



**Indiana  
Professional  
Licensing  
Agency**

**Indiana State Board of Nursing**  
402 West Washington Street, Room W072  
Indianapolis, Indiana 46204  
Phone: (317) 234-2043  
Website: PLA.IN.gov

Michael R. Pence, Governor

Nicholas Rhoad, Executive Director

**ANNUAL REPORT FOR PROGRAMS IN NURSING**

**Guidelines:** An Annual Report prepared and submitted by the faculty of the school of nursing, will provide the Indiana State Board of Nursing with a clear picture of how the nursing program is currently operating and its compliance with the regulations governing the professional and/or practical nurse education program(s) in the State of Indiana. The Annual Report is intended to inform the Education Subcommittee and the Indiana State Board of Nursing of program operations during the academic reporting year. This information will be posted on the Board's website and will be available for public viewing.

**Purpose:** To provide a mechanism to provide consumers with information regarding nursing programs in Indiana and monitor complaints essential to the maintenance of a quality nursing education program.

**Directions:** To complete the Annual Report form attached, use data from your academic reporting year unless otherwise indicated. An example of an academic reporting year may be: August 1, 2013 through July 31, 2014. Academic reporting years may vary among institutions based on a number of factors including budget year, type of program delivery system, etc. Once your program specifies its academic reporting year, the program must utilize this same date range for each consecutive academic reporting year to insure no gaps in reporting. You must complete a **SEPARATE report** for each PN, ASN and BSN program.

This form is due to the Indiana Professional Licensing Agency by the close of business on October 1st each year. The form must be electronically submitted with the original signature of the Dean or Director to: PLA2@PLA.IN.GOV. Please place in the subject line "Annual Report (Insert School Name) (Insert Type of Program) (Insert Academic Reporting Year). For example, "Annual Report ABC School of Nursing ASN Program 2013." The Board may also request your most recent school catalog, student handbook, nursing school brochures or other documentation as it sees fit. It is the program's responsibility to keep these documents on file and to provide them to the Board in a timely manner if requested.

Indicate Type of Nursing Program for this Report: PN  ASN  BSN

Dates of Academic Reporting Year: 1 January 2013 – 31 December 2013  
(Date/Month/Year) to (Date/Month/Year)

Name of School of Nursing: Michiana College Education Corporation d/b/a Brown Mackie College – Fort Wayne, Indiana

Address: 3000 E. Coliseum Blvd., Fort Wayne, Indiana 46805

Dean/Director of Nursing Program

Name and Credentials: Susan Holm, RN, MSN

Title: Nursing Administrator Email: sholm@brownmackie.edu



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Nursing Program Phone #: (260) 481-5066 Fax: (260) 481-4351

Website Address: www.brownmackie.edu/FortWayne/

Social Media Information Specific to the SON Program (Twitter, Facebook, etc.): Not Applicable

Please indicate last date of NLNAC or CCNE accreditation visit, if applicable, and attach the outcome and findings of the visit: Not Applicable

If you are not accredited by NLNAC or CCNE where are you at in the process? The process is on hold at this time due to pass rates under the required national standard.

**SECTION 1: ADMINISTRATION**

Using an "X" indicate whether you have made any of the following changes during the preceding academic year. For all "yes" responses you must attach an explanation or description.

- 1) Change in ownership, legal status or form of control Yes  No
- 2) Change in mission or program objectives Yes  No
- 3) Change in credentials of Dean or Director Yes  No
- 4) Change in Dean or Director Yes  No
- 5) Change in the responsibilities of Dean or Director Yes  No
- 6) Change in program resources/facilities Yes  No
- 7) Does the program have adequate library resources? (Attachment #1) Yes  No
- 8) Change in clinical facilities or agencies used (list both additions and deletions on attachment) (Attachment #2) Yes  No
- 9) Major changes in curriculum (list if positive response) Yes  No

**SECTION 2: PROGRAM**



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1A.) How would you characterize your program's performance on the NCLEX for the most recent academic year as compared to previous years? Increasing \_\_\_ Stable \_\_\_ Declining X

1B.) If you identified your performance as declining, what steps is the program taking to address this issue? NCLEX Improvement Plan was developed based on NCLEX Test Plan to address the areas of weakness.

A.) Do you require students to pass a standardized comprehensive exam before taking the NCLEX?  
Yes X No \_\_\_

2B.) If **not**, explain how you assess student readiness for the NCLEX. \_\_\_\_\_

2C.) If **so**, which exam(s) do you require? Assessment Technology Institute, LLC (ATI)

2D.) When in the program are comprehensive exams taken: Upon Completion \_\_\_\_\_  
As part of a course \_\_\_ Ties to progression or thru curriculum X

2E.) If taken as part of a course, please identify course(s): \_\_\_\_\_

3.) Describe any challenges/parameters on the capacity of your program below:

A. Faculty recruitment/retention: Experiencing difficulty hiring MSN prepared faculty for full time and part time positions.

