

**AMARILLO COLLEGE
NURSING DEPARTMENT FACULTY ORGANIZATION MINUTES**

DATE: February 8, 2012

TIME & PLACE: 1:35 p.m. - West Campus Jones Hall, Room 205

ATTENDANCE: Present: - LaVon Barrett, Jan Cannon, Angela Downs, Theresa Edwards, Jeanette Embrey, Marcia Green, Deborah Hall, Carol Hergert, Denise Hirsch, Paul Hogue, Verena Johnson, Marianne Jones, Marcia Julian, Jody Kile, Tabatha Mathias, Liz Matos, Susan McClure, Khristi McKelvy, Marjeanne Moore, Sheryl Mueller, Phyllis Pastwa, Richard Pullen, Celestina Rangel, Claudia Reed, Tamara Rhodes, Kelly Savage, Lyndi Shadbolt, Ruth Whitehead, Kim Wright, Ramona Yarbrough, Kerrie Young and Carolyn Leslie, Administrative Assistant.

ABSENT: Ginny Coppock, Melanie Gray, D'dee Grove, Angie Ross, Elizabeth Sharp, Teresa Smoot, Rebecca Vincent

AGENDA: See Attached.

MINUTES:

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
<p>1.0 OPENING REMARKS S. Mueller Call to Order Approval of Minutes 2.0 REPORT FROM DEPARTMENT CHAIR - S Mueller</p> <p>3.0 COLLEGE COMMITTEE REPORTS</p>	<p>1.0 OPENING REMARKS – S. Mueller</p> <ul style="list-style-type: none"> • Ms. Mueller called the meeting to order at 1:35 p.m. • Ms. Mueller called for the approval of the Nursing Department Faculty Organization minutes from the January 10, 2012 meeting. <p>2.0 REPORT FROM DEPARTMENT CHAIR</p> <ul style="list-style-type: none"> • Ms. Mueller recognized faculty with February Birthdays—Mona Yarbrough (8th) and Lizzie Sharp (21st). • Departmental DVD—A Nursing Department DVD recently developed by two of Don Able's students as a class project was shown to faculty. • New Safety Officer—the new AC Safety Officer is Steve Chance. Call the usual number, 354-5163, to report student accidents/injuries. (Rusty Cornelius is no longer employed by AC.) Information for Student Clinical Accidents/Injuries is located on the AC website. It can be accessed by searching for student clinical accidents/injuries or from the Allied Health programs menu. The website is http://www.actx.edu/allied_health/index.php?module=article&id=33. • Nurses' Health Study—The Nurses' Health Study 3 (NHS3) is seeking young female nurses to participate as a new cohort in a longitudinal study to better understand how lifestyle, environment, and work-life affect health. The recruitment goal for the study is 100,000+ female nurses ages 20-46. See information sheet if you are interested in participating in this study. <p>3.0 COLLEGE COMMITTEE REPORTS</p> <p>3.1 <u>Academic Technology--Pullen</u></p> <ul style="list-style-type: none"> ○ Will meet February 14, 2012. 	<p>Theresa Edwards made a motion to accept the January 10, 2012 minutes. Marcia Green seconded the motion. The motion carried by a majority vote.</p> <p>Departmental DVD-The Nursing Success Task Force will talk to College Relations about doing a professionally-produced DVD for the Nursing Department.</p> <p>Information was sent around at the meeting for those who were interested.</p>

