

**WEST VIRGINIA BOARD OF EXAMINERS FOR  
REGISTERED PROFESSIONAL NURSES  
June 14 - 15, 2017**

---

A Board meeting was held at the office of the West Virginia Board of Examiners for Registered Professional Nurses at 90 MacCorkle Avenue, SW, Suite 203, South Charleston, WV 25303 on June 14-15, 2017.

**BOARD MEMBERS PRESENT:**

TARA F. HULSEY, PhD, RN, CNE, FAAN, PRESIDENT

TERESA RITCHIE, DNP, APRN FNP-BC, SECRETARY

NANCY V. ATKINS, MSN, APRN WHNP-BC

L. ANN BOSTIC, DNP, APRN CRNA

DORIS F. BURKEY, DNP, MSN, APRN FNP-BC

JUDY NYSTROM, PUBLIC MEMBER

THERESA L. DENNISON, PUBLIC MEMBER

**BOARD STAFF PRESENT:**

DR. SUE A. PAINTER, DNP, RN, EXECUTIVE DIRECTOR

ALICE R. FAUCETT, JD, GENERAL COUNSEL AND DIRECTOR OF DISCIPLINE

ROBIN A. LEWIS, Ed.D., MSN, APRN FNP-BC, ASSOCIATE DIRECTOR

MARGARET "MARTY" ALSTON, EXECUTIVE ASSISTANT DIRECTOR OF OPERATIONS

**JUNE 14, 2017**

**CALL TO ORDER**

The meeting was called to order by Dr. Tara Hulsey, Board President at 10:10 A.M.

**QUORUM**

With the required number of members being present a quorum was established.

**ANNOUNCEMENTS AND INTRODUCTION OF  
MEMBERS, STAFF AND GUEST**

The Board recognized the visitors present for the meeting.

**Agenda item # 19. ELECTION OF OFFICERS was moved to Day One.**

**19. ELECTION OF OFFICERS  
A. PRESIDENT**

- 19.A.** The Board President opened the floor for nominations for President. Judy Nystrom nominated Dr. Tara Hulsey for President. Ann Bostic offered the second. With no other nominations the nominations were closed. Dr. Hulsey was elected by acclamation.

**B. SECRETARY**

- 19.B.** The Board President opened the floor for nominations for Secretary. Nancy Atkins nominated Teresa Ritchie for Secretary. Judy Nystrom offered the second. With no other nominations the nominations were closed. Teresa Ritchie was elected by acclamation.

**1. ACCEPTANCE OF AGENDA**

**A. AGENDA**

- 1.** Nancy Atkins made a motion to accept the agenda as revised. Ann Bostic offered the second. The motion carried.

**2. REVIEW AND CONSIDERATION OF  
BOARD MEETING MINUTES**

**A. MARCH 23 & 24, 2017 MEETING  
MINUTES**

- 2.A.** Teresa Ritchie made a motion to accept the minutes as corrected.. The second was offered by Judy Nystrom. The motion carried.

**B. MAY 4, 2017 MEETING MINUTES**

- 2.B.** Nancy Atkins made a motion to accept the minutes as corrected.. The second was offered by Doris Burkey. The motion carried.

**C. May 24, 2017 MEETING MINUTES**

- 2.C.** Nancy Atkins made a motion to accept the minutes as corrected.. The second was offered by Doris Burkey. The motion carried.

**3. OPEN FORUM**

- 3.** No one expressed the desire to speak during open forum.

**4. REVIEW AND CONSIDERATION OF FINANCES**

**A. BUDGET EXPENDITURES TO DATE**

- 4.A** Nancy Atkins made a motion to approve the Budget Expenditures and Revenue Report. Teresa Ritchie offered the second. The motion carried.

**B. REVIEW AND CONSIDERATION OF P-CARD REPORTS FOR FEBRUARY, MARCH AND APRIL 2017**

- 4.B.** P-Card reports were reviewed by members. Discussion ensued. Nancy Atkins made a motion to approve the P-Card Reports for February, March and April. Ann Bostic offered the second. The motion carried.

**5. REVIEW AND CONSIDERATION OF MISSION/GOALS; CONFLICT OF INTEREST STATEMENT AND CODE OF CONDUCT**

**A. MISSION /GOALS**

- 3.A.** The Executive Director provided the Board with an updated version of the Mission and Goals

Discussion ensued regarding the document. Nancy Atkins made a motion to approve the revised document. Teresa Ritchie offered the second. The motion carried.

**B. REVIEW AND CONSIDERATION OF  
CONFLICT OF INTEREST  
STATEMENT**

- 5.B.** The Board reviewed the Conflict of Interest Statement. No changes were made. Teresa Ritchie made a motion to reaffirm the Statement. Doris Burkey offered the second. The motion carried. All members signed the document.