B. Availability of clinical placements: Not Applicable

C. Other programmatic concerns (library resources, skills lab, sim lab, etc.): Not Applicable

4.) At what point does your program conduct a criminal background check on students? During NUR 1000 Health Assessment and prior to placement into a concentration course with a clinical component.

5.) At what point and in what manner are students apprised of the criminal background check for your program? The students are first apprised of the criminal background check for the Associate of Applied Science Degree in Nursing Program with their admissions representative. The admissions representative reviews the program disclosure form with the student and the



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student initials the form when the points have been reviewed. The following points are reviewed with the student:

- The student has been advised that a criminal history, including felony convictions, plea agreements or lesser included offenses, may negatively impact their ability to be placed in a clinical site, obtain licensure through the state board of nursing, take the licensure examination or find employment in their chosen field.
- The student is responsible for self-reporting regarding all felony convictions, all plea agreements and misdemeanor convictions of lesser-included offenses arising from felony arrests that occurs prior to enrollment and/or during enrollment to the nursing program administration. Failure to do so may result in termination of the clinical placement. The student understands that clinical sites and employers may require a criminal background check to be conducted to validate self-reports.
- The student is informed that individuals who have been found guilty of a felony, pleaded guilty to a felony or other offenses, may not be eligible to take professional licensure examinations. The state board of nursing reviews each individual's records on a case-by-case basis and there is no assurance that the student will be able to be licensed. The student understands it is their responsibility, as a student and not that of the college, to carefully research the licensure requirements in the state(s) where they intend to seek licensure because of a conviction.
- The student is informed that certain felony convictions might prohibit them from obtaining employment in the healthcare and/or nursing field. The college has made no promises to the student about finding employment in the field of healthcare and/or nursing.
- The student understands that they will be required to have a clear drug screen in order to participate in the nursing program clinical learning activities.

The criminal background and drug screening policies are also reviewed with the new incoming students at new student orientation during the break out session with the Nursing Administrator. Any background check that comes back with a positive hit is sent to the Nursing Administrator for review. The Nursing Administrator sets up a meeting with the student and advises the student on the potential for denial to clinical sights and program NCLEX-RN examination, and possible future employment difficulty. At the Nursing Administrator's discretion the student's academic advisor is also present for the meeting. Dependent upon the severity of the charges the student



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may be encouraged to transfer to another program. The student's response is documented in CampusVue, and on the background checks form and placed in the student's permanent academic file.

**SECTION 3: STUDENT INFORMATION**

1.) Total number of students admitted in academic reporting year:

Summer 13 Fall 6 Spring 12

2.) Total number of graduates in academic reporting year:

Summer 25 Fall 8 Spring 3

3.) Please attach a brief description of all complaints about the program, and include how they were addressed or resolved. For the purposes of illustration only, the CCNE definition of complaint is included at the end of the report. (Attachment #3)

4.) Indicate the type of program delivery system:

Semesters \_\_\_\_\_ Quarters X Other (specify): (Brown Mackie College's program delivery system is based on the quarter system with a monthly delivery of one course per month.)

**SECTION 4: FACULTY INFORMATION**

A. Provide the following information for **all faculty new** to your program in the academic reporting year (attach additional pages if necessary):

|                                |  |
|--------------------------------|--|
| <b>Faculty Name:</b>           | Dorinda Mosbrucker   |
| <b>Indiana License Number:</b> | 28173385A  |
| <b>Full or Part Time:</b>      | Full Time  |
| <b>Date of Appointment:</b>    | 10/28/2013   |
| <b>Highest Degree:</b>         | Bachelor of Science in Nursing Degree (actively working on MSN completion) |



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|                          |                   |
|--------------------------|-------------------|
| <b>Responsibilities:</b> | Full time Faculty |
|--------------------------|-------------------|

|                                |                                     |
|--------------------------------|-------------------------------------|
| <b>Faculty Name:</b>           | Pamela Thornton                     |
| <b>Indiana License Number:</b> | 28158739A                           |
| <b>Full or Part Time:</b>      | Full Time                           |
| <b>Date of Appointment:</b>    | 3/18/2013                           |
| <b>Highest Degree:</b>         | Master of Science in Nursing Degree |
| <b>Responsibilities:</b>       | Full time Faculty                   |

|                                |  |
|--------------------------------|--|
| <b>Faculty Name:</b>           |  |
| <b>Indiana License Number:</b> |  |
| <b>Full or Part Time:</b>      |  |
| <b>Date of Appointment:</b>    |  |
| <b>Highest Degree:</b>         |  |
| <b>Responsibilities:</b>       |  |

B. Total faculty teaching in your program in the academic reporting year:

1. Number of full time faculty: 4

2. Number of part time faculty: Not Applicable

3. Number of full time clinical faculty: Not Applicable

4. Number of part time clinical faculty: Not Applicable



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5. Number of adjunct faculty: 3

