



A p p e n d i x L

Chabot College Student Nurses Association

ARTICLE I – Name of Organizations

Section 1. The name of this organization shall be the Chabot College Student Nurses Association

ARTICLE II - Purpose and Function

Section 1. Purpose

- A. To assume responsibility for contributing to nursing education in order to provide for the highest quality of health care.
- B. To provide Programs representative of fundamental interests and concerns to Nursing Students.
- C. To aid in the development of the whole person, including his/her professional role, his/her responsibility for health care of people in all walks of life.

Section 2. Function

- A. To have direct input into standards of nursing education and influence the education process.
- B. To influence health care, nursing education and practice through legislative activities as appropriate.
- C. To promote and encourage participation in community affairs and activities towards health care and the resolution of related social issues.
- D. To represent Nursing Students to the consumer, to institutions, and other organizations.
- E. To promote and encourage students' participation in interdisciplinary activities.
- F. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, color, creed, national origin, ethnicity, age, gender, marital status, lifestyle, disability or economic status.
- G. To promote and encourage collaborative relationships with nursing and health related organizations.

ARTICLE III - Members

Section 1. Members shall be:

- A. Students enrolled in state approved Programs leading to licensure as a registered nurse.
- B. Registered nurses enrolled in Programs leading an associate degree with a major

- in nursing.
- C. Active members shall have all the privileges of membership.

ARTICLE IV – Graduation Pinning Ceremonies Fundraising

Section 1. Fundraising

- A. Club/Organization is required to meet all Chabot College standards for fundraising as issued by the Office of Student Life.
- B. Clubs/organizations are able to sell food on campus. Food that is served or sold to the public must be prepared in or purchased from an approved food facility. An approved food facility is a restaurant, market, or other retail food establishment licensed by the Alameda County Health Department or from Chabot College food vendors. Prior to selling, club must submit [Temporary Food Permit Form](#) to the Student Life Office.
- C. Clubs/organizations are able to sell (2 times per semester) in our Chabot College Flea Market at no cost. Visit the Flea Market office located in Room 2355.
- D. All money collected from fundraising, no matter the amount, must be deposited to the club account via the Chabot College Business Office located on campus. A receipt will be provided for your accounting records, and should be kept by the club treasurer. Please submit a copy of your deposit to the Student Life Office after each fundraiser. No money is to be kept in the private accounts of individuals at any time.

Section 2: Dues

- A. Each class will determine through class discussion, the amount, if any for class dues, collected solely for the purpose of paying for graduation ceremony and any other event attended by the entire class.
- B. A Class vote shall have the authority to change membership dues, providing such dues do not exceed the amounts set in these bylaws.
- C. Any member who fails to pay current dues shall forfeit all privileges of membership.

Section 3: Payment of Bills

- A. No bills are to be paid for by cash. All bills are to be processed by *Request for Disbursement (RFD)* which requires the signature of the club Treasurer and Advisor. RFD's may be obtained from the office of Student Life (RM 2355) invoice s(bills) must be attached to completed RFD's and returned to the Student life Office for processing through the College.
- B. In certain cases, club members may choose to personally pay for minor expenses of your club and request reimbursement from the club account at a later time (provided the club account has sufficient funds.) This may be done by completing an *Request for*

Disbursement (RFD), attached the original receipts for the merchandise or services, acquiring the signature of the club Treasurer and Advisor, and returning the form to the Student Life Office (Rm. 2355). It takes approximately 1-2 weeks to process the reimbursement. Please note that by choosing to personally pay for expense you accept full responsibility for any subsequent fees/interest incurred.

- C. Advance Check: If required to pay for merchandise or services at time of delivery a student should complete a *Request for Disbursement Form*, ensuring the CASH ADVANCE is marked. Club must provide vendor invoice before submitting your disbursement form. Obtain the required signature, attach invoice and expected costs, and return to Student Life Office.
- D. Matching Funds: The Student Senate (SSCC) offers Fund matching to clubs who do Fundraiser. The ICC will match dollar-for-dollar fund raised by any recognized on-campus club/organization for up to four hundred dollars per semester.

