Board of Trustees

Education and Workforce Development Committee Meeting

Tuesday, June 28, 2016

2:30 p.m.

Ann Richards Administration Building, Board Room
Pecan Campus
McAllen, Texas

Supplemental Documents under Separate Cover

SOUTH TEXAS COLLEGE

In the Making!

Online Copy

South Texas College
Board of Trustees
Education and Workforce Development Committee
Ann Richards Administration Building, Board Room
Pecan Campus McAllen, Texas
Tuesday, June 28, 2016 @ 2:30 p.m.

AGENDA

"At anytime during the course of this meeting, the Board of Trustees may retire to Executive Session under Texas Government Code 551.071(2) to confer with its legal counsel on any subject matter on this agenda in which the duty of the attorney to the Board of Trustees under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code. Further, at anytime during the course of this meeting, the Board of Trustees may retire to Executive Session to deliberate on any subject slated for discussion at this meeting, as may be permitted under one or more of the exceptions to the Open Meetings Act set forth in Title 5, Subtitle A, Chapter 551, Subchapter D of the Texas Government Code."

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Update and Response to Concerns Raised by ADN Program Students in Advanced Concepts of Adult Health (RNSG 2331)

During the Spring 2016 semester, several concerns were brought to administration by students in the Advanced Concepts of Adult Health (RNSG 2331) course. This course is the end-of-program course for the Associate Degree Nursing Program (ADN) and is the most critical and challenging of the entire program. The course requires students to apply all concepts, theory, and content from all courses in the preceding semesters of the program.

Changes to the NCLEX-RN

Due to recent changes to the NCLEX-RN test, required by the Texas Board of Nursing for licensure as a Registered Nurse, the ADN Program adopted new testing formats to increase the number of non-multiple choice questions on the unit and final exams. This was done in response to feedback from previous graduates who recommended additional practice on such questions in preparation for the licensure exam. The recommendation was adopted by a committee comprised of program faculty and student representatives.

Changes to Course (RNSG 2331) in Response to NCLEX-RN Changes

On the first day of instruction for RNSG 2331 a course orientation was held, and students were given an outline of the course requirements, including the increased number of non-multiple choice questions to be implemented in exams during that course. While such questions were included in previous courses, in RNSG 2331, they would account for 25% of all questions on exams.

To assist students with the change, additional support strategies were incorporated into the course for Spring 2016:

- Prep U NCLEX-RN was incorporated; this is software designed to help prepare students for the questions on the NCLEX-RN, including non-multiple choice format questions.
- Faculty focused on strategies to critically interpret and correctly answer non-multiple choice format questions.
- The Center for Learning Excellence (CLE) at the Nursing & Allied Health Campus provided workshops related to testing strategies for the NCLEX-RN.

Concerns about Student Performance, Student Complaints

In February 2016, after the first unit exam, students began to voice complaints about the course, including concerns about:

- The large number of students failing the course after the first exam;
- The alignment of the course syllabus with the examinations;
- The course logistics;
- The course tests, including types of questions, resources, and use of a test bank; and
- Alleged problems with the software used to administer the exams.

Interventions to Assist Students in RNSG 2331

In response to the concerns, several interventions were developed to assist the students:

- On February 29, 2016, the ADN Program Chair held a meeting in which she presented on strategies for course success to all Level IV students.
- On March 30, 2016, administrators from Student Affairs & Enrollment Management, Academic Affairs, and the Office of Human Resources held a meeting open to all students enrolled in RNSG 2331 to review and address the concerns of students.
- On March 31, 2016, the Program and Division implemented a new series of interventions to assist students with Unit Test 5 and the Final Exam:
  - Supplemental review via Blackboard for Unit 5 Test and Final Exam
  - Test guide for Unit 5 Test and the Final Exam that identified concepts for study
  - Faculty peer review of Unit 5 Test and Final Exam for level of difficulty
  - Provided supplemental review for test and final
  - Counseling was provided to students and faculty

Complaints and Feedback Regarding RNSG 2331 in Spring 2016

At the conclusion of the Spring 2016 semester, 45 students in RNSG 2331 successfully passed the course, and 80 students were unsuccessful.

