

**AMARILLO COLLEGE**  
**NURSING DEPARTMENT FACULTY ORGANIZATION MINUTES**

DATE: August 23, 2012

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

ATTENDANCE: Present: - LaVon Barrett, Jan Cannon, Ginny Coppock, Cindy Crabtree, Theresa Edwards, Jeanette Embrey, D'dee Grove, Deborah Hall, Carol Hergert, Denise Hirsch, Paul Hogue, Verena Johnson, Marianne Jones, Marcia Julian, Jody Kile, Tabatha Mathias, Susan McClure, Khristi McKelvy, Sheryl Mueller, Richard Pullen, Claudia Reed, Tamara Rhodes, Angie Ross, Kelly Savage, Lyndi Shadbolt, Elizabeth Sharp, Kim Smith, Teresa Smoot, Ruth Whitehead, Kim Wright, Ramona Yarbrough, Kerrie Young, Mark Rowh-Dean of Health Sciences and Carolyn Leslie- Administrative Assistant.

ABSENT: Angela Downs and Marcia Green

AGENDA: See Attached.

MINUTES:

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
<b>1.0 OPENING REMARKS</b> <b>S. Mueller</b> Call to Order Report by Lee Colaw Approval of Minutes Welcome Congratulations Birthdays	<b>1.0 OPENING REMARKS – S. Mueller</b> <ul style="list-style-type: none"> <li>Ms. Mueller called the meeting to order at 8:30 a.m.</li> <li>Lee Colaw gave a brief report regarding the change in management of the West Campus CAI Lab/Testing Centers and the upgrade to the West Campus Lecture Hall.               <ul style="list-style-type: none"> <li>The West Campus CAI Lab/Testing Centers have been renamed the West Campus Computing and Testing Center.</li> <li>A testing room with 36 chairs has been added.</li> <li>The computers have been upgraded and 128 new chairs are to be delivered during the week of August 27, 2012.</li> <li>Mr. Colaw also talked to the faculty about scheduling their exams for their classes this semester.</li> <li>A \$140,000.00 upgrade was made to the Lecture Hall with all new sound and wireless equipment. Mr. Colaw said that faculty who use the Lecture Hall will need to be trained on how to operate the new equipment.</li> </ul> </li> <li>Ms. Mueller called for the approval of the Nursing Department Faculty Organization minutes from the April 4, 2012 meeting.</li> <li><b><u>Welcome/Introduction of New Faculty/Staff</u></b>—Kim Smith (VN Program, Level II), Ginny Coppock (ADN Program, Level I), Cindy Crabtree (ADN Program, Level III and IV), and Sarah Milford (NRC Supervisor) were introduced and welcomed to the Nursing Department.</li> <li><b><u>Congratulations were given to the following individuals:</u></b> <ul style="list-style-type: none"> <li>Faculty who completed the Online Instructor Certification program in May through ENMU—Debby Hall, Verena Johnson, and Kelly Savage.</li> <li>Dr. Pullen who received his certification in medical-surgical nursing through the Medical Surgical Nursing Certification Board in July.</li> </ul> </li> </ul>	Kelly Savage said that a correction needs to be made to the April 4, 2012 minutes. The statement, Task Force will be appointed in fall 2013 semester needs to be changed to fall 2012 semester. Richard Pullen made a motion to accept the April 4, 2012 minutes with that correction. Verena Johnson seconded the motion. The

