



**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   X        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? Practical Nursing Program is closed.

**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 <u>X</u> |
| 2) Change in mission or program objectives  | Yes ___ No <u>X</u> |
| 3) Change in credentials of Dean or Director  | Yes ___ No <u>X</u> |
| 4) Change in Dean or Director   | Yes ___ No <u>X</u> |
| 5) Change in the responsibilities of Dean or Director   | Yes ___ No <u>X</u> |
| 6) Change in program resources/facilities   | Yes ___ No <u>X</u> |
| 7) Does the program have adequate library resources? (Attachment #1)  | Yes <u>X</u> No ___ |
| 8) Change in clinical facilities or agencies used (list both additions and deletions on attachment) (Attachment #2) | Yes ___ No <u>X</u> |
| 9) Major changes in curriculum (list if positive response)  | Yes ___ No <u>X</u> |

**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  X  Stable \_\_\_\_\_ Declining \_\_\_\_\_

1B.) If you identified your performance as declining, what steps is the program taking to address this issue?

\_\_\_\_\_

\_\_\_\_\_

2A.) 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:  Not Applicable

\_\_\_\_\_

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 PN 1000 Introduction to Nursing 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 Practical Nursing Program with their admissions representative. The admissions representative



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reviews the program disclosure form with the student and the 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 completion, the need to go before the ISBN prior to obtaining approval to take the NCLEX-PN examination, and possible future employment difficulty. At the Nursing Administrator's discretion the student's academic advisor



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is also present for the meeting. Dependent upon the severity of the charges the student 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 2 Fall 0 Spring 3

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

Summer 3 Fall 0 Spring 6

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>           |  |
| <b>Indiana License Number:</b> |  |
| <b>Full or Part Time:</b>      |  |
| <b>Date of Appointment:</b>    |  |



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|                          |  |
|--------------------------|--|
| <b>Highest Degree:</b>   |  |
| <b>Responsibilities:</b> |  |

|                                |  |
|--------------------------------|--|
| <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>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:   1  

2. Number of part time faculty:   Not Applicable  

3. Number of full time clinical faculty:   Not Applicable



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4. Number of part time clinical faculty: Not Applicable

5. Number of adjunct faculty: 2

C. Faculty education, by highest degree only:

1. Number with an earned doctoral degree: 0

2. Number with master's degree in nursing: 0

3. Number with baccalaureate degree in nursing: 2

4. Other credential(s). Please specify type and number: 1 - MA Nursing Education

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, learning medical terminology, occupational therapy resources, and dietetics technology).

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

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.

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Circulation: manual check-out, check-in.

Membership: Midwest Collaborative for Library Services (MCLS).

## PN 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.

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# PN Program Clinical Affiliations | 2013

## 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 |
|-------------------------------------|---------|---------------------------------------|--|
| Abacus Childcare Early Learning     | PN      | 4/1/2016                              | Deletion                                     |
| Allen County Sheriff Dept. (Jail)   | PN      | 11/25/2016                            | Deletion                                     |
| Byron Health                        | PN      | Not renewed                           | Deletion                                     |
| Cardinal Health System (Ball State) | PN      | Auto renewal                          | Deletion                                     |
| Cedars                              | PN      | 8/15/2015                             | Deletion                                     |
| East Noble County School            | PN      | 10/1/2015                             | Deletion                                     |
| Glenbrook Health & Rehabilitation   | PN      | 3/1/2014                              | Addition                                     |
| Huntington Co. Community Schools    | PN      | 5/1/2016                              | Deletion                                     |
| Lakeland Health & Rehabilitation    | PN      | 4/1/2016                              | Deletion                                     |
| Matthew 25 Clinic                   | PN      | 9/7/2015                              | Deletion                                     |
| MMM FWA                             | PN      | 10/15/2015                            | Deletion                                     |
| MMM Huntington                      | PN      | 6/15/2015                             | Deletion                                     |
| MMM – Marion                        | PN      | 12/15/2016                            | Deletion                                     |
| Neighborhood Health Clinic          | PN      | 12/15/2015                            | Deletion                                     |
| Noble County Jail                   | PN      | 7/30/2015                             | Deletion                                     |
| Norwood Health & Rehabilitation     | PN      | 9/11/2015                             | Deletion                                     |
| Summit City Health & Rehabilitation | PN      | 4/30/2017                             | Addition                                     |
| Turnstone Day Care                  | PN      | 10/1/2015                             | Deletion                                     |
| Veteran's Hospital                  | PN      | Valid indefinite                      | Deletion                                     |
| Wesley Healthcare                   | PN      | 4/1/2015                              | Deletion                                     |

### Attachment 3

#### SECTION 3 (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. Student C.L. filed a complaint with the Indiana Commission for Higher Education Board for Proprietary Education on February 11, 2013 against Brown Mackie College – Fort Wayne, Indiana.
  - a. C.L. alleges that the College's Dean of Academic Affairs, Jeffrey Gulley discriminated against her.

