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Scott Walker, Governor
Dave Ross, Secretary

BOARD OF NURSING
Room 121A, 1400 East Washington Avenue, Madison
Contact: Dan Williams (608) 266-2112
May 8, 2014

Notice: The following agenda describes the issues that the Board plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a description of actions and deliberation of the Board.

8:00 A.M.

AGENDA

CALL TO ORDER – ROLL CALL – OPEN SESSION

A. **Adoption of the Agenda (1-5)**

B. **Approval of the Minutes of April 10, 2014 (6-16)**

C. **Administrative Matters – Discussion and Consideration**
   1) Staff Updates
      a. Appointment of Liaison

D. **Complaint Filed with the Board Against Herzing – Brookfield/Kenosha – Discussion and Consideration (17-41)**

E. **Legislative and Administrative Rule Matters – Discussion and Consideration (42)**
   1) CR 13-097 Relating to Code of Conduct
   2) CR 13-098 Relating to Nurse Licensure Compact
   3) CR 14-002 Relating to Nurse Licensure and Examining Councils
   4) CR 14-004 Relating to School Approval
   5) Timeline for Current Rule Promulgation Projects
      a. N 5 and 6 relating to renewal of license and standards of practice
      b. N 8 Relating to APNP
      c. Schedule Legislative and Rules Committee Meeting
   6) Status of Pending and Possible New Rule Projects
   7) Status of Legislation

F. Discussion and Consideration of Items Received After Preparation of the Agenda:

1) Introductions, Announcements, and Recognition
2) Presentations of Petition(s) for Summary Suspension
3) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
4) Presentation of Final Decision and Order(s)
5) Informational Item(s)
6) DLSC Matters
7) Status of Statute and Administrative Rule Matters
8) Education and Examination Matters
9) Credentialing Matters
10) Practice Questions
11) Legislation / Administrative Rule Matters
12) Liaison Report(s)
13) Speaking Engagement(s), Travel, or Public Relations Request(s)
14) Consulting with Legal Counsel

G. Public Comments

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85 (1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.).

H. **Deliberation of Division of Legal Services and Compliance Matters**

1) **Monitoring matters including but not limited to; Modifications, Reinstatements, and consideration of Board Order violations (43-48)**
   a. **APPEARANCE:** Diane Hollick, RN – Reconsideration of Reinstated Treatment Requirement **(49-65)**
   b. **APPEARANCE:** Gold Omereonye, RN – Full Licensure **(66-92)**
   c. **APPEARANCE:** Carrie Voss, RN, APNP – Full Licensure **(93-113)**
   d. **APPEARANCE:** Richard Waschbisch, RN – Full Licensure **(114-137)**
   e. Julie Birtzer, RN – Full Licensure **(138-154)**
   f. Laura Nigh, RN – Full Licensure **(155-176)**
   g. Theresa Hineline, RN – Full Licensure **(177-205)**
   h. Jennifer Kirkpatrick, RN – Full Licensure **(206-231)**
   i. Todd Rademan, RN – Full Licensure **(232-256)**
   j. Paula Salkin, RN – Full Licensure **(257-288)**
   k. Adam Zlotocha, RN – Full Licensure **(289-318)**
   l. Matthew Elliott, RN – Reduction in Screens and Length of Order, Access to Controlled Substances **(319-338)**
   m. Linda Galarza, RN – Termination of Treatment **(339-360)**
   n. Hedy Klinger, RN – Reduction in Screens **(361-380)**
   o. Brenda Martens, LPN – Termination of Treatment **(381-400)**
   p. Kathleen Preston, LPN – Reduction in Screens **(401-419)**
   q. Sue Schindler, RN – Reduction in Screens **(420-443)**
   r. Susan St. Catherine, LPN – Reduction in Screens **(444-461)**

2) **Proposed Stipulations, Final Decisions and Orders**
   a. 12NUR236 (A.M.S.) **(462-468)**
   b. 12NUR524 (L.A.W.) **(469-477)**
   c. 12NUR579 (P.A.G.) **(478-483)**
   d. 12NUR591 (P.J.C.) **(484-490)**
   e. 13NUR080 (D.L.B.) **(491-497)**
   f. 13NUR120 (K.R.P.) **(498-512)**
   g. 13NUR238 (L.M.R.) **(513-519)**
   h. 13NUR240 (M.T.M.) **(520-527)**
   i. 13NUR487 (J.M.G.) **(528-534)**
   j. 13NUR503 (R.A.K.) **(535-540)**
   k. 13NUR612 (S.J.K.) **(541-546)**
   l. 13NUR686 (J.A.M.) **(547-558)**
   m. 13NUR692 (H.M.L.) **(559-564)**

3) **Proposed Administrative Warnings**
   a. 13NUR631 (D.D.C.) **(565-566)**

4) **Case Status report (567-573)**

5) **Case Closures**

I. **Deliberation of Proposed Final Decisions and Orders:**
1) Becky L. Riiser, Respondent – (DHA#SPS-13-0030) (DLSC Case# 13NUR326) **(574-596)**
2) Tracy L. Watson, L.P.N., Respondent – (DHA case# SPS-14-0003) (DLSC Case # 12NUR174) **(597-605)**

J. **Deliberation of Credentialing Matters**
1) Alexandra Wendelborn – Competency Review **(606-653)**
2) Amanda Williams – Conviction Review **(654-672)**
3) Connie Chapin – Discipline Review **(673-695)**
4) Jana Jungwirth – Conviction Review **(696-766)**
5) Kathy Wandsnider – Competency Review **(767-773)**
6) Nakeisha McNair – Conviction Review **(774-805)**
7) Rebecca Wallace – Competency Review **(806-813)**
8) Rita Gray – Reconsideration **(814-843)**
9) Stacey Chapman – Conviction Review **(844-861)**

K. Deliberation of Items Received After Preparation of the Agenda

1) Professional Assistance Procedure (PAP)
2) Monitoring Matters
3) Administrative Warnings
4) Review of Administrative Warning
5) Proposed Stipulations, Final Decisions and Orders
6) Proposed Final Decisions and Orders
7) Orders Fixing Costs/Matters Related to Costs
8) Petitions for Summary Suspension
9) Petitions for Re-hearings
10) Complaints
11) Examination Issues
12) Credential Issues
13) Appearances from Requests Received or Renewed
14) Motions
15) Consulting with Legal Counsel

RECONVENE INTO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION
Voting on Items Considered or Deliberated on in Closed Session, If Voting is Appropriate

L. **Board Meeting Process (Time Allocation, Agenda Items) - Discussion and Consideration**

M. **Board Strategic Planning and its Mission, Vision, and Values - Discussion and Consideration**

N. **DLSC Paperless Screening Panel Initiative (862-865)**

ADJOURNMENT

The next scheduled meeting is June 12, 2014.

BOARD OF NURSING
MEETING MINUTES
April 10, 2014

PRESENT: Julia Nelson, Maria Joseph, Julie Ellis, Jeffrey Miller, Lillian Nolan, Sheryl Krause, Paul Abegglen

STAFF: Dan Williams – Executive Director; Matt Guidry – Bureau Assistant; Gretchen Mrozinski – Board Legal Counsel, and other DSPS Staff

CALL TO ORDER

Julia Nelson called the meeting to order at 8:05 a.m. A quorum of seven (7) members was confirmed.

ADOPTION OF AGENDA

Remove item "M.7 Adam Jerzak" from the agenda.
Correct item K.3(c) on the Agenda to read "K.3(c) 13NUR523 (L.M.M.)".

MOTION: Jeffrey Miller moved, seconded by Sheryl Krause, to adopt the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES OF MARCH 13, 2014

MOTION: Jeffrey Miller moved, seconded by Paul Abegglen to approve the minutes of March 13, 2014 as published. Motion carried unanimously.

ADMINISTRATIVE MATTERS

MOTION: Jeffrey Miller moved, seconded by Paul Abegglen, to acknowledge the standing process that the department will screen communications and use the Department's discretion to bring those matters to the liaisons or Board as needed. Motion carried unanimously.

MOTION: Paul Abegglen moved, seconded by Maria Joseph, to delegate credentialing decisions to DSPS Staff involving the following situations of Operating While Intoxicated prior to the entering into Nursing School, Under Age Drinking, ordinance or municipal violations prior to entering Nursing School, and retail theft prior to entering Nursing School. Motion carried unanimously.

MOTION: Jeffrey Miller moved, seconded by Lillian Nolan, to delegate credentialing decisions to DSPS Credentialing Staff involving granting of a limited license for a Nurse Refresher Course as long as all other requirements are met, unless there are convictions, prior Board discipline, or impairment issues, and granting full licensure after verification of completion is received. Motion carried unanimously.

DRAFT

PRESCRIPTION DRUG MONITORING PROGRAM

MOTION: Maria Joseph moved, seconded by Sheryl Krause, to authorize Paul Abegglen as the designated PDMP Liaison on behalf of the Board for operation of the PDMP. Motion carried unanimously.

SPEAKING ENGAGEMENTS AND TRAVEL REQUESTS

MOTION: Jeffrey Miller moved, seconded by Paul Abegglen, to designate Julie Ellis and Sheryl Krause to attend the 2014 Discipline Case Management Conference by NCSBN in June 2014 taking place in Park City, Utah and request travel wavier from the sponsoring organization. Motion carried unanimously.

MOTION: Jeffrey Miller moved, seconded by Paul Abegglen, to designate Dan Williams to attend the Executive Officer Summit for NCSBN June 2014 taking place in Asheville, North Carolina. Motion carried unanimously.

EDUCATION AND EXAMINATIONS MATTERS

MOTION: Jeffrey Miller moved, seconded by Maria Joseph, to approve the Nursing Program at Rasmussen College – Wausau. Motion carried.

