



**Request for Applications
Nurse Expansion Appropriation
Fiscal Year 2023 Application
Guidance & Template**

Pursuant to Laws 2022, Chapter 54 of the 55th Legislative Session, General Appropriations Act – HB2 Section 5, the New Mexico Higher Education Department (NMHED) is requesting applications for funding activities expanding enrollment in and graduation from nursing programs at public higher education institutions.

Complete applications are due to the Department on or before June 15, 2022. Please note, applications for funding to support endowed faculty positions in nursing are to be submitted separately. Please refer to the “Endowed Positions in Educator Preparation, Social Work, and Nursing” request for applications.

The Department requests that applicant public higher education institutions complete the following template and remit to NMHED via email to the following contact:

New Mexico Higher Education Department
C/O Dr. Harrison Rommel, Director, Institutional Finance Division
2044 Galisteo Street, Suite 4
Santa Fe, NM 87505
Harrison.Rommel@state.nm.us
and
Brittany.Gutierrez@state.nm.us

The Department’s award process involves the review and ranking of proposals submitted by public higher education institutions in New Mexico. The NMHED Institutional Finance Division is tasked with ensuring all distributions are expended for allowable activities.

This cycle is for expenditures and activities in Fiscal Year 2023 (FY23). Any funding requests for FY24 should be submitted to NMHED by September 15, 2022, and incorporated into Research and Public Service Project (RPSP) submissions for nurse expansion funding.

The total amount available for FY23 is \$15 million. Institutional requests may not exceed \$1.5 million per program, per campus. Consortium requests (e.g., multiple higher education

institutions or branch campuses) may submit a single application with amounts not to exceed \$1.5 million per participating higher education institution.

It is important to note that funding appropriated in FY23 is *non-recurring*. While projects should differentiate between recurring and non-recurring requests, there is no guarantee of support in future fiscal years. However, the Department is dedicated to working with higher education institutions to incorporate awarded recurring requests into the FY24 Department, Executive and Legislative budget requests.

Applications should describe how the activities supported by state funds will address one or more of the following:

- Increase the number of nursing students admitted to the program for the academic year.
- Enhance recruitment and/or retention of nursing faculty through competitive salaries, stipends, and other incentives. Note that the **“Endowed Positions in Educator Preparation, Social Work, and Nursing”** request for applications may be more appropriate for this activity.
- Expand clinical sites beyond urban area hospitals to include nursing homes, clinics, rehabilitation centers, birthing centers, etc.
- Utilize new or existing funds to assist faculty and students with transportation and lodging when partaking in clinical placements outside their home residence.
- Develop appropriate tutoring, mentoring and other support programs to retain students and ensure successful graduation and passage of the National Council Licensure Examination, most commonly known as the NCLEX exam.
- Recruit students with a focus on ethnic, gender and geographic diversity as well as expand opportunities for all qualified applicants.
- Work in collaboration with local education agencies (LEAs) or high schools to recruit qualified applicants.
- In border area schools, require at least some clinical rotations to occur in New Mexico facilities to increase the chances of students staying in their home areas upon graduation.
- Retain at-risk students with measurable impact on retention and graduation.
- Expansion of infrastructure to support enrollment growth (e.g. additional staff, software/IT, and other support).

This list is not intended to be comprehensive or limiting in scope. Other activities that can demonstrably increase the number of nursing graduates from a public higher education institution will be considered. Applicants should clearly identify new versus expanded or continuing activities.

For any questions, please contact Brittany Gutierrez, Data Analyst, NMHED Institutional Finance Division, at Brittany.Gutierrez@state.nm.us or (505) 476-8439.

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: San Juan College
Full Name: Sherry Paxson
Title: Dean, School of Health Sciences
Telephone: 505-566-3490
Email: paxsons@sanjuancollege.edu

- B. Project Abstract:

San Juan College (SJC) Nursing Program is dedicated to preparing a qualified, diverse, and professional nursing workforce in New Mexico. As a member of the New Mexico Nursing Education Consortium (NMNEC), we provide students with two tracks for obtaining a nursing degree. Students can obtain their Associate Degree in Nursing (ADN) from San Juan College or obtain a dual degree ADN/BSN (with our partnership with the University of New Mexico). San Juan College Nursing admits 64 students annually: 32 in the fall semester and 32 in spring semester. Each cohort is composed of 16 ADN and 16 dual degree ADN/BSN students. The SJC nursing student population is comprised of many underrepresented group members: including American Indian and Hispanic students. American Indians account for approximately 18 – 22% of our nursing student population and Hispanics account for 22%.

SJC Nursing Program currently has a 100% first-time NCLEX pass rate and job placement rates which helps increase the nursing workforce in New Mexico. However, the program does struggle with nursing student retention rates.

