OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
STATE OF NEW HAMPSHIRE
DIVISION OF HEALTH PROFESSIONS
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NEW HAMPSHIRE BOARD OF NURSING PROGRAM ANNUAL REPORT: 2020
School Year _____2019_____ to ___2020_____

DIRECTIONS:

Please complete and return this form to the Board office on or before October 1st, 2020.
College Website:
Please include a copy of the most recent audited financial report and the current approved nursing program budget.

I. PROGRAM DEMOGRAPHICS

PROGRAM:	Nashua Community College, Associate in Science in Nursing
ADDRESS:	505 Amherst St Nashua, NH 03063
PROGRAM DIRECTOR/CHAIR:	Jeanne Hayes EdD, MS, RN, CNE, Director
TYPE OF PROGRAM:	☐ DEMN ☐ LPN to Registered Nurse ☐ Baccalaureate X Associate: ☐ Registered Nurse ☐ Diploma: ☐ Practical Nurse
TELEPHONE NUMBER:	603-578-8909
FAX NUMBER:	603-882-8690
E-MAIL ADDRESS:	jehayes@ccsnh.edu

II. APPROVAL AND ACCREDITATION

AGENCY/ORGANIZATION	LAST REVIEW DATE	NEXT REVIEW DATE	APPROVAL STATUS (DATES)			DENIED
			Initial	Full	Conditional	
NH BOARD OF NURSING	May 2011	March 2020		5/15 2008		
NEW ENGLAND ASSOCIATION OF SCHOOLS & COLLEGES, INC.	April 2008	March 2018		1973		
ACCREDITATION COMMISSION FOR EDUCATION IN NURSING (formerly NLNAC)	Spring 2012	March 2020	2007	Spring 2012	10/2014 follow up report accepted on March 12, 2015	
NEW ENGLAND ASSOCIATION OF SCHOOLS & COLLEGES: HIGHER EDUCATION COMMISSION	March 2018	Spring 2028		March 2018		
COLLEGIATE COMMISSION ON NURSING EDUCATION	NIA	NIA	NIA	NIA	NIA	NA
OTHER: (Specify)	NIA	NIA	NIA	NIA	NIA	NA

	2016	2017	2018	2019	Current Year to Date
Program NCLEX Scores	**80.95%**	**87.5%**	**100%**	**81.8**	**100%**
National NCLEX Bench Mark	**84.56%**	**87.11**	**89.58**	**89.94**	**TBA**

III. APPLICANT/STUDENT DATA

PROGRAM PERFORMANCE DATA	GRADUATING CLASS(S) OF 2019	GRADUATING CLASS (S) OF 2020	GRADUATING CLASS (S) OF 2021	GRADUATING CLASS (S) OF 2022	GRADUATING CLASS (S) OF 2023
A: TOTAL NUMBER OF APPLICATIONS RECEIVED	128	158	85	67	
B: TOTAL NUMBER OF QUALIFIED APPLICATIONS RECEIVED	26	52	32	36	
C: TOTAL NUMBER OF QUALIFIED APPLICANTS NOT ADMITTED	11	38	2	14	
D: TOTAL NUMBER ADMITTED TO FIRST YEAR CLASS	14	15	29 offered admission for 24 spots	21	
E: NUMBER ENROLLED AND IN ATTENDANCE THE FIRST DAY OF NURSING PROGRAM	14	15	21	21	
F: NUMBER OF STUDENTS GRADUATING FROM CATEGORY "E" WITH *ON-TIME* GRADUATION	11	12	NA	NA	
G: RETENTION RATE OF ORIGINAL COHORT ** Numbers and Percentage	11/14 = 78.57%	12/15 = 80%	NA	NA	
H: NUMBER OF STUDENTS NOT IDENTIFIED IN "E" WHO GRADUATE	1	0	NA	NA	
I: NUMBER OF TOTAL PROGRAM GRADUATES	11	NA	NA	NA	
J: NUMBER OF STUDENTS THAT WITHDREW FROM PROGRAM	1	1	NA	NA	
K: NUMBER OF STUDENTS FAILED PROGRAM – PROVIDE WHICH CLASS FAILED	3 fails 140: 1 student 220: 2 students	12	NA	NA	