Julie Ellis recused herself in the matters of the approval of Rasmussen College Wausau.

CLOSED SESSION

MOTION: Maria Joseph moved, seconded by Jeffrey Miller, to convene to closed session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85 (1)(b), Stats.); to consider closing disciplinary investigation with administrative warning (ss.19.85(1)(b), Stats. and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and, to confer with legal counsel (s.19.85(1)(g), Stats.). Julia Nelson read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Julia Nelson – yes; Maria Joseph-yes; Julie Ellis-yes; Lillian Nolan-yes; Jeffrey Miller-yes; Sheryl Krause-yes; and Paul Abegglen - yes. Motion carried unanimously.

The Board convened into Closed Session at 9:58 a.m.

RECONVENE TO OPEN SESSION

MOTION: Sheryl Krause moved, seconded by Jeffrey Miller, to reconvene into open session. Motion carried unanimously.

The Board reconvened into Open Session at 3:03 p.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION

MOTION: Paul Abegglen moved, seconded by Lillian Nolan, to affirm all motions made in closed session. Motion carried unanimously.

DRAFT

MONITORING

Lisa Wickline, R.N. (Appearance) – Requesting Full Licensure

MOTION: Maria Joseph moved, seconded by Paul Abegglen, to grant the request of Lisa Wickline for her request for Full Licensure. Motion carried unanimously.

Kathryn Berry, R.N. – Requesting Full Licensure

MOTION: Julie Ellis moved, seconded by Lillian Nolan, to deny the request of Kathryn Berry for Full Licensure. The Board grants her request to terminate therapy and gain access to controlled substances. All other terms of the Order not otherwise modified shall remain in effect. **Reason for Denial**: lack of full compliance with the Board order related to work hours. Motion carried unanimously.

Sally Blackbourn, R.N. – Requesting Modifications

MOTION: Lillian Nolan moved, seconded by Paul Abegglen, to grant the request of Sally Blackbourn for reducing the alcohol and drug screenings to twenty-eight (28) screens per year plus one (1) hair and terminates the requirement of work reports unless there is a change of employer. All other terms of the Order not otherwise modified shall remain in effect. Motion carried unanimously.

Barbara Hansen, R.N. – Requesting Full Licensure

MOTION: Julie Ellis moved, seconded by Jeffrey Miller, to deny the request of Barbara Hansen for Full Licensure. **Reason for Denial**: lack of compliance with the Board Order. Motion carried unanimously.

MOTION: Julie Ellis moved, seconded by Jeffrey Miller, to revoke the Stay of Suspension due to lack of compliance with the terms under the Board Order. Motion carried unanimously.

Brandi Malcook, L.P.N. – Requesting Full Licensure

MOTION: Paul Abegglen moved, seconded by Lillian Nolan, to grant the request of Brandi Malcook for Full Licensure. Motion carried unanimously.

Jamie Meints, R.N. – Requesting Full Licensure

MOTION: Sheryl Krause moved, seconded by Maria Joseph, to deny the request of Jamie Meints for Full Licensure. The Board grants the reduction of drug and alcohol tests to twenty-eight (28) plus one (1) hair per year. **Reason for Denial**: missed tests and check-ins in the last five (5) years. Motion carried unanimously.

DRAFT

Kim Mittelstadt, R.N., A.P.N.P. – Requesting Full Licensure

MOTION: Maria Joseph moved, seconded by Lillian Nolan, to grant the request of Kim Mittelstadt for Full Licensure. Motion carried unanimously.

Todd Varnes, R.N. – Requesting Full Licensure

MOTION: Lillian Nolan moved, seconded by Jeffrey Miller, to grant the request of Todd Varnes for Full Licensure. ***Motion Fails***.

MOTION: Jeffrey Miller moved, seconded by Maria Joseph, to grant the request of Todd Varnes for Full Licensure. Motion carried.

STIPULATIONS, FINAL DECISIONS AND ORDERS

A.M.S. – 12NUR236

MOTION: Paul Abegglen moved, seconded by Jeffrey Miller, to reject the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against A.M.S. – 12NUR236. Motion carried unanimously.

J.M.S. – 13NUR203

MOTION: Julie Ellis moved, seconded by Paul Abegglen, to accept the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against J.M.S. – 13NUR203. Motion carried unanimously.

S.M.L. – 13NUR385

MOTION: Julie Ellis moved, seconded by Paul Abegglen, to accept the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against S.M.L. – 13NUR385. Motion carried unanimously.

E.S.J. – 13NUR400

MOTION: Julie Ellis moved, seconded by Paul Abegglen, to accept the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against E.S.J. – 13NUR400. Motion carried unanimously.

A.M.R.F. – 13NUR463

MOTION: Julie Ellis moved, seconded by Paul Abegglen, to accept the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against A.M.R.F. – 13NUR463. Motion carried unanimously.

A.E.R. – 13NUR704

MOTION: Julie Ellis moved, seconded by Paul Abegglen, to accept the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against A.E.R. – 13NUR704. Motion carried unanimously.

DRAFT

ADMINISTRATIVE WARNINGS

MOTION: Sheryl Krause moved, seconded by Maria Joseph, to issue an Administrative Warning in the matter of DLSC case number 13NUR376 – E.K.H. Motion carried unanimously.

MOTION: Sheryl Krause moved, seconded by Maria Joseph, to issue an Administrative Warning in the matter of DLSC case number 13NUR523 – L.M.M. Motion carried unanimously.

MOTION: Sheryl Krause moved, seconded by Maria Joseph, to issue an Administrative Warning in the matter of DLSC case number 13NUR551 – L.B.H. Motion carried unanimously.

MOTION: Sheryl Krause moved, seconded by Maria Joseph, to issue an Administrative Warning in the matter of DLSC case number 14NUR027 – R.D.C. Motion carried unanimously.

DRAFT

PETITION FOR SUMMARY SUSPENSION

SABRINA C.K. GILES
(13NUR059 and 14NUR079**)**

Jeffrey Miller recused himself as case advisor from deliberations, discussion and voting on the matters related to Sabrina C.K. Giles Summary Suspension proceedings.

MOTION: Julie Ellis moved, seconded by Lillian Nolan, to confirm a finding of probable cause to believe that Respondent, Sabrina C.K. Giles, has engaged in or is like to engage in conduct such that the public health, safety or welfare imperatively requires emergency suspension of Respondent's license to practice professional nursing. Motion carried unanimously.

MOTION: Julie Ellis moved, seconded by Lillian Nolan, to issue an Order of summarily suspending the license of Respondent, Sabrina C.K. Giles, to practice professional nursing in the state of Wisconsin and that such suspension will continue until the effective date of a final decision and order issued in the disciplinary proceeding against Respondent, unless otherwise ordered by the Board. Motion carried unanimously.

MOTION: Julie Ellis moved, seconded by Lillian Nolan, to acknowledge that notice was given to Sabrina C.K. Giles of the Summary Suspension proceedings pursuant to Wis. Admin. Code SPS 6.05. Motion carried unanimously.

MOTION: Julie Ellis moved, seconded by Lillian Nolan, to authorize the Board Chair to act on behalf of the Board to approve the designation of a Hearing Official for any Order to Show Cause Hearing in the matter of the Summary Suspension of the license of Sabrina C.K. Giles. Motion carried unanimously.

MOTION: Julie Ellis moved, seconded by Lillian Nolan, to authorize the Board Chair as having the authority to act on behalf of the Board to approve and sign the Order of Summary Suspension in the matter of the Summary Suspension of license of Sabrina C.K. Giles. Motion carried unanimously.

DRAFT

CASE CLOSURES

13NUR055 – C.S.

MOTION: Jeffrey Miller moved, seconded by Lillian Nolan, to close DLSC case number 13NUR055 – C.S. for no violation. Motion carried unanimously.

13NUR091 – J.C.

MOTION: Jeffrey Miller moved, seconded by Lillian Nolan, to close DLSC case number 13NUR091 – J.C. for insufficient evidence. Motion carried unanimously.

13NUR187 – L.G.

MOTION: Jeffrey Miller moved, seconded by Lillian Nolan, to close DLSC case number 13NUR187 – L.G. for prosecutorial discretion (P3). Motion carried unanimously.

13NUR198 – J.F.

MOTION: Jeffrey Miller moved, seconded by Lillian Nolan, to close DLSC case number 13NUR198 – J.F. for insufficient evidence. Motion carried unanimously.

13NUR203 – M.G.

MOTION: Jeffrey Miller moved, seconded by Lillian Nolan, to close DLSC case number 13NUR203 – M.G. for prosecutorial discretion (P1). Motion carried unanimously.

13NUR421 – S.B.

MOTION: Jeffrey Miller moved, seconded by Lillian Nolan, to close DLSC case number 13NUR421 – S.B. for insufficient evidence. Motion carried unanimously.

13NUR428 – N.C.

MOTION: Jeffrey Miller moved, seconded by Lillian Nolan, to close DLSC case number 13NUR428 – N.C. for prosecutorial discretion (P5 with a flag). Motion carried unanimously.

DRAFT

RECONSIDERATION OF DENIAL

MOTION: Paul Abegglen moved, seconded by Sheryl Krause, to rescind the 2013 motion of Denial by the Board of the application for licensure of Lori B. Hollister. Motion carried unanimously.

MOTION: Paul Abegglen moved, seconded by Sheryl Krause, to approve the application for licensure for Lori B. Hollister upon successful completion of the NCLEX exam and once all other requirements are met. Motion carried unanimously.