	Retention Rates (Students Graduating in 150% of program time)
2017	76.9%
2018	57.14%
2019	57.14%
2020	70.96%
2021	76.5%

The reasons for attrition vary. While academic factors tend to be the largest challenge, the program does recognize other factors that can negatively impact a student's ability to be successful which include but are not limited to: financial concerns, child/elder care, transportation, access to a functioning computer/internet, food insecurities and family obligations. These factors have increased substantially over the past two years related to the COVID-19 pandemic.

The requested state funds as outlined in this application will assist San Juan College with improving overall nursing student retention rates which will ultimately lead to more students graduating from the program and entering the nursing workforce. Developing appropriate tutoring, mentoring and other support programs will allow us to address academic and non-academic barriers. By providing monthly student subsidies to address financial concerns; students will be able to overcome some of their life obstacles and will have more time and energy to focus on their studies. To increase the number of qualified applicants from underserved areas, the program will collaborate with local school districts to create and implement a high school based, "Introduction to Nursing Project". Providing professional development opportunities for faculty, administration and staff creates a stable workforce that stays up to date on professional standards in nursing and education; which ultimately improves student success and maintains program continuity.

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):

Access to a functioning computer and internet are critical for nursing student success. Non-recurring funds will be used to purchase technology to support students that do not have access to a computer or internet service. Approximately 10% of nursing students report needing technology, therefore, 15 laptop computers, and 15 hotspots will be purchased to loan to students. In addition, hotspots require monthly access fees. Funds will be used to pay for one academic year of contractual service.

Clinical simulation is the most effective way to teach and learn clinical skills in a low risk environment. Simulation teaches important critical thinking skills by allowing students to make errors, self-evaluate and correct their mistakes. An additional simulation manikin will allow more students to engage in these high impact learning practices.

The ATI TEAS Assessment is used determine student readiness to enter a nursing program. To improve opportunities for underserved students that may struggle with standardized testing, the funds would purchase both online test preparation tutorials, books of practice tests, and prep strategies to pass the TEAS.

A stable workforce (faculty, administration and staff) that stays up to date on professional standards in nursing and education ultimately improves student success and maintain program continuity. Attending professional development allows for faculty/staff to grow and show excellence in nursing education. Ensuring that faculty are using the most effective, evidence-based practices in teaching and learning will lead to student success and also aid in recruiting and retaining highly qualified faculty. Non-faculty support staff, advisors, simulation coordinators and instructional support staff are also key to student success. Providing professional development to these key roles will support student success.

In order to increase opportunity for underserved populations and develop a robust partnership with the K12 community, funds will be utilized to create and implement a high school based, "Introduction to Nursing Project". Stipends will be provided to high school instructors, teaching

materials will be purchased and a field trip to the San Juan College nursing program will be provided. This project will target high schools in border towns and on the Navajo Nation.

Recruiting highly qualified faculty and well-prepared students will increase student completion and success rates. It is challenging in a rural area to find nursing educators that meet the accreditation standards for faculty. Using monies from the proposal designated for marketing, will allow the program to recruit faculty on a broader scale. In addition, now that San Juan College has student housing available, we could utilize marketing funds to recruit and attract students from outside of the local community, but within the four corners and New Mexico, with the funds provided.

Occasionally students have emergent needs that prohibit them from attending class or participating in clinical experiences. Childcare, transportation, illness, food insecurity and other crises situations occur. An emergency fund would allow the student to overcome the obstacle and continue in the program.

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

In order to address attrition rates of students due to academic issues, the program will utilize funding to create two "Nursing Content Specialist" positions. These will be full time, 10 month, contract benefited positions. These positions will be available to provide nursing content specific instructional support to nursing students at all levels and ATI TEAS preparation for pre-nursing students. This position will also serve to direct students to other campus or community resources to meet non-academic needs. Students receiving financial support through the expansion funding will be required to meet with specialists regularly.

Quality simulation requires extensive preparation and follow up. To provide high impact simulation experiences, a full-time simulation technician, in collaboration with the simulation coordinator, will be utilized to coordinate supplies, maintain equipment, create realistic scenarios, and support simulation technology.

In order to track data that will be used to demonstrate consistent improvement as a result of the award, a part-time administrative assistant position will be required. This position will be responsible for tracking and documenting student participation in instructional support and mentoring programs and success rates.

The nursing program will utilize the award to provide a faculty / student mentoring project. The time requirement for successful mentoring will be outside of the normal work load. Providing stipends to nursing faculty participating in the project will compensate time and effort required.

One of the primary reasons students withdraw or fail the program is due to financial needs. Students that must work while in the program often do not have the time or energy required to

be successful. By providing resources for books, uniforms, supplies, and immunizations, students can use other financial aid or personal income to minimize the need to work. Additionally, students can qualify for monthly subsidies by participating in orientation, instructional support sessions, mentoring and additional activities.

