

**AMARILLO COLLEGE
NURSING DIVISION FACULTY ORGANIZATION MINUTES**

DATE: February 16, 2011

TIME & PLACE: 1:30 p.m. - West Campus Jones Hall, Room 205

ATTENDANCE: Present: - Lindy Billington, LaVon Barrett, Jan Cannon, Michelle Conrad, Theresa Edwards, Jeanette Embrey, Marcia Green, D'dee Grove, Deborah Hall, Carol Hergert, Denise Hirsch, Paul Hogue, Verena Johnson, Marianne Jones, Tabatha Mathias, Liz Matos, Susan McClure, Khristi McKelvy, Marjeanne Moore, Sheryl Mueller, Phyllis Pastwa, Richard Pullen, Kelly Savage, Lyndi Shadbolt, Jennifer Siess, Tammie Tabor, Rebecca Vincent, Ruth Whitehead, Kim Wright, Kerrie Young, Ramona Yarbrough and Carolyn Leslie-Administrative Assistant

ABSENT: Ginny Coppock, Angela Downs, Melanie Gray, Pat Murray, Tamara Rhodes, Teresa Smoot

AGENDA: See Attached.

MINUTES:

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
OPENING REMARKS S. Mueller Call to Order Approval of Minutes Announcements Thank you New Employees Congratulations Birthdays	1.0 OPENING REMARKS – S. Mueller <ul style="list-style-type: none"> • Ms. Mueller called the meeting to order at 1:45 p.m. • Ms. Mueller called for the approval of the November 17, 2010 Nursing Division Faculty Organization minutes. • Ms. Mueller called for the approval of the December 1, 2010 (ADN only) minutes. • Ms. Mueller called for the approval of the January 10, 2011 Nursing Division Faculty Organization minutes. • A thank you was offered to Joan Reed, Khristi McKelvy, Richard Pullen, and Susan McClure for their quick response in saving supplies and equipment and containing the water during the Jones Hall flood on February 3rd. • It was noted that Jennifer Hayden, NCSBN Simulation Study Project Director, sent a thank you letter for ADN Program participation in the survey of simulation use, prevalence, and practices in prelicensure-RN programs last October. The survey was conducted as the first phase of the landmark NCSBN Simulation Study. • A thank you note from Delores Thompson for the flowers and prayers from the Nursing Division was acknowledged. • Ms. Mueller recognized our newest employee--Angie Ross. Angie has accepted the new full-time ADN position that was posted in January. She begins employment as a full-time faculty member on February 21, 2011. She will be on a BON waiver until she completes her master's degree in May. • Congratulations were offered to the VN faculty for the official 2010 VN Program first-time pass rate of 93.42%. This is the fourth year that the VN Program first-time pass rate has been above 90%. The VN Program will again receive a commendation from the Texas BON. • Congratulations were offered to Debby Hall for the publication of the movie, "The Management Process", on Xtranormal, and to Richard Pullen and Khristi McKelvy for the End-of-Life 	<p>Carol Hergert made a motion to accept the November 17, 2010 minutes. Jeanette Embrey seconded the motion. The motion carried by a majority vote.</p> <p>Kelly Savage made a motion to accept the minutes of December 1, 2010 and Verena Johnson seconded the motion. The minutes were approved by a majority vote.</p> <p>Lyndi Shadbolt made a motion to accept the minutes of January 10, 2011 and Phyllis Pastwa seconded the motion. The minutes were approved by a majority vote.</p>

