

AMARILLO COLLEGE
NURSING DEPARTMENT FACULTY ORGANIZATION MINUTES

DATE: January 10, 2012

TIME & PLACE: 8:30 a.m. - West Campus Jones Hall, Room 205

ATTENDANCE: Present: - LaVon Barrett, Jan Cannon, Ginny Coppock, Angela Downs, Theresa Edwards, Jeanette Embrey, Melanie Gray, Marcia Green, D'dee Grove, Deborah Hall, Carol Hergert, Denise Hirsch, Paul Hogue, Verena Johnson, Marianne Jones, Marcia Julian, Jody Kile, Tabatha Mathias, Khristi McKelvy, Sheryl Mueller, Phyllis Pastwa, Richard Pullen, Cele Rangel, Claudia Reed, Tamara Rhodes, Angie Ross, Kelly Savage, Lyndi Shadbolt, Elizabeth Sharp, Teresa Smoot, Rebecca Vincent, Ruth Whitehead, Kim Wright, Ramona Yarbrough, Kerrie Young and Carolyn Leslie, Administrative Assistant.

ABSENT: Liz Matos, Susan McClure, Marjeanne Moore

AGENDA: See Attached.

MINUTES:

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
1.0 OPENING REMARKS S. Mueller Call to Order Approval of Minutes Announcements Birthdays Employee Health Condolences Congratulations	1.0 OPENING REMARKS – S. Mueller <ul style="list-style-type: none"> Ms. Mueller called the meeting to order at 8:35 a.m. Ms. Mueller called for the approval of the Nursing Department Faculty Organization minutes from the November 9, 2011 meeting and the Associate Degree Nursing Department minutes from the November 30, 2011 meeting. Ms. Mueller recognized faculty and staff with January birthdays—Liz Matos (7th), Ruth Whitehead (10th), Melanie Gray (15th), Jan Cannon (16th), Annette Watts (22nd), Angela Bray (26th), and Suzanne Callender (27th) Employee health—Mona Yarbrough is back after her knee surgery in December. Mona's recounting of her experience, "The Great Hospital Adventure" will be posted on the bulletin board next to WCJH-253. Liz Matos will return on January 17. Melanie Gray returned to work on January 3rd after foot surgery. Updates-- Connie Lax's daughter, Ashley Layton, will receive treatment at MD Anderson in Houston. The daughter of former VN student, Iram Avila, died during the Christmas Break. Jim McClure, husband of Nursing Department Advisor, Susan McClure, will be undergoing tests and a possible procedure for a heart problem. Angie Ross will have surgery on January 24, 2012. Condolences—A thank you note and e-mail was received from Jeanette Embrey regarding the plant sent at the time her sister died in late November. Liz Matos' father died on December 25th and Marjeanne Moore's mother died on December 26th. Congratulations—Richard Pullen and Sheryl Mueller have had their article, "Preparing Successful Grant Proposals" published two more times. It is in the January 2012 issue of AJN and in Lippincott's Nursing Career Directory 2012. Also Carol Hergert completed the NCSBN online course, Test Development and Item Writing. 	<p>Angela Downs made a motion to accept the November 9, 2011 minutes. Mona Yarbrough seconded the motion. The motion carried by a majority vote.</p> <p>Dr. Pullen asked that a correction be made to the November 30, 2011 minutes. The adjournment time was 2:45 p.m. rather than 3:45 p.m. Carol Hergert made a motion to accept the minutes of November 30, 2011 with the correction and Marcia Green seconded the motion. The minutes were approved by a majority vote.</p>
2.0 REPORT FROM DIVISION CHAIR - S Mueller		

