

**AMARILLO COLLEGE
NURSING DEPARTMENT FACULTY ORGANIZATION MINUTES**

DATE: November 14, 2012

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

ATTENDANCE: Present: - LaVon Barrett, Jan Cannon, Ginny Coppock, Cindy Crabtree, Angela Downs, Jeanette Embrey, Marcia Green, Deborah Hall, Carol Hergert, Denise Hirsch, Paul Hogue, Verena Johnson, Marianne Jones, Marcia Julian, Jody Kile, Tabatha Mathias, Susan McClure, Khristi McKelvy, Richard Pullen, Claudia Reed, Tamara Rhodes, Angie Ross, Kelly Savage, Lyndi Shadbolt, Elizabeth Sharp, Teresa Smoot, Kim Wright, Kerrie Young, and Carolyn Leslie- Administrative Assistant.

ABSENT: Theresa Edwards, D'dee Grove, Sheryl Mueller, Kim Smith and Ramona Yarbrough

AGENDA: See Attached.

MINUTES:

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
<p>1.0 OPENING REMARKS R. Pullen Call to Order Approval of Minutes Announcements</p> <p>2.0 REPORT FROM DEPARTMENT CHAIR - S Mueller-Deferred 3.0 COLLEGE COMMITTEE REPORTS</p>	<p>1.0 OPENING REMARKS – R. Pullen-ADN Program Assistant Director</p> <ul style="list-style-type: none"> • Dr. Pullen called the meeting to order at 1:40 p.m. • Dr. Pullen called for the approval of the Nursing Department Faculty Organization minutes from the October 17, 2012 meeting. • Dr. Pullen thanked the faculty on behalf of Sheryl Mueller for all of their kind expressions of sympathy after the passing of her mother, Trula Sutton. • Dr. Pullen also asked the faculty to continue to keep the following individuals in their thoughts and prayers: Connie Lax's daughter, Ashley, Mona Yarbrough, Theresa Edwards and Lavon Barrett's mother-in-law. <p>2.0 REPORT FROM DEPARTMENT CHAIR-Deferred</p> <p>3.0 COLLEGE COMMITTEE REPORTS</p> <p>3.1 <u>Academic Technology--Pullen</u></p> <ul style="list-style-type: none"> • Committee met October 16, 2012 as reported at the last Faculty Organization meeting. • Committee is slated to meet November 27, 2012. <p>3.2 <u>Commencement-Edwards, Grove, Hirsch, Rhodes, Smoot</u></p> <ul style="list-style-type: none"> • No Report <p>3.3 <u>Faculty Evaluation-Barrett</u></p> <ul style="list-style-type: none"> • No Report. <p>3.4 <u>Faculty Handbook-Savage</u></p> <ul style="list-style-type: none"> • No Report <p>3.5 <u>Faculty Professional Development-Coppock</u></p> <ul style="list-style-type: none"> • No Report <p>3.6 <u>Faculty Senate-Edwards, Rhodes and Hergert</u></p> <ul style="list-style-type: none"> • There are three Senate openings. The process for selecting faculty for Senate 	<p>Kelly Savage made a motion to accept the October 17, 2012 minutes. Angie Downs seconded the motion. The minutes were approved by majority vote.</p>