Response: On November 27, 2012 a student filed a complaint against C.L. alleging that the student had been threatened by C.L. Dean Gulley presented C.L. with written allegations of violation of the College's conduct policy contained within the College Academic Catalog. The matter was referred to the College Disciplinary Committee for consideration. After conducting a hearing on the evidence, the Committee recommended a finding that C.L. violated the student conduct policy and that the student be placed on probation. Dean Gulley sent C.L. a letter on December 4, 2012 informing the student she was being placed on probation.

On January 28, 2013, Dean Gulley received another allegation that C.L. had violated the student conduct policy. An initial complaint letter was mailed to the student on that date. The student met with the Campus President, Jim Bishop, alleging that Dean Gulley was inappropriate with his dealings with her and that he was discriminating against her. The President Bishop investigated the complaint and spoke with two witnesses of the exchange. Neither witness felt that Dean Gulley was inappropriate in his dealings with the student. President Bishop met with Dean Gulley and told him of the allegation. As the student had the second allegation pending before the Disciplinary Committee President Bishop asked Dean Gulley to remove himself from the process and appoint a delegate in his stead to oversee the process.

February 3, 2013, after a hearing was held by the Disciplinary Committee, Judith Maitlin Department Chair for our Legal Studies Program, acting as the

Dean's delegate, determined that C.L. should be dismissed from the College for her actions.

February 11, 2013, C.L. appealed the dismissal to President Bishop and it was decided that C.L. would be permanently dismissed from Brown Mackie College – Fort Wayne. The student was notified.

- b. C.L. alleges that the college did not post Pell and other student financial aid grants to her account.

Response: The college has posted all Pell and other aid to the students account as required. The student's ledger card demonstrates compliance and is available upon request.

- c. C.L. alleges that the prices for the program always changes.

Response: The college announces all tuition and fee increases at least 60 days prior to their being effective.

- d. C.L. alleges that she was instructed not to report a incident of neglect at a clinical site.

Response: An investigation failed to find any evidence of patient neglect at one of our clinical sites. Had such an event occurred, our clinical instructor, being a licensed Registered Nurse, is professionally obligated to report such events to the state.

Outcome: The Indiana Commission for Higher Education Board for Proprietary Education did not find any evidence to substantiate the student's complaints.

- 2. Student S.R. filed a discrimination complaint with the Indiana Civil Rights Commission on February 28, 2013 against Brown Mackie College – Fort Wayne, Indiana.
  - a. S.R. alleges that she was denied equal access to an education and was discriminated against on the basis of her race as an African American because respondent claimed that she did not have enough evidence and was denied her appeal to retake a final examination.

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Response: S.R. alleges that during the month of February, 2013 she was a student in the course PN2200 Needs of the Pediatric Client. S.R. was absent

one day during the month and failed the final examination in the course and failed the course.

On January 28, 2013, S.R. submitted a written appeal, under the College's Grade Challenge policy. S.R. claims that her appearance in court due to a pending criminal charge and having influenza, impacted her performance on the final exam. On January 28, 2013 the instructor Therese Hayes, reviewed the written grade challenge and denied it.

S.R. then submitted her grade challenge appeal letter to the College's Academic Review Committee (ARC). The ARC met on March 8, 2013 to consider S.R.'s appeal, and after reviewing the appeal and related documentation, the Committee members decided to deny the grade challenge. The ARC found that the appeal was denied based on a lack of supporting evidence that the grade was inaccurate or improperly assigned. A copy of the decision was mailed to the student.

- b. S.R. alleges that she was denied equal access to an education and was discriminated against on the basis of her race as an African American because respondent refused to allow her to retake tests, but non-African American students were allowed to retake tests.

