



April 6, 2016

Brenda Fong
California Community Colleges Chancellor's Office
Economic & Workforce Development
Nursing and Allied Health Program
1102 "Q" Street, 3rd Floor
Sacramento, CA 95881-6459

Dear Ms. Fong:

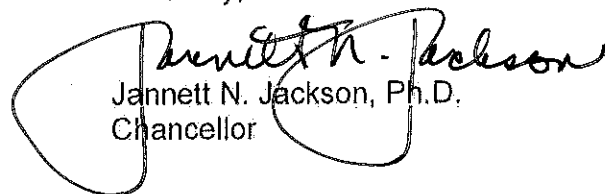
The Chabot-Las Positas Community College District is pleased to submit this application for review in response to the Assessment, Remediation and Retention for Associate Degree of Nursing Program (RFA# 16-200) funding.

The Chabot College Nursing Program is one of the leading nursing programs in the San Francisco Bay Area. The program has had a first-time NCLEX pass rate of 95-100% for the past 10 years. Our partnerships with several premier hospitals keeps our students' clinical experiences current with the latest technologies and training methodologies. This additional funding from the Chancellor's Office will go to fund direct services that increase the retention of students in our program. Funds will support case management, additional time for students to practice in the clinical and simulation labs, and student testing fees.

Thank you again for the opportunity to enhance the Chabot Nursing program with additional funding from the California Community Colleges Chancellors Office. Please find attached the completed grant application. Thank you for the attention.

If you have any questions, or need additional information, please contact the Chabot College Nursing Program Director, Connie Telles directly at ctelles@chabotcollege.edu or by phone (510) 723.6874.

Sincerely,


Jannett N. Jackson, Ph.D.
Chancellor

THIS FORM MAY NOT BE REPLICATED

PROJECT: Assessment, Remediation, and
Retention

COLLEGE: Chabot College

FISCAL YEAR: 2016/17

RFA NUMBER: 16-200

CONTACT PAGE

District:	Chabot-Las Positas CCD		
Address:	CLPCCD, 7600 Dublin Blvd, 3rd Floor		
City:	Dublin	State:	CA Zip: 94568

District Superintendent/President <i>(or authorized designee)</i>			
Name:	Jannett Jackson, Ph.D.	Phone:	(925) 485-5206
Title:	CLPCCD Chancellor	Fax:	(925) 485-5256
E-mail Address:	jjackson@clpccd.org		

Responsible Administrator <i>(Should not be the same as Project Director)</i>			
Name:	Dale Wagoner	Phone:	(510) 723-7202
Title:	Dean of Health, Kinesiology Athletics	Fax:	(510) 723-7298
E-mail Address:	dwagoner@chabotcollege.edu		

Project Director <i>(Person responsible for conducting the daily operation of the grant)</i>			
Name:	Connie Telles, DNP, CNE, RNC-OB	Phone:	(510) 723-6874
Title:	Chabot Nursing Program Director	Fax:	(510) 723-7298
E-mail Address:	ctelles@chabotcollege.edu		

Person Responsible for Data Entry			
Name:	Catherine Gentiluomo	Phone:	(510) 723-6896
Title:	Adm. Assistant Nursing Program	Fax:	(510) 723-7298
E-mail Address:	cgentiluomo@chabotcollege.edu		

District Chief Business Officer <i>(or authorized designee)</i>			
Name:	Lorenzo Legaspi	Phone:	(925) 485-5203
Title:	CLPCCD Vice Chancellor of Business Services	Fax:	(925) 485-5255
E-mail Address:	llegaspi@clpccd.org		

Person Responsible for Budget Certification			
Name:	Karen Esteller	Phone:	(925) 485-5224
Title:	District Budget Officer	Fax:	(925) 485-5271
E-mail Address:	kesteller@clpccd.org		



**CHANCELLOR'S OFFICE, CALIFORNIA COMMUNITY COLLEGES
NURSING EDUCATION PROGRAM**

**ASSESSMENT, REMEDIATION AND RETENTION FOR ASSOCIATE DEGREE
NURSING PROGRAM (RFA# 16-200)**

TABLE OF CONTENTS

NEED	1
RESPONSE TO THE NEED	2
PROJECT MANAGEMENT PLAN	5
WORKPLAN.....	7
APPLICATION BUDGET SUMMARY	20
APPLICATION BUDGET DETAIL SHEET	21

NEED

1. Briefly describe regional and local nursing workforce needs, the scope of the need, and the outcomes expected;

According to the Healthcare Atlas from OSHPD, Alameda County is listed as a Registered Nurse Shortage Area (RNSA). Chabot College, is located in Alameda County in the center of this RNSA. Additionally, all of our clinical sites are located in this RNSA. The current report accessed on 3/15/2016 from OSHPD indicates that 71% of the people in this county are below the 200% poverty level and there is an estimated RN workforce of about 14,000.

Data from the Health Impact report (January, 2016) indicates that an increased employment rate has been reported by newly licensed RNs in California for the third consecutive year. Respondents indicated 50.6% had graduated with an associate degree in nursing. In conclusion, this report states that California needs to prepare newly licensed RNs in traditional roles to meet healthcare trends and demands. The California Employment Department (EDD) forecasts approximately 10,500 new nurses are needed annually for population growth and replacement of retiring nurses. The outcome expected is that all nursing programs in California graduate as many new RNs as possible to meet current healthcare needs.

