THIS FORM MAY NOT BE REPLICATED
AND UNDER NO CIRCUMSTANCES CAN THE LANGUAGE BE ALTERED

BOG, California Community Colleges Chancellor's Office - 6870

DISTRICT USE ONLY

District (Grantee): **Peralta CCD**

College: **Merritt College**

Grant Agreement

Workforce and Economic Development

Enrollment Growth for Associate Degree Nursing Program

RFA # **14 - 179**

BOG-CCCCO USE ONLY

Grant Agreement No.: 14 - 179 - 029

Funding Fiscal Year

2014-15

Total Amount Encumbered : $ 101,087

This grant is made and entered into, by and between, the BOG, California Community Colleges Chancellor's Office and the aforementioned district, hereafter referred to as the Grantee. The grant shall consist of this Grant Agreement face sheet and the Grantee's application, with all required forms. The RFA Specification and the Grant Agreement Legal Terms and Conditions (Articles I, Eff. 05/14 and II, Eff. 04/14), as set forth in the RFA Instructions are incorporated into this grant by reference.

The total amount payable for this grant shall not exceed the amount specified above as "Amount Encumbered".

The term of this grant shall be from July 1, 2014 through June 30, 2015. The Final Report must be submitted within 60 days of the grant end date.

Funding under this grant is contingent upon the availability of funds, and is subject to any additional restrictions, limitations or conditions enacted in the state budget and/or Executive Orders that may affect the provisions, term, or funding of this agreement in any manner.

GRANTEE

Project Director: Ahmad Mansur

Total Grant Funds Requested: $ 101,087

Signature, Chief Executive Officer (or authorized Designee)

Norma Ambriz-Galaviz

Date: 8/21/14

Print Name/Title of Person Signing:

Dr. Norma Ambriz-Galaviz/ College President

District Address: 333 E. Eighth St.
Oakland, CA 94606

STATE OF CALIFORNIA

Project Monitor:

Brenda Fong

Agency Address: 1102 Q Street, Suite 4554
Sacramento, CA 95811-6539

Item:	Object of Expenditure	Chapter	Statute	Fiscal Year	Amount
6870 - 101 - 0001	3233 - 751 - 29510		2014	2014-15	$ 101,087
- -	- -				

Total Amount Encumbered : $ 101,087

Signature, Accounting Manager (or Authorized Designee) Budgeted funds are available for the period and purpose of the expenditures stated above.

Date:

Signature, Deputy Chancellor (or authorized Designee)

Date:

Print Name/Title of Person Signing:
Erik Skinner, Deputy Chancellor

PROJECT: Enrollment Growth for Nursing

COLLEGE: Merritt College

RFA Number: 14-179

CONTACT PAGE

District:	Peralta CCD		
Address:	12500 Campus Drive		
City:	Oakland	State: CA	Zip: 94619

District Superintendent/President *(or authorized designee)*

Name:	Dr. Norma Ambriz-Galaviz	Phone:	(510) 436-2501
Title:	President	Fax:	(510) 436-2514
E-mail Address:	nambrizgalaviz@peralta.edu		

Responsible Administrator *(Should not be the same as Project Director)*

Name:	Dr. Elmer Bugg	Phone:	(510) 436-2411
Title:	Vice President of Instruction	Fax:	(510) 436-2654
E-mail Address:	ebugg@peralta.edu		

Project Director *(Person responsible for conducting the daily operation of the grant)*

Name:	Mr. Ahmad Mansur	Phone:	(510) 436-2426
Title:	Division Dean	Fax:	(510) 436-2632
E-mail Address:	amansur@peralta.edu		

Person Responsible for Data Entry

Name:	Ms. Doris Hankins	Phone:	(510) 436-2410
Title:	Staff Assistant, Vice President	Fax:	(510) 436-2654
E-mail Address:	dhankins@peralta.edu		

District Chief Business Officer *(or authorized designee)*

Name:	Ms. Susan Rinne	Phone:	(510) 466-7220
Title:	Vice Chancellor, Finance & Administration	Fax:	(510) 268-0604
E-mail Address:	srinne@peralta.edu		

Person Responsible for Budget Certification

Name:	Mr. David Yang	Phone:	(510) 466-5363
Title:	Director of Fiscal Services	Fax:	(510) 587-7851
E-mail Address:	davidyang@peralta.edu		

Workplan

Fiscal Year 2014-15

14-179 Enrollment Growth for Associate Degree Nursing (RN) Program
14-180 Assessment, Remediation and Retention for Associate Degree Nursing (RN) Program

Required Objectives and Activities to be Conducted During Grant Performance Period
June 1, 2014 — June 30, 2015

NOTE: Objectives, activities and performance outcomes are provided as a basis for the workplan. The objectives and activities are required. The College should revise the performance outcomes as needed, but may use those provided, if applicable to College's need. Do not delete the outcomes. All objectives and activities must be conducted during the project time frame. Performance Outcomes highlighted in yellow may require information/fill in the blanks.