FINAL DECISIONS AND ORDERS

Jeffrey Miller recused himself on the voting, discussion and deliberation on the matters of Rachel J. Gliszinski, LPN, Respondent – (DHA#SPS-13-0012) (DLSC Case#12NUR509) and Coretta Harris, RN, Respondent – (DHA case# SPS-13-0045) (DLSC Case #13NUR002).

MOTION: Paul Abegglen moved, seconded by Maria Joseph, to adopt the Findings of Fact, Conclusions of Law, and Proposed Decision and Order in the matter of disciplinary proceedings against Rachel J. Gliszinski, LPN, Respondent – (DHA#SPS-13-0012) (DLSC Case#12NUR509). Motion carried.

MOTION: Paul Abegglen moved, seconded by Maria Joseph, to adopt the Findings of Fact, Conclusions of Law, and Proposed Decision and Order in the matter of disciplinary proceedings against Coretta Harris, RN, Respondent – (DHA case# SPS-13-0045) (DLSC Case #13NUR002). Motion carried.

Lillian Nolan recused herself on the voting, discussion, and deliberation on the matters of Vicki Harris, RN, Respondent – (DHA case# SPS13-0044) (DLSC Case #12NUR300).

MOTION: Jeffrey Miller moved, seconded by Sheryl Krause, to adopt the Findings of Fact, Conclusions of Law, and Proposed Decision and Order in the matter of disciplinary proceedings against Vicki Harris, RN, Respondent – (DHA case# SPS13-0044) (DLSC Case #12NUR300). Motion carried.

CREDENTIALING MATTERS

Enrique Casiano (Appearance) – Education Review

MOTION: Lillian Nolan moved, seconded by Maria Joseph, to table the matter of the application of Enrique Casiano until further information is received relative to approval by the Board of Nursing of Puerto Rico. Motion carried unanimously.

Brian Strunz – Conviction Review

MOTION: Paul Abegglen moved, seconded by Jeffrey Miller, to approve the licensure application of Brian Strunz – Conviction Review, once all requirements are met. Motion carried unanimously.

DRAFT

Heather Wiltse – Conviction Review

MOTION: Paul Abegglen moved, seconded by Jeffrey Miller, to approve the licensure application of Heather Wiltse, once all requirements are met. Motion carried unanimously.

Jana Jungwirth – Conviction Review

MOTION: Jeffrey Miller moved, seconded by Maria Joseph, to table the matter of the application of Jana Jungwirth. Motion carried unanimously.

Rita Gray – Conviction, Discipline, and Refresher Course

MOTION: Lillian Nolan moved, seconded by Paul Abegglen, to table the matter of the application of Rita Gray. Motion carried unanimously.

Sarah Bone – Medical Condition Review

MOTION: Jeffrey Miller moved, seconded by Paul Abegglen, to approve the licensure application of Sarah Bone, once all requirements are met. Motion carried unanimously.

BOARD STRATEGIC PLANNING

Maria Joseph left the meeting at 3:10 p.m.

CASE CLOSURES

13NUR429 – L.D.

MOTION: Jeffrey Miller moved, seconded by Lillian Nolan, to close DLSC case number 13NUR429 – L.D. for insufficient evidence. Motion carried unanimously.

13NUR458 – K.J.

MOTION: Jeffrey Miller moved, seconded by Lillian Nolan, to close DLSC case number 13NUR458 – K.J. for no violation. Motion carried unanimously.

13NUR505 – T.A

MOTION: Jeffrey Miller moved, seconded by Lillian Nolan, to close DLSC case number 13NUR505 – T.A. for insufficient evidence. Motion carried unanimously.

13NUR540 – P.R

MOTION: Jeffrey Miller moved, seconded by Lillian Nolan, to close DLSC case number 13NUR540- P.R. for prosecutorial discretion (P3). Motion carried unanimously.

DRAFT

13NUR571 – L.Z.

MOTION: Jeffrey Miller moved, seconded by Lillian Nolan, to close DLSC case number 13NUR571 – L.Z. for prosecutorial discretion. Motion carried unanimously.

13NUR659 – B.J.

MOTION: Jeffrey Miller moved, seconded by Lillian Nolan, to close DLSC case number 13NUR659 - for prosecutorial discretion (P2). Motion carried unanimously.

13NUR679 –M.A.H.

MOTION: Jeffrey Miller moved, seconded by Lillian Nolan, to close DLSC case number 13NUR679 –M.A.H**.** for P2. Motion carried unanimously.

13NUR689 – P.F.

MOTION: Jeffrey Miller moved, seconded by Lillian Nolan, to close DLSC case number 13NUR689 – P.F., for no violation. Motion carried unanimously.

14NUR004 – A.L.B.

MOTION: Jeffrey Miller moved, seconded by Lillian Nolan, to close DLSC case number 14NUR004 – A.L.B. for prosecutorial discretion (P7). Motion carried unanimously.

14NUR008 – N.S.K

MOTION: Jeffrey Miller moved, seconded by Lillian Nolan, to close DLSC case number 14NUR008 – N.S.K. for prosecutorial discretion (P7). Motion carried unanimously.

14NUR017 - UNKNOWN

MOTION: Jeffrey Miller moved, seconded by Lillian Nolan, to close DLSC case number 14NUR017 - UNKNOWN for insufficient evidence. Motion carried unanimously.

14NUR037 – C.H.

MOTION: Jeffrey Miller moved, seconded by Lillian Nolan, to close DLSC case number 14NUR037 - for prosecutorial discretion (P5 with a flag). Motion carried unanimously.

14NUR076 – L.C.M.

MOTION: Jeffrey Miller moved, seconded by Lillian Nolan, to close DLSC case number 14NUR076 – L.C.M. for prosecutorial discretion. Motion carried unanimously.

DRAFT

ADJOURNMENT

MOTION: Julie Ellis moved, seconded by Jeffrey Miller, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 3:20 p.m.

DRAFT

State of Wisconsin
Department of Safety & Professional Services

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: **Dan Williams**	2) Date When Request Submitted: Items will be considered late if submitted after 4:30 p.m. and less than: ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others

3) Name of Board, Committee, Council, Sections:

WI Board of Nursing

4) Meeting Date:	5) Attachments:	6) How should the item be titled on the agenda page?
5/8/14	☐ Yes ☐ No	**Board discussion and review as to a complaint filed with the Board against Herzing – Brookfield/Kenosha**

7) Place Item in:	8) Is an appearance before the Board being scheduled? If yes, who is appearing?	9) Name of Case Advisor(s), if required:
☒ Open Session ☐ Closed Session ☐ Both	☐ Yes by ☒ No	N/A

10) Describe the issue and action that should be addressed:

See title.
Attached documents include complaint information and Herzing response.

11) Authorization

Signature of person making this request Date

Supervisor (if required) Date

Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date

Directions for including supporting documents:
1. This form should be attached to any documents submitted to the agenda.
2. Post Agenda Deadline items must be authorized by a Supervisor and the Board Services Bureau Director.
3. If necessary, Provide original documents needing Board Chairperson signature to the Executive Assistant prior to the start of a meeting.

From: Laurie Koestner [mailto:laurie.koestner@gmail.com]
Sent: Wednesday, March 26, 2014 8:07 AM
To: Williams, Dan - DSPS
Subject: Herzing university

Just a few other thoughts. Some faculty have to teach on both campuses. I have to share an office with another faculty member on the Kenosha campus and do not have any office assigned when I go to Brookfield. I have no place where I can meet with students privately. I have a colleague who is in the same situation and actually has to sit in the common area that the students use for eating and studying.

Dr George recently hired a part time faculty into a full time position. Other part time faculty were not aware that a full time opening was available nor did faculty have any input in the hiring for interviewing process of the faculty.

I do not want my emails construed as complaining because they are not the complaining of a disgruntled employee but the concerns of a nurse and faculty about a program that is not effectively preparing students for success.

Sincerely,
Laurie Koestner

From: Laurie Koestner [mailto:laurie.koestner@gmail.com]
Sent: Tuesday, March 25, 2014 2:15 PM
To: Williams, Dan - DSPS
Subject: Herzing Nursing Program

March 25, 2014

Good Afternoon Dan,

This email is a follow up to the voicemail messages I left for you last week. I am part of the nursing faculty at Herzing University and have several concerns about the direction of the nursing program. About two weeks ago Dr. Markham accepted a position at the corporate headquarters of Herzing University and resigned her position as the nursing Program Director of Brookfield and Kenosha campuses. She was replaced by Justin Hern as the new program director. Justin was the only candidate who we (faculty) were aware of and never had a chance to formally interview him for the program director position as part of shared governance for the nursing program.

As far as shared governance goes, it was announced on Friday March 21, 2014 that one of our nursing faculty Brenda Kutzke had accepted the Associate Program Director position. Many faculty were not aware that she was interviewing for the position. There was no opportunity for faculty to interview

Brenda or ask questions about her vision for the nursing program. Of concern is the fact that Justin Hern was the Chief Operating Officer for Deaconess Home Health and Brenda Kutzke was the Director of Nursing for Deaconess when the organization was closed by the FBI as a result of possible Medicare fraud. I believe that the case is still pending and continues to be under investigation. I am NOT alleging any wrongdoing on their part, but it is troubling when the two main figureheads for the Herzing University nursing program are involved in an ongoing federal investigation.