The goal of the Chabot College Nursing Program is to provide a high-quality nursing education program that graduates well-qualified registered nurses. We also strongly encourage all our students to continue on to get a Bachelor of Science Degree in Nursing. For the past three years over 50 % of our graduating class have continued on to CSUEB to receive a BSN degree.

2. Describe the community college capacity for infrastructure, faculty, equipment, and clinical placements for students; and

Chabot College Nursing Program admits 40 generic students annually. We also have a popular LVN-RN program that backfills open spaces for generic students that fail the program. This increases the amount of students we graduate each year. Next year the Chabot Nursing Program will graduate its 50th class of new RNs.

The nursing program currently houses a large skills lab and up to date simulation lab containing four high fidelity manikins. Generic students will participate in over 21 scenarios over the two year program. LVNs will participate when they are in the last semester of the program. Managers in local acute care hospitals have commented on how much less orientation new nurses need when graduating from a school that has a simulation lab.

The nursing faculty consists of 7 full-time instructors and one director with 100% release time. Our current dean, Dale Wagoner, is very supportive of the nursing program. The

college is in the process of getting another bond to continue to upgrade campus facilities.

As for clinical placements we continue to have placements at St. Rose Hospital, Hayward, Sutter-Eden Hospital Castro Valley, Kaiser Permanente San Leandro, Stanford-ValleyCare Pleasanton, Benioff Children's Hospital Oakland and Gladman Mental Health Rehabilitation Center, Oakland. These sites and administration continue to support our students and preceptorship placements.

3. Describe the current ADN program in terms of attrition, completions and intensive student service needs.

Chabot College has the reputation in our community of graduating a strong, well-prepared RN that will easily assimilate to a bedside nurse. Our NCLEX pass rate for the past 10 years has stayed strong at 95-100 %.

Data submitted to the last BRN report identifies that we do continue to have a high attrition rate at 36%. Many of our students do return a second time to our program and graduate at a later date. With grant money, the program has been able to provide a counselor/case manager, medication pass instructors (allows more one on one time in clinical), an active simulation lab, tutors, more computer access, and software.

RESPONSE TO NEED

1. Describe how your proposal addresses the gaps identified in the "Need" section;

The gap that our program needs to address is the continued high attrition rate. The completion rate for our college students continues to be at 70%. This indicates that our nursing program completion rate is similar to college-wide completion rates. Yet our goal is to have an 85% completion rate for the nursing students. In a review of the data collected by the Office of Institutional Research (OIR) regarding the ethnic minority students over the past five years, we have had a reduction in the non-success of minority students. However, we continue to have a high attrition rate. It appears to the faculty that given the new admissions criteria and new students are more apt to drop from the program due to changes in their career goals. If their experiences in the program become challenging, tough or not what they expected, students decide nursing is not the career for them and resume another path. Therefore, our grant activities center around providing more individual support through a dedicated nursing counselor/case manager and more support in the clinical setting so that students understand early on the level and type of work needed in the nursing profession.

2. Describe the capacity of the college and its partners to successfully implement and institutionalize the project;

a. Describe the current enrollment capacity of the college's ADN-RN program.

Nursing continues to be the second most popular educational path for Chabot students. The required prerequisite courses to the program (sciences, math, English, etc.) continue to be filled and impacted with the pre-nursing students. Therefore the college is very supportive of the nursing program and the students it attracts. There is pressure to continue to have a very successful nursing program with desired graduates that are hired in the community.

Chabot College Nursing Program admits 40 generic students annually. We also have a popular LVN-RN program that backfills open spaces for generic students that fail the program. This increases the amount of students we graduate each year. On average, despite the high attrition rate, we still graduate approximately 40 RN's every year which includes the LVN-RN program students who backfill second year enrollments.

The 2015 BRN Report states, "currently, it appears that RN supply and demand are in close alignment through 2035 if California continues to graduate RNs at the current rate and they are not lost to other states or professions due to the difficulty new graduates are currently facing in finding employment in California."

b. Describe how the implementation of this project will assist in the expansion of the college's enrollment capacity or improve retention of students in the nursing program. Provide detail about the college's enrollment capacity in 2016-17.

These funds will not be used to expand the nursing program, rather it focuses on improving the retention of the students in the program. For example grant activities focus on providing more individual support through a dedicated nursing counselor/case manager and more support in the clinical setting. Increasing the number of simulation scenarios allows students to understand early on the level and type of work needed in the nursing profession. With the addition of a medication pass instructor in all of the medical-surgical courses all students in the clinical area get more opportunity to administer medications and document on the electronic record with more individual instructor assistance. Medication administration is a large portion of the RN's job and with close supervision and guidance students have reported more confidence in their skills.

The counselor/case manager will meet with all new students within the first three weeks to make sure they aren't experiencing any difficulties or second thoughts about the program. The counselor/case manager will also make presentations at all Nursing Program Information meetings and new student orientations to talk about nursing as a career and what to expect. The counselor/case manager also assists/updates the

general counselor/case managers to helpful advice for all students considering a health care career.