Students continued to submit their concerns and complaints. 10 students submitted concerns by name, and were specifically invited to respond to the Review Committee as described below. 14 anonymous complaints were also received and reviewed, although the person(s) submitting those complaints could not be identified for follow-up.

Additionally, 26 statements in support of the faculty and course were received from past and current students, staff members, and staff from partnered healthcare and clinical sites. These were also provided to the Review Committee.

Students' Next Steps

For all students who were unsuccessful in RNSG 2331 in Spring 2016, Program Advisors and administration provided clear communication on their options and next steps.

Grade Appeal:

All students were advised of their right to file a formal grade appeal. Each appeal will be heard by an independent committee of faculty from each division at the College, and this Committee will review any appeals to determine whether the assigned course grade was fairly determined.

Admission & Progression (A&P) Committees:

The Associate Degree Nursing (ADN) Program and Nursing & Allied Health (NAH) Division faculty and staff convene into Progression Committees to review students who have failed a course in a selective-admissions program and wish to re-enroll in that course for another attempt.

This procedure has been developed to help students identify issues that may have led to their poor performance, and to help identify and develop strategies that might lead to greater success on the second attempt.

Administrative Response to Concerns
Administration took these concerns very seriously and undertook the necessary steps to respond to each complaint. These review and investigation steps included the following:

Committee Report: ADN Level IV Students Complaints
Administration formed a Review Committee to investigate student complaints about the course structure and faculty instruction of RNSG 2331 as taught during the Spring 2016 semester. The Committee was comprised of five faculty from each academic division, and the two Nursing & Allied Health Division faculty members were not from the ADN Program, and joining the faculty was a representative from the Curriculum and Student Learning Department.

This committee reviewed the students concerns, and was then given full access to the course materials and other resources as needed to conduct their review. The Committee convened during April through June 2016, and interviewed students, Program faculty, staff, and administration. Of ten students who submitted a complaint by name (not counting anonymous complaints), four students accepted interviews with the Committee.

The Review Committee's Report on ADN Level IV Students' Complaints, provided under separate cover, includes a brief background of the issues, an overview of their process, and then provides their observations, findings, and recommendations.

While the Committee found that the complaints filed by ADN Program Level IV students enrolled in RNSG 2331 in the Spring 2016 did not have merit, the Committee did recommend new strategies be implemented to assist students in this demanding and rigorous course.

Recommendation Regarding Committee Report: RNSG 2331 Course Complaints
Dr. Anahid Petrosian, Interim Vice President for Academic Affairs, has provided recommendations based upon the Review Committee's report. These recommendations will lead to general improvements in the ADN Program to better respond to issues faced by students without lowering the standards necessary to the development of safe practicing registered nurses.

Dr. Petrosian has also described the accommodations put into place for students who are eligible to move forward in the ADN program, outlining the procedures in place for these students.

ADN Program Qualitative Study Report Based on Focus Group Discussions
In addition to investigations of the specific concerns and allegations, administration commissioned the Office of Research and Analytical Services to conduct a qualitative focus study of concerns expressed by students and their recommendations to improve student success.

The Office of Research and Analytical Services conducted focus groups with several groups related to the issues at the center of these concerns:

- Students who passed RNSG 2331
- Students who failed for the first time
- Students who failed for the second time (listed as *more than once*)
- Faculty and staff who work closely with ADN Program students

The focus groups were conducted in confidence and away from the Nursing & Allied Health Campus, in the privacy of a study room at the Pecan Campus Library, to encourage open and honest dialogue.

A Qualitative Focus Group study collects data differently from the individual interviews conducted by the Review Committee or the investigations into complaints investigated by the Office of Human Resources, and can provide strong anecdotal data to help illuminate trends.