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<p><b>2.0 REPORT FROM DEPARTMENT CHAIR - S Mueller</b></p>	<ul style="list-style-type: none"> <li>○ Debby Hall who gave an AC Student Success Innovations presentation entitled, "The Documentation Museum" during the AC Student Success Innovations Conference at the Washington Street Campus on August 22, 2012.</li> <li>○ The following faculty who have had articles published recently were recognized:               <ul style="list-style-type: none"> <li>➤ D'dee Grove. Patient Advocacy: Pass It On, <i>Nursing Made Incredibly Easy</i>, July/August 2012</li> <li>➤ Kelly Savage and Lesley Pierce. The Puzzle of Chiari Malformation, <i>Nursing Made Incredibly Easy</i>, July/August 2012</li> <li>➤ Richard Pullen and Marcia Julian. Caring for a Patient with Inflammatory Bowel Syndrome, <i>Nursing Made Incredibly Easy</i>, July/August 2012</li> </ul> </li> <li>○ The following faculty who have submitted manuscripts for publication recently were also acknowledged:               <ul style="list-style-type: none"> <li>➤ Richard Pullen and Lyndi Shadbolt, Mentoring Faculty to Write for Publication, <i>Nursing Education Perspectives</i>, spring 2013</li> <li>➤ Richard Pullen, Claudia Reed, and Mark Rowh, Managing Patients with Ankylosing Spondylitis, <i>Nursing Made Incredibly Easy</i>, January 2013</li> </ul> </li> <li>● <b><u>Birthdays for August</u></b>—Kelly Savage (1<sup>st</sup>), Marianne Jones (2<sup>nd</sup>), Judy Wilson (5<sup>th</sup>), Susan McClure (10<sup>th</sup>), Cindy Crabtree (16<sup>th</sup>), Marcia Green (21<sup>st</sup>), and Richard Pullen (27<sup>th</sup>) have August birthdays.</li> </ul> <p><b>2.0 REPORT FROM DEPARTMENT CHAIR-S. Mueller</b></p> <ul style="list-style-type: none"> <li>● <b><u>Review of Faculty Activities for the Remainder of the Week</u></b>—Mrs. Mueller reviewed the required meetings, conferences and activities scheduled for the upcoming week.</li> <li>● <b><u>Test Scheduling</u></b>—Melanie Gray had a surgical procedure on Wednesday, August 22<sup>nd</sup>. The West Campus Computing and Testing Center will have limited services during the remainder of the week. Please refer to Ms. Gray's e-mail of August 20<sup>th</sup> regarding test scheduling. Note the number of computers now available in the three labs in Building D. Building B will no longer be utilized for testing. Make sure that you submit your testing requests to Ms. Gray no later than Monday, August 27<sup>th</sup>. Specify in the request the dates, times, number of students, and preferred labs.</li> <li>● <b><u>Lecture Hall Upgrade</u></b>—A major remodel of the West Campus Lecture Hall occurred this summer as Mr. Colaw reported. New computers and projection equipment were installed that are very similar to the classrooms in Jones Hall and B Building classrooms. Please make sure that you know how to access and use the equipment before the first time that you will need to use it with students. Call the Technology Information Center at 5100 for training, if necessary.</li> <li>● <b><u>No Excuses Update</u></b>—College Department Chairs met on August 21<sup>st</sup> with Dr. Lowery-Hart to receive information about a new No Excuses initiative. Teaching effectiveness is vitally important to achieving the college's No Excuses goals, but it is also important for AC to be able to compete with other community colleges in Texas for state funding. This year only 10% of state funding is outcome based, but in the next biennium, it will be 50% outcome based. That is, state funding will be based on numbers of students who complete certificates, degrees or transfer to a higher level educational institution. In order to promote faculty teaching effectiveness, department chairs have been charged with identifying and utilizing standardized</li> </ul>	<p>motion carried by a majority vote.</p>

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	<p>data sets for all full-time faculty members. Each department chair was asked to identify a faculty member who could serve as an Instructional Data Specialist for the year of this pilot project. Debby Hall will be the IDS for the Nursing Department. She will be working with Kara Larkin Skinner to collect, compile, and analyze the data sets for each faculty member. The data sets will include a number of student demographics, student course succession histories, semester course retention rates, and three-year student retention and graduation rates. More information will be available soon.</p> <ul style="list-style-type: none"> <li>• <b>No Late Registration</b>—Late registration, effective fall 2012, is no longer available. Students must register at least 24 hours prior to the first scheduled class day. Please run a class roster on the day of the first scheduled class and call roll. Do not allow students in your classes who are not on your rosters! No exceptions! Send the students to see Susan McClure.</li> <li>• <b>Flu Vaccine</b>—All students and faculty will be required to have an influenza vaccination annually as a condition for clinical privileges at NWTSH and BSAHS beginning this fall semester. There are some medical exemptions that may apply, but a specific form must be completed and signed by a healthcare provider. An individual with medical exemptions must then wear a mask at all times when within 6 feet of a patient. The deadline for all students and faculty to present proof of flu vaccination is October 1<sup>st</sup>. The Immunization Coordinators for each level will work out the details of notifying students and verifying documentation of immunization.</li> <li>• <b>Adding Faculty to Courses in AC Online (Angel)</b>—All faculty must have the Health Sciences Dean's approval to add other faculty to a course in AC Online (Angel) each semester. Please e-mail Mark Rowh for approval and copy the e-mail to me. Mark will forward the request and his approval to CTL.</li> <li>• <b>SimCentral Update</b>—SimCentral has a new, more user-friendly web site at <a href="http://www.sim-central.com">www.sim-central.com</a>. The new website has online meeting rooms, videos to introduce students and faculty to use of the manikins, forms and templates, and a Sim-News tab. SimCentral usage has continued to increase during 2012. There were 3,829 users at the time of the SimCentral Executive Committee meeting on July 11<sup>th</sup>. That is 465 more users than in 2011. Efforts to obtain funds to build a new building continue to be a major focus. An additional 1.8 million needs to be raised to break ground for the new building. Multiple interdisciplinary events are being planned for fall. New NLN pre-packaged scenarios in "cloud" version are now available. Please remember that to schedule simulation events at SimCentral, the event planner and scenario template must be utilized.</li> <li>• <b>Nurse-to-Nurse Hostility Seminar</b>—Please remember to place Saturday, October 13<sup>th</sup>, on your calendars. That is the date for national speaker, Kathleen Bartholomew, to conduct an all-day conference in Lecture Hall on this very hot topic. All nursing faculty are strongly encouraged to attend as well as Level IV students. More information will be forthcoming from the Center for Continuing Healthcare Education.</li> <li>• <b>New BSN Program</b>—TTUHSC has announced that the university plans to establish a BSN degree program on their Amarillo Campus. This program is an accelerated second-degree baccalaureate program, not a generic baccalaureate program. TTUHSC plans to admit the first cohort of 15 in January 2013. The didactic portion of the program is online and the clinical portion is solely precepted experiences. WTAMU has lodged an objection with the THECB, and Dr. Matney has also submitted an objection to the THECB. The objections by WTAMU and AC</li> </ul>	





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