**C. REVIEW AND CONSIDERATION OF  
CODE OF CONDUCT**

- 5.C.** The Board reviewed the reviewed the Code Of Conduct. No changes were made. Doris Burkey made a motion to reaffirm the Statement. Theresa Dennison offered the second. All members signed the document.

**6. REVIEW AND CONSIDERATION OF  
INFORMATION RELATED TO NCSBN  
DELEGATE ASSEMBLY**

**A. RECOMMENDATIONS TO THE  
DELEGATE**

- 6.A.** The Board was provided with information related to recommendations to the Delegate Assembly related to expanded membership rights and responsibilities. This was for informational purposes only.

**B. SELECTIONS OF  
REPRESENTATIONS TO ATTEND  
DELEGATE ASSEMBLY, CHICAGO  
IL, AUGUST 16-18, 2017**

- 6.B.** Nancy Atkins made a motion for Board President, Tara Hulsey and Sue Painter, who will be the Executive Director at the time of the meeting, to represent the Board as Delegates to the Delegate Assembly; Nancy Atkins and the Board's Associate Director Robin Lewis will serve as alternate Delegates. The Board approved five (5) Board or staff members to attend as well.

Teresa Ritchie offered the second. The motion carried.

**7. WV RESTORE**

**7.A. REVIEW AND  
CONSIDERATION OF  
QUARTERLY REPORTS**

- 7.A.** The Board reviewed the WV Restore Quarterly report. A discussion ensued. Nancy Atkins made a motion to approve the Quarterly Reports. Ann Bostic offered the second. The motion carried.

**7.B. REVIEW AND  
CONSIDERATION OF  
REPRESENTATIVES FOR  
FALL CONFERENCE  
SEPTEMBER 8-9, 2017**

- 7.B.** Theresa Dennison made a motion to approve nine (9) Board and/or members to attend the WV Restore conference scheduled for September 8-9, 2017 at the Embassy Suites Charleston, West Virginia. Ann Bostic offered the second. The motion carried.

A motion was also made by Ann Bostic to approve six (6) Board and/or staff members to attend the WV Appalachian Conference. The second was offered by Nancy Atkins. The motion carried.

**7.C. SUBSTANCE USE  
DISORDER  
WORKGROUP UPDATE**

- 7.C.** Ann Bostic presented a report from the Substance Use Disorder Workgroup. A discussion ensued related to the implementation of an action plan. Nancy Atkins made a motion to reorganize the group to consist of 2 to 3 Board members, the Executive Director and a representative from WV Restore. The second was offered by Doris Burkey. The motion carried.

Dr. Painter also updated the Board that the position for the Nurse Health Program Outreach Coordinator had been developed and was in the process of being approved by the Budget Office.

**8. DISCIPLINARY REVIEW  
COMMITTEE**

**A. REVIEW AND  
CONSIDERATION OF REPORT  
& RECOMMENDATIONS**

- 8.A.** The Disciplinary Review Committee (DRC) report was presented to the Board by the Discipline Manager, Leslie Morris. A motion was made by Nancy Atkins to approve the report. The second was offered by Ann Bostic. The motion carried. A copy of the report is filed herewith.

**B. REVIEW AND  
CONSIDERATION OF DRC  
RECOMMENDED  
PARAMETERS**

- 8.B.** The Board reviewed proposed parameters for the Disciplinary Review Committee. A motion was made by Nancy Atkins to approved the parameter as presented. Doris Burkey offered the second. The motion carried.

**9. REVIEW AND CONSIDERATION OF  
THE SAFETY COMMITTEE REPORT**

- 9.** Marty Alston presented the Safety Committee Report to the Board. Teresa Ritchie made a motion to approve the report. The second was offered by Ann Bostic. The motion carried.

**10. REVIEW AND CONSIDERATION OF  
DIALYSIS TECHNICIANS LICENSE  
RENEWALS**

- 10.** Dr. Robin Lewis provided a report on this agenda item. Ann Bostic made a motion to approve the Dialysis Technician update report. The second was offered by Teresa Ritchie. The motion carried.

**11. REVIEW AND CONSIDERATION OF  
DIALYSIS TECHNICIAN  
TEMPORARY PERMIT DATA**

11. Dr. Sue Painter provided the Board with a report and a action plan regarding Dialysis Technician temporary reports. Teresa Ritchie made a motion to approve the action plan. Ann Bostic offered the second. The motion carried.

**12. REVIEW AND CONSIDERATION OF  
ADVANCED PRACTICE  
REGISTERED NURSE LICENSE  
RENEWALS**

12. Dr. Robin Lewis provided a report on this agenda item. No action was taken.

**13. REVIEW AND CONSIDERATION OF  
ADVANCED PRACTICE  
REGISTERED NURSE  
PRESCRIPTIVE PRIVILEGE  
RENEWALS**

13. Dr. Robin Lewis provided a report on this agenda item. No action was taken.

**14. REVIEW AND CONSIDERATION OF  
THE EXECUTIVE DIRECTOR  
REPORT**

14. Dr. Painter provided the Board with a report outlining the accomplishments for FY2017. Also, that Board travel will be reinstated for FY 2018. No action was taken.