There is also a new course that will be offered in the fall called Allied Health Pathway Career course. This course will describe the different health careers available. Hopefully this will improve our attrition rate if students know more about registered nursing before they begin to apply.

- c. If expanding the program, describe how the college will work with other nursing education programs and health care partners to avoid impacting clinical placement opportunities for the students enrolled in those programs.**

This question does not apply to our program as we are not expanding the program at this time.

- d. Describe the commitment of the college administration and other organizations supporting and institutionalizing the project.**

The college President and the Board of Trustees are very committed to the nursing program. Annually, a report is presented to the Board of Trustees and they continue to attend all pinning ceremonies. Next year is the graduation of the 50th nursing class. The college plans to provide a large celebration at that time. Possible plans are to invite all the past graduates to a celebration. The nursing program is considered a flagship program at the college and although it operates at a loss as in terms of revenue (as does most nursing programs), the college makes special allowances for supporting the program in terms of enrollment management, having set aside the funds for the faculty necessary to teach for the past 50 years.

- 3. Describe proposed student assessment, remediation and retention processes that will be developed and implemented to improve student success in the nursing program.**

The following items are used in our remediation plan:

Counselor/case manager: The current counselor/case manager is a retired nursing counselor. She monitors student progress, evaluates transcripts, and counsels students on stress and testing strategies.

Simulation: This is a fairly new teaching modality in nursing that many schools have included into their curriculum. Simulation involves active learning, increases knowledge, communication skills, confidence, decreases anxiety, allows students to make mistakes, and learn from them in a safe environment. Schools and hospitals all around the country are integrating simulation and the faculty at Chabot College is dedicated to making the simulation lab a success.

Medication pass instructor: Currently all of our Medical Surgical clinical courses have an additional clinical instructor for 2-3 hours each shift. This instructor is available to assist with medication administration, complete client assessments and perform procedures with students. This instructor also helps with electronic documentation.

Tutors: Recent graduates are hired as tutors for the classes that are usually difficult (pathophysiology and advanced medical-surgical) nursing.

4. Describe the current selection process for enrolling in the Associate Degree-RN Program. Use terms such as, lottery or random selection, validated merit-based, first come first serve, wait list, prerequisite validation, nursing program alignment committee recommendations, multi-criteria or other descriptors as appropriate.

The Chabot College Nursing Program uses a validated merit-based admission program. This is a 100 point criteria worksheet where seven sections are scored. Students are then ranked according to their scores. The highest rated categories are the science prerequisites (40 points) and the TEAS test (30 points).

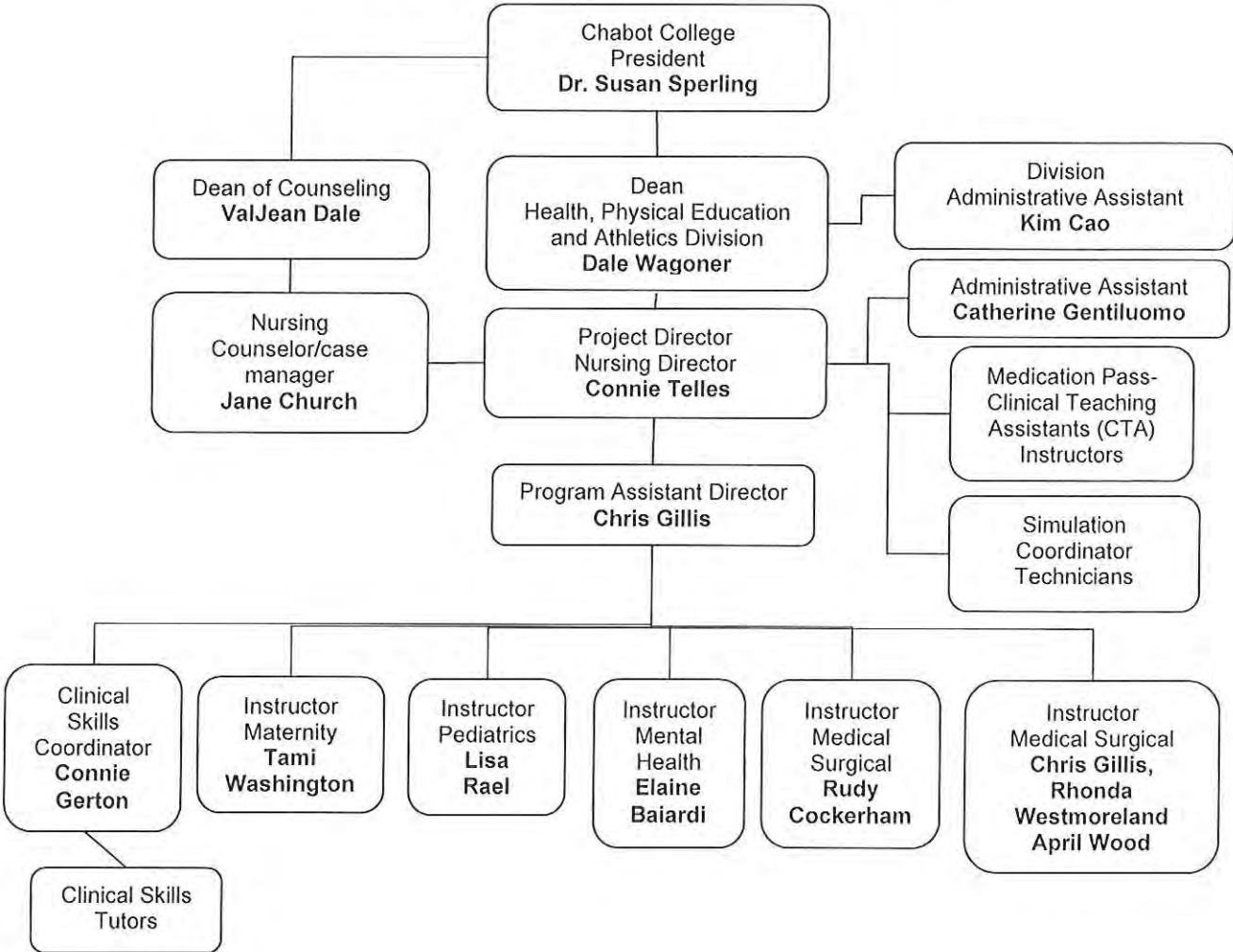
With the help of the OIR we continue to evaluate for disproportional impact and critique the results. The faculty feel this is an improvement over the random selection criteria we had in the past. Yet we now see changes in our student population that continue to keep us finding new ways to educate. The monies from this grant continue to help us remediate our students and have a high pass rate on the NCLEX-RN

