

**VIRGINIA BOARD OF NURSING  
EDUCATION INFORMAL CONFERENCE COMMITTEE  
MINUTES  
May 13, 2014**

TIME AND PLACE: The meeting of the Education Informal Conference Committee was convened at 8:58 a.m. in Suite 201, Department of Health Professions 9960 Mayland Drive, Second Floor, Board Room 4, Henrico, Virginia.

MEMBERS PRESENT: Joyce A. Hahn, R.N., PhD, APRN, NEA-BC., Chairperson  
Guia Caliwagan, RN, M.A.N.

STAFF PRESENT: Jay P. Douglas, MSM, RN, CSAC, FRE, Executive Director  
Paula B. Saxby, R.N., Ph.D., Deputy Executive Director  
Charlette Ridout, RN, MS, Senior Nursing Education Consultant  
Beth Yates, Administrative Assistant

CONFERENCES SCHEDULED:

**REGISTERED NURSING, PRACTICAL NURSING, AND NURSE AIDE EDUCATION PROGRAMS**

**Request for Curriculum Change**

**Germanna Community College – PN Program, Locust Grove**

Dr. Patricia Lisk, Dean of Nursing and Health Technologies, Heather Canova, Practical Nursing Department Chair, and Karen Mittura, Faculty and Clinical Director were in attendance.

At 9:30 a.m., Ms. Caliwagan moved that the Education Informal Conference Committee convene a closed meeting pursuant to §2.2-3711 (A) (27) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Germanna Community College PN Program. Additionally, she moved that Ms. Douglas, Dr. Saxby, Ms. Ridout, and Ms. Yates attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 9:49 p.m.

Ms. Caliwagan moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

**Action:** Recommend to approve the curriculum change pending submission within 60 days of a total curriculum plan for PNE 162 and 164 to include objectives for Maternal/Child and Pediatric content. In addition, submit

evidence of clinical contracts for maternal/child and pediatric experiences and the number of hours of clinical experiences and simulation. Upon submission of satisfactory evidence of the above, approval may be given upon administrative review.

Ms. Douglas left the meeting at 9:55 a.m.

### **Request for Full Approval**

#### **Chamberlain College – BSN Program, Arlington**

Dr. Patricia Hughes, Campus Dean and Diane Smith Levine, Sr. Manager State Licensing and Regulation were in attendance.

At 10:12 a.m. Ms. Caliwagan moved that the Education Informal Conference Committee convene a closed meeting pursuant to §2.2-3711 (A) (27) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Chamberlain College BSN Program. Additionally, she moved that Dr. Saxby, Ms. Ridout, and Ms. Yates attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 10:25 p.m.

Ms. Caliwagan moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

**Action:** Recommend to grant full approval based on the NCLEX pass rates for the April 2013 graduates.

The Committee recessed at 10:26.

The Committee reconvened at 10:35.

### **Response to NCLEX Survey Visit Report**

#### **Ultimate Health Schools- PN Program, Manassas**

Arangu Ngundam, Director of Education was in attendance.

Ms. Douglas returned to the meeting at 10:43 a.m.

Ms. Douglas left the meeting at 11:07 a.m.

At 11:17 p.m. Ms. Caliwagan moved that the Education Informal Conference Committee convene a closed meeting pursuant to §2.2-3711 (A) (27) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Ultimate Health Schools PN Program. Additionally, she moved that Dr. Saxby, Ms. Ridout, and Ms. Yates attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 11:34 p.m.

Ms. Caliwagan moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

**Action:** Recommend to place the program on provisional approval with 30 days to meet the following requirements: revise the student handbook to reflect the actual student transfer policy, promotion and retention policy (class repetition policy) and a updated faculty roster. In addition, revise the systematic plan of evaluation to include faculty involvement in student admissions, and clinical evaluations. Additionally, the Board suggests that the program promote faculty development activities to remain current in their nursing practice and to promote program improvement. The Board will consider the program status after review of the 2014 NCLEX results.

Ms. Douglas returned to the meeting at 11:35 a.m.

#### **Request for Provisional Approval**

#### **Dickenson County Career Center – PN Program, Clinchco**

Ms. Stephanie Stanley, Program Director and Ms. Denechia Edwards, Supervisor Dickenson County Public Schools were in attendance

At 11:49 a.m. Ms. Caliwagan moved that the Education Informal Conference Committee convene a closed meeting pursuant to §2.2-3711 (A) (27) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Dickenson County Career Center PN Program. Additionally, she moved that Ms. Douglas, Dr. Saxby, Ms. Ridout, and Ms. Yates attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 11:56 a.m.

Ms. Caliwagan moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully

exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

**Action:** Recommend to grant provisional approval and the admission of students is granted for an August 2014 start date. The first quarterly report is due October 1, 2014.

Ms. Douglas left the meeting at 11:57 a.m.

### **Request for Curriculum Change**

#### **Virginia Western Community College – ADN Program, Roanoke**

Melanie Moore, Assistant Dean of Nursing was in attendance.

At 12:08 p.m., Ms. Caliwagan moved that the Education Informal Conference Committee convene a closed meeting pursuant to §2.2-3711 (A) (27) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Germanna Community College PN Program. Additionally, she moved that Dr. Saxby, Ms. Ridout, and Ms. Yates attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 12:13 p.m.

Ms. Caliwagan moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

**Action:** Recommend to continue on full approval and accept the curriculum change as information.

### **Request for Continued Approval Survey Visit**

#### **Skyline College – PN Program, Roanoke**

**Action:** Recommend to continue on full approval.

**Request for Provisional Approval**

**Paul D. Camp – PN Program, Franklin Campus**

**Action:** Recommend to grant provisional approval and admission of students is granted for an August 2014 start date. The first quarterly report is due October 1, 2014.

**Voluntary Closure- Information Only**

**Fredericksburg Area School of Practical Nursing - Spotsylvania**

**Action:** Recommend to accept the report as information.

Meeting adjourned at 12:21 p.m.

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Paula B. Saxby, R.N., Ph.D.  
Deputy Executive Director

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Charlette Ridout, R.N., M.S.  
Senior Nursing Education Consultant