C. Faculty education, by highest degree only:

1. Number with an earned doctoral degree: 0

2. Number with master's degree in nursing: 4

3. Number with baccalaureate degree in nursing: 3

4. Other credential(s). Please specify type and number: \_\_\_\_\_

D. Given this information, does your program meet the criteria outlined in **848 IAC 1-2-13** or **848 IAC 1-2-14**?

Yes X No \_\_\_\_\_

E. Please attach the following documents to the Annual Report in compliance with **848 IAC 1-2-23**:

1. A list of faculty no longer employed by the institution since the last Annual Report; (Attachment #4)
2. An organizational chart for the nursing program and the parent institution. (Attachment #5)



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I hereby attest that the information given in this Annual Report is true and complete to the best of my knowledge. This form **must** be signed by the Dean or Director. No stamps or delegation of signature will be accepted.

Susan Holm RN MSN

9-24-14

Signature of Dean/Director of Nursing Program

Date

Susan Holm, RN, MSN

Printed Name of Dean/Director of Nursing Program

Please note: Your comments and suggestions are welcomed by the Board. Please feel free to attach these to your report.

## Attachment 1

### SECTION 1 (6): ADMINISTRATION

Does the program have adequate library resources?

#### Library Overview

Square Footage: Library: 1079 square feet; Computer lab: 298 square feet, combined are 1377 square feet. Overflow computer lab (adjacent to the library) 595 square feet. A second computer lab is located on the second floor is 595 square feet.

Hours: Monday, Tuesday, and Thursday 8:00 am – 10:00 pm, Wednesday 8:00 am – 8:00 pm, Friday 8:00 am – 5:00 pm, Saturday 8:00 am – 1:00 pm.

Staffing: Two full time library staff: one head librarian (MLS), one Assistant Librarian (B.D., J.D.), and one adjunct faculty (non-MLS).

Computers: 21 student computers (Citrix student system), two administrative computers (Citrix administrative system), one stand-alone PC (no internet access) for computer catalog, with floppy and CD ROM drives to permit students to print documents and save to disks. An additional computer lab has been placed at the Library's disposal for overflow from the Library's computer lab on the second floor. This computer lab houses 24 computer workstations and a printer.

Computer Programs: Administrative side: Windows 2007, Internet Explorer; Student side: Windows 2007, Internet Explorer.

Services: photo copier; printers (1 for student computers, 1 administrative for stand alone PC). Full time library staff offers monthly orientation for new students, resources, services, and policies. Topics included in orientation include hours, loan policies, research tools, computer basics, internet search tips, book/periodical article finding aids, ProQuest and INSPIRE databases. Full time library staff offers presentations to students upon request of an instructor on the following topics: basics of APA format, instructions for searching ProQuest and related databases, INSPIRE, and other in-class discussions as requested. Library staff assist students and faculty with library collection, internet research, computer related problems, photocopier, printer, and iPad use upon request.

Full time library staff prepares pathfinders on selected subjects in frequent demand by student (i.e., Anatomy & Physiology on the internet; Biography Resource Center (INSPIRE), Criminal Justice, HealthSource: Nursing/Academic Education (INSPIRE), job websites, law websites, learning medical terminology, occupational therapy resources, and dietetics technology).

Seating: Computer workstations: 21; Stand alone PC: 1; Study tables: 24.

## RN BMC Library Resources | 2013

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Library Collection: Books: Circulating: 3,799; General Reference: 445; Law Reference: 96; Faculty Development Instruction Resource Center (FDIRC): 91; Instructional Resource Center: 177; Periodicals: 54 current; Newspapers: 3 current; Media: 262.

### Gate Count (monthly average):

2013: 150

Catalog: MS Access: available on the Library webpage on student Citrix system and on the administrative computers at the Librarians' workstation. The library uses an automated library management system (Voyager) that includes modules for online cataloging, check-out/check-in, student records, and library inventory.

### E-resources:

ProQuest and related databases: ABI Complete, ABI/INFORM Dateline, ABI/INFORM Global, ABI/INFORM Trade & Industry, Accounting and Tax, Arts and Humanities Full Text, Asian Business & Reference, Banking Information Source, Britannica Online, Biology Journals, Canadian Business & Current Affairs Complete, Canadian Newsstand Complete, Career & Technical Education, Chronicle of Higher Education, Cochrane, Computing, CQ Researcher, Criminal Justice Abstracts, Criminal Justice Periodicals Index, Culture Gram, Education Journals, eLibrary, Entrepreneurship, ERIC Plus Full Text, European Business, Family Health, Health & Medical Complete/with Medline, Hoover's Company Records, Literature Online, Mergent, Military Collection, Newsstand Complete, Nursing & Allied Health, Oxford Art (Grove Art), Pharmaceutical News Index, Psychology Journals, Religion, Research Library, Science Journals, SIRS Issues Researcher, SIRS Renaissance, Snapshot Series, Social Science Journals, Telecommunications, Westlaw Campus Research. INSPIRE (funded by the State of Indiana).

