

# **Bachelor of Science in Nursing** Degree Proposal and Application



**POLK STATE**  
COLLEGE

January 2011

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THE FLORIDA COLLEGE SYSTEM

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BACCALAUREATE PROPOSAL APPROVAL APPLICATION  
COVER SHEET

**INSTITUTION: Polk State College**

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**DEGREE TYPE: BS**

**DEGREE TITLE: Nursing**

**TOTAL NUMBER OF CREDIT HOURS: 120**

**PROPOSED DEGREE SIX-DIGIT CIP CODE: 51.3801**

**PLANNED PROGRAM IMPLEMENTATION DATE: August 2011**

**PROGRAM DESCRIPTION/EMPLOYMENT OPTIONS FOR GRADUATES:**

The proposed Bachelor of Science degree in Nursing (BSN) will serve nurses who live or work in the Polk County area. This is a post-licensure program designed for the registered nurse with current licensure in Florida who seeks additional education beyond entry level. The program will interface seamlessly with Polk State College's existing Associate of Science degree in Nursing. Nurses with bachelor's degrees are prepared to provide evidence-based, high-quality care to patients with complex illness. Graduates will be able to transition to master's degree programs for career progression in such roles as advanced practice, nursing administration, and higher education.

**BOARD OF TRUSTEES APPROVAL DATE: October 25, 2010**

**PRESIDENT'S SIGNATURE AND DATE:**



\_\_\_\_\_  
**Dr. Eileen Holden, President**

**February 1, 2011**

\_\_\_\_\_  
**Date**

## **EXECUTIVE SUMMARY**

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**Institution: Polk State College**

**Degree Type: Bachelor of Science Degree**

**Degree Title: Nursing**

### **Program Description**

Polk State College proposes to add a new Bachelor of Science (BSN) degree in Nursing. Nurses with a bachelor's degree are prepared to provide evidence-based, high-quality care to patients with complex illness. The program is designed as a 2+2 program, where applicants must have earned an associate's degree or diploma in nursing from an institution accredited by the National League for Nursing Accrediting Commission and have current licensure as a registered nurse (RN) in Florida. The program will interface seamlessly with Polk State College's existing Associate of Science degree in Nursing and follows the Bachelor of Science common prerequisite courses as established in the Statewide Articulation Manual. Graduates will be able to transition to master's degree programs for career progression in such roles as advanced practice, nursing administration, and higher education.

### **Planning Process**

The College began internal discussions in spring 2010 at the urging of members of the Nursing Advisory Committee. Dr. Holden, President of Polk State College, then met with the CEO of USF Polytechnic and President of Florida Southern College to ensure there were no conflicts of interest with other area institutions of higher education. USF Polytechnic does not offer a BSN, and Florida Southern has a small RN-to-BSN program that cannot meet community demand. A needs-assessment survey of area nurse employers, registered nurses, and current Polk State College students resulted in nearly 500 individuals expressing a desire for Polk State College to offer an affordable, accessible BSN.

### **Implementation Timeline**

The Polk State College District Board of Trustees approved offering the BSN degree in October 2010 after hearing the results of the needs assessment. A letter of intent was immediately submitted to the Florida College System. The curriculum has been approved through Polk State College curricular review processes, and the College will notify SACS-COC as soon as feasible, assuming FCS approves the proposed program. A currently employed full-time faculty person is ready to assume teaching responsibilities in the BSN program. Students will be recruited this summer, and the accrediting process with the National League for Nursing Accrediting Commission (NLNAC) will begin when the upper-division classes begin in August 2011.

### **Workforce Demand/Unmet Need Specific to Program Area**

The Florida Center for Nursing reports that fewer than 21% of the nurses in Polk County hold the BSN compared with 48% nationally. The goal of regional hospitals is to have 67% of the RN staff hold a bachelor's degree. To meet the 67% goal, taking into consideration current education levels and the annually projected 150 local RN job openings, Polk County's BSN programs would need to produce annually more than 200 graduates every year to close the current gap within ten years. In addition, workforce demand projections for Polk County by the Florida Agency for Workforce Innovation from September 2010 show that by 2018 the number of RN positions to be filled will increase by approximately 700.

### **Facilities and Equipment Specific to Program Area**

The primary focus of the BSN program is didactic in nature, and current facilities will accommodate the increased enrollment. Two hospitals within a few miles of Polk State College campuses in Lakeland and Winter Haven have pledged access to supplemental classroom space as needed to support enrollment.

### **Library/Media Specific to Program Area**

The library has over 400 books and 365 e-books specific to the Nursing program. The College subscribes to the Cumulative Index of Nursing and Allied Health (CINAHL) database with full-text access to peer review journals. A new subscription to an additional nursing collection database that includes full-text access to an additional set of 43 scholarly journals is planned to better support the advanced scholarship expectations in the BSN.

### **Academic Resources to Program Area**

The College currently has 16 full-time nursing faculty members, three with terminal degrees and including one who will assume primary teaching responsibilities in the BSN program. An additional full-time faculty person will be hired to provide instruction in the upper-division courses. The two faculty lines designated for the BSN program are funded by commitments from area hospitals. Student support staff will be added, including writing tutors and an academic advisor specifically for the BSN program.

### **Cost to Students**

The cost for the entire BSN (at current tuition and fees) is approximately \$11,800. The last two years (60 credits) is approximately \$6,150.

### **Academic Content Enrollment Performance and Budget Plan**

The academic content will include 42 upper-division credits. Admission to the BSN program will require a 2.5 GPA in all postsecondary work and an associate's degree in Nursing from a regionally-accredited institution or a diploma in Nursing from an institution accredited by the National League for Nursing Accrediting Commission. The College anticipates 60 students at the outset, doubling by year three. Based on the financial commitment from two local hospitals to fund the two necessary faculty positions, tuition and fees will yield a net carryover of approximately \$27,000 the first year and grow exponentially thereafter.

### **Plan of Action if Program must be Terminated**

In the unlikely event the BSN program is terminated, the College will follow the procedures established by SACS-COC.

## **EVALUATION CRITERIA**

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## **A. PLANNING PROCESS**

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### **1. Summary of Internal Process and Meetings:**

The Bachelor of Science in Nursing (BSN) program is the second baccalaureate degree proposed for Polk State College. Following approvals by the Polk State College District Board of Trustees (DBOT) and State Board of Education, the Southern Association of Colleges and Schools (SACS) approved Polk State College's application to become a Level II baccalaureate degree granting institution on June 25, 2009. In January 2010, Polk State College began offering a Bachelor's of Applied Science in Supervision and Management degree program.

A need for more baccalaureate-prepared registered nurses in the area was raised by the Polk State College Department of Nursing Advisory Committee on May 4, 2010. Nurse executives from the county's hospitals and healthcare agencies desired expanded, affordable opportunities for nurses to advance their education. Access to a bachelor's degree in nursing is extremely limited in Polk County. The state university in the region (University of South Florida) does not offer a BSN in the county. The only institution in the area that offers a BSN is Florida Southern College, a private Methodist-affiliated school. The estimated tuition for a licensed Registered Nurse to complete a BSN program at Florida Southern is not affordable for most registered nurses, as it is about eight times more expensive than the proposed BSN program at Polk State College (Supplemental Materials: Advisory Committee Minutes).

Polk State College's Director of Nursing informed the College President of the community interest for Polk State College to add an RN-to-BSN degree program. While the College's leadership team discussed adding this new bachelor's degree, members of the nursing faculty examined available workforce data published by the Florida Center for Nursing.<sup>1</sup> These data included information obtained from the Florida Board of Nursing, Florida Agency for Workforce Innovation, and the U.S. Department of Health and Human Services, Health Resources and Services Administration. Only half of the 4,900 licensed RNs who live or work in Polk County have earned a bachelor's or higher degree.<sup>2</sup> Anecdotally, the Department of Nursing receives almost daily inquiries from graduates of the Polk State College Associate of Science in Nursing degree who are interested in the possibility of a BSN offering at Polk State College. On the basis of this information, on August 23, 2010, the Polk State College President asked the DBOT to authorize a formal needs assessment (Supplemental Materials: DBOT minutes).

<sup>1</sup> Florida Center for Nursing (April, 2010). *Florida's RN and ARNP Supply: Growth, Demographics, and Employment Characteristics*: [http://www.flcenterfornursing.org/files/RN\\_Supply\\_2010.pdf](http://www.flcenterfornursing.org/files/RN_Supply_2010.pdf)

<sup>2</sup> Florida Center for Nursing (Spring, 2010). *West Central Florida Status Report on Nursing Supply, Demand, and Education*: [http://www.flcenterfornursing.org/files/West\\_Central\\_Region\\_2010.pdf](http://www.flcenterfornursing.org/files/West_Central_Region_2010.pdf)

### **2. Summary of External Process and Meetings:**

In early 2010, at the urging of Polk County's five hospitals, Polk State College began to explore the expansion of its two-year Nursing program to include upper-division coursework leading to a Bachelor of Science in Nursing. With a commitment of financial support from area hospitals, Polk State College President Eileen Holden met over the summer with Dr. Marshall Goodman, CEO of USF Polytechnic (a member of President Genshaft's Cabinet), to determine if there were any conflicts or concerns with Polk State College expanding its degree offerings. Polk State College's Lakeland campus shares the campus with USF Polytechnic, which currently does not offer nursing courses leading to a BSN in Polk County. Dr. Goodman offered his support for Polk State's plan to conduct a needs assessment and, if justified by local need, to offer a BSN degree (Supplemental Materials: Letters of Support).

In June 2010, Polk State College President Eileen Holden also met with Dr. Anne Kerr, President of Florida Southern College, to discuss Polk State's desire to conduct a county-wide needs assessment and, if justified, begin an RN-to-BSN degree program. Florida Southern College and Polk State College currently have a successful 2+1 RN-to-BSN articulation agreement for students who are able to afford private college tuition and who are academically able to accelerate their studies through dual enrollment in an entry-level AS degree nursing program and a baccalaureate completion program. Polk State College's desire to offer a traditional 2+2 Nursing program was not seen as duplicative by either Florida Southern College or Polk State College.

After discussing the proposal with representatives from the University of South Florida Polytechnic and Florida Southern College in Polk County, Polk State College is proceeding with plans to establish a Bachelor of Science in Nursing degree.

A comprehensive needs assessment was conducted in September 2010. Area employers, registered nurses, and current Polk State College students were surveyed separately about their interest in Polk State establishing a Bachelor of Science in Nursing degree program for licensed registered nurses (RN-to-BSN). The survey results are summarized below (Supplemental Materials: Needs Assessment Results for Healthcare Agencies, Registered Nurses, Current Students).

*Healthcare Agencies:* Employers from 19 area healthcare agencies, including five area hospitals, responded to an electronic survey. All employers reported that a BSN-prepared nurse would benefit their organization. Although 38% of the employers listed a BSN as the minimum preferred credential for 60% or more of their available positions, less than a third (30%) of their current RN positions were filled by nurses who hold a bachelor's degree or higher in nursing. Nearly 90% of employers reported that a BSN-prepared nurse has an opportunity for career advancement within the agency. Most of the employers (71%) anticipated that 25 or more of their nurse employees would enroll in an RN-to-BSN degree program within the next two years if offered at Polk State College.

*Registered Nurses:* A total of 187 licensed RNs completed the community survey. Of these, 44 (24%) already held a BSN or higher degree, six were not interested in pursuing the degree, and 137 (73%) were interested in obtaining a BSN. Of the 137, 100 (68%) of the nurses were interested in enrolling in the RN to BSN program immediately, and 34 (25%) expected to be ready to enroll within the next two years. Ninety percent reported that a BSN is required for career advancement, and 98% would receive tuition support from their employers.

*Current Polk State College Students:* The third survey was distributed electronically to all students currently enrolled at Polk State College. Interest in all Bachelor of Science degree programs was assessed simultaneously. Responses were received from a total of 455 students. Of those, 275 students (63%) stated an interest in pursuing the RN-to-BSN degree, and 182 (66%) of the students in this group indicated that they would be ready to enroll in the RN-to-BSN degree program within the next two years. Overall, the survey responses illustrate strong support among nurse employers and potential students in the community for Polk State College to establish a Bachelor of Science in Nursing degree program.