PROJECT MANAGEMENT PLAN

D. Organization

The Nursing Program is part of the Health, PE & Athletics Division at Chabot College. The Nursing Program Director, Connie Telles, reports directly to the Dean of Health, PE & Athletics. She is assisted by an Administrative Assistant that is dedicated to the nursing program. The Nursing Program Director oversees all of the faculty and staff in the Nursing Program. The Counselor/case manager supporting the program receives referrals directly from the Program Director. He is supervised by the Dean of Counseling, ValJean Dale who reports to the Vice President of Student Services, Matthew Kritscher.

Chabot College Nursing Program Organizational Chart



E. Project Director/Project Coordinator

The Nursing Program Director, Dr. Connie Telles, will implement the everyday work of the project and the grant objectives, assist in the recruitment, hiring, and supervision of other personnel dedicated to the grant project, develop budget expenditures and allocate resources to the project, serve as the primary contact for disseminating appropriate information and hold final responsibility for all compliance activities related to the grant, including the quality and integrity of the data reported, and serve as the primary contact identified for all correspondence sent from the Chancellor's Office. She has over 37 years in the nursing profession, holds a Doctorate of Nursing Practice (DNP), served as a medical/surgical and maternity instructor/lecturer for 14 years and has served as the Program Director at Chabot since 2010.

THIS FORM MAY NOT BE REPLICATED

PROJECT: Assessment, Remediation, and Retention

DISTRICT: Chabot-Las Positas CCD

COLLEGE: Chabot College

FISCAL YEAR: 2016/17

RFA NUMBER: 16-200

Workplan Cover Page

The signature below of the Nursing Program Director, or other authorized person, certifies that they have read and agree to implement the attached Workplan Objectives and Activities and to work toward achieving the Outcomes specified with funds provided through this grant for this purpose. The allocation of funds is dependent upon the Chancellor's Office receiving funds from State government. Funds shall be used exclusively to expand associate degree nursing programs and to provide assessment, remediation and retention activities to assist students to succeed in the nursing program and to prepare them to complete successfully the National Council Licensure Examination to become eligible for licensure as a registered nurse.

Connie Telles
Signature of the Associate Degree Nursing Program Director

Date: 4/11/2016
Date

Connie Telles, DNP, CNE, RNC-OB
Printed Name

Nursing Program Director
Title

THIS FORM MAY NOT BE REPLICATED

PROJECT: Assessment, Remediation, and Retention

DISTRICT: Chabot-Las Positas CCD

COLLEGE: Chabot College

FISCAL YEAR: 2016/17

RFA NUMBER: 16-200

ANNUAL WORKPLAN

Required Objectives and Activities to be Conducted During Grant Performance Period - (July 1, 2016 to June 30, 2017)

NOTE: Objectives, activities and performance outcomes are provided as a basis for the workplan. The objectives and activities are required. The College should revise the performance outcomes as needed, but may use those provided, if applicable to College's need. Do not delete the outcomes. All objectives and activities must be conducted during the project time frame.

Performance Outcomes highlighted in yellow may require information/fill in the blanks.