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<p>2.0 REPORT FROM DIVISION CHAIR - S Mueller</p>	<p>Simulation collaboration with the BSA Hospice Team and WTAMU students and faculty.</p> <ul style="list-style-type: none"> • Congratulations were also extended to faculty with the following publications in <i>Nursing Made Incredibly Easy</i>, January-February 2011 edition: <ul style="list-style-type: none"> Richard Pullen—editorial titled, “Get on the Road to Professional Development”. Richard Pullen, Rebecca Vincent, and Jennifer Siess--article titled, “Patho Puzzler: The Puzzle of Antiphospholipid Syndrome”. Richard Pullen, Ruth Whitehead, and Phyllis Pastwa—article titled, “Caring for a Patient with Malignant Melanoma”. • Birthday wishes were offered to those celebrating birthdays during the month of February-- Ramona Yarbrough (8th). Happy Birthday! <p>2.0 REPORT FROM DIVISION CHAIR</p> <ul style="list-style-type: none"> • <u>Employee Report of Leave 340 Forms</u>—Please remember to complete a 340 Form for any sick leave, leave with or without pay, and vacation days (12-month faculty) promptly. The form is located on the AC website under Staff then Forms and Policies. After completing the 340 Form, submit the form to your immediate supervisor for a signature. • <u>Faculty Absence</u>—Please follow the administrative chain of command to report an absence from duty. All faculty are organized into teams or levels. All faculty should report first to the Team or Level Coordinator then to the Program Coordinator or Director, if necessary. If you are a Team or Level Coordinator, report to the Program Coordinator or Director. It is not appropriate to report absence from a duty day or scheduled activities to an office staff member or a co-worker. • <u>Updating Data</u>—Please make sure that you have updated your data in the Faculty & Administrators section of the AC Catalog. Contact Joy Brenneman, if you have not already done so. • <u>Digital Suggestion Box for Cost Savings</u>—Please use the digital suggestion box, https://suggestions.actx.edu, to submit your ideas for college cost savings. Your suggestions for positive solutions to the very significant budget crisis facing AC will be carefully considered. • <u>SimCentral</u>—the SimCentral Executive Committee met on January 12th. Some highlights of that meeting are: 1) Gayla Carpenter has been hired as the Lead Specialist; 2) Renovation of SimCentral should be completed in late March or early April; 3) The new and improved website has a student/participant portal as well as an instructor portal; 4) The land to build the SimCenter Hospital has been deeded to Texas Tech from HRMCI; 5) Dates and times for faculty development classes will be identified soon; 6) The interdisciplinary simulation involving AC, WTAMU, and the Texas Tech Schools of Medicine and Pharmacy will be on March 25th. • <u>Susan McClure’s New Hours</u>—Due to safety concerns in Jones Hall after business hours, Susan McClure’s evening office hours have changed from 10:00 am to 7:00 pm on Mondays to 9:00 am to 6:00 pm. • <u>Rank and Tenure Committee Representative</u>—A Nursing Division representative to replace Richard Pullen on the Rank and Tenure Committee in 2011-12 needs to be elected along with an alternate. President’s Cabinet will appoint the committee to ensure a balance of tenured and non-tenured faculty of the different ranks. Qualifications for the RAT Committee are: 1) served on the AC faculty for at least three years; 2) hold the rank of at least assistant professor; 3) promoted in professorial rank while in service at AC; and 4) not currently serving as a department or division chair. 	<p>Sheryl Mueller suggested using a ballot to select the next representative. Richard Pullen will create the ballots and make them available to the faculty. After voting, the faculty may put</p>

