

**AMARILLO COLLEGE  
NURSING DIVISION FACULTY ORGANIZATION MINUTES**

DATE: April 6, 2011

TIME & PLACE: 1:30 p.m. – Jones Hall, Room 205

ATTENDANCE: Present: - Lindy Billington, LaVon Barrett, Jan Cannon, Ginny Coppock, Angela Downs, Theresa Edwards, Jeanette Embrey, Marcia Green, 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, Tamara Rhodes, Angie Ross, Kelly Savage, Lyndi Shadbolt, Jennifer Siess, Teresa Smoot, Tammie Tabor, Rebecca Vincent, Ruth Whitehead, Kim Wright, Kerrie Young and Carolyn Leslie-Administrative Assistant. Level IV students attending: Claudia Mercer, Anita Benson and Cindy Valdez.

ABSENT: Michelle Conrad, Melanie Gray, D'dee Grove, Pat Murray and Ramona Yarbrough

AGENDA: See Attached.

MINUTES:

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
<p><b>OPENING REMARKS</b>  <b>S. Mueller</b>                      Call to Order                      Approval of Minutes                      Announcements                      Congratulations Birthdays                      Health Concerns                      Thank You</p> <p><b>2.0 REPORT FROM DIVISION CHAIR - S Mueller</b></p>	<p><b>1.0 OPENING REMARKS – S. Mueller</b></p> <ul style="list-style-type: none"> <li>• Ms. Mueller called the meeting to order at 1:45 p.m.</li> <li>• Ms. Mueller called for the approval of the minutes from the February 16, 2011 Nursing Division Faculty Organization meeting.</li> <li>• Ms. Mueller called for the approval of the minutes from the Nursing Division Faculty Organization meeting on March 2, 2011.</li> <li>• <b><u>Congratulations</u></b>— Ms. Mueller announced that today (April 6<sup>th</sup>) is the two-year anniversary of Carolyn Leslie’s employment in the Nursing Division as the Administrative Assistant. Congratulations and a thank you were extended to Carolyn for all she does for the division.</li> <li>• <b><u>Birthdays</u></b>—Faculty and staff with April birthdays were recognized. These included: April Newton (9<sup>th</sup>), Cynthia Daniel (11<sup>th</sup>) and Debby Hall (13<sup>th</sup>). Those faculty and staff with May birthdays were also recognized, since this the last Nursing Division Faculty Organization meeting until August. Those with May birthdays are: Ginny Coppock (4<sup>th</sup>), Tamara Rhodes (4<sup>th</sup>), Phyllis Pastwa (5<sup>th</sup>), Delores Thompson (7<sup>th</sup>), Olga Rodriguez (13<sup>th</sup>), Rebecca Matthews (13<sup>th</sup>), Tina Thomas (19<sup>th</sup>) and Alisha Grady (22<sup>nd</sup>).</li> <li>• <b><u>Illness</u></b>—Ms. Mueller noted that Michelle Conrad is on leave through the end of the semester. She is scheduled for back surgery on April 13<sup>th</sup>. Ms. Mueller asked that faculty and staff keep Michelle in their thoughts and prayers.</li> <li>• <b><u>Thank you</u></b>—Angie Downs expressed her thanks to the faculty and staff for the money donated, meal delivered, and other help provided during the wildfire that damaged her home recently.</li> </ul> <p><b>2.0 REPORT FROM DIVISION CHAIR</b></p> <ul style="list-style-type: none"> <li>• <b><u>Job Fair Results</u></b>—There were 12 vendors (plus packets from ENMU) attending the spring job</li> </ul>	<p>Richard Pullen made a motion to accept the minutes of the February 16, 2011 meeting, and Marcia Green seconded the motion. The minutes were approved by a majority vote.</p> <p>Carol Hergert made a motion to accept the minutes of the March 2, 2011 meeting, and Theresa Edwards seconded the motion. The minutes were approved by a majority vote.</p>