The following are appropriate to Brown Mackie College – Fort Wayne programs and level of education:

General Education courses: Academic Search Elite; Bartleby.com; Biography in Context (Gale); ERIC; Fund and Wagnalls New World Encyclopedia; Google Scholar; Image Collection; LitFinder; Newspaper Source; Project Gutenberg; WorldCat. Business: Business Source Premier; Career Collection; Company Profiles; Corporate Resource Net; Professional Development Collection; regional Business News. Allied Health/Nursing/Occupational Therapy: Biomedical Reference Collection; Health and Wellness Resource Center; Clinical Pharmacology (Medications); Health Business Full Text; Health Reference Center Academic; HealthSource: Consumer; HealthSource: Nursing/Academic; MEDLINE; MEDLINE Plus; Nursing and Allied Health Collection; Nursing Resource Center. Law: Access Indiana; Census.gov; Military and Government Collection.

Catalog: MS access: available on one library webpage on student Citrix system and one administrative computer at the librarians' workstation.

Circulation: manual check-out, check-in.

Membership: Midwest Collaborative for Library Services (MCLS).

## RN BMC Library Resources | 2013

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Budget: FY2013-2014 monthly budget for Library resources is \$2,000 for new programs; \$400 for existing programs. Periodical subscriptions are funded from academic department supply expenses and are approximately \$200 per month. During this reporting period the campus spend \$1434.00 on subscriptions; \$11,616.00 on electronic subscriptions, and \$3,811.00 on books.

Nursing: The nursing faculty reviews publications and makes all recommendations for acquisition of learning resources and media. The nursing faculty assesses and evaluates learning resources and media and recommendations additions on a monthly basis. The faculty discussions and decisions regarding resources and media materials are documented in faculty meeting minutes found on-site in the faculty meeting minute's binder. The nursing faculty chooses three new titles each month and submits them to the Librarian for purchase. The nursing program currently has over 1,025 books, media items, and periodicals available to students. The faculty chooses topics related to course content for each class offered, evidence-based practice, nursing process, Maslow's Hierarchy of Needs, medical charting and documentation, critical thinking, APA writing format, leadership, nursing theory and theorists, medical dictionaries, laboratory value reference books, and pathophysiology of disease processes to name a few.

### 2013 Changes:

In June of 2013 Brown Mackie College initiated an Ask Today On-line Librarian service to students and staff. Librarians are now on call Monday through Thursday from 8:00 am – 2:00 am, Friday 8:00 am – 11:00 pm, Saturday 10:00 am – 11:00 pm and Sunday 12:00 pm – 2:00 am. All times are Eastern and may vary during school breaks and holidays. This service did eliminate one on-campus librarian but extended the times that assistance is available. Additionally, monthly library workshops are available to students and staff. Topics such as Tour of the Brown Mackie College Online Library, Research Skills in the Online Environment: Get Started Researching Effectively and Efficiently, Points of View Reference Center, Recognizing and Evaluating Peer-Reviewed Sources, Resources for Education Students, Choosing ESBCOhost Databases and APA Format Tips and Tricks are available. Attendees at the live workshops receive a certificate of completion.

## Attachment 2

SECTION 1 (8): ADMINISTRATION

Change in clinical facilities or agencies used (list both additions and deletions).

| Clinical Affiliation                              | Program | Affiliation Agreement Expiration Date | January 1, 2013 – December 31, 2013 Activity |
|---|---------|---------------------------------------|--|
| Avalon Village                                    | RN      | 8/30/2014                             | Addition                                     |
| Byron Health                                      | RN      | Not renewed                           | Deletion                                     |
| Cedars  | RN      | 8/15/2015                             | Deletion                                     |
| Glenbrook Rehabilitation & Skilled Nursing Center | RN      | 3/1/2014                              | Addition                                     |
| Lakeland Health & Rehabilitation                  | RN      | 4/1/2016                              | Deletion                                     |
| Summit City Health & Rehabilitation               | RN      | 4/30/2017                             | Addition                                     |
| Veteran's Hospital                                | RN      | Valid indefinite                      | Deletion                                     |

## Attachment 3

### SECTION 3: STUDENT INFORMATION

Please attach a brief description of all complaints about the program, and include how they were addressed or resolved. For the purposes of illustration only, the CCNE definition of complaint is included at the end of the report.

1. June 3, 2013, a complaint letter was submitted to the Dean of Academic Affairs, Jeff Gulley by student Y.K. alleging instructor Melissa Lucio discriminated against her because of her race by sending her home from a clinical when she arrived after the stated time in the Associate of Applied Science Degree in Nursing Student Handbook in the policy of Clinical Tardiness. Y.K. alleges that the instructor allowed a Caucasian student to arrive at the clinical site late the prior week.