Section 4: Facilities Request

During the course of the academic year, clubs/organization often requires use of College rooms or location in order to hold event or club meetings. Club/organization is required to complete "Facilities Request" form and sign the Facility Board Policies. The Reed Buffington Theatre will be reserved each year on the last Thursday of the semester for the Pinning Ceremony through the Nursing Program office. On the form, please indicate the time, date, location you are requesting, and if any A/V equipment is needed. For large more complex events, please attach a map indicating the desired set-up as well as a detailed description of the event so that your needs can be accommodated. A copy of the event flyer must be submitted with the facility form when hosting an event.

ARTICLE V. - Officers

Section 1. Composition

The class officers will consist of: President, Vice President, Secretary, Treasurer and a Projects Chairperson.

Section 2. Responsibilities

- A. The Class Officers shall be responsible for:
 - 1. Transacting business of the association between membership meetings and shall report such transactions at the next regularly scheduled membership meeting.
 - 2. Filling vacancies in any office by two-thirds majority vote of Class Officers except the office of President.
 - 3. Reviewing monetary disbursements, acquisitions and fund raising activities and shall be responsible for procuring persons for audit of all accounts on an annual basis.

Section 3. Quorum. A quorum for the board meetings shall be the president, vice president, three other board members and one faculty advisor.

Section 4. Duties of the Class Officers shall consist of:

A. President

1. Shall preside at all meetings of this association, appoint special committee as needed, perform all other duties pertaining to the office and represent this association in all matters to the local state nurses association, the local league for Nursing , state Nursing student association, National Student Nurses' Association, and other professional and student organizations.
2. Shall serve as chairperson of the Board of Directors.

B. Vice President

1. Shall assume responsibility of the office of President in the event of the vacancy occurring in the office until the next regular election.
2. Shall preside at meetings in the absence of the President.
3. Shall assist the President as delegated and act as advisor to the President.

C. Secretary

1. Shall record and distribute the minutes of all meetings of this association as directed by the President.
2. Shall keep on file as a permanent record all reports, paper, and documents submitted to the Secretary.
3. Refer to dully appointed committees the necessary records for the completion of business.
4. Forward minutes to the state nursing student association board as well as the names and addresses of all officers and committee chairpersons after their election or appointment.
5. Deliver to the newly elected Secretary all association papers.

D. Treasurer

1. Shall serve as chairperson of the budget/finance committee.
2. Submit financial reports to the membership as directed by President.
3. Prepare financial reports submitted at the monthly Class Officers Meeting.
4. Keep a permanent record of all dues received from members and any other income and expenses.
5. Remit payment for approved debits according to the following:
 - a) Disbursement of Funds
 1. Requests for disbursement of funds shall be made in writing to the Board of Directors.
 2. Upon approval the treasurer will issue checks for those requests approved.
 3. No funds will be disbursed without prior approval.

E. Projects Chairperson

1. Serves as chairperson of Projects committee.
2. Attend student activities council meetings.
3. Be accountable to the membership for notification of pending student activities.
4. Keep bulletin board up-to-date.

ARTICLE VI - Elections

Section 1. Election of Class Officers

- A. Elections shall be held at the end of the first semester in December.
- B. All elections shall be by secret ballot.
- C. A plurality vote of the members present and entitled to vote and voting shall constitute an official election.
- D. In the event of a tie, a revote shall be held.
- E. All nominations shall be made from the floor or via email through the Program office.

ARTICLE VII - Meetings

Section 1. Membership Meetings

- A. Meeting dates shall be set on the third Thursday of each month during college hour.
- B. The President shall have the authority to convene a special meeting as such time as is deemed necessary and shall notify the general membership of such meeting, location, and time.