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
	<p>fair. A total of \$1,625.00 was received from the vendors in fees, but \$314.30 was spent on food. The total available for scholarships was \$1,310.70. \$500.00 was directed to the Sharon Oescher Nursing Scholarship, which is being matched by the AC Foundation this academic year. The remainder of the funds was deposited into the Sue McGee Excellence Fund.</p> <ul style="list-style-type: none"> <li>• <b><u>Thank You Note</u></b>—A thank you note was received from the Ronald McDonald House for the donation of sandwich supplies, which were not used at the Job Fair.</li> <li>• <b><u>West Campus (WC) Interdisciplinary (ID) Health Fair</u></b>—The first WC ID Health Fair was held yesterday in Building A from 10:00 am to 2:00 pm. Although, the public turnout was a little disappointing, the interdisciplinary team work was outstanding among WC educational programs and services. Congratulations and thank you to Ruth Whitehead and Tabatha Mathias for their time and efforts devoted to the planning, organization, and implementation of this important event.</li> <li>• <b><u>Bookstore Deadlines</u></b>—Fall textbook requisitions are due on April 8<sup>th</sup>. Course manuals to be printed for summer are due by April 29<sup>th</sup> and for fall by June 30<sup>th</sup>.</li> <li>• <b><u>Nursing Division Budgets</u></b>—The four Nursing Division cost center budgets—Nursing Division, ADN, VN, and CAI Lab--were submitted to Bill Crawford before the February 22<sup>nd</sup> deadline. Bill submitted them unaltered to Russell Lowery-Hart. As per instructions from Terry Berg to reduce all division budgets, the division budgets were reduced by \$9,445. \$7,000 of this reduction was accomplished by moving the cost of one SI Leader to the THECB Nurse Shortage Reduction Program (NSRP) funds. The other \$2,445 came from reductions in the supplies and other pool budgets. There will likely be a loss of an additional \$4,800 from the non-print budget, contingency budget, and the ADN director travel budget.</li> <li>• <b><u>Listening and Learning Sessions</u></b>—Dr. Matney has held several Listening and Learning Sessions during the past few weeks on multiple campuses primarily to talk about the college budget crisis. In summary, the college budget must be significantly reduced from the last academic year. It is anticipated that with the reductions in state formula funding and reductions in state contributions to employee health insurance and retirement, the college will need to reduce its budget by 5.6 million in 2011-12. Some ways that the college will accomplish this level of budget reduction will be to cut some degree and certificate programs, increase the ratio of part-time to full-time faculty, offer fewer course or class sections, increase class sizes, and reduce energy costs (consolidate classes, close buildings, etc). Dr. Matney encouraged faculty to use the digital suggestion box available for cost savings to offer additional ways that budget reductions can be accomplished. Some of the suggestions have already been implemented, such as no college funds can be used to purchase food for departmental parties and celebrations, no college funds should be used to purchase products and gifts for departments, i.e. T-shirts, cups, etc. Dr. Matney also talked about how important it will be to promote student success because 10% of state funding will be tied to program and degree/certificate completion.</li> <li>• <b><u>BOR Meeting on March 22<sup>nd</sup></u></b>—Angie Ross' faculty appointment was approved by the BOR at this meeting. The BOR also approved a tuition and fee increase for fall 2011. Ms. Mueller and Bill Crawford provided the Education Report for the meeting—Update on Nursing and Allied Health Programs. Please see the attached PowerPoint for the Nursing presentation content.</li> <li>• <b><u>ACTS 2011</u></b>—ACTS will be held at Talon Point Retreat, which is 15 miles SW of Dumas, this May 16-18. The application is at <a href="http://www.actx.edu/acts">www.actx.edu/acts</a> . Priority is given to New Faculty Academy</li> </ul>	<p>Tammy Tabor asked if five nursing faculty from either program could sign up to help each semester with the Job Fair instead of alternating between VN and ADN faculty. Ms. Mueller said that she would add this proposal to the August meeting agenda.</p>

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<b>3.0 COLLEGE COMMITTEE REPORTS</b>	<p>participants from 2009-10 and 2010-11. The deadline for application is April 25<sup>th</sup>.</p> <ul style="list-style-type: none"> <li>• <b><u>The Future of Nursing for the Panhandle of Texas</u></b>—This event which featured an overview of the IOM Report, The Future of Nursing: Leading Change, Advancing Health, was sponsored by the Texas Panhandle Coalition for Nursing (TPCN). The speaker was Dr. Alexia Green of Texas Team. Dr. Green's presentation included a review of the eight IOM recommendations, including #4: Increase the proportion of nurses with a BSN degree to 80% by 2020. She also discussed the challenges that Texas faces in implementing these recommendations as well as the planned Texas response to the recommendations. This event was well-attended and included healthcare administrators, nursing leaders, nurse educators and students.</li> <li>• <b><u>TNA District 2 Spring Event</u></b>—This event is Monday, April 18<sup>th</sup>, at 5:45 pm at First Presbyterian Church. The current TNA President, Dr. Suzy Sportsman, will be the speaker. There will be vendor displays and door prizes. The price for the dinner and CEUs will be \$15.00.</li> </ul> <p><b>3.0 COLLEGE COMMITTEE REPORTS</b></p> <p><b>3.1 <u>Academic Technology-Johnson</u></b></p> <ul style="list-style-type: none"> <li>• The committee met on March 28, 2011.</li> <li>• The committee reviewed, updated and approved the charter.</li> <li>• CTL and IT staff will attend the presentations by Moodle Room and Blackboard, but will not ask questions. Several AC courses have been sent to these two vendors to place in their LMS in order to show faculty how the transition of courses will be accomplished and how courses will look in each LMS.</li> <li>• Faculty members who wish to be provided a Moodle Room sandbox should contact HQ in CTL.</li> <li>• The selection process for the new college LMS will be faculty-driven. Due to budget issues, only two vendors will be considered.</li> <li>• <b><u>AC Online Support Team</u></b></li> <li>• The support team met on March 22, 2011.</li> <li>• Buster Bonjour and the Student Help Center have moved to the first floor of the Library.</li> <li>• Smart Thinking has a new URL. The new address has been added to AC Online.</li> <li>• College Relations and Lana Jackson will be meeting with both AISD and CISD to talk about college readiness, which will also include on-line readiness.</li> <li>• The Class Climate (on-line survey tool) representatives will be on campus at the end of the month to help move the faculty surveys to AC Online. With this move, students will get the link to complete the appropriate faculty surveys on AC Online. This should resolve any issues as to which faculty the students are evaluating. For those who team teach courses, this should also help the students to see multiple instructors in order to be able to evaluate each one of them.</li> <li>• Duel credit registration went smoothly for the spring.</li> <li>• Internet Explorer 9 will be out soon. If you have your computer set for automatic updates you will get the new version. If you do not want IE 9, then change your settings. You do not have to</li> </ul>	