Response: The action was pursuant to the policy in the Student Handbook. With regard to this incident, the determination is that the Brown Mackie College Non-Discrimination Policy was not violated. The general complaints about the actions of Ms. Lucio were referred to the Nursing Administrator for further review and follow-up.

April 9, 2013, Y.K. alleges that a medication error was made at a clinical site and a ten page research paper was assigned to the entire class with the exception of the Caucasian student who made the medication error.

Response: Findings show that every student at the clinical site that day was required to complete a research paper on medication administration including the student who made the medication error.

March 2013, Y.K. alleges that she and another student were sent home from clinical for not having their portfolio. Y.K. claims that the instructor did not check the portfolio's of the student's of "the other race." Y.K. complains that she had to make up the clinical and pay the make-up fee.

Response: Findings show that the student was properly sent home from the clinical site when she did not have her required portfolio. While the instructor may not have followed the policy by reviewing the portfolios of all students, the evidence does not demonstrate that students of another race did not have their portfolios and were allowed to remain at the clinical site. With regard to this incident, the determination is that the Brown Mackie College – Fort Wayne Non-Discrimination Policy was not

## AAS Nursing Program Complaints | 2013

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violated. The instructor's performance was further investigated by the Nursing Administrator and no longer works for Brown Mackie College.

April, 2013, Y.K. alleges that a clinical instructor allowed a Caucasian student to remain at the clinical site even though the student did not have the required documents in her portfolio.

Response: Findings show that student in question did not have the required documents in her portfolio. The instructor was told to send the student home. The instructor did not follow the instructions, but instead allowed the student to remain at the clinical site. It was later determined that Redimed faxed a copy of the student's negative drug screen to the clinical site. This instructor is no longer employed as a clinical instructor at Brown Mackie College. The instructor would not communicate with the investigator.

2. June 3, 2013, a complaint letter was submitted to the Dean of Academic Affairs, Jeff Gulley by student S.M. alleging that May 31, 2013 students were not allowed to take a 15 minute break contrary to the policy in the Student Handbook.

Response: The clinical site instructor stated that the students did not receive any breaks as the clinical was 7.5 hours (7:00 am – 2:30 pm). The students did receive a lunch break, even though it is not required under the policy. The Student Handbook states that students will receive certain breaks if attending an eight hour or twelve hour clinical, but does not provide for any breaks for a clinical less than eight hours.

May 31, 2013 S.M. also alleges that Ms. Lucio directed her and another African American student to pass out ice water to patients. Complaint states that a Caucasian student was sitting in the nurse's area and was not working, but that Ms. Lucio did not require her to pass out ice water.

Response: Cynthia Murdock a hospital employee told the clinical instructor that any student who was not busy could help out by passing fresh ice water to patients. Ms. Murdock states that she observed S.M. and the other African American student standing or sitting around during their clinical time on May 31, 2013, and on several other days. Helen Coffman a hospital employee stated that on May 31, 2013 S.M. was very snippy to her and had bad body language with instructor. Instructor states that she told S.M. and R.M. to pass out ice water and that she did not ask N.R. the Caucasian student to do so because she was working on a different hallway. The student was sitting at the nurse's station to look up information about the heart on her iPad because she had

## AAS Nursing Program Complaints | 2013

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approached the instructor with a question about the heart. Instructor states that S.M. had a defiant attitude on May 31, 2013 and believes it was because S.M. was angry that another student was not allowed to stay at the site because she had arrived late. Based on the above findings it is determined that the Brown Mackie College –Fort Wayne Non-Discrimination Policy was not violated.

S.M. also complained that the instructor was talking and laughing with the Caucasian students but had a very dry attitude with the African American students during lunch time. S.M. complains that the instructor saved seats for the Caucasian students and signaled them to sit with her.

Response: Instructor states that during lunch on May 31, 2013 she sat by a hospital employee, did not save seats for any student and states that S.M. and R.M. consistently sit together at lunch away from the rest of the group. Instructor states that she and the same hospital employee have had lunch in the past with S.M. and three other African American students. The hospital employee verified instructor's statements. Based on the investigation it was determined that the Brown Mackie College – Fort Wayne Non-Discrimination Policy was not violated.

S.M. also alleges that the student handbook does not allow cell phones at clinical, but that the instructor allowed for a Caucasian student to have her cell phone out.

Response: The instructor states that during post-conference on May 31, 2013 clinical, that she told all of the students that they could use their cell phones or iPads in the library for research in order to complete assigned worksheets. She states that the complainant was sitting in the back of the room with her friends and not listening, so she does not believe that they heard her instructions. Based on the findings it is determined that the Brown Mackie College – Fort Wayne Non-Discrimination Policy was not violated.

3. June 3, 2013, a complaint letter was submitted to the Dean of Academic Affairs, Jeff Gulley by student R.M. alleging that May 31, 2013 students were not allowed to take a 15 minutes break contrary to the policy in the Student Handbook.