ARTICLE VII - Amendments

Amendments to the Bylaws may be made with a 2/3 vote of those present and voting at a membership meeting provided that notice of proposed amendments has been sent to members at least four weeks prior to the meeting. Only proper amendments submitted in writing and carrying the proponent's signature will be considered.

ARTICLE VIII – Parliamentary Authority

All meetings of this association shall be conducted according to the parliamentary law as set forth in *Robert's Rules of Order Newly Revised* where the rules apply and are not in conflict with these bylaws.



A p p e n d i x M

CHABOT COLLEGE NURSING PROGRAM
CHALLENGE/ADVANCED PLACEMENT INTO THE NURSING EDUCATION PROGRAM FOR MILITARY PERSONNEL
Effective: 9/2016 Reviewed: 5/2018 Revised:
Program Director: Connie Telles, DNP, CNE & Assistant Director: Rhonda Westmoreland, MSN

CHALLENGE/ADVANCED PLACEMENT FOR MILITARY – TRAINED HEALTHCARE PERSONNEL POLICY:

Individuals who have held Military Health Care Occupations, specifically: Basic Medical Technician Corpsman (Navy HM or Air Force BMTCP), Army Health Care Specialist (68W Army Medic) or Air Force Independent Duty Medical Technician (IMDT 4N0X1C) may achieve advanced placement into the 2nd or 3rd semester of the Nursing Program. Required documentation of education and experience qualifying them for Advanced Placement will be needed. Upon successful completion of the challenge exam, dosage calculation exam, and skills competency exam student may be eligible for placement in the Nursing Program on a space-available basis.

1. Applicants must meet all general entrance requirements of the Associate Degree Nursing Program, including completion of designated prerequisites and the Test of Essential Academic Skills (TEAS).
2. Acceptance of Military Challenge students into the Associate Degree Nursing Program is contingent upon space availability, skills competency, 80 % or above on the Challenge Exam and 90 % on a dosage calculation quiz.
3. Military Challenge students will be held to the same standards of all of the Advanced Standing Student.

PROCEDURE:

Interested candidates must request an appointment with the Program Director at least four weeks prior to the application period to discuss eligibility requirements for the Associate Degree Nursing Program.

*Interested student must attend an Advanced Standing Information Meeting.

*Applicants who are eligible for advanced placement include those individuals who have satisfactorily completed, within the last two years, education and experience for the following:

- Basic Medical Technical corpsman (Navy HM or Air Force BMTCP)
- Army Health Care specialist (68W Army Medic)
- Air Force Independent Duty medical Technician (MDT 4 N0X1C)

*Applicants applying for transfer credit must submit the following materials verifying education and experience:

- Transcripts from appropriate education program(s), demonstrating satisfactory completion of coursework and clinical experience;
- Documentation of medical military experience;
- After a review of the applicant's documentation, and upon determination that

the applicants has met the educational and experience requirements, as well as the additional nursing program admission requirements, the student will be required to take NURS 70 and NURS70L (LVN-RN Transition course and lab) and NURS 84 (Prescriptive Clinical Skills).

*Written and skills competency examinations for Advanced Placement must be completed before admission into the full time program.



A p p e n d i x N

Course Challenge Policy (Credit by Examination)

Board of Registered Nursing Regulation: Every Nursing Program must have a policy permitting the student who has equivalent experience to challenge the course.

Nursing Program Policy: Each nursing course will have a specifically developed method by which the student who can substantiate previous job-related experience can challenge the course.