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	<p>upgrade to the new IE 9.</p> <ul style="list-style-type: none"> <li>• All faculty is strongly encouraged to attend the two LMS presentations, since the selection of the new LMS will be made by faculty. These presentations are scheduled as follows: <ul style="list-style-type: none"> <li>○ Moodle Rooms: Wednesday, March 30<sup>th</sup>, on West Campus (12:00 to 3:30) and Friday, April 1<sup>st</sup>, on WSC</li> <li>○ Blackboard: Wednesday, April 27<sup>th</sup> on West Campus (1200 to 3:30) and Friday, April 29<sup>th</sup>, on WSC</li> </ul> </li> <li>• IT will now automatically disable classes in AC Online as a result of many classes from past semesters remaining active in AC Online. The committee decided that this deactivation will take place two weeks after the end of the class. The faculty member will have the option of deactivating a class before this time period and re-activating the class if necessary for students who are given an incomplete grade.</li> <li>• IT is in the process of setting up the Google Mail accounts for all students. This new email will also link to AC Online as the student's alternate email.</li> <li>• Faculty Matters will be a good place for discussion regarding the conversion to the new LMS and how best to move classes to the new LMS. It was noted that it would be helpful if Faculty Matters was searchable. This is not possible in Angel, but the group agreed that this is a good question to ask about the new LMS.</li> <li>• If you have a group or club in My AC, you need to contact Heather Voran about moving it into AC Online since My AC will no longer be available.</li> </ul> <p><b>3.2 <u>Assessment, Instructional Sub-committee-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>• No Report.</li> </ul> <p><b>3.4 <u>Faculty Professional Development-Pastwa</u></b></p> <ul style="list-style-type: none"> <li>• No Report.</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>• It was noted that courses in AC Online will be deactivated two weeks after completion beginning this spring semester.</li> </ul>	

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<p><b>4.0 NURSING DIVISION COMMITTEE REPORTS</b></p>	<ul style="list-style-type: none"> <li>• The Senate considered a proposal to combine the three employee groups for service pin award ceremonies.</li> <li>• Senate members discussed ways that textbook costs for students could be reduced. <ul style="list-style-type: none"> <li>○ One idea was to reconsider what is really needed for each course.</li> <li>○ Mandating textbooks for all post-secondary education is a proposal being considered by the State of Texas in order to control costs.</li> </ul> </li> <li>• The Senate asked that the Faculty Survey be completed.</li> <li>• Google Mail is going to replace My AC. <ul style="list-style-type: none"> <li>○ Faculty, staff and student e-mail will be converted this summer.</li> </ul> </li> <li>• Tamara Rhodes was elected as the VN Program representative to replace Teresa Smoot on Faculty Senate <ul style="list-style-type: none"> <li>○ Teresa Smoot only has one meeting left.</li> </ul> </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 Effectiveness-Young</u></b></p> <ul style="list-style-type: none"> <li>• The committee met on March 4<sup>th</sup>.</li> <li>• The committee discussed major planning and assessment initiatives.</li> <li>• Danita McAnally will send out the formal minutes from the meeting.</li> <li>• The committee also discussed a need to facilitate the process of transferring credits to AC.</li> </ul> <p><b>3.10 <u>Rank and Tenure-Pullen</u></b></p> <ul style="list-style-type: none"> <li>• The committee has met three times in the last three weeks.</li> <li>• 15 notebooks were evaluated for professorial rank.</li> <li>• Dr. Pullen, chair, submitted the committee's recommendations to Dr. Russell Lowery-Hart on April 5, 2011</li> </ul> <p><b>3.11 <u>Testing and Remediation Committee-Edwards</u></b></p> <ul style="list-style-type: none"> <li>• No Report</li> </ul> <p><b>3.12 <u>Wellness-Cannon</u></b></p> <ul style="list-style-type: none"> <li>• No Report</li> </ul> <p><b>3.13 <u>Non-Traditional Gender-Pullen</u></b></p> <ul style="list-style-type: none"> <li>• No Report</li> </ul> <p><b>4.0 NURSING DIVISION COMMITTEE REPORTS</b></p> <p><b><u>Instructional Technology-Hall</u></b></p> <ul style="list-style-type: none"> <li>• NRC Simulation Evaluation -- Only five surveys were returned; surveys will be resent.</li> <li>• NRC and Simulation Orientation to the NRC – A map of the third floor of Jones Hall has been</li> </ul>	