Objective One: Expand current enrollment capacity or maintain prior additional enrollments in the nursing program.	
Activity	**Performance Outcomes**
1.1 Expand or maintain capacity by enrolling additional students above current baseline enrollment capacity during this academic year. Enrollment based on students in the ADN program who meet the statewide cut score for diagnostic assessment test at 62% or above.	1.1 If relevant fill in the blanks with the number of additional students you intend to enroll above the program's baseline capacity during the academic year. Provide the number of additional enrollments for either expanding or maintaining current additional enrollments or both. **NOTE:** additional enrollments pertain to first semester generic students or LVN to RN students only. • How many additional grant students do you plan to enroll in fall 2014? 10 • How many additional grant students do you plan to enroll in spring 2015? 10 • Current number of grant students continuing program to completion 10 **Total Number** of current grant students 10 • Number of Students requiring remediation *as needed
1.2 Review student applications and determine eligibility for admission using college nursing admission protocols appropriately validated or approved by the Chancellor's Office.	1.2 Students selected for provisional enrollment

Workplan (Fiscal Year 2014-15)

Required Objectives and Activities to be Conducted During Grant Performance Period (June 1, 2014 — June 30, 2015)

NOTE: Objectives, activities and performance outcomes are provided. The objectives and activities are required. You may revise the performance outcomes or use those provided. You may not delete the outcomes. All objectives and activities must be conducted during the project time frame.

Objective Two:	Provide a program whereby students demonstrate readiness through diagnostic assessment or successful completion of remedial pre-nursing coursework prior to commencing the registered nursing program.
Activity	**Performance Outcomes**
2.1. Provide diagnostic assessment testing to students prior to enrollment in the nursing program.	2.1 Chancellor's Office approved assessment test administered to selected provisional students. Those that achieve the cut score are enrolled in the program. Those that do not achieve the cut score are referred for remediation.
2.2. Implement pre-admission protocols for when a student does not reach the cut score.	2.2 Pre-admission protocols were implemented for students who did not achieve the cut score on the assessment test.
2.3. Develop a pre-admission plan for remediation for students who do not achieve the cut score indicating readiness for the nursing program.	2.3 A pre-admission plan was developed for each student who did not achieve the cut score
2.4. Refer students who do not achieve the cut score to a counselor or case manager for assistance with a pre-admission plan to assist the student in achieving readiness for the nursing program.	2.4 Students who do not achieve the cut score are referred to a counselor or case manager for assistance with a pre-admission plan to assist the student in achieving readiness for the nursing program.
2.5. Expand Develop and implement educational pre-entry coursework, including, but not necessarily limited to, tutorials or noncredit instruction, that is aligned to the entry level nursing standards and curriculum for students who fail to demonstrate readiness based upon the diagnostic assessment tool.	2.5 Individualized remediation plans were developed for each student and the students were given ___1year_____ (enter a specific time frame, i.e., one year, two years, etc.), in which to complete their plan. The number of students who started a pre-entry remediation plan was documented.
2.6. Enroll students in the ADN program who meet the statewide cut score for diagnostic assessment test.	2.6 Students completing their remediation plan within ___1 year ___ (provide time frame for completion, i.e., one year, two years, etc.) were (or will be) admitted to the nursing program.

Workplan (Fiscal Year 2014-15)
Required Objectives and Activities to be Conducted During Grant Performance Period (June 1, 2014 — June 30, 2015)

NOTE: Objectives, activities and performance outcomes are provided. The objectives and activities are required. You may revise the performance outcomes or use those provided. You may not delete the outcomes. All objectives and activities must be conducted during the project time frame.