Response: The clinical site instructor stated that the students did not receive any breaks as the clinical was 7.5 hours (7:00 am – 2:30 pm). The students did receive a lunch break, even though it is not required under the policy. The Student Handbook states

## AAS Nursing Program Complaints | 2013

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that students will receive certain breaks if attending an eight hour or twelve hour clinical, but does not provide for any breaks for a clinical less than eight hours.

May 31, 2013 R.M. also alleges that the clinical instructor directed her and another African American student to pass out ice water to patients. Complaint states that a Caucasian student was sitting in the nurse's area and was not working, but that she did not require her to pass out ice water.

Response: Instructor states that she told S.M. and R.M. to pass out ice water and that she did not ask N.R. the Caucasian student to do so because she was working on a different hallway. The student was sitting at the nurses' station to look up information about the heart on her iPad because she had come to her with a question about the heart. Based on the above findings it is determined that the Brown Mackie College – Fort Wayne Non-Discrimination Policy was not violated.

R.M. complains that the clinical instructor saved seats for the Caucasian students and signaled them to sit with her in the cafeteria on May 31, 2013, and segregated the African American students from the Caucasian students.

Response: Instructor states that during lunch on May 31, 2013 she sat by a hospital employee, did not save seats for any student and states that S.M. and R.M. consistently sit together at lunch away from the rest of the group. She states that she and the same hospital employee have had lunch in the past with R.M. and three other African American students. The hospital employee verified the instructor's statements. Based on the investigation it was determined that the Brown Mackie College – Fort Wayne Non-Discrimination Policy was not violated.

R.M. also alleges that the Student Handbook does not allow cell phones at clinical, but that the clinical instructor allowed for a Caucasian student to have her cell phone out.

Response: Instructor states that during post-conference on May 31, 2013 clinical, that she told all of the students that they could use their cell phones or iPads in the library for research in order to complete assigned worksheets. She states that the complainant was sitting in the back of the room with her friends and not listening, so she does not believe that they heard her instructions. Based on the findings it is determined that the Brown Mackie College – Fort Wayne Non-Discrimination Policy was not violated.

**Attachment 4**

**SECTION 4 (E 1): FACULTY INFORMATION**

Please attach the following documents to the Annual Report in Compliance with 848IAC1-2-23:

1. A list of faculty no longer employed by the institution since the last annual report.

| <b>Employee</b>  | <b>Program</b>   | <b>Termination Date</b> |
|------------------|------------------|-------------------------|
| Hall, Patsy      | Registered Nurse | 4/19/2013               |
| Thornton, Pamela | Registered Nurse | 8/30/2013               |