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<p>3.0 COLLEGE COMMITTEE REPORTS</p>	<ul style="list-style-type: none"> • <u>Faculty Performance Review Process</u>—The annual Faculty Performance Review process has begun. Clinical instructor reports/student comments from fall 2010 generated in Survey Monkey have already been distributed to faculty members. Classroom/online evaluations in Class Climate for all faculty have been or will be distributed this week. Grade point distribution reports have already been distributed to all faculty members. Faculty scheduled for performance review should plan to submit their narrative self-evaluation to their immediate supervisor no later than February 25, 2011. • <u>BON News</u>--The BON has developed a plan to review and rewrite 22 Texas Administrative Code Chapters 211-217 during the next two years in order to better organize the subject matter of the rules, to correct outdated references, and to make the rules more “reader friendly”. This year, the BON will review and rewrite Chapter 217: Licensure, Peer Assistance and Practice, Chapter 213: Practice and Procedure, Chapter 224: Delegation of Nursing Tasks by Registered Professional Nurses to UAPs for Clients with Acute Conditions or in Acute Care Environments, and Chapter 225: RN Delegation to UAPs and Tasks Not Requiring Delegation in Independent Living Environments for Clients with Stable and Predictable Conditions. Chapter 214: Vocational Nursing Education and Chapter 215: Professional Nursing Education are scheduled for review and revision in January 2012. Jan Hooper, Lead Education Consultant at the BON, will conduct a Survey Visit of the VN Program at the same time in October that the NLNAC evaluators will be onsite for the ADN Program. Dr. Hooper is engaged in a project for the NCSBN which is investing the complementary relationship between accreditation and board of nursing approval. She wants the opportunity to observe the NLNAC accreditation process at the same time that she is visiting the VN Program. • <u>Future of Nursing Forum</u>—the Texas Panhandle Coalition for Nursing (TPCN) is hosting an information session for stakeholders in the future of nursing in the Texas Panhandle on March 24, 2011 from 4:00 pm to 7:00 pm in the West Campus Lecture Hall. Alexia Green and Susan Sportsman, Team Texas, will present “The Future of Nursing for the Panhandle of Texas: An Overview of the Future of Nursing: Leading Change, Advancing Health IOM Report. Contact hours will be awarded for nurses. <p>3.0 COLLEGE COMMITTEE REPORTS</p> <p>3.1 Academic Technology-Johnson</p> <ul style="list-style-type: none"> • The committee met on January 25, 2011. • Lee Colaw talked about the timeline for a college decision about the Angel transition. The only two options are Moddle Rooms and Blackboard. This decision will come from the faculty. Open forums will be held with the companies. Faculty can get a sandbox in either LMS and play as well as take advantage of open lab times available to get acquainted with both Moddle Rooms and Blackboard. The decision has to be made by December 2011. The only time to make a change will be the summer of 2012. • The committee is currently reviewing its charter. • Firefox as a preferred browser came about because some faculty members are having problems with their hyperlinks not working. It seems that they work on campus but once students go home, the link no longer works. The problem occurred after a security update was completed in 	<p>the ballots in a box located in the Nursing Division Office.</p>

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	<p>Angel. With using Firefox, the links seem to be working.</p> <ul style="list-style-type: none"> • The college is moving away from MyAC. Student emails are being created in Google Mail and may be ready as soon as March. • If you would like to have Windows 7 installed on your computer you can do a ticket through IT and they will install it. Everyone will eventually move to Windows 7. There is a problem with Datatel, Image Now and Windows7 so if you use these, you cannot move to Windows 7. • AC Online subcommittee has not met. <p>3.2 <u>Assessment, Instructional Sub-committee--Hirsch</u></p> <ul style="list-style-type: none"> • The committee met on Jan. 14th. • Proposed changes for core general education competencies for Amarillo College based on THECB UEAC's proposed core general education objectives were drafted. • These core objectives include: critical thinking skills, communication skills, empirical/quantitative skills, teamwork, social responsibility, and personal responsibility. <p>3.3 <u>Commencement--Edwards</u></p> <ul style="list-style-type: none"> • The committee will meet on Tuesday, February 22. <p>3.4 <u>Faculty Professional Development--Pastwa</u></p> <ul style="list-style-type: none"> • No Report <p>3.5 <u>Faculty Evaluation--Shadbolt</u></p> <ul style="list-style-type: none"> • The AC Faculty Evaluations Committee met on Thursday, February 3, 2011. • The committee reviewed the present faculty evaluation questionnaire. <ul style="list-style-type: none"> ◦ In an effort to be prepared to publish instructor's evaluations online (as mandated by HB 2504), the committee voted to delete question #14 "Overall, the course was a valuable learning experience," and add "Rate the Course" and "Rate the Instructor" with a rating scale of Poor, Fair, Good, and Excellent for just those new questions. ◦ If the college is ever required to publish instructors' evaluations, then only those 2 new questions will be published versus all of the evaluation. <p>3.6 <u>Faculty Handbook--Savage</u></p> <ul style="list-style-type: none"> • The College Faculty Handbook Committee met on January 12th. The committee voted on the wording of changing position descriptions and will continue to discuss the changing organizational chart and dual credit policy in future meetings. <p>3.7 <u>Faculty Senate—Smoot, Hirsch and Edwards</u></p> <ul style="list-style-type: none"> • The committee met on Friday, February 4, 2011. • Dr. Matney discussed the new budget. • A new campus may be built in Hereford. The citizens of Hereford will pay for the new campus. • Bill and Melinda Gates are donating funds toward a student success program. The program is called Achieving the Dream. Dr. Matney is interested in pursuing the certification for AC to be 	

