AMARILLO COLLEGE

ASSOCIATE DEGREE NURSING FACULTY COMMITTEE MINUTES

DATE: May 1, 2013

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

ATTENDANCE: Present: Jan Cannon, Ginny Coppock, Cindy Crabtree, Angela Downs, Marcia Green, 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, Angie Ross, Kelly Savage, Lyndi Shadbolt, Kim Wright, Kerrie Young and Carolyn Leslie-Administrative Assistant

ABSENT: Theresa Edwards, Jeanette Embrey, Teresa Smoot and Mona Yarbrough

AGENDA: See Attached

MINUTES:

TOPIC	DISCUSSION/RATIONALE	ACTION/RECOMMENDATION
1.0 OPENING REMARKS BIRTHDAYS CONGRATULATIONS THANK YOU **2.0 ADN PROGRAM DIRECTOR REPORT**	**1.0 Opening Remarks-S. Mueller** • 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 March 6, 2013 meeting. • Ms. Mueller called for the approval of the ADN Faculty Organization minutes of April 3, 2013. • **May Birthdays**—Ginny Coppock (4); Shane Patterson (5); Delores Thompson (7); Becky Matthews (13). • **Congratulations**—Kerrie Young was elected to serve on the Faculty Senate. • **Thank You**—Thank you to Denise Hirsch and Carolyn Leslie for providing refreshments for today's meeting. Thank you also to those who participated in the HEroes Event: Angie Ross, Richard Pullen, Ginny Coppock, Denise Hirsch, Cindy Crabtree, Mona Yarbrough, Lizzy Sharp, Kerrie Young, Khristi McKelvy and Carolyn Leslie. **2.0 Report From Associate Degree Program Director-S. Mueller** • **Plan of Action for Managing Separate ADN and VN Programs**—Please see attachment to minutes. • **Academic Dishonesty**—Please see attached e-mail of April 29, 2013 to all ADN faculty. • **ParSystem**—As per his e-mail of April 25, 2013, Lee Colaw has confirmed that the College will support ParSystem (ParTest and ParScore) for the 2013-2014 academic year. We need to plan to review/test the alternative to ParSystem that is a component of Blackboard during the next year and give Lee feedback about its functionality for our testing needs.	Richard Pullen made a motion to accept the March 6, 2013 minutes. Lyndi Shadbolt seconded the motion. The motion carried by a majority vote. Cindy Crabtree made a motion to accept the April 3, 2013 minutes. Kelly Savage seconded the motion. The motion carried by a majority vote.

	• **Budget**—It is imperative that we reduce our printing and copying costs immediately. Our allocated printing and copying budget has already been expended for this budget year due to increases in the costs of printing and copying this semester. The budget for printing and copying will not increase in the next academic year, so we must control our spending in this budget category. Please think about everything you are copying or printing. Do you personally need a hard copy of everything? Can we place more information for students online so that they are responsible for the copying/printing costs? What are other ways that we can save on copying/printing costs? • **Advising/Admission**—Two hundred sixty-seven individuals attended the Traditional Generic Advising Sessions for fall 2013. Fifty-two individuals attend the Fast Forward Generic Information Sessions. There were 139 Traditional Generic applications submitted and 31 FF Generic applications submitted. We plan to accept no more than 100 applicants including repeating students to the Traditional Generic program and 20 to the FF Generic option for fall 2013. • **Faculty Professional Development**—Please continue to look for and apply for faculty professional development workshops, conferences and seminars that are related to teaching effectiveness and student success this summer.	Marianne Jones noted that students actually would prefer course information be included in the course manuals, which are sold in the bookstore rather than to personally have to print the information. Ms. Wright said that some students bring their computers to class to type notes.
3.0 COLLEGE COMMITTEE REPORTS	**3.0 College Committee Reports** **3.1 Academic Technology—Pullen** • No Report **3.2 Commencement-Grove, Hirsch, Smoot** • Commencement will be on Friday, May 10, 2013. Faculty need to be at the Civic Center in full regalia at 6:30 p.m. **3.3 Faculty Handbook-Savage** • No Report. **3.4 Faculty Professional Development-Coppock** • No Report **3.5 Faculty Senate-Ross, Young** • The last meeting was on April 5, 2013. • A presentation was given to the Board of Regents for an increase in faculty salaries. Bruce Mosely put together a good presentation for faculty raises. The outcome and comments from the Board of Regents were positive. • The next issue that the committee discussed was intellectual property in relation to faculty publications. Some faculty publications are being required for purchase by the students in order to pass classes. If the Faculty Senate approves of this practice, a formal presentation will be given to the faculty. • Any faculty members who have concerns they wish to address to the Faculty Senate, please see Lizzy Sharp, Kerrie Young or Angie Ross.	