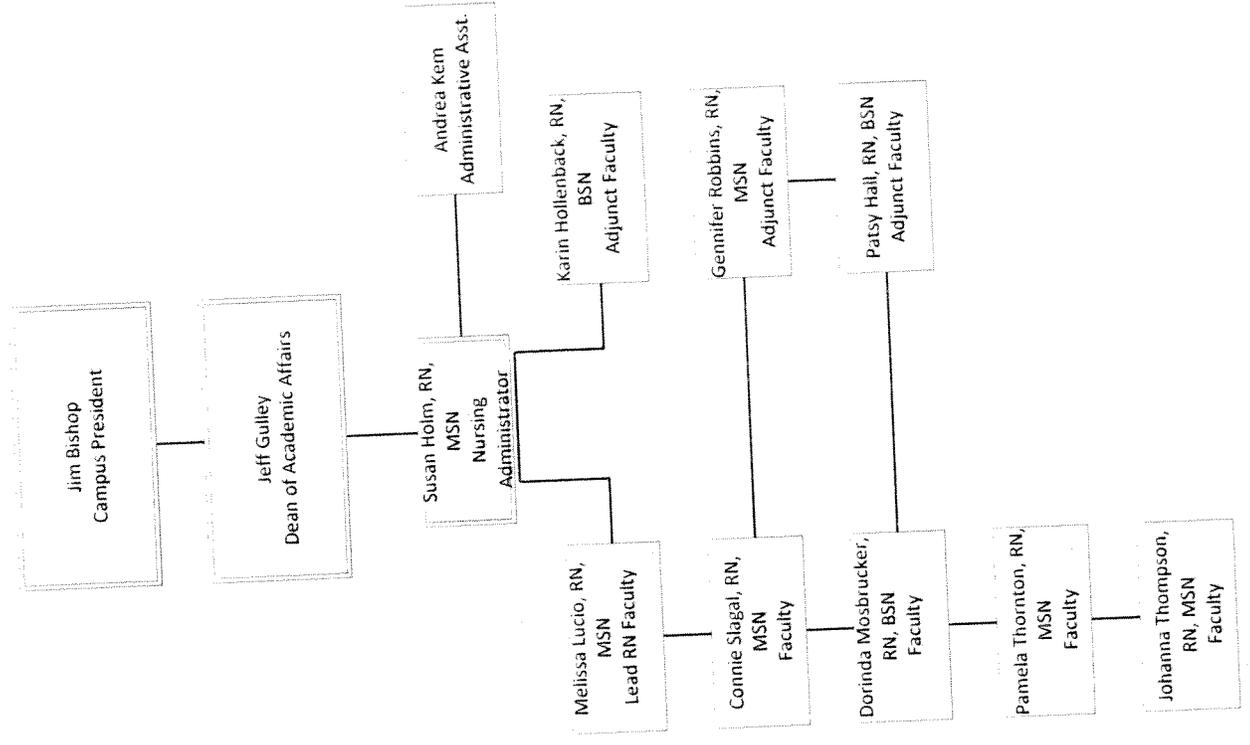
**Attachment 5**

**SECTION 4 (E 2): FACULTY INFORMATION**

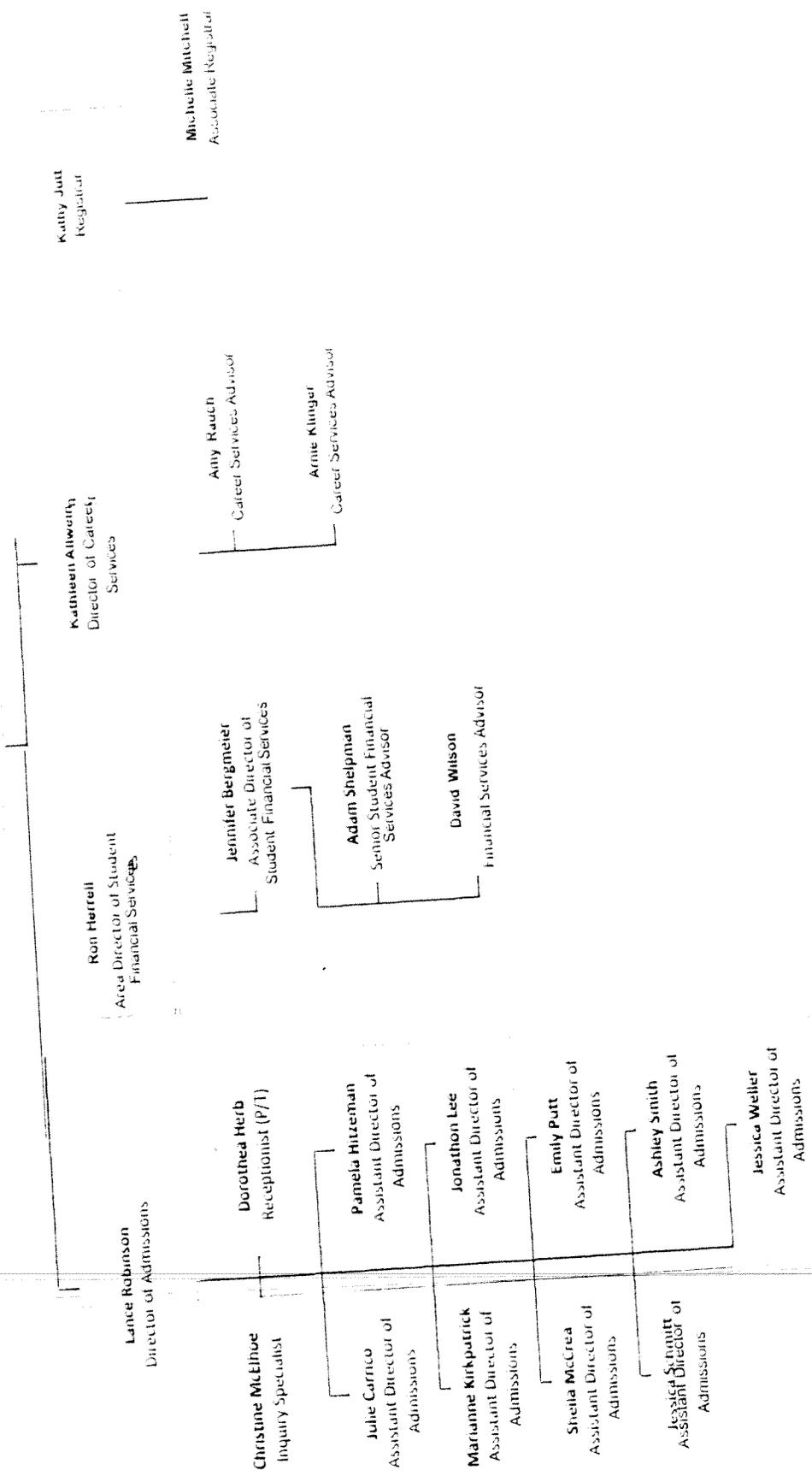
Please attach the following documents to the Annual Report in Compliance with 848IAC1-2-23:

2. An organizational chart for the nursing program and the parent institution.

ATTACHMENT 5



**Jim Bishop**  
Campus President



**Lance Robinson**  
Director of Admissions

**Ron Herrell**  
Area Director of Student  
Financial Services

**Kathleen Allworthy**  
Director of Career  
Services

**Christine McElhoo**  
Inquiry Specialist

**Dorothea Herb**  
Receptionist (P/T)

**Julie Carnico**  
Assistant Director of  
Admissions

**Pamela Hitzeman**  
Assistant Director of  
Admissions

**Marianne Kirkpatrick**  
Assistant Director of  
Admissions

**Jonathan Lee**  
Assistant Director of  
Admissions

**Sheila McCrea**  
Assistant Director of  
Admissions

**Emily Putt**  
Assistant Director of  
Admissions

**Jessica Schmitt**  
Assistant Director of  
Admissions

**Ashley Smith**  
Assistant Director of  
Admissions

**Jessica Weller**  
Assistant Director of  
Admissions

**Jennifer Bergmeier**  
Associate Director of  
Student Financial Services

**Adam Sheipman**  
Senior Student Financial  
Services Advisor

**David Wilson**  
Financial Services Advisor

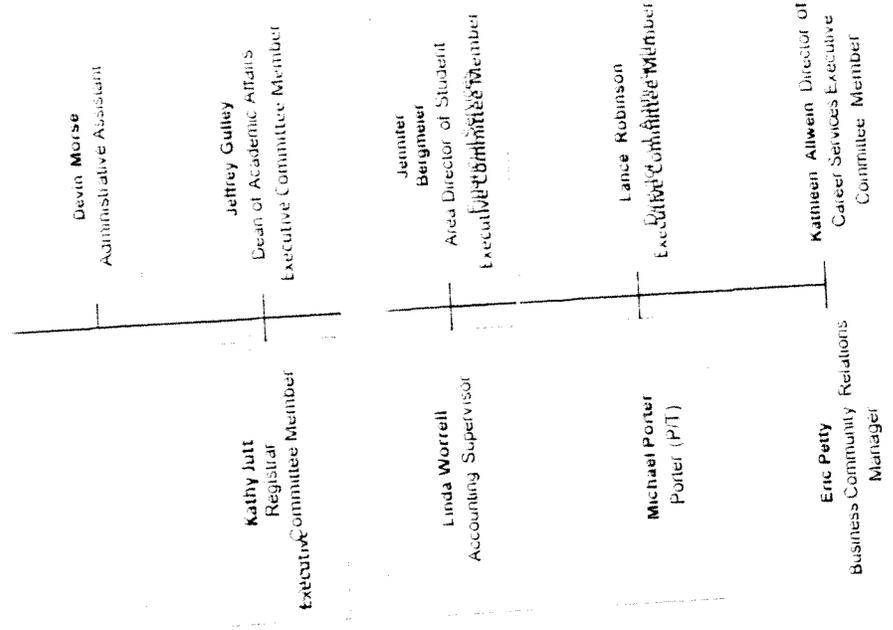
**Amy Rauch**  
Career Services Advisor

**Arnie Klingler**  
Career Services Advisor

**Kathy Jutt**  
Registrar

**Michelle Mitchell**  
Associate Registrar

Jim Bishop  
Campus President  
Brown Mackie College - Fort Wayne  
Executive Committee Chairperson



**Jim Bishop**  
Campus President

**Jeffrey Guiley**  
Dean of Academic Affairs

**Irisa Minnich**  
Administrative Assistant

**Natale Wimans**  
Department Chair  
Surgical Technology /  
Healthcare / Health &  
Fitness

**Stephanie Graber**  
Faculty  
Surgical Technology

**Susan Holm**  
Department Chair  
Nursing

**Melissa Lucio**  
Lead Faculty  
Nursing

**Connie Slagal**  
Faculty  
Nursing

**Johanna Thompson**  
Nursing Faculty

**Pamela Thornton**  
Nursing Faculty

**Dorinda Mosbrucker**  
Nursing Faculty

**Open**  
Department Chair  
Criminal Justice / Legal  
Studies

**Gail Edwards**  
Department Chair  
Business & Technology

**Dennis (Mike) Cissina**  
Program Director  
Occupational Therapy

**Deborah Fitzcharles**  
Faculty  
Occupational Therapy

**Barb Wilson**  
Department Chair  
Physical Therapy

**Open**  
Faculty  
Physical Therapy

**Dana Booster**  
Department Chair  
Veterinary Technology

**Arnee Graves**  
Faculty  
Veterinary Technology

**David Thoma**  
Faculty  
Veterinary Technology

**Tanya Perry**  
Department Chair  
Medical Assisting

**OPIN**  
Faculty  
Medical Assisting

**David Chappell**  
Department Chair  
Biomedical Equipment  
Technology / General  
Education

**Michael Flohr**  
Technical Librarian

**William Duffy**  
Faculty  
General Education

**Bruce Ragan** Director  
of Academic Advising