KEY

CLASS:	Those students grouped by a specific designated year of graduation/program completion.
A.APPLICATION:	*Total* number of applications received
B.QUALIFIED	Meeting the proper standards and requirements for admission to the program.
E.ENROLLED	Registered students and in attendance on the first day of the nursing program.
*G.RETENTION:***	Those students, grouped by class year, who have successfully completed the academic program within the time prescribed by the nursing program's curriculum design ("F" divided by "E"= G) = 100% on time graduation rate.
H. STUDENTS NOT IDENTIFEID IN "E" WHO GRADUATE:	Any student who joins the existing class: re-admits,/repeaters, transfers (from outside of academic institution), LPN-RN Advancement
I. Total program graduates:	Row "F" & "H" = "I"

IV. **NURSING FACULTY DATA: FACULTY RESPONSIBILITIES**
(LIST AVERAGE WEEKLY ACTIVITIES, **IN PERCENTAGES**, FOR A FULL TIME FACULTY MEMBER)

ACADEMIC YEAR: _2019_____ to _____2020_____(ACTUAL) FULL TIME FACULTY (EXCLUDING PROGRAM ADMINISTRATOR)			
	FALL	**SPRING**	**SUMMER**
ADVISING	5%	5%	0
CLASSROOM	28%	28%	100%
NURSING COMMITTEES	10%	10%	0
NON-NURSING COMMITTEES	2%	2%	0
LABORATORY / CLINICAL	50%	50%	0
OTHER DUTIES	5%	5%	0

FACULTY LISTING (10/1/2020) TOTAL NUMBER OF FULL TIME: 4 TOTAL NUMBER OF PART TIME /ADJUNCT: 3 per semester						
NAME	**RANK AND TITLE**	**HIGHEST DEGREE**	**SPECIALTY AREA/FOCUS**	**EMPLOYMENT STATUS**	**Workload in terms of hours and weeks**	**BOARD APPROVAL STATUS**
Lisa Gray MSN, MBA-HC, RN	Professor of Nursing	MSN	Adult OB-GYN Maternal-Child Medical-Surgical Nursing	181 FULL-TIME ☐ PART TIME ☐ ADJUNCT	3I weeks (37.5 hrs/week)	181 FULL □ TEMP
Catherine A. Allen MHA, BSN, RN, CHPN	Professor of Nursing	MHA, BSN	Fundamentals Adult Mental Health Oncology Medical-Surgical Nursing	181 FULL-TIME ☐ PART TIME ☐ ADJUNCT	31 weeks (37.5 hrs/week)	181 FULL □ TEMP
Erin Beck MSN, RN	Professor of Nursing	MSN	Adult Medica-Surgical Nursing	181 FULL-TIME ☐ PART TIME ☐ ADJUNCT	3I weeks (37.5 hrs/week)	181 FULL □ TEMP
Victoria McClure MSN, RN, CPN New Sept. 2020	Professor of Nursing	MSN	Fundamentals Pediatrics Medical-Surgical Nursing	181 FULL-TIME ☐ PART TIME ☐ ADJUNCT	3I weeks (37.5 hrs/week)	181 FULL □ TEMP
Adjunct Faculty (9/1/2020)						
Carolyn Burkhardt MHA, MSN, RN	Adjunct Professor	MSN	Adult Medical-	Adjunct	15 (16 w)	Full

			Surgical Nursing			
Amber Francoeur MS, RN	Adjunct Professor	MS	Adult Oncology Medical-Surgical Nursing	Adjunct	15 (16 w)	Full
Jennifer Boucher MS (c), BS, RN	Adjunct Professor	MS	Fundamentals Adult Long-Term Care Mental Health	Adjunct	12 (16w)	Temp
Full-time and Adjunct Faculty Who No Longer Teach at NCC as of 9/1/2020						
Lisa Fowler MS, RN Left 12/2019	Adjunct Professor		Fundamentals	☐ FULL-TIME ☐ PART TIME ☐x ADJUNCT	Fall 27 hrs/week	☐ x FULL ☐ TEMP
Jessica Wiggin MS, RN Left May 2020	Adjunct Professor		Medical-Surgical	☐ FULL-TIME ☐ PART TIME ☐x ADJUNCT	Spring 15 hrs/week	☐ x FULL ☐ TEMP
Tyler Waite MS, RN, PNP Left May 2020	Professor of Nursing	MS	Pediatrics Medical-Surgical	1 FULL-TIME PART TIME □ADJUNCT	31 weeks (37.5 hrs/week)	☐ X FULL ☐TEMP

