Yuba College Nursing, Allied Health Department
Graduation Admission Committee, GAC (Work Group)
Meeting 2nd Tuesday monthly
Location: Microsoft Office Teams- see Outlook calendar link **Agenda**

Time: 10:00 am to 11:00
Date: 09/08/26
Chair/Recorder: Lynette Garcia/Carrie Mehlert
Members: Carrie Mehlert Director of Health & Medical Career Programs & Nursing, Dr. W. Alan Dixon, Sr. Dean, CTE & Workforce Development, Lynette Garcia Professor/Assistant Director Nursing Program, Sonya Horn Manager, Enterprise Applications, Peter Skillman Information Systems Technical Webmaster, Grace O'Hair-Sherman IT Software, Jennifer Maller District Registrar, Angelica Munoz Director of Enrollment Services Admissions & Records, Shelly Smith Senior Student Services Technician, Denise Villanueva Senior Student Services Technician, Jackie Baltzell Professor/Program Director Radiologic Technology Program, Simone Daniels Director/Faculty Psychiatric Technician Program/Coordinator, King Xiong Dean of Student Development, Brooke Boeding Lead Counselor for Nursing and Allied Health, K. Smith Veterinary Technology, Amber Kuykendall Veterinary Technology Specialist, Rupy Bajwa Counselor, Inderjit Deol Student success navigator, Page Gearhart Adjunct Faculty Human Services.

Highlighted people attended meeting
Purple minutes

Description	Outcome / Discussion Topics
Approval of minutes	Minute approval from May 2026 – no changes, approved
<u>Updates</u> **Nursing Allied Health Director** **Counseling** **Admission & Record** **Enrollment** **Nursing** **Rad Tech** **Psych Tech** **Vet Tech** **HUSEV**	**Director-** Carrie Mehlert, Course substitution petitions new process; ACEN accreditation going well, nursing apps update how did it go LVN 1 application, 116 applications for ASN of those 73 have medical experience, 2 military **Dean-** Dr. Dixon – no updates **Counseling-** King Xiong- update the nursing prerequisite courses equivalency grid/list is assigned to Rupy and Brooke, they are working on it Brooke- welcome to your new role, she supports our area of interest, Rupy is mentoring Brooke this F26/SP27 as she transitions Inderjit/Rupy- nursing application workshop went well, feedback the <u>Merit Based Admission Scoring Tool</u> 5 Medically Underserved Area tool is hard to find the linked link on the form, suggested to maybe add to the top the application, some potential applicants did not have Ethnic studies completed **Admissions & Records-**

	Transcripts and petitions available in SharePoint- no need to contact Shelly or Denise - reminder Angel- no updates Shelly- . Denise- no updates currently **Rad Tech-** Jackie – updates to application- looking at merit-based tool **Nursing**- no general updates **IT update**- no general updates Grace working with Carrie on data pulling from the application student list and the active student admission list to track success and NCLEX data **Psych Tech –** Simone- incoming class largest ever growing, Simone working with Peter IT to make a one page application for the program **Vet tech-** hired one new part-time faculty Sam Wilson, she was a tutor and is a graduate, the this a new interim faculty K. Smith for Kylie's empty position, due to schedule conflicts K. Smith will not be able to come to these meetings so Amber will continue to attend **HUSEV Human Services -** certification in progress waiting from state accreditation Dr. Dixon following, enrollment strong
College	Ongoing- pre-nursing and pre-rad tech degrees, Carrie working biology degree possibility
Curriculum/ Regulatory	**Rad Tech-** • Rad tech 55 still need petitions to get them SP 2027 graduates; have it addressed before they apply for graduation; plan to get done for this upcoming group **Nursing**- 14 B minor updates requested to Carrie in May 2026 from our NEC at the BRN in progress, requested next steps and plan from the Yuba College Curriculum Committee May they request direction on how to get it updated, they classified this as "urgent" or "necessary and updates planned this Fall Changes are to update the course title and course description; minimal changes to the CSLOs and objectives, and make it a letter grade, rather than P/NP.

	• Update course title: Integrated Nursing Concepts and NCLEX-RN Readiness
	• Update Course Description: This capstone course provides a comprehensive, curriculum-aligned review of essential nursing concepts to prepare students for success in their future nursing careers. By the end of the course, students will synthesize and apply nursing knowledge from all semesters of the program, strengthen clinical reasoning, and develop individualized study and testing plans.
	• Grade: Change to letter grade
	• CSLOs
	  ○ Synthesize nursing knowledge across all program content areas to evaluate safe, compassionate, age-appropriate, and culturally responsive care for diverse client populations.
	  ○ Apply clinical judgment, evidence-based reasoning, and priority-setting principles to analyze and respond to NCLEX-style questions across medical-surgical, maternal-newborn, pediatric, psychiatric, and multisystem settings.
	  ○ Demonstrate understanding of leadership, delegation, interprofessional collaboration, and safety principles as they relate to safe, ethical, and effective entry-level nursing practice.
	• Course Objective
	  ○ Upon completion of this course, students will analyze and synthesize core nursing concepts to evaluate safe, compassionate, age-appropriate, and culturally responsive care for diverse client populations.
	  ○ Upon completion of this course, students will apply clinical judgment and evidence-based reasoning to interpret and answer NCLEX-style questions across medical-surgical, maternal-newborn, pediatric, psychiatric, and multisystem content areas.
	  ○ Upon completion of this course, students will evaluate strategies that promote a culture of safety, including medication safety, infection control, risk reduction, and adherence to regulatory, legal, and ethical standards.
	  ○ Upon completion of this course, students will explain and apply principles of leadership, priority setting, delegation, and interprofessional collaboration related to safe and effective entry-level nursing practice.