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	<p>placed on the Nursing Division website. The map features NRC and clinical simulation hot spots. Pictures, instructions, &amp; videos are being developed to provide an overview of each room. David White is assisting with this project as well as placing other information on the website.</p> <ul style="list-style-type: none"> <li>• SIM Man Facebook Page –This page has been inactivated due to potential liability. The committee will discuss the need for a Facebook policy at the next meeting.</li> <li>• Conference Table In-Service – An inservice was recently completed to assist faculty with using the equipment in the NRC and clinical simulation area. Laminated “quick tips” for use of the equipment have been placed into the appropriate rooms to make this information readily available to all faculty.</li> <li>• Tips for Control Room for Noelle -- Laminated instructions are being developed for the clinical simulation control room to assist faculty with use of SIM Man and Noelle.</li> <li>• Captivate Use – Captivate can be used to make documents for assisting faculty to upload nurse’s notes and use the Nursing LOR.</li> <li>• Grant Writing – The committee will wait to see what decisions are made about students using the electronic health record systems at the clinical agencies before proceeding with looking for a grant.</li> <li>• New Ideas - \$5000 seed grants are available from TTHSC for research in interdisciplinary simulation. The committee discussed the possibility of applying for one of these grants in relation to telehealth.</li> <li>• Electronic Medication Cart – The cart is being loaded with medication and patient profiles for faculty use.</li> </ul> <p><b>4.2 <u>Learning Resources-Hirsch</u></b></p> <ul style="list-style-type: none"> <li>• The committee met today, April 6, 2011. <ul style="list-style-type: none"> <li>○ Three students attended the meeting and gave good feedback.</li> </ul> </li> <li>• Ten new DVDs have been added to the NRC collection. <ul style="list-style-type: none"> <li>○ A few more can be added before the spring semester is over.</li> </ul> </li> <li>• Angie Downs and Denise Hirsch will go to the AC room located in the Northwest Public Library before the end of the semester and clean out all outdated material pertaining to nursing.</li> </ul> <p><b>4.3 <u>Nursing Peer Review-Hergert</u></b></p> <ul style="list-style-type: none"> <li>• There will be a Lunch and Learn on April 27, 2011 in WCJH-205.</li> <li>• The purpose of the Lunch and Learn is to review Texas BON requirements and procedures for Incident-Based Nursing Peer Review and Safe Harbor Peer Review. <ul style="list-style-type: none"> <li>○ The Lunch and Learn will be conducted by Dinah Lewis from BSAHS. One contact hour of CE credit will be awarded for attendance.</li> </ul> </li> </ul> <p><b>4.4 <u>Research and Program Effectiveness-Johnson</u></b></p> <ul style="list-style-type: none"> <li>• The committee met on March 29, 2011.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• The SEP including NLNAC Standards 2 through 6 was reviewed and updated.</li> <li>• The Student Evaluation of a Clinical Instructor survey was reviewed and minimally revised.</li> <li>• Clinical evaluations of instructors and clinical areas will be conducted in the Class Climate software used by the college rather than Survey Monkey this semester. <ul style="list-style-type: none"> <li>○ Melanie Gray will give all students access codes to each of the appropriate surveys.</li> <li>○ There will be different access codes for each clinical instructor and each clinical agency site.</li> <li>○ Verena Johnson has drafted instructions for the students to use in the completion these surveys in Class Climate.</li> <li>○ The surveys will close on specified dates.</li> </ul> </li> </ul> <p><b>4.5 <u>Student Activities-Jones</u></b></p> <ul style="list-style-type: none"> <li>• The Spring Social was last week and there was a good turnout of students and faculty. <ul style="list-style-type: none"> <li>○ Lots of T-shirts were sold.</li> </ul> </li> <li>• The community service project will be a fund raising/food drive for the Central Church of Christ. <ul style="list-style-type: none"> <li>○ The Loaves and Fishes Food Pantry Program will continue until finals week.</li> <li>○ SNA is planning a Finals Fling on Tuesday, May 10<sup>th</sup>.</li> <li>○ We still need faculty volunteers for the Finals Fling.</li> </ul> </li> <li>• ADN pinning is on Thursday, May 12<sup>th</sup>, at Central Church of Christ. <ul style="list-style-type: none"> <li>○ We will begin setting up at 9:00 am. Anyone is welcome to help. Rehearsal will begin promptly at 12:30 pm (we have asked the students to arrive by 12:15 pm to line up). Students should report back to the church by 5:30 pm, and faculty should be there by 5:45 pm.</li> </ul> </li> <li>• The VN Pinning Ceremony is on Wednesday, May 10<sup>th</sup>, at Amarillo High.</li> <li>• A student representative needs to be selected by the faculty as the TNA Outstanding Student Nurse <ul style="list-style-type: none"> <li>○ Guidelines for TNA Outstanding Student Nurse are: <ul style="list-style-type: none"> <li>➤ GPA of at least 3.0.</li> <li>➤ Growth while at AC.</li> <li>➤ Work within the department, college or community (SNA officer or class representative, serve on a faculty committee, serve as a Blue Blazer, etc.).</li> <li>➤ Future potential for contribution to nursing.</li> <li>➤ Excel in the clinical area.</li> </ul> </li> </ul> </li> </ul> <p><b>4.6 <u>Testing-Edwards</u></b></p> <ul style="list-style-type: none"> <li>• The Nursing Division Testing Committee meeting was February 22, 2011.</li> <li>• The committee reviewed the results of the HESI Exit Exam from Level IV last semester.</li> <li>• They committee also reviewed the VN Program ATI test results.</li> <li>• The committee reviewed a VN test for Tamara Rhodes and provided some recommendations.</li> <li>• The committee will meet one more time this semester on April 26, 2011.</li> </ul>	<p>The R &amp; PE Committee entered a motion to approve the Student Evaluation of a Clinical Instructor survey as revised. Richard Pullen seconded the motion. The motion carried by majority vote of the faculty present.</p> <p>Ms. Jones will conduct selection by e-mail with the faculty.</p>