OBJECTIVE NUMBER: 1				
Expand current enrollment capacity or maintain prior additional enrollments in the nursing program.				
#	Activities	Timelines	Responsible Person(s)	Performance Outcomes
1.1	Expand or maintain capacity by enrolling additional students above current baseline enrollment capacity during this academic year. Enrollment based on students in the ADN program who meet the statewide cut score for diagnostic assessment test at 62% or above.			If relevant fill in the blanks with the number of additional students you intend to enroll above the program's baseline capacity during the academic year. Provide the number of additional enrollments for either expanding or maintaining current additional enrollments or both. NOTE: Additional enrollments pertain to first semester generic students or LVN to RN students only. <ul style="list-style-type: none"> How many additional students do you plan to enroll in fall 2016? 0 How many additional students do you plan to enroll in spring 2017? 0 Current number of grant students continuing program to completion 80 Total Number of current grant students 80 Number of Students requiring remediation 80
1.2	Review student applications and determine eligibility for admission using college nursing admission protocols appropriately validated or approved by the Chancellor's Office.			Students selected for provisional enrollment

THIS FORM MAY NOT BE REPLICATED

PROJECT: Assessment, Remediation, and Retention

DISTRICT: Chabot-Las Positas CCD

COLLEGE: Chabot College

FISCAL YEAR: 2016/17

RFA NUMBER: 16-200

ANNUAL WORKPLAN

Required Objectives and Activities to be Conducted During Grant Performance Period - (July 1, 2016 to June 30, 2017)

NOTE: Objectives, activities and performance outcomes are provided as a basis for the workplan. The objectives and activities are required. The College should revise the performance outcomes as needed, but may use those provided, if applicable to College's need. Do not delete the outcomes. All objectives and activities must be conducted during the project time frame.

Performance Outcomes highlighted in yellow may require information/fill in the blanks.

OBJECTIVE NUMBER: 2				
Provide a program whereby students demonstrate readiness through diagnostic assessment or successful completion of remedial pre-nursing coursework prior to commencing the registered nursing program.				
☛	Activities	Timelines	Responsible Person(s)	Performance Outcomes
2.1	Provide diagnostic assessment testing to students prior to enrollment in the nursing program.			Chancellor's Office approved assessment test administered to selected provisional students. Those that achieve the cut score are enrolled in the program. Those that do not achieve the cut score are referred for remediation.
2.2	Implement pre-admission protocols for when a student does not reach the cut score.			Pre-admission protocols were implemented for students who did not achieve the cut score on the assessment test.
2.3	Develop a pre-admission plan for remediation for students who do not achieve the cut score indicating readiness for the nursing program.			A pre-admission plan was developed for each student who did not achieve the cut score
2.4	Refer students who do not achieve the cut score to a counselor or case manager for assistance with a pre-admission plan to assist the student in achieving readiness for the nursing program.			Students who do not achieve the cut score are referred to a counselor or case manager for assistance with a pre-admission plan to assist the student in achieving readiness for the nursing program.
2.5	Expand Develop and implement educational pre-entry coursework including, but not necessarily limited to, tutorials or noncredit instruction, that is aligned to the entry level nursing standards and curriculum for students who fail to demonstrate readiness based upon the diagnostic assessment tool.			Individualized remediation plans were developed for each student and the students were given. The number of students who started a pre-entry remediation plan was documented. <ul style="list-style-type: none"> Enter a specific time frame, i.e., one year, two years, etc., in which to complete their plan one semester

THIS FORM MAY NOT BE REPLICATED

PROJECT: Assessment, Remediation, and Retention

DISTRICT: Chabot-Las Positas CCD

COLLEGE: Chabot College

FISCAL YEAR: 2016/17

RFA NUMBER: 16-200

ANNUAL WORKPLAN

Required Objectives and Activities to be Conducted During Grant Performance Period - (July 1, 2016 to June 30, 2017)

NOTE: Objectives, activities and performance outcomes are provided as a basis for the workplan. The objectives and activities are required. The College should revise the performance outcomes as needed, but may use those provided, if applicable to College's need. Do not delete the outcomes. All objectives and activities must be conducted during the project time frame.

Performance Outcomes highlighted in yellow may require information/fill in the blanks.

OBJECTIVE NUMBER: 2		Responsible Person(s)	Performance Outcomes
#	Activities	Timelines	Performance Outcomes
2.6	Enroll students in the ADN program who meet the statewide cut score for diagnostic assessment test.		Students completing their remediation plan were (or will be) admitted to the nursing program. <ul style="list-style-type: none"> Provide time frame for completion, i.e., one year, one year two years, etc.
2.7	Evaluate the effectiveness of specific pre-entry plans, including instructional and campus support services. (In column at right, put an "X" for the option used by your program).		Students are considered successful in their remediation (pre-entry plan) if they <ul style="list-style-type: none"> Successfully complete a remediation plan and successfully retake the assessment/readiness test with a passing composite score, or Demonstrate passing grades in college remediation coursework in the appropriate disciplines to address areas identified as needing improvement by the assessment readiness test, or Document successful completion of a remediation plan that satisfies the intent of assuring readiness for success in the nursing program that is approved by the Nursing Program Director (Type an "X" for the option used by your program). The effectiveness of specific pre-entry plans, including instructional and campus support services are determined and modifications developed for implementation

THIS FORM MAY NOT BE REPLICATED

PROJECT: Assessment, Remediation, and Retention

DISTRICT: Chabot-Las Positas CCD

COLLEGE: Chabot College

FISCAL YEAR: 2016/17

RFA NUMBER: 16-200

ANNUAL WORKPLAN

Required Objectives and Activities to be Conducted During Grant Performance Period - (July 1, 2016 to June 30, 2017)

NOTE: Objectives, activities and performance outcomes are provided as a basis for the workplan. The objectives and activities are required. The College should revise the performance outcomes as needed, but may use those provided, if applicable to College's need. Do not delete the outcomes. All objectives and activities must be conducted during the project time frame.