The ADN Program Qualitative Student Report is provided under separate cover. The issues raised by participants are summarized within the report, and while they do not support the specific claims and allegations investigated elsewhere, they have provided administration with further insights into how to improve programs and resources to better promote student success.

Report on Office of Human Resources Investigations into Personnel Matters Related to these Concerns

The Office of Human Resources conducted investigations into each complaint that could result in actionable personnel issues, including sexual harassment, retaliation, and racial comments or remarks. The packet includes a summary of five complaints received during March – May 2016, and investigated by the Office of Human Resources.

The summary report by the Office of Human Resources is provided under separate cover. Discussion of specific personnel may not be appropriate for public discussion.

Statement of Opinion by Legal Counsel, Jose Guerrero

Administration has reviewed its procedures and findings in responding to these issues with Jose Guerrero, Legal Counsel. Mr. Guerrero has provided a letter stating his opinion that there were no "…plausible claims of sex, race, or other protected class discrimination, or other violations of law." His letter is provided under separate cover.

The Education and Workforce Development Committee packet includes the following documents related to these investigations, provided under separate cover:

- Review Committee Report: *ADN Level IV Students Complaints*
- Recommendation Regarding Committee Report: RNSG 2331 Course Complaints
- ADN Program Qualitative Study Report Based on Focus Group Discussions
- Report of Students' Complaints against ADN Instructors
- Statement of Opinion by Legal Counsel, Jose Guerrero

Dr. Shirley Reed, College President, Dr. Anahid Petrosian, Interim Vice President for Academic Affairs, and Dr. Jayson Valerio, Interim Dean for Nursing & Allied Health, will review the concerns with the Committee,

This information is presented for the Committee's information and review, and no action is requested.

Update on Status of Level IV ADN Student / RNSG 2331 Grade Appeals

Two students have filed grade appeals, and the Committee is scheduled to review these appeals on Friday, June 24, 2016. The results of these appeal should be available for verbal discussion at the Committee, though the students cannot be identified to protect their privacy.

Associate Degree Nursing (ADN) Program and Nursing & Allied Health (NAH) Division faculty and staff have been reviewing grade appeals by students who failed RNSG 2331 during the Spring 2016 semester. Each appeal will be heard by an independent committee of faculty from each division at the College, and this Committee will review any appeals to determine whether the assigned course grade was fairly determined.

Dr. Jayson Valerio, Interim Dean for Nursing & Allied Health, will provide a review of the appeal process and respond to questions.

This information is presented for the Committee's information and review, and no action is requested.

Update on Status of Students' Continuation in the ADN Program as Determined by the ADN Progression Committee and the Nursing & Allied Health (NAH) Progression Committee

Dr. Anahid Petrosian, Interim Vice President for Academic Affairs, and Dr. Jayson Valerio, Interim Dean for Nursing & Allied Health, will provide an update on the process for students wishing to continue in the ADN Program.

The Associate Degree Nursing (ADN) Program and Nursing & Allied Health (NAH) Division faculty and staff convene into Progression Committees to review students who have failed a course in a selective-admissions program and wish to re-enroll in that course for another attempt.

This procedure has been developed to help students identify issues that may have led to their poor performance, and to help identify and develop strategies that might lead to greater success on the second attempt.

Group 1 – First Failed Course
Students in the ADN Program who have failed a course for the first time must petition for review by the ADN Program Admission & Progression Committee for readmission. Those students are then required to provide a detailed remediation portfolio that will help committee members and the students identify areas of concerns.

57 students who failed RNSG 2331 in Spring 2016 were eligible for readmission pending approval by the ADN Program Progression Committee, and 51 of those students submitted their remediation portfolio by the deadline. The remaining six students will not be eligible for readmission at this time.

The ADN-A&P Committee will meet on June 24, 2016 and will rank the students based on their final course average grade, letter of intent, and remediation portfolio. The students who have complied with the required readmission procedures will be readmitted to the program, and will be notified of this decision on June 27, 2016. The students will be readmitted based upon the availability of faculty and resources, and will be prioritized based upon their ranked order.