**15. EXECUTIVE SESSION FOR REVIEW  
AND CONSIDERATION OF  
TRANSCRIPTS**

15. Nancy Atkins made a motion for the Board to enter in Executive Session for the purposes of review and consideration of the hearing transcript related to WV RN Board vs. Rhodes, WV RN Board vs. Withrow, and WV RN Board vs. Fillinger. The second was offered by Doris Burkey. The motion carried.

Tara Hulsey, Board President, announced that in accordance with Chapter 6, Section 4(2)(A), of

the Code of West Virginia, Executive Sessions may be held by governmental agencies to consider matters. All motions arising from the discussion during the Executive Session shall be made and voted on in an open meeting immediately following an Executive Session.

### **PUBLIC SESSION**

A motion was made by Theresa Dennison to reconvene the regular meeting to make motions related to discussion during the Executive Session. The second was offered by Ann Bostic. Motion carried.

#### **15.A. MOTIONS RELATED TO DECISIONS MADE DURING THE EXECUTIVE SESSION WVRN BOARD VS. REBECCA RHODES**

Tara Hulsey made a motion to adopt the Findings of Fact, Conclusions of Law and Recommendations of the Hearing Officer and to issue a Final Order. The Board hereby suspends license number 75915, issued to Rebecca Rhodes for a period of one (1) year.

This FINAL ORDER ADDITION is considered part of Rhodes FINAL ORDER and will be filed as such.

On the basis of the transcript, the Board hereby ORDERS that the Summary Suspension is upheld and license number 75915, issued to Rhodes remain suspended for at least one (1) year. After one (1) year should Rhodes desire to seek reinstatement of her license, Rhodes shall petition to appear before the Board and present evidence that she is able to safely practice as a registered professional nurse. Rhodes shall be required to meet the following terms and conditions before she petitions the Board:

- a. Rhodes shall submit evidence of completion of inpatient substance abuse treatment;
- b. Rhodes shall submit to a complete mental health and addictions evaluation by a Board approved licensed Board certified psychologist and a Board approved Certified Addictions Counselor who has received a copy of this Final Order, indicating Rhodes' current mental health status, plan of treatment (if any), progress in treatment (if any), and discharge summary (if applicable), and a statement indicating Rhodes' ability to safely engage in the practice of registered professional nursing. If any treatment is recommended Rhodes shall began that treatment immediately;
- c. Rhodes shall cause all documents relative to her criminal history be sent directly to the Board from the court(s) containing such documents (if any);



- d. Rhodes shall submit a release to permit the Board to obtain medical or other health care records, including the records developed as a part of the above mentioned evaluations and any other records that may exist regarding Rhodes;
- e. Rhodes shall provide the Board with a letter of reference from her employer, if employed;
- f. Rhodes shall provide the Board with three (3) letters of support;
- g. Rhodes shall provide the Board with a letter outlining her future plans; and,
- h. Rhodes shall provide the Board with evidence that she has obtained fifteen (15) contact hours of continuing education in ethics and substance abuse. However, the terms of this Order shall remain in effect and subject to yearly review and appropriate revision by the Board until such time as Rhodes has obtained license as a registered professional nurse in West Virginia.

The second was offered by Ann Bostic. The motion carried.

**15.B. MOTIONS RELATED TO DECISIONS  
MADE DURING THE EXECUTIVE SESSION  
WVRN BOARD VS. JUSTIN LEE WITHROW**

Nancy Atkins made a motion to adopt the Findings of Fact, Conclusions of Law and Recommendations of the Hearing Officer and to issue a Final Order. The Board hereby suspends license number 71332, issued to Justin Lee Withrow for a period of one (1) year.

This FINAL ORDER ADDITION is considered part of Withrow's FINAL ORDER and will be filed as such.

On the basis of the transcript, the Board hereby ORDERS that license number 71332, issued to Withrow be suspended for at least one (1) year. After one (1) year should Withrow desire to seek reinstatement of his license, Withrow shall petition to appear before the Board and present evidence that he is able to safely practice as a registered professional nurse. Withrow shall be required to meet the following terms and conditions before he petitions the Board:

- a. Withrow shall submit evidence of inpatient substance abuse treatment;
- b. Withrow shall submit to a complete mental health and addictions evaluation by a Board approved licensed Board certified psychologist and a Board approved Certified Addictions Counselor who has received a copy of this Final Order, indicating Withrow's

current mental health status, plan of treatment (if any), progress in treatment (if any), and discharge summary (if applicable), and a statement indicating Withrow's ability to safely engage in the practice of registered professional nursing. If any treatment is

recommended Withrow shall begin that treatment immediately;

- c. Withrow shall cause all documents relative to his criminal history be sent directly to the Board from the court(s) containing such documents;
- d. Withrow shall submit a release to permit the Board to obtain medical or other health care records, including the records developed as a part of the above mentioned evaluations and any other records that may exist regarding Withrow;
- e. Withrow shall provide the Board with a letter of reference from his employer, if employed;
- f. Withrow shall provide the Board with three (3) letters of support;
- g. Withrow shall provide the Board with a letter outlining his future plans; and,

h. Withrow shall provide the Board with evidence that he has obtained fifteen (5) contact hours of continuing education in ethics and substance abuse. However, the terms of this Order shall remain in effect and subject to yearly review and appropriate revision by the Board until such time as Withrow has obtained license as a registered professional nurse in West Virginia.