Performance Outcomes highlighted in yellow may require information/fill in the blanks.

OBJECTIVE NUMBER: 2				
Provide a program whereby students demonstrate readiness through diagnostic assessment or successful completion of remedial pre-nursing coursework prior to commencing the registered nursing program.				
#	Activities	Timelines	Responsible Person(s)	Performance Outcomes
2.8	Compile data for all students who do not demonstrate readiness and require a remediation plan as outlined under <u>Data Collection Requirements</u> .			Data collected and reported to the Chancellor's Office on students who did not demonstrate readiness, who participated in a remediation plan, and who successfully completed their remediation plan.
2.9	Ensure that students participating in an educational remediation plan in order to demonstrate readiness, based upon the diagnostic assessment tools, are not disadvantaged in the program enrollment process.			Coursework prescribed in individual remediation plans will be made available to the students within the remediation time frame and students who successfully complete the remediation plan are returned to the college's enrollment process.
2.10				
2.11				

THIS FORM MAY NOT BE REPLICATED

PROJECT: Assessment, Remediation, and Retention

DISTRICT: Chabot-Las Positas CCD

COLLEGE: Chabot College

FISCAL YEAR: 2016/17

RFA NUMBER: 16-200

ANNUAL WORKPLAN

Required Objectives and Activities to be Conducted During Grant Performance Period - (July 1, 2016 to June 30, 2017)

NOTE: Objectives, activities and performance outcomes are provided as a basis for the workplan. The objectives and activities are required. The College should revise the performance outcomes as needed, but may use those provided, if applicable to College's need. Do not delete the outcomes. All objectives and activities must be conducted during the project time frame.

Performance Outcomes highlighted in yellow may require information/fill in the blanks.

OBJECTIVE NUMBER: **3**

Provide a retention program for students enrolled in the ADN program.

#	Activities	Timelines	Responsible Person(s)	Performance Outcomes
3.1	Provide support services for students enrolled in the nursing program.			Students will have campus resources available to promote retention in the nursing program. Support services in terms of peer mentoring, tutoring, advisement, and counseling are provided to the students.
3.2	Provide a nursing counselor and/or support staff to provide intensive case management and support for students.			A case management approach is utilized to promote student success in the nursing program is: A retired nursing counselor has an office by the nursing faculty.
3.3	Provide tutoring and other support services for students at risk of dropping out of the ADN program.			Identified at-risk students will have support services available.
3.4	Provide appropriate supplies and software to assist in student success.			Student learning is enhanced by up-to-date equipment, instructional material & software.
3.5	Implement early identification, referral and effective intervention strategies for students at risk of failing the ADN program.			Identified at-risk students will receive early and effective intervention to help ensure success.

THIS FORM MAY NOT BE REPLICATED

PROJECT: Assessment, Remediation, and Retention

DISTRICT: Chabot-Las Positas CCD

COLLEGE: Chabot College

FISCAL YEAR: 2016/17

RFA NUMBER: 16-200

ANNUAL WORKPLAN

Required Objectives and Activities to be Conducted During Grant Performance Period - (July 1, 2016 to June 30, 2017)

NOTE: Objectives, activities and performance outcomes are provided as a basis for the workplan. The objectives and activities are required. The College should revise the performance outcomes as needed, but may use those provided, if applicable to College's need. Do not delete the outcomes. All objectives and activities must be conducted during the project time frame.

Performance Outcomes highlighted in yellow may require information/fill in the blanks.

OBJECTIVE NUMBER:		3		
Provide a retention program for students enrolled in the ADN program.				
#	Activities	Timelines	Responsible Person(s)	Performance Outcomes
3.6	Provide faculty opportunities for professional development.			Professional development opportunities will be facilitated.
3.7	Develop and implement a plan for professional development for nursing faculty to improve or increase instructional methodologies.			Faculty will attend professional development activities to enhance teaching, learning and student support.
3.8	Implement faculty recruitment and orientation strategies.			New faculty will be provided a faculty orientation.
3.9				
3.10				

THIS FORM MAY NOT BE REPLICATED

PROJECT: Assessment, Remediation, and Retention
DISTRICT: Chabot-Las Positas CCD
COLLEGE: Chabot College
FISCAL YEAR: 2016/17
RFA NUMBER: 16-200

ANNUAL WORKPLAN

Required Objectives and Activities to be Conducted During Grant Performance Period - (July 1, 2016 to June 30, 2017)

NOTE: Objectives, activities and performance outcomes are provided as a basis for the workplan. The objectives and activities are required. The College should revise the performance outcomes as needed, but may use those provided, if applicable to College's need. Do not delete the outcomes. All objectives and activities must be conducted during the project time frame.
Performance Outcomes highlighted in yellow may require information/fill in the blanks.