Guidelines:

1. Challenge procedures are not an option to remediate failing grades from previous nursing courses.
2. Only students who can document substantial job-related clinical experience will be permitted to challenge a course.
3. Each challenge applicant's credentials will be individually evaluated by the Nursing Faculty to determine eligibility for the challenge process. The faculty reserves the right to deny the challenge process to any applicant and to require the applicant to apply for the generic Program at the appropriate level on a space-available basis.
4. The Nursing Faculty has the sole authority to determine if the student has successfully challenged a course. An instructor of record will be assigned to the student, but the entire faculty may be involved in the ultimate determination of the student's progress.
5. An individual will only have one attempt to challenge a particular course.
6. The challenge process may be initiated by obtaining and completing an Application for Credit by Examination located in the Health, Kinesiology, & Athletics office. Upon completion, the form should be submitted to the Health, Kinesiology, Athletics Division Dean for final approval.
7. The challenger's request will be considered for approval by the Nursing Faculty at the next regularly scheduled Nursing Faculty meeting. The approval process may take 3-4 weeks.
8. The student will be responsible for meeting with the instructor and mutually agreeing for setting up the following:
 - a. arranging the required instructor evaluation (if applicable) in the Skills Laboratory;
 - b. arranging to take the required theory examinations;
 - c. arranging any necessary instructor conference;
 - d. coordinating with the Instructor of Record for a clinical performance examination if required.
9. If the student intends to challenge a course, the student will need to pass both the course examination and the appropriate benchmark assessment test.
10. All challenge work must be completed within four weeks from the date of approval.
11. The successful challenge candidate will receive a "Credit" on the transcript; no letter grade will be assigned for a challenged course. It is necessary to achieve the equivalent of a grade of "C" or better to receive a "Credit." A "C" is based on a standard of 73%.
12. Once the student has successfully challenged the course, the student may apply for advanced placement in the Nursing Program on a space-available basis. All policies

enumerated in the Chabot College Nursing Student Handbook apply to the challenge student on an equal basis with all other Nursing students.

13. The student may reasonably be held accountable for every skill enumerated in the Skills Laboratory component of the course he/she is challenging.



A p p e n d i x O

Policy for Student Coaching-Retention Plan Chabot College Nursing Program

Need:

Nursing school is very difficult and a life changing experience. The faculty want students to be successful and complete the entire program in two years. Nursing exam questions are written at the higher level of application and analysis, in comparison to knowledge based exam questions that students may be familiar with from previous courses. Study techniques may need to be expanded and varied. Critical thinking skills will need to be learned.

Plan:

As nurse coach leaders we embody and practice aspects of self-development, including self-reflection, self-assessment, self-evaluation and self-care. We believe this is every nurse's primary commitment to self. The meeting with a coach is confidential, but if an action plan is developed it will be placed in the student file.

As nurse coach leaders we assist nursing students to achieve academic success and self-development by increasing self-confidence, finding balance between school and personal life and creating action plans to become a safe, competent RN.

Student:

- Any student that wants to participate in this coaching partnership with a nurse coach leader is welcome.
- Any student that scores less than 73% on an exam, and/or
- Any student that fails a skills return demonstration (1 attempt for the medication check-off and after 2 attempts for any other check-off).

Time:

Time is usually 30 minutes or less

Place: TBA

Coaches: Elaine Baiardi RN, MS, MBA, CLC-NC & Connie Telles, DNP, MSN, CNE, CLC-NC
Ebaiardi@chabotcollege.edu or ctelles@chabotcollege.edu

Students will need to email or call one of the nurse coaches within three (3) days of receiving a score less than 73% on an exam or failing a check-off following the above indicators.

Referral: If counseling services are required based on limitations within our coaching process a referral to a Chabot counselor or the Chabot Mental Health Services network will be done. We look forward to working with you!



A p p e n d i x P



Chabot College
Division of Health, Kinesiology and Athletics
Nursing Program – Room 2273
25555 Hesperian Blvd.
Hayward, CA 94545
(510) 723-6896 – Office