Response: S.R. did not identify any specific students who were allowed to retake tests. The College records indicate that no other students submitted a grade challenge appeal to the Academic Review Committee upon the conclusion of PN2200. All other students enrolled in the course in February 2013 did pass the course. One student enrolled in PN2200 did point out to the instructor that there was a grading error on her exam. The instructor reviewed the exam and found that an error resulted in a deduction of 3.7 points and then corrected the student's grade. That student did not retake the final examination or any other test.

- c. S.R. alleges that she was denied equal access to an education and was discriminated against on the basis of her race as an African American because students and a staff member made racially derogatory comments to her and that when she complained to the director of nursing and the dean that nothing was done.

Response: The College's Nursing Program Administrator, Susan Holm, and the Dean of Academic Affairs, Jeff Gulley, both have searched their records

and S.R. student file. Neither located any record of a written complaint brought by S.R. stating that students or a staff member made racially derogatory comments to her. Ms. Holm and Dean Gulley also did not receive any verbal complaint of discrimination from S.R. If S.R. would have submitted a complaint of discrimination, the College would have followed the Complaint Procedure and Student Grievance Procedure found on pages 61-62 of the 2012-2013 Academic Catalog.

Notice of Finding: May 9, 2014 Brown Mackie College – Fort Wayne, Indiana received a notice of finding in this case. Findings were as follows: “despite the complainant’s claims, there is no evidence that Complainant was treated less favorably because of her race. Rather, Respondant has provided ample evidence that no other students were permitted to retake the final exam in the course. Moreover, the instructor as well as the Committee had ample discretion to deny Complainant’s request. Complainant has failed to submit and the Commission has failed to uncover evidence showing that similarly-situated students of another race were treated more favorably under similar circumstances. To the extent Complainant alleges she was subjected to derogatory remarks, Complainant has failed to provide any evidence to substantiate these claims. While Respondent provided a mechanism by which to report discrimination, no evidence has been submitted by Complainant or uncovered during the course of the investigation to show that Complainant made a written or verbal complaint about racially derogatory comments being made towards her. As such and based upon the aforementioned, there is no probable cause to believe a discriminatory action occurred as alleged.”

**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> |
|-----------------|-------------------|-------------------------|
| Albany, Marcia  | Practical Nursing | 9/10/2013               |
| Hayes, Therese  | Practical Nursing | 11/2/2013               |
| Thompson, Laura | Practical Nursing | 12/27/2013              |