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	<p>3.2 <u>Assessment, Instructional Subcommittee--Hirsch</u></p> <ul style="list-style-type: none"> ○ Will meet on Thursday, February 23 at 2:30 p.m. <p>3.3 <u>Commencement—Edwards, Grove and Rhodes</u></p> <ul style="list-style-type: none"> ○ The committee had a short meeting and committee members turned in expenses from the December commencement. There will be a regular meeting in March. <p>3.4 <u>Faculty Evaluation-Barrett</u></p> <ul style="list-style-type: none"> ○ No Report. <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"> ○ No Report <p>3.7 <u>Faculty Senate—Edwards, Hirsch and Rhodes</u></p> <ul style="list-style-type: none"> ○ Faculty Senate met February 3, 2012. ○ Tamara Clunis, Dean of Academic Success, addressed the Senate: <ul style="list-style-type: none"> ➤ A \$70,000 grant was awarded to AC to be used for student workers' pay up to \$10/hour for mentors, peer advisors, tutoring, etc. Requires: 2.0 GPA, enrollment in 6 hours, & financial need. ➤ There is a proposal to change developmental education to “mainstream” higher-level students. The proposal would target reading courses. ○ Faculty Senate restructuring needs to reflect the college as restructured. Senate will look at the Evaluation Committee’s restructure and consider following their new committee composition. ○ There was a lengthy discussion regarding Rank & Tenure concerns: <ul style="list-style-type: none"> ➤ Committee members without rank ➤ Timeline for completion of credit hours when applying ➤ Level of education in relation to job (Bachelor, Master, etc.) vs. accreditation requirements ➤ Transferring within the college to a job that requires a higher level of education ○ There were some Mead Award concerns regarding maintaining integrity of the award discussed. There is evidence of recent recipients “campaigning” for the award. ○ Next meeting is March 23, 2012. 	

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<p>4.0 NURSING DIVISION COMMITTEE REPORTS</p>	<p>3.8 <u>Financial Aid Appeals--Smoot</u></p> <ul style="list-style-type: none"> ○ No Report <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"> ○ 13 total requests have been received from faculty seeking rank. ○ 4 notebooks have been received from the Nursing Department. <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"> ○ The first meeting will be on Tuesday, February 14th. <p>4.0 NURSING DIVISION COMMITTEE REPORTS</p> <p>4.1 <u>Instructional Technology--McKelvy</u></p> <ul style="list-style-type: none"> ○ A meeting scheduled for February 29th at 1:00 p.m. <p>4.2 <u>Learning Resources—Hirsch</u></p> <ul style="list-style-type: none"> ○ A meeting was scheduled for Friday, January 13th, but a quorum was not present. <p>4.3 <u>Nursing Peer Review—Hergert</u></p> <ul style="list-style-type: none"> ○ There will be a continuing education meeting in April. More details will follow. <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"> ○ SNA officers are going to the TSNA convention in Irving next week. ○ SNA would like projects for students to participate in. ○ \$2,000.00 was raised through T-shirt and candy sales. ○ Student representatives are needed. ○ A new order for white polo shirts was placed. Please let Ms. Young and Ms. Downs know how the shirts are working. 	<p>The faculty commented that the white polo shirt fabric is too thin.</p>

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<p>5.0 MISCELLANEOUS</p>	<p>4.6 <u>Testing—Edwards</u></p> <ul style="list-style-type: none"> ○ The committee met on February 1st. <ul style="list-style-type: none"> ➤ Committee members reviewed test questions for Transition and OB tests. ○ The committee will meet again on February 29th and review a Critical Care and a Mental Health test. ○ A test from all program courses will be reviewed over the next two semesters. <p>5.0 MISCELLANEOUS</p> <p>5.1 <u>NRC -- Hirsch</u></p> <ul style="list-style-type: none"> ○ Ms Hirsch noted that the NRC is very busy at this time of year. <ul style="list-style-type: none"> ➤ Lab times are tight, and NRC faculty and staff are working hard to be as accommodating as possible. ➤ When you schedule a lab for the NRC, please make sure you utilize this time or at least call to cancel it. ➤ We have had to turn students away that wanted to practice skills because we had the labs set-up and then no one came or called. ➤ Thank you so much for your consideration with this concern. <p>5.2 <u>Computer Testing Center -- Gray</u></p> <ul style="list-style-type: none"> ○ All Testing Assistant and student worker positions have been filled. ○ ParSystem can be used with Windows 7 now. <p>5.3 <u>Advising -- McClure</u></p> <ul style="list-style-type: none"> ○ The bacterial meningitis vaccine requirement is being blamed for the decline in college enrollment this semester. ○ A Pell grant program issue arose this spring: <ul style="list-style-type: none"> ➤ If a student is unable to complete the program within a certain time period with the federal funds they have been awarded, they are immediately dropped from financial aid and need to see Ms. McClure to rectify the problem. ➤ This occurs if the student has multiple degrees or majors. The taxpayers do not have a responsibility to pay for professional students. ○ Sneak Peak is April 19, 2012. ○ Ms. McClure is working with Carol Moore to assign a new major code for the Fast Forward Transition Students. <p>5.4 <u>Staff Development – Young/Rhodes</u></p> <ul style="list-style-type: none"> ○ The first staff development was presented by Dr. Liz Matos on February 8, 2012. ○ There will be a staff development in March by Charla Parsons. ○ Contact Kerrie Young or Tamara Rhodes with any ideas for future staff development offerings. 	<p>The student contract drafted for the HESI Exit Exam will be voted on through email.</p>