Among the changes occurring over the last several weeks is the increasing involvement of the academic Dean of the Brookfield campus; specifically Dr. David George. Dr. George has injected himself into the nursing program to the point that he is representing himself as the Program Administrator. On one occasion he called me asking me to ask if I was willing to teach a clinical for a student who was identified as unsafe and unable to meet the academic requirements to pass the nursing course. Apparently, this student was unable to pass the background check and was rejected by almost all clinical sites. One facility agreed to take this student only if the student was under *the direct supervision of the faculty at all times*. This decision was made by Dr. George over the objections of Dr. Markham. This decision emphasizes the importance of having a Program Administrator who meets Administrative Code N 1.06(4) (a) *"The educational administrator of a professional nursing education program shall hold a current license to practice as a registered nurse in Wisconsin, have a minimum of 2 years of full-time or equivalent direct care experience as a practicing nurse, 3 years of experience in nursing education within the last 10 years, and hold a master's degree with a major in nursing".*

Dr. George has gone so far as to move into Dr. Markham's old office. This is the office in which the program director has historically occupied. The optics of such a move sends the message that Dr. George is *in charge*. Dr. Markham is not on the campus full time anymore, so I don't know how much mentoring Justin is receiving from an experienced nursing program director. Dr. George approaches students and asks questions about nursing faculty, instructional style, instructional methodology, exams, grades, and other issues related to curriculum, instruction and evaluation. This is the responsibility of the program director as defined by both the BON and CCNE. Dr. George has allowed students to be readmitted to the nursing program after multiple failures of nursing courses. Some students are repeating classes for the third time and some students have failed out of the program just to be readmitted at the discretion of Dr. George. These are students who are academically weak and I fear that we are setting them up to incur significant student loans and the inability to pass the NCLEX-RN licensure examination.

Dr. George has made the decision that Dr. Tracy Nieter will be assigned to teach the pathophysiology nursing course. Dr. Nieter is not an RN, and does not meet administrative code N1.06 (4) (c) *"A nurse faculty member who teaches nursing courses in a professional nursing program shall hold a current license to practice as a registered nurse in Wisconsin, have at least 2 years of full-time or equivalent direct care experience as a practicing nurse, be employed in nursing within the last 5 years and hold a master's degree with a major in nursing".*

Another concern is that we do not have any doctoral prepared faculty on staff in the nursing program. We had two PhD prepared faculty who left the university this semester, and now that Dr. Markham has taken a new position, we have no faculty with the proper credentials to teach nursing research.

We are currently four full-time faculty below our numbers needed at the beginning of the semester. Our PhD faculty resigned and two faculty are out on sick leave. Faculty are picking up additional courses to cover for the ill faculty and are teaching at an overload level. I am one of those faculty who has picked up additional contact hours and have yet to be compensated for the additional course load. I am concerned for the increased course load of the rest of the faculty and the negative effect this may have on student success.

With the change in leadership from Dr. Markham, we are required to report this change to the BON. I assume that Herzing University has submitted the proper paperwork to the Board for their approval and the date is pending as far as when Justin will go before the Board for approval because N 1.07 *"Changes requiring approval of the board. Schools approved under this chapter shall notify the board of any of the following changes which require approval of the board: (2) Changes that alter the program's compliance with Ch. N 1 in the areas of organization and administration, curriculum, instruction, or faculty".*

These are just some of the problems within the nursing program. I am sure if the Board conducts a further investigation they will be able to identify additional weaknesses and compliance issues that require correcting.
Thank-you,
Laurie

--
Laurie Koestner MSN Ed, EDD (c), RN
517 N. Bateman St.
Appleton, WI 54911
920-540-5335

Every day create your history...Every path you take you're leaving your legacy
~Michael Jackson

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HERZING
UNIVERSITY

555 South Executive Drive, Brookfield, WI 53005
P 262.649.1710 • F 262.797.9090 • www.herzing.edu

April 03, 2014

Mr. Dan Williams, Executive Director
Ms. Julia Nelson, RN, Chair
Wisconsin Board of Nursing
Department of Safety and Professional Services
Post Office Box 8935
Madison, Wisconsin 53708-8935

RE: Wisconsin Board of Nursing Inquiry Dated March 27, 2014

Thank you for requesting the clarification on March 27, 2014 related to management of the nursing program and faculty assignment for instruction of nursing courses. With the return of Dr. Markham to her position as System Dean of Nursing, the decision was made to alter reporting responsibilities to align with the organization of other academic programs in the system. In doing so, I was appointed to the position titled "Director of the Nursing Program" effective March 10, 2014. My role (see attached role description) assures that I have responsibility in compliance with Chapter N1.08 (3), Program Approval for School of Nursing.

As currently organized, I have direct reporting responsibility to Dr. David George, the Academic Dean for the Campus. He serves as a resource to assure that actions and decisions are within the written guidelines defined for the University. He is responsible for my evaluation with "360" input from those persons who he deems would be able to provide information related to my performance in the role (these would include nursing faculty and other program directors and staff, and other administrators). I am responsible for faculty appointments and dismissals; curriculum and program planning, implementation and evaluation; managing student issues; faculty assignments; evaluation of faculty; participation in budgetary processes; and the reporting to approval and accrediting bodies. As an additional resource and support for my nursing role, I have access to Dr. Markham in her role as the System Senior Dean of Nursing.

Dr. Tracy Neher is the General Education Program Chair and a general education faculty member for the Brookfield campus. She is responsible for instruction of the Brookfield Campus's Anatomy and Physiology, Microbiology and Chemistry courses (SC 145, SC245, SC165 and SC185 theory and labs). Dr. Neher also coordinates a NB090 Foundations of Nursing at the Brookfield Campus which is a "0" credit, - developmental course offered to nursing students who are conditionally admitted to the program with deficits in English, mathematics and the sciences. The foundations course also encompasses study and review sessions for the associated science courses, general education courses in English, math and social sciences. Faculty members with expertise in the associated areas of focus participate in these sessions that Dr. Neher coordinates. The course is specifically designed to support nursing students and is in existence for Herzing University's Atlanta, Brookfield/Kenosha and pending Madison Bachelor of Science in Nursing programs. I have attached a syllabus for the course for your review. Dr. Neher is not scheduled to teach any for-credit NB nursing courses in the curriculum plan.

All current Herzing Brookfield-Kenosha nursing courses are covered by qualified nursing faculty. During this semester, there have been six (6) faculty changes due to resignations, medical leave (FMLA) and termination. Attached is a summary of the coverage for the identified courses, the faculty assigned to cover, and their credentials showing their qualifications to cover the content.

In a subsequent submission, I will provide an updated spreadsheet of faculty credentials and the faculty assignments for the upcoming summer semester scheduled to start April 29, 2014. These documents will further support that nursing courses are assigned and being taught by qualified nursing faculty.

Should you have additional questions, please feel free to contact me. Again, thank you for this opportunity to respond to your questions.

Sincerely,

Justin D. Hern, RN, MSN, MBA
Nursing Program Director
Herzing Brookfield-Kenosha

Attachments:
- Copy of Inquiry Wisconsin Board of Nursing Dated 3/27/2014
- Job Description, Director of Nursing Brookfield-Kenosha
- Chart, Organizational Structure for Nursing, Brookfield-Kenosha
- Chart, Coverage for Faculty Vacancies Spring 2014
- Syllabi, *Foundations of Nursing NB090*

Cc:
Dr. Elizabeth Markham, System Senior Dean of Nursing, Herzing University
Jackie Curtis, Campus President, Herzing University Brookfield
Dr. David George, Academic Dean, Herzing University Brookfield
Jennifer Paugh, Campus President, Herzing University Kenosha
Dr. Blake Faulkner, Provost, Herzing University
Elainna L Guerrette, Associate VP Academic and Regulatory Affairs, Herzing University

Wisconsin Board of Nursing Inquiry, 3/27/2014

From: Remy, Jill M - DSPS [Jill.Remy@wisconsin.gov]
Sent: Thursday, March 27, 2014 4:42 PM
To: Hern, Justin
Cc: Williams, Dan - DSPS
Subject: RE: Hezing-Brookfield/Kenosha Nursing Program Clarification Requested

Dear Mr. Hern:

The Board of Nursing has received information regarding the Herzing University-Brookfield/Kenosha nursing program which does not match information currently on file. As a result, I am contacting you to allow an opportunity to clarify some issues noted below:

1) Please describe the title, role and responsibilities for yourself (Justin Hern) and David George in respect to the Herzing-Brookfield/Kenosha nursing program.

2) Please indicate if Tracy Neiter is currently a Herzing-Brookfield/Kenosha faculty member teaching a nursing course. If Dr. Neiter is teaching a nursing course and does not meet the requirements for fully-qualified faculty indicated in Chapter N 1.06, please indicate if a faculty exception request was completed and submitted to the Board for approval; the Request for Nursing Faculty Exception form (#2662) is available on the DSPS website at: http://dsps.wi.gov/Documents/Credentialing%20Forms/Education%20Forms/Nursing%20Information%20Page%20Documents/RN%20and%20LPN/fm2662%20Request%20for%20Faculty%20Exception.pdf.

3) Please indicate if there are any Herzing-Brookfield/Kenosha nursing courses which do not currently have faculty in place to teach the courses. If so, please explain how instruction for those nursing courses is being covered.

Thank you for your assistance in this matter.

Cordially yours,

Jill M. Remy
Education and Examinations Program Manager
Department of Safety & Professional Services
1400 E. Washington Avenue
P.O. Box 8935
Madison, WI 53708-8935
P: (608) 266-7703
F: (608) 266-2602
jill.remy@wisconsin.gov

HERZING UNIVERSITY

525 North 6th Street, Milwaukee, WI 53203
P 414.271.8103 · F 414.271.1607 · www.herzing.edu

JOB DESCRIPTION

TITLE:	Director of Nursing—Brookfield-Kenosha Campuses
DEPARTMENT:	Administration
DATE:	March 2012
TRACK / FLSA:	Management / Exempt
JOB CODE:	TBD

JOB PURPOSE AND REPORTING STRUCTURE:
The Director of Nursing is an administrative position within the organization of the campus. The duties of the Director are, therefore, of an administrative and supervisory nature and encompass all nursing courses taught at the campus (both in resident and distance format). These duties and responsibilities fall into seven major areas: supervisory, administrative, instructional, curriculum, assessment, student satisfaction and retention, and professionalism. The employee will report directly to either the Academic Director (Dean) or the President of the Campus. The Director has a "dotted line" reporting responsibility to the System Dean of Nursing.

