. Continued to require the Program, when requesting approval to admit students, to:
 - a. Submit all documentation in final form, using forms provided by the BVNPT, no later than two months prior to the requested start date for the class.
 - b. Provide documentation that adequate resources, i.e., faculty and facilities, are available to support each admitted class of students.
 - c. Maintain an average annual pass rate that is compliant with California Code of Regulations, Title 16, Section 2530(l).
4. Comply with all approval standards in Article 4 of the Vocational Nursing Practice Act, commencing at California Business and Professions Code Section 2880,

and Article 5 California Code of Regulations, Title 16, commencing at Section 2525.

5. Board staff will continue to monitor the Program's effectiveness by tracking class admissions, the effectiveness of employed interventions, and the Program's licensure examination pass rates each quarter.

On December 15, 2023, The Executive Officer rendered the following decisions:

1. Admit a full-time day class of 30 students to commence on January 29, 2024, with an expected graduation date of January 24, 2025, to replace the class that graduated on December 5, 2023.
2. Required the Program to comply with requirements below

PROGRAM REQUIREMENTS

1. Notify the NEC in the event a current class is displaced from clinical sites.
2. Obtain BVNPT approval prior to the admission of each class.
3. Continued to require the Program, when requesting approval to admit students, to:
 - a. Submit all documentation in final form, using forms provided by the BVNPT, no later than two months prior to the requested start date for the class.
 - b. Provide documentation that adequate resources, i.e., faculty and facilities, are available to support each admitted class of students.
 - c. Maintain an average annual pass rate that is compliant with California Code of Regulations, Title 16, Section 2530(I).
4. Comply with all approval standards in Article 4 of the Vocational Nursing Practice Act, commencing at California Business and Professions Code Section 2880, and Article 5 California Code of Regulations, Title 16, commencing at Section 2525.
5. Board staff will continue to monitor the Program's effectiveness by tracking class admissions, the effectiveness of employed interventions, and the Program's licensure examination pass rates each quarter.

On January 17, 2024, the Program Director for the Summit College San Bernardino campus was approved as the Program Director of the El Cajon Campus.

Agenda Item 7.C.1.

Attachment B

Summit College El Cajon Campus



Front entrance to main Summit College El Cajon



Parking at 876 Jackman.



Front door for the vocational nursing program at 876 Jackman St.



Front Entrance into the lecture classroom.



Hallway to OB/Peds skills lab and break room

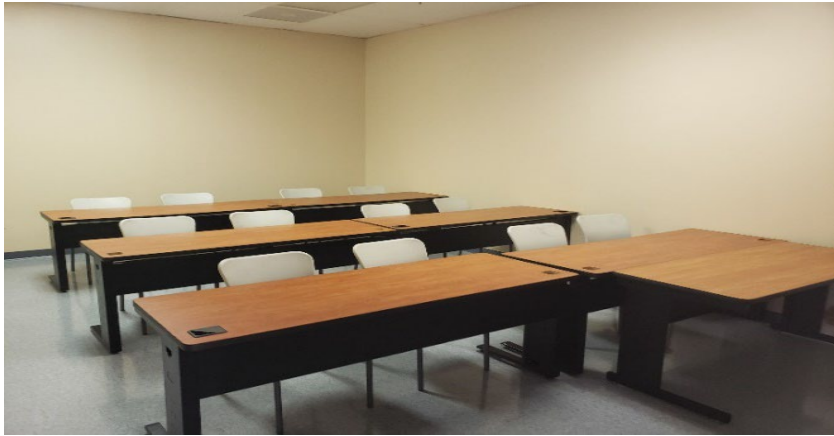
Outside Student Break Area



Outside Student Break Area



Storage



Smaller classroom



Large classroom



Nursing Skills Lab from back of lab



Skills Lab with beds and manikins



Skills lab with beds and manikins



Skills lab from the back of the room



Maternity and Pediatric skills lab



Maternity and Pediatric skills lab



Maternity and /Pediatric skills lab



Mobile student supplies cart



Program Directors Office



Equipment Storage room



Restrooms



Restrooms



Mobile Student laptop cabinet



Student laptop storage and charger