2.7. Evaluate the effectiveness of specific pre-entry plans, including instructional and campus support services. (*In column at right, check the option used by your program*).	2.7.1 Students are considered successful in their remediation (pre-entry plan) if they	
	a. Successfully complete a remediation plan and successfully retake the assessment/readiness test with a passing composite score, or	☒
	b. Demonstrate passing grades in college remediation coursework in the appropriate disciplines to address areas identified as needing improvement by the assessment readiness test, or	☒
	c. Document successful completion of a remediation plan that satisfies the intent of assuring readiness for success in the nursing program that is approved by the Nursing Program Director	☒
	(Check the option used by your program).	
	2.7.2 The effectiveness of specific pre-entry plans, including instructional and campus support services are determined and modifications developed for implementation	
2.8. Compile data for all students who do not demonstrate readiness and require a remediation plan as outlined under Data Collection Requirements.	2.8 Data collected and reported to the Chancellor's Office on students who did not demonstrate readiness, who participated in a remediation plan, and who successfully completed their remediation plan.	
2.9. Ensure that students participating in an educational remediation plan in order to demonstrate readiness, based upon the diagnostic assessment tools, are not disadvantaged in the program enrollment process.	2.9 Coursework prescribed in individual remediation plans will be made available to the students within the remediation time frame and students who successfully complete the remediation plan are returned to the college's enrollment process.	

Workplan (Fiscal Year 2014-15)
Required Objectives and Activities to be Conducted During Grant Performance Period (June 1, 2014 — June 30, 2015)

NOTE: Objectives, activities and performance outcomes are provided. The objectives and activities are required. You may revise the performance outcomes or use those provided. You may not delete the outcomes. All objectives and activities must be conducted during the project time frame.

Objective Three: Provide a retention program for students enrolled in the ADN program.	
Activity	**Performance Outcomes**
3.1. Provide support services for students enrolled in the nursing program.	3.1 Students will have campus resources available to promote retention in the nursing program.
	3.1.2 Support services in terms of peer mentoring, tutoring, advisement, and counseling are provided to the students.
3.2. Provide a nursing counselor and/or support staff to provide intensive case management and support for students.	3.2 A case management approach is utilized to promote student success in the nursing program.is
3.3. Provide tutoring and other support services for students at risk of dropping out of the ADN program.	3.3 Identified at-risk students will have support services available.
3.4. Provide appropriate supplies and software to assist in student success.	3.4 Student learning is enhanced by up-to-date equipment, instructional material & software.
3.5. Implement early identification, referral and effective intervention strategies for students at risk of failing the ADN program.	3.5 Identified at-risk students will receive early and effective intervention to help ensure success.
3.6. Provide faculty opportunities for professional development.	3.6 Professional development opportunities will be facilitated.
3.7. Develop and implement a plan for professional development for nursing faculty to improve or increase instructional methodologies.	3.7 Faculty will attend professional development activities to enhance teaching, learning and student support.
3.8. Implement faculty recruitment and orientation strategies.	3.8 New faculty will be provided a faculty orientation.

Workplan (Fiscal Year 2014-15)
Required Objectives and Activities to be Conducted During Grant Performance Period (June 1, 2014 — June 30, 2015)

NOTE: Objectives, activities and performance outcomes are provided. The objectives and activities are required. You may revise the performance outcomes or use those provided. You may not delete the outcomes. All objectives and activities must be conducted during the project time frame.

Objective Four:	Provide support services, review courses or software and practice to assist graduating students to prepare for the National Council Licensure Exam (NCLEX).
Activity	**Performance Outcomes**
4.1. Provide an NCLEX review course or software for students who are completing the nursing program.	4.1.1 Students will receive assistance in preparing and practicing for the NCLEX exam.
	4.1.2 NCLEX review courses will be available each semester for students completing the program.
4.2. Monitor student success on the NCLEX exam and make adjustments to program curriculum or the review course and software to improve NCLEX results.	4.2 Monitor NCLEX success and evaluate NCLEX Progress Reports to guide curriculum and program revisions.
4.3. Evaluate the effectiveness of the program by tracking students who benefit from this project to determine the NCLEX pass rate.	4.3 Students are tracked to determine success on the NCLEX pass rate.

Workplan (Fiscal Year 2014-15)
Required Objectives and Activities to be Conducted During Grant Performance Period (June 1, 2014 — June 30, 2015)

NOTE: Objectives, activities and performance outcomes are provided. The objectives and activities are required. You may revise the performance outcomes or use those provided. You may not delete the outcomes. All objectives and activities must be conducted during the project time frame.

Objective Five: Provide faculty opportunities for professional development.	
Activity	**Performance Outcomes**
5.1. Provide faculty opportunities for professional development.	5.1 Professional development opportunities will be facilitated.
5.2. Develop and implement a plan for professional development for nursing faculty to improve or increase instructional methodologies.	5.2 Faculty will attend professional development activities to enhance teaching, learning and student support.
5.3. Implement faculty recruitment and orientation strategies.	5.3 New faculty will be provided a faculty orientation.