	○ Upon completion of this course, students will demonstrate effective therapeutic communication and metacognitive test-taking strategies to support client-centered care concepts and to develop an individualized NCLEX-RN study and preparation plan. • Content Outline ○ NCLEX-RN Test-Taking Strategies ▪ Critical thinking and elimination methods ▪ Interpreting question stems and distractors ▪ Prioritization frameworks (ABCs, Maslow, nursing process) ▪ Time management for standardized exams ▪ Practice exams and self-assessment ○ Integration & Review ▪ Mixed-content NCLEX-style practice tests covering fundamentals, adult health, maternal-newborn, pediatric, psychiatric, and multisystem topics ▪ Case study analysis integrating all program content ▪ Personalized NCLEX study plan development ▪ Self-assessment and performance review ▪ Final course review and exam readiness check ○ Interview and Resume Building Skills ▪ Introduction to Resume Writing ▪ Resume Sections (Contact Info, Skills, Experience, Education) ▪ Tips for Writing a Good Resume ▪ Common Resume Mistakes to Avoid ▪ Resume Review and Practice ▪ Introduction to Interview Skills ▪ Common Interview Questions and Answers ▪ Communication and Confidence Building ▪ Professional Appearance and Etiquette ▪ Mock Interview Practice and Feedback ○ Board Application ▪ Introduction to BRN and Pearson VUE Application Process ▪ Creating Accounts and Completing Applications ▪ Required Documents and Fees ▪ Scheduling the NCLEX Exam with Pearson VUE ▪ Application Tips, Timelines, and Common Mistakes to Avoid

	The Education/Licensing Committee met on **August 11, 2026** (see attached) and reviewed the request (voted Yes). Now it is on the September 24-25, 2026, agenda full Board of Registered Nursing meeting as a consent agenda item. **Psychiatric Technician-** • Nutrition looking to make a prerequisite- Psych Tech faculty needs to make this update in eLumen o Now for 2nd semester o Waiting for new tool to replace ELumen it will be open soon **Vet tech**- no major updates **HUSEV**- no major updates
Transfer, BRN Deficiency, International Students- Nursing	Transfer students- Names and where they are in the process: • Possible student- Katie Pivovar- sent student steps to possibly apply if space becomes available- no reply or follow up, response sent • Avtar Singh- possibly transferring into 2nd semester. Has met with Rupi and is completing the Ethnic Studies requirement this Spring no new update • Many requests for information on BRN deficiency from Nightingale Old student: did not graduate and coursework is old and we cannot find it, NURS 30 and 32, needing pharmacology, need COR and we don't have one, Peter to look at back up old enrolled in the RN nursing program approximately between 2009 and 2011 and completed a portion of the nursing curriculum and associated clinical education before leaving the program. I am now seriously considering returning to nursing and would like to determine what, if any, portion of my prior nursing education can still be recognized. Former Yuba/Woodland Community College RN student and am requesting assistance documenting pharmacology theory that may have been included in my nursing curriculum. I attended the Yuba/Woodland RN program and completed nursing coursework including Fundamentals of Nursing and Medical-Surgical Nursing I, along with nursing skills laboratory and other nursing coursework. As one of the options/means of now obtaining a nursing license, I am pursuing California vocational nurse eligibility under BVNPT Method 3. BVNPT previously evaluated my Yuba/ARC nursing education and granted substantial nursing-education credit, but requested documentation establishing completion of 54 theory hours of pharmacology. I separately completed an ARC pharmacology course and am obtaining documentation from ARC. I would also like to determine whether pharmacology theory was incorporated into the Yuba/Woodland nursing courses that I completed.