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	<p>2.0 REPORT FROM DIVISION CHAIR</p> <ul style="list-style-type: none"> • <u>First-Week Activities</u>—Dr. Matney will conduct a Listening and Learning Session on Wednesday morning from 10:00 to 11:00 am. A live feed will be available for this session. The Critical Reading Workshops, Part I and Part II, and the Socratic Seminar Workshop this week are optional for faculty. However, faculty is encouraged to attend some or all of the workshops. Register for these workshops at the CTL webpage. The Critical Reading, Part 2, and Socratic Seminar Workshop are available as live feed sessions. • <u>PET Forms</u>—all program PET Forms were reviewed and discussed at the Dean's Council meeting on December 14, 2011. Emerging themes for issues/goals that students/programs are effectively fulfilling were identified as well as those that students/programs are not effectively fulfilling. Please refer to the Dean's Council Minutes for the themes identified. • <u>AC Pantry</u>—the AC Pantry is opening February 1st in Parcels Hall, Room 208. The pantry is designed to help "AC People" help "AC People". Faculty and staff can donate funds, food or hygiene items, provide manual labor, and refer student groups to help in the Pantry. See e-mail of December 13, 2011 from Karen Logan. • <u>Faculty Focus</u>—the e-zine, Faculty Focus, published the top 11 most popular articles for 2011. The number one article was, "What Does Your Syllabus Say About You and Your Course". The number two article was, "What Students Want: Characteristics of Effective Teachers from the Students' Perspective". All faculty should have access to these articles, but it is unclear how we can as faculty most effectively utilize the information provided in these articles. • <u>Software and Media for Online Instruction Course</u>—ENMU is offering the online course, Software and Media for Online Instruction, in Spring 2012. This course is part of the Online Instructor Certification courses, but does not require completion of the previous three courses. The course explores the various types of software and media available and provides hands-on experience creating projects to use in online courses. Contact Heather Voran for more information. • <u>Professorial Rank</u>—if you are eligible and plan to apply for professorial rank, please remember that you must submit your completed petition to your immediate supervisor no later than February 3, 2012. • <u>Testing Center Hours</u>—the fall 2011 Testing Hours for the VN and ADN Programs have been calculated. The grand total for testing hours including module, final, Evolve, ATI, and HESI Exit testing was 11,531.50. The VN Program total, including math testing, was 1890.00. The ADN Program total, including HESI Admission Assessment Testing, was 9641.50. Without admission math testing, the VN Program total was 1788 or approximately 19.9 hours/student. Without HESI admission testing, the ADN Program total was 8479.5 or 14.7 hours/student. • <u>Test Item Nullification in ParSCORE</u>—nullifying items on a test prior to all individuals on the test roster completing the test may result in changes in the test scores of those who have tested. This occurs at the time that the score(s) for the late testers are manually entered. Please be aware of this situation. It is unknown why this is occurring, but be alert that this can happen. • <u>AC Foundation Scholarship Applications</u>—please let students know that AC Foundation Scholarship Applications are available in the Nursing Department Office. The deadline for scholarship application is March 1, 2012. There were very few applications from either the VN or 	<p>Kerrie Young expressed an interest in having a West Campus Pantry and will look into this possibility.</p> <p>After discussion, faculty agreed that Faculty Focus topics should be organized into folders on the J Drive-Nursing.</p> <p>This problem will be referred to the Testing Committee to consider developing guidelines for test item nullification.</p>

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3.0 COLLEGE COMMITTEE REPORTS	<p>ADN Program students last semester.</p> <ul style="list-style-type: none"> • <u>NCSBN News</u>—the NCSBN has introduced a new social media brochure and video. The brochure is available online at the website and in print in a free brochure. This brochure is designed to help nurses understand how social media can be properly used without breaking patient privacy and confidentiality laws. The video visually illustrates potential scenarios and consequences of inappropriate social media use. It also offers social media guidelines for nurses and nursing students to better utilize social media personally and professionally. The video is available on the NCSBN's website, YouTube, and Vimeo. • <u>Use of Faculty/Staff First Names</u>—several faculty and staff members have recently experienced displays of disrespect and rudeness from nursing students. This should not be dismissed or tolerated by either the faculty or staff. One intervention to reinforce to students that faculty and staff should be treated respectfully is to require nursing students to address faculty and staff in a formal manner. We all need to begin now referring to ourselves and one another as Mr., Mrs. or Ms., or Dr. as appropriate. <p>3.0 COLLEGE COMMITTEE REPORTS</p> <p>3.1 <u>Academic Technology--Pullen</u></p> <ul style="list-style-type: none"> ○ No Report. <p>3.2 <u>Assessment, Instructional Subcommittee--Hirsch</u></p> <ul style="list-style-type: none"> ○ No Report. <p>3.3 <u>Commencement—Edwards, Grove and Rhodes</u></p> <ul style="list-style-type: none"> ○ No Report. <p>3.4 <u>Faculty Evaluation-Barrett</u></p> <ul style="list-style-type: none"> ○ The committee will pilot a new form for the faculty self-evaluation. The VN faculty will be the first ones to use the form. It is based on what the faculty member has accomplished as well as student evaluations. <p>3.5 <u>Faculty Handbook-Savage</u></p> <ul style="list-style-type: none"> ○ No Report <p>3.6 <u>Faculty Professional Development-Pastwa</u></p> <ul style="list-style-type: none"> ○ The committee will meet on January 27, 2012. <p>3.7 <u>Faculty Senate—Edwards, Hirsch and Rhodes</u></p> <ul style="list-style-type: none"> ○ No Report <p>3.8 <u>Financial Aid Appeals--Smoot</u></p> <ul style="list-style-type: none"> ○ No Report 	<p>Ms. Mueller recommended that all students in all levels of both programs see the video in a classroom setting. Ms. Leslie will order enough copies of the free brochure to distribute to all students in both programs.</p> <p>This strategy is already being utilized in the VN Program, but should be implemented by faculty in the ADN Program this semester.</p>