Upon reviewing the College's report of workforce demand on October 25, 2010, the DBOT approved offering a new Bachelor of Science in Nursing degree at Polk State College. A proposed curriculum presented to the Nursing Advisory Committee on November 2, 2010, was enthusiastically endorsed. A copy of the minutes is included in the Supplemental Materials.



## B. PROGRAM IMPLEMENTATION TIMELINE

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Details of the program implementation timeline in the form of dates or date ranges for each of the core program implementation activities are provided in Table B-1 below.

**Table B-1: Program Implementation Timeline**

Activity	Date
Polk State College District Board of Trustees Approval to Conduct Needs Assessment	August 23, 2010
Assessment of Need and Demand	September - October, 2010
Polk State College District Board of Trustees Approval of BSN Degree Program	October 25, 2010
Letter of Intent to Florida College System	October 26, 2010
Curriculum Development	September - November 2010
Accreditation Activities A. SACS-COC B. NLNAC	A. February - May 2011 B. August 2011 - April 2012
Recruitment of Faculty, Staff	June - August 2011
Systems, Facilities, Resources Upgrade	June - August 2011
Student Recruitment and Advising	Begins July 2011
Upper-division Courses Begin	August 2011

### C. WORKFORCE DEMAND/UNMET NEED SPECIFIC TO PROGRAM AREA

<b>1. Geographic region to be served:</b>	Polk County
<b>2. Number of current jobs:</b> (AWI: <a href="http://www.labormarketinfo.com/Library/EP.htm">http://www.labormarketinfo.com/Library/EP.htm</a> )	3,763
<b>3. Number of current job openings:</b> (AWI: stated as average openings per year)	150
<b>4. Projected number of job openings five years from current year:</b> (AWI: employment projection for 2018)	4,459
<b>5. Number of most recent graduates in the discipline area from the State University System in Polk State College's service region:</b> (Note: While this degree is offered at USF locations outside Polk State College's service region, it is not available at USF Polytechnic.)	0
<b>6. Number of most recent graduates in the discipline area from nonpublic postsecondary institutions in geographic region:</b> (Florida Southern College, approximate RN-to-BSN graduates, 2009-2010)	35
<p><b>7. Data and description of the employment gap</b> (based on 2 through 6):</p> <p>The National Advisory Council on Nurse Education and Practice (NACNEP), policy advisors to Congress and the U.S. Secretary of Health and Human Services, recommended in 2006 that at least two-thirds of the nurse workforce hold baccalaureate or higher degrees in nursing by the year 2010.<sup>3</sup> This leading body advised that it is not enough to simply increase the supply of nurses. Baccalaureate education best prepares nurses to practice competently in an increasingly complex health care environment.</p> <p>At this time, fewer than 48% of nurses in the United States hold a baccalaureate-level or higher degree. The Florida Center for Nursing reports that the BSN proportion of nurses in Polk County is even lower: less than 20.6%.<sup>4</sup> To bring the Polk County nursing workforce to the desired 67% level, about 1,700 of the 3,763 registered nurses in Polk County would need to enroll in an RN-to-BSN program. In addition, workforce demand projections for Polk County by the Florida Agency for Workforce Innovation from September 2010 (see table C-1) show that by 2018 the number of RN positions to be filled will increase by approximately 700, for a total increase of 18.5%. About 58% of average annual openings are expected to result from healthcare industry growth while about 42% are based on employee separations.</p> <p>To meet the 67% goal for the annually projected 150 local RN job openings, local BSN programs would need to annually produce more than 100 graduates in addition to the approximately 140 that would need to graduate every year to close the current gap within ten years. The only existing BSN program in Polk County, offered by the private Florida Southern College, currently has an annual output capacity of only 35 graduates, which is insufficient to reduce the already existing shortages and needs to be augmented by significant additional local program capacities.</p>	

**Table C-1: Regional Workforce Projections**

Workforce Region 17 - Polk County						
Occupation Code/ Title	Employment		Annual Percent Change	Average Annual Openings		
	2010 Current	2018 Projected		Growth	Separations	Total
291111 Registered Nurses	3,763	4,459	2.31	87	63	150

(AWI: <http://www.labormarketinfo.com/Library/EP.htm>)  
<http://www.flcenterfornursing.org/regional/countydata.cfm>

<sup>3</sup> National Advisory Council on Nurse Education and Practice. *Sixth Report to the Secretary of Health and Human Services and the Congress*, January 2008. <ftp://ftp.hrsa.gov/bhpr/nursing/sixth.pdf>

<sup>4</sup> Florida Center for Nursing. Data by County and Regional Workforce Board, 2010.

**8. Other measures as selected by institutions**, which may include brief qualitative or quantitative data/information such as local economic development initiatives or evidence of rapid growth or decline not reflected in local, state, and national data:

From 2000 to 2008, Polk County showed a 20% population growth. Although the rate of growth has slowed, a U.S. Census estimate shows it is still stronger than that of Florida as a whole, 14.7%.<sup>5</sup> Seventeen percent of the persons living in the county are older than 65 years, compared to 12.9% in the U.S.<sup>6</sup> Older persons require comparatively more nursing care and have more complex medical needs than younger persons. These measures of rapid growth among health care consumers in this geographic area support the need to expand local program capacities.

<sup>5</sup> Bureau of Economic and Business Research, Warrington College of Business Administration, University of Florida. <http://www.bebr.ufl.edu/category/florida-counties/polok>

<sup>6</sup> U.S. Census Bureau, 2009. <http://quickfacts.census.gov/qfd/states/12000.html>

## **D. FACILITIES AND EQUIPMENT SPECIFIC TO PROGRAM AREA**

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### **1. Description of the existing facilities and equipment that will be utilized for the program:**

Didactic content is the primary curricular focus of a post-licensure BSN degree program. Facilities and equipment needed to support this program include standard classrooms and online learning systems currently in place for all enrolled students. The proposed program will use these classrooms with substantial use of the current web-based course platform (Desire2Learn). The current Polk State College Nursing Skills labs are equipped to support the physical assessment course. The licensed students in this program will require minimal use of the Nursing Skills labs located on the Winter Haven and Lakeland campuses. If additional campuses are used, needed equipment is fully portable.

### **2. Description of the new facilities and equipment that will be needed for the program:**

No additional capital equipment needs or facilities upgrades are anticipated to support the proposed BSN program. Current online resources (Desire2Learn) are sufficient; however, additional instructional technology support may be needed if there is rapid program growth. Competition for classroom space is an ongoing challenge at Polk State College. Classes for the BSN program will generally be scheduled for non-traditional hours when classrooms are more available.

## **E. LIBRARY/MEDIA SPECIFIC TO PROGRAM AREA**

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### **1. Description of the existing library/media resources that will be utilized for the program:**

The Polk State College Library title collection includes more than 105,000 books, more than 75,000 electronic books, and access to 124 electronic subscription-based full-text periodical and reference databases. Free access to all circulating titles in the Florida College System and Florida State University System is available to all students and faculty through a reciprocal interlibrary loan agreement. Librarians offer library and information literacy instruction, and professional reference and research assistance is available on site at all campus locations, and via online live chat, e-mail, and telephone. The Ask-a-Librarian virtual reference service is available 24/7.

Specific to nursing, the Polk State College Library owns 412 books and 365 e-books. The College also subscribes to the *Cumulative Index of Nursing and Allied Health (CINAHL)* database with full-text access to peer review journals. A new subscription to an additional nursing collection database that includes full-text access to an additional set of 43 scholarly journals is planned to better support the advanced scholarship expectations of the BSN program.

### **2. Description of new library/media resources that will be needed for the program:**

Expanded access to peer-reviewed nursing journals is needed to support baccalaureate studies. A common industry standard is a subscription to *OVID Nursing Collection* that includes full-text access to an additional 43 scholarly journals beyond those included in *CINAHL*, bringing the total healthcare-related journal access to 339. The current collection of hard copy journals is sufficient and appropriate for baccalaureate education. About 100 volumes and e-books on topics such as community health, political advocacy, and research methods will be added to support student studies.

**F. ACADEMIC RESOURCES SPECIFIC TO PROGRAM AREA**

<p><b>1. Number of existing full-time faculty:</b></p>	<p>16 total</p> <ul style="list-style-type: none"> <li>▪ 3 with terminal degree in nursing or related field</li> <li>▪ 13 masters in field, including 1 pending completion of nursing doctorate in 2012</li> </ul>
<p><b>2. Number of existing part-time faculty:</b></p>	<p>49 total</p> <ul style="list-style-type: none"> <li>▪ includes all clinical instructors</li> <li>▪ 23 masters in field</li> </ul>
<p><b>3. Description of the anticipated additional faculty that will be needed for the program:</b></p> <p>Two full-time terminal-degreed faculty positions have been designated for this program. Both positions are funded by the hospital community in Polk County through endowed grants administered through the Polk State College Foundation. The positions require teaching in the Polk State College nursing programs and collaborative scholarship activities with hospital nursing staff. One position was filled in August 2009 by an experienced educator who holds a doctorate in nursing. This faculty member will serve as the lead faculty member responsible for the BSN program. An active search for the second candidate was opened in July 2010. These two faculty members will teach the upper-division courses in the BSN program. Current faculty members, two of whom hold terminal degrees, will help teach classes in the program. Qualified terminal-degreed adjunct faculty will be recruited from among the number of experts who reside in the community.</p>	
<p><b>4. Anticipated instructional support personnel needed:</b></p> <p>An academic advisor position will be added to the Office of Student Affairs to help advise BSN students. Part-time professional writing tutor positions will be added to the Learning Resource Center at both the Winter Haven and Lakeland campuses to provide student support for the increased expectations in scholarly writing.</p>	
<p><b>5. Additional information related to academic resources:</b></p> <p>Not applicable.</p>	

**G. COST TO STUDENTS**

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<b>1. Anticipated cost for four years of study at FCS institution:</b>			
Type of Credit	Number of Credits	Cost per Credit	TOTAL
Lower Division	78	\$93.97	\$7329.66
Upper Division	42	\$106.13	\$4457.46
TOTAL 120			\$11,787.12
<b>2. Estimated cost for four years of study at each state university in service district:</b>			
Institution	Number of Credits	Cost per Credit	TOTAL
University of South Florida	120	\$170.80	\$20,496.00
<b>3. Estimated cost for four years of study at each nonpublic institution in service district:</b>			
Institution	Number of Credits	Cost per Credit	TOTAL
Florida Southern College	124	\$12,331 Per semester, 12 to 18 credits x 8 semesters	\$98,648.00

## H. ACADEMIC CONTENT

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### 1. Admission requirements for the program:

Polk State College maintains an open-door policy for admission to the College. Prospective students with qualifying high school diplomas or an equivalency are eligible to apply. The forms of documentation generally accepted are standard high school diplomas, General Education Development (GED) credentials, eligible certificates of completion of college placement tests, or ACT or SAT test scores as alternatives to placement tests. Home-schooled students who have met the school attendance policy (as defined in Florida Statute §1002.41) and have completed all curriculum requirements for graduation (as defined by Florida Statutes §1003.428, §1003.4285, §1003.429, and §1003.43) must submit a completed *Home School Affidavit* in lieu of a high school diploma.

Prior to registering for courses, a student must have on file in the Registrar's Office:

- A completed admission application
- An official high school transcript (or GED scores)
- All placement test results
- The official transcripts for all previous college work
- An affidavit of residence

Official transcripts must be sent directly to the Registrar's Office. Determination of placement in courses and the need for prerequisite classes are based on recent scores earned on the Scholastic Aptitude Test (SAT) and/or American College Testing (ACT), by the college placement test administered at the College, and/or previous college course work.

Admission requirements to the proposed Bachelor of Science in Nursing program at Polk State College are consistent with other state institutions offering the same degree and with general admission policies and practices at Polk State College. Admission to the BSN program requires an associate's degree in Nursing from a regionally accredited institution or a diploma in Nursing from an institution accredited by the National League for Nursing Accrediting Commission, and at least a 2.5 grade point average on a 4.0 point scale in all post-secondary coursework. If the student's associate's degree is from a non-regionally accredited institution, but one that is accredited by a body that is recognized by the U.S. Department of Education, a course-by-course evaluation will be done according to Polk State College's transfer practices and policies. Additionally, students must hold a valid, unrestricted, and unencumbered active Florida Registered Nurse license.