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<p>6.0 TREASURER'S REPORT</p> <p>7.0 VOCATIONAL NURSING REPORTS</p> <p>8.0 ASSOCIATE DEGREE NURSING REPORTS ADN Director's Report Level Reports</p>	<p>6.0 <u>Treasurer's Report--Hirsch</u></p> <ul style="list-style-type: none"> ○ There is currently \$533.44 in the account. <ul style="list-style-type: none"> ➤ Expenses for December 2011—Flowers were sent to Mona Yarborough, Richard Whitehead (Ruth's husband), and Dr. Liz Matos. ➤ Expenses for January 2012—Flowers were sent to Angie Ross. ➤ Expenses for February 2012—Donations were made in the memory of: <ul style="list-style-type: none"> ▪ Audrey May Bennett (Marjeanne Moore's mother)--AC Foundation ▪ Jerry H. Wilhelm (Liz Matos's father)--Cal Farley's Boys Ranch ▪ Karen Thomas (Tina Thomas's mother-in-law)--BSA Hospice <p>7.0 VOCATIONAL NURSING REPORTS</p> <p>7.1 <u>Coordinator's Report – Barrett</u></p> <ul style="list-style-type: none"> ○ Instructor, Ginny Coppock, has resigned. ○ The full-time VN faculty position has been posted. ○ Part-time clinical positions are also available. ○ The Vocational Nursing Program will receive the AVID training. <ul style="list-style-type: none"> ➤ The training will occur February 22nd and 23rd. ➤ The VN department will also be involved in a training video for AVID to use. <p>7.2 <u>Level I-Rhodes</u></p> <ul style="list-style-type: none"> ○ No Report. <p>7.3 <u>Level II-Smoot</u></p> <ul style="list-style-type: none"> ○ No Report. <p>7.4 <u>Admission/Progression—Barrett</u></p> <ul style="list-style-type: none"> ○ No Report <p>7.5 <u>VN Advisory—Barrett</u></p> <ul style="list-style-type: none"> ○ No Report <p>8.0 ASSOCIATE DEGREE NURSING REPORTS</p> <p>8.1 <u>ADN Director's Report—Mueller</u></p> <ul style="list-style-type: none"> • <u>Thank You from Students</u>—two December graduates, Sarah Beukelman and Ashton Requarth, wrote very nice thank you notes to the faculty. These are posted on the bulletin board next to the faculty workroom on the second floor. • <u>Advising/Information Sessions</u>—please sign up for at least two Advising/Information Sessions—Traditional Generic, Fast Forward ADN, and Fast Forward Transition. There is still a great deal of interest in nursing, and these sessions are generally full. Thank you to all of you 	