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4.0 NURSING DIVISION COMMITTEE REPORTS	<p>3.9 <u>General Education Competency—Communication-McKelvy</u></p> <ul style="list-style-type: none"> ○ No Report. <p>3.10 <u>Institutional Effectiveness-Young</u></p> <ul style="list-style-type: none"> ○ No Report. <p>3.11 <u>Rank and Tenure-Shadbolt</u></p> <ul style="list-style-type: none"> ○ If faculty members are interested in petitioning for rank, send the appropriate form to HR to check eligibility before beginning the notebook. A notebook will be on display on the 4th floor of Lynn Library. <p>3.12 <u>Testing and Remediation Committee-Edwards</u></p> <ul style="list-style-type: none"> ○ No Report. <p>3.13 <u>Wellness-Cannon</u></p> <ul style="list-style-type: none"> ○ No Report. <p>4.0 NURSING DIVISION COMMITTEE REPORTS</p> <p>4.1 <u>Instructional Technology--McKelvy</u></p> <ul style="list-style-type: none"> ○ No Report. <p>4.2 <u>Learning Resources—Hirsch</u></p> <ul style="list-style-type: none"> ○ Ms. Hirsch asked if anyone had looked at the DVDs on preview. She asked that the faculty let her know of any requests for non-print materials. <p>4.3 <u>Nursing Peer Review—Hergert</u></p> <ul style="list-style-type: none"> ○ No Report. <p>4.4 <u>Research and Program Effectiveness--Johnson</u></p> <ul style="list-style-type: none"> ○ No Report. <p>4.5 <u>Student Activities—Jones</u></p> <ul style="list-style-type: none"> ○ Both December pinning ceremonies went well. ○ SNA had a brief planning meeting for Boot Camp on Thursday. ○ The TSNA meeting is in mid-February. <p>4.6 <u>Testing—Edwards</u></p> <ul style="list-style-type: none"> ○ The committee emphasis this semester will be on test review. The committee will evaluate two tests at each meeting. Please be ready to come to the meeting if your test 	