PRIMARY DUTIES AND RESPONSIBILTIES:

A. Supervisory:

1. Provide direct supervision to the campus nursing faculty.
2. Establish and monitor faculty and staff performance standards and goals.
3. Conduct ongoing and annual performance reviews as outlined in the employee and faculty handbooks.
4. Develop and lead Program Advisory Board meetings as they relate to the nursing curriculum and program.

B. Administrative:

1. Establish class schedules in accordance with course requirements in consultation with the Dean or Campus President.
2. Schedule classroom and lab facilities as needed for instruction for on-ground courses.
3. Assure that grades and records are submitted accurately and promptly in accordance with University's grading policy and procedure.
4. Assure that class attendance is reported in accordance with the University's policy and procedure.
5. Enforce the University's rules as published in the Herzing University Catalog, Faculty Handbook, Student Handbook and Employee Handbook.
6. Assist the Dean or Campus President in determining the need for and then acquiring computer resources, materials and supplies, textbooks and other materials that are to be used for instructional and learning resource purposes.
7. Make recommendations with respect to replacing instructional equipment.
8. Make recommendations with respect to the acquisition of new equipment for instructional purposes.
9. Establish procedures with the Dean or Campus President for adequate service arrangements for instructional equipment to minimize downtime.
10. Responsible for establishment and maintenance of appropriate computer room and LAN policies and procedures regarding backups, startups, file restoration, purges and student access.
11. Ensure faculty personnel files are maintained according to University policies.
12. Responsible for the implementation and security of all of the University's final examinations

C. Nursing Instructional:

1. Manage the recruitment and selection of teaching staff through establishing the requirements, reviewing applications and interviewing candidates. Ensures that thorough reference checks are done on all candidates. Serves as a member of the review panel for faculty candidate's mock presentations.
2. Administer and supervise faculty training, development, and promotion as outlined in the Faculty Handbook.
3. Act as the resource person for faculty working on faculty development materials.
4. Regularly monitor quality of instructions through classroom visits for traditional format classes, clinical sites and lab instruction, and review of online student interaction in the online class section in online or hybrid courses.
5. Manage administration of student satisfaction surveys including (but not necessarily limited to) end-of-course critiques, HAPPI surveys and the All-Herzing Survey.
6. Assign teaching functions in accordance with established workload norms, teacher expertise and teacher interests.
7. Manage student internship and/or clinical programs that are part of the campus' curriculum.
8. Encourage a high level of faculty morale by being readily available to discuss with faculty their needs, questions and frustrations, and by promoting positive attitudes among the staff and the students of the Campus.
9. Teach an occasional course as needed to remain current in teaching or to meet schedule requirements. Substitute teaching as situation demands.
10. Hold regular meetings with the teaching faculty to keep them apprised of University policy and objectives as well as to share and search for solutions to common teaching problems that arise from time to time.
11. Maintain a current database of faculty credentials, length of service, and experience related to their teaching area.

D. Curriculum:

1. Assure high academic standards through the establishment of appropriate student evaluation mechanisms.
2. Initiate local curriculum development activities in accordance with the University's curriculum development policy.
3. Maintain and use the campus' program advisory committees for the purpose of curriculum and textbook review and direction.
4. Maintain current course and subject outlines for all courses and subjects offered by the college.
5. Keep current with state/accreditation reporting requirements related to curriculum changes and ensures appropriate materials are available as required to support any approval changes.

E. Assessment:

1. Actively engage in and promote student academic achievement assessment processes and procedures.
2. Use student academic achievement assessment data to improve instructional methodologies.

F. Student Satisfaction and Retention

1. Monitor student retention and satisfaction.
2. Assist in developing action plans for improving student retention/satisfaction.
3. Share best practices for improving student retention/satisfaction with colleagues at other campuses.
4. Interact in a fair and impartial way with students.
5. Listen to and evaluate student problems and concerns, counseling them within the norm of society and the regulations of the University.
6. Mediate staff-student conflicts in a professional manner.

G. Engage in Scholarship

1. Design and implement scholarly activities in an established area of expertise.
2. Demonstrate qualities of a scholar: integrity, courage, perseverance, vitality and creativity.
3. Draw on extant literature to design evidence-based teaching and evaluation practices.

OTHER DUTIES:
Other duties as assigned.

QUALIFICATION REQUIREMENTS:

- Must be capable of providing leadership and inspiration to faculty.
- Must be highly structured and organized.
- Must be sufficiently technically oriented to understand the technology objectives of the programs offered.
- Must be capable of writing in clear and communicative manner and delivering organized, informative presentations.

EDUCATION and/or EXPERIENCE REQUIREMENTS:

- Must have a minimum of a Master of Science in Nursing or related Allied Health Profession; Doctorate in Nursing or related field preferred.
- Hold necessary accreditation/licensure for nursing.
- Minimum of 3-5 years of teaching experience in a nursing program within the last 10 (ten) calendar years required.
- 3-5+ years of management experience preferred.

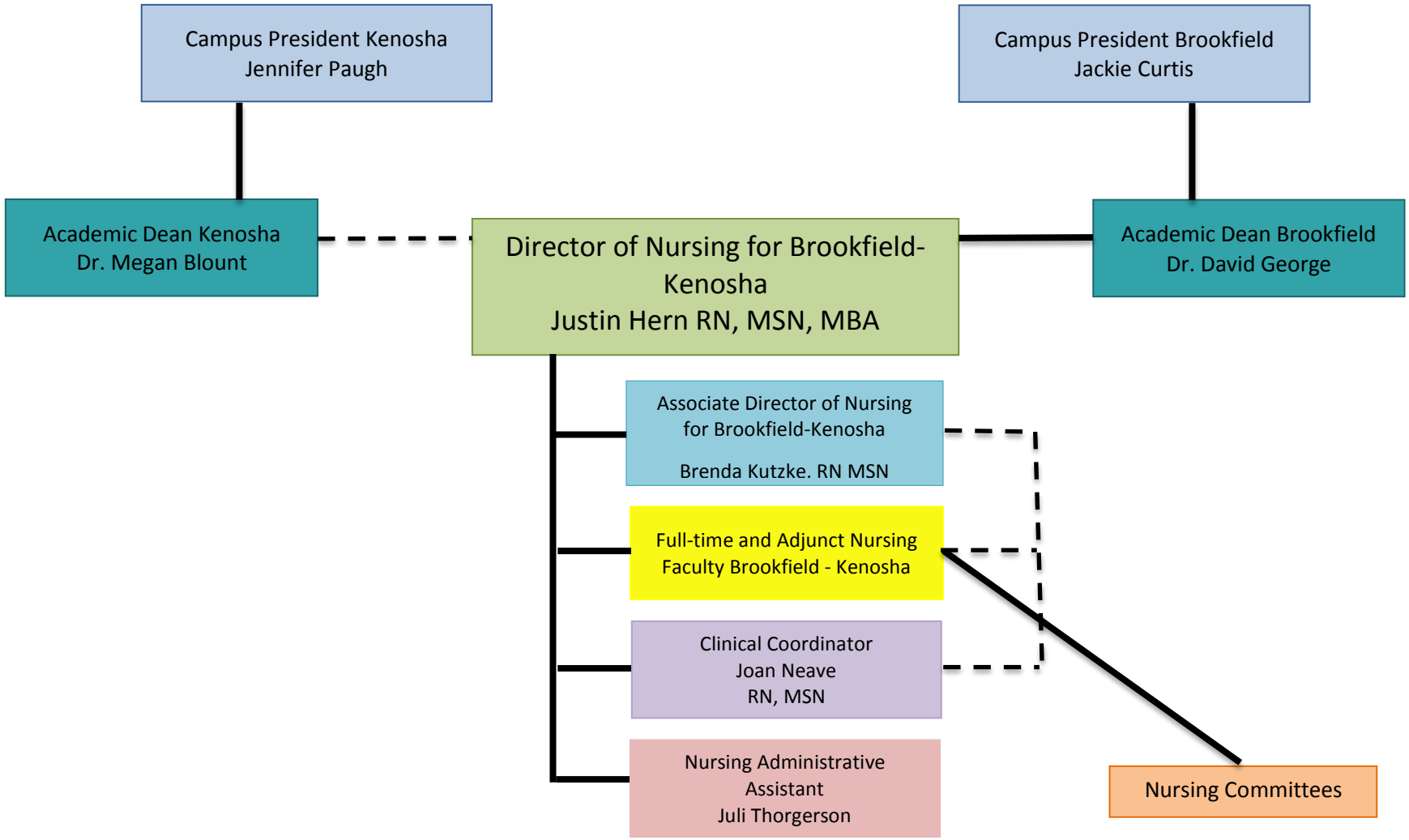
_____ _____

Signature **Date**

ADA Disclaimer: In developing this job description, care was taken to include all competencies needed to successfully perform in this position. However, for Americans with Disabilities Act (ADA) purposes, the essential functions of the job may or may not have been described for purposes of ADA reasonable accommodation. All reasonable accommodation requests will be reviewed and evaluated on a case-by-case basis.