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4.0 NURSING DEPARTMENT COMMITTEE REPORTS	<p>membership has been revised. The Nursing Department does not automatically get a certain number of spots. If you want to be considered for Senate membership, let Ms. Rhodes know. The Nursing Department is in jeopardy of losing Senate seats.</p> <p>3.7 <u>Financial Aid Appeals-Mueller</u></p> <ul style="list-style-type: none"> • No Report. <p>3.8 <u>General Education Competency-Communication-McKelvy</u></p> <ul style="list-style-type: none"> • One hundred communication artifacts have been divided up between committee members. <p>3.9 <u>General Education Competency-Critical Thinking-Smoot</u></p> <ul style="list-style-type: none"> • The committee met on November 2, 2012. • Committee members will be reviewing 17 folders with approximately 100 artifacts to determine if students are meeting the competency expectations for critical thinking. • The critical thinking competency statement is: “students will engage in creative and/or innovative thinking, inquiring analysis, evaluation, synthesis of information, organizing concepts, and constructing solutions.” <p>3.10 <u>General Education Competency-Personal Responsibility-Cannon</u></p> <ul style="list-style-type: none"> • No Report. <p>3.11 <u>Program Reviews-Hirsch</u></p> <ul style="list-style-type: none"> • No Report. <p>3.12 <u>Rank and Tenure-Shadbolt</u></p> <ul style="list-style-type: none"> • The committee is currently receiving tenure notebooks. <ul style="list-style-type: none"> ○ The committee met on November 13th and will meet again next week. ○ Tenure recommendations from committee will go to Dr. Lowery-Hart. ○ If any faculty member is interested in rank promotion, let Ms. Mueller know by February 7, 2013. <p>3.13 <u>Testing and Remediation Committee-Cannon</u></p> <ul style="list-style-type: none"> • No Report. <p>3.14 <u>Wellness-Cannon</u></p> <ul style="list-style-type: none"> • No Report. <p>4.0 NURSING DEPARTMENT 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"> • The committee met on Tuesday, November 13th and reviewed four policies. Committee members decided that no revisions needed to be made at this time. The committee also discussed the non-print budget for this year. Members are open to suggestions as to ways to expend this budget. <p>4.3 <u>Nursing Peer Review—Hergert</u></p> <ul style="list-style-type: none"> • There is no news from the Board of Nursing concerning Nursing Peer Review and the further development or defining of ‘minor incidents’ (HB192; 193). The committee will have its annual meeting on December 5, 2012 at 1:00 p.m. in Room 285 for a BON webinar. 	