	3.6 Financial Aid Appeals-Mueller • No Report. **3.7 General Education Competency/Communication-McKelvy** • No Report. **3.8 General Education Competency/Critical Thinking-Smoot** • All artifacts for the year are completed and turned in. **3.9 General Education Competency/Personal Responsibility-Cannon** • Artifacts are completed for the spring semester and new ones will be assigned for the fall semester. **3.10 Program Reviews-Hirsch** • No Report. **3.11 Rank & Tenure-Shadbolt** • No Report. **3.12 Testing and Remediation Committee-Cannon** • The committee met on April 11, 2013, but Ms. Cannon was unable to attend. **3.13 Wellness-Cannon** • A meeting was scheduled for April 16, 2013 but the committee was unable to meet. They will meet on August 6, 2013 from 10:00 a.m.-12:00 p.m. to discuss activities for the 2013-2014 academic year. The committee will participate in the Cancer Walk and Zombie Run. • The committee will be voting on a new committee chair. Tricia McGuire is the only nominee so far.	
4.0 ADN COMMITTEE REPORTS	**4.0 ADN COMMITTEE REPORTS** **4.1 Admission/Progression-Mathias** • Admission and Progression Policy changes were voted on by the faculty. (See handout of policies that were brought before the faculty). • Action is being taken on these policies because the NCLEX-RN Exam first-time pass rates have been below the national during the last two semesters. **4.2 Advisory Committee-Mueller** • No Report. **4.3 Curriculum--Shadbolt** • Curriculum Committee met on Wednesday, April 10, 2013. • **Faculty Handbook:** The committee reviewed the Position Description for the Associate Degree Nursing Director and the ADN Program Faculty Organization	A motion came from the Admission and Progression committee that these policies as detailed in the attached faculty handout be changed. Debby Hall seconded the motion. The motion to make changes to the Admission and Progression policies carried by majority vote.

	Rules and Regulations. The revisions to these documents included wording/title changes that are a result of the reorganization of the former Nursing Department that took place this semester. The committee approved these changes and will not present those to the faculty group. • **Student Handbook:** Debby Hall has made changes to the Student Dress Code Policy and has posted the updates on the J Drive: Nursing. Just a reminder, the dress code changes will begin with summer classes. So, those students attending summer classes should be informed of that in order to allow them to purchase the correct uniform. The clear fingernail polish change should also be in effect beginning with summer courses. • **Public Relations:** News coverage of the Interdisciplinary Simulation last month included our own Marianne Jones. Honors convocation was Sunday, April 22nd. Several of our students were recognized: Rose Cannon- Who's Who in American Jr. Colleges; Kyla Lynch and Lucy Kamau- Outstanding Majors. • **Task Force Follow-up:** The Nursing Process task force which includes Kim Wright, Jan Cannon, and Jody Kile had some preliminary recommendations for the committee and the faculty group. Kim Wright will give us an overview of those recommendations. **4.4 Instructional Technology-McKelvy** • No Report. **4.5 Learning Resources-Hirsch** • The non-print budget was eliminated due to budget cuts. The THECB NSRP money can be used for instructional materials. **4.6 Nursing Peer Review-Hergert** • No Report. **4.7 Research and Program Effectiveness--Savage** • The committee met on April 24, 2013. • Two policies were reviewed and revised for the Faculty Handbook - Guidelines for Conducting Research, and Guidelines for Inter-rater Reliability. The committee approved them and is submitting them to the ADN Faculty Program Organization Committee for a vote. (Policies were emailed to faculty earlier.) • Several versions of Student Evaluations of a Preceptor and Preceptor Evaluation of a Student forms are currently in use. To provide consistency, the R&PE Committee is submitting new generic forms for use in any class that uses preceptors (Pedi, OB and Community Health). The committee approved them and is submitting them to the ADN Faculty Program Organization Committee for a vote. (Forms were emailed to faculty earlier). • Dr. Pullen and Ms. Mueller are continuing to study how to make the Standard 6 Program SLOs more data-driven and evident in the SEP according to new ACEN standards. Our current surveys do reflect these SLOs on our CPECs, but more work is needed. Faculty should look forward to active involvement in determining	Kim Wright will send an overview of the recommendations to those who are working on their course manuals. More recommendations will be made in the fall semester. A motion came from R& PE Committee for a vote to accept revisions within the Faculty Handbook for Guidelines for Conducting Research and Guidelines for Inter-rater Reliability. Carol Hergert seconded the motion. The motion carried by majority vote. A motion came from R&PE Committee for a vote to accept the revised Student Evaluation of a Preceptor and Preceptor Evaluation of a Student forms. Lyndi Shadbolt seconded the motion. The motion carried by a majority vote.

