

**AMARILLO COLLEGE  
NURSING DIVISION FACULTY ORGANIZATION MINUTES**

DATE: March 2, 2011

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

ATTENDANCE: Present: - LaVon Barrett, Jan Cannon, Michelle Conrad, Theresa Edwards, Jeanette Embrey, Melanie Gray, Marcia Green, D'dee Grove, Deborah Hall, Carol Hergert, Denise Hirsch, Paul Hogue, Marianne Jones, Tabatha Mathias, Khristi McKelvy, Marjeanne Moore, Phyllis Pastwa, Richard Pullen, Kelly Savage, Lyndi Shadbolt, Jennifer Siess, Teresa Smoot, Tammie Tabor, Rebecca Vincent, Ruth Whitehead, Kim Wright, Kerrie Young, Carolyn Leslie-Administrative Assistant and Jolene Barber-Level IV Student

ABSENT: Lindy Billington, Ginny Coppock, Angela Downs, Verena Johnson, Liz Matos, Susan McClure, Sheryl Mueller, Pat Murray, Tamara Rhodes, Angie Ross and Ramona Yarbrough

AGENDA: See Attached.

MINUTES:

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
<p><b>OPENING REMARKS</b> <b>R. Pullen</b> Call to Order Approval of Minutes Announcements</p> <p><b>2.0 REPORT FROM DIVISION CHAIR</b></p> <p><b>3.0 COLLEGE COMMITTEE REPORTS</b></p>	<p><b>1.0 OPENING REMARKS – R. Pullen</b></p> <ul style="list-style-type: none"> <li>• Dr. Pullen called the meeting to order at 1:35 p.m. in Ms. Mueller's absence.</li> <li>• Dr. Pullen deferred the approval of the February 16, 2011 meeting minutes until the Nursing Division Faculty Organization Meeting scheduled for April 6, 2011.</li> <li>• Dr. Pullen reminded the faculty that the summer booklist was due into the Nursing Division Office by Friday, March 4, 2011.</li> <li>• Denise Hirsch announced that she, Melanie Gray and Triss Brewer will host a baby shower for NRC Staff Assistant, Amanda Johnson, on Saturday, April 2, 2011 in WCJH-308 from 2:00 p.m.-4:00 p.m. The baby shower will be come and go.</li> <li>• Dr. Pullen provided an update about Angie Downs' situation in relation to the wildfire that seriously damaged her home and property and destroyed her mother-in-law's house on Sunday, February 27<sup>th</sup>. Angie was very thankful for the money and food donated to her and her family by the nursing faculty after this tragedy.</li> <li>• Mona Yarbrough also experienced some smoke damage to her home during the wildfires. Faculty also generously donated some money to help Mona with cleaning expenses for her home.</li> <li>• Condolences were offered to Verena Johnson and her family in the death of Verena's father-in-law. Flowers were sent from the Nursing Division. Thank you Denise for taking care of this.</li> </ul> <p><b>2.0 REPORT FROM DIVISION CHAIR--Deferred</b></p> <p><b>3.1 Academic Technology-Johnson</b></p> <ul style="list-style-type: none"> <li>• No Report</li> </ul>	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
	<p><b>3.2 <u>Assessment, Instructional Subcommittee-Hirsch</u></b></p> <ul style="list-style-type: none"> <li>• No Report</li> </ul> <p><b>3.3 <u>Commencement-Edwards</u></b></p> <ul style="list-style-type: none"> <li>• The subcommittees were selected. The committee also discussed the possibility of having two lines of graduates go to the podium and then exit the stage in the middle as done in most high school graduations. The next meeting is scheduled for April.</li> </ul> <p><b>3.4 <u>Faculty Professional Development-Pastwa</u></b></p> <ul style="list-style-type: none"> <li>• The committee is planning ACTS.</li> <li>• They are in the process of gathering faculty discussion ideas on how to teach.</li> <li>• The committee is also planning a retreat. It will probably be at the former New Beginnings facility outside of Channing. The purpose of the retreat is for faculty to be able to network, socialize and share ideas on teaching effectiveness. The retreat registration will be capped at 40 – 50 people. The retreat is scheduled for May 16, 2011.</li> </ul> <p><b>3.5 <u>Faculty Evaluation-Shadbolt</u></b></p> <ul style="list-style-type: none"> <li>• No Report</li> </ul> <p><b>3.6 <u>Faculty Handbook-Savage</u></b></p> <ul style="list-style-type: none"> <li>• No Report</li> </ul> <p><b>3.7 <u>Faculty Senate-Smoot, Hirsch and Edwards</u></b></p> <ul style="list-style-type: none"> <li>• The next meeting will be March 4, 2011.</li> </ul> <p><b>3.8 <u>Financial Aid Appeals-Smoot</u></b></p> <ul style="list-style-type: none"> <li>• No Report</li> </ul> <p><b>3.9 <u>Institutional and Program Effectiveness-Young</u></b></p> <ul style="list-style-type: none"> <li>• The last meeting was held to set the schedule for meetings. The committee will meet again in another month.</li> </ul> <p><b>3.10 <u>Rank and Tenure-Pullen</u></b></p> <ul style="list-style-type: none"> <li>• Committee met Monday, February 28, 2011. We have received a total of 15 notebooks for review. Review process will continue through Monday, March 28, 2011. These 15 petitions represent Nursing - 4; Allied Health - 4; Business - 1; Math and Sciences - 6. Committee will convene March 28, 2011 to discuss each candidate for professorial rank.</li> <li>• Congratulations to Lyndi Shadbolt for being elected the Nursing Division representative to the Rank and Tenure Committee beginning in the 2011-12 academic year. D'dee Grove is the alternate representative.</li> </ul>	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
<b>4.0 NURSING DIVISION COMMITTEE REPORTS</b>	<p><b>3.11 <u>Testing and Remediation Committee-Edwards</u></b></p> <ul style="list-style-type: none"> <li>• The TAKS test is being discontinued, and the new test will be STARS.</li> <li>• The committee also looked at the Developmental Education Plan for 2010-2011. There were no changes made, and Ms. Edwards will have a copy if anyone wants to look at it.</li> </ul> <p><b>3.12 <u>Wellness-Cannon</u></b></p> <ul style="list-style-type: none"> <li>• The Wellness Fair was on March 1, 2011 from 11:00 a.m.-2:00 p.m. There was lower attendance this semester. The students had a good experience and enjoyed visiting with Dr. Matney.</li> </ul> <p><b>3.13 <u>Other</u></b></p> <ul style="list-style-type: none"> <li>• Dr. Pullen announced that the Nursing Division Job Fair is scheduled for Wednesday, March 23, 2011 from 11:00 a.m. to 1:00 p.m. A sign-up sheet to help at the Job Fair is located in the back of the room.</li> </ul> <p><b>4.0 NURSING DIVISION COMMITTEE REPORTS</b></p> <p><b>4.1 <u>Instructional Technology-Hall</u></b></p> <ul style="list-style-type: none"> <li>• There was an in-service on March 1, 2011 on how to use the media centers in the conference rooms. Ms. Hall and Ms. Leslie have made instruction sheets, which are located in the drawer in each conference room.</li> </ul> <p><b>4.2 <u>Learning Resources-Hirsch</u></b></p> <ul style="list-style-type: none"> <li>• No Report</li> </ul> <p><b>4.3 <u>Nursing Peer Review-Crowley</u></b></p> <ul style="list-style-type: none"> <li>• No Report</li> </ul> <p><b>4.4 <u>Research and Program Effectiveness-Johnson</u></b></p> <ul style="list-style-type: none"> <li>• No Report</li> </ul> <p><b>4.5 <u>Student Activities-Jones</u></b></p> <ul style="list-style-type: none"> <li>• The students have been selling T-shirts.</li> <li>• The Spring Social will be the Tuesday after Spring Break.</li> <li>• The committee is looking for ideas to raise money for the Central Church of Christ Food Drive. One idea was to have faculty members do such things as kiss a pig, sit in a dunking booth, have a pie throw, etc. and sell tickets to those attending the activities. This would be a way to raise money and let the students have fun. Heather Atchley will be contacted to see if this activity could be West Campus-wide. There is also interest among the students to give donations to the fire victims. An e-mail will be sent out to give information on this.</li> </ul>	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
<p>5.0 MISCELLANEOUS</p> <p>6.0 TREASURER'S REPORT</p> <p>7.0 VOCATIONAL NURSING REPORTS</p>	<p><b>4.6 <u>Testing-Edwards</u></b></p> <ul style="list-style-type: none"> <li>• The Testing Committee met on March 1, 2011.</li> <li>• The committee talked about renewing the Evolve REACH contract.</li> <li>• The committee also planned which tests to review this semester. The committee will review a VN test and a Level II ADN test.</li> <li>• The next meeting is March 23, 2011.</li> </ul> <p><b>5.0 MISCELLANEOUS</b></p> <p><b>5.1 <u>NRC -- Hirsch</u></b></p> <ul style="list-style-type: none"> <li>• No Report</li> </ul> <p><b>5.2 <u>Computer Testing Center -- Gray</u></b></p> <ul style="list-style-type: none"> <li>• Ms. Gray asks that faculty remind their students to be quiet in the lab and to leave immediately after testing unless they plan to study in the lab. There continues to be a huge problem with students standing outside of the Testing Center either in the open lab or just outside in the hallways and talking.</li> <li>• A new student worker, Carrisa Boyd, will be starting regular hours beginning next week.</li> <li>• It seems that a solution has been found for the compatibility issues with ParScore and Windows 7. This means that the much needed new replacement computers for the Testing Center in Building B can be delivered sooner than anticipated.</li> <li>• Ms. Gray encourages the faculty to contact her with any questions.</li> </ul> <p><b>5.3 <u>Advising -- McClure</u></b></p> <ul style="list-style-type: none"> <li>• Debby Carey is seeing students who are still taking their general education classes. Many do not know how to use Web Adviser. Debby is teaching them how to register themselves.</li> </ul> <p><b>5.4 <u>Staff Development – Young/Tabor</u></b></p> <ul style="list-style-type: none"> <li>• An e-mail about the upcoming webinar was sent out today. An e-mail will be sent out with information about the March and April webinars.</li> </ul> <p><b>6.0 <u>Treasurer's Report--Hirsch</u></b></p> <ul style="list-style-type: none"> <li>• There is currently \$362.25 in the faculty account.</li> </ul> <p><b>7.0 VOCATIONAL NURSING REPORTS</b></p> <p><b>7.1 <u>Coordinator's Report – Barrett</u></b></p> <ul style="list-style-type: none"> <li>• No Report</li> </ul> <p><b>7.2 <u>Level I-Rhodes</u></b></p> <ul style="list-style-type: none"> <li>• No Report</li> </ul> <p><b>7.3 <u>Level II-Smoot</u></b></p> <ul style="list-style-type: none"> <li>• No Report</li> </ul>	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
<p><b>8.0 ASSOCIATE DEGREE NURSING REPORTS</b>  <b>ADN Director's Report</b>  <b>Level Reports</b></p>	<p><b>7.4 Admission/Progression—Barrett</b></p> <ul style="list-style-type: none"> <li>• No Report</li> </ul> <p><b>8.0 ASSOCIATE DEGREE NURSING REPORTS</b></p> <p><b>8.1 ADN Director's Report—Mueller</b></p> <ul style="list-style-type: none"> <li>• No report due to Ms. Mueller's absence.</li> </ul> <p><b>8.2. Level I -- Moore</b></p> <ul style="list-style-type: none"> <li>• <b>Introduction to Nursing</b></li> <li>• Started with 117 students</li> <li>• Currently enrolled-116 students</li> <li>• One withdrawal</li> <li>• Two students not attending</li> <li>• <b>RNSG 1209-001</b></li> <li>• 51 enrolled</li> <li>• <b>RNSG 1209-002</b></li> <li>• 65 enrolled</li> <li>• Module II exam is Monday, March 7, 2011</li>   <li>• <b>Pharmacology</b></li> <li>• <b>1301-001</b>—60 students attending. One drop with one not passing.</li> <li>• <b>Semester Averages:</b> A-8; B-27; C-22; D-2; F-1</li> <li>• <b>Module 2 exam:</b> Adjusted mean (1 question nullified) 76.6; KR20-0.76 <ul style="list-style-type: none"> <li>◦ Exam grades: A-9; B-13; C-26; D-9; F-3</li> </ul> </li> <li>• <b>1301-002</b>—51 students attending. One did not take the last exam. Four students not passing.</li> <li>• <b>Semester Averages:</b> A-3; B-26; C-17; D-4; (1 hasn't taken exam)</li> <li>• <b>Module 2 exam:</b> Adjusted mean (1 question negated) 73.88; KR 20-0.77 <ul style="list-style-type: none"> <li>◦ Exam grades: A-3; B-16; C-14; D-12; F-5 (1 hasn't taken exam).</li> </ul> </li>   <li>• <b>Principles of Clinical Decision Making</b></li> <li>• 106 total students. Two dropped, one not attending and one may drop.</li> <li>• <b>1331-001</b>—55 students attending.</li> <li>• <b>1331-002</b>—51 students attending. Nineteen students are failing after the first exam.</li> </ul> <p><b>8.3 Level II – Wright</b></p> <ul style="list-style-type: none"> <li>• 124 total students (107 Generic + 17 Transition). Twelve (12) generic students are in the Fast Forward ADN Option and are taking Level III Mental Health this semester.</li> </ul>	

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	<ul style="list-style-type: none"> <li data-bbox="478 191 1245 220">• <b><u>RNSG 1247/1263 Concepts of Clinical Decision Making I</u></b> <table data-bbox="583 253 1388 557" style="margin-left: 40px; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Section 1</th> <th style="text-align: left;">Section 2</th> <th style="text-align: left;">Total</th> </tr> </thead> <tbody> <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> <tr><td colspan="3">(Note: 3 students still need to take exam)</td></tr> </tbody> </table> </li>   <li data-bbox="478 591 1108 620">• <b><u>RNSG 1251/1260 Care of Childbearing Family</u></b> <table data-bbox="583 652 1388 924" style="margin-left: 40px; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Section 1</th> <th style="text-align: left;">Section 2</th> <th style="text-align: left;">Total</th> </tr> </thead> <tbody> <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> <tr><td>F = 0</td><td>F = 3</td><td>F = 3</td></tr> <tr><td>Total 49</td><td>Total 58</td><td>Total 107</td></tr> <tr><td>83.7 % passing</td><td>63.8 % passing</td><td>72.9 % passing</td></tr> <tr><td>16.3 % not passing</td><td>36.2 % not passing</td><td>27.1 % not passing</td></tr> </tbody> </table> </li>   <li data-bbox="478 958 1371 1016">• <b><u>RNSG 1115.001 and RNSG 1115.003 Health Assessment (Theresa)</u></b> 92 attending, final exam will be March 9<sup>th</sup> <table data-bbox="583 1049 1220 1107" style="margin-left: 40px; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Section 1</th> <th style="text-align: left;">Section 3</th> <th style="text-align: left;">Total</th> </tr> </thead> <tbody> <tr><td>Total 38</td><td>Total 54</td><td>92</td></tr> </tbody> </table> </li>   <li data-bbox="478 1141 1100 1200">• <b><u>RNSG 1115.002 Health Assessment (Verena)</u></b> 17 attending, final exam will be March 30<sup>th</sup></li>   <li data-bbox="478 1234 1071 1385">• <b><u>RNSG 2307 Transition to Nursing Practice</u></b> 17 attending A = 3, B = 6, C = 6, D = 2, F = 0 88.2 % passing, 11.8 % not passing Exam-B-7; C-6; D-4</li>   <li data-bbox="478 1419 1184 1477">• <b><u>HPRS 2200 Pharmacology for Health Professionals</u></b> 18 registered</li> </ul>	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	(Note: 3 students still need to take exam)			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	F = 0	F = 3	F = 3	Total 49	Total 58	Total 107	83.7 % passing	63.8 % passing	72.9 % passing	16.3 % not passing	36.2 % not passing	27.1 % not passing	Section 1	Section 3	Total	Total 38	Total 54	92	
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<p><b>9.0 ADN COMMITTEE REPORTS</b></p>	<p><b>8.4 <u>Level III – Pullen</u></b></p> <ul style="list-style-type: none"> <li>• 127 individual students enrolled among the Level 3 courses.</li> <li>• <b>RNSG 1248/2261:</b> 82 enrolled; 12 students not passing after exam 1 (14.6%)</li> <li>• <b>RNSG 2201/2260:</b> 93 enrolled; 11 students not passing after exam 2 (11.8%)</li> <li>• <b>RNSG 2213/2161:</b> 93 enrolled; 14 students not passing after exam 2 (15%)</li> </ul> <p><b>8.5 <u>Level IV-Grove</u></b></p> <ul style="list-style-type: none"> <li>• There are 95 potential graduates.</li> <li>• <b><u>RNSG 1110/2161 – Introduction to Community-Based Nursing</u></b></li> <li>• 85 students are enrolled.</li> <li>• The first West Campus Community Health Fair will be April 5, 2011 from 10:00 a.m.- 2:00 p.m.</li> <li>• <b><u>RNSG 2231/2262 – Critical Care</u></b></li> <li>• 91 students are enrolled.</li> <li>• <b><u>RNSG 2221/2263 – Management of Client Care</u></b></li> <li>• 90 students are enrolled.</li> <li>• 16 students are not passing after the first exam.</li> </ul> <p><b>9.0 ADN COMMITTEE REPORTS</b></p> <p><b>9.1 <u>ADN Advisory-Mueller</u></b></p> <ul style="list-style-type: none"> <li>• No Report</li> </ul> <p><b>9.2 <u>Admission/Progression-Wright</u></b></p> <ul style="list-style-type: none"> <li>• No Report</li> </ul> <p><b>9.3 <u>Curriculum-Pullen</u></b></p> <ul style="list-style-type: none"> <li>• Committee met February 23, 2011.</li> <li>• The summer booklist is circulating and is due Friday, March 4, 2011.</li> <li>• There was continued discussion about students using the Electronic Medical (Health) Record in clinical to perform their documentation. Dr. Pullen sent an e-mail to 10 nursing schools across the state asking them what they are doing in clinical as far as documentation. A total of 6 schools responded. The clear theme is that schools of nursing are being allowed access to the EMR so that students can document care. D'dee Grove is the head of a task force that will continue to explore options. A next move might be to meet with nursing directors in area agencies to begin dialogue about the feasibility of having access to the EMR.</li> <li>• Committee reviewed the policies and procedures for care of the patient who is an inmate. Verena Johnson stated that she questioned this issue recently while in clinical in the critical care units at NWTHS. Ms. Johnson found out that the policy at NWTHS states "Students should not be assigned to any type of inmate. An exception is made for surgical technology students and nursing students observing in the operating room suites". Ruth Whitehead also did some research at NWTHS and reported that Leslie Whitaker (QI Director) said that the</li> </ul>	

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<p><b>10. ADDITIONAL ITEMS</b></p>	<p>hospital does not want students caring for inmates in any fashion or form. There is a policy regarding "care of inmates" in the Student Handbook, and this issue has been discussed previously. There will be more discussion at the next committee meeting and a recommendation will be brought to Faculty Organization at the next meeting.</p> <ul style="list-style-type: none"> <li>• The revised ADN Faculty Workload Policy and Model was approved by committee. The revised policy and model was e-mailed to faculty for review.</li> <li>• The updated/revised ADN Program Mission, Philosophy, Program Outcomes and Conceptual Definitions were approved at the last Curriculum Committee meeting. These updates/revisions were sent to all ADN faculty members for review electronically and in hard copy. Please see attachments.</li> <li>• The next meeting is March 23, 2011.</li> </ul> <p><b>10.0 ADDITIONAL ITEMS</b></p> <p><b>10.1 Recruitment Task Force—Cannon</b></p> <ul style="list-style-type: none"> <li>• A request for information about the ADN Program from someone in Dalhart recently. Ms. Cannon gave flyers and information to a student who lives there to use in answering questions and promoting the program.</li> </ul>	<p>Curriculum Committee entered a motion to approve the revised ADN Faculty Workload Policy and Model. Theresa Edwards seconded the motion. The motion carried with 24 yes votes and 1 abstention.</p> <p>Curriculum Committee entered a motion to approve:</p> <ol style="list-style-type: none"> <li>1. The updated ADN Program Mission. Phyllis Pastwa seconded the motion. The motion carried with 24 yes votes and 1 abstention.</li> <li>2. The revised ADN Philosophy. Michelle Conrad seconded the motion. The motion carried with 24 yes votes and 1 abstention.</li> <li>3. The ADN Program Outcomes. Ruth Whitehead seconded the motion. The motion carried with 24 yes votes and 1 abstention.</li> <li>4. The revision of Conceptual Definitions. Kerrie Young seconded the motion. The motion carried with 24 yes votes and 1 abstention.</li> </ol>



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	<p><b>10.2 Nursing Student Success Task Force--Pullen</b></p> <ul style="list-style-type: none"> <li>The Task Force has not met. However, Dr. Liz Matos has an idea that might help students succeed when they are going from one class and then immediately proceeding to take an exam. Her idea has to do with providing small snacks just outside the classroom as they exit. Nutrition could be a variable contributing to student success and/or failure. Dr. Matos has met with at least 30 students in the past week primarily from Level 1 and a few from Level 3 and Level 4.</li> </ul> <p><b>10.3 Other</b></p> <ul style="list-style-type: none"> <li>Ms. Mueller requested that nominations be made for the spring 2011 Outstanding Major for the ADN Program. The name of the Outstanding Major needs to be submitted to Joy Brenneman by March 21st, which is before our next faculty meeting. The list of potential May graduates and their GPAs has not yet been compiled. The qualifications for Outstanding Major are: 3.0 GPA, growth at AC and the nursing program, and future potential for contributing to nursing.</li> </ul>	<p>The faculty nominated several students for consideration, but it was decided that Carolyn Leslie will send an email to faculty with all Level IV students' grade point averages ASAP. Ms. Mueller will then conduct the voting for ADN Outstanding Major by e-mail and submit the name of the individual to Joy Brenneman by the March 21<sup>st</sup> deadline.</p>
<b>11. ADJOURNMENT</b>	<p><b>11. ADJOURNMENT</b> The meeting was adjourned at 3:15 p.m. by faculty consensus.</p>	

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 Sheryl Mueller, Nursing Division Chair

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 Date