Group 2 – Subsequent Failed Course
Students in any selective-admission program in the Nursing & Allied Health Division who have failed a course for the second time must petition for review by the NAH Admission & Progression Committee for readmission.

23 students who failed RNSG 2331 in Spring 2016 had previously failed a course since their admission to the ADN Program, and under program guidelines were required to submit to the division-level NAH Admission & Progression Committee for readmission. Only 14 of the 23 students submitted petitions to be re-admitted.

The NAH-A&P Committee will meet on July 6, 2016 and will deliberate each student case and review all extenuating circumstances, cumulative GPA, RNSG course grades, and the resolution of their self-identified concerns. Students will be admitted based upon the published guidelines in the NAH Handbook, and remediation plans will be developed for any readmitted students.

Moving Forward - Continuous Quality Improvement Strategies

Dr. Petrosian, Interim Vice President for Academic Affairs, and the ADN leadership team, as part of the Continuous Quality Improvement Process, have developed new strategies to evaluate and improve the ADN Program. These strategies are being piloted with the Summer 2016 cohorts, and will be officially implemented for the Fall 2016 semester.

The strategies, described in her attached memo, include:

- Improved Communication of Course Requirements and Expectations
- Improved Logistics of Course Structure
- Development of Test Blue Print
- Development of Critical Thinking Skills (Active Learning Strategies)
- Early Assessment of Student Strengths and Weaknesses
- Cohort Faculty Review Committee

This information is presented for the Committee's information and review, and no action is requested.

Review and Recommend Action to Approve Proposed Revisions to 2016 - 2017 Academic Calendar

Approval of the proposed revisions to the 2016 - 2017 Academic Calendar will be requested at the June 28, 2016 Board meeting.

The 2016 - 2017 Academic Calendar was presented to the Board for approval on June 23, 2015. The Academic Calendar Steering Committee has proposed a revision to the calendar, as follows:

- Changes to the Spring 2016 graduation dates, from May 12 and 13 (Friday – Saturday) to May 13 and 14 (Saturday – Sunday).

The change is required due to a scheduling conflict at the State Farm Arena.

The revised 2016 - 2017 Academic Calendar is provided in the packet, with the proposed changes highlighted in yellow.

The Committee is asked to recommend approval of the proposed revisions to the 2016 - 2017 Academic Calendar at the June 28, 2016 Board meeting as presented.

2016-2017 Calendar

Final Draft 5-9-16

SOUTH TEXAS COLLEGE

Fall Semester 2016

August 17 (Wednesday)	New Faculty Start Date - Benefits & Orientation HR Dept.
August 18 (Thursday)	New Faculty Orientation
August 19 (Friday)	New Faculty Service Area Tour
August 22 (Monday)	Faculty Return – Academic Affairs Convocation/Division Meetings
August 23 (Tuesday)	Faculty Preparation Day / Departmental Meetings
August 24 (Wednesday)	Faculty Preparation Day/Focus Academy Kick-Off
August 25 (Thursday)	Distance Learning Symposium / STC Faculty Teaching Dual Enrollment PD Day
August 26 (Friday)	Faculty Preparation Day / Departmental Meetings
August 27 (Saturday)	Adjunct / Dual Enrollment Faculty Professional Development Day
August 29 (Monday)	**Classes Begin**
September 5 (Monday)	College Closed – Labor Day
September 14 (Wednesday)	Census Day - Twelfth Class Day
September 23 (Friday)	College Closed - Professional & Organizational Development Day
November 18 (Friday)	Last Day to Withdraw
November 24-27 (Thursday – Sunday)	College Closed - Thanksgiving Holiday
December 12-18 (Monday – Sunday)	Finals
December 17 (Saturday)	Graduation
December 19 (Monday)	Grades Due Date
December 19-January 3 (Monday-Tuesday)	Winter Break (College Closed)