student progression throughout each level beginning in fall 2013.	The current policy for applying points deductions for clinical warnings on the CPEC must go back to the R&PE Committee for revision. K. Savage will revise the policy, take it back to Committee and bring it back for the faculty's consideration. The vote will go to committee by Friday, May 10, 2013.
• It has come to the attention of the Committee that there are some inconsistencies with applying the points deductions for clinical warnings on CPECs. The Committee reviewed and discussed current policy and case studies showing the importance of faculty consistency. The faculty was asked for their input.	
• Surveys—Verena Johnson has put an incredible amount of work into building and distributing surveys for our program. She will be investigating whether Blackboard or another platform may offer a better way to survey students. She will send out Graduate Exit and One Year Employer and One Year Alumni surveys this summer.	
4.8 Students Activities-Jones	
• The Student Activities Committee had an End-of-Year Bash yesterday. They made $2,800.00 in shirt sales.	
• C. Reed and M. Jones will be here to sell shirts on May 28th for the Fast Forward Transition students.	
• ADN Pinning will be on Thursday, May 9, 2013. The committee needs help setting up for the reception. If faculty members would like to help, they need to be at the church at 9:00 a.m. C. Hergert suggested that the church basement be used so there is more room for the reception. The church charges $400.00 for the use of the basement so refreshments will be served in the foyer as normal.	
• M. Jones stated that the refreshments served at pinning were decided on many semesters ago. The faculty wants the students to have a nice reception for all of their hard work while in the program. J. Cannon stated that the students pay an activity fee every semester so this is a way to use the funds for them. K. Young said that there is money to continue the tradition of having a nice reception for the students.	
4.9 Testing-Pullen	
• The committee met April 27, 2013.	
• The committee reviewed exams from RNSG 1251 (OB) and RNSG 1301 (Pharmacology) for sentence structure, grammar, phase of nursing process, cognitive level, and client need category. Some feedback was also provided with regards to the use and construction of the blueprint according to the established Blueprint Guidelines and an evaluation of test reliability using KR-20, Point-Bi-serial Coefficient, and ideas to improve items that were not effective distractors.	
• The committee discussed a concern about the allocation of "earned points" for Evolve Specialty Exams. Committee voted to move the earning of 4 points to a score of 90 and above (from 80) and 2 points to a score of 80 and above (from 70). The purpose to make this change is that these points could be inflating grades somewhat. Committee proposal to adopt these changes will be referred to Admission and Progression Committee for discussion.	
• The committee voted to delete the "rounding rule" on all exams. For example, a grade of "C" is currently 69.5 or above (it is rounded to 70 with a decimal of 0.5 or more). A "C" now would be exactly at 70. Allowing rounding may be inflating	

	grades. Committee proposal to adopt these changes will be referred to Admission and Progression Committee for discussion. • There was some discussion concerning the impact of moving minimum passing from 70 to 75. It was decided that change should be incremental so that outcomes can be studied and revisions made as needed. The changes to policies discussed and approved by Testing Committee and proposed to Admission and Progression Committee are a good starting point. Further discussion on this topic will continue throughout the next academic year. • The Evolve Specialty Exam for Online Health Assessment students was discussed. Currently, students taking RNSG 1115 Health Assessment before entering the Fast Forward Transition Option are not receiving Evolve resources. However, students who take RNSG 1115 after admittance into the Fast Forward Transition Option do pay for and receive these resources. The committee voted to delete the Evolve resources for Fast Forward Students who have not yet been admitted to the program because they are not designated as a nursing (YRNSG) major in the college system. Not being an "YRNSG" major creates havoc with Evolve billing. Once admitted, these Transition students will have all of the usual resources when they begin RNSG 1227/1261, "Transition from Vocational to Professional Nursing" in the very first semester of their studies.	A motion came from Testing Committee to delete the Evolve resources for the Fast Forward students who have not been admitted to the program. C. Crabtree seconded the motion. The motion carried by majority vote.
5.0 ADDITIONAL COMMENTS	**5.0 Miscellaneous** **5.1 Advising-McClure** • Ms. McClure said that students who lack general education classes have been notified by email so they can take these courses in the summer. **5.2 NRC-Hirsch** • Ms. Hirsch asked the faculty to get their NRC dates on the calendar for the fall semester. **5.3 Staff Development-Kile** • No Report.	
6.0 TREASURER'S REPORT	**6.0 Treasurer's Report-Hirsch** • There is currently $200.70 in the account.	