CERTIFICATE OF UNDERSTANDING AND AGREEMENT

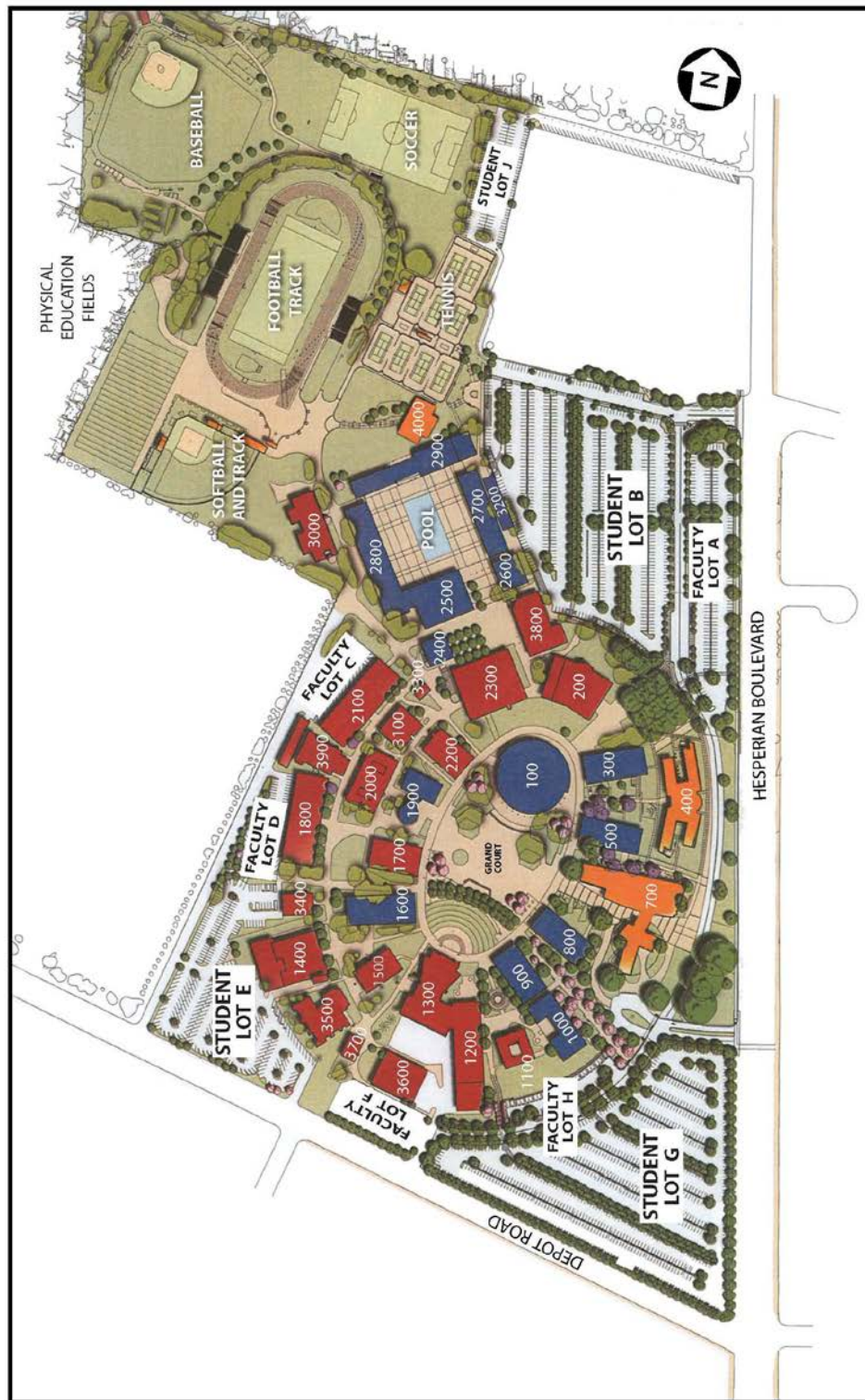
I _____ (Student Name- please print)
have read and understand the foregoing statements in the Nursing
Student Handbook.

- I understand the Program is full-time, and requires completion of all courses each semester with 73% or better to continue in the Program.
- I understand this book maybe amended, revised or updated via email and/or hardcopy throughout the Program.
- I agree to abide by all of the conditions therein.

Signature: _____

Name (please print): _____

Date: _____



CHABOT COLLEGE

HAYWARD, CALIFORNIA