Spring Semester 2017

January 4 (Wednesday)	College Opens – Staff return
January 9 (Monday)	Faculty Return – Division / Department Meetings
January 10 (Tuesday)	New Faculty Benefits & Orientation - HR Dept.
January 11-13 (Wednesday-Friday)	Faculty Preparation Day /Departmental Meetings
January 14 (Saturday)	Adjunct /Dual Enrollment Faculty Professional Development Day
January 16 (Monday)	Martin Luther King, Jr. Day – College Closed
January 17 (Tuesday)	**Classes Begin**
February 1 (Wednesday)	Census Day - Twelfth Class Day
February 10 (Friday)	College Closed Professional & Organizational Development Day
March 13-19 (Monday - Sunday)	College Closed - Spring Break
April 13-16 (Thursday - Sunday)	College Closed - Semester Break
April 18 (Tuesday)	Last Day to Withdraw
May 5-11 (Friday - Thursday)	Finals
May 13-14 (Saturday - Sunday)	Graduation Previously May 12-13 (Friday - Saturday)
May 15 (Monday)	Grades Due Date

Summer Sessions 2017

SOUTH TEXAS COLLEGE

Summer Session I (June 5 – July 6)

May 29 (Monday) .....College Closed - Memorial Day
May 30-June 4 (Tuesday-Sunday) .....Final registration dates for Summer I, III
June 5 (Monday) .....Classes Begin
June 8 (Thursday) .....Census Day - Fourth Class Day
June 28 (Wednesday).....Last Day to Withdraw
July 4 (Tuesday).....College Closed-Independence Day
July 5 (Wednesday).....End of Classes
July 6 (Thursday) .....Finals
July 10 (Monday).....Grades Due Date

Summer Session II (July 11 – August 10)

July 10 (Monday).....Final registration dates for Summer II
July 11 (Tuesday) .....Classes Begin
July 14 (Friday).....Census Day - Fourth Class Day
August 3 (Thursday) .....Last Day to Withdraw
August 9 (Wednesday).....End of Classes
August 10(Thursday) .....Finals
August 12 (Saturday) .....Graduation (Proposed)
August 14 (Monday).....Grades Due Date

Summer Session III (June 5 – August 10)

May 30-June 4 (Tuesday-Sunday) .....Final registration dates for Summer I, III
May 29 (Monday) .....College Closed - Memorial Day
June 5 (Monday) .....Classes Begin
June 13 (Tuesday).....Census Day - Seventh Class Day
July 4 (Tuesday).....College Closed-Independence Day
July 10 (Monday).....No classes
July 26 (Wednesday).....Last Day to Withdraw
August 9 (Wednesday).....End of Classes
August 10 (Thursday) .....Finals
August 12 (Saturday) .....Graduation (Proposed)
August 14 (Monday).....Grades Due Date

Review and Recommend Approval of Academic Calendar for Academic Year 2017 – 2018

Approval of the 2017-2018 Academic Calendar will be requested at the June 28, 2016 Board meeting.

The Academic Calendar Steering Committee, which includes membership from each area of the College, has developed the FY 2017 - 2018 Academic Calendar. The calendar was developed to be compatible with local area school district calendars and other higher education institutions in Texas. The calendar was presented to STC faculty and staff for review, feedback, and input during the months of March and April. Input received from staff and faculty was incorporated into the proposed calendar.

The proposed calendar has been unanimously approved by the Academic Calendar Steering Committee and has been reviewed and approved by the President's Cabinet, Administrative Staff, and Planning and Development Council.

The proposed calendar follows in the packet for the Committee's review and consideration.

The Committee is asked to recommend the 2017 - 2018 Academic Calendar for approval at the June 28, 2016 Board meeting as presented.