Post-acceptance criteria are consistent with requirements of nursing students enrolled in the Associate of Science in Nursing program offered at Polk State College. After a student is notified of acceptance for admission to the BSN program, current immunization status, negative communicable disease screenings, negative drug screening, and acceptable criminal background inquiry must be documented in order to finalize the admission process and remain enrolled in the program. In addition to publishing the requirements in the Polk State College *Catalog* and website, the Department of Nursing will provide information regarding the completion of these additional admission requirements with the acceptance letter. Applicants with positive drug screenings or specific conviction histories, as cited by Florida state law regulating health care professionals, may not be admitted into the BSN program. Once admitted



to the program, students are held to high ethical and professional standards as defined in the *Nursing Student Policy Manual* that must be met for the student to remain enrolled. BSN students must maintain a valid, active Florida RN license to remain enrolled.

## **2. Faculty credentials:**

It is anticipated that 65% of the BSN upper-division courses at Polk State College will be taught by faculty with a terminal degree, which exceeds the 25% level required by *The Principles of Accreditation, Comprehensive Standard 3.4.5*, Southern Association of Colleges and Schools, Commission on Colleges (SACS-COC).

## **3. Anticipated average student-to-teacher ratio in first year based on enrollment projections:**

Based on the enrollment projections stated in the *Enrollment, Performance, and Budget Plan* form, the anticipated student/teacher ratio is 30:1.

## **4. Summary of SACS and NLNAC accreditation plan:**

Polk State College was approved as a Level II baccalaureate degree granting institution by SACS-COC on June 25, 2009. The College will notify SACS of the new proposed BSN degree as soon as state approval is achieved. A substantive change prospectus will be filed with SACS following published guidelines.

The College will seek approval by the National League for Nursing Accreditation Commission (NLNAC) for the BSN program in 2012 (fee schedule included in Supplemental Materials). The Polk State College Associate of Science in Nursing degree is currently accredited by the NLNAC.

## **5. Curriculum:**

a. Are there similar programs listed in the *Common Prerequisites Counseling Manual* (CPCM) for the CIP code [\(and track, if appropriate\)](#)

CIP code 51.3801, Nursing, AS to BS (Track 2 of 2)

<https://facts23.facts.org/cpp/pdf/stuPdf.jsp?sessionid=u6rgj9xmnGVSAR1zg1XyEQ6>

b. Copy of the latest page from the *CPCM* for the CIP/Track for this program.

A copy of the *CPCM* for this CIP is included in Supplemental Materials.

c. Lower-division common prerequisites required.

Lower-division common prerequisites, credit hours, and the corresponding Polk State College requirement and credit hours are listed in Table H-1 on the following page.

Per Florida statute section 1007.25, Polk State College's BSN will require 36 credits of general education courses. These courses are outlined in Table H-2. Some of these courses are met as part of the AS degree and some are met as part of the lower-division requirements of the BSN. The general education requirements of the BSN align with the general education requirements of the College for the associate in arts degree.

**Table H-1: Common Prerequisites for Polk State College BSN Program**

Common Prerequisite	Credits	Polk State College Requirement	Polk State College Credits
Choose One: BSC x085C BSC x085/x085L BSC x093C BSC x093/x093L	4	BSC 2085C Human Anatomy and Physiology I	5
Choose One: BSC x086C BSC x086/x086L BSC x094C BSC x094/x094L	4	BSC 2086C Human Anatomy and Physiology II	5
Choose One: CHM xxxx BSC xxxx BCH xxxx PCB xxxx PHY xxxx	3	Additional BSC or CHM or PHY	3
Choose One: DEP x004 DEP x054 DEP x000 DEP x414	3	DEP 2004 Human Development	3
Choose One: HUN x201 NUR x192	3	HUN 1201 Principles of Nutrition  <i>Note: The concepts of this course are integrated across the Polk State College AS in Nursing curriculum. Students who complete an AS in Nursing at a college other than Polk State College will need to complete this course.</i>	3
Choose One: MCB x010C MCB x010/x010L MCB x013C MCB x013/x013L MCB x000/x000L MCB x004/x004L	4	MCB 2010C Microbiology	4
Choose One: PSY xxxx SOP xxxx SYG xxxx	3	PSY 2012 General Psychology	3
Choose One: STA x014 STA x023 STA x1222 STA x022	3	STA 2023 Introduction to Probability and Statistics	3

**Table H-2: General Education Requirements**

Polk State College General Education Courses 36 Credits	ASN Program	BSN Program
<b>Communications – 9 Credit Hours</b> <b>Required:</b> Satisfactory completion of the following three courses. ENC 1101: College Composition I ENC 1102: College Composition II LIT 1000: Introduction to Literature	X	X X
<b>Mathematics – 6 Credit Hours</b> <b>Required:</b> Satisfactory completion of one course from each part is required. <b>Part 1: Select one course</b> MAC 1105: College Algebra MGF 1106: Topics in Mathematics <b>Part 2:</b> STA 2023: Introduction to Probability and Statistics	X	X
<b>Natural Sciences – 9 Credit Hours</b> BSC 2085C: Anatomy and Physiology I BSC 2086C: Anatomy and Physiology II	X X	
<b>Social Science - 6 Credit Hours</b> <b>Required:</b> Satisfactory completion of one course from each part is required. <b>Part 1:</b> PSY 2012: General Psychology <b>Part 2: Select one course</b> AMH 1010 or AMH 1020 (History of the United States) ECO 2013 or ECO 2023 (Principles of Micro- or Macro-Economics) POS 1112 or POS 2041 (Local- or National Government) WOH 1012 or WOH 1022 (World History)	X	X
<b>Humanities – 6 Credit Hours</b> <b>Required:</b> Satisfactory completion of one course from each part is required. <b>Part 1:</b> Satisfactory completion of any approved humanities course. <b>Part 2:</b> HUM 2020: Introduction to Humanities	X	X

d. All courses required for the final two years of the baccalaureate program:

The BSN curriculum at Polk State College is designed in a flexible format that minimizes prerequisites needed for the student to progress. Students are not required to complete all lower-division courses before enrolling in upper-division courses and may take most upper-division courses in a non-sequential format. Although a preferred order is designed for the program plan, there is sufficient reinforcement of key concepts across the curriculum, without redundancy of material, to enable students to be successful if courses are taken in a different order. This format accommodates the working adult who typically enrolls part time and must balance class enrollment with work and family responsibilities. In order to promote timely progression toward graduation most of the upper-division courses will be offered at an accelerated pace (FASTRACK), allowing part-time students to complete 9 to 12 credit hours each semester while enrolled in no more than two classes at a time. A template of an ideal order of progression through all required courses is presented in Table H-3 below.

**Table H-3: Suggested Course Progression**

Suggested Course Progression for RN to BSN with ASN (Part Time)		
<b>Semester 1 (Fall)</b>		
ENC 1102: College Composition II (3)		
NUR 3825: Professional Role Transformation (3)		(FASTRACK 1)
NUR 3125: Nursing Science (3)		(FASTRACK 2)
<b>Semester 2 (Spring)</b>		
LIT 1000: Introduction to Literature (3)		
NUR 3065: Health Assessment (3)		(FASTRACK 1)
NUR 3687: Promoting Health & Wellness (3)		(FASTRACK 2)
<b>Semester 3 (Summer)</b>		
MAN 3033: Leadership and Management Practices (3)		
<b>Semester 4 (Fall)</b>		
STA 2023: Statistics (3)		
NUR 3874: Informatics and Clinical Reasoning (3)		(FASTRACK 1)
NUR 3846: Nursing Theory (3)		(FASTRACK 2)
<b>Semester 5 (Spring)</b>		
Humanities (3)		
NUR 4827: Nursing Leadership (3)		(FASTRACK 1)
NUR 4169: Evidence Based Nursing (3)		(FASTRACK 2)
<b>Semester 6 (Summer)</b>		
Upper-division Elective (3)		
<b>Semester 7 (Fall)</b>		
Social Science (3)		
NUR 4636: Family and Community Health Nursing (4)		
<b>Semester 8 (Spring)</b>		
NUR 4108: Professional Nursing Advocacy (3)		(FASTRACK 1)
NUR 4940: Professional Nursing Excellence (5)		

The proposed BSN curriculum is based upon the American Nurses Association *Standards and Scope of Practice* and *Code of Ethics for Nurses* and competencies in published standards and guidelines of national nursing education organizations, such as the National League for Nursing (NLN) and American Association of Colleges of Nursing (AACN).

The proposed BSN program requires 42 credit hours in upper-division coursework as presented in the table below.

A total of 120 credit hours are required to complete the Bachelor of Science in Nursing degree program at Polk State College. Graduation from the BSN program requires that each student must:

- Complete 120 credits as outlined in Table H-4.
- Earn an overall cumulative grade point average of 2.5 or higher.
- Earn a grade of C or better in all upper-division coursework.
- Meet the college-level academic standards (CLAS) set forth by the State of Florida (formerly known as CLAST alternatives).
- Demonstrate proficiency in a foreign language through any of the following means: completion of two years of high school instruction in the same foreign language, completion of a minimum of 8 college-level credits in one foreign language,

achievement of minimum scores on a foreign language proficiency exam approved by the Registrar's Office, or completion of a high school diploma from a foreign country where the student studied in a language other than English.

- Complete 25 percent (30 credit hours) of the BSN program at Polk State College.
- Complete at least 25 percent of the upper-division courses required for the BSN degree at Polk State College, including the capstone course.

**Table H-4: Total Course Requirements for Bachelor of Science in Nursing**

Courses from AS degree and General Education			
		Credits	TOTAL
Nursing Courses from AS degree		32	32
General Education Courses (transferrable)		36	36
Lower Division Common Prerequisite Courses			
Course Number	Course Title	Credits	TOTAL
BSC 2085C	Human Anatomy and Physiology I with lab	5*	0
BSC 2086C	Human Anatomy and Physiology II with lab	5*	0
	Additional BSC or CHM or PHY	3	3
DEP 2004	Human Development	3	3
HUN 1201	Principles of Nutrition	3**	0
MCB 2010C	Microbiology with lab	4	4
PSY 2012	General Psychology	3*	0
STA 2023	Introduction to Probability and Statistics	3*	0
*Hours are omitted from Common Prerequisite totals because course also counts as General Education.			10
**Concepts of HUN 1201 are integrated across the AS Nursing curriculum at Polk State College. Hours are omitted from Common Prerequisite totals.			
<b>TOTAL LOWER DIVISION CREDIT HOURS</b>			<b>78</b>
Upper Division Courses Required for BSN			
Course Number	Course Title	Credits	TOTAL
MAN 3303	Leadership and Management Practices	3	
NUR 3825	Professional Role Transformation	3	
NUR 3125	Nursing Science	3	
NUR 3065	Health Assessment	3	
NUR 3687	Promoting Health and Wellness	3	
NUR 3874	Informatics and Clinical Reasoning	3	
NUR 3846	Nursing Theory	3	
NUR 4169	Evidence-Based Practice	3	
NUR 4108	Professional Nursing Advocacy	3	
NUR 4636	Family and Community Health Nursing	4	
NUR 4827	Nursing Leadership	3	
NUR 4940	Professional Nursing Excellence ( <i>capstone</i> )	5	
Upper Division Elective Courses Required for BSN ( <i>Choose one</i> )			
GEB 3213	Communications in Business	3	
HSA 4553	Healthcare Law and Ethics	3	
MAN 3240	Organizational Behavior	3	
<b>TOTAL UPPER DIVISION CREDIT HOURS</b>			<b>42</b>
<b>TOTAL CREDITS REQUIRED FOR BSN DEGREE</b>			<b>120</b>

e. Specific Associate in Science and/or Associate in Applied Science programs offered at Polk State College that are aligned with the program:

Polk State College offers an Associate of Science in Nursing program (CIP code 1318110100) that is aligned with the proposed BSN program. Students who complete the AS in Nursing at Polk State College will have completed all common prerequisites with the exception of statistics.

f. Limited Access program status:

The BSN is not proposed as a Limited Access program.