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	<p>who helped yesterday at the first Traditional Generic Advising Session of the semester!</p> <ul style="list-style-type: none"> • Enrollment—at the 12th class day this semester, there were 543 ADN students enrolled in at least one course. This is 30 enrolled students less than the fall 2011 semester. There are currently 1,017 students enrolled in the spring 2012 term as RNSG.AAS majors. • Fall 2012 Schedules—the request for fall 2012 schedules arrived this morning. The XRSL Listing (schedule) is due to Cynthia Terry in the Registrar's Office for Colleague input by Wednesday, February 29th. • NLN versus NLNAC—the NLN initiated legal proceedings on February 1st to bring nursing education accreditation services back into the NLN in Washington DC as a department. This is in opposition to the litigation already begun by the NLNAC in June 2011 to separate the NLNAC from the NLN. • ERP Results—as per the e-mail sent each of you on February 1, 2011, the NLNAC Evaluation Review Panel (ERP) assigned to our program met on January 30, 2012 in Atlanta. This 12-member group, after discussion and deliberation, voted to recommend to the NLNAC Board of Commissioners to continue program accreditation for eight more years without conditions. As noted in the e-mail, the major concerns of the ERP members were that: 1) three full-time faculty members do not hold a master's degree specifically in nursing (Criterion 2.1.1), and 2) the SEP needs further development of the expected levels of achievement (ELAs), greater consistency in evaluating the student learning outcomes (SLOs), and more clear evidence that evaluation findings are used to inform decision-making to maintain or to improve the SLOs (Criterion 6.1 and 6.2). The Board of Commissioners meets on March 1st and 2nd. This is the third and final phase of program accreditation, and the Commissioners' decision will be available at the end of March or first part of April. • SEP Update—the SEP is a work in progress. The R&PE Committee will continue to develop the SEP this semester with emphasis on ensuring that the ELAs are measureable, SLOs are being evaluated consistently, and that program decision-making based on the evaluation findings is clearly documented in the SEP. The SEP will be a focus of the ADN portion of the Faculty Organization meeting in March, since it is imperative that all faculty is familiar with and contributing to the SEP. • ADN Professional Development Guidelines and Application—as per my e-mail of January 20th, there has been some of the THECB NSRP-regular program funds set aside for professional development of full-time ADN faculty. The guidelines and application were attached to that e-mail. The focus of the professional development funded by the NSRP money is on student success and/or teaching effectiveness. Two applications have been submitted so far. The Professional Development Task Force will meet next week on Wednesday, February 15th to entertain any applications submitted by that date. See Handout. • NSRP<70% Funds—the ADN Program will be required to return \$48,556 to the Coordinating Board by next week from the NSRP<70% advance money awarded in fall 2009. The program exceeded the projected target for 8 additional (actually 42) traditional generic program graduates, but produced only 4 of the projected 10 transition (LVN to RN) program graduates. These advance funds are the funds that pay the salary and benefits of our Retention Specialist and one SI Leader. We do have enough NSRP< 70% funds remaining to finish this academic 	

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	<p>year. There is a possibility that the Coordinating Board, after collecting the refunds from all colleges and universities that did not meet their targets, will re-award money to programs that exceeded targets in one or both of the categories of graduates.</p> <ul style="list-style-type: none"> • NCLEX-RN Pass Rates—it appears that there may be as many as 11 December 2011 graduates that have already not passed the NCLEX-RN on the first attempt. At present, of the 74 traditional generic graduates, 54 have passed, 5 have failed, 13 still have permits, and 2 have enforcement issues. Of the 10 Fast Forward ADN graduates, 2 have passed, 7 have permits, and 1 has an enforcement issue. Of the 24 traditional Transition graduates, 11 have passed, 7 have failed, and 6 still have permits. The likely decrease in program first-time pass rates for the December 2011 class is of great concern. NCLEX Team Leaders should contact their assigned graduates from December 2011 who have not yet taken the NCLEX to offer study assistance and guidance ASAP. Students enrolled in Level IV courses currently need to receive intense NCLEX preparation. Please review the handout from the Texas BON concerning the decline in 2011 examination pass rates in programs of professional nursing in the state. Be prepared to discuss strategies to improve our program pass rates at the March meeting. <p>8.2. Level I -- Moore</p> <p>Introduction to Nursing-RNSG 1209</p> <ul style="list-style-type: none"> ○ 105 generic students are enrolled. ○ 2 drops ○ Ms. Green, Ms. Pastwa and Dr. Matos have begun a “study boot camp” to see how this helps the students on their first exam. <p>Pharmacology-RNSG 1301</p> <ul style="list-style-type: none"> ○ 99 students are enrolled. ○ 1 D and 1 F on the first exam. <p>Principles of Clinical Decision Making-RNSG 1331/1362</p> <ul style="list-style-type: none"> ○ 96 students are enrolled <p>Section 001</p> <ul style="list-style-type: none"> ○ First exam is Tuesday, Feb. 14th. ○ 54 started ○ 2 dropped; one of the students had to withdraw due to a failure to meet immunization requirements. <p>Section 002</p> <ul style="list-style-type: none"> ○ First exam is Tuesday, Feb 14th. ○ 46 started ○ 1 student dropped due to no immunizations and financial issues. ○ 1 has stopped coming but has not dropped; this student has not meet immunization requirements. <p>8.3 Level II – Wright</p> <p>RNSG 1247/1263 Concepts of Clinical Decision Making I</p> <ul style="list-style-type: none"> ○ 105 students are enrolled; the first exam is next week. <p>RNSG 1251/1260 Care of Childbearing Family</p>	<p>Suggestions and comments were made by faculty on how to improve NCLEX pass rates during an ensuing discussion. The effect that the general education science courses have on the success of students in the nursing program was of particular interest.</p>