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<p><b>5.0 MISCELLANEOUS</b></p> <p><b>6.0 TREASURER'S REPORT</b></p> <p><b>7.0 VOCATIONAL NURSING REPORTS</b></p>	<p><b>5.0 MISCELLANEOUS</b></p> <p><b>5.1 <u>NRC -- Hirsch</u></b></p> <ul style="list-style-type: none"> <li>• Ms. Hirsch announced that she is reviewing the files in the NRC and clearing out outdated information.</li> <li>• Ms. Hirsch also noted that she will send an email with deadlines for students to come into the NRC and look at articles.</li> </ul> <p><b>5.2 <u>Computer Testing Center -- Gray</u></b></p> <ul style="list-style-type: none"> <li>• Ms. Gray sent a report stating that testing is going well.</li> <li>• The finals schedule was sent out Monday. Please contact Ms. Gray with any issues about final exam testing dates and times.</li> <li>• Ms. Gray asked faculty to please remind the students to scan in and out when testing or using the lab. <ul style="list-style-type: none"> <li>○ Ms. Gray has posted signs on the desks, on the doors and on the computers, but many students are still not scanning in and out as required.</li> </ul> </li> </ul> <p><b>5.3 <u>Advising -- McClure</u></b></p> <ul style="list-style-type: none"> <li>• Summer and fall registration open on Monday, April 11, 2011.</li> </ul> <p><b>5.4 <u>Staff Development – Young/Tabor</u></b></p> <ul style="list-style-type: none"> <li>• The following is the schedule for the clinical instruction model staff development presentations: <ul style="list-style-type: none"> <li>○ April 13, 2011-VN Presentation</li> <li>○ April 20, 2011-Level IV Presentation</li> <li>○ April 27, 2011-Level II Presentation</li> </ul> </li> </ul> <p><b>6.0 <u>Treasurer's Report--Hirsch</u></b></p> <ul style="list-style-type: none"> <li>• There is currently \$329.75 in the faculty account.</li> <li>• Ms. Hirsch asked if faculty would like to have an end-of-year party with this money or donate the money or keep it in the checking 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>• Level I has 47 students</li> <li>• Level II has 45 graduates</li> <li>• Attendance in Advising Sessions has been down this semester. <ul style="list-style-type: none"> <li>○ The VN Advising Sessions will continue through the summer.</li> </ul> </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>	<p>The majority of the faculty voted to keep the balance of the faculty funds for 2010-11 in the account for the next academic year.</p>



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<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>7.5 VN Advisory-Barrett</b></p> <ul style="list-style-type: none"> <li>• The Vocational Nursing Advisory Committee meeting was March 30, 2011. <ul style="list-style-type: none"> <li>○ The meeting was well-attended and went well.</li> </ul> </li> <li>• Tammie Tabor and Teresa Smoot recently had a part in an interdisciplinary simulation at SimCentral. <ul style="list-style-type: none"> <li>○ Several schools participated and the VN students loved it.</li> <li>○ There are plans to do future interdisciplinary simulations.</li> </ul> </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>• <b>December 2010 First-Time Pass Rates</b>—79 of the 87 December 2010 graduates have taken the NCLEX-RN. 73 of the 79 have passed on the first attempt. There are 7 first-time failures. One graduate allowed her ATT to expire before testing and is in the process of re-applying for the NCLEX. Six individuals have never received a permit. At least five of this six are known to be tied up in the Enforcement Department at the BON. The first-time pass rate for this class is currently 92.4%.</li> <li>• <b>May 2011 Graduate Awards</b>—The Honor Graduate will be June Bousing (highest GPA). The Outstanding Major for the class will be Micheal Neagle. The faculty needs to select two students to receive the clinical awards at this meeting. The criteria for the clinical awards include: 1) clinical competencies, 2) professional activities, 3) relationships with faculty and peer group, 4) relationships with healthcare agency personnel, 5) professional growth, and 6) potential for contribution to nursing.</li> <li>• <b>Final Exam Schedule</b>—The schedule for final exams in the West Campus Testing Centers during finals week has been completed. Please note the scheduled time(s) and numbers of students scheduled for each testing area. Also please ensure that proctors are available for each scheduled test.</li> <li>• <b>DECs Curriculum Analysis</b>—The DEC Curriculum Analysis has been completed. Dr. Pullen has compiled the results into four master tables—one for each of the four nursing role areas. Virtually all the Knowledge and Clinical Judgments and Behaviors are in the current curriculum. During the fall 2011 semester, the DEC Curriculum Analysis Masters will be distributed to the faculty for a second look. The program philosophy has already been updated to reflect the major concepts in the DECs. After that, the program student learning outcomes (SLOs), level SLOs, and course SLOs will be reviewed, revised as necessary and rearranged into the four nursing role areas. Clinical experiences and evaluation tools will also be reviewed and revised as necessary. Full incorporation of the DECs is required by the BON by June 1, 2012. Please see attachment for the BON Education Guideline: Implementation of the DECs.</li> </ul>	<p>After nominations and voting, Robyn Griffin and Charles Thompson were named the spring 2011 semester clinical award recipients.</p>