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<p>5.0 MISCELLANEOUS</p>	<ul style="list-style-type: none"> • All members of the Nursing Peer Review Committee are urged to attend. <ul style="list-style-type: none"> ○ Attendees of the webinar can earn a 1 hour CEU. <p>4.4 <u>Research and Program Effectiveness—Johnson/Savage</u></p> <ul style="list-style-type: none"> • The 2011-2012 ADN SEP and 2012 PET were presented to the committee. Both documents were forwarded to all faculty members for review. • Jan Cannon spoke to the committee about a unique issue with conducting formative and summative evaluations in Level I clinical rotations. Level I students have only been in the hospital for two days by the end of the second week of the first clinical rotation; therefore, it is difficult to complete an accurate formative evaluation of the students during the first rotation. After discussion with the committee, it was decided that students at the end of the first rotation will receive a formative evaluation on the CPEC tool that will be scored as satisfactory, needs improvement, unsatisfactory, or 0 for unsafe practice. The summative evaluation for Level I will be completed at the end of the second Level I rotation and scored on the CPEC tool using the scoring rubric. Ms. Cannon also spoke to committee about revising scoring on the CPEC tool in Level I to focus more on the phases of the nursing process. R&PE Committee members approved the changes to the formative and summative evaluation process in Level I clinical rotations and endorsed the changes to CPEC scoring to emphasize the nursing process. • Ms. Johnson continues to work on the process of surveying students this fall. Clinical instructor and agency surveys will be distributed to students via e-mail starting next week. • ATI has new case studies that adapt to how the students answer the questions (Real Life). These contain multiple disease processes and include videos and rationales. Ms. Mueller suggested it might be best to have the ATI representative come and present Real Life to the entire faculty. The Evolve representative will also be contacted as to what resources are available in terms of adaptive learning. <p>4.5 <u>Student Activities—Jones</u></p> <ul style="list-style-type: none"> • Auditions for performances at pinning will be held. • Planning for pinning is going well. • Signs have been posted informing students of the ADN Geri Project for Christmas. • Donations are being taken today to provide gift cards for turkeys for the food pantry. <p>4.6 <u>Testing—Pullen</u></p> <ul style="list-style-type: none"> • Our last meeting was October 10, 2012 as reported in our last Faculty Organization meeting. Our meeting for October 31, 2012 was cancelled because of the Evolve Staff Development that was scheduled at the same time. Testing Committee will meet November 28, 2012. • We will review exams for Level 2 VN Medical Surgical and Level 2 ADN Medical Surgical and a few Testing Policies that are in need of revision. Committee is currently reviewing the proposed changes/revisions to policies in preparation for our meeting. <p>5.0 MISCELLANEOUS</p> <p>5.1 <u>NRC--Hirsch</u></p> <ul style="list-style-type: none"> • The calendar is filling up fast for next semester. Please get your requests submitted as soon as possible. 	<p>A motion came from committee to accept the 2011-2012 ADN SEP as presented to faculty. Lyndi Shadbolt seconded the motion. The motion for acceptance passed by unanimous vote.</p> <p>A motion came from R&PE Committee to approve the change in formative and summative evaluation in Level I clinical rotations and to accept the scoring changes to the CPEC for Level I students. Debby Hall seconded the motion. The motion for acceptance passed by unanimous vote.</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</p>	<p>5.2 <u>Advising-McClure</u></p> <ul style="list-style-type: none"> • Spring 2013 registration opened on Monday. • Ms. McClure thanked those faculty members who took degree evaluation plans to the classrooms for students to review. <p>5.3 <u>Staff Development-Kile/Rhodes</u></p> <ul style="list-style-type: none"> • Staff development is finished for the fall, and the spring semester is filled with dates. <p>6.0 <u>Treasurer's Report--Hirsch</u></p> <ul style="list-style-type: none"> • There is currently \$555.63 in the faculty dues fund. <ul style="list-style-type: none"> ◦ Please pay your dues if you have not yet. <p>7.0 VOCATIONAL NURSING REPORTS</p> <p>7.1 <u>Director's Report – Barrett</u></p> <ul style="list-style-type: none"> • Ms. Barrett reported that the VN Program started the new TEAS testing for admittance into the program. A drop in applications is anticipated because students are afraid to take the online test. The students register and pay online and test in the WC Computing Center. • The Pinning Ceremony is ready to go. It will be catered, and punch and cake will be served. • Pinning is on Tuesday, December 11, 2012 at 1:00 p.m. in Ordway Hall on the Washington Street Campus. <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"> • The deadline has been extended for the T-shirt fundraiser. <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>Director's Report-Mueller-Deferred</u></p> <p>8.2 <u>Level I-Cannon</u></p> <ul style="list-style-type: none"> • <u>RNSG 1209/1105</u> <ul style="list-style-type: none"> ◦ 103 initially enrolled; 3 students have dropped and 1 is not attending (99 students currently). There are 34 students with D's, and one with an F. ◦ Approximately 16 have the potential to pass from this group of 35. ◦ Still have one module exam and the final exam left. ◦ Skills--99 attending and all passing. • <u>RNSG 1301-001</u> <ul style="list-style-type: none"> ◦ 65 attending; no drops. ◦ 2 are not passing after Module 3 exam. • <u>RNSG 1301-002</u> <ul style="list-style-type: none"> ◦ 58 attending; one has dropped and one stopped attending. 	