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<p>9.0 ADN COMMITTEE REPORTS</p>	<ul style="list-style-type: none"> ○ 102 students are enrolled. Their first exam was yesterday and 49% did not pass. <p><u>RNSG 1115 Health Assessment</u></p> <ul style="list-style-type: none"> ○ 91 students are currently enrolled in the classroom Health Assessment. ○ 27 students are enrolled in online Health Assessment. <p><u>HPRS 2200 Pharmacology for Health Professionals</u></p> <ul style="list-style-type: none"> ○ 28 students are enrolled. 11 students did not pass the first exam. <p><u>8.4 Level III – Pullen</u></p> <ul style="list-style-type: none"> • There is a total enrollment of 107 individual students among the Level 3 courses. <p><u>RNSG: 1248—Concepts of Clinical Decision Making</u></p> <ul style="list-style-type: none"> ○ 76 students are enrolled. First test February 21st. <p><u>RNSG: 2201--Pediatrics</u></p> <ul style="list-style-type: none"> ○ 77 students are enrolled. First test is February 14th. <p><u>RNSG: 2213—Mental Health</u></p> <ul style="list-style-type: none"> ○ 79 students are enrolled. First test February 8th. <p><u>8.5 Level IV-Grove</u></p> <ul style="list-style-type: none"> • There are a total of 128 students in Level IV with 126 potential graduates. <p><u>RNSG 1110/2161 – Community</u></p> <ul style="list-style-type: none"> ○ 117 students are enrolled and 41 are not passing after the first exam. <p><u>RNSG 2231/2262 – Critical Care</u></p> <ul style="list-style-type: none"> ○ 123 students are enrolled; the first exam is next week. <p><u>RNSG 2221/2263 -- Management</u></p> <ul style="list-style-type: none"> ○ 123 students are enrolled with 40 not passing after the first exam. <ul style="list-style-type: none"> • Management and Community are offering Student Success Sessions on Tuesday afternoons. <ul style="list-style-type: none"> ○ This was started the second week of the semester and is open to all students. • The first HESI Exit Exam was administered on January 27, 2012. <ul style="list-style-type: none"> ○ The mean average of all students was 799; higher than last semester which was 771. ○ 95 generic students took the exam and the mean average was 786. ○ 13 students from the traditional transition program took the exam and the mean average was 807. ○ 20 Fast Forward Transition students took the exam and the mean average was 805. <p>9.0 ADN COMMITTEE REPORTS</p> <p><u>9.1 ADN Advisory Committee—Mueller</u></p> <ul style="list-style-type: none"> • No Report. <p><u>9.2 Admission/Progression—Mathias/Wright</u></p> <ul style="list-style-type: none"> • There are 3 letters in the box for May. <p><u>9.3 Curriculum—Pullen</u></p> <ul style="list-style-type: none"> • <u>Staff Development:</u> Dr. Matos presented today on the NCLEX-RN Test Plan. Up and coming 	