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	<ul style="list-style-type: none"> <li>• <b>DEC Workshop</b>—The BON is hosting a workshop entitled Implementing the DEC's in Nursing Programs on May 26<sup>th</sup> at Texas State University in Round Rock, Texas. The purpose of the workshop is to provide nurse educators with the knowledge, skills, and abilities to operationalize the DEC's and embed them into nursing curricula. Dr. Pullen and Ms. Mueller will be attending the workshop.</li> <li>• <b>Office Hours</b>—Please be sure that each of you have a minimum of four posted office hours on your office door for times when you can be available in your office to students. These office hours should be consistent with what is in the course syllabus and posted online in Angel.</li> <li>• <b>Test Blueprints</b>—All ADN Program tests must have a test blueprint. It is program policy to maintain the test blueprint in a notebook or file with the test and item analysis for a period of five years. Please see the “Guidelines For Using the Test Blueprint in the ADN Faculty Handbook” on the Nursing J Drive.</li> <li>• <b>Demonstration of Use of Faculty Handbook</b>—Kelly Savage will demonstrate how to access and use the ADN Faculty Handbook.</li> <li>• <b>Student Accident/Injury Procedure and Forms</b>—Kelly will also show us where to locate this important information and the form required when students are injured.</li> <li>• <b>Evolve Agreement</b>—The current Evolve agreement will expire this month. Progress is being made to renew the agreement for another two years. It will involve a modest price increase to students of approximately \$18.00/semester. The price increase will not take effect until spring 2012.</li> <li>• <b>Website</b>—The Nursing Division website is in revision. Much of the content revisions have already been completed, including those to the main division web page, ADN program options and degree plans, immunization, TB skin testing, CPR and CBC requirements, and advising session information. Pictures and other enhancements have yet to be added. The faculty and staff section of the website also has a new, cleaner look. Thank you to Debby Hall, Kristi McKelvy, and Kerrie Young for working on the website.</li> </ul> <p><b>8.2. Level I -- Moore</b></p> <ul style="list-style-type: none"> <li>• <b>Introduction to Nursing-RNSG 1209/1105</b> <ul style="list-style-type: none"> <li>• Section 002 am class: Drops-2, Stopped attending-2, After 3 exams: 16 Ds, (8 retrievable)</li> <li>• Section 001 pm class: Drops-1, Stopped attending-2, After 3 exams: 7 Ds, (5 retrievable)</li> <li>• 110 attending combined, 23 Ds, 13 possibly will pass with one more exam and the final left</li> </ul> </li> <li>• <b>Pharmacology-RNSG 1301</b> <ul style="list-style-type: none"> <li>• Information on both sections of pharmacology for the semester:</li> <li>• Module 3 exam (4/4/11):</li> <li>• Section 001 exam- A(4); B(14); C(23); D(10); F(6)- adjusted mean-74.45; KR 20-0.76 Semester grades Section 001: A(6); B(23); C(21); D(6); F(1) (the student with F is repeating) 3 students still have not taken the test, but will do so</li> <li>• Section 002 exam- A(3); B(7); C(23); D(15); F(1)- adjusted mean-73.15; KR 20-0.61 Semester grades 002: A(2); B(22); C(17); D(8); F(0)</li> </ul> </li> </ul>	