The second was offered by Ann Bostic. The motion carried.

#### **15.A MOTIONS RELATED TO DECISIONS MADE DURING THE EXECUTIVE SESSION WVRN BOARD VS. FILLINGER**

Teresa Ritchie made a motion to adopt the Findings of Fact, Conclusions of Law and Recommendations of the Hearing Officer and to issue a Final Order. The Board hereby suspends license number 68716, issued to Jennifer Ann Fillinger for a period of one (1) year.

This FINAL ORDER ADDITION is considered part of Fillinger's FINAL ORDER and will be filed as such.

On the basis of the transcript, the Board hereby ORDERS that license number 66716, issued to Fillinger be revoked. After one (1) year should Fillinger desire to seek licensure in West Virginia, Fillinger shall petition to appear before the Board and present evidence that she is able to safely practice as a registered professional nurse. Fillinger

shall be required to meet the following terms and conditions before she petitions the Board:

- a. Fillinger must resolve all licensure issues in Tennessee;
- b. Fillinger will be required to make application and successfully complete the licensure examination as any applicant that has never before held a license in this state;
- c. Fillinger shall submit to a complete mental health and addictions evaluation by a Board approved licensed Board certified psychologist and a Board approved Certified Addictions Counselor who has received a copy of this Final Order, indicating Fillinger's current mental health status, plan of treatment (if any), progress in treatment (if any), and discharge summary (if applicable), and a statement indicating Fillinger's ability to safely engage in the practice of registered professional nursing. If any treatment is recommended Fillinger shall begin that treatment immediately;
- d. Fillinger shall cause all documents relative to her criminal history be sent directly to the Board from the court(s) containing such documents;
- e. Fillinger shall submit a release to permit the Board to obtain medical or other health care records, including the records developed as a part of the above mentioned evaluations and any other records that may exist regarding Fillinger;
- f. Fillinger shall provide the Board with a letter of reference from her employer, if employed;
- g. Fillinger shall provide the Board with three (3) letters of support;
- h. Fillinger shall provide the Board with a letter outlining her future plans; and,
- i. Fillinger shall provide the Board with evidence that she has obtained fifteen (15) contact hours of continuing education in ethics and substance abuse.

The second was offered by Theresa Dennison. The motion carried.

## **RECESS**

The meeting was recessed at 3:40 p.m.

## **DAY TWO June 15, 2017**

### **CALL TO ORDER**

The meeting was called to order by Board President Tara Hulsey at 9:05 AM.

### **QUORUM**

With the required number of members being present a quorum was established. Absent were Ann Bostic, DNP, APRN CRNA and Judy Nystrom, Public Board Member.

## **INTRODUCTION OF GUESTS**

The Board recognized the visitors present for the meeting.

### **16. REVIEW AND CONSIDERATION OF THE EDUCATION COMMITTEE RECOMMENDATIONS TO THE BOARD**

#### **16.A. ALDERSON BROADDUS UNIVERSITY**

##### **1. ADMISSION POLICY CHANGE REQUEST**

**16.A.1** The Board reviewed requests for admission change policy to the nursing program from Alderson Broaddus University. A discussion ensued. Nancy Atkins made a motion to approve the admission policy change. The second was offered by Teresa Ritchie. The motion carried.

##### **2. CURRICULUM CHANGE REQUEST**

**16.A.2** The Board reviewed the request for a curriculum change. Doris Burkey made a motion to approve the curriculum change request to re-sequence course work for the LPN-BSN program so clinical courses are offered in the fall/spring semesters. Total credits remain 101cr for current and proposed curriculum. The second was offered by Nancy Atkins. The motion carried.

##### **3. PROGRAM REPORT ON DIRECTOR LEADERSHIP DEVELOPMENT, SIMULATION/SKILLS LABORATORIES, COPIES OF RECEIPTS FOR SKILL/SIMULATION LAB PURCHASES, FACULTY DEVELOPMENT, NCLEX-RN CURRICULUM MAPPING, AND NCLEX-RN PASSAGE RATE AND ACTION PLAN**

**16.A.3** The Board reviewed information provided for this agenda item. A discussion ensued. Teresa Ritchie made a motion to accept the progress report on direct leadership

development, skill/simulation lab upgrades and purchases and faculty development, NCLEX-RN curriculum mapping including 2016 NCLEX-RN Test Plan and an NCLEX-RN Action Plan, and whether to continue program progress reports 30 days prior to each Board meeting. The second was offered by Nancy Atkins. The motion carried.