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	<p>programs feature Debby Hall and Khristi McKelvy who will showcase their "HITS" project and other learning activities from their attendance at the NLN conference in Durham, NC. Kerrie Young will showcase innovations in clinical simulation from recent conferences she has attended.</p> <ul style="list-style-type: none"> • <u>The Differentiated Essential Competencies (DECs)</u>- continue to be threaded in the nursing program. The 10 Program SLOs were approved followed by the Level SLOs. It is now time for all courses to realign their outcomes with the Level SLOs. Faculty members who are responsible for course manuals must have their new course outcomes developed by June 1, 2012. In fact, faculty members who teach in summer 2012 must have these new outcomes completed well in advance of the summer semesters. Richard Pullen and Verena Johnson are also creating a new CPEC that uses Program SLOs as a framework. They will also develop a draft of "core" competencies that support each one of the SLOs. • <u>The Documentation Task Force</u>- has met and is currently revising the documentation process in the nursing program. Revised forms and guidelines are being written and will be presented at the next Curriculum Committee meeting. • <u>A Nutrition Task Force</u>- was assigned to evaluate where and how nutrition is threaded in the nursing program in a progressive manner in relation to a patient's clinical status. The Nutrition course, which is currently a part of the program of study will be deleted in response to the proposed adoption of a Health Science Cluster Core. Our "Program of Study" from BON still requires that we thread nutrition throughout the program even though we will not have a "Nutrition" course. Noteworthy, a Medical Terminology class will be added to the "core". • <u>Follow-up discussion on NCLEX-RN Program Reports</u>- from the May 2011 graduating class ensued. One content area that was of concern is cardiovascular. Verena Johnson and Kerrie Young will be evaluating the thread of this content in the program. Another area(s) of concerns involved "Self-Concept" and "Interdependence", which are themes/concepts related to mental health. Paul Hogue and Richard Pullen will be evaluating the thread of this content in the program. Another area of concern was parenteral therapies. Lyndi Shadbolt will be evaluating parenteral therapies in the program. • <u>The Diversity Task Force</u> is currently evaluating the thread of diversity in relation to the NLNACs definition: global diversity including ethnicity, cultural and religious aspects. Task force will meet in February and plan to present a formal evaluation with recommendations at the March 2012 Curriculum Committee meeting. • Items for Faculty Voting: <ul style="list-style-type: none"> ○ Social Networking Policy. Curriculum Committee voted to adopt the Social Networking Policy for students in the ADN Program. This policy was sent to you via email on January 25, 2012 with an explanation of how the policy was developed. Committee brings this policy to Faculty Organization for a vote. ○ Criminal Background Policy Statement: Curriculum Committee voted to adopt an addition to a policy in the ADN Student Handbook in relation to criminal background checks. The policy is "Nursing Department Policy for Criminal Background Checks". The "official" statement addition and associated rationales for adding this statement were 	<p>Ms. Moore gave details as to how faculty will do this in Level I.</p> <p>This policy came from committee. Marcia Green seconded the motion with all in favor, no one opposed, one abstention. This policy came from committee. Debby Hall seconded the motion with all in</p>

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10.0 ADDITIONAL ITEMS	<p>sent to you via email on January 26, 2012. Committee brings the "new statement" to Faculty Organization for a vote.</p> <p>10.0 ADDITIONAL ITEMS</p> <p>10.1 Recruitment Task Force—Cannon</p> <ul style="list-style-type: none"> • Task Force members attended “Welcome to the Real World” on Wednesday, January 18, 2012, at the Civic Center. <ul style="list-style-type: none"> ○ Thank you to Kelly Savage, Ruth Whitehead and Marcia Julian for filling in for Jan Cannon. <p>10.2 Nursing Student Success Task Force--Mathias</p> <ul style="list-style-type: none"> • No Report. 	<p>favor, no one opposed and one abstention.</p>
11.0 ADJOURNMENT	<p>11. ADJOURNMENT</p> <p>The meeting was adjourned at 3:40 p.m. by faculty consensus.</p>	

Sheryl Mueller, Nursing Department Chair

Date