

Section I: Applicant Summary

Please complete the following sections. Use additional space and/or attach supplemental documentation as required.

- A. Higher Education Institution name and primary contact information and title for person(s) regarding activities supported by this funding cycle:

Higher Education Institution: **New Mexico Junior College**

Full Name: **Cammie Armstrong**

Title: **Director of Allied Health & Nursing**

Telephone: **575-492-2514**

Email: **carmstrong@nmjc.edu**

- B. Project Abstract:

In response to a continued increase in student attrition in the New Mexico Junior College Nursing Program, a tutoring program designed to support nursing students, is being proposed. The program would consist of up to five Professional Tutors, RNs currently working in the field of nursing, as well as up to five Peer Tutors. The majority of attrition in the New Mexico Junior College Nursing Program occurs in the first and second semesters of the program. Therefore, students will only be considered for a Peer Tutoring position if they are in the third or fourth semester of their nursing education and must meet specific criteria set by the nursing program. Professional and Peer Tutors will be provided eight hours of training, by faculty, each semester and compensated for his or her tutoring services accordingly. The overall goal of the proposed tutoring program is to provide support and guidance for nursing students and to increase the number of students who complete the program within four semesters.

- C. Please describe in detail proposed activities that will be accomplished with non-recurring funds from the Nurse Expansion appropriation (see **APPENDIX** for allowable costs):

The NMJC Nursing Program is looking to implement a tutoring program specific to nursing in order to improve nursing student retention. This program would consist of up to five Professional Tutors and up to five Peer Tutors. Professional Tutors will work up to 29 hours per week, at \$30 an hour, over the course of 18 weeks per semester. Peer Tutors will work up to eight hours per week, at \$20 an hour, over the course of 18 weeks per semester. Tutoring hours will be held in the mornings or afternoons when students are not in class, and on designated evenings and weekends. Dates and times will be contingent on staffing.

A hiring process will be implemented for both types of tutors. Professional Tutors will have access to their own set of student e-books that encompass all levels of the nursing

curriculum, access codes for e-books, a student laptop while they are on campus, and access to the Allied Health Building from 0700-2100 on weekdays and weekends. Professional Tutors will also have access to the faculty work area, copy machines, and office supplies. Peer tutors will have access to e-books for all levels of nursing (previously purchased by students), a student laptop while they are on campus, and will be able to access the Allied Health Building from 0700-2100 on weekdays only. Both sets of tutors will be supported by the Retention Specialist that NMJC is hiring for the fall of 2022. All tutoring will take place in the Allied Health Building at NMJC. Faculty stipends will be provided for those that choose to participate in training tutors each semester. The Director of Allied Health and Nursing will also receive a stipend to hire Professional and Peer Tutors, oversee the implementation and supervision of the tutoring program, and collect data regarding the use and success of the program.

- D. Please describe in detail proposed activities that will require recurring funding in future years:

While the New Mexico Junior College Nursing Program is hiring a Nursing Retention Specialist using funds from the nursing budget for the Fiscal Year 2023, we are proposing that this position be paid with recurring funds for Fiscal Year 2024. This position is being filled by a seasoned nurse educator who is moving from a faculty position to the Retention Specialist position in order to recognize “at risk” students early in the program and provide support for these students in small groups and/or one-on-one. The NMJC Nursing Retention Specialist will hold tutoring sessions as needed (one-on-one or in small groups). In addition to the Retention Specialist salary and benefits, New Mexico Junior College Nursing Program is seeking full funding of the Nurse Tutoring Program if there is significant improvement in student retention after one year of implementation. Significant improvement would be described as a 10% increase in student retention within the first year of implementation of the tutoring program.

Section II: Budget Summary

Please complete the following budget activity table. The Department may request supplemental documentation at any time prior to or after award disbursement. Details of expenditures by category should be noted in the proposed activities above. Awardees will submit additional budget detail in the format outlined by Research and Public Service Project (RPSP) submissions.

A. Requested Amount of funds from the FY23 Appropriation Cycle:	\$224,320
B. Proposed amount of non-recurring funding:	\$224,320
C. Proposed amount of recurring funding: beginning FY 2024	<u>Retention Specialist</u> \$77,000-Salary \$39,584-Benefits \$116,584 <u>Tutoring Program</u> (if significant improvement is seen) \$224,320 Total: \$340, 904
D. Budget Detail (as applicable) by Category ---	
Expenses From: August 2022	
To: May 2023	
1.) Salary and Benefits:	\$0.00 Proposing that Retention Specialist salary and benefits are added as recurring for FY24
2.) Contractual Services:	\$185,400
3.) Equipment:	\$0.00
4.) Supplies:	\$33,000
5.) Travel:	\$0.00
6.) Administrative and Other Costs:	\$5,920
7.) Other (Please describe in detail):	\$0.00
8.) TOTAL:	FY23 \$224,320 FY24 \$340, 904 (Proposed Recurring)

If necessary, please add additional comments on the budget proposal below:

Contractual Services-\$185,400

Professional Tutors (5)

\$30/hour x 29 hours/week x 18 weeks x 2 semesters x 5 tutors=\$156,600

Peer Tutors (5)

\$20/hour x 8 hours/week x 18 weeks x 2 semesters x 5 tutors=\$28,800

Supplies- \$33,000

Books/Access Codes/Resources for Professional Tutors (all levels)

\$5,000 for Books/Access Codes/Resources x 5 tutors=\$25,000

\$2,000 for Level 1 Books/Access Codes/Resources (approximate cost)

\$1,000 for Level 2 Books/Access Codes/Resources (approximate cost)

\$1,000 for Level 3 Books/Access Codes/Resources (approximate cost)

\$1,000 for Level 4 Books/Access Codes/Resources (approximate cost)

Consumable Materials (copy paper, toner, printer cartridges, office supplies)

\$1,000/month (\$250/week)=\$4,000 per semester x 2 semesters=\$8,000

Administrative- \$5,920

Training stipends for faculty (4)

\$30/hour x 8 hours per semester x 2 semesters x 4 faculty=\$1,920

Management/Supervision/Data Collection stipend for Director of Allied Health & Nursing

\$2,000/semester x 2 semesters x 1=\$4,000

Section III: Performance Targets

Please identify two or more measurable performance targets to measure the success of the proposed activities in the template below.

	Goal based on benefit to students, especially at-risk students, generation of nursing degrees	Actuals for FY22 (if applicable)	Targets for FY23	Targets for FY24	Targets for FY25	Comments: Demonstrate consistent improvement as a result of the awarded funds, trends, etc.
1	Increase retention of nursing students that complete program in 4 semesters.	45% retention rate	55% retention rate	60% retention rate	Maintain 60% retention rate	
2	Increase student satisfaction while looking at student's perception of support.	N/A Will put out a Survey Monkey for students to complete in order to gauge student's satisfaction while looking at perception of support.	50% Satisfaction rate	55% Satisfaction rate	60% Satisfaction rate	
3	Increase retention of 1st and 2nd semester nursing students	44% retention rate	49% retention rate	52% retention rate	55% retention rate	
4						
5						

New Mexico Junior College

Section IV: Certification

I certify that to the best of my knowledge and belief all of the information on this form is correct. I understand that NMHED may at any time request any additional documentation required regarding activities supported by the appropriation. I also understand that failure to report completely and accurately may result in sanctions including but not limited to voidance of any award made by NMHED.

Cammie Armstrong MSN, RN, CNE

Signature of Authorized Representative

06/14/2022

Date

Cammie Armstrong MSN, RN, CNE

Printed Name

Director of Allied Health and Nursing

Title and Department

New Mexico Junior College

Higher Education Institution