#### **16.B. MARSHALL UNIVERSITY**

##### **1. PROGRAM REPORT ON SKILL/SIMULATION LAB UPGRADES AND PURCHASES**

**16.B.1** The Board reviewed information provided for this agenda item. Doris Burkey made a motion to accept the program progress report on skill/simulation lab upgrades. The second was offered by Nancy Atkins. The motion carried.

#### **16.C. SHEPHERD UNIVERSITY**

**Doris Burkey recused herself and left the room during the discussion and vote for this agenda item.**

##### **1. PROGRAM REPORT ON CURRICULUM IMPLEMENTATION**

**16.C.1** The Board reviewed the program reports on curriculum implementation for Shepherd University. Teresa Ritchie made a motion to accept the program progress report on curriculum implementation. The second was offered by Nancy Atkins. The motion carried.

##### **2. CURRICULUM CHANGE REQUEST**

**16.C.2** The Board reviewed the curriculum change request from Shepherd University. Teresa Ritchie made a motion to approve the request. Theresa Dennison offered the second. The motion carried.

**Doris Burkey rejoined the meeting.**

#### **16.D. UNIVERSITY OF CHARLESTON**

##### **1. CHARLESTON CAMPUS BACCALAUREATE OF SCIENCE IN NURSING PROGRAM SITE VISIT**

**REPORT & CHARLESTON  
CAMPUS BACCALAUREATE  
OF SCIENCE IN NURSING  
PROGRAM FACULTY WITH  
EXCEPTIONAL ATTRIBUTES  
APPROVAL REQUEST**

**16.D.1** The Board review information pertaining to this agenda item. Nancy Atkins made a motion to approve the University of Charleston baccalaureate of science in nursing program site visit report. The Board requires a progress report on the following 19CSR1 standards: 11.1.b, 11.4, 10.1.b.1, 11.1.a, 11.5, 12.1.a, and 14.2 at least 30 days prior to each Board meeting. The second was offered by Doris Burkey. The motion carried.

Doris Burkey made a motion to approve the Faculty with Exceptional Attributes Request for MacKenzie Lanham, BSN, RN to teach pediatric nursing and requires a faculty mentoring and orientation plan for pediatric nursing inclusive of attendance at a pediatric conference during the summer of 2017. Teresa Ritchie offered the second. The motion carried.

**2. PROGRAM REPORT ON  
CURRICULUM  
IMPLEMENTATION**

**16.D.2** The Board reviewed the report on the curriculum implementation from the University of Charleston. Teresa Ritchie made a motion to approve the curriculum implementation report and requires a curriculum implementation report at least 30 days prior to each Board meeting. The second was offered by Theresa Dennison. The motion carried.

**16.E. WEST LIBERTY UNIVERSITY**

**1. PROGRAM REPORT ON  
IMPLEMENTATION PROGRESS OF THE  
BACCALAUREATE OF ARTS/  
BACCALAUREATE OF SCIENCE TO  
BACCALAUREATE OF SCIENCE IN  
NURSING PROGRAM (BA/BS TO BSN)**

**16.E.1** The Board reviewed the information. A discussion ensued. Doris Burkey made a motion to accept the program report on implementation progress of the baccalaureate of arts/baccalaureate of science to baccalaureate of science in nursing program at West Liberty University. The Board requires a progress report on the baccalaureate of arts/baccalaureate of science to baccalaureate of science in nursing program 30 days prior to each Board meeting. The second was offered by Nancy Atkins. The motion carried.

**16.F. WEST VIRGINIA UNIVERSITY SCHOOL OF NURSING**

**Tara Hulsey, Teresa Ritchie and Nancy Atkins recused themselves and left the room during the discussion and vote for this agenda item.**

**1. CURRICULUM CHANGE REQUEST TO ADD A NURSING ELECTIVE COURSE TO THE BACCALAUREATE OF ARTS/BACCALAUREATE OF SCIENCE IN NURSING PROGRAM AT THE MORGANTOWN CAMPUS**

**16.F.1** The information was reviewed. Theresa Dennison made a motion to approve the program request to add a nursing elective course to the baccalaureate of arts/baccalaureate of science to baccalaureate of science in nursing program at the West Virginia University School of Nursing Morgantown campus (WVUSON-Morgantown Campus). The motion was seconded by Doris Burkey. The motion carried.

**2. PROGRAM REPORT ON WEST VIRGINIA UNIVERSITY INSTITUTE OF TECHNOLOGY PROGRAM CLOSING & MOVE OF PROGRAM RESOURCES THE WEST VIRGINIA UNIVERSITY BACCALAUREATE OF SCIENCE IN NURSING PROGRAM BECKLEY CAMPUS**

**16.F.2** Doris Burkey made a motion to approve the program report on West Virginia University Institute of Technology – Montgomery campus (WVUSON-Montgomery Campus) baccalaureate of science (BSN) in nursing program closure and move of WVUSON-Montgomery Campus BSN program resources to the West Virginia University School of Nursing Beckley Campus (WVUSON- Beckley Campus) BSN program. The second was offered by Theresa Dennison. The motion carried.