OBJECTIVE NUMBER: 4				
Provide support services, review courses or software and practice to assist graduating students to prepare for the National Council Licensure Exam (NCLEX).				
#	Activities	Timelines	Responsible Person(s)	Performance Outcomes
4.1	Provide an NCLEX review course or software for students who are completing the nursing program.			Students will receive assistance in preparing and practicing for the NCLEX exam. NCLEX review courses will be available each semester for students completing the program.
4.2	Monitor student success on the NCLEX exam and make adjustments to program curriculum or the review course and software to improve NCLEX results.			Monitor NCLEX success and evaluate NCLEX Progress Reports to guide curriculum and program revisions.
4.3	Evaluate the effectiveness of the program by tracking students who benefit from this project to determine the NCLEX pass rate.			Students are tracked to determine success on the NCLEX pass rate.
4.4				
4.5				

THIS FORM MAY NOT BE REPLICATED

PROJECT: Assessment, Remediation, and Retention

DISTRICT: Chabot-Las Positas CCD

COLLEGE: Chabot College

FISCAL YEAR: 2016/17

RFA NUMBER: 16-200

ANNUAL WORKPLAN

Required Objectives and Activities to be Conducted During Grant Performance Period - (July 1, 2016 to June 30, 2017)

NOTE: Objectives, activities and performance outcomes are provided as a basis for the workplan. The objectives and activities are required. The College should revise the performance outcomes as needed, but may use those provided, if applicable to College's need. Do not delete the outcomes. All objectives and activities must be conducted during the project time frame.

Performance Outcomes highlighted in yellow may require information/fill in the blanks.

OBJECTIVE NUMBER: 5				
Provide faculty opportunities for professional development.				
#	Activities	Timelines	Responsible Person(s)	Performance Outcomes
5.1	Provide faculty opportunities for professional development.			Professional development opportunities will be facilitated.
5.2	Develop and implement a plan for professional development for nursing faculty to improve or increase instructional methodologies.			Faculty will attend professional development activities to enhance teaching, learning and student support.
5.3	Implement faculty recruitment and orientation strategies.			New faculty will be provided a faculty orientation.
5.4				
5.5				

THIS FORM MAY NOT BE REPLICATED

PROJECT: Assessment, Remediation, and Retention

DISTRICT: Chabot-Las Positas CCD

COLLEGE: Chabot College

FISCAL YEAR: 2016/17

RFA NUMBER: 16-200

ANNUAL WORKPLAN

Required Objectives and Activities to be Conducted During Grant Performance Period - (July 1, 2016 to June 30, 2017)

NOTE: Objectives, activities and performance outcomes are provided as a basis for the workplan. The objectives and activities are required. The College should revise the performance outcomes as needed, but may use those provided, if applicable to College's need. Do not delete the outcomes. All objectives and activities must be conducted during the project time frame.

Performance Outcomes highlighted in yellow may require information/fill in the blanks.

OBJECTIVE NUMBER: 6				
#	Activities	Timelines	Responsible Person(s)	Performance Outcomes
6.1	Disseminate any tools, software, tracking methodologies, best practices, special lessons learned or developed to other community colleges at conferences, or through the Heath Workforce Initiative and the Chancellor's Office. Copies of any materials developed are to be provided to the Chancellor's Office.			Tools, software, tracking methodologies, special lessons learned or developed are disseminated to other community colleges at conferences, or through the Heath Workforce Initiative and the Chancellor's Office. Copies of any materials developed are provided to the Chancellor's Office.
6.2				
6.3				

THIS FORM MAY NOT BE REPLICATED

PROJECT: Assessment, Remediation, and Retention

DISTRICT: Chabot-Las Positas CCD

COLLEGE: Chabot College

FISCAL YEAR: 2016/17

RFA NUMBER: 16-200

ANNUAL WORKPLAN

Required Objectives and Activities to be Conducted During Grant Performance Period - (July 1, 2016 to June 30, 2017)

NOTE: Objectives, activities and performance outcomes are provided as a basis for the workplan. The objectives and activities are required. The College should revise the performance outcomes as needed, but may use those provided, if applicable to College's need. Do not delete the outcomes. All objectives and activities must be conducted during the project time frame.

Performance Outcomes highlighted in yellow may require information/fill in the blanks.

OBJECTIVE NUMBER: 7			
Collect and report data to the Chancellor's Office as required.			
#	Activities	Timelines	Responsible Person(s)
7.1	Collect data as listed below and report to the Chancellor's Office in a timely manner, as required per Education Code, and Contracted quarterly and annual reporting per RFA and application.		
7.2			

Data Collection Requirements:

Education Code Section 78261(g) and (h):

- (g) As a condition of receiving grant funds pursuant to paragraph (2) of subdivision (d), each recipient district shall report to the chancellor's office the following data for the academic year on or before a date determined by the chancellor's office:
 - 1 The number of students enrolled in the nursing program.
 - 2 The number of students taking diagnostic assessments.
 - 3 The number of students failing to meet proficiency levels as determined by diagnostic assessment tools.
 - 4 The number of students failing to meet proficiency levels that enroll in pre-entry preparation classes.
 - 5 The number of students who successfully complete pre-entry preparation classes.
 - 6 The average number of months between initial diagnostic assessment, demonstration of readiness, and enrollment in the nursing program for students failing to meet proficiency standards on the initial diagnostic assessment.
 - 7 The average number of months between diagnostic assessment and program enrollment for students meeting proficiency standards on the initial diagnostic assessment.
 - 8 The number of students who completed the associate degree nursing program and the number of students who pass the National Council Licensure Examination (NCLEX)
- (h) 1 Data reported to the chancellor under this article shall be disaggregated by age, gender, ethnicity, and language spoken at home.

THIS FORM MAY NOT BE REPLICATED

FFY: 2016/17 (e.g. 2015/16)

RFA NUMBER: 16-200 (e.g. 15-123)

PROJECT: Assessment, Remediation, and Retention

FUNDING SOURCE: Nursing and Allied Health - Nursing Program Support



THIS FORM MAY NOT BE REPLICATED

The following information are linked throughout the forms package:

DISTRICT (Grantee): Chabot-Las Positas CCD

COLLEGE: Chabot College

FISCAL YEAR: 2016/17

RFA NUMBER: 16-200

PROJECT: Assessment, Remediation, and Retention

FUNDING SOURCE: Nursing and Allied Health - Nursing Program Support

PROJECT BUDGET: \$ 113,966

THIS FORM MAY NOT BE REPLICATED

PROJECT: Assessment, Remediation, and Retention

DISTRICT: Chabot-Las Positas CCD

COLLEGE: Chabot College

FISCAL YEAR: 2016/17

RFA NUMBER: 16-200

APPLICATION BUDGET SUMMARY

NOTE: Submit details explaining the expenditures by category on the Application Budget Detail Sheet.

Object of Expenditure	Classification	Line	TOTAL PROGRAM FUNDS REQUESTED	
			\$	
			\$	114,000
1000	INSTRUCTIONAL SALARIES	1	\$	94,370
2000	NONINSTRUCTIONAL SALARIES	2	\$	3,150
3000	EMPLOYEE BENEFITS	3	\$	7,802
4000	SUPPLIES AND MATERIALS	4	\$	4,294
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$	0
6000	CAPITAL OUTLAY	6	\$	0
7000	OTHER OUTGO	7	\$	0
TOTAL DIRECT COSTS:		8	\$	109,616
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		9	\$	4,384
TOTAL COSTS:		10	\$	114,000

I authorize this cost proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with State and Federal Regulations.


Project Director:

Name: Connie Telles, DNP, CNE, RNC-OB Title: Chabot Nursing Program Director

Authorized Signature:  Date: 4/11/2016

District Chief Business Officer (or authorized designee):

Name: Lorenzo Legaspi Title: CLPCCD Vice Chancellor of Business Services

Authorized Signature:  Date: 4.12.16

THIS FORM MAY NOT BE REPLICATED

PROJECT: Assessment, Remediation, and Retention

DISTRICT: Chabot-Las Positas CCD

COLLEGE: Chabot College

FISCAL YEAR: 2016/17

RFA NUMBER: 16-200

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	114,000
1000	1200 Simulation Coordinator \$70/hr x 5 hour weekly x 35 weeks - \$12,250	\$	12,250
	1300 Additional Clinical Instructor for N55=(\$70 X 11.5 hours/wk X 18 weeks = \$14,490) and N60B (\$70 X 15 hours/wk X12 wks = \$12,600)	\$	27,090
	1400 Medication pass instructors (\$70.00/hour X 4 hours per wk) for N55 (12 wks X 5 instructors= \$16,800), N60A (30 wks X 2 instructor=\$16,800), N60B (10 wks X 5 instructors = \$14,000)	\$	47,600
	1200 Faculty to teach CPI Training for Students (\$100/hr x 8 hours x 1) = 800		
	1400 Counseling faculty to support nursing students (3 hrs wk x 34 x \$65 = \$6,630)	\$	7,430
2000			
	2302 Nursing Administration Assistant to support grant reporting and administrative function (3 hr/wk x 35 wks \$30/hr)	\$	3,150
		\$	-
3000	Employee Benefits		
	3840 Faculty Fringe 8% of 1000 Total	\$	7,550
	3840 Classified Fringe 8% of 2000 Total	\$	252
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
4000	Supplies and Materials		
	4325 TEAS Testing for incoming student \$50 x 80 students	\$	4,000
	4320 Program Operating Supplies	\$	294
		\$	-
		\$	-
		\$	-
	\$	-	
	Other Operating Expenses and Services		
		\$	-

THIS FORM MAY NOT BE REPLICATED

PROJECT: Assessment, Remediation, and Retention

DISTRICT: Chabot-Las Positas CCD

COLLEGE: Chabot College

FISCAL YEAR: 2016/17

RFA NUMBER: 16-200

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	
		\$	114,000
5000		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
6000	Capital Outlay	\$	-
		\$	-
7000	Other Outgo		
TOTAL DIRECT COSTS:		\$	109,616
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs) :		\$	4,384
TOTAL COSTS:		\$	114,000

THIS FORM MAY NOT BE REPLICATED

PROJECT: Assessment, Remediation, and Retention

DISTRICT: Chabot-Las Positas CCD

COLLEGE: Chabot College

FISCAL YEAR: 2016/17

RFA NUMBER: 16-200

EQUIPMENT BUDGET FORM

I. Equipment List				
Equipment Item Description *	Quantity	Unit Cost	Total Cost	Total Cost Charged to Project
			\$ -	
			\$ -	
			\$ -	
No equipment purchased			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
Grand Total			\$ -	\$ -

* Types of equipment: skills lab, simulation lab, equipment, supplies, human patient simulator, etc.