## I. ENROLLMENT, PERFORMANCE, AND BUDGET PLAN

### 1. Complete Enrollment, Performance, and Budget Plan (separate Excel sheet also included):

<b>BSN Program Projections Summary</b>	<b>PROJECTED 2010-11</b>	<b>PROJECTED 2011-12</b>	<b>PROJECTED 2012-13</b>	<b>PROJECTED 2013-14</b>
<b>I. PLANNED STUDENT ENROLLMENT</b>				
A. Student Headcount	0	60	90	120
B. Upper Division Student Credit Hours Generated <b>(Resident)</b>	0	1,260	1,890	2,520
Upper Division Student Credit Hours Generated <b>(Nonresident)</b>	0	0	0	0
Upper Division Student Credit Hours Generated <b>(Total)</b>	<b>0</b>	<b>1,260</b>	<b>1,890</b>	<b>2,520</b>
C. Upper Division Student FTE (30 Credit Hours) <b>(Resident)</b>	0.0	42.0	63.0	84.0
Upper Division Student FTE (30 Credit Hours) <b>(Nonresident)</b>	0.0	0.0	0.0	0.0
Upper Division Student FTE (30 Credit Hours) <b>(Total)</b>	<b>0.0</b>	<b>42.0</b>	<b>63.0</b>	<b>84.0</b>
<b>II. PLANNED PERFORMANCE</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
A. Number of Degrees Awarded	0	0	48	72
B. Number of Placements	0	0	48	72
C. Projected Annual Starting Salary	0	0	55,000	55,000
<b>III. ACTUAL, ESTIMATED, &amp; PROJECTED PROGRAM EXPENDITURES</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
<b>INSTRUCTIONAL</b>				
1. Faculty Full-Time FTE	0	2	2	2
2. Faculty Part-Time FTE	0	0	1	2
1. Faculty Full-Time Salaries/Benefits	0	144,000	146,300	148,600
2. Faculty Part-Time Salaries/Benefits	0	0	20,550	41,100
3. Faculty Support: Lab Assistants, etc.	0	0	0	0
<b>OPERATING EXPENSES</b>				
1. Academic Administration	0	19,000	19,250	19,500
2. Materials/Supplies	0	1,000	1,000	1,000
3. Travel	0	0	0	0
4. Communication/Technology	0			0
5. Library Support	0	0	0	0
6. Student Services Support	0	8,500	17,000	17,000
7. Professional Services	0	50,000	50,800	51,600
8. Accreditation	0	15,000	7,000	1,000
9. Support Services	0	9,000	9,000	9,000
<b>CAPITAL OUTLAY</b>				
1. Library Resources	0	3,000	1,000	1,000
2. Information Technology Equipment	0	0	0	0
3. Other Equipment	0	0	0	0
4. Facilities/Renovation	0	0	0	0
<b>TOTAL ACTUAL, ESTIMATED, &amp; PROJECTED PROGRAM EXPENDITURES</b>	<b>0</b>	<b>249,500</b>	<b>271,900</b>	<b>289,800</b>
<b>IV. NATURE OF EXPENDITURES</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
1. Recurring	0	246,500	270,900	288,800
2. Nonrecurring	0	3,000	1,000	1,000
<b>TOTAL</b>	<b>0</b>	<b>249,500</b>	<b>271,900</b>	<b>289,800</b>
<b>V. SOURCES OF FUNDS</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
<b>A. REVENUE</b>				
1. Special State Nonrecurring	0	0	0	0
2. Resident Student Tuition	0	101,997	152,996	203,994
Nonresident Student Tuition	0	0	0	0
3. Contributions or Matching Grants	0	30,479	45,719	60,959
4. Other Grants or Revenues	0	144,000	146,300	148,600
5. Community College Program Funds	0	0	0	0
6. Unrestricted Fund Balance	0	0	0	0
7. Unrestricted Interest Earnings	0	0	0	0
8. Auxiliary Services	0	0	0	0
9. Federal Funds - Other	0	0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>B. CARRY FORWARD</b>	<b>0</b>	<b>0</b>	<b>26,976</b>	<b>100,091</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>0</b>	<b>276,476</b>	<b>371,991</b>	<b>513,644</b>
<b>TOTAL UNEXPENDED FUNDS (CARRY FORWARD)</b>	<b>0</b>	<b>26,976</b>	<b>100,091</b>	<b>223,844</b>

## 2. Budget Narrative

**Planned Student Enrollment:** The College anticipates 60 students the first year, 90 in the second year, and 120 in the third year.

**Planned Performance:** Based on data from other colleges and past experience, the College anticipates 50% of the students enrolling full time and 50% part time, an 80% completion rate, and 24 graduates by May 2013.

### **Actual, Estimated, and Projected Program Expenditures**

**Instructional:** Salary for two full-time faculty persons with benefits will be approximately \$144,000 the first year. As the program grows, we will add adjunct faculty to cover classes the second year totaling (with the full time) approximately \$167,000 for the second year and \$190,000 the third year.

**Operating Expense:** Salary costs of \$77,500 include 20% of the Nursing Director's time and student tutoring and advising. Program accreditation will cost approximately \$22,000. Subscription fees for electronic database subscriptions necessary to support the BSN will be \$9,000 annually.

**Capital Outlay:** Capital outlay will be needed for library resources, \$3000 the first year and \$1000 per year thereafter to update collections and media resources.

**Nature of Expenditures:** Other than the initial library capital outlay, all expenses will be recurring, approximately \$250,000 the first year and increasing to \$290,000 the third year when factoring in typical inflation costs.

**Source of Funds:** Funds to operate the program will come from tuition and fees, \$132,000 the first year, which includes support from two local hospitals for two faculty positions (\$144,000 the first year). This will lead to a \$27,000 carryover the first year and over \$220,000 revenue in excess of expenses by the end of the third year.

## 3. Funding of Start-Up Costs

Given the salary support from private area hospitals, the program is self-funded in year one by tuition and fees. Program implementation will be feasible even if the Legislature does not provide state funding for start-up costs.



## **J. PLAN OF ACTION IF PROGRAM MUST BE TERMINATED**

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### **Summary of train-out alternatives for students**

In the unlikely event that the BSN program is terminated by the College, the procedures as established by SACS-COC will be followed. Following procedures for a substantive change, SACS-COC and the NLNAC would be notified at least six months in advance of the program closing. The College would stop accepting new students into the program and offer the needed classes to allow currently enrolled students who have maintained steady enrollment to graduate from the program. The College would develop a timeline in which the BSN would be phased out and the plan distributed in writing to all affected students and faculty. For those students unable to develop a viable plan within the College's phase-out period, advisors would assist the student with transfer options to other institutions offering similar programs. Faculty affected by the BSN program closing would be eligible to transfer to any open faculty positions and would be assisted by the College in locating other employment.

## K. SUPPLEMENTAL MATERIALS

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#	Document Title	Page
1.	Nursing Advisory Committee Minutes 05-2010	26
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3.	DBOT Minutes – August 23, 2010	31
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5.	Lakeland Regional Medical Center Support Letter	42
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8.	Polk County Schools Workforce Education Department Support Letter	45
9.	Employer Survey Results Summary	46
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12.	NLNAC 2009-2010 Accreditation Fee Schedule	55
13.	Nursing AS-BSN Common Course Prerequisites Extract	56



# Department of Nursing

# Minute

**ATTENDING:**

Annette Hutcherson  
 Patricia Jones  
 Mary Jo Schreiber  
 Trish Shuart  
 Susie Hart  
 Lisa Schlager  
 Kathy Lustila  
 Lynda Schaak

**Meeting:** Nursing Advisory Committee

**Date and Time:** May 4, 2010, 8:00 am in WMS # 124

**Secretary:** Lynda Schaak

**Presiding Officer:** Dr. Annette Hutcherson

**TOPICS**

Welcome and Introductions

Report from NLN Visit (October, 2009)

State Board Results

Curriculum changes

**DISCUSSION**

Dr. Hutcherson reported the NLN Site visitors recommended 2 areas for improvement. 1) Increase documentation in the program evaluation plan (even though parts may be documented elsewhere). 2) Nursing faculty- increase minimal preparation requirements to at least a M.S. PSC will continue to advertise and recruit faculty with advanced degrees.

Dr. Hutcherson reported that PSC grads currently have a 96.08% pass rate. The State pass rate is 90% and the National pass rate is 89%.

1. Last Nursing class to graduate from the former curriculum will be December, 2010.
2. Introduction to Nursing (NUR 1010C) Over 500 students have completed.. 120 are enrolled now. Beginning Fall, 2010 students must past BSC 2086C (A & P II) prior to registering for NUR 1010C. Expect

**RECOMMENDATIONS**

**ACTION**

Committee members responded with congratulatory comments.

<b>TOPICS</b>	<b>DISCUSSION</b>	<b>RECOMMENDATIONS</b>	<b>ACTION</b>
	<p>a decrease in registration when this change occurs.</p> <p>3. Most Nursing faculty will be off in the Summer. Dr. Hutcherson asked Committee members to let her know if they'd like PSC Nursing faculty to offer an in-service etc. during the summer.</p> <p>4. Nursing entrance exam- Being presented to administration and the QAC.</p> <p>5. Nursing Selection Criteria points are based on: points earned first attempt in Nursing pre-reqs (a grade of C = 2 points, B = 3 points, A = 4 points), Overall GPA x 5 = potential of 20 points, Program GPA x 5 = potential of 20 points, Residency (according to PSC definition) = 5 points, ½ point for each pre-requisite and support course taken at PSC except for Pharmacology and Intro to Nursing (as these two can only be taken at PSC), prior degree 2 to 6 points (AA= 2 points, BS or BA = 4, MS or higher = 6).</p> <p>PSC has curriculum framework in place for the RN to BSN program. Waiting for final approval. Estimate offering the RN to BSN program beginning January, 2012.</p>		<p>Lisa Schlager asked if PSC might be able to begin the program before 2012 stating they had several staff members who are completing the general ed. requirements. Dr. Hutcherson will keep Committee members informed if PSC should be able to begin in 2011.</p>

<b>TOPICS</b>	<b>DISCUSSION</b>	<b>RECOMMENDATIONS</b>	<b>ACTION</b>
<p><b>Hospital employment predictions for next 3 years</b></p>	<p>1. LPMC- stated they have been very pleased with PSC Nursing graduates but are being pressed to hire BSNs. The economy is affecting their budget and they are seeing record # of patients in the ER. They are offering tuition reimbursement for employees.</p> <p>2. Winter Haven Hospital- also reported a strong performance from PSC Nursing graduates. They are being faced with the same situation as other hospitals in the county. Mary Jo Schreiber announced the Nursing Research Symposium that will be held in November and that several PSC Nursing alumni are presenting at the event.</p>		

MINUTES NURSING ADVISORY COMMITTEE  
November 2, 2010

Attendees: Patricia Gabrick, Traviss; Gillian Small, WHH; Kathy Hunt, LRMC; Brittany Carson, LWMC; Bettye West, Ridge; Mary Jo Schreiber, WHH; Susie Hart, WHH/Regency; Patricia Jones, PSC; Sharon Miller, PSC; Annette Hutcherson, PSC.