**3. BECKLEY CAMPUS BACCALAUREATE OF SCIENCE IN NURSING PROGRAM SITE VISIT REPORT**

**16.F.3** Theresa Dennison made a motion to approve the WVUSON-Beckley BSN program site visit report. The second was offered by Doris Burkey. The motion carried.

**4. PROGRAM REQUEST FOR INTERIM  
CHAIRPERSON APPROVAL FOR  
BECKLEY CAMPUS  
BACCALAUREATE OF SCIENCE IN  
NURSING PROGRAM**

- 16.F.4** Theresa Dennison made a motion to approve Dr. Crystal Sheaves as the interim chairperson for the WVUSON-Beckley Campus BSN program. The Board requires a program report on the progress of enhancing wireless Internet access for nursing classrooms and labs, director leadership development for Dr. Sheaves, and implementation of the baccalaureate of science in nursing program at the WVUSON-Beckley Campus 30 days prior to each Board meeting. The second was offered by Doris Burkey. The motion carried.

**Tara Hulsey, Teresa Ritchie and Nancy Atkins rejoined the meeting.**

**16.G. WEST VIRGINIA WESLEYAN COLLEGE**

**16.G.1 PROGRAM REPORT DIRECTOR  
RETIRING**

- 16.G.1** The Board reviewed the program report on Dr. Teachout-Withersty's retirement as the baccalaureate of science nursing program Chairperson at West Virginia Wesleyan College. A motion was made with **16.G.2**.

**16.G.2 PROGRAM REQUEST FOR  
CHAIRPERSON APPROVAL FOR  
BACCALAUREATE OF SCIENCE IN  
NURSING PROGRAM**

- 16.G.2** The Board reviewed the program request for approval of a chairperson for the baccalaureate of science nursing program. Teresa Ritchie made a motion to accept the program report that Dr. Teachout-Withersty was retiring as chairperson of West Virginia Wesleyan College (WVWC) baccalaureate of science in nursing (BSN) program. And to also approve Ms. Tina Straight as chairperson of the WVWC BSN program and requires chairperson leadership development reports 30 days prior to each Board meeting. Nancy Atkins offered the second. The motion carried.

**16.H. WHEELING JESUIT UNIVERSITY**

**16.H.1 PROGRAM REPORT ON LICENSURE  
PASSAGE RATE, CURRICULUM  
MAPPING, AND DIRECTOR  
LEADERSHIP DEVELOPMENT**



- 16.H.1** The Board reviewed the program report for Wheeling Jesuit University. Doris Burkey made a motion to approve the program report on licensure passage rate, curriculum mapping, and director leadership development. The Board requires a program report on licensure passage rate, curriculum mapping, and director leadership development 30 days prior to each Board meeting. The second was offered by Nancy Atkins. The motion carried.

**17. REVIEW AND CONSIDERATION OF PROGRAM REPORTS AND REQUEST FOR TWO ( 2) YEAR PROGRAMS**

**17.A. BLUEFIELD STATE COLLEGE**

**17A.1 PROGRAM REPORT ON NCLEX-RN ACTION PLAN PROGRESS FOR SYNTHESIS COURSE, FACULTY EDUCATION STUDENT EDUCATION, DATA ANALYSIS AND AT RISK STUDENT RECOGNITION AND REMEDIATION**

- 17.A.1** The Board reviewed the information provided. Doris Burkey made a motion to approve the program report on the NCLEX-RN action plan progress for the synthesis course, faculty education, student education, data analysis and at risk student recognition and remediation. And require a program NCLEX-RN action plan progress report 30 days prior to each Board meeting

**17.B. BLUE RIDGE COMMUNITY & TECHNICAL COLLEGE**

**17.B.1 CURRICULUM CHANGE REQUEST**

- 17.B.1** The Board reviewed the curriculum change request for Blue Ridge Community & Technical College. Teresa Ritchie made a motion to approve the curriculum change request and require a program report on curriculum implementation 30 days prior to each Board meeting. The second was offered by Nancy Atkins. The motion carried.

**17.B.2 CURRICULUM IMPLEMENTATION**

- 17.B.2** The Board reviewed the curriculum change request for Blue Ridge Community & Technical College. Teresa Ritchie made a motion to approved the program curriculum implementation report and require a program report on curriculum implementation 30 days prior to each Board meeting. The second was offered by Doris Burkey. The motion carried.