BUDGETED FULL TIME FACULTY POSITIONS: 4

NUMBER OF UNFILLED BUDGETED FULL TIME POSITIONS: 0

RATIO OF FULL TIME TO PART TIME/ADJUNCT FACULTY: 4:3

Pursuant to Nur 602.04 (e):

☐ Attach: Current catalogue and program policies that accurately depict the nursing programs offered during the program year

The Associate of Science in Nursing Program is the only nursing education program offered by Nashua Community College. It accepts an incoming class once a year in September. It is a traditional day program complemented with virtual learning during COVID-19 pandemic.

"The Mission of the Department of Nursing at Nashua Community College (NCC) is to provide students the opportunity to earn an Associate in Science Degree in Nursing, which prepares them to take the licensing exam (NCLEX-RN) to become Registered Nurses, for employment in entry-level positions in nursing, and for further education and professional development", *http://www.nashuacc.edu/images/PDF/catalog/NCC-Catalog-20-21.pdf, p. 89.*

"ASN applications must be completed by March 1, 2021 to be considered for acceptance in the Fall 2021 class. A completed application is the responsibility of the nursing candidate. Incomplete applications will not be considered", http://www.nashuacc.edu/images/PDF/catalog/NCC-Catalog-20-21.pdf, p. 89.

☐ The name and address of the sponsoring institution official:

Lucille A. Jordan, President
Nashua Community College
Nashua, NH 03063

☐ Attach: The program director's responsibilities in terms of teaching, administration, and student guidance. Please see Appendix A.

The Director's role is 27 hours a week (she is retired from the Community College System of NH and according to System policy, can work 1352 hours/year). She manages the Department, prepares and submits reports, develops the strategic plan and budget, and leads the faculty in curriculum development delivery, and evaluation. She is also mentoring a long-term faculty member for the role of program chair.

ACADEMIC YEAR: _____2019_____ to ___2020_____(ACTUAL) **Chair/Director Responsibilities (New Chair/Director 12/19)**			
	FALL	SPRING	SUMMER
ADVISING	NIA	None	None
CLASSROOM	None	None	None
NURSING COMMITTEES	NIA	4	None
NON-NURSING COMMITTEES	NIA	4	None
LABORATORY / CLINICAL	None	None	None
OTHER DUTIES	Dept. Mgmt.	Dept. Mgmt.	Dept. Mgmt.

☐ Attach: Current curricular plan and anticipated curricular or program changes

Current Curriculum Plan, Nashua Community College Associate in Science in Nursing Program

	Fall	Spring
First Year	NSG 125N: Fundamental Nursing Concepts and Skill for Nursing Practice	NSG 140N: Nursing Care 1: Concepts and Skills
Summer	NSG 230N: Pharmacology for Nursing Practice	
Second Year	NSG 220N: Nursing Care I: Concepts and Skills	NSG 240N: Management of Nursing Care Across the Lifespan

No curriculum changes are anticipated.

☐ Attach: Current clinical practicum hours by type of hours: hands on clinical; simulation/lab; observational/experiential; preceptorship.

Course	Hands on Clinical	Simulation/ Lab	Observation/ experiential	Preceptorship
NURS 125N	96	84	0	0
NURS l40N	120	36	24	0
NURS 230N	No Clinical	None	None	0
NURS 220N	165	30	30	0
NURS 240N	157.5	22.5	45	0

☐ Provide: The number of applications, enrollments, transfers, dismissals, failures, and graduates, by year for the previous 5 years.

	2020	2019	2018	2017	2016
Applications	67	85	155	179	173
Enrollments	21	24	20	22	23
Transfers	NA	0	3	I	4
Dismissals	NA	0	I	I	0
Failures	NA	3	3	6	7

☐ Attach: Program budget data along with a copy of:

a. The sponsoring institution's most recent fiscal audit of receipts and expenditures relating to the program,

b. Opinion letters of the auditors; and

c. Management's response to audit findings

V. PROGRAM OVERVIEW

1. Briefly summarize activities and achievements, to date, 8/2020, relating to the program.

ANNUAL GOALS
(Describe concrete items, time framed, with measurable outcomes)