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	<p>1 student has not taken the test, but will do so.</p> <ul style="list-style-type: none"> <li>• Overall information:               <ul style="list-style-type: none"> <li>○ Section 001- 61 enrolled/ 1 not attending (drop?)</li> <li>○ Section 002- 51 enrolled/ 1 not attending (drop?)</li> </ul> </li> <li>• <b><u>Principles of Clinical Decision Making-RNSG 1331-001</u></b></li> <li>• 55 initially enrolled, 2 dropped, 2 not attending, but have not dropped yet,11 are not passing</li> <li>• <b><u>RNSG 1331-002</u></b></li> <li>• 51 initially enrolled, 1 not attending, 13 not passing</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 Fast Forward students and are taking Level III Mental Health this semester. 1 student dropped RNSG 1247/1263, RNSG 1251/1260, and RNSG 1115 on 1/23/11</li> <li>• <b><u>RNSG 1247/1263 Concepts of Clinical Decision Making I</u></b> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Section 1</th> <th style="width: 33%;">Section 2</th> <th style="width: 33%;">Total</th> </tr> </thead> <tbody> <tr><td>A = 4</td><td>A = 0</td><td>A = 4</td></tr> <tr><td>B = 31</td><td>B = 27</td><td>B = 58</td></tr> <tr><td>C = 13</td><td>C = 27</td><td>C = 40</td></tr> <tr><td>D = 0</td><td>D = 1</td><td>D = 1</td></tr> <tr><td>F = 0</td><td>F = 1</td><td>F = 1</td></tr> <tr><td>Total 48</td><td>Total 56</td><td>Total 104</td></tr> <tr><td>100 % passing</td><td>96.4 % passing</td><td>98.1 % passing</td></tr> <tr><td>0 % not passing</td><td>3.6 % not passing</td><td>1.9 % not passing</td></tr> </tbody> </table> </li> <li>• <b><u>RNSG 1251/1260 Care of Childbearing Family</u></b> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Section 1</th> <th style="width: 33%;">Section 2</th> <th style="width: 33%;">Total</th> </tr> </thead> <tbody> <tr><td>A = 3</td><td>A = 0</td><td>A = 3</td></tr> <tr><td>B = 20</td><td>B = 19</td><td>B = 39</td></tr> <tr><td>C = 19</td><td>C = 27</td><td>C = 46</td></tr> <tr><td>D = 7</td><td>D = 11</td><td>D = 18</td></tr> <tr><td>F = 0</td><td>F = 1</td><td>F = 1</td></tr> <tr><td>Total 49</td><td>Total 58</td><td>Total 107</td></tr> <tr><td>85.7 % passing</td><td>79.3 % passing</td><td>82.2 % passing</td></tr> <tr><td>14.3 % not passing</td><td>20.7 % not passing</td><td>17.8 % not passing</td></tr> </tbody> </table> </li> <li>• <b><u>RNSG 1115.001 and RNSG 1115.003 Health Assessment (Theresa)</u></b> <table border="0" style="width: 100%; border-collapse: collapse;"> <tbody> <tr><td>Section 1 Total 38</td><td>A=30, B=7, C=0, D=0, F=1</td></tr> <tr><td>Section 3 Total 54</td><td>A=48, B=5, C=0, D=1, F=0</td></tr> <tr><td>Totals</td><td>A=78, B=12, C=0, D=1, F=1</td></tr> </tbody> </table> </li> <li>• <b><u>RNSG 1115.002 Health Assessment (Verena)</u></b> A=2, B=9, C=6, D=0, F=0</li> <li>• <b><u>RNSG 2307 Transition to Nursing Practice</u></b> 17 attending</li> </ul>	Section 1	Section 2	Total	A = 4	A = 0	A = 4	B = 31	B = 27	B = 58	C = 13	C = 27	C = 40	D = 0	D = 1	D = 1	F = 0	F = 1	F = 1	Total 48	Total 56	Total 104	100 % passing	96.4 % passing	98.1 % passing	0 % not passing	3.6 % not passing	1.9 % not passing	Section 1	Section 2	Total	A = 3	A = 0	A = 3	B = 20	B = 19	B = 39	C = 19	C = 27	C = 46	D = 7	D = 11	D = 18	F = 0	F = 1	F = 1	Total 49	Total 58	Total 107	85.7 % passing	79.3 % passing	82.2 % passing	14.3 % not passing	20.7 % not passing	17.8 % not passing	Section 1 Total 38	A=30, B=7, C=0, D=0, F=1	Section 3 Total 54	A=48, B=5, C=0, D=1, F=0	Totals	A=78, B=12, C=0, D=1, F=1	
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<p><b>9.0 ADN COMMITTEE REPORTS</b></p>	<p>A =0, B = 7, C = 6, D = 4, F = 0; 76.5 % passing, 23.5 % not passing</p> <ul style="list-style-type: none"> <li>• <b><u>HPRS 2200 Pharmacology for Health Professionals</u></b> A=1, B=6, C=9, D=2, 88.9% passing, 18 registered</li> </ul> <p><b>8.4 <u>Level III – Pullen</u></b></p> <ul style="list-style-type: none"> <li>• Level III has a total of 127 individual students.</li> <li>• <b><u>RNSG: 1248: Concepts of Clinical Decision Making II</u></b> 82 students are enrolled. 12 (15%) students are not passing after the second exam.</li> <li>• <b><u>RNSG: 2201: Pediatrics</u></b> 93 students are enrolled. 11 (12%) students are not passing after the third exam.</li> <li>• <b><u>RNSG: 2213: Mental Health Nursing</u></b> 93 students are enrolled. 5 (5%) students are not passing after the third exam. Level III will soon have a meeting to discuss summer 2011 instruction.</li> </ul> <p><b>8.5 <u>Level IV-Grove</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>RNSG 1110/2161 – Introduction to Community-Based Nursing</u></b> 85 students are enrolled. All are passing at this time.</li> <li>• <b><u>RNSG 2231/2262 – Critical Care</u></b> 91 students are enrolled. 14 are not passing after the second exam. Six of those are in the 68-69 range.</li> <li>• <b><u>RNSG 2221/2263 – Management of Client Care</u></b> 90 students are enrolled. 8 are not passing after the second exam. Five of those are in the 68-69 range.</li> <li>• Second HESI Exit Exam was taken on 3/21 and 3/23. The mean score was 844 and the score range was 519-1129.</li> <li>• Community students participated in an interdisciplinary simulation including Amarillo College RN and VN students, WTAMU nursing students, and Amarillo College RT students.</li> <li>• Community students and faculty also hosted the first West Campus Community Health Fair yesterday.</li> <li>• Critical Care students participated in an interdisciplinary simulation with Dr. Dove and his residents this last week. The simulation involves the nursing students calling his residents for patient orders.</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>• The ADN Advisory Committee will meet on Tuesday, April 26<sup>th</sup>, at 3:00 pm in Jones Hall, Room 205. All faculty is welcome to attend the meeting.</li> </ul>	