7.0 ASSOCIATE DEGREE NURSING REPORTS	**7.0 Associate Degree Nursing Reports**
	7.1Level I—J. Cannon
	• **RNSG 1209/1105 Introduction to Nursing/Nursing Skills I**
	  o 80 students are enrolled, 1 is not attending.
	  o 8 are failing.
	  o All are passing the skills course.
	• **RNSG 1331/1362 Principles of Clinical Decision Making**
	  o Section 001--52 students are enrolled. 1 has dropped and 10 are failing after the fourth exam.
	  o Section 002—28 students are enrolled. 4 students have dropped and 4	

are not passing after the fourth exam.
- o <u>Clinical</u>—80 are enrolled. 5 students have dropped.
- **RNSG 1301 Pharmacology**
  - o <u>Section 001</u>—49 students are enrolled and everyone is attending. 4 are failing after the Module 4 Exam.
  - o <u>Section 002</u>—27 students are enrolled and everyone is attending. 1 student is failing after the Module 4 exam.

<u>7.2 Level II—L. Shadbolt</u>
- Level 2 has a total of 119 students plus 18 Fast Forward Transition (LVNs)
- **<u>RNSG 1247/1263</u>**- Dr. Embry and M. Jones
  - o Total number of students registered:117
  - o Number of students dropped: 2
  - o Total number not passing after 3rd module exam: 8 students.

- **<u>RNSG 1251/1260</u>**- Jody Kile and Lyndi Shadbolt
  - o Total number registered: 110
  - o Number of students dropped: 2
  - o Total number not passing after module 3 exam: 18 students (1-F; 17-D)
  - o 5 students not passing both classes.

- **<u>RNSG 1115</u>-** Health Assessment
  - o <u>Section 001</u>- Theresa Edwards
  - o Total number of students registered: 49
  - o Number of students dropped: 1
  - o March 8, 2013 final date- all passed
  - o <u>Section 002</u> (online)- Mona Yarbrough
  - o Total number of students registered:18
  - o Number of students dropped: 0
  - o March 8, 2013 final date- all passed
  - o <u>Section 003</u>- Theresa Edwards
  - o Total number of students registered: 47
  - o Number of students dropped: 0
  - o March 8, 2013 final date-all passed
- **<u>HPRS 2200</u>**- Pharmacology Online-Judy Wilson
  - o Total number of students registered:18
  - o Number of students dropped: 0
  - o March 8, 2013 final date- all passed

<u>7.3 Level III—K. Wright</u>
- **<u>RNSG 1248/2261-Concepts of Clinical Decision Making II</u>**
  - o 81 enrolled; 14 students are not passing going into the final.
- **<u>RNSG 2201/2260-Care of Children and Families</u>**
  - o 70 enrolled.
- Grades going into the final, A=2. B=12. C=43, D=13.

	RNSG 2213/2161-Mental Health Nursing 83 enrolled. There are 4 students failing going into the final. There are 9 students with a 72 or below going into the final. **7.4 Level IV—R. Pullen** **RNSG 2231/2262-Advanced Concepts of Adult Health** 117 enrolled. 15 failing going into the final exam. **RNSG 2221/2263-Professional Nursing: Leadership and Management** 116 enrolled. 2 failing going into the final exam. **RNSG 1110/2163-Introduction to Community Based Nursing** 113 enrolled. All passing. - There are 110 potential graduates for May 2013.	
8.0 ADDITIONAL ITEMS/ ANNOUNCEMENTS	**8.0 Additional Items/Announcements** **8.1 Richard Pullen-Data Sets** - Faculty members in both the ADN Program and VN Program were sent this the following information with noted attachments on April 14, 2013 - Administration and the Department of Institutional Research and Planning at Amarillo College (AC) are requiring all programs at the college to include data from the AC Data Base in the evaluation of teaching effectiveness. Faculty members in the nursing programs are used to evaluating program outcomes through statistical analysis. For example, the ADN Program must meet the rules, regulations and requirements of the