PSC Updates

1. SACS Accreditation: Overall good report. No recommendations in reference to the baccalaureate program which hopefully means no problems for BSN. Recommendations for more evaluation in all areas of college with identified outcomes, data analysis, and use of data.
2. NCLEX results for 3<sup>rd</sup> quarter: state 87%, national 88%, and PSC 95%.
3. Program Learner Outcomes: Revised outcomes reviewed. Annette explained the reasons for revision—evaluation process and need to address assessment of each outcome, use of results, etc and thus the previous 24 outcomes needed to be reduced. Also NLN just announced new competencies of nurse and terminology of outcomes needed to reflect some of the new wording. The overall intent of previous outcomes and expectations of graduates has not been changed—just rewording. Committee indicated support for change and agreed with terminology, indicating they felt the outcomes very much mirrored what they expected of their staff.
4. Transition Content Move: Faculty has voted to move content within the three transition courses so that OB and Peds will be taught in summer term which would help alleviate some of the competition for clinical placement. Patty and Bettye indicated this would help. Discussion regarding clinical placement in general—difficulties in the specialty areas but everyone managed to get placement for next term.
5. RN to BSN: Approved by DBOT, letter of intent has been sent to DOE. Currently working on paperwork to be done, hoping to be on DOE agenda in March with approval for Fall 2011 start. Distribution and review of handout prepared for advisors which outlines required courses. Distribution and review of proposed course descriptions and learner outcomes. Committee indicated support for what has been done thus far and very much favor the program. Will be presented to AQC this month so requested committee members to let us know if they identified any issues with the courses. All agencies offered use of their classroom space for evening classes. Dual enrollment option with FSC for qualified students for accelerated completion of BSN remains in effect.
6. Admissions: Advisory committee at last meeting voiced approval for admissions test. Before the PSC administration approves use of the test, the nursing department was asked to collect some data in regard to how students do on the test at all stages of the program to see if success on the test correlates with success in the program. Trial test was administered to new incoming Nursing I and Transition I students and Nursing III students. Currently in progress for Nursing V. Data for I's and IIIs has been sent to Institutional Research office for analysis of correlation between test scores, GPAs, and course grades. Hope to have report in time to present to administration and admissions committee within next few weeks to hopefully have admission test in place for next application period.
7. Staff Changes: Nicole Brown left; Lynda Schaak's position as recruiter no longer funded so she was moved back to faculty to fill vacancy. The WHH funded position was advertised and applicants interviewed; however, screening committee did not feel that there was an applicant who met the criteria for both education and research. Position remains open.

## Issues

1. Fingerprinting: Currently trying to gather information relative to process for getting students fingerprinted. Bettye verified that the law did not include students; however, many facilities are requiring it anyway. The overall costs to students for immunizations, background check, drug screening, etc is approximately \$500 .
2. Electronic records: Annette asked facilities to remember students as they were moving toward electronic records, med dispensing machines—how can students have access to information for effective clinical learning. Issue was raised at last meeting of Nurse Executives of Polk County so everyone is aware of the concerns. Mary Jo indicated that one possible solution was to try to have “read only” option on records so students could access information without doing data input. This would definitely work for PSC.
3. Preceptors WHH: Gillian indicated that the previous request to not have students with preceptors after February 1 had been withdrawn when she received word that we could not accommodate that request and have students in practicum. Per state regulation, the preceptorship experience cannot be done until the students have completed all course work. Gillian asks that we not assign more than one student to a preceptor and that request will be honored.
4. Background Check: Applicants with felony charge are not being accepted into the program. As communicated by the hospitals this summer, they will not accept the student for clinical in their facilities and if student cannot do clinical, they cannot do the program.
5. Graduate/Employer Follow-up: Program Evaluation Report for 2010 distributed and reviewed. Is time to do employer and graduate follow-up surveys. Employer response very good last time with use of electronic survey. Asked about email access to employees—LRMC has in place; WHH has system that will allow access to about 70 % of nurses; LWMC only supervisors and managers. PSC will plan on electronic survey again for employers and will use facility in-house email for access to as many graduates as possible.

## Facility and School Updates

1. WHH active in research with several staff-led projects underway. Annual research conference this weekend.
2. LRMC has new CEO and very excited about future.
3. LWMC also has new CEO. In process of approval for Stroke Center.
3. Ridge has increased enrollment; added medical coding program. Accreditation in December.
4. Traviss enrollment steady. Graduates still getting jobs, esp physician’s offices.

**MINUTES**  
**POLK STATE COLLEGE**  
**District Board of Trustees Meeting**  
**Monday, August 23, 2010 – 4:00 p.m.**  
**Winter Haven Campus – WST-126**

Dr. Eileen Holden called the August 23, 2010 District Board of Trustees meeting to order at 4:05 p.m.

**Members Present:** Chair Rick Garcia, Mr. Greg Littleton, Mrs. Teresa Martinez, Mr. Ernie Pinner, Dr. Neriah Roberts and Mrs. Cindy Ross

**Members Absent:** None

**Invocation:** Briana Coffman – Sophomore – Polk State College, Winter Haven Campus

**Foundation Special Recognitions – Ms. Tracy Porter**

Ms. Tracy Porter introduced Polk State College Foundation Board member, Mr. Jerry Miller who introduced a special presentation. On behalf of his fellow Polk State College Foundation Board members, Mr. Miller said he is honored to present a generous gift from the medical staff of Heart of Florida Regional Medical Center (HOFRMC) in the amount of \$20,000 for health related scholarships. He said the partnership with the HOFRMC medical staff, with the students of Polk State College and with our own Board member Ms. Linda Pilkington makes this gift even more special. Mr. Miller introduced to the Board Dr. Manuel Jain, the President and Chief of Staff and Dr. Wael Jamaledine, the Secretary and Treasurer of the Executive Board for the staff of HOFRMC. Dr. Jain advised the Board that the gift being presented today is the product of the HOFRMC medical staff's effort to produce excellent healthcare providers. Dr. Holden said she has the honor of sitting on the HOFRMC Advisory Board and has had the opportunity to interact with Dr. Jain. She said the commitment of the HOFRMC medical staff to our community is most admirable.

**Special Recognitions – Dr. Eileen Holden:**

Dr. Holden recognized Mrs. Sonja Govey, who retired on July 30, 2010 from Polk State College. Dr. Holden advised the Trustees that Sonja began working at Polk State College in 1993. Dr. Holden then gave some additional background information on Sonja for the Board's information. Sonja is planning to obtain her A.A. Degree and also plans to return to Polk State College in six months on a part-time basis to work with the students, which is something she has wanted to do for many years.

Dr. Holden also recognized Captain Craig Smith, who recently retired from Polk State College Institute for Public Safety. Captain Smith actually started as a student at Polk State College in 1979. He was an adjunct from 2001 to 2003 and then became the Director of the Institute for Public Safety in 2004.

Dr. Holden then introduced and welcomed Captain Bill Mann, who is now our new Director for the Institute of Public Safety. She added that Captain Mann is a Captain with the Sheriff's Office

Mr. Tom Dowling recognized Ms. Robin Adams from The Ledger and Mr. Tim Conklin from the News Chief who were in attendance at this meeting.

**Agenda:**

Mr. Littleton moved, seconded by Mrs. Martinez to approve the agenda for August 23, 2010. All members voted affirmatively.



### **District Board of Trustees Reorganization**

- **Election of Chair and Vice Chair** – At this time, Dr. Holden opened the floor for nominations for the Chair and Vice Chair for FY 2010-2011. Mr. Pinner moved, seconded by Dr. Roberts to nominate Mr. Rick Garcia as Chair. Mr. Littleton moved, seconded by Mr. Pinner to nominate Ms. Teresa Martinez as Vice Chair. All members voted affirmatively on both nominations.

Dr. Holden then presented a token of appreciation to Mr. Greg Littleton and thanked him for serving as our Board Chair for FY 2009-2010. She said most people realize that this is a volunteer Board, but they often don't realize the amount of time and commitment involved in serving as a Board member.

**At this time, Dr. Holden passed the gavel over to the new Chair, Mr. Rick Garcia to chair the meeting.**

- **Resolution #759 – Facsimile Signature for Bank (FY 2010-2011)** – Mr. Garcia presented and recommended approval of Board Resolution #759 – Facsimile Signature for Bank (FY 2010-2011). Mr. Pinner moved, seconded by Mrs. Martinez to approve Resolution #759 – Facsimile Signature for Bank (FY 2010-2011). All members voted affirmatively.
- **Resolution #760 – Authorization of Facsimile Signatures on Personnel Contracts (FY 2010-2011)** – Mr. Garcia presented and recommended approval of Board Resolution #760 – Authorization of Facsimile Signatures on Personnel Contracts (FY 2010-2011). Mr. Littleton moved, seconded by Dr. Roberts to approve Resolution #760 – Authorization of Facsimile Signatures on Personnel Contracts (FY 2010-2011). All members voted affirmatively.
- **2010-2011 Meeting Dates and Material Deadlines** – Mr. Garcia presented and recommended Board approval of the 2010-2011 Meeting Dates and Material Deadlines for meetings of the District Board of Trustees. At this time, Dr. Holden brought to the Board's attention that our Fall Board Retreat is scheduled for November 2, 2010. She also mentioned that she has been discussing with Mr. Steve Hull the possibility of having our September Board meeting at our new Student Center in Lakeland. Mrs. Ross moved, seconded by Mrs. Martinez to approve the 2010-2011 Meeting Dates and Material Deadlines. All members voted affirmatively.

### **Consent Agenda Items:**

- A. Payroll Distribution for June and July 2010** – Approved on consent agenda. Board action is required.
- B. Warrants for June and July 2010** – Approved on consent agenda. Board action is required.
- C. Tangible Personal Property Deletions** – Mr. Peter Elliott presented and recommended approval of the Tangible Personal Property Deletions.
- D. Personnel Actions** – Mr. Elliott presented and recommended approval of the Personnel Actions for June 1, 2010 – July 31, 2010. Discussion followed.
- E. Salary Schedule Update** – Mr. Elliott presented and recommended approval of the Salary Schedule Update for August 2010. Board action is required.

Dr. Roberts moved, seconded by Mr. Littleton to approve the consent agenda items for June and July 2010. All members voted affirmatively.

Those items included under the Consent section are self-explanatory and are not expected to require discussion before action. Items will be enacted by one motion. If discussion is desired by any Board member on any item, the item should be identified and removed from the Consent agenda for separate action.

**Approval of Board Minutes:**

Mrs. Martinez moved, seconded by Mr. Pinner to approve the June 28, 2010 Board minutes. All members voted affirmatively.

**President's Report**

Dr. Holden advised the Trustees that she has no President's Report to present this month, but she did review the following items for the Board's information:

- Newspaper article in The Ledger regarding Polk State College's record enrollment
- QEP Report

Dr. Holden thanked Ms. Robin Adams for her article in The Ledger on our record enrollment. Dr. Holden also provided copies of the article for the Board's review.

Dr. Holden advised the Trustees that we have mailed our QEP Report "Math: The Bridge to Success." She then thanked Dr. Ross, Professor Kaye Betz and everyone involved who are continuing to tackle this problem. Dr. Holden advised the Trustees that copies of the QEP Report, as well as DVDs are available for their review if they would like to take one. She said that QEP updates will be presented to the Board periodically for their information. Discussion followed.

**Attorney's Report**

- Attorney Don Wilson said that Polk State College was the recipient of the bequest of a house in Winter Haven located several blocks east of here. He advised the Trustees that the College's Facilities Department has taken possession of the property and has arranged for insurance of said property. Mr. Wilson said the College Administration has asked that the real estate be placed into the Foundation for ease of management and operation. He said this property will be sold at an appropriate time in the future, but will be managed by the Polk State College Foundation until that time. Mr. Wilson then recommended Board approval to transfer this real estate from the College to the Foundation and a deed has been prepared for the Board Chair's signature. Discussion followed.

Dr. Roberts moved, seconded by Mrs. Ross to approve the transfer of real estate from the College to the Foundation. All members voted affirmatively.

**Business Services Action Items:**

- A. **Increase in Instructional Pay Rates** - Mr. Elliott presented and recommended Board approval of the Increase in Instructional Pay Rates. He advised the Trustees that we have worked frequently with our adjuncts and we have not raised the adjunct rates for a number of years. Mr. Elliott said there are some competitive issues with our peer institutions in the area which increasing our instructional pay rates will help resolve. Discussion followed.

Mrs. Ross moved, seconded by Mrs. Martinez to approve the Increase to Instructional Pay Rates. All members voted affirmatively.

- B. Approval of the Capital Improvement Program** - Mr. Elliott presented and recommended Board approval of the Capital Improvement Program. He advised the Trustees that this is a regular request for approval of the priority list for capital improvement projects that are funded by PECO. Mr. Elliott then reviewed the list of projects for the Board's information. Dr. Holden added that a more extensive report of our PECO projects will be presented and reviewed at our Fall Board Retreat. Discussion followed.