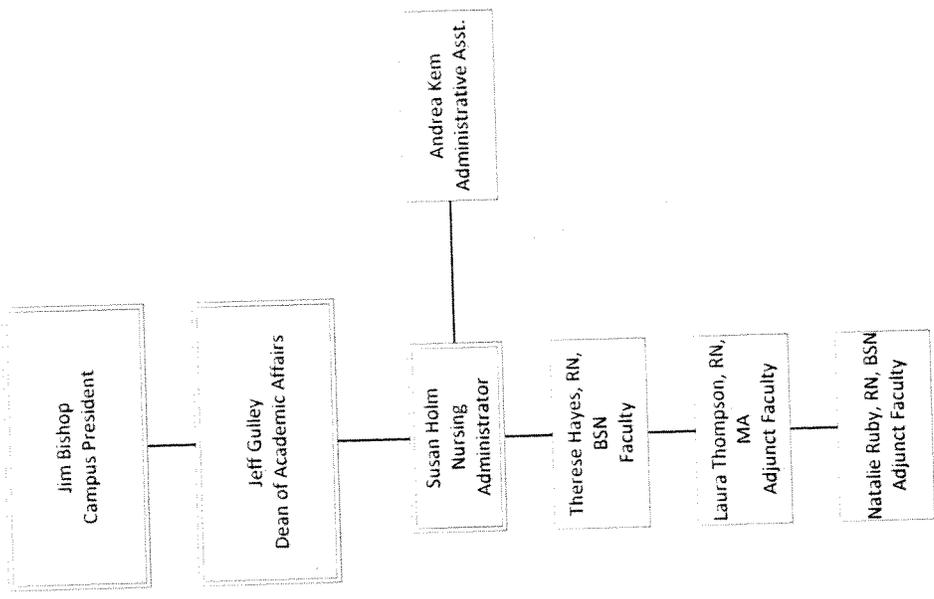
**Attachment 5**

**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

**Kathy Jutt**  
 Registrar

**Michelle Mitchell**  
 Associate Registrar

**Kathleen Allweirth**  
 Director of Career  
 Services

**Amy Rauch**  
 Career Services Advisor

**Arnie Klingler**  
 Career Services Advisor

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

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

**Adam Shepman**  
 Senior Student Financial  
 Services Advisor

**David Wilson**  
 Financial Services Advisor

**Lance Robinson**  
 Director of Admissions

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

**Pamela Hitzeman**  
 Assistant Director of  
 Admissions

**Jonathon Lee**  
 Assistant Director of  
 Admissions

**Emily Putt**  
 Assistant Director of  
 Admissions

**Ashley Smith**  
 Assistant Director of  
 Admissions

**Jessica Weller**  
 Assistant Director of  
 Admissions

**Christine McElhoo**  
 Inquiry Specialist

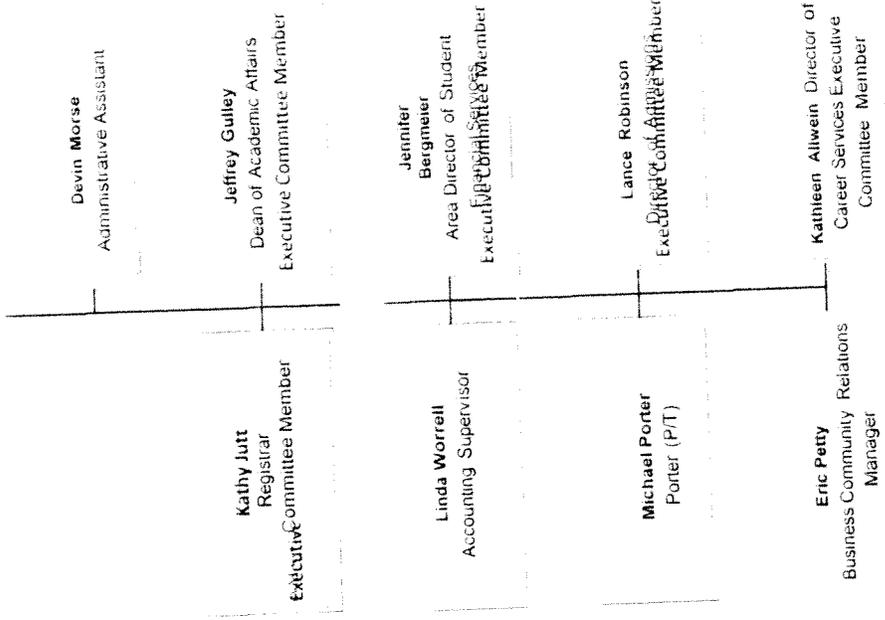
**Julie Carrico**  
 Assistant Director of  
 Admissions

**Marianne Kirkpatrick**  
 Assistant Director of  
 Admissions

**Sheila McCrea**  
 Assistant Director of  
 Admissions

**Jessica Schmitt**  
 Assistant Director of  
 Admissions

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



**Devin Morse**  
Administrative Assistant

**Jeffrey Guiley**  
Dean of Academic Affairs  
Executive Committee Member

**Jennifer Bergmeier**  
Area Director of Student  
Executive Committee Member

**Lance Robinson**  
Executive Committee Member

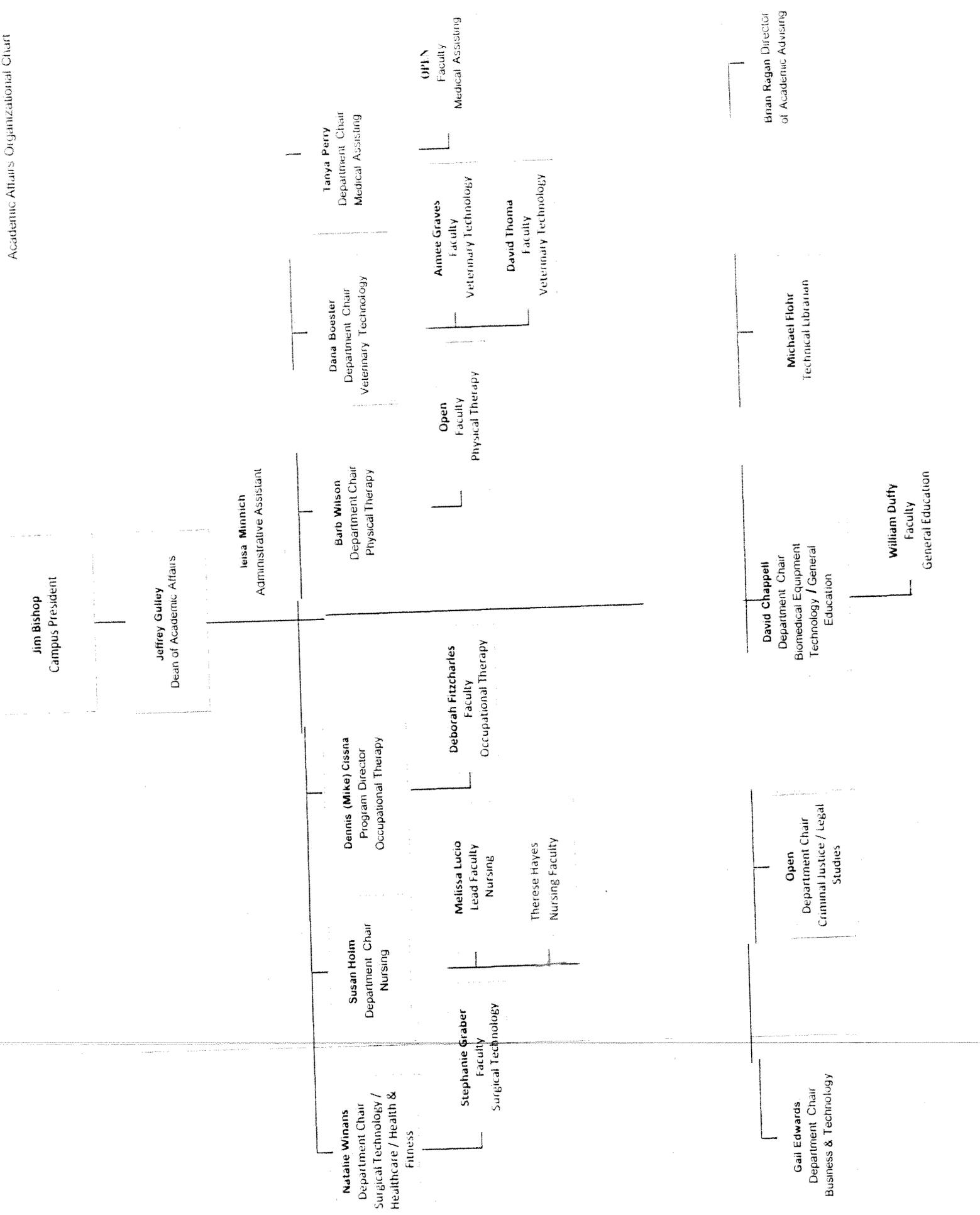
**Kathleen Ailwein** Director of  
Career Services Executive  
Committee Member

**Kathy Jutt**  
Registrar  
Executive Committee Member

**Linda Worrell**  
Accounting Supervisor

**Michael Porter**  
Porter (P/T)

**Eric Petty**  
Business Community Relations  
Manager



**Jim Bishop**  
Campus President

**Jeffrey Gulley**  
Dean of Academic Affairs

**leisa Minnich**  
Administrative Assistant

**Natalie Winans**  
Department Chair  
Surgical Technology /  
Healthcare / Health &  
Fitness

**Susan Holm**  
Department Chair  
Nursing

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

**Barb Wilson**  
Department Chair  
Physical Therapy

**Dana Boester**  
Department Chair  
Veterinary Technology

**Tanya Perry**  
Department Chair  
Medical Assisting

**Stephanie Graber**  
Faculty  
Surgical Technology

**Melissa Lucio**  
Lead Faculty  
Nursing

**Therese Hayes**  
Nursing Faculty

**Deborah Fitzcharles**  
Faculty  
Occupational Therapy

**Open**  
Faculty  
Physical Therapy

**Aimee Graves**  
Faculty  
Veterinary Technology

**David Thoma**  
Faculty  
Veterinary Technology

**OPEN**  
Faculty  
Medical Assisting

**Gail Edwards**  
Department Chair  
Business & Technology

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

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

**Michael Flohr**  
Technical Librarian

**Brian Ragan**  
Director  
of Academic Advising

**William Duffy**  
Faculty  
General Education