1. Achieve ACEN reaccreditation – Fall 2020
2. A virtual site visit by ACEN will occur October 20-24, 2020. The self-study is nearly completed, and organization of related documentation is in process. Results will not be finalized until Spring 2021. The program will then address ACEN findings indicating areas needing improvement.
3. Achieve NH Board of Nursing Continuing Approval – Fall 2020. The BON will conduct a site visit at NCC Nov. 2 and 3, 2020. The program will then address any BON findings indicating improvement is needed.
4. Conduct a gap analysis of curriculum to identify concepts that may be missing from the current curriculum, and those on which students are not performing well. This will occur in Spring 2021 and will be based on:

- Program evaluation outcomes
- NCLEX-RN Test Plan

- NCLEX-RN Program Report results of past three years
- ATI Comprehensive Predictor results of past three years

5. Develop future leadership in the Department of Nursing. There were three different people in the role of Department Chair in 2019, and 4 since 2017, as well as some turnover of faculty. The current Director has 38 years' experience in nursing education at AD, BS, and MS levels and has been in a leadership role in nursing education for about 20 years. With succession in mind, a veteran faculty member, Lisa Gray, has been appointed Department Chair and will work closely with Dr. Hayes to become proficient in various aspects of program management, including curriculum development and program evaluation. All faculty will be included in curriculum analysis and approaches to program evaluation within a year.

1. **Indicate programmatic and curricular changes that may potentially increase or decrease student and/or faculty populations.** ***Include any current or planned nursing program, distance education options (instruction offered by any means where the student and faculty are in separate physical locations).***

There are no programmatic or curricular changes planned that may potentially increase or decrease student and/or faculty populations.

VI. RESOURCES

1. Indicate adequacy of physical, fiscal, and human resources to meet program goals and student learning outcomes. (NUR 602.03)

Physical, fiscal, and human resources are adequate to meet program goals. Classes and clinical practice are face-to-face. To maintain social distancing, the auditorium is being used as a classroom; it is well equipped with the necessary technology. The college is also well-equipped with technology if learning experiences need to become virtual as fall progresses. With three clinical groups at the freshman level and four at the senior level, an additional contract was negotiated with St. Joseph Hospital, Nashua, NH, for one clinical group. One FT faculty resigned and was replaced with a FT faculty member, and three adjuncts were also hired.

2 Do you use another state for pre-licensure clinical experiences? _____No_____
If Yes: please list in which states they are located. NA

COOPERATING AGENCIES

AGENCY	LOCATION	CONTENT AREA(S)	TYPE OF CLINICAL EXPERIENCE (MARK ALL THAT APPLY)
Bedford Nursing & Rehab	☐ X IN STATE ☐ OUT OF STATE	Fundamentals	☐ Approved Innovation ☐ X Clinical ☐ Observation ☐ Preceptorship
Hillsborough County Nursing Home	☐ X IN STATE ☐ OUT OF STATE	Fundamentals	☐ Approved Innovation ☐ X Clinical ☐ Observation ☐ Preceptorship
Fairview Nursing Home	☐ X IN STATE ☐ OUT OF STATE	Fundamentals	☐ Approved Innovation ☐ X Clinical ☐ Observation ☐ Preceptorship
Northeast Rehabilitation (Nashua and Salem locations)	☐ X IN STATE ☐ OUT OF STATE	Chronic health problems / rehab	☐ Approved Innovation ☐X Clinical ☐ Observation

			☐ Preceptorship
Southern NH Medical Center	☐ X IN STATE ☐ OUT OF STATE	Medical Surgical Nursing	☐ Approved Innovation ☐ X Clinical ☐ Observation ☐ Preceptorship
New Hampshire Hospital	☐ X IN STATE ☐ OUT OF STATE	Mental Health	☐ Approved Innovation ☐ X Clinical ☐ Observation ☐ Preceptorship
Nashua Public Schools	☐ X IN STATE ☐ OUT OF STATE	Community Health Pediatrics	☐ Approved Innovation ☐ Clinical ☐ X Observation ☐ Preceptorship
Bell Tower Home Health Care	☐ X IN STATE ☐ OUT OF STATE	Home Health	☐ Approved Innovation ☐ x Clinical ☐ Observation ☐ Preceptorship
St. Joseph Hospital	☐ x IN STATE ☐ OUT OF STATE	Medical Surgical Nursing	☐ Approved Innovation ☐ x Clinical ☐ Observation ☐ Preceptorship

VII. VERIFICATION OF CONTINUED COMPLIANCE

Note: The endorsement of the content of this Report and confirmation of continued compliance with the current Administrative Rules is documented by the Verifying Signature/ noted below.