Mr. Pinner moved, seconded by Mrs. Martinez to approve the Capital Improvement Program. All members voted affirmatively.

#### **Academic & Student Services**

- **New Course and Lab Fees** – Dr. Ross presented and recommended Board approval of the New Course and Lab Fees for August 2010. He reviewed the report for the Board's information.

Mrs. Ross moved, seconded by Mrs. Martinez to approve the New Course and Lab Fees for August 2010. All members voted affirmatively.

- **Baccalaureate Program Proposal** – Dr. Ross presented and recommended Board approval of the Baccalaureate Program Proposal. He advised the Trustees that their approval is needed in order to conduct a needs assessment of local demand for Polk State College to offer a workforce-oriented Bachelor of Science degree in Nursing (BSN) and two additional tracks in the existing BAS degree: Health Administration and Business Information Technology. Discussion followed.

Mr. Pinner moved, seconded by Mr. Littleton to approve the Baccalaureate Program proposal. All members voted affirmatively.

#### **Collegiate High School Reports**

- **Proposed Changes to Services - For Information Only** – Dr. Holden advised the Trustees that we received notification from the Polk County School District that they will no longer provide bus service for charter school students after the end of the calendar year in December 2010. She advised the Trustees that we are on top of this situation and are currently looking at all of our options. Dr. Holden said we have had meetings with Attorney Don Wilson and we will do what it takes to honor our commitment to the parents of our charter school students at least for this year. She said we hope to have a recommendation to present for Board approval by October 2010. Discussion followed.

#### **First Reading Items (No action required)**

- None

#### **Second Reading Items (Final approval)**

- **Board Rule 3.32 – Employee Code of Ethics** – Mr. Elliott presented for final approval revised Board Rule 3.32 – Employee Code of Ethics. He said this rule is being updated to more clearly communicate the standards of conduct expected of College employees and to provide additional guidance from the Board regarding employee responsibilities for preventing and reporting suspected occurrences of fraud. Discussion followed.

Mr. Littleton moved, seconded by Mrs. Martinez to approve Rule 3.32 – Employee Code of Ethics. All members voted affirmatively.

### **Information Only Items**

- A. Investment Interest Comparison for June and July 2010 - No Board Action Required.** Mr. Elliott advised the Trustees that Polk State College has continued to keep its available funds invested in a Money Market account in order to provide the stability and liquidity that is required in Rule 5.06. Mr. Elliott said the returns of the Money Market have declined as interest rates have declined. He said we will continue to monitor this, but the returns of the Money Market have fluctuated with market conditions and we expect this trend to continue in future months. Discussion followed.
- B. Budget Amendment Summary for June and July 2010 –** Mr. Elliott presented and reviewed the Budget Amendment Summary for June and July 2010 for the Board’s information. He said that this summary is an overview of the budget amendments that were posted to the General Ledger during June and July 2010. Mr. Elliott advised the Trustees that there will be a large number of Budget Amendments in the June Board packet as it is necessary to bring our budget back in line with our yearend results. Discussion followed.
- C. Financial Report for June and July 2010 -** Mr. Elliott presented and reviewed the Financial Report for June and July 2010 for the Board’s information. Discussion followed.
- D. Project Status Report –** Mr. Elliott presented and reviewed the Project Status Report for the month of August for the Trustees’ information. He said this report is presented as an informational tool on a variety of college-wide construction projects. Mr. Elliott said some of these construction projects will be delayed and he expects that the larger projects won’t kick-off in earnest until we begin seeing more significant PECO appropriations. Discussion followed.

### **Board Discussion**

Dr. Roberts commented on the recent newspaper article in The Ledger written by Robin Williams. He said this article was an indication that seemingly cooler heads are presently prevailing and there seems to be the willingness to compromise and to work through any difficulties. He said that as a retired school principal, students will always be of the utmost importance to him.

Mr. Pinner thanked Mr. Littleton for his service as Chair for FY 2009-2010. He then congratulated Mr. Garcia and Mrs. Martinez on their new appointments as Chair and Vice Chair for FY 2010-2011.

Mrs. Ross said she is excited and proud of the progress that is being made in Math and that we’re finally figuring out what to do about the problems students are having. Discussion followed.

Mrs. Martinez said she considers it an honor to be appointed as the new Vice Chair for FY 2010-2011.

Mr. Littleton thanked everyone for their support and said it was a pleasure to serve as Board Chair for FY 2009-2010. He said he is so proud to be associated with Polk State College and is very excited about all the positive things that are happening with the College.

Mr. Garcia thanked everyone for his appointment as the new Board Chair for FY 2010-2011.  
District Board of Trustees Meeting Minutes

**Adjournment:**

Having no further business, the meeting adjourned at 5:10 p.m.

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Mr. Ricardo Garcia DBOT Chair	Date
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Eileen Holden, Ed.D. President	Date
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**MINUTES**  
**POLK STATE COLLEGE**  
**District Board of Trustees Meeting**  
**Monday, October 25, 2010 – 4:00 p.m.**  
**Winter Haven Campus – WST-126**

Chair Rick Garcia called the October 25, 2010 District Board of Trustees meeting to order at 4:30 p.m.

**Members Present:** Chair Rick Garcia, Mr. Greg Littleton, Mrs. Teresa Martinez and Mrs. Cindy Ross

**Members Absent:** Mr. Ernie Pinner and Dr. Neriah Roberts

**Invocation:** Nicholas Coffman – SGA Member – Winter Haven Campus

**Foundation Special Recognitions – Ms. Tracy Porter**

Ms. Tracy Porter introduced Polk State College Foundation Board member, Ms. Cindy Price who introduced a special presentation. On behalf of her fellow Polk State College Foundation Board members, Ms. Price said she is honored to present a generous gift of \$100,000 that was recently donated to Polk State College by the Winter Haven Lions Club. She said the Lions Club's Mission Statement is to empower volunteers to serve their community to meet humanitarian needs, to encourage peace and to promote international understanding through Lions Clubs. Ms. Price then introduced Sharon Lewis, President of the Winter Haven Lions Club, as well as Charles Bishop, Bob Gunther and Bill Taylor. Mr. Taylor said the Winter Haven Lions Club has been partners with Polk State College since the 1960s to provide workshops for teachers from all over the United States, as well as a couple of foreign countries during the summer months. He said the history of this money is in Winter Haven and the Lions Club wanted its service to be tied to Polk State College and to our community.

**Special Recognitions – Dr. Eileen Holden:**

Dr. Holden introduced and recognized three employees who are retiring from Polk State College. She began by recognizing and giving some background information on Professor Chloe Warner who began teaching at the College in 1988.

Dr. Holden then introduced and gave some background information on Mr. Don May, one of the employees who recently retired from Polk State College after working here as a maintenance Mechanic since 2001. Dr. Holden advised the Trustees that Don is married to Sandy May, who is also employed at Polk State College.

Dr. Holden then introduced and gave some background information on Mr. Tom Dowling who is retiring after 25 years of exemplary service to Polk State College as the Coordinator of College Information, Public Relations and Marketing.

Dr. Ross introduced and gave some background information on a new employee to Polk State College, Mr. Todd Thuma, who started working here this Fall as our new Instructional Technologist.

Mr. Tom Dowling recognized Mr. Phil Attinger with the News Chief and Ms. Robin Adams with The Ledger who were in attendance at this meeting.

**Agenda:**

Mrs. Martinez moved, seconded by Mr. Littleton to approve the agenda for October 25, 2010. All members voted affirmatively.

**Consent Agenda Items:**

- A. Payroll Distribution for September 2010** – Approved on consent agenda. Board action is required.
- B. Warrants for September 2010** – Approved on consent agenda. Board action is required.
- C. Tangible Personal Property Deletions** – Mr. Peter Elliott presented and recommended approval of the Tangible Personal Property Deletions.
- D. Personnel Actions** – Mr. Elliott presented and recommended approval of the Personnel Actions for September 1, 2010 – September 30, 2010. Discussion followed.

Mrs. Ross moved, seconded by Mrs. Martinez to approve the consent agenda items for September 2010. All members voted affirmatively.

Those items included under the Consent section are self-explanatory and are not expected to require discussion before action. Items will be enacted by one motion. If discussion is desired by any Board member on any item, the item should be identified and removed from the Consent agenda for separate action.

**Approval of Board Minutes:**

Mr. Littleton moved, seconded by Mrs. Ross to approve the September 27, 2010 Board minutes. All members voted affirmatively.

**President's Report**

Dr. Holden presented and reviewed the following items for the Board's information:

- SGA Report
- FDOE – Race to the Top
- Legislative Advocacy
- SACS
- Summit Highlights

Dr. Holden advised the Trustees that Carlos Parra is in charge of Student Activities for the Winter Haven Campus. She added that Melvin Thompson is in charge of Student Activities for the Lakeland Campus and Melvin will be highlighting some events for the Board's information at our November meeting in Lakeland. Dr. Holden said that she is very proud of what Carlos and Melvin are doing with Student Activities. Carlos then presented and reviewed last year's Student Activity events for the Board's information.

Regarding the FDOE – Race to the Top, Dr. Holden advised the Trustees that we have an opportunity to partner with the School District on some of the allocation of Race to the Top. She advised the Trustees that we will discuss this in more detail at our Board Retreat on November 2, 2010. Then if it

is something we want to pursue, we'll have the approval as an action item in November at which time Mr. Garcia can sign for Polk State College to participate.

Dr. Holden gave the Trustees an update on legislative advocacy for their information. She said she has started having meetings with our legislative delegation and they are aware of our needs.

Dr. Holden gave an update on the SACS team's recent visit for the Board's information. She said it was a very successful visit and we're looking at receiving our official reaffirmation in June 2011. Discussion followed.

Dr. Holden advised the Trustees that the Community College National Legislative Summit will be held February 13-16, 2011 in Washington, D.C. She said the details of the Summit are included in this month's President's Report and if anyone is interested in attending the Summit, they should get in touch with Dr. Holden or Pat Baker, so that the appropriate arrangements can be made.

#### **Attorney's Report**

Mr. Wilson advised the Trustees that later this week his office will be sending out the Annual Presidential Evaluation form along with a return envelope. The Trustees need to complete and return the form to him by the deadline indicated prior to our next Board meeting on November 22, 2010. Mr. Wilson said that everything in the evaluations becomes a part of the public report, which will be presented to the Trustees for approval at the November 22, 2010 Board meeting.

#### **Business Services Action Items:**

**A. Authorization of Recurring Salary Increase** – Prior to Mr. Elliott presenting this item for Board approval, Dr. Holden advised the Trustees that we are able to recommend this increase because of the growth money the College has received from the State funding formula. Mr. Elliott then presented and recommended Board approval of the Authorization of Recurring Salary Increases. He advised the Trustees that at our September 21, 2010 meeting of the Planning and Budget Council, the members recommended approval of salary increases and salary schedule changes to implement the final Mercer Salary Study recommendations. Mr. Elliott said these changes will bring Career, Professional/Technical and Administrative Salary Schedules to 95 percent of the salary schedule that was established as a part of the Mercer Salary Study in 2006-2007. He said a recommendation on final changes to the Faculty Salary Schedule is currently under consideration by the Faculty and will be presented at a subsequent meeting. Discussion followed.

Mr. Littleton moved, seconded by Mrs. Martinez to approve the Authorization of Recurring Salary Increase. All members voted affirmatively.

**B. Chain of Lakes Collegiate High School – 2010 Audited Financial Statements** – Mr. Mike Brynjulfson President of Brynjulfson, CPA, an independent auditor for the Charter Schools for Polk State College, reviewed the Chain of Lakes Collegiate High School – 2010 Audited Financial Statements for the Board's information. Discussion followed.

Mrs. Martinez moved, seconded by Mrs. Ross to approve the Chain of Lakes Collegiate High School – 2010 Audited Financial Statements. All members voted affirmatively.