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8.0 ASSOCIATE DEGREE NURSING REPORTS ADN Director's Report Level Reports	<p>7.5 VN Advisory—Barrett</p> <ul style="list-style-type: none"> ○ No Report <p>8.0 ASSOCIATE DEGREE NURSING REPORTS</p> <p>8.1 ADN Director's Report—Mueller</p> <ul style="list-style-type: none"> • <u>Faculty Assignment/Workload</u>—faculty assignments and individual workload calculations for spring 2012 will be finalized and available soon. Team Coordinators will either meet with faculty members individually or in group meetings to discuss assignments and workload. Please be aware that there is a finite pool of money designated college-wide for overload and part-time pay. All department chairs must justify use of overload and part-time hours with the VPAA, especially in light of the continuing fiscal crisis at the college. The goal of the nursing workload model is to quantify faculty workload and equate faculty workload as much as possible. Every effort is made to do that each semester by the program director and assistant director. This semester due to the pregnancy of one regular part-time faculty member and impending surgery of a full-time faculty member, the assistant director will scale back administrative duties and carry an additional clinical load. Part-time faculty will be used judiciously to supervise students in care groups and NRC activities and in some cases in clinical rotations. However, several full-time faculty members will need to carry overloads, especially in Level II and Level IV. • <u>Additional Full-time ADN Faculty Member</u>—a request was made to Dr. Matney and Dr. Lowery-Hart in November and again in December for the approval of an additional full-time ADN faculty position. The request was to approve this position effective in spring 2012 using part of the THECB NSRP award to fund this position initially. This request has not been granted. However, a request has been made to President's Cabinet, just this month, for the college to fund a new full-time ADN faculty position for AY 2012-2013. • <u>ADN Program Enrollment Stats</u>—in fall 2011, the AC ADN Program was the 4th largest ADN program by pre-licensure enrollment in the state with 573 enrolled students. There were 67 ADN programs in Texas in fall 2011. San Antonio College had 1066 students, and El Centro had 718 students. Austin Community College had 10 more students (583) enrolled than this program. • <u>ADN Faculty Professional Development Funds</u>—a portion of the THECB NRSP award will be set aside to use for faculty professional development during the spring and summer. The money can be used for professional development to promote student success and faculty teaching effectiveness. Ms. Mueller will develop guidelines and an application for ADN faculty to apply to use these funds. The guidelines and application will be e-mailed to ADN faculty next week. • <u>NLNAC Update</u>—the final site visit report was received last week. The report is detailed and will be made available for faculty to read in a binder in the Nursing Department Office. As noted previously, the site visitors found that the program was in compliance with all six standards and recommended that the program receive continued accreditation for eight more years. The Evaluation Review Panel (ERP) for the program will meet on Monday, January 30, 2012, at 1:00 pm in Atlanta. The ERP will consider the program's Self Study Report and the site visitor's findings to make a determination about continued accreditation. The ERP will make a recommendation to the Board of Commissioners. Ms. Mueller will attend the ERP in Atlanta. 	

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	<ul style="list-style-type: none"> • <u>December 2011 Graduates</u>—the Pinning Ceremony was, as always, beautiful and meaningful to graduates and their families. Thank you to all of you who gave of your time and energy to make the ceremony a special one. The tribute to faculty was a nice touch! So far, 102 of the 108 December 2011 graduates have received permits. 74 of the 108 graduates were traditional generic students, 10 of the graduates were Fast Forward ADN students, and 24 of the graduates were traditional transition students. Sixteen of the traditional transition students were graduates of the AC VN Program. <p>8.2. <u>Level I -- Moore</u> Introduction to Nursing-RNSG 1209 <ul style="list-style-type: none"> ○ 107 generic students are registered. Pharmacology-RNSG 1301 <ul style="list-style-type: none"> ○ 96 students are registered. Principles of Clinical Decision Making-RNSG 1331/1362 <ul style="list-style-type: none"> ○ 99 students are registered. </p> <p>8.3 <u>Level II – Wright</u> <u>RNSG 1247/1263 Concepts of Clinical Decision Making I</u> <ul style="list-style-type: none"> ○ 99 students are registered. <u>RNSG 1251/1260 Care of Childbearing Family</u> <ul style="list-style-type: none"> ○ 99 students are registered. <u>RNSG 1115 Health Assessment</u> <ul style="list-style-type: none"> ○ Current registration is in the mid-nineties for Health Assessment. ○ 28 students are registered for online Health Assessment <u>HPRS 2200 Pharmacology for Health Professionals</u> <ul style="list-style-type: none"> ○ 28 students are registered. <ul style="list-style-type: none"> • There will be a Level II team meeting on Wednesday, January 11, 2012, at 1:00 p.m. in WCJH-208. <p>8.4 <u>Level III – Pullen</u> <ul style="list-style-type: none"> • Level III team meeting will be January 11, 2012 at 8:30 am in WCJH-208. • Total students--104. <u>RNSG: 1248—Concepts of Clinical Decision Making</u> <ul style="list-style-type: none"> ○ 72 students are registered. <u>RNSG: 2201--Pediatrics</u> <ul style="list-style-type: none"> ○ 77 students are registered. <u>RNSG: 2213—Mental Health</u> <ul style="list-style-type: none"> ○ 78 students are registered. </p> <p>8.5 <u>Level IV-Grove</u> <u>RNSG 1110/2161 – Community</u> <ul style="list-style-type: none"> ○ 115 students are registered. </p> </p>	<p>Faculty decided that the tribute from the December 2011 class should be hung in the second floor nursing administrative hallway.</p>

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