HERZING UNIVERSITY

Organizational Chart for Nursing Program Brookfield/Kenosha



COVERAGE FOR FACULTY VACANCIES AND LEAVES SPRING 2014

FACULTY MEMBER WITH DATE OF CHANGE OF COURSE ASSIGNMENT	COURSES TAUGHT	FACULTY MEMBER ASSIGNED TO COVER	FACULTY MEMBER QUALIFICATIONS
Dr. Aruna Lal (January 20, 2014)	NB 450 Nursing Leadership (both campuses)	Elizabeth Markham, PHD, RN	MSN in Mat/Neonatal/GYN with Nursing Education; PhD in Adult and Higher Ed with previous teaching experience in both Leadership and Research courses.
		Jean Majeski, RN, MSN	MSN with focus on primary health care, nursing education, research, and instructional design with previous work experience in leadership role.
	NB 011 Nursing Review II (Cover review of content in Family, Community, Adult Health)(co-instructor)	Edna Hudson, RN, MSN	MSN in Nursing Education; work experience in OB-Peds, and Med Surg.
	NB 446 Adult Health III-Nursing Practicum (co-instructor)	Dr. Darcy Rahberger	MSN as Adult CNS; DNP in Adult Med-Surg and Telemetry; work experience: Adult Med-Surg, Cardiac Tele.
Christina Bajorek, MSN,RN (February 17, 2014)	NB 308 Mental Health Nursing theory and clinical (both campuses)	Joan Neave, MSN, RN for theory and clinical	MSN in Education, Leadership & Managements with work experience in Psychiatric Nursing clinical practice and management.
	NB225 Nursing Informatics (Brookfield)	Laurie Koestner, MSN, RN and candidate for DNP	MSN in Health Care Education with experience adult-health, staff development, management, leadership and previously taught Informatics Course.
Dr. Beverly Felten (Ph.D. and NP) (February 17, 201)	NB220 Pharmacology in Nursing	Donna Kowske, MSN, RN (enrolled Doctoral Program)	MSN Nursing Administration with advanced courses in pathophysiology and pharmacology; experienced in Adult Psych mental Health, Oncology, OB-GYN
	NB208 Pathophysiology in Nursing	Donna Kowske, MSN, RN	
	NB431 Nursing Research	Elizabeth Markham, PhD, RN	MSN in Mat/Neonatal/GYN with Nursing Education; PhD in Adult and Higher Ed with previous teaching experience in both Leadership and Research courses.

COVERAGE FOR FACULTY VACANCIES AND LEAVES SPRING 2014

FACULTY MEMBER WITH DATE OF CHANGE OF COURSE ASSIGNMENT	COURSES TAUGHT	FACULTY MEMBER ASSIGNED TO COVER	FACULTY MEMBER QUALIFICATIONS
Dr. Darcy Rahberger (March 14, 2014)	NB 446 Adult Health III-Nursing Practicum (co-instructor)	Edna Hudson, RN, MSN for ongoing course coordination only as the theory component has been completed. Jennifer Kowalkowski, MSN, MPH, RN and enrolled in Doctorate of Nursing Program (full-time faculty member at Herzing Madison)—covering Advanced Practicum for 2nd 8 week group.	MSN in Nursing Education; work experience in OB-Peds, and Med Surg. Experienced in Adult-Health Nursing, Medical-Oncology.
Deborah Ziebarth, MSN, RN (February 11, 2014)	NB 409 Community Health Nursing Theory and Clinical NB 400 C Pediatric Clinical NB 401 National and Global Health Policy	Vicki Swaney, MSN,RN (Theory) (enrolled in PHD in nursing program) Nancy Ahrens, MSN, RN (Clinical) (enrolled in PhD program) Deb Johnson, RN, MSN (Pediatric Clinicals and NB401)	MSN with experience in Home health and Hospice and adult Health MSN in Nursing Education; experienced in Gerontology and Community nursing. MSN with focus on Pediatrics.
Laurie Koestner, MSN,RN (March 28, 2014)	NB 225 Nursing Informatics NB 301 C Adult Health Nursing II Clinical NB 301 Adult Health II (co-instructor)	Justin Hern, MSN, MBA, RN Clinical completed for the semester. Justin Hern, MSN, MBA, RN, course lead for NB 301 course.	MSN in Nursing Administration; clinical experience in adult health nursing and leadership.

Foundations of Nursing
NB090

FACULTY CONTACT INFO/OFFICE HOURS:

Name: Tracy Neher, Ph.D.

Phone Number: 262-649-1710 ext. 61667

Office Hours: Monday/Wednesday 2-4 pm or by appointment

Email: tneher@herzing.edu

GENERAL COURSE INFORMATION:

Dates of Term: 1/6/14 - 4/23/14

Class Meeting Times: Thursday 8:00 am – 12:00 am

Course Number: NB 090

Semester Credit Hours: 4

Prerequisite(s): None

Corequisite(s): None

COURSE DESCRIPTION:

This course will review basic written and oral communication in professional writing, problem solving, and critical thinking skills. Topics will include paragraphing, basic essay writing, basic math statements, an overview of scientific principles, the metric system, and body system structure and function. Students who successfully complete this course will have the foundation necessary to succeed in the nursing program.

LEARNING OBJECTIVES:

Upon completion of this course the student will be able to:

1. Compose an essay, and deliver oral communication that reflects organized thought and/or American English written structure.
2. Edit written work.

3. Develop beginning professional writing skills using APA-style citations for summarized, paraphrased, and quoted materials used in writing and oral communication.
4. Utilize algebraic techniques to solve mathematic equations.
5. Discuss basic scientific principles.
6. Complete basic conversions from the English system to the Metric system.
7. Introduce body system structure and function.

REQUIRED TEXT(S):

None

EVALUATION/GRADING CRITERIA:

Assessment of course material learned will be based on chapter summaries and short homework assignments. The course is a pass/fail assessment and students must earn an 80% to 'Pass'.

Grading Breakdown	
Homework 1	100
Homework 2	100
Homework 3	100
Homework 4	100
Homework 5	100
Homework 6	100
Homework 7/Presentations	100
Total Points	700

Grading Policy	
A	93% - 100%
A-	90% - 92%
B+	87% - 89%
B	83% - 86%
B-	80% - 82%
C+	76% - 79%
C	70% - 75%
D+	66% - 69%
D	60% - 65%
F	= < 59%
I	Incomplete

CLASSROOM POLICIES:

Group Work: Students may be asked to work in small groups during class to discuss topics outlined by the instructor. Student participation is essential and students may be asked to evaluate their group members.

SUMMARY OF WEEKLY ASSIGNMENTS/ASSESSMENTS:

Class Session	*Class Outline*	Class Date
Session 1 Thursday	Go over syllabus. Paragraph style writing	1/9/14
Session 2 Thursday	Math Basics Fractions, decimals, ratios, percent	1/16/14
Session 3 Thursday	Directional terms Chemicals Cells	1/23/14
Session 4 Thursday	Integument Skeletal and Muscular systems	1/30/14
Session 5 Thursday	Assess paragraph and rewrite	2/6/14
Session 6 Thursday	Introduction to Algebra	2/13/14
Session 7 Thursday	Math review	2/20/14
Session 8 Thursday	Nervous system Endocrine Circulatory system	3/6/14
Session 9 Thursday	Lymphatic and Immune system	3/13/14
Session 10 Thursday	Essay composition	3/20/14
Session 11 Thursday	Metric system	3/27/14
Session 12 Thursday	Respiratory and Digestive systems	4/3/14
Session 13 Thursday	Critique and rewrite essay Presentations	4/10/14
Session 14 Thursday	Metric system review Urinary and Reproductive systems	4/17/14

Herzing University
The P.R.I.C.E. of Success

Professionalism. Respect. Integrity. Caring. Engagement.
Herzing University and Herzing College believe in the human potential and personal aspirations of each student. Based on feedback from a cross-section of our community partners (employers, clinical sites, workforce centers), Herzing has developed a framework of behaviors and attributes, that supports a successful and meaningful career. This framework is called the "P.R.I.C.E. of Success." In order to help each student develop and expand upon these qualities, Herzing has created a culture where students are expected to exhibit these behaviors and attributes in all interactions, in and outside the classroom. Herzing believes students who apply themselves and embody the P.R.I.C.E. characteristics will be more likely to reach their full human potential.

Professionalism
I will:

- Assume responsibility for my own actions
- Demonstrate professional and appropriate communication skills
- Present an appropriate professional appearance for the environment
- Handle sensitive or difficult issues with grace and confidence

Respect
I will:

- Provide consideration and mutual respect to other students, instructors, staff, and colleagues
- Approach others with a positive mindset
- Exhibit respect in all settings including internship or clinical rotations
- Demonstrate genuine interest in the thoughts, opinions, values, and needs of others

Integrity
I will:

- Practice academic and professional integrity
- Follow rules and policies of the environment
- Exhibit effort necessary to accomplish goals and objectives
- Give proper credit to others for their work and contributions

Caring
I will:

- Exhibit a customer-focus and caring mindset in the workplace and clinical settings
- Approach others with a positive attitude
- Provide encouragement and support to fellow students and colleagues
- Build relationships through honest communication and follow-through

Engagement
I will:

- Actively contribute to the classroom and workplace environment
- Participate in and support positive community events
- Seek opportunities to perform above minimum expectations in the workplace and classroom
- Maintain a continuous improvement mindset

ACADEMIC DISHONESTY POLICY:

Original Work, Cheating, Plagiarism, and Paraphrasing

The Herzing University Catalog addresses academic dishonesty in general in the "Student Conduct" section of the University catalog. **Original Work Cheating, Plagiarism, and Paraphrasing** are addressed in greater detail here.

When completing an assignment for a Herzing University course, students are expected to do **original work** for the assignment and to not reuse work they may have done in previous courses or other settings unless specific prior approval is granted by the instructor.