**C. Collegiate High School – 2010 Audited Financial Statements** - Mr. Mike Brynjulfson President of Brynjulfson, CPA, an independent auditor for the Charter Schools for Polk State College,



reviewed the Collegiate High School – 2010 Audited Financial Statements for the Board’s information. Discussion followed.

Mr. Littleton moved, seconded by Mrs. Ross to approve the Collegiate High School – 2010 Audited Financial Statements. All members voted affirmatively.

#### **Academic & Student Services**

- **BSN Degree** – Dr. Ken Ross presented and recommended Board approval of the proposed BSN Degree. He said the first step was to do the needs assessment, which has been done and some of that information has been shared with the Board. As a second step in the BSN process, Dr. Ross said we need Board approval to submit an application to the Florida Department of Education. He said we will make it to the March State Board of Education meeting and then we plan to start the program in the Fall of 2011. He advised the Trustees that he has prepared for them a copy of the data that has been collected. Dr. Ross recommended Board approval to finish and submit the application to the State Board of Education. Dr. Holden acknowledged Mr. Peter Usinger, Dr. Kear and Dr. Hutcherson who have really done much of the leg work along with Dr. Ross to prepare the BSN /Degree application. She also commended the five area hospitals who have given us enormous support in this process. Discussion followed.

Mrs. Ross moved, seconded by Mrs. Martinez to approve moving forward with the BSN Degree. All members voted affirmatively.

#### **Collegiate High School Reports**

- None

#### **First Reading Items (No action required)**

- None

#### **Second Reading Items (Final approval)**

- None

#### **Information Only Items**

- Investment Interest Comparison for September 2010 - No Board Action Required.** Mr. Elliott advised the Trustees that Polk State College has continued to keep its available funds invested in a Money Market account in order to provide the stability and liquidity that is required in Rule 5.06. Mr. Elliott said the returns of the Money Market have declined as interest rates have declined. He said we will continue to monitor this, but the returns of the Money Market have fluctuated with market conditions and we expect this trend to continue in future months. Mr. Elliott advised the Trustees that we have recently made a couple of investment moves and hopefully we’ll see a little higher rate of return, although the current interest rates are still low. Discussion followed.
- Budget Amendment Summary for September 2010** – Mr. Elliott presented and reviewed the Budget Amendment Summary for September 2010 for the Board’s information. He said this summary is an overview of the budget amendments that were posted to the General Ledger during September 2010. Discussion followed.
- Financial Report for September 2010** - Mr. Elliott presented and reviewed the Financial Report for September 2010 for the Board’s information. Discussion followed.



September 22, 2010

Dr. Eileen Holden  
President, Polk State College  
999 Avenue H, Northeast  
Winter Haven, Florida 33881

Dear Dr. Holden:

Lakeland Regional Medical Center (LRMC) is in support of the Polk State College's (PSC) proposal to offer an RN to BSN program. Lakeland Regional Medical Center and Polk State College have enjoyed a mutually beneficial partnership for many years, and LRMC has been pleased to support the College's nursing program.

LRMC employs approximately 1200 nurses. Only 27% of the nurses possess a Bachelor of Science Degree in Nursing (BSN) or higher. We would like for the percentage of BSN prepared staff to be at least 60-70%. LRMC supports further education by offering tuition assistance, flexible scheduling and other opportunities.

PSC graduates of the nursing program who have been employed by LRMC, have been well-prepared. In turn, the quality of patient care at LRMC has been enhanced significantly. It is therefore with great enthusiasm that I endorse, on behalf of Lakeland Regional Medical Center, this important proposal to help nurses working in Polk County broaden the scope of their nursing practice and enhance health care delivery for hundreds of thousands of patients in our Central Florida community for years to come.

Sincerely,



Janet Fansler, MS, RN, CENP  
Vice President/Chief Nurse Executive

Polk State College  
SEP 24 2010  
Office of the President

Dr. Eileen Holden  
President, Polk State College  
999 Ave H NE  
Winter Haven, FL 33881

October 1, 2010

Dear Dr. Holden,

## Winter Haven Hospital

Compassion. Innovation. Trust.

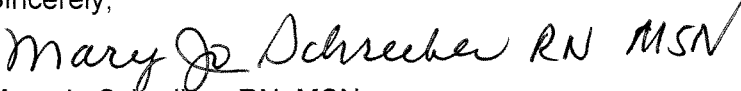
On behalf of Winter Haven Hospital, I would like to express our strong support for the RN-to-BSN Baccalaureate Degree in Nursing program that you are preparing to implement at Polk State College.

We appreciate the professional partnership that we have shared over the years with Polk State College. You have been exceptionally sensitive and responsive to the workforce needs of Winter Haven Hospital as well as the entire county. We appreciate the collaborative relationship that you have with the healthcare providers throughout Polk County, seeking our input regarding programmatic needs. In doing so—and then responding to that input by developing targeted programs—we have been successful in filling critical vacancies. For example, we have been able to maintain staffing in crucial positions in our Cath Lab, as a result of Polk State College's Cardiovascular Tech Program (CVT). And, always true to Polk State College, these CVTs came to us exceptionally prepared. These professionals are a tremendous asset to our organization—and the community.

In the same manner, you are now prepared to support the significant need for a local, affordable RN-to-BSN program in eastern Polk County. As you are aware, the majority of our nurses are Associate's prepared. These nurses provide excellent care and we value them as part of our team. However, since 1965, the American Nurses Association has consistently affirmed that "the BSN is the preferred educational preparation for entry into nursing practice." Research has now clearly identified a direct correlation between the number of BSN prepared nurses and mortality rates. Further, the American Nurse Credentialing Center's Magnet Designation, driven by clinical research and evidence-based practice, also recognizes this. They consider RN education level to be one measure that is reflective of an organization's level of nursing excellence. Thus, we now *require* BSNs for managers, educators and other key positions, and prefer BSNs when hiring staff nurses. We are also actively encouraging all nurses currently on our staff to pursue a BSN degree. We offer tuition assistance, annual scholarship opportunities, and flexible scheduling, which all work to support our nurses in this endeavor. We are excited to have a number of them currently in school. However, for many of the remaining nurses, the lack of a local, affordable program has been a tremendous barrier for them. The RN-to-BSN program at Polk State College will certainly address this issue. We are especially excited that local and affordable does not mean inferior. Like the current Associate in Nursing program, we are confident that the BSN program at Polk State College will also be exceptional. We are truly fortunate to have the level of quality in academic programs that Polk State College brings to our community.

If there is anything further that I can do to support this effort, please let me know. We look forward to the continued collegial relationship with Polk State College.

Sincerely,

  
Mary Jo Schreiber, RN, MSN  
Vice President & Chief Nursing Officer



October 22, 2010

Eileen Holden, Ed.D.  
President  
Polk State College  
999 Avenue H, NE  
Winter Haven, FL 33881-4299

Dear President Holden:

I write to express my strong support for the steps Polk State College is taking to expand access to higher education here in our region. As you know, public higher education is chronically underfunded and geographically limited -- facts that profoundly and adversely impact Polk County.

In particular, I am encouraged by your plans to develop the B.S.N. program to address a well-documented and critical need. I look forward to continuing our collaborative working relationship as both of our institutions seek to provide students in our region with the best possible array of programs, formats and degrees.

Thank you for your continued partnership. Please let me know if I may be of further assistance as you move forward.

Sincerely,

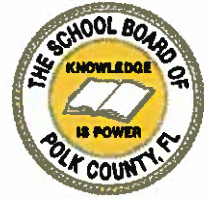
A handwritten signature in black ink, appearing to read "Marshall R. Goodman".

Marshall Goodman, Ph.D.  
Vice President and Campus Executive Officer

UNIVERSITY OF SOUTH FLORIDA POLYTECHNIC  
3433 Winter Lake Road • Lakeland, FL 33803-9807  
(863) 667-7000 • poly.usf.edu



WORKFORCE EDUCATION DEPARTMENT
SCHOOL BOARD OF POLK COUNTY



P.O. BOX 391
BARTOW, FLORIDA 33831

1915 SOUTH FLORAL AVENUE
BARTOW, FLORIDA 33830

(863)-519-8437 • SUNCOM 515-7756 • FAX (863)-534-0788

John K. Small
Senior Director

October 15, 2010

Claudia Smith
Secretary III

Dr. Eileen Holden, President
Polk State College
999 Avenue H NE
Winter Haven, FL 33881

\*\*\*\*\*

Teacher Resource
Specialist/Trainers
TRS/T

Dear Dr. Holden:

Leann Bennett
Family and Consumer
Science Education,
Health Science Education

Based on the results of the Bachelor of Science in Nursing (BSN) needs assessment surveys of September 2010 conducted by Polk State College, as well as the ongoing healthcare needs and bachelor's level nursing shortages of Polk County, I am writing this letter in strong support of the proposed BSN program at your college.

David Byrd
Agriscience,
Natural Resources and
Public Service Education

The results of your needs assessment illustrate the rationale for my support of Polk State College's proposed BSN program. Employers from 19 area healthcare agencies and five area hospitals listed the BSN as the minimum preferred credential for 60% or more of their available positions, yet only 40% of their current nursing positions are filled by nurses with the BSN degree. Seventy-one percent of the employers anticipated that a significant number of their nurses would enroll in a BSN degree program within the next two years if offered at Polk State College. Of the 184 nurses who completed the community needs assessment survey, 73% were interested in obtaining a BSN, 69% were interested in enrolling in the RN to BSN program immediately, and 25% expected to be ready to enroll within the next two years. Ninety percent reported that a BSN is required for career advancement, and 98% would receive tuition support from their employers.

Brian Grip
Industrial and
Technology Education

Serena Peeler
Business Technology
Diversified Education and
Marketing Education

In conclusion, Polk County Public Schools and Polk State College are both committed to a long-term focus on the growth and expansion of high-quality, affordable, accessible educational opportunities for our students and our community in order to increase the health and welfare of all citizens of Polk County. Therefore, as Senior Director of Workforce Education of Polk County Public Schools, I fully support and encourage Polk State College's initiative to offer the much needed Bachelor of Science in the Nursing program.

Derrick Woodard
Career Pathways
Coordinator

David Wiggs
Career Academies,
Carl Perkins Grants

\*\*\*\*\*

Sincerely,

Nathan Whaley
Technical Support

Handwritten signature of John K. Small

Ashley Barnett
Technical Support
Marketing

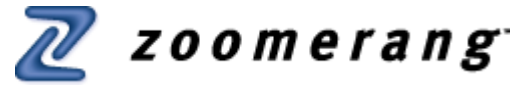
John Small
Senior Director of Workforce Education
Polk County Public Schools

Julie Hudson
Data Specialist

Jeanette Bowden
Secretary III

The Mission of Workforce Education is to educate students to be responsible, productive, competent contributors to the workforce.

# PSC 2010 Employer Survey: Bachelor of Science in Nursing (RN to BSN)



## Results Overview

Date: 10/7/2010 6:45 AM PST  
 Responses: Completes | Partial  
 Filter: No filter applied

Hello and Welcome to Our Employer Survey Polk State College is planning to offer a new Bachelor of Science in Nursing for licensed RNs (RN to BSN). An Associate of Science degree in Nursing will count as the first two years toward the BSN degree. We would like to get your input in support of this planning to ensure that local business needs are met. This program would feature flexibility in times and formats of course offerings, opportunities to transition from an AS degree to a bachelor's degree, and lower cost of tuition. Please use the SUBMIT button below to start the survey. Thank you very much for your help!

**2.** Would individuals with a bachelor's degree in Nursing benefit your organization?

Yes		19	100%
No		0	0%
Total		19	100%

**4.** How desirable would it be for your organization to have employees with a bachelor's degree in Nursing?

Not at all desirable		0	0%
Not very desirable		0	0%
Neither desirable nor undesirable		0	0%
Somewhat desirable		1	5%
Very desirable		18	95%
Total		19	100%



**5.** Approximately what percent of your nurses holds a minimum of a bachelor's degree in nursing?

1-20 percent		9	53%
21-40 percent		8	47%
41-60 percent		0	0%
61-80 percent		0	0%
81-100 percent		0	0%
Total		17	100%



**6.** For approximately what percent of your nursing positions does your organization require or prefer a bachelor's degree in nursing?