Workplan (Fiscal Year 2014-15)
Required Objectives and Activities to be Conducted During Grant Performance Period (June 1, 2014 — June 30, 2015)

NOTE: Objectives, activities and performance outcomes are provided. The objectives and activities are required. You may revise the performance outcomes or use those provided. You may not delete the outcomes. All objectives and activities must be conducted during the project time frame.

Objective Six:	Disseminate any tools, software, tracking methodologies, best practices, special lessons learned or developed to other community colleges at conferences, or through the Heath Workforce Initiative and the Chancellor's Office. Copies of any materials developed are to be provided to the Chancellor's Office.
Activity	**Performance Outcomes**
6.1. Disseminate any tools, software, tracking methodologies, special lessons learned or developed to other community colleges at conferences, or through the Heath Workforce Initiative and the Chancellor's Office. Copies of any materials developed are to be provided to the Chancellor's Office.	6.1 Tools, software, tracking methodologies, special lessons learned or developed are disseminated to other community colleges at conferences, or through the Heath Workforce Initiative and the Chancellor's Office. Copies of any materials developed are provided to the Chancellor's Office.

Workplan (Fiscal Year 2014-15)
Required Objectives and Activities to be Conducted During Grant Performance Period (June 1, 2014 — June 30, 2015)

NOTE: Objectives, activities and performance outcomes are provided. The objectives and activities are required. You may revise the performance outcomes or use those provided. You may not delete the outcomes. All objectives and activities must be conducted during the project time frame.

Objective Seven: Collect and report data to the Chancellor's Office as required.	
Activity	**Performance Outcomes**
7.1. Collect data as listed below and report to the Chancellor's Office in a timely manner, as required per Education Code, and Contracted quarterly and annual reporting per RFA and application.	7.1 Data collected and reported to the Chancellor's Office in a timely manner.

Data Collection Requirements:

Education Code Section 78261(g) and (h):

(g) As a condition of receiving grant funds pursuant to paragraph (2) of subdivision (d), each recipient district shall report to the chancellor's office the following data for the academic year on or before a date determined by the chancellor's office:

(1) The number of students enrolled in the nursing program.

(2) The number of students taking diagnostic assessments.

(3) The number of students failing to meet proficiency levels as determined by diagnostic assessment tools.

(4) The number of students failing to meet proficiency levels that enroll in pre-entry preparation classes.

(5) The number of students who successfully complete pre-entry preparation classes.

(6) The average number of months between initial diagnostic assessment, demonstration of readiness, and enrollment in the nursing program for students failing to meet proficiency standards on the initial diagnostic assessment.

(7) The average number of months between diagnostic assessment and program enrollment for students meeting proficiency standards on the initial diagnostic assessment.

(8) The number of students who completed the associate degree nursing program and the number of students who pass the National Council Licensure Examination (NCLEX).

(h) (1) Data reported to the chancellor under this article shall be disaggregated by age, gender, ethnicity, and language spoken at home.

BOG, California Community Colleges
BOG, CALIFORNIA COMMUNITY COLLEGES
Chancellor's Office (CCCCO)
CHANCELLOR'S OFFICE (CCCCO)

Enrollment Growth for Nursing

DISTRICT: Peralta CCD

COLLEGE: Merritt College

RFA NUMBER: 14-179

APPLICATION BUDGET SUMMARY

NOTE: Submit details explaining the expenditures by category on the Application Budget Detail Sheet.

Object of Expenditure	Classification	Line	TOTAL PROGRAM FUNDS REQUESTED
			$ 101,087
1000	INSTRUCTIONAL SALARIES	1	$ 45,650
2000	NONINSTRUCTIONAL SALARIES	2	$ 37,436
3000	EMPLOYEE BENEFITS	3	$ 7,621
4000	SUPPLIES AND MATERIALS	4	$ 2,000
5000	OTHER OPERATING EXPENSES AND SERVICES	5	$ 4,493
6000	CAPITAL OUTLAY	6	$ 0
7000	OTHER OUTGO	7	$ 0
TOTAL DIRECT COSTS:		8	**$ 97,200**
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		9	**$ 3,887**
TOTAL COSTS:		10	**$ 101,087**

I authorize this cost proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with State and Federal Regulations.

Project Director:

Name: Ahmad Mansur **Title:** Dean

Authorized Signature: [signature] **Date:** 8.25.14

District Chief Business Officer *(or authorized designee)*:

Name: Susan Rinne **Title:** Interim Vice Chancellor

Authorized Signature: Susan Rinne **Date:** 8/25/14