VIII. VERIFYING SIGNATURE

PROGRAM DIRECTOR/CHAIR: _____ _____

TITLE: _____**Director**_____

DATE: _____**10/1/20**_____

Appendix A. **NASHUA COMMUNITY COLLEGE**
SUPPLEMENTAL JOB DESCRIPTION

INCUMBENT: **Jeanne Hayes**

FLSA: Part-time Exempt **EEO-6 CODE:** 1-12 (Administrative, Managerial) **SOC CODE:** 11-3011

CLASSIFICATION: Administrator IV **CLASSIFICATION CODE:** 007200

IN-HOUSE TITLE: Interim Director of Nursing **DATE ESTABLISHED:** 11-22-2019

POSITION #: N2R00085 **DATE OF LAST AMENDMENT:** 11-22-2019

SCOPE OF WORK: Serves as the Director of Nursing responsible for the directing the Nursing program's accreditation process and for ensuring compliance with accreditation standards. This position reports to the Vice President of Academic Affairs at Nashua Community College.

ACCOUNTABILITIES:

- Working with the Vice-President of Academic Affairs and nursing faculty, guides and directs activities of the Nursing Department in areas of curriculum development, program organization, and coordination of the Nursing Advisory Board.
- Ensures and maintains professional standards that meet the NH Board of Nursing and other accrediting requirements. Coordinates departmental accreditation activities.
- Arranges nursing program contractual agreements with cooperating agencies.
- Oversees teaching effectiveness through the development, modification, and evaluation of program curricula and instructional materials that comply with established course content, integrate theory with applications, clearly define course goals, observe program and institutional accreditations standards, promote critical thinking and life skills and respond to diverse academic needs.
- Coordinates and leads departmental activities and operations by meeting with executive and advisory groups to discuss needs, career developments, and the effectiveness of instruction, developing and evaluating credit and non-credit programs and/or courses, mentoring faculty in subject area competency and instructional expertise, actively cultivating and maintaining collaborative relationships with business and industry within the field of instruction, and engaging in outreach to educational partners for the development and implementation of articulation initiatives.
- Remains technologically and pedagogically current within the specialized field of instruction through participation in relevant professional associations and education and training activities. Promotes utilization of appropriate instructional and administrative technologies as required for teaching effectiveness and college operations/communications.
- Observes all academic policies and procedures and institutional rules and regulations and demonstrates ethical and professional behavior.
- Complies with all system, college, campus, state and federal rules and regulations.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a regionally accredited college or university with major study in Nursing.

Experience: Eight years (8) of nursing and/or teaching experience, five (5) years of which in an administrative or supervisory level with duties associated with program administration, program planning and evaluation and management experience directly related to the field of Nursing.

SPECIAL QUALIFICATIONS: Must have experience as a nurse educator in an academic setting.

License/Certification: Possession of current or active RN licensure. Must meet the continuing education requirements by the Board of Nursing to maintain continuing licensure. Access to statewide transportation.

RECOMMENDED WORK TRAITS: Skilled in planning, implementing, promoting, and evaluating educational programs and the needs of students. Thorough knowledge of teaching methods, use of instructional materials and the organization of subject matter into effective teaching units in technology or other specialized programs. Ability to originate and implement new programs and to improve existing programs. Ability to project and maintain a positive disposition with students, faculty, administration and staff. Ability to supervise professional instructional staff and collaborate in development of programs, policies and procedures. Knowledge of budget development and management. Strong communication skills, both oral and written. Ability to work effectively with clinical affiliates, vendors and community organizations. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the college's appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.

SIGNATURES:
The above is an accurate reflection of the duties of my position.

Jeanne Hayes

_____	_____	____/____/____
Employee's Name (typed)	Employee's Signature	Date Reviewed

Supervisor's Name and Title: Robyn Griswold, Vice President of Academic Affairs

The above job description accurately measures this employee's job duties.

_____	____/____/____
Supervisor's Signature	Date Reviewed
_____	____/____/____
CCSNH Human Resources	Date Approved