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4.0 NURSING DIVISION COMMITTEE REPORTS	<p>eligible for this funding.</p> <p>3.8 <u>Financial Aid Appeals--Smoot</u></p> <ul style="list-style-type: none"> • No Report <p>3.9 <u>Institutional Effectiveness--Young</u></p> <ul style="list-style-type: none"> • No Report <p>3.10 <u>Rank and Tenure--Pullen</u></p> <ul style="list-style-type: none"> • It appears the committee will have 15-20 petitions and associated materials to review for Professorial Rank. All notebooks were due to the immediate supervisor by February 4, 2011. All notebooks are due to the Rank and Tenure Committee chair by February 25, 2011. Committee has at least two meetings slated: February 28, 2011 and March 28, 2011. Dr. Paul Matney and Dr. Russell Lowery-Hart asked Dr. Pullen as committee chair to discuss the rigor of earning professorial rank and being granted tenure at the last Board of Regents meeting on January 25, 2011. <p>3.11 <u>Testing and Remediation Committee--Edwards</u></p> <ul style="list-style-type: none"> • This committee will meet next week. <p>3.12 <u>Wellness--Cannon</u></p> <ul style="list-style-type: none"> • The committee will have a meeting on Tuesday, February 8th. <p>3.13 <u>Other: Non-Traditional Gender Task Force--Pullen</u></p> <ul style="list-style-type: none"> • The Task Force met to discuss ways to enhance the recruitment of students who represent diversity in the various programs, i.e. more men in nursing and more women in criminal justice. <p>4.0 NURSING DIVISION COMMITTEE REPORTS</p> <p>4.1 <u>Instructional Technology--Hall</u></p> <ul style="list-style-type: none"> • The committee reviewed last semester's work for members absent from the last meeting. • The ongoing agenda for the committee consists of: <ul style="list-style-type: none"> ◦ Spreading the word about the availability of the electronic documentation form. ◦ Evaluating simulation in the NRC. A survey was sent to the R&PE committee for approval. ◦ Planning the new NRC-Simulation orientation video. SimCentral wants to be included in this professional development. They will put together a presentation of the HITS program and place it online. • The committee is checking on the feasibility of purchasing I-pads for students. One idea is to use grants to fund the purchase of the I-pads. • An in-service is scheduled for March 1st at 10:00 am in WCJH-285 on how to use the technology in the Jones Hall conference rooms. 	

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5.0 MISCELLANEOUS	<p>4.2 <u>Learning Resources--Hirsch</u></p> <ul style="list-style-type: none"> • The committee met on February 2, 2011. • Links to nursing videos are now on the NRC computers (Thank you to staff assistant, Amanda Johnson). • Tamara Rhodes requested some respiratory supplies for students to be able to handle in small groups. These have been ordered. The one-piece face shield/mask will be deleted from the Intro/Level 1 VN bags and replaced with goggles and separate mask. • Video lists have been e-mailed to all faculty members for review (Thank you to Khristi). <u>The lists are due back by April 1st</u>. Videos that do not contain relevant educational information to today's nursing will be discarded from these lists as well as the NRC and the streaming video files. Angie Downs and I will work with the Northwest Branch Library staff in reviewing the books, journals, etc. to make sure they are up-to-date. • The next committee meeting is April 6th at noon so LVN students can attend. • We still need a student from the ADN program (Mona will talk with Kimber Reed). <p>4.3 <u>Nursing Peer Review-Shadbolt</u></p> <ul style="list-style-type: none"> • The committee will meet on March 9th at 2:00 p.m. <p>4.4 <u>Research and Program Effectiveness--Johnson</u></p> <ul style="list-style-type: none"> • The committee met on February 16, 2011. • The committee reviewed the survey results from fall 2010 for the NRC, Testing Center, Evolve, Graduate Exit and the We Want to Hear from You Surveys. • The one- and five-year graduate (2004 - 2009) as well as the employer surveys will be e-mailed again. Students' personal e-mail addresses have been collected from the Level 4 students. • The committee reviewed the Linda Caputi survey results. <p>4.5 <u>Student Activities--Jones</u></p> <ul style="list-style-type: none"> • Planning has begun for the May pinning ceremony and the spring SNA activity. • The faculty has been asked to select an outstanding student to receive an award at the spring TNA event on April 18th. The committee suggested using the same criteria as the selection of the outstanding major. This award can be presented to a Level III or Level IV student. A decision will need to be made by the end of March. • Level I has named their class representatives, but the other levels need to select theirs. • The community service project for this semester will be collecting food for the food pantry at the Central Church of Christ. <p>4.6 <u>Testing—Edwards</u></p> <ul style="list-style-type: none"> • There will be a committee meeting on Wednesday, February 23 at 12:30 p.m. <p>5.0 MISCELLANEOUS</p> <p>5.1 <u>NRC -- Hirsch</u></p> <ul style="list-style-type: none"> • Please honor the time slots that you have requested in the NRC for labs. 	

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6.0 TREASURER'S REPORT	<ul style="list-style-type: none"> ◦ The schedules are really tight and we do not have ANY time to spare! The NRC staff is constantly setting-up or taking down labs, trying to accommodate everyone so please be considerate and professional. ◦ Also when requesting supplies for a class, Tina (Lab Supervisor) needs as much notice as possible, preferably 24 hours. <p>5.2 Computer Testing Center -- Gray</p> <ul style="list-style-type: none"> • Ms. Gray reported that she is beginning to work on the final exam schedule for spring 2011. The schedule will be basically the same as last semester, unless there are special requests from faculty. Any special requests need to be submitted to Ms. Gray before next Wednesday, February 23rd. Mental Health has already submitted a special request. • Ms. Gray asked faculty to double check the test appointment times that she sent by e-mail. She also asked that faculty look at these test appointment times to see if a test proctor is needed or not. She asked that faculty let her know if the e-mailed appointments were not received. • Ms. Gray noted that if a faculty member teaches in a class not in his/her name, then he/she will need to let Ms. Gray know if an exam will be given in the name of the faculty member teaching or the faculty member who is the instructor of record. Ms. Gray can then send a copy of the exam appointment time, which will also include information on proctors, to the right faculty member. If no proctor is needed for an exam, there will be no information listed about it on the appointment e-mail. • Ms. Gray encouraged faculty to contact her, if she can assist with testing issues. <p>5.3 Advising -- McClure</p> <ul style="list-style-type: none"> • Ms. McClure reported that the educational trend for the middle schools and high schools is career clusters. There are currently 16 career clusters, and students who go through a cluster should be more academically prepared when they begin AC. • The federal government may not have Pell Grants in the future. The Nursing Division needs to promote the scholarships provided by the AC Foundation. • There is still a need for qualified candidates for the SSS Grant. • The Recruitment Task Force is planning for Sneak Peek in April. <p>5.4 Staff Development – Young/Tabor</p> <ul style="list-style-type: none"> • There will be a Staff Development meeting every Wednesday this semester. • Level II faculty will discuss their clinical instruction model on February 23rd, and Level III will speak on the same topic on April 6th. The Level IV team will talk about clinical instruction on April 20th. • The NCLEX is April 27. • There is a Webinar series scheduled for March 9th, 16th, and 23rd. The series is called: <u>Transforming Nursing Education: NLN Education Outcomes and Competencies for Graduates of All Types of Programs.</u> <ul style="list-style-type: none"> ◦ The webinars will be from 3:00 p.m.- 4:00 p.m. in WCB-104. 	

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	<p>absent. They need to make up the exam by 2/22/2011.</p> <ul style="list-style-type: none"> • Eleven students failed the exam. • <u>RNSG 1209-002</u> has 62 students. The first module exam was completed with 0 students needing to make up. • Fifteen students failed the exam. • Total number of students not passing after one of five exams is 26. • <u>Pharmacology-RNSG 1301</u> • RNSG 1301-001 began the semester with 62 students. There are currently 61 students in the class. After the first module exam, four students are not passing. • RNSG 1301-002 began the semester with 52 students. There are currently 51 students in the class. After the first module exam, all students are passing. • The first dosage test was given, and med lab will be next week. • <u>Principles of Clinical Decision Making-RNSG 1331/1362</u> • RNSG 1331-001—55 students enrolled; 1 is not attending. Two students have dropped. Ten students are failing after the first exam. • RNSG 1331-002—51 students enrolled. Nineteen students are failing after the first exam. <p>8.3 <u>Level II – Wright</u></p> <ul style="list-style-type: none"> • 124 total students (107 Generic + 17 Transition). Twelve (12) generic students are fast track and will be taking Level III Mental Health this semester. • 1 student dropped RNSG 1247/1263, RNSG 1251/1260, and RNSG 1115 on 1-23-11. <p><u>RNSG 1247/1263 Concepts of Clinical Decision Making I</u></p> <table border="0" data-bbox="598 946 1402 1219"> <tr> <td>Section 1</td> <td>Section 2</td> <td>Total</td> </tr> <tr> <td>A = 6</td> <td>A = 0</td> <td>A = 6</td> </tr> <tr> <td>B = 16</td> <td>B = 20</td> <td>B = 36</td> </tr> <tr> <td>C = 20</td> <td>C = 24</td> <td>C = 44</td> </tr> <tr> <td>D = 5</td> <td>D = 10</td> <td>D = 15</td> </tr> <tr> <td>F = 0</td> <td>F = 0</td> <td>F = 0</td> </tr> <tr> <td>Total 47</td> <td>Total 54</td> <td>Total 101</td> </tr> <tr> <td>89.4 % passing</td> <td>81.5 % passing</td> <td>85.2 % passing</td> </tr> <tr> <td>10.6 % not passing</td> <td>18.5 % not passing</td> <td>14.9 % not passing</td> </tr> </table> <p>(Note: 3 students still need to take exam)</p> <p><u>RNSG 1251/1260 Care of Childbearing Family</u></p> <table border="0" data-bbox="598 1373 1255 1516"> <tr> <td>Section 1</td> <td>Section 2</td> <td>Total</td> </tr> <tr> <td>A = 7</td> <td>A = 6</td> <td>A = 13</td> </tr> <tr> <td>B = 15</td> <td>B = 16</td> <td>B = 31</td> </tr> <tr> <td>C = 19</td> <td>C = 15</td> <td>C = 34</td> </tr> <tr> <td>D = 8</td> <td>D = 18</td> <td>D = 26</td> </tr> </table>	Section 1	Section 2	Total	A = 6	A = 0	A = 6	B = 16	B = 20	B = 36	C = 20	C = 24	C = 44	D = 5	D = 10	D = 15	F = 0	F = 0	F = 0	Total 47	Total 54	Total 101	89.4 % passing	81.5 % passing	85.2 % passing	10.6 % not passing	18.5 % not passing	14.9 % not passing	Section 1	Section 2	Total	A = 7	A = 6	A = 13	B = 15	B = 16	B = 31	C = 19	C = 15	C = 34	D = 8	D = 18	D = 26	
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Total 38	Total 54	92																		

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
9.0 ADN COMMITTEE REPORTS	<ul style="list-style-type: none"> • <u>RNSG 2221/2263 -- Management</u> • 90 students are enrolled. Sixteen students are not passing after the first exam. <p>9.0 ADN COMMITTEE REPORTS</p> <p>9.1 <u>ADN Advisory--Mueller</u></p> <ul style="list-style-type: none"> • The ADN spring Advisory Committee meeting is scheduled for Tuesday, April 26, 2011. <p>9.2 <u>Admission/Progression—Wright</u></p> <ul style="list-style-type: none"> • No Report <p>9.3 <u>Curriculum—Pullen</u></p> <ul style="list-style-type: none"> • Immunization Coordinators have met and are revising the policy, Immunization Coordinator Position Description, for the Faculty Handbook. A draft will be presented at the next meeting. • Faculty members have recently published a couple of articles: Richard Pullen, Ruth Whitehead, and Phyllis Pastwa had an article appear in <i>Nursing Made Incredibly Easy</i> titled "Caring for a Patient with Malignant Melanoma"; Richard Pullen, Jennifer Siess, and Rebecca Vincent also had an article in the same journal called "The Puzzle of Antiphospholipid Syndrome". • Several Staff Development programs are slated to be conducted this semester, including three NLN webinars. Each level will also present the revised clinical instruction and evaluation process for clinical courses. • The revised advanced placement option for LVNs was recently approved by the NLNAC and will be implemented in summer 2011. • Committee continues to review the Student Professional Contract. Lyndi Shadbolt developed a draft for committee review at our last meeting. Further discussion and a revised draft will be presented at the March 2011 meeting. • Committee talked about implementing Student Portfolios in the nursing program. One component of the portfolio would be a "skills checklist" that will follow the student through the program and show progression in psychomotor development. Students would also "showcase" work well-done in the portfolio. D'dee Grove is spearheading a task force on these portfolios. • Committee is developing a policy statement on "Social Networking". A policy will provide guidance to students to ensure that confidential information is not shared electronically during any given learning experience. AC has a very detailed policy that will provide a foundation for a more specific one for the nursing program. Kelly Savage and Marcia Green are developing an initial draft. • Kerrie Young is reviewing the content in the science courses (A&P I & II and Microbiology) to ensure that students have the foundation necessary for the nursing program with regards to understanding disease concepts and pathophysiology. • Committee is reviewing the feasibility of having students document care in clinical in the electronic medical record at health care agencies. Mueller and Pullen are contacting selected nursing programs across the state to see what their students are doing as far as documentation in clinical. A meeting with local nursing directors is indicated for discussion on this topic. 	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
10. ADDITIONAL ITEMS	<ul style="list-style-type: none"> • A Task Force has met (spearheaded by D'dee Grove) about having the dosage and solution exam online. Task force is developing a process and will present to committee in the March 2011 meeting. • The next meeting is February 23, 2011. We will review the philosophy and outcome statements for the nursing program. <p>10.0 ADDITIONAL ITEMS</p> <p>10.1 Recruitment Task Force—Cannon</p> <ul style="list-style-type: none"> • Level IV SNA officers talked to high school students who were touring the building recently. <p>10.2 Nursing Success Task Force--Pullen</p> <ul style="list-style-type: none"> • Liz Matos and Tabatha Mathias continue to work on developing a support "Boot Camp" for family and friends of new nursing students. The purpose of such a program is to provide information to family and friends about the rigor of the nursing program and how they can best help their loved one through the process. • Dr. Matos is also developing a student support network. For example, students from one level will visit with the previous level students to give them words of encouragement and guidance about how to be successful in the next level of courses. This anticipated process is a similar concept that we used to conduct called "Level Links". <p>10.3 NLN Ambassador--Hirsch</p> <ul style="list-style-type: none"> • A special issue of <i>Nursing Education Perspectives</i> on educating students for geriatric care is scheduled for spring 2012. Brief articles for the Innovation Center on strategies that make the teaching of geriatric care attractive to nursing students are encouraged. Manuscripts must be submitted by Aug.31, 2011 according to the Author Guidelines at www.nln.org/nlnjournal/authorguidelines.htm. 	
11. ADJOURNMENT	11. ADJOURNMENT The meeting was adjourned at 3:30 p.m. by faculty consensus.	

Sheryl Mueller, Nursing Division Chair

Date