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	<ul style="list-style-type: none"> ○ 4 are not passing after Module 3 exam. • <u>RNSG 1331/1362-001</u> <ul style="list-style-type: none"> ○ 66 initially enrolled; 2 students have dropped and 2 are not attending. ○ 62 currently enrolled and attending; 6 are not passing after Module 3 exam. • <u>RNSG 1331/1362-002</u> <ul style="list-style-type: none"> ○ 64 initially enrolled, 1 dropped, 1 is not attending. ○ 62 currently enrolled and attending; 4 not passing after module 3 exam. <p>8.3 <u>Level II-Shadbolt</u></p> <ul style="list-style-type: none"> • Level II has a combined total of 81 students in courses plus 22 Fast Forward Generic students that are in Health Assessment (online). • <u>RNSG 1247/1263- Dr. J. Embrey</u> <ul style="list-style-type: none"> ○ 79 students; 3 students have dropped. ○ Module II exam was Tuesday, October 23rd. ○ Section 001—3 students are failing after the last module exam. ○ Section 002—6 students are failing after the last module exam. • <u>RNSG 1251/1260- Jody Kile</u> <ul style="list-style-type: none"> ○ 71 students; 3 students have dropped. ○ Module II exam was Tuesday, October 23rd. ○ Section 001—A's (0); B's (10); C's (16); D's (3) - 66, 67, 68 ○ Section 002—A's (3); B's (13); C's (23); D's (3) - 61, 66, 68 • <u>RNSG 1115- Theresa Edwards</u> <ul style="list-style-type: none"> ○ 62 students; 2 students have dropped; 1 failure. • <u>RNSG 1115- Mona Yarbrough (online)</u> <ul style="list-style-type: none"> ○ 22 students. <p>8.4 <u>Level III-Wright</u></p> <ul style="list-style-type: none"> • <u>RNSG 1248/2261</u> Concepts of Clinical Decision Making II • 103 students are enrolled; 1 clinical failure. • <u>RNSG 2213/2161</u> Mental Health Nursing <ul style="list-style-type: none"> ○ 102 students are enrolled. 1 not attending; 1 drop. • <u>RNSG 2201/2260</u> Care of Children and Families <ul style="list-style-type: none"> ○ 79 students are enrolled. 1 not attending; 1 drop. • <u>RNSG 2101/2160</u> Care of Children and Families (Transition) <ul style="list-style-type: none"> ○ 29 students enrolled. <p>8.5 <u>Level IV-Pullen</u></p> <ul style="list-style-type: none"> • 116 individual students enrolled among the Level 4 courses. • <u>RNSG 2231/2262</u> <ul style="list-style-type: none"> ○ 111 enrolled in Critical Care. 12 are not passing after the 2nd exam. 4 of these students have an average of 65 or less. It also appears that 1 student will be failing the clinical course also. ○ 3rd exam is on November 27, 2012. • <u>RNSG 2221/2263</u> <ul style="list-style-type: none"> ○ 107 enrolled in Leadership/Management 1 of these students failed the clinical 	