**17.C. DAVIS & ELKINS COLLEGE**

**17.C.1 ASSOCIATE DEGREE IN NURSING PROGRAM SITE VISIT REPORT**

- 17.C.1** The Board reviewed the site visit report for Davis and Elkins College. Teresa Ritchie made a motion to accept the site visit report and requires a progress report on the following 19CSR standards: 10.1.b.1, 11.1.a.1 and 11.1.b, 13.2, 14.1,14.2 and 15.2b, c and d at least 30 days prior to each Board meeting. The second was offered by Doris Burkey. The motion carried.

**17.D. EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE**

**17.D.1 ASSOCIATE DEGREE IN NURSING PROGRAM SITE VISIT REPORT AND ACTION PLAN**

- 17.D.1** The Board reviewed the site visit report for Eastern WV Community & Technical College. Doris Burkey made a motion to approve the site visit report and require a progress report on the following 19CSR1 standards: 10.1.b.1, 11.1.b.1, 11.4, and 14.2 at least 30 days prior to each Board meeting. The second was offered by Nancy Atkins. The motion carried.

**17.E. FAIRMONT STATE UNIVERSITY**

**17.E.1 PROGRAM PROGRESS REPORT ON ASSOCIATE OF SCIENCE IN NURSING WEEKEND PROGRAM**

- 17.E.1** The Board reviewed the report provided. Teresa Ritchie made a motion to approve the program progress report on the Associate of Science Degree in Nursing (ASN) weekend program at Fairmont State University. And to require progress reports on the ASN weekend program at least 30 days prior to each Board meeting. The second was offered by Nancy Atkins. The motion carried.

**17.F. SALEM INTERNATIONAL UNIVERSITY**

**17.F.1 PROGRAM REPORT ON NCLEX-RN LICENSURE PASSAGE RATE, CURRICULUM IMPLEMENTATION, FACULTY, FACULTY DEVELOPMENT, NATIONAL NURSING ACCREDITATION PROGRESS AND DAN FINUF, CEO, NAMED INTERIM PRESIDENT**

- 17.F.1** The Board reviewed the report provided. Teresa Ritchie made a motion to approve the program report on NCLEX-RN licensure passage rate, curriculum implementation, faculty, faculty development, and national nursing accreditation progress. Also to require program reports on licensure passage rate, curriculum implementation, faculty, faculty development, national nursing accreditation, and student progression into RN Core courses 30 days before each Board meeting. The second was offered by Theresa Dennison. The motion carried.

**17.G. ST. MARY'S MEDICAL CENTER SCHOOL OF NURSING**

**17.G.1 PROGRAM REQUEST TO APPROVE DR. JOEY TRADER AS DIRECTOR OF THE ASSOCIATE DEGREE IN NURSING PROGRAM**

- 17.G.1** The Board reviewed the program request. Doris Burkey made a motion to approve the program report on the retirement of Dr. Kyle and approved Dr. Joey Trader as the director of the Associate Degree in Nursing Program. And to request a director leadership development report at least 30 days prior to each Board meeting. The second was offered by Teresa Ritchie. The motion carried.

**17.H. UNIVERSITY OF CHARLESTON BECKLEY CAMPUS**

**17.H.1 PROGRAM REPORT ON FACULTY VACANCIES, FACULTY WORKLOAD, FACULTY DEVELOPMENT, CURRICULUM IMPLEMENTATION, LICENSURE PASSAGE RATE, NATIONAL NURSING ACCREDITATION PROGRESS AND AN NCLEX-RN ACTION PLAN WITH CURRICULUM MAPPING**

- 17.H.1** The Board reviewed the program report. Doris Burkey made a motion to accept the program report on faculty vacancies, faculty workload, faculty development, curriculum implementation, licensure passage rate and national nursing accreditation. And to require the program to complete an NCLEX-RN Action Plan with NCLEX-RN Test Plan curriculum mapping and a program progress report on the program licensure passage rate, faculty vacancies, curriculum implementation, national nursing accreditation, and the NCLEX-RN action plan at least 30 days prior to each Board meeting. Theresa Dennison offered the second.

The motion carried.

**17.I. WEST VIRGINIA JUNIOR COLLEGE**

**17.I.1 PROGRAM REPORT ON STATUS OF INSTITUTIONAL ACCREDITATION AND PLAN TRANSITION TO ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS (ABHES)**

**17.I.1** The Board reviewed the report. Teresa Ritchie made a motion to approve the program report on the status of institutional accreditation transition progress. And to continue a program report on institutional accreditation transition 30 days prior to each Board meeting. The second was offered by Nancy Atkins. The motion carried.

**17.I.2 PROGRAM REQUEST TO CHANGE ADMISSION CRITERIA**

**17.I.2** The Board reviewed the request. Nancy Atkins made a motion to approve the program request to change admission criteria. The second was offered by Doris Burkey. The motion carried.