2017-2018 Calendar

Final Draft 5/9/2016

Fall Semester 2017 (August 28 - December 17)

August 16 (Wednesday)	New Faculty Start Date – New Faculty Benefits & Orientation Human Resources Dept.
August 17 (Thursday)	New Faculty Orientation
August 18 (Friday)	New Faculty Service Area Tour
August 21 (Monday)	Faculty Return – Academic Affairs Convocation / Division Meetings
August 22 (Tuesday)	Faculty Preparation Day / Departmental Meetings
August 23 (Wednesday)	Faculty Preparation Day / FOCUS Academy Kick-Off
August 24 (Thursday)	Faculty Preparation Day / Distance Learning Symposium / Full-Time Faculty Teaching Dual Enrollment Courses PD Day
August 25 (Friday)	Faculty Preparation Day / Departmental Meetings
August 26 (Saturday)	Adjunct & Dual Enrollment Faculty Conference
August 28 (Monday)	**Classes Begin**
September 4 (Monday)	College Closed – Labor Day
September 13 (Wednesday)	Census Day - Twelfth Class Day
September 22 (Friday)	College Closed – College-Wide Organizational Development Day
November 17 (Friday)	Last Day to Withdraw
November 23-26 (Thursday – Sunday)	College Closed - Thanksgiving Holiday
December 11-17 (Monday – Sunday)	Finals
December 16 (Saturday)	Graduation
December 17 (Sunday)	End of Term
December 18(Monday)	Grades Due Date
December 18-January 2 (Monday - Tuesday)	Winter Break (College Closed)

Spring Semester 2018 (January 16 – May 10)

January 3 (Wednesday)	**College Opens** – Staff return
January 8 (Monday)	Faculty Return – Division / Department Meetings
January 9 (Tuesday)	Faculty Preparation Day / New Faculty Benefits & Orientation – Human Resources Dept.
January 10-12 (Wednesday-Friday)	Faculty Preparation Day / Departmental Meetings
January 13 (Saturday)	Adjunct / Dual Enrollment Faculty Professional Development Day
January 15 (Monday)	Martin Luther King, Jr. Day – College Closed
January 16 (Tuesday)	**Classes Begin**
January 31 (Wednesday)	Census Day - Twelfth Class Day
February 9 (Friday)	College Closed - College-Wide Organizational Development Day
March 12 – 18 (Monday - Sunday)	College Closed - Spring Break
March 29 – April 1 (Thursday – Sunday)	College Closed - Semester Break
April 16 (Monday)	Last Day to Withdraw
May 4-10 (Friday – Thursday)	Finals
May 10 (Thursday)	End of Term
May 11-12 (Friday - Saturday)	Graduation
May 14 (Monday)	Grades Due Date

Summer Sessions 2018

SOUTH TEXAS COLLEGE

Summer Session I (June 4 – July 6)

May 28 (Monday) .....College Closed - Memorial Day
May 29-June 3 (Tuesday-Sunday).....Final registration dates for Summer I, III
June 4 (Monday) .....Classes Begin
June 7 (Thursday) .....Census Day - Fourth Class Day
June 28 (Thursday) .....Last Day to Withdraw
July 4 (Wednesday).....College Closed-Independence Day
July 5(Thursday).....End of Classes
July 6 (Friday).....Finals / End of Term
July 9 (Monday).....Grades Due Date

Summer Session II (July 10 – August 9)

July 9 (Monday).....Final registration dates for Summer II
July 10 (Tuesday) .....Classes Begin
July 13 (Friday).....Census Day - Fourth Class Day
August 2 (Thursday) .....Last Day to Withdraw
August 8 (Wednesday).....End of Classes
August 9 (Thursday) .....Finals / End of Term
August 13 (Monday).....Grades Due Date

Summer Session III (June 4 – August 9)

May 28 (Monday) .....College Closed - Memorial Day
May 29-June 3 (Tuesday-Sunday).....Final registration dates for Summer I, III
June 4 (Monday) .....Classes Begin
June 12 (Tuesday).....Census Day - Seventh Class Day
July 4 (Wednesday).....College Closed-Independence Day
July 9 (Monday).....No classes
July 25 (Wednesday).....Last Day to Withdraw
August 8 (Wednesday).....End of Classes
August 9 (Thursday) .....Finals / End of Term
August 13 (Monday).....Grades Due Date