	Would the Nursing Department please review the historical curriculum/course outlines applicable to my enrollment and advise: Whether NURS 30 Fundamentals of Nursing, NURS 32 Medical-Surgical Nursing I, or other nursing courses I completed contained pharmacology theory; If so, approximately how many documented pharmacology theory/contact hours were contained in each course; Whether Yuba College can provide an official historical Course Outline of Record or nursing-curriculum breakdown documenting those hours; and Whether Yuba can send an official certification of those hours directly to BVNPT if requested. I can provide my transcript and previous BVNPT evaluation for reference. I was enrolled under the name: Olga Guseva (with my maiden last name). --- Same student Since leaving nursing school, I have continued my education. I earned a bachelor's degree in Family Studies and Human Development from California State University, Sacramento, and I am currently enrolled in a master's program in Clinical Mental Health Counseling, where my current graduate GPA is 4.0. Could you please advise me on the following: 1. Because my previous RN-program enrollment was through Yuba/Woodland itself, am I eligible for any form of readmission or individualized nursing-course evaluation despite the length of time since I attended? 2. Can previously completed nursing courses and clinical education be evaluated for equivalency, advanced placement, credit by examination, competency testing, or challenge credit? 3. If I am no longer eligible for formal readmission or transfer placement because of the length of time since my enrollment, is there another process through which previously completed nursing coursework can be recognized? 4. Would I be required to apply as an entirely new generic nursing applicant, or is there a separate classification applicable to former Yuba/Woodland nursing students? 5. At what stage would the TEAS requirement apply in my particular situation? I would like to know whether TEAS is required before an individualized evaluation of my prior nursing education, or only if I ultimately must apply through the generic admission pathway. 6. Which of my previously completed prerequisite courses remain acceptable under current Yuba College requirements, and which, if any, would need to be repeated? 7. What records should I provide for this review? I can provide official transcripts, historical nursing transcripts, course

	descriptions, documentation of prior clinical coursework, and any other records the department requests. I am not asking the department to assume that my previous coursework automatically qualifies for placement. I am asking for guidance about the appropriate evaluation process so that I do not unnecessarily repeat education that may still be recognized.
Petitions	**COURSE SUBSTITUTION petition new process- King** Course substitution petitions can be approved by Program Directors. Course equivalency petitions must be approved by area faculty. Petitions in SharePoint Petition process workgroup to review the Petitions process as part of the Soft Docs implementation this Spring 2026 term. Update on equivalency grid. Dr. Dixon to follow up on the AP/BP for petitions – will update when on the rotation
Application Workshops	**Nursing** • Fall 8/24-9/4 - now closed 8/26: 10-12- done 9/2: 2-4- done • Spring 2/1-2/12 2/3: 10-12 2/10: 2-4 **Rad Tech** 3/15-3/31
Applications	Rad Tech and Nursing application Psych tech- roll cycle, Fall how did it go Nursing what is the plan when the applicant uses a PO Box verses a physical address and it matches the Yuba College system- discussion- we will use the PO address provided Health care experience – use form, we had a military form submitted that was not our approved form, Amber shares that they have military apply and they also must use the provided form in their applications – discussion

	Vet tech new merit-based tool is going well Nursing the Merit-Based Tool is on website and used this cycle going well • Students use the forms on our website- Forms - Yuba College Nursing o New Language Verification Form- We will accept old language forms provided they are completed o New Health and Volunteer forms
Rad Tech	Open in March will look at app workshop dates and coordinate room and staff
Psychiatric Technician-Applications	Any updates, have there been any meetings with IT for an online application, Suggestion to potentially use Microsoft Forms
IT-Peter/Grace	Proposed updates: • How did new nursing application go- wonderful! o Smooth without issues • Grace report NCLEX scores collection working with Carrie--
Other Agenda Items	Ethnic studies list by Valerie- upcoming graduating class 1226 looks good, 0527 need to double check To do list from past meeting- To Do list this meeting:

Ongoing Reminders and Resources

GAC Meetings: Second Tuesday each month 10 am

The Graduation Admission Committee is a Work Group that looks at our nursing and allied health programs. Our goal is to streamline and promote student success from pre-application to completion.

Rad Tech

Application: are chosen at random, no merit based, dates March 15-30 open yearly, enter in Fall only, 25 enrolled, applicants notified by 3rd week in April as to status Radiologic Technology Application (yccd.edu)
Admission criteria: Program Requirements - Radiologic Technology Program (yccd.edu), Prerequisite Courses - Radiologic Technology Program (yccd.edu)

Psych Tech

Paper applications- found on website, collected in the office, always open
Admission criteria: Psychiatric Technology - Admissions - Yuba College (yccd.edu)
Application: open all the time Psychiatric Technology Application - Yuba College (yccd.edu)

HUSEV

No application

Human Services - Yuba College (yccd.edu), Human Services, Chemical Dependency Awareness, Chemical Dependency Counselor, Substance Abuse Counselor

Nursing Program

Admission criteria: Student Handbook - Yuba College Nursing (yccd.edu) (Associate in Science Nursing Program)

Student Handbook - Yuba College Nursing (yccd.edu) (LVN to RN Career Mobility Program)

Applications: Dates twice a year enter in Fall and Spring, 30 each semester

Student Handbook - Yuba College Nursing (yccd.edu)

Vet Tech

Admission criteria:

Application:

Counseling

Every Friday meeting from 8-10 am email Rupy Bajwa or Valerie to get on the agenda. We are all welcome to come to a meeting anytime.

Admissions and Records

Admissions - Yuba College (yccd.edu)