Cheating is defined as “the giving or receiving of aid (whether written, oral or otherwise) in order for a student to receive undeserved credit on class work, homework, tests or any other assignment that is his or her own responsibility.”

Plagiarism violates the central core of Herzing University’s educational philosophy. It involves stealing another person’s work and claiming it as one’s own. It occurs whenever one directly copies another person’s intellectual effort and integrates it into his/her class work without giving proper credit to the author.

Paraphrasing is defined as "a restatement of a text or passage giving the meaning in another form” (Webster’s New Universal Unabridged Dictionary, 1996). When one paraphrases but intentionally omits authorship of the work, this, too, is a serious violation of academic honesty.

All Herzing University students have an individual responsibility to understand what cheating, plagiarism, and paraphrasing are. The student must also be aware that the consequences for cheating and plagiarism, or for paraphrasing without proper attribution, are severe. Whenever you have doubt about what constitutes cheating, plagiarism, or paraphrasing, contact your instructor. With the advent of the Internet, the potential for cheating by simply cutting and pasting information into a paper is tempting. Be aware that these dishonest activities will not be tolerated and instructors have access to increasingly sophisticated search engines to “test” the validity of student work. Plagiarism, in particular, is easily traced.

Consequences and Sanctions

Herzing University will, upon finding that a student has violated its policies on Academic Dishonesty, enact the following:

1. For the first offense the student may receive a zero on the assignment involved or a failing grade in the course. The student will be required to repeat the entire course if completion of a failed course is needed to graduate.

2. Upon a second offense, the student may be immediately and permanently expelled from the University.

Academic Appeal Process

The student is directed to the “Grievance/Complaint Procedure” and “Academic Appeal for Termination” sections of the Herzing University Catalog for information for petitioning the University to reconsider its action.

To avoid academic dishonesty, proper references to any text and outside resources are ALWAYS required. You should also consult the following websites or APA reference manual to comply with this requirement:

Electronic References: http://www.apastyle.org/elecref.html

OWL: http://owl.english.purdue.edu/owl/resource/560/01/

APA Tip Sheet: HC APA Tip Sheet.pdf

Reasons Why Sources Are Cited: Citing Sources.pdf

Study Time:

Different students learn at different rates. However, students should expect to spend two hours in study and preparation for each hour spent in lecture. This would include reading, papers, projects, exercises, study and other preparation. Similarly, students should expect to spend one hour in study and preparation for each two hours spent in lab.

Final Course Evaluations:

Each term, students are provided the opportunity to evaluate the instructor's effectiveness as well as the course structure and design. Questions are asked such as "The instructor presents the material in a well-organized manner," "The instructor uses examples that help me understand the concepts," "The course syllabus clearly outlined the course schedule, requirements and grading policies," etc. This evaluation is completed electronically via a website http://www.keysurvey.com/f/516659/10fe/ using your Unique Instructor ID number which you can obtain from your instructor. Your instructor will schedule the lab during class time during the last 2 weeks of the course to complete the evaluation.

Attendance Philosophy

The philosophy of Herzing University is that college is not only a place to learn technical and business skills and to develop academically, but also a place to develop important work habits. Important work habits include responsibility and reliability, and attendance is a major factor in both. Also, a student should understand that missing a class affects more than the individual student. It affects the class if the student has to ask questions regarding what was covered when he or she was not there, and it affects the instructor who may have to assign make-up material or give other individual attention to the absentee. For that reason and to avoid disruption to the educational process caused by erratic attendance, the University emphasizes attendance in all courses.

Notification of Absences

As a courtesy, students are expected to inform their instructors or the office if they know they will have to miss a class. Students returning from an absence are expected to address missed material with the instructor outside of scheduled class hours.

Affect of Absences on Grading

Points will not be directly deducted from a student's academic average because of absences. However, students can expect tests, quizzes, or other graded assignments to be scheduled without notice during any given class session. If a student misses a test, quiz, or assignment because of an absence, the instructor is not obligated and will not normally allow a make-up quiz, test, or assignment. Extenuating circumstances will be taken into consideration when deciding if make-up work will be permitted.

Extenuating Circumstances

If there are extenuating circumstances (such as a documented health problem, a family emergency, jury duty, military reserve service obligations, etc.) that caused an absence or is expected to cause absences in the future, the student should contact his or her instructor or the Academic Dean immediately.

Minimum Passing Grade:

The minimum passing grade in most courses at Herzing University is a D (60%). However, the minimum passing grade for certain healthcare core courses is a C+ (76%). This affects courses with the course prefixes of DH, DN, DS, EM, MT, NA, NF, NB, NM, NO, NW, OT, PN, PT, RT, and ST. Other courses may have other specific minimum passing grades in which case they will be outlined in the course syllabus. When the minimum passing grade is not achieved, a grade of F is assigned.
The "other courses" as mentioned above that have this minimum passing grade of a C+ (76%) are the following courses:
BSN Nursing Program Students – All NB prefix courses PLUS

1. SC145 and SC145L Anatomy and Physiology I
2. SC245 and SC245L Anatomy and Physiology II
3. SC165 and SC165L Microbiology
4. SC185 and SC185L General Chemistry
5. MA107 College Algebra

MODIFICATIONS TO THE SYLLABUS:

The instructor and the University reserve the right to modify, amend, or change the syllabus (schedule, course requirements, grading policy, etc.) as the curriculum and/or program require(s).

AMERICANS WITH DISABILITIES ACT (ADA) POLICY:

Herzing University is committed to addressing the needs of students who meet the criteria for special accommodations. It is the University's policy to comply fully with federal and state laws, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), regarding students with disabilities. Information concerning the University's policies and procedures related to disability can be found in the Student Handbook and Academic Catalog.

Contact the Online Campus Student Services Department for a copy of the "Request for Accommodation" documents should you have a need.

CLASS REQUIREMENTS

You are expected to be ready to begin each session at 8:00 am and have your text books along with your notebooks/Pens/Pencils etc.

WRITTEN HOMEWORK REQUIREMENTS

Homework assignments (Answers) will be typed using Times New Roman with a 12 point font along with a cover sheet using APA 6th edition format and handed into the instructor prior to beginning of class.

Bring a copy of your homework with you to use during notes and for added resources to strengthen your learning.

Writing and Speaking Across the Curriculum

Policy

The University recognizes that good writing and speaking are important skills that will help all graduate succeed once they reach the job market and that an English composition and a speech class may not alone give students enough practice writing and speaking to be successful. Therefore, it is the policy of the University have writing and speaking assignments in virtually all our courses to give students the much needed practice in writing and speaking.

Procedures

Faculty member will include both writing and speaking assignments in each of their classes wherever possible. These assignments should relate to the subject matter of the course, but feedback and grading on the assignments should include the quality of the writing and speaking demonstrated in the project. Grading/feedback guidelines (rubrics) for writing and speaking assignments are shown below.

Rubric for Assessing Writing Across the Curriculum Written Projects

Description	Superior Work	Above average	Average	Below Average	Fails to meet requirements
Criteria	**A**	**B**	**C**	**D**	**F**
Intro	◊ Deliberate, creates interest ◊ Gives title/author if needed ◊ Clear, concise and specific thesis statement	◊ Adequately introduces topic ◊ Thesis statement may be lacking specificity.	◊ Intro is too short – does not introduce topic ◊ Thesis statement is vague- should be more narrow	◊ Some intro components missing ◊ Thesis statement is poor or unidentifiable	◊ Thesis missing ◊ Introduction does not introduce topic
Body: **Organization**	◊ Organized throughout ◊ Logical, clear sequence ◊ Completely supports thesis ◊ Exhibits critical thinking ◊ Has consistent transitions ◊ Proper in-text citations ◊ Excellent transitions	◊ Well organized ◊ Easy to follow ◊ Thesis could use more support (adequate but not extended) ◊ Majority of citations are correct ◊ Shows some original thought ◊ Has several transitions ◊ Majority of citations are correct	◊ Some org. problems ◊ Some gaps in flow ◊ Not enough thesis support ◊ Shows little original thought ◊ Some transitions ◊ Citations are incorrect	Difficult to follow May jump topics Does not prove/support thesis Citations incorrect Very few transitions	◊ No sequence ◊ Jumps topics frequently ◊ No in-text citations ◊ No transitions
Body: **Fluency & Mechanics**	◊ Uses excellent vocabulary ◊ Stays on topic/meets assignment ◊ Correct tense/point of view ◊ Has sentence variety ◊ Correct spelling/punctuation ◊ Writes in scholarly style	◊ Attempts higher level vocabulary with some success ◊ Stays on topic/meets assignment ◊ Mostly correct tense/point of view ◊ A few sentences lacking in variety ◊ Few spelling errors ◊ Writes in scholarly style	◊ Range of vocabulary ◊ Some tense/point of view errors ◊ Occasionally strays off topic ◊ Some sentence fragments/run-ons ◊ Proper spelling ◊ Quality of formal language	◊ Vocabulary level ◊ Some tense/pov errors ◊ Does not meet assignment requirements ◊ Many sentence fragments/run-ons ◊ Many spelling errors ◊ Majority of writing is informal	◊ Improper word choices ◊ Many tense and point of view errors ◊ Fails to meet assignment ◊ Many mechanical errors ◊ Writes informally
Conclusion	◊ Deliberate closing strategy ◊ Does not introduce new material Paraphrases thesis, but does not merely repeat introduction	◊ Adequate closing ◊ Does not introduce new material Re-states thesis in same words, but does not completely repeat introduction	◊ Weak closing ◊ Does not introduce new material Merely repeats introduction	◊ Weak closing ◊ Introduces new material Does not refer to thesis	◊ No formal closing ◊ New material introduced ◊ Does not refer to introduction
Appearance	◊ Neat, properly formatted ◊ References in APA format	◊ May have a few formatting errors ◊ References mostly correct	◊ Some improper formatting ◊ References incomplete or incorrectly formatted	◊ Improper format in most places ◊ References incomplete and incorrectly formatted	◊ Improper format throughout ◊ No reference page