**17.I.3 PROGRAM REPORT ON DIRECTOR LEADERSHIP DEVELOPMENT, AND ADMISSIONS**

**17.I.3** The Board reviewed the report. Doris Burkey made a motion to approve the program report and to continue a program report on director leadership development and admissions. And to require a program report on institutional accreditation transition progress, director leadership development, and national nursing accreditation progress 30 days prior to each Board meeting. The second was offered by Teresa Ritchie. The motion carried.

**17.J. WEST VIRGINIA NORTHERN COMMUNITY COLLEGE**

**17.J.1 PROGRAM REPORT ON LICENSURE PASSAGE RATE, STUDENT PROGRESS, FACULTY, AND BUDGET**

**17.J.1** The Board reviewed the report. Teresa Ritchie made a motion to approve the program report

on licensure passage rate, student progress, faculty, and budget. And require a program report for licensure passage rate, student progress, faculty, and budget 30 days prior to each Board meeting. The second was offered by Nancy Atkins. The motion carried.

**17.K. WEST VIRGINIA UNIVERSITY AT PARKERSBURG**

**17.K.1 PROGRAM REPORT ON DIRECTOR LEADERSHIP DEVELOPMENT**

**17.K.1** The Board reviewed the report. Doris Burkey made a motion to approve the program report on director leadership development 30 days prior to each Board meeting. The second was offered by Nancy Atkins. The motion carried.

**18. REVIEW AND CONSIDERATION OF CONCERNS IDENTIFIED BY THE ASSOCIATION OF DEANS & DIRECTORS OF NURSING EDUCATION**

**18.A.1 CLARIFICATION OF FULL QUALIFIED FACULTY**

**18.A.1** The Board President explained that she and the Executive Director attended by invitation the May 22, 2017 ADDNE meeting. The group expressed a desire for further clarification from the Board related to the concept of two years. Pursuant to 19CSR1, the Board historically has determined a year to be defined as a calendar year or 12 months in relation to the Boards standards for licensure pass rate, 2.2 administrator employment time, 2.6b clinical preceptor years of experience, 10.1.c administrator professional nursing experience, 11.1.a.1.a faculty enrollment into a graduate degree program within 1 year of employment, and 11.1.b faculty years of experience in education. A discussion ensued. Teresa Ritchie made a motion to approve the change in the definition clarifying the interpretation of the rule to be to (2) calendar years. For full-time faculty that is two (2) academic years of experience. The second was offered by Nancy Atkins. The motion carried.

**18.A.2 REQUIREMENT OF 51% OF FULLY QUALIFIED FACULTY**

**18.A.2** The Board reviewed the NCSBN study completed in 2015. A discussion ensued. Nancy Atkins made a motion to maintain staff parameters of 51% and if there is a critical need an exception can be reviewed at that time. Doris Burkey offered the second. The motion carried.

**18.B. REQUIREMENT FOR CLINICAL  
ADJUNCT FACULTY TO ACTIVELY  
PURSUE GRADUATE DEGREE IN  
NURSING**

**18.B.** A discussion ensued related to part time faculty who do not meet the requirements in 19CSR1. No action was taken.

**18.C. PRECEPTOR OVERSIGHT RATIO**

**18.C.** A discussion ensued pursuant to 19CSR1 that a clinical preceptor is defined by qualifications. The Board made a point of clarification that clinical preceptors are employees of facilities and follow facility policies regarding preceptor to student ratio. No action was taken.

**18.D. DOCUMENT CREATION**

**18.D.1 SUMMARY OF POLICY CHANGES ON  
WEBSITE**

**18.D.1** A discussion ensued about the process related to Board meeting minutes. The Executive Director explained that the meeting minutes are posted on the website after they are approved by the Board, which occurs at the next regularly scheduled Board meeting. No action was taken.

**18.D.2 DESCRIPTION OF SKILLS AND  
SIMULATION LAB REQUIREMENTS.**

**18.D.2** This topic was deferred until a later date.

**19. ELECTION OF OFFICERS**

**19.** This topic was addressed on Day One.

**20. STAFF SERVICE AWARD FOR 20 YEARS**

**20.** The Board recognized staff member Margaret Weinberger who serves as the Data System Coordinator with a 20 year service Award.

## 21. MISCELLANEOUS

21. The Executive Director explained that we are continuing to seek an increase in the Board's spending authority through the WV State Budget office in order support additional staff for the Agency. She further explained that the Board had previously approved the hiring of a part-time Nurse Investigator and full-time Office Assistant. With the increase in complaints requiring investigation the Nurse Investigator position must to be full-time as well. Nancy Atkins made a motion to request an increase in spending authority to support the hiring of a full time Nurse Investigator and Full time Office Assistant. The second was offered by Teresa Ritchie. The motion carried.

## ADJOURN

Nancy Atkins made a motion to adjourn. Judy Nystrom offered the second. The motion carried. The meeting adjourned at 11:30 A.M.



Minutes prepared by

Margaret "Marty" Alston

Executive Assistant Director of Operations



Respectfully submitted by

Teresa Ritchie, DNP, APRN FNP

Board Secretary