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<p>9.0 ADN COMMITTEE REPORTS</p>	<p>course earlier in the semester as I reported in our previous meeting. 20 students are not passing after 2nd exam. 10 of these students have a cumulative average of less than 67. 3rd exam next week.</p> <ul style="list-style-type: none"> • <u>RNSG 1110/2163</u> <ul style="list-style-type: none"> ○ 57 enrolled in Community Health- all passing • HESI Exit Exam results improved from the 2nd week to the 9th week. Mean for all groups combined was 712 at the 2nd week and 799 at the 9th week. The Preparation Program "Prep-U", with the focus being improvement has been effective in increasing student performance on HESI. The good work of students and NCLEX-RN Team leaders made it possible for improvement to happen. Although we are celebrating improvement, it is important to know that we still have a way to go. We are still below the national mean. • NCLEX-Team Celebration Party was on Saturday, November 3, 2012 from 1400-1600. The purpose of this event was to have a celebration social for the NCLEX Team with the highest improvement overall between the 1st HESI-Exit score and the 2nd HESI-Exit score. The theme was "All About You". Congratulations to the 11 students in Kerrie Young's NCLEX-RN Team for achieving the most improvement. "All About You" is referring to each student team member. A catered meal and cake was provided at this event and each student received a Kaplan NCLEX-RN 2012-2013 Strategies, Practice and Review with CD-ROM. All NCLEX Faculty Leaders also celebrated with the winning student team. I really think everyone had a good time. <p>9.0 ADN COMMITTEE REPORTS</p> <p>9.1 <u>ADN Advisory Committee-Mueller</u></p> <ul style="list-style-type: none"> • No Report. <p>9.2 <u>Admission/Progression-Mathias</u></p> <ul style="list-style-type: none"> • The A&P Committee approved new policies addressing re-enrollment, re-admission and transfer of students. These policies were sent to all faculty last week for review. <p>9.3 <u>Curriculum-Shadbolt</u></p> <ul style="list-style-type: none"> • Curriculum Committee met on Wednesday, November 7, 2012. • S. Mueller presented revisions to the following policies in the ADN Faculty Handbook: ADN Handbook Preface; ADN Faculty Organization Purpose; ADN Policy for Clinical Settings; Faculty/Preceptor/Student Responsibilities for Precepted Clinical Experiences; Guidelines for Clinical Instruction. She also presented an updated Nursing Department Organizational Chart. • Public Relations: R. Pullen reported that Debby Hall and Khristi McKelvy's abstract on Electronic Health Records was accepted by the college for competition in the National Council for Instructional Administrators (NCIA). The NCIA supports the goals and objectives of the American Association of Community colleges and recognizes innovation in teaching, leadership and technology. • Marcia Julian had a manuscript accepted for publication in the journal <i>Nursing Made Incredibly Easy</i> on "Total Parenteral Nutrition". • New Business--<u>Science Course Acceptance</u> <ul style="list-style-type: none"> ○ S. Mueller proposed that a 5-year time limit be required for science courses in the nursing program. She emphasized that the nursing education evidence 	<p>A motion came from A&P Committee to approve new policies for re-enrollment, re-admission and transfer students as well as the new form that students will submit to the committee. Debby Hall seconded the motion. The motion for approval passed by unanimous vote.</p> <p>A motion came from Curriculum Committee to accept the revisions to ADN Faculty Handbook policies, which include the ADN Handbook Preface, ADN Faculty Organization Purpose, ADN Policy for Clinical Settings, Faculty/Preceptor/Student Responsibilities for Precepted Clinical Experiences, Guidelines for Clinical Instruction, and the Nursing Department Organization Chart. Jeanette Embry seconded the motion. The motion for approval of these revisions passed by unanimous vote.</p> <p>A motion came from Curriculum Committee to accept the</p>

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	<p>indicates that students are most successful when a time-limit is placed on the science courses in relation to retention, graduation rates, and success on NCLEX-RN on the first attempt. Ms. Mueller emphasized that the purpose of a 5-year limit is to ensure timely application of science course principles to nursing practice. Discussion ensued about the pros/cons of the 5-year limit. Committee members also discussed the feasibility of other options including a 7-year and 10-year time limit.</p> <ul style="list-style-type: none"> ○ NCLEX-RN Program Reports--S. Mueller presented the NCLEX-RN Program Reports for the graduates of May 2012. She reported that the pass rate for this graduating cohort was 82%. She reviewed each section of the report. She stated that percentiles below 50% are of special concern. Leadership and Management were above the national mean (61%) as well as Psychosocial (60%). There is a decline in Safety (38%), Health Promotion (41%), Basic Care and Comfort (48%), Pharmacological and Parenteral Therapies (31%), Risk Reduction (39%), and Physiological Adaptation (39%). Committee discussed the necessity to ensure application of medication principles and assessment in the classroom and clinical learning environment. A suggestion was to include more simulation with medications as a framework for the learning experience. Ms. Mueller suggested that we might purchase case studies and/or virtual programs to help students apply concepts. Another suggestion was that students have an online pharmacology textbook. Ms. Mueller also emphasized that nursing process is a major concern. The question is: What is happening with the instruction of nursing process in the program? All categories were below 50% in Health Alterations. Health Maintenance under Wellness/Illness continuum was 29%. The program may be focusing too much on illness and not enough on wellness. Program strengths also include Older Adult, Musculoskeletal, Childhood, and Role Function. Ms. Mueller proposed that the following be evaluated: Nursing Process and Pharmacological and Parenteral Therapies. K. Wright volunteered to chair a Nursing Process task force. J. Cannon and J. Kile will join her. Dr. Pullen will chair a Pharmacological and Parenteral Therapies task force. L. Shadbolt and J. Embrey will join him. ● NCLEX-RN Program Analysis: <ul style="list-style-type: none"> ○ Interdependence and Self -Concept: Dr. Pullen and P. Hogue presented an analysis of Self-Concept and Interdependence including the teaching methods that faculty members are using in the classroom and clinical setting that addresses these concepts. Dr. Pullen reported that all concepts are being included in the learning experience; however, there must be more application experiences in the classroom and in the clinical setting within the context of the Nursing Process. He also emphasized that these concepts that are directly related to the Mental Health course are also threaded throughout the lifespan and that faculty members must embrace them in order to improve in these areas on NCLEX-RN. Another recommendation is to provide faculty members with a brief staff development program to help them see the applicability of Self- 	<p>proposal for a 5-year time limit for required science courses in the ADN Program of study. Angie Downs seconded the motion. The motion for approval passed by unanimous vote.</p>