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:	1,108,714.00
B. Proposed amount of non-recurring funding:	282,663.00
C. Proposed amount of recurring funding:	826,051
D. Budget Detail (as applicable) by Category ---	
Expenses From (Date):	
To (Date):	
1.) Salary and Benefits:	212,651
2.) Contractual Services:	48,700
3.) Equipment:	131,888.00
4.) Supplies:	194,475
5.) Travel:	70,000
6.) Administrative and Other Costs:	25,000
7.) Other (Please describe in detail):	426,000
8.) TOTAL:	1,108,714.00

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

Other Description:

One of the primary reasons students withdraw or fail the program is due to financial needs. Students that must work while in the program often do not have the time or energy required to be successful. Students can qualify for monthly subsidies by participating in orientation, instructional support sessions, mentoring and additional activities.

Occasionally students have emergent needs that prohibit them from attending class or participating in clinical experiences. Childcare, transportation, illness, food insecurity and other crises situations occur. An emergency fund would allow the student to overcome the obstacle and continue in the program.

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	Improve retention by 6% each year	76.5	80	84	88.2	
2	Participation in the high-school based project	No baseline data available	20 unduplicated students	25 unduplicated students	30 unduplicated students	A total of 75 students participating in 3 years
3						
4						
5						

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.



Signature of Authorized Representative

June 13, 2022

Date

Edward M. DesPlas

Printed Name

Executive Vice President

Title and Department

San Juan College

Higher Education Institution

APPENDIX

I. Allowable Costs: Regular appropriation and carryover

To frame the policy of allowable costs we consider the question: What constitutes nursing expansion activities? The Department defines **Nurse Expansion** as: *activities or expenditures designed to quantitatively increase the number of nursing graduates from the higher education institutions, as measured by an increase in the number of nursing degrees conveyed from year to year.*

As such, the allowable costs and activities can include, but are not limited to:

- Hiring of additional nursing faculty. Note that available funding under faculty endowment appropriations should be prioritized and that funding for faculty shall “supplement, and not supplant” other funds.
- Hiring of student support staff. Student support staff paid through nurse expansion funds (e.g., advisors, tutors, etc.) should dedicate the majority of time to support of nursing students and not be part of the general support staff for the higher education institution. Reasonable accommodations can be made for support staff that work within the general health sciences departments or divisions of the higher education institutions.
- Addition of instructional space specifically intended for nursing students (e.g., simulation labs, clinical practice spaces, etc.). Expenses may include construction or renovation costs, equipment purchases, and furnishing of the instructional space. This does *not* include regular classroom instructional space that may be used for other courses, nor should it include addition or renovation of faculty or staff office space, furniture, computers, supplies, and other expenses associated with the day-to-day operations of faculty and staff. These expenses should be supported through a higher education institution’s Instruction and General (I&G) budget. If funded, approval may be subject to review of the NMHED Capital Project Division.
- Any equipment, instructional materials, and consumables that are required to *increase* the number of nursing students that can be trained in an academic period are allowable. The guideline is that the funds expended shall “supplement, and not supplant” other funds.
- Miscellaneous expenses related to the maintenance of program accreditation that result from an increase in instructional capacity are allowed.
- Activities and expenses related to recruitment, retention, and professional development of nursing faculty, as long as these funds do not supplant other sources.

II. Carryover Funds (funds not expended within the fiscal year of the original appropriation):

In addition to the activities listed above, use of carryover funds may be used to support student scholarships. Again, the principle of “supplement, not supplant” shall be used. The Department recommends that scholarships supported by **Nurse Expansion** funds should supplement and not supplant other aid; and preference be given to students that declare intent to practice as a nurse educator. The following are proposed guidelines for the distribution of nurse expansion funds as scholarships for future nurse educators:

- A. Every award shall be evidenced by a contract between the higher education institution and the student. The contract shall provide for the payment by the state of a stated sum to the student and shall state the obligations of the nurse educator under the program, including a specified minimum period of service as a nurse educator.
- B. Nurse educators who serve a complete year shall receive credit for one year for the purpose of calculating any loan repayment award amounts. The minimum loan repayment award amount to be paid for each year completed shall be subject to approval by the Department.
- C. The contract between the nurse educator and the college or department shall provide that, if the recipient does not comply with the terms of the contract, they shall reimburse the college or department for all payments made on the student's behalf, unless the higher education institution finds acceptable extenuating circumstances for why the nurse educator cannot serve or comply with the terms of the contract.
- D. The higher education institution shall report to NMHED on: the amount of funds used for tuition scholarships; the number of scholarships awarded; and the degree or credential sought for each student supported by the tuition scholarship.

This list is not intended to be comprehensive or limiting, as there may be other activities or expenses that would constitute a reasonable use of **Nurse Expansion** funds. Other proposed expenses that do not fall within the categories described above should be submitted to the Department for approval by the Higher Education Cabinet Secretary.