1-20 percent		6	38%
21-40 percent		4	25%
41-60 percent		0	0%
61-80 percent		3	19%
81-100 percent		3	19%
Total		16	100%





**7.** Are opportunities for promotion or career advancement available to employees who obtain a bachelor's degree in Nursing?

Yes		17	89%
No		2	11%
Total		19	100%


**8.** Does your organization have a tuition payment or reimbursement plan?

Yes		18	95%
No		1	5%
Total		19	100%


**9.** Approximately how many of your employees do you think might be likely to enroll in an RN to BSN program in the next two years?

Less than 25		5	29%
25-50		6	35%
51-75		2	12%
76-100		0	0%
More than 100		4	24%
Total		17	100%

**10.** Which business/industry category most accurately describes your organization?

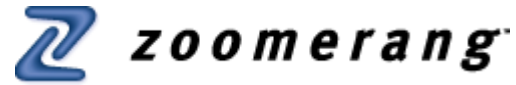
Hospital/Acute Care		16	84%
Long-term care		0	0%
Community based/outpatient care		2	11%
Home Healthcare		0	0%



Other, please specify		1	5%
Total		19	100%

Thank you for your participation. Your help is greatly appreciated! Please use the Submit button below to finish the survey.

# PSC 2010 Nursing Community Survey: Bachelor of Science in Nursing (RN to BSN)



## Results Overview

Date: 1/26/2011 12:45 PM PST  
 Responses: Completes  
 Filter: No filter applied

Hello and Welcome to Our Nursing Community Survey Polk State College is planning to offer a new Bachelor of Science in Nursing for licensed RNs (RN to BSN). An Associate of Science degree in Nursing will count as the first two years toward the BSN degree. We would like to get your input in support of this planning to ensure that nursing student's needs are met. This program would feature flexibility in times and formats of course offerings, opportunities to transition from an AS degree to a bachelor's degree, and lower cost of tuition. Please use the SUBMIT button below to start the survey. Thank you very much for your help!

**2.** How interested are you in pursuing a bachelor's degree in Nursing, either now or at some point in the future?

Extremely interested		91	49%
Very interested		29	16%
Somewhat interested		17	9%
Not interested		6	3%
I already hold a higher degree in nursing		44	24%
Total		187	100%

**3.** If you are interested, when would you like to take the courses of the program? Choose all that apply.

Mornings Mon-Fri		33	22%
Afternoons Mon-Fri		25	17%
Evenings Mon-Thurs		63	42%
Friday evenings		20	13%
Saturdays		46	31%
Online (Web-Based)		113	76%
Other, please specify		14	9%

**4.** How soon would you be ready or interested to begin this program?

Immediately		100	68%
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1 to 2 years		34	23%
2 to 3 years		6	4%
3 years or more		6	4%
Total		146	100%

**5.** What is your preferred Polk State College location for taking bachelor degree courses? Rank in order of preference from 1 to 4, where 4 is most preferred and 1 is least.

Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option.	Least Preferred	2	3	Most Preferred	
	Winter Haven Campus	21 15%	57 40%	40 28%	26 18%
	Lakeland Campus	19 12%	22 14%	55 36%	57 37%
	JD Alexander Center in Lake Wales	96 73%	14 11%	6 5%	16 12%
	Online (Web-Based)	24 16%	17 11%	35 23%	77 50%

**6.** Is a bachelor's degree in Nursing needed for you to pursue career advancement opportunities?

Yes		154	90%
No		17	10%
Total		171	100%

**7.** Does your employer offer a tuition reimbursement plan?

Yes		172	98%
No		4	2%
Total		176	100%

**8.** How important are each of the following when it comes to choosing an educational program? Please use a scale from 1 to 5, where 5 means "very important" and 1 means "not at all important."

Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option.	Not at all Important	Not Very Important	Middle of the Road	Somewhat Important	Very Important	
	Convenience of Location	3 2%	2 1%	7 4%	38 22%	122 71%
	Availability of Online Courses	10 6%	3 2%	23 13%	45 26%	90 53%

Availability of Evening Classes	11 6%	14 8%	28 16%	37 22%	80 47%
Cost of the Program	5 3%	4 2%	13 8%	39 23%	109 64%
Small Class Size (30 or fewer students per class)	14 8%	22 13%	46 27%	36 21%	51 30%
Short Course Sessions (8 weeks instead of 16 weeks)	5 3%	14 8%	41 24%	49 29%	61 36%

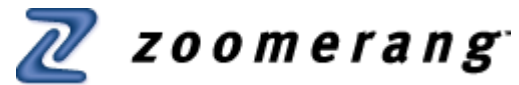
Thank you for your participation! Your help is greatly appreciated! Please use the Submit button below to finish the survey.

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# PSC 2010 Student Survey: BSN and BAS

## Results Overview



Date: 1/26/2011 6:16 AM PST  
Responses: Completes  
Filter: BSN Only

Hello and Welcome to Our Student Survey Polk State College is considering adding three new options to our bachelor's degree programs. Bachelor of Science in Nursing for students who have an active RN license (RN to BSN) Two new concentrations in our Bachelor of Applied Science in Supervision and Management: Healthcare Administration Business Information Technology These programs would feature flexibility in times and formats of course offerings, opportunities to transition from an AS degree to a bachelor's degree, and lower cost of tuition. Please use the SUBMIT button below to start the survey. Thank you very much for your help!

### 1. In which degree program are you currently enrolled?

Certificate		1	0%
AA degree		45	16%
AS degree		191	70%
AAS degree		6	2%
BAS degree		6	2%
Other, please specify		25	9%
Total		274	100%

### 2. How interested are you in pursuing, either now or at some point in the future, one of the proposed programs described above?








Extremely interested		220	80%
Very interested		36	13%
Somewhat interested		11	4%
Not interested		7	3%
Total		274	100%

### 3. In which of the three programs are you most interested? (Please use the Comments section at the end of the survey to explain.)

Bachelor of Science in Nursing for licensed RNs (RN to BSN)		275	100%
Bachelor of Applied Science with concentration in		0	0%

Healthcare Administration			
Bachelor of Applied Science with concentration in Business Information Technology		0	0%
Total		275	100%

**4.** If you are interested, when would you like to take the courses of the program? Choose all that apply.

Mornings Mon-Fri		157	58%
Afternoons Mon-Fri		105	39%
Evenings Mon-Thurs		137	50%
Friday evenings		47	17%
Saturdays		54	20%
Online (Web-Based)		156	57%
Other, please specify		12	4%

**5.** How soon would you be ready or interested to begin this program?

Immediately		70	26%
1 to 2 years		112	41%
2 to 3 years		73	27%
3 years or more		16	6%
Total		271	100%

**6.** What is your preferred Polk State College location for taking bachelor degree courses? Rank in order of preference from 1 to 4, where 4 is most preferred and 1 is least.

Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option.	Least Preferred	2	3	Most Preferred
Winter Haven Campus	39 15%	48 18%	72 27%	109 41%
Lakeland Campus	41 16%	36 14%	58 22%	127 48%
JD Alexander Center in Lake Wales	178 77%	18 8%	16 7%	20 9%
Airside Center in SW Lakeland	128 54%	44 19%	42 18%	21 9%

Online (Web-Based)	67 26%	36 14%	51 20%	104 40%
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7. How important are each of the following when it comes to choosing an educational program? Please use a scale from 1 to 5, where 5 means "very important" and 1 means "not at all important."

Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option.	Not at all Important	Not Very Important	Middle of the Road	Somewhat Important	Very Important
Convenience of Location	2 1%	3 1%	19 7%	56 21%	193 71%
Availability of Online Courses	37 14%	36 13%	41 15%	49 18%	106 39%
Availability of Evening Classes	25 9%	31 12%	46 17%	46 17%	119 45%
Cost of the Program	5 2%	3 1%	24 9%	41 15%	197 73%
Small Class Size (30 or fewer students per class)	21 8%	22 8%	67 25%	69 26%	89 33%
Short Course Sessions (8 weeks instead of 16 weeks)	33 12%	43 16%	82 31%	63 24%	47 18%

Thank you for your participation! Your help is greatly appreciated! Please use the Submit button below to finish the survey.

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## 2009 – 2010 SCHEDULE OF ACCREDITATION FEES

### ANNUAL ACCREDITATION FEES

#### NLN Member

Fee for First Nursing Program \$ 1,875.00

Fee for Each Additional Program 700.00

#### Non-NLN Member

Fee for First Nursing Program \$ 2,875.00

Fee for Each Additional Program 700.00

CANDIDACY FEE \$ 2,500.00

(Fee is to be paid in total at time of Candidacy application.  
Candidacy Status is valid for 4 accrediting cycles.)

### ACCREDITATION REVIEW FEE

Application for Initial & Continuing Accreditation \$ 1,000.00

Site Visit Fee (per evaluator per day) 835.00

### SERVICE FEES

Focused Visit/Follow-Up Visit Fee (plus expenses related to visit) \$ 2,150.00

Reprocessing /Reschedule Site Visit Fee 500.00

Notice of Intent to Appeal Fee 500.00

Appeal Process Fee 5,000.00

### SELF-STUDY FORUM

#### Registration Fee (per attendee)

1 or 2 attendee(s) \$ 395.00

3 or more attendees from the same nursing program 345.00

#### Early Registration Fee (per attendee)

1 or 2 attendee(s) \$ 345.00

3 or more attendees from the same nursing program 295.00

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Payment of fees to the NLNAC is an obligation for recognition of accreditation status.

The Accrediting Commission bills programs for all evaluation processes and an annual accreditation fee. The Accrediting Commission reserves the right to withdraw recognition of accreditation of any program that, after due notice, fails to meet its financial obligations.



<b>Program:</b>	Nursing	<b>CIP:</b>	51.3801
	A.S. to B.S.	<b>Track:</b>	2/2
<b>Offered At:</b>	BC, CC, ESC, FAMU*, FAU*, FSCJ, NWFSC, SCFMS, SPC	<b>Program Length:</b>	120 Cr. Hrs.
	FGCU*, FIU*, FSU*		124
	MDC		125
	IRSC		128

NEW 5/27/09  
 Revised 2/24/2010  
 Changed CIP 5/26/2010 from 51.1601 to 51.3801.

### LOWER LEVEL COURSES

	Cr. Hrs.
— BSCX085C	4
Or— BSCX085/X085L	4
Or— BSCX093C	4
Or— BSCX093/X093L	4
&— BSCX086C	4
Or— BSCX086/X086L	4
Or— BSCX094C	4
Or— BSCX094/X094L	4
&— Select from the following:	
Or— CHMXXXX (1)	3
Or— BSCXXXX (1)	3
Or— BCHXXXX (1)	3
Or— PCBXXXX (1)	3
Or— PHYXXXX (1)	3
&— DEPX004 (1)	3
Or— DEPX054 (1)	3
Or— DEPX000 (1)	3
Or— DEPX414 (1)	3
&— HUNX201 (1)	3
Or— NURX192 (1)	3
&— MCBX010C	4
Or— MCBX010/X010L	4
Or— MCBX013C	4
Or— MCBX013/X013L	4
Or— MCBX000/X000L	4
Or— MCBX004/X004L	4
&— PSYXXXX (1)	3
Or— SOPXXXX (1)	3
Or— SYGXXXX (1)	3
&— STAX014	3
Or— STAX023	3
Or— STAX122	3
Or— STAX022	3

(Please see notes in the following page)

(Continues from previous page)

FOR ALL MAJORS: Students are strongly encouraged to select required lower division electives that will enhance their general education coursework and that will support their intended baccalaureate degree program. Students should consult with an academic advisor in their major degree area.

- (1) Not required for SPC BSN program; Passing score on NCLEX exam demonstrates competency in the content area. NOTE: Graduation from an A.S. program and active RN licensure is required for admission.

Notice to A.S. to B.S.N. Nursing Students: Some colleges and universities may require all general education courses, including the above common prerequisites, to be completed BEFORE application. Some may require all general education courses completed by the time a certain number of nursing courses are completed (before any 4000 level courses are attempted or before the final nursing course) or graduation. See the individual institution for details.

\* Limited Access.