Rubric for Accessing Speaking Across the Curriculum Presentations

Criteria	A	B	C	D	F
Dress	Professional dress: Suitable for audience. Appropriate shoes.	Dress casual: Dress khakis and blazer for men, dressy casual for women. Loafers or flat shoes.	Casual: khakis and polo shirt for men; slacks and blouse for women. Loafers or flat shoes.	T-shirt and jeans, sports shoes, men and women.	Dress does not meet standards appropriate to speech given.
Voice	Speaker uses appropriate pitch, volume, and rate of speaking. Articulation excellent.	Hasty conversational style; does not interfere with volume or articulation. Communication is unhampered.	Low volume; hasty conversational style compromises articulation and communication.	Speech difficult to hear or understand; communication is severely compromised.	Speaker is inaudible, and/or speech is garbled, impeding communication.
Gestures and Audience Engagement	Eyes, hands, facial expression, and body language all coordinate to support communication.	Eye contact is adequate. Facial and body language are neutral.	Eye contact and facial expressions are minimal; gestures and body language distracting.	No eye contact; speaker is stationary, or is supported by lectern.	No eye contact, speaker is rigid, head down, or is unable to continue.
Speech Content	Introduction inspires attention, previews speech. Body has sufficient development, with transitional devices. Conclusion ties presentation together.	Speech is prepared, organized into an introduction, body, and conclusion, with minimal transitional devices.	Speech is obviously prepared and researched, but has no discernable intro, body, and/or conclusion and lacks interlocking thoughts.	Speech has an impromptu effect, with no discernable parts or transitions; is obviously poorly researched and unprepared.	Speech is unprepared, not researched, and is obviously an impromptu presentation.
Presentation Aid	Presentation aid is of professional quality, is used proficiently to enhance speech.	Visual aid is of good quality and is used competently.	Visual aid is of good quality but does not enhance presentation.	Visual aid is of poor quality but is handled competently.	Visual aid is omitted, is of poor quality, and/or is a distraction from the presentation.

STUDENT SIGNATURE PAGE

I _____ on this day _____ in the month of _____ and in the year of 20___ do confirm I have read the syllabus thoroughly and understand what is expected of me. I also understand what my homework assignments are and when they are due in accordance with the above syllabus.

Print Name

Last: _____ First: _____ Date: _____

Signature:_____

Mr. Williams,

Dr. Neher is the course lead for NB 090. The course lead plans, prepares the syllabus, and makes other contacts to assure the activities for the course are appropriate. Because the purpose of this course is to help high risk BSN students remediate in the areas of math, science and English, and to provide tutoring for success in these courses, the ongoing planning and implementation of the course requires Dr. Neher to consult with the Nursing Program Director in preparation and during implementation. Dr. Neher conducts the lessons in the math and science areas and brings in Dan Connelly, an English instructor, to facilitate the lessons in English. Students are assisted with homework and are tutored. This remedial/developmental course is a no credit course. It was put in place as a course to help students in their first semester of enrollment in general education areas as they begin their Bachelor of Science in Nursing program. The University assigned the NB prefix to the course because it is only used by the University's nursing programs for its at risk students around the country.

I hope that this helps clarify the purpose of this course and the role of Dr. Neher. Please let me know if you have any additional questions or if you need any additional information.

Thank you,

Justin Hern, MSN, MBA, RN
Nursing Program Director
Herzing University –Kenosha/Brookfield
555 Executive Drive
Brookfield, WI 53005
(262) 649-1710 ext. 61664
jhern@herzing.edu

State of Wisconsin
Department of Safety & Professional Services

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: **Sharon Henes** **Administrative Rules Coordinator**	2) Date When Request Submitted: **28 April 2014** Items will be considered late if submitted after 4:30 p.m. and less than: ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others

3) Name of Board, Committee, Council, Sections:
Board of Nursing

4) Meeting Date:	5) Attachments:	6) How should the item be titled on the agenda page?
	☐ Yes ☐ No	**Legislation and Rule-making matters –Discussion and Consideration** **1. Status of legislation** **2. CR 13-097 relating to code of conduct** **3. CR 13-098 relating to nurse licensure compact** **4. CR 14-002 relating to nurse licensure and examining councils** **5. CR 14-004 relating to school approval** **6. Timeline for current rule promulgation projects** **a. N 5 and 6 relating to renewal of license and standards of practice** **b. N 8 relating to APNP** **c. Schedule Legislative and Rules Committee Meeting** **7. Status of Pending and Possible New Rule Projects**

7) Place Item in:	8) Is an appearance before the Board being scheduled? If yes, who is appearing?	9) Name of Case Advisor(s), if required:
☐ Open Session ☐ Closed Session ☐ Both	☐ Yes by (name) ☐ No	

10) Describe the issue and action that should be addressed:

Verbal updates and discussion

Schedule Legislative and Rules Committee Meeting

11) Authorization

Sharon Henes — *28 April 2014*

Signature of person making this request — Date

Supervisor (if required) — Date

Bureau Director signature (indicates approval to add post agenda deadline item to agenda) — Date

Directions for including supporting documents:
1. This form should be attached to any documents submitted to the agenda.
2. Post Agenda Deadline items must be authorized by a Supervisor and the Board Services Bureau Director.
3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.

State of Wisconsin
Department of Safety & Professional Services

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Matthew C. Niehaus, DSPS WebMaster	2) Date When Request Submitted: 04/07/14 Items will be considered late if submitted after 4:30 p.m. on the deadline date: ▪ 8 business days before the meeting for paperless boards ▪ 14 business days before the meeting for all others

3) Name of Board, Committee, Council, Sections:

Board of Nursing

4) Meeting Date:	5) Attachments:	6) How should the item be titled on the agenda page?
05/08/14	☒ Yes ☐ No	DLSC Paperless Screening Panel Initiative - APPEARANCE

7) Place Item in:	8) Is an appearance before the Board being scheduled?	9) Name of Case Advisor(s), if required:
☒ Open Session ☐ Closed Session ☐ Both	☒ Yes (Fill out Board Appearance Request) ☐ No	

10) Describe the issue and action that should be addressed:

Jane Brischke: Program & Policy Analyst – Advanced
Cortney Keo: Records Management Supervisor
Kelley Foster: Medical Examining Board Intake Specialist
Matthew C. Niehaus: DSPS Webmaster

The above staff will be appearing before the Board of Nursing to present the DLSC Paperless Screening Panel Initiative. Beginning in July, Board of Nursing Screening Panel Members will be able to access case materials through the Board SharePoint site.

11) Authorization

Signature of person making this request — Date: 04/07/14

Supervisor (if required) — Date

Executive Director signature (indicates approval to add post agenda deadline item to agenda) — Date

Directions for including supporting documents:
1. This form should be attached to any documents submitted to the agenda.
2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director.
3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.

Revised 8/13

BOARD APPEARANCE REQUEST FORM

Appearance Information

Board Name: Board of Nursing
Board Meeting Date: 06/12/14

Person Submitting Agenda Request: Matthew C. Niehaus: DSPS WebMaster

Persons requesting an appearance:
Jane Brischke: Program & Policy Analyst – Advanced
Cortney Keo: Records Management Supervisor
Kelley Foster: Medical Examining Board Intake Specialist
Matthew C. Niehaus: DSPS Webmaster

Reason for Appearance:
The above DSPS staff are appearing before the Board of Nursing to present the DLSC Paperless Screening Panel.

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This is what DSPS Intake Staff will see when they upload your screening panel files.

Medical Examining Board

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Discussions

Type	Name	Modified	Modified By
	Carolyn Ogland Vukich	9/24/2013 3:00 PM	Niehaus, Matt - DSPS
	Gene Musser	9/24/2013 3:00 PM	Niehaus, Matt - DSPS
	Greg Collins	9/24/2013 3:00 PM	Niehaus, Matt - DSPS
	Hubert Cumberdale	11/11/2013 12:14 PM	Niehaus, Matt - DSPS
	Jim Barr	9/24/2013 3:00 PM	Niehaus, Matt - DSPS
	Jude Genereaux	9/24/2013 3:00 PM	Niehaus, Matt - DSPS
	Kenneth Simons	9/24/2013 3:00 PM	Niehaus, Matt - DSPS
	Mary Jo Capodice	9/24/2013 3:00 PM	Niehaus, Matt - DSPS
	Rodney Erickson	9/24/2013 3:01 PM	Niehaus, Matt - DSPS
	Russell Yale	9/24/2013 3:01 PM	Niehaus, Matt - DSPS
	Screening Attorney	9/24/2013 3:23 PM	Niehaus, Matt - DSPS
	Sridhar Vasudevan	9/24/2013 3:01 PM	Niehaus, Matt - DSPS
	Suresh Misra	9/24/2013 3:01 PM	Niehaus, Matt - DSPS
	Timothy Swan	9/24/2013 3:01 PM	Niehaus, Matt - DSPS
	Timothy Westlake	9/24/2013 3:01 PM	Niehaus, Matt - DSPS

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Examinations and Screening Panel Members

Discussions

Type	Name	Modified	Modified By
	Hubert Cumberdale	11/11/2013 12:14 PM	Niehaus, Matt - DSPS

This is what you will see when you log in to check your screening panel documents. Much like your Board Member folder, this folder is visible only to you and the DSPS staff member responsible for adding the files for your review.

Files will be cleared monthly and password protected for added security.

Bookmarks will be added and comments will be enabled, much like your agenda packets.

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