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	<p>Concept and Interdependence in the curriculum.</p> <ul style="list-style-type: none"> ○ <u>Cardiovascular</u>: Ms. Shadbolt presented Ms. Hall's report. ○ <u>Health Maintenance</u>: Dr. Embrey presented where Health Maintenance and Promotion content and/or concepts are included in the nursing program. Health Maintenance and Promotion are among the lowest of the scores on the NCLEX-RN Program Reports. An analysis still needs to be accomplished based on the data that Dr. Embrey has collected. Ms. Mueller stated that Health Promotion must be a focus in the program (teaching, staying well) while not having solely an illness focus. <ul style="list-style-type: none"> ● Student Uniform—Ms. Hall and Ms. Young presented various styles and colors of uniforms for both male and female students. There was much discussion about the pros/cons of the various uniform styles. Ms. Hall modeled one of the uniforms. There is a national trend in nursing education of students moving away from the totally white uniform and including more specific colors that represent the nursing program in a professional manner. ● Other Business—M. Green proposed that students in the Introduction to Nursing course take the Evolve Specialty Exam in the 4th to 6th week of the semester, remediate, and repeat a second Evolve Specialty Exam a week or so before the final exam. Committee supports Ms. Green's proposal. Ms. Green will also take this proposal to Testing Committee. Dr. Pullen requested that Ms. Green have an outline of her proposal when presenting to Testing Committee. She will also contact Verena Johnson, who spearheads the Evolve Specialty Exam to determine impact on having a 2nd Specialty Exam in the Introduction course. 	<p>A motion came from Curriculum Committee to adopt Landau and/or Urbane royal blue jackets and pants and the white Amarillo College polo shirt as the ADN student uniform. Cindy Crabtree seconded the motion. The motion passed by unanimous vote of the ADN faculty present.</p>
<p>10.0 ADJOURNMENT</p>	<p>10.0 Additional Items/Announcements</p> <ul style="list-style-type: none"> ● Ginny Coppock asked if anyone else had a problem scheduling tests for next semester with the Testing Center. Comments were made from other faculty about how long the process took. 	<p>Dr. Pullen suggested that faculty have another meeting with Melanie Gray, Lee Colaw and Jeff Gibson on how to make the test scheduling process easier.</p>
<p>11.0 ADJOURNMENT</p>	<p>11.0 Adjournment</p> <ul style="list-style-type: none"> ● The meeting was adjourned at 3:30 p.m. by faculty consensus. 	

Sheryl Mueller, Nursing Department Chair

Date