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, 2012 through July 31, 2013. 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__X___

Dates of Academic Reporting Year: 08.01.2012 to 07.31.2013

Name of School of Nursing: Ball State University School of Nursing

Address: 2000 W. University Ave.

                       Muncie, IN 47306-0265

Director of Nursing Program

Name and Credentials: Linda L. Siktberg Linda Siktberg, PhD, RN, ANEF

Title: Director   Email: lsiktber@bsu.edu

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

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Nursing Program Phone #: 765.285.5571   Fax: 765.285.2169

Website Address: http://bsu.edu/nursing

Social Media Information Specific to the SON Program (Twitter, Facebook, etc.):

http://www.facebook.com/#!/ballstatenursing

Please indicate last date of NLNAC or CCNE accreditation visit, if applicable, and attach the outcome and findings of the visit: BS & MS Programs: 11/17/2010
                                                                                              DNP Program: 11/18/2011

If you are not accredited by NLNAC or CCNE where are you at in the process?_____
_____

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__X__

2) Change in mission or program objectives   Yes_____ No__X__

3) Change in credentials of Dean or Director   Yes_____ No__X__

4) Change in Dean or Director   Yes _____ No__X__

5) Change in the responsibilities of Dean or Director   Yes _____ No__X__

6) Change in program resources/facilities   Yes _____ No__X__

7) Does the program have adequate library resources?   Yes__X__ No _____

8) Change in clinical facilities or agencies used (list both   Yes_____ No __X__

    additions and deletions on attachment)

9) Major changes in curriculum (list if positive response)   Yes_____ No__X__

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SECTION 2: PROGRAM

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 __X____ Declining _____

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

While NCLEX performance during the January 1 – December 31, 2012 year remained stable, the School of Nursing has noted a decline in NCLEX performance of the December 2012 and May 2013 graduates. The School of Nursing is taking the following steps.

1. Changed NCLEX review provider for July 2013 graduates and December 2013 graduates.

2. Analyzing data of NCLEX failures to identify early and late predictors for passing NCLEX on the first attempt.

2A.) Do you require students to pass a standardized comprehensive exam before taking the NCLEX?
Yes_____ No___X_____

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

During week four of the semester or week three of summer session, each student is required to take the HESI Assessment RN Exit Exam. Based on the student's HESI exit examination score, the student develops a review plan using NCLEX-RN exam review books and other selected review sources.

2C.)   If **so,** which exam(s) do you require?
_____N/A_____

2D.)   When in the program are comprehensive exams taken: Upon Completion_____
As part of a course _____ Ties to progression or thru curriculum_____X_____

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

A. Faculty recruitment/retention: Difficulty in recruiting qualified doctoral prepared tenure-track faculty.

B. Availability of clinical placements: As clinical sites continue to reduce the number of student spaces available and an increasing number of schools of nursing request clinical space, it is becoming a challenge to find a sufficient number of spaces at clinical

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facilities. Thus far, the School has been successful in obtaining clinical sites, but this a long-term concern.

C. Other programmatic concerns (library resources, skills lab, sim lab, etc.):   Not another programmatic concerns at the present time.

4.) At what point does your program conduct a criminal background check on students?

Seven-year check conducted at time of admission; one-year check annual thereafter.

5.)   At what point and in what manner are students apprised of the criminal background check for your program?

The criminal background check requirement is noted in the admission policies, undergraduate catalogue, School of Nursing website, and other public documents. Applicants are advised of the requirement at the time of application. Students are reminded of the requirement annually.

SECTION 3: STUDENT INFORMATION

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

Summer_____14_____   Fall_____75_____   Spring_____90_____

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

Summer_____29_____   Fall_____60_____   Spring_____90_____

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.   N/A

4.)   Indicate the type of program delivery system:

Semesters___X_____ Quarters_____ Other (specify):_____

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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):

Faculty Name:	Marilyn Ryan
Indiana License Number:	28046806A
Full or Part Time:	Part-Time
Date of Appointment:	January 2013
Highest Degree:	PhD
Responsibilities:	Online Graduate Classes

Faculty Name:	Joanna Hurd
Indiana License Number:	28150494A
Full or Part Time:	Part-Time
Date of Appointment:	January 2013
Highest Degree:	MSN
Responsibilities:	LPN Transition Lab

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Faculty Name:	Margie Pyron
Indiana License Number:	28150950A
Full or Part Time:	Part-Time
Date of Appointment:	January 2013
Highest Degree:	MS
Responsibilities:	Undergraduate Teaching

Faculty Name:	Karrie Osborne
Indiana License Number:	28151418A
Full or Part Time:	Part-Time
Date of Appointment:	January 2013
Highest Degree:	MS
Responsibilities:	Undergraduate Teaching

Faculty Name:	Theresa Thompson
Indiana License Number:	IL – 041251028
Full or Part Time:	Part-Time
Date of Appointment:	January 2013
Highest Degree:	MS
Responsibilities:	Online, Distance classes only

Indiana Professional Licensing Agency

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Faculty Name:	Nancy Fernandes
Indiana License Number:	28161651A
Full or Part Time:	Part-Time
Date of Appointment:	August 2012
Highest Degree:	MS
Responsibilities:	Undergraduate Clinicals

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

    1. Number of full time faculty:_____38_____

    2. Number of part time faculty:_____19_____

    3. Number of full time clinical faculty:_____Some: 16_____Only: 7_____

    4. Number of part time clinical faculty:_____Some: 2_____Only: 5_____

    5. Number of adjunct faculty:_____1_____

C. Faculty education, by highest degree only:

    1. Number with an earned doctoral degree:_____13_____

    2. Number with master's degree in nursing:_____44_____

    3. Number with baccalaureate degree in nursing:_____1_____

    4. Other credential(s). Please specify type and number:_____N/A_____

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_____

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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;

        Effective as of August 2013
            Elick, Camille
            Foster, Margaret
            Goldsby, Beth
            Harber, Lisa
            Hurd, Joanna
            Lightner, Tammy
            Renz, Brandy
            Fernandes, Nancy

Indiana Professional Licensing Agency

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Michael R. Pence, Governor   Nicholas Rhoad, Executive Director

Commission on
Collegiate Nursing
Education

Serving the
Public Interest
Through Quality
Accreditation

One Dupont Circle, NW

Suite 530

Washington, DC

20036-1120

202-887-6791

fax 202-887-8476

www.aacn.nche.edu

May 12, 2011

Linda L. Siktberg, PhD, RN
Director
School of Nursing
Ball State University
2000 University Avenue - Cooper Building
Muncie, IN 47306-0265

Dear Dr. Siktberg:

On behalf of the Commission on Collegiate Nursing Education (CCNE), I am pleased to advise you that the CCNE Board of Commissioners acted at its meeting on April 14-16, 2011, to grant accreditation to the baccalaureate and master's degree programs in nursing at Ball State University for the term of 10 years, extending to June 30, 2021. These accreditation actions are effective as of November 15, 2010, which is the first day of the programs' recent CCNE on-site evaluation. You should plan for the next on-site evaluation to take place in the fall of 2020.

At its meeting, the Board determined that the programs met all four accreditation standards. The Board additionally determined that there are no compliance concerns with respect to the key elements.

As is required for all accredited programs, the Board requested that the programs submit a Continuous Improvement Progress Report (CIPR) at the mid-point of the accreditation term. The CIPR should address the nursing programs' continued compliance with all accreditation standards. The deadline for submitting the progress report to CCNE is June 1, 2016. The Report Review Committee, and then the Board of Commissioners, will review the progress report in the fall of 2016. For more information about CIPRs, please refer to the CCNE *Procedures for Accreditation of Baccalaureate and Graduate Degree Nursing Programs*, available at http://www.aacn.nche.edu/Accreditation/pdf/Procedures.pdf.

Please note that the aforementioned CIPR will need to address the CCNE standards that are in effect at the time of submission. In the reminder letter sent approximately 5 months prior to the CIPR due date, CCNE will inform the program of the specific standards to be used and will provide guidance for the preparation of the report.

A copy of the accreditation report that was sent to you earlier, along with your response to it, is being transmitted to the institution's chief executive officer as the Commission's official report to Ball State University. We hope that both the results of your self-study process and the accreditation report will be useful to the continued growth and development of the nursing programs. Certificates of accreditation are enclosed.

As a reminder, programs are expected to continue to comply with the CCNE standards and procedures throughout the period of accreditation. This includes advising CCNE in the event of any substantive change in the nursing programs or of any major organizational changes that may affect the programs' administration, scope, or quality. Substantive change notifications must be submitted to CCNE no earlier than 90 days prior to implementation or occurrence of the change, but no

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later than 90 days after implementation or occurrence of the change. These reporting requirements are discussed further in the CCNE *Procedures*.

We appreciate the many courtesies and the helpfulness extended to the CCNE evaluation team in the fall of 2010. The Commissioners join me in expressing our best wishes as you proceed with tasks important to the future of your nursing programs.

Sincerely,

Carol Ledbetter, PhD, FNP, BC, FAAN
Chair, Board of Commissioners

cc: President Jo Ann M. Gora
        CCNE Board of Commissioners
        CCNE Accreditation Review Committee
        CCNE Evaluation Team

Indiana Professional Licensing Agency

Michael R. Pence, Governor

Nicholas Rhoad, Executive Director

May 25, 2012

Commission on
Collegiate Nursing
Education

Serving the
Public Interest
Through Quality
Accreditation

Linda L. Siktberg, PhD, RN
Director
School of Nursing
Ball State University
2000 University Avenue - Cooper Building
Muncie, IN 47306-0265

Dear Dr. Siktberg:

The Commission on Collegiate Nursing Education's (CCNE) Board of Commissioners acted at its meeting on April 26-28, 2012, to grant accreditation to the Doctor of Nursing Practice (DNP) program at Ball State University for 5 years, extending to June 30, 2017. The accreditation action is effective as of November 16, 2011, which is the first day of the program's recent CCNE on-site evaluation. You should plan for the next on-site evaluation to take place in the fall of 2016.

At its meeting, the Board determined that the program met all four accreditation standards. The Board additionally determined that there are no compliance concerns with respect to the key elements.

One Dupont Circle, NW

Suite 530

Washington, DC

20036-1120

202-887-6791

fax 202-887-8476

www.aacn.nche.edu

As is required for all accredited programs, a Continuous Improvement Progress Report (CIPR) must be submitted at the mid-point of the accreditation term. The CIPR must address the nursing program's continued compliance with all accreditation standards. The deadline for submitting the progress report to CCNE is December 1, 2014. The Report Review Committee, and then the Board of Commissioners, will review the progress report in the summer of 2015. For more information about CIPRs, please refer to the CCNE *Procedures for Accreditation of Baccalaureate and Graduate Degree Nursing Programs*, available http://www.aacn.nche.edu/ccne-accreditation/Procedures.pdf.

Please note that the aforementioned CIPR needs to address the CCNE standards that are in effect at the time of submission. In the reminder letter sent approximately 5 months prior to the CIPR due date, CCNE will inform the program of the specific standards to be used and will provide guidance for the preparation of the report.

A copy of the accreditation report that was sent to you earlier, along with your response to it, is being transmitted to the institution's chief executive officer as the Commission's official report to Ball State University. We hope that both the results of your self-study process and the accreditation report will be useful to the continued growth and development of the nursing program. A certificate of accreditation is enclosed.

If a program or institution elects to make a public disclosure of a program's accreditation status with CCNE, the program or institution must disclose that status accurately. The program or institution disclosing the information must identify the nursing degree program and its affiliation with CCNE. The U.S. Department of Education requires that this statement include the accrediting agency's full name, address, and telephone number. CCNE has approved the following statement for disclosure of the accreditation status to the public:
"*The (baccalaureate/master's/DNP program) at (institution) is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW,*

Indiana Professional Licensing Agency

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Suite 530, Washington, DC 20036, (202) 887-6791."

As a reminder, programs are expected to continue to comply with the CCNE standards and procedures throughout the period of accreditation. This includes advising CCNE in the event of any substantive change in the nursing program or of any major organizational changes that may affect the program's administration, scope, or quality. Substantive change notifications must be submitted to CCNE no earlier than 90 days prior to implementation or occurrence of the change, but no later than 90 days after implementation or occurrence of the change. These reporting requirements are discussed further in the CCNE *Procedures*.

We appreciate the many courtesies and the helpfulness extended to the CCNE evaluation team in the fall of 2011. The Commissioners join me in expressing our best wishes as you proceed with tasks important to the future of your nursing program.

Sincerely,

Linda M. Caldwell

Linda M. Caldwell, DNSc, ANP-BC
Chair, Board of Commissioners

cc: President Jo Ann M. Gora
        CCNE Board of Commissioners
        CCNE Accreditation Review Committee
        CCNE Evaluation Team

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Edited: 7/31/2013

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Michael R. Pence, Governor

Nicholas Rhoad, Executive Director

Administrative Chart
July 2013

BALL STATE UNIVERSITY BOARD OF TRUSTEES

PRESIDENT

- Special Assistant to President
- Director of Athletics
- Senior Assistant to President
- Executive Assistant to the President for Commercialization and Community Engagement

Vice President for Student Affairs and Dean of Students

- Director of Auditing
- Liaison to:
  - State Brd of Accts
  - Federal Auditors
  - Internal Auditing
  - Internal Controls
- Associate Vice President Business Affairs and Assistant Treasurer
  - Fiscal Management & Planning
  - Debt Financing Admin.
  - Construction Finance & Records
  - Cost Studies
  - Capital Finance Office
  - Contracts & Grants Office
  - Budget Office
  - Strategic Planning
  - University Controller
  - Investments
  - Voluntary Employee Beneficiary Association (VEBA)
- Associate Vice President Facilities Planning and Management
  - Facilities Planning
  - Space Studies & Utilization
  - Business Services & Transportation
  - Facilities Management (Physical Plant)
  - Health & Environmental Safety
  - Engineering & Facilities Assessment

President [Vice President for Business] Affairs and Treasurer

- Associate Vice President Human Resources and Administrative Services
  - Employee Recruitment Classification
  - Workers/Unemployment Compensation
  - Labor Relations
  - Employee Records
  - Wage & Salary Administration
  - WorkLife Programs
  - Training & Development
  - Wellness Initiative
  - Payroll
  - Employee Benefits
- Associate Vice President Governmental Relations
  - Liaison to:
    - Commission for Higher Education
    - State Governmental Agencies
    - Legislature
    - Federal Government & Policy
    - Legislative Request
    - Operating Funds
    - Capital Funds
- Associate Vice President Business and Auxiliary Services
  - Property & Casualty Insurance Programs
  - Real Estate Management
  - Contracts Manager
  - Grants Attorney
  - Purchasing Office:
    - Central Stores
    - Inventory Control
  - Sports Facilities Mgmt:
    - Scheduling
    - Operations
    - Recreation Programs
  - Auxiliary Services:
    - Bookstore
    - Dining Services
    - Emens Auditorium
    - Printing Services
    - Conferences & Special Events

Vice President and CIO for Information Technology

- Assistant Vice President for IT Strategic & Fiscal Management & Information Technology Services
- Assistant Vice President for IT Assurance & Enterprise Management
- Assistant Vice President for IT Academic Technology Solutions
- Director, Emerging Technologies & Media Development
- Director, Enterprise User Relations
- Senior IT Architect
- Director, Unified Technology Support
- Dean, University Libraries

Provost and Vice President for Academic Affairs

- Associate Provost and Dean of University College
  - Academic Advising
  - Academic Support for Athletics
  - Academic Systems
  - Academic Assessment and Institutional Research
  - International Programs
  - Peace and Conflict Studies
- Associate Provost, Research and Dean of Graduate School
  - Sponsored Programs
  - Diversity Policy Institute
  - Middletown Studies
  - Energy Research, Education and Service
  - Graduate School
- Associate Vice President for Economic Development and Community Engagement
- Dean of Extended Education
- Director Medical Education
- Dean, College of Applied Sciences and Technology
- Dean, College of Architecture and Planning
- Dean, Miller College of Business
- Dean, College of Communication, Information, and Media
- Dean, College of Fine Arts
- Dean, College of Sciences and Humanities
- Dean, Teachers College
- Assistant to the Provost
- Honors College

Vice President for Enrollment, Marketing, and Communications

- Undergraduate Admissions
- Orientation
- Registration and Academic Progress
- Scholarships and Financial Aid
- Associate Vice President for Marketing and Communications
  - Branding and Marketing Strategy
  - Media Relations
  - Design and Writing Services
  - Electronic Media
  - Photo Services
  - Publications
  - Interactive Marketing
- Director of Relationship Marketing and Community Relations
  - Community Outreach
  - University Sponsorships
- Director of Systems Technology
  - Enrollment Systems
  - Enrollment Data

Vice President for University Advancement

- Assistant to Vice President and Director of Special Projects
- Executive Director of Alumni Programs
  - Alumni Activities
  - Alumni Communications
  - Alumni Constituent Programs
  - Alumni/Student Programs
  - Alumni Programs/Outreach
  - Alumni Programs/Services
  - Alumni Programs/Special Events
  - Alumni Programs/New Media
- Executive Director of University Development
  - Annual Giving
  - Development Research
  - Donor Relations
  - Major Gifts
  - Corporate/Foundation Relations
- Executive Director of Advancement Services
- Director of Alumni Center

Vice President for Student Affairs and Dean of Students

- Associate Vice President for Student Affairs
- Assistant Vice President for Student Affairs and Director of Student Life
  - Multicultural Center
  - Student Legal Services
  - Disability Services
  - Student Center & Programs
- Associate Vice President for Student Affairs and Director of Housing and Residence Life
  - Counseling & Health Services
  - Health Center
  - Health, Alcohol and Drug Education
  - Public Safety
  - Student Rights & Community Standards
- Director, Career Center
- Assistant to the Vice President/ Deputy Coordinator for Title IX
- Retention/Graduation Specialist

Vice President and General Counsel

Indiana **Professional Licensing Agency**

Indiana State Board of Nursing
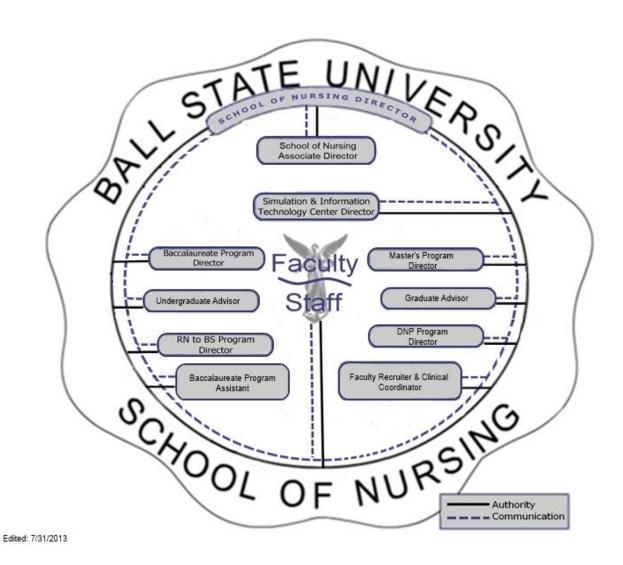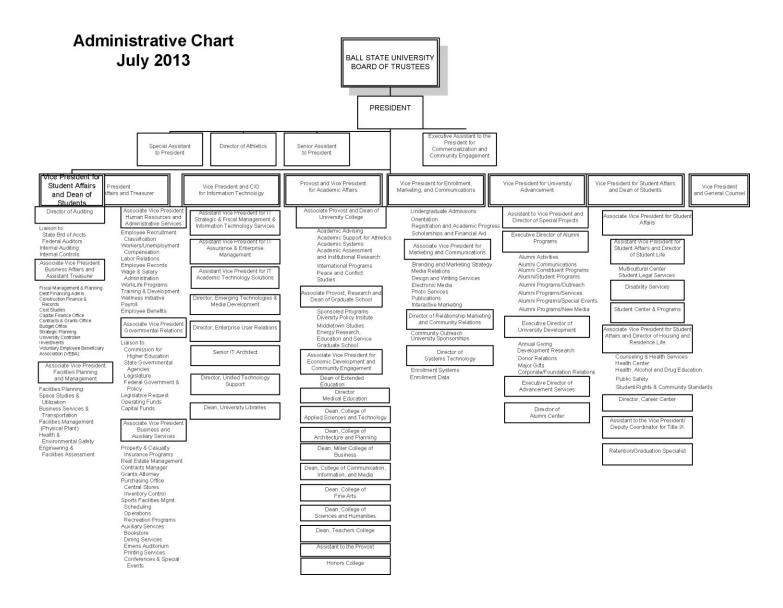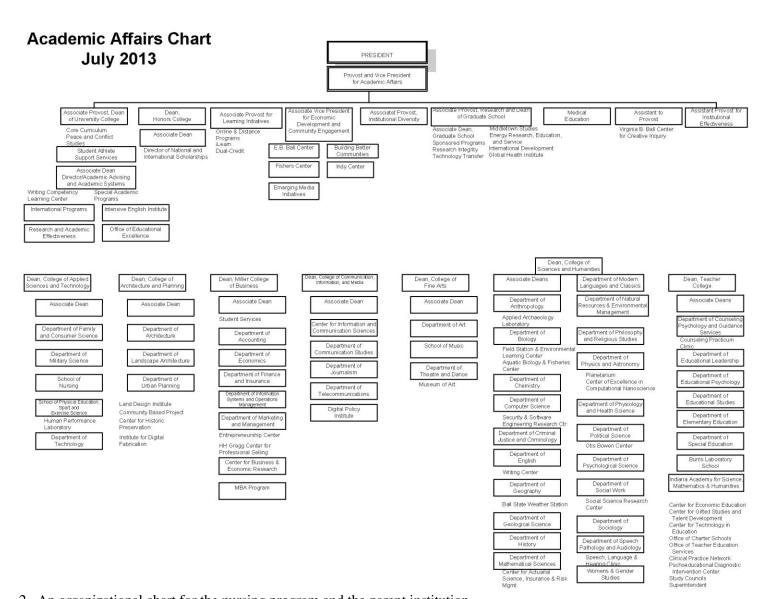402 West Washington Street, Room W072
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Academic Affairs Chart
July 2013

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

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Nicholas Rhoad, Executive Director

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.

Linda L. Siktberg   9.26.13

Signature of Dean/Director of Nursing Program   Date

Linda L. Siktberg, PhD, RN

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.