



MEMORANDUM

DATE	August 14, 2020
TO	Board Members
FROM	Elaine Yamaguchi Executive Officer
SUBJECT	Decision Making Processes for Education Programs

The purpose of this memo is to provide the Board with information on the existing process to review and approve or deny school requests. Attached, please find a report outlining the decisions from the EO's review from April 1-June 30, 2020, and a flow chart illustrating the overall program approval process.

The Board delegated responsibility for specified, routine and non-controversial decisions to the Executive Officer in the mid to late 1990s; so long ago that staff is not able to verify the exact date and Board action. This matter was discussed briefly at the Education and Practice Committee meeting but was not forwarded with a recommendation for action.

The original delegation was established to improve the efficiency of the Board's Education committee and the Board itself. It also enables the schools to respond more quickly; that is, upon notification of a decision from the EO, they may start the process of admitting students or implementing updates in curriculum, and not wait until the Committee or the Board is able to meet and approve the reports. This saves between one to three months.

The current practice, which predates the current management, as outlined on the attached flowchart.

1. The NECs provide their reports to the SNEC for review
2. Upon SNEC approval, the NECs and SNEC meet with the EO and Counsel, approximately twice a month.
3. The EO approves or denies the NEC recommendations, and Counsel reviews for legal compliance.
4. The NECs notify their assigned programs of these decisions or of a referral to the Committee and/or Board.
5. When indicated, the reports are forwarded to the Committee for review and recommendation to the full Board.

One recommended addition would be the production and dissemination of a regular report, either monthly or quarterly, to the full Board to memorialize these decisions.

Without this delegation, the Board members will review and vote on these requests. This would take one of the following forms:

1. If the Board elects to do so on a quarterly basis, or to delegate the sole authority to the Education and Practice Committee at a meeting, there would be approximately 25-35 additional reports to review.
2. If the Board elects to approve the reports on a monthly basis, or to delegate the sole authority to the Education and Practice Committee, there would be a "mail-out" system set up, likely mirroring the process used for the disciplinary balloting. This would likely entail 10-15 reports each month, or five to seven semi-monthly packets. Assuming the full Board, this would require at least six members voting. If delegated only to the Committee, it would entail three of the four members.

Either of these structures creates new staff work to upload the reports, tabulate the votes and communicate with the NECs and programs. This may not be easily absorbable in the current structure.

Staff recommends that the Board approve the current delegation of decisions to the Executive Officer. This includes:

- Review reports with no deficiencies or minor program deficiencies
- Initial program approval
- Continued program approval
- Request to admit a class
- Request to admit students
- Changes to curriculum
- Change in program hours

Agenda Item # 5.B.II



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Date: August 21, 2020
To: Board Members
From: Elaine Yamaguchi, Executive Officer
Subject: Board of Vocational Nursing and Psychiatric Technicians (BVNPT)
Executive Officer Review Decisions –Quarter Two 2020 Report

Executive Officer Review of Nursing Education Consultant (NEC) Program Reports Second Quarter 2020

The Executive Officer took the following actions related to vocational nursing and psychiatric technician programs (Programs).

Effective April 14, 2020:

- **California Career Institute Vocational Nursing Program – Requests Denied.**

The Program requested to admit a part-time class of 30 students, at the Garden Grove campus, commencing on May 4, 2020, and graduating on January 16, 2022, to replace September 29, 2019, graduating class.

In addition, the Program requested to admit a part-time class of 30 students, at the Hawthorne campus, commencing on June 2, 2020, and graduating March 6, 2022, to replace February 9, 2020, graduating class.

- **Copper Mountain College Vocational Nursing Program – Request Approved.**

The Program requested continued program approval.

- **Tulare Adult School Vocational Nursing Program – Requests Approved.**

The Program requested continued program approval.

- **Unitek College, Sacramento, Vocational Nursing Program – Requests Denied**

The Program requested to admit a one-time class of 36 part-time evening and weekend students on May 26, 2020 with a graduation date of December 4, 2021.

The program requested to add this class to the approved ongoing program admissions as the fourth part-time evening and weekend class to replace graduating classes only.

- **Westchester College of Nursing and Allied Health Vocational Nursing Program – Request Approved**

Westchester College of Nursing and Allied Health requested to begin a Vocational Nursing Program. Additionally, the director requested to admit a class of 15 students to commence on September 8, 2020, with an expected graduation date of March 3, 2022.

Effective April 28, 2020

- **Antelope Valley College Vocational Nursing Program – Request Approved.**

The Program requested continued program approval.

- **San Joaquin Delta College, Psychiatric Technician Program – Request to Admit One Class on June 1, 2020 Approved; Request for Approval of one Class Each Year Denied.**

The Program requested to admit a class of 44 students to commence on June 1, 2020 and expected to graduate on June 4, 2021.

Additionally, the director requested to admit a class of 44 students annually to replace graduating students only.

Effective May 14, 2020

- **Chaffey College Vocational Nursing Program.- Request Approved**

The Program requested continued program approval.

- **Concorde Career College, Garden Grove, Vocational Nursing Program – Request Approved**

The Program requested a curriculum change from a full-time curriculum of 54 weeks to a revised full-time curriculum of 50 weeks, effective October 12, 2020. The proposed curriculum consists of 767 theory hours and 955 clinical hours totaling 1722 hours.

- **Concorde Career College, North Hollywood, Vocational Nursing Program – Request Approved**

The Program requested a curriculum change from a full-time curriculum of 54 weeks to a revised full-time curriculum of 50 weeks, effective October 12, 2020. The proposed curriculum consists of 767 theory hours and 955 clinical hours totaling 1722 hours.

- **Concorde Career College, San Bernardino, Vocational Nursing Program – Request Approved**

The Program requested a curriculum change from a full-time curriculum of 54 weeks to a revised full-time curriculum of 50 weeks, effective October 12, 2020. The proposed curriculum consists of 767 theory hours and 955 clinical hours totaling 1722 hours.

- **Concorde Career College, San Diego, Vocational Nursing Program – Request Approved**

The Program requested a curriculum change from a full-time curriculum of 54 weeks to a revised full-time curriculum of 50 weeks, effective September 8, 2020. The proposed curriculum consists of 767 theory hours and 955 clinical hours totaling 1722 hours.

- **Cypress College Psychiatric Technician Program – Continuation of Ongoing Admissions Denied**

The Program was presented for reconsideration of ongoing admissions.

- **Glendale Career College Vocational Nursing Program - Continuation of Ongoing Admissions Denied**

The Program was presented for reconsideration of ongoing admissions.

- **Marian College, Van Nuys, Vocational Nursing Program – Request Approved**

The Program requested continued approval

- **Stanbridge College, Los Angeles, Vocational Nursing Program – Requests Approved**

The Program requested:

1. Approval to start a part-time class of 45 students on May 27, 2020, ending September 7, 2022.
2. Approval to start an additional full-time class of 45 students on June 8, 2020, ending July 26, 2021
3. Approval of modified COVID-19 plan for admission of students following guidelines of the April 30, 2020, Executive Officer's letter sent to all directors of Vocational Nursing Programs in California.

Effective June 11, 2020:

- **California Career Institute Vocational Nursing Program – Requests Approved**

The Program requested to admit a part-time class of 30 students, at the Garden Grove campus, commencing on July 6, 2020, and graduating on March 20, 2022, to replace February 9, 2020, graduating class.

In addition, the program requested to admit a part-time class of 30 students, at the Hawthorn campus, commencing on July 7, 2020, and graduating March 20, 2022, to replace September 29, 2020, graduating class.

- **Cerro Coso College Vocational Nursing Program – Requests Approved**

The Program requested to remove current ongoing admissions. The program has previously been approved for the ongoing admission of one class of 15 students per year; replacing graduating classes only.

The Program requested approval to admit two cohorts of 15 students on August 24, 2020.

- **Gurnick Academy of Medical Arts, San Mateo, Vocational Nursing Program – Referred to July 27, 2020 Education and Practice Committee for Review and Action**

The Program was presented to the Board for reconsideration of ongoing admissions.

- **Mt. San Antonio College Psychiatric Technician Program – Request Approved.**

The Program requested continued program approval.

- **National Career College Vocational Nursing Program – Request Approved.**

The Program requested approval to admit 30 students with 3 alternates to a full-time day class on June 15, 2020.

- **Unitek College, Bakersfield, Vocational Nursing Program – Request to Admit Class on July 27, 2020 Approved; Request to Admit Class on September 21, 2020 Denied**

The Program requested to admit a 46-week full-time day class of 36 students to commence on July 27, 2020.

Additionally, the Program requested to admit a 46-week full-time day class of 36 students to commence on September 21, 2020.

- **Unitek College, Fremont, Vocational Nursing Program – Requests Denied**

The Program requested to admit a part-time evening class of 36 students to commence on July 6, 2020.

Additionally, the Program requested to admit a full-time day class of 36 students to commence on July 6, 2020.

The Program also requested to admit a full-time day class of 36 students to commence on August 3, 2020.

- **Unitek College, Sacramento, Vocational Nursing Program – Request to Admit Class on July 28, 2020 Approved; Request to Add This Class to the Approved Ongoing Program Admissions Denied**

The Program requested to admit a class of 36 part-time evening students on July 28, 2020.

The Program also requested to add this class to the approved ongoing program admissions as the fourth part-time evening and weekend class to replace graduating classes only.

Effective June 23, 2020:

- **Angeles College of Nursing, Los Angeles, Vocational Nursing Program – Request Approved.**

The Program requested to increase class size.

- **Carrington College, Sacramento, Vocational Nursing Program – Request Approved.**

The Program requested approval to admit a class of 30 students to commence on August 24, 2020.

- **Career Care Institute Inc., Moreno Valley, Vocational Nursing Program – Request Approved.**

The Program requested approval to admit 30 students to a full-time evening class on June 29, 2020.

Santa Rosa Junior College Vocational Nursing Program – Request Approved

The Program requested voluntary closure of the vocational nursing program and removal from the list of approved schools, effective June 15, 2020.

Program Review Process