TOPIC	DISCUSSION/RATIONALE	ACTION/RECOMMENDATION
	<p><b>9.2 Admission/Progression-Wright</b></p> <ul style="list-style-type: none"> <li>• The committee will meet the last several days of the semester. Student letters are already coming in.</li> </ul> <p><b>9.3 Curriculum-Pullen</b></p> <ul style="list-style-type: none"> <li>• <u>Deletion/Revisions</u>. Several items were sent to faculty members to review in preparation for Faculty Organization Meeting: <ul style="list-style-type: none"> <li>○ Delete the ADN Purpose statements, since the recently approved SLO statements reflect the purposes and/or outcomes of the program.</li> <li>○ Level Student Learning Outcomes (previously known as Level Objectives), which were updated to be consistent with the Program SLOs.</li> <li>○ Glossary of Terms, which were updated to reflect revisions to the Philosophy and Program SLO statements.</li> <li>○ Revised Curriculum Statement to reflect current Program SLOs and Philosophy.</li> <li>○ Faculty Orientation to the Nursing Resource Center (NRC).</li> <li>○ Guidelines for Faculty Management of Precepted Clinical Experiences.</li> <li>○ Committee Minutes Format.</li> <li>○ Clinical Teaching Assistant (CTA) Position Description.</li> <li>○ Policy for Use of Clinical Preceptors and Precepted Clinical Experiences.</li> <li>○ Administrative Assistant Position Description.</li> <li>○ ADN Staff Assistant Position Description (new position description).</li> <li>○ Nursing Resource Center (NRC) Staff Assistant Position Description (new position description).</li> <li>○ Testing Assistant Position Description.</li> <li>○ Instructional Lab Resource Specialist (ILRS) Position Description.</li> </ul> </li> <li>• <u>Booklist</u>. The booklist for fall 2011 is due April 8, 2011.</li> <li>• <u>Care of inmates</u>. Northwest Texas Healthcare System (NWTHS) is updating their policy about nursing students taking care of inmates. The current policy reads: "Nursing students should not be assigned to the care of inmates unless the inmate is in the operating room". Risk Management at NWTHS plans to reinforce the intent of the policy, which is that nursing students and other students will not care for these patients. Committee voted to remove information from the Student Handbook about care of these patients. Students will not be assigned in any manner at any time to these patients. A statement in the Student Handbook will say: "Students will not care for inmates".</li> <li>• <u>Dosage and Solution Task Force</u>. The Task Force is reviewing the blueprint for the dosage and solution exam and developing a method to place the exam online to maximize time, energy, and money. The Task Force will present a proposal to the Curriculum Committee at either the April or May 2011 meeting.</li> <li>• <u>Clinical Portfolio Task Force</u>. The Task Force will soon meet to discuss the process of students</li> </ul>	<p>A motion was entered from the Curriculum Committee to delete the ADN Program Purpose statements. The motion was seconded by Kelly Savage and carried by majority vote.</p> <p>A motion came from committee to adopt revisions of all listed policies/procedures and position descriptions. The motion was seconded by Kim Wright and carried by majority vote.</p>

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
10. ADDITIONAL ITEMS	<p>developing a portfolio that they will carry with them from one level to the next to showcase their work throughout the program.</p> <ul style="list-style-type: none"> <li>• <u>Guidelines for Immunization Coordinators</u>: These guidelines continue to be revised. The revisions will be presented to committee at the April 2011 meeting.</li> <li>• <u>Student Professional Contract</u>. The contract is being revised. A revised contract will be presented to committee at the April 2011 meeting.</li> <li>• <u>Social Networking Guidelines</u>. A draft was presented at the last meeting. We will have more discussion about the guidelines in our next meeting.</li> <li>• <u>Staff Development</u>. We continue to have presentations that showcase what each level/clinical course is doing with the revised clinical instruction and evaluation model.</li> <li>• <u>Public Relations</u>: Kelly Savage and Richard Pullen had a manuscript accepted for publication in the journal Nursing Made Incredibly Easy. The manuscript is titled "Managing Severe Sunburn" and is slated to appear in the July 2011 issue of the journal.</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>• Jan Cannon attended Sneak Peak on Thursday, April 21<sup>st</sup>, and spoke to approximately 150 high school students.</li> </ul> <p><b>10.2 Nursing Student Success Task Force--Pullen</b></p> <ul style="list-style-type: none"> <li>• Tabatha Mathias volunteered to chair the Task Force beginning in fall 2011.</li> </ul>	
11. ADJOURNMENT	<p><b>11. ADJOURNMENT</b> The meeting was adjourned at 4:00 pm by faculty consensus.</p>	

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 Sheryl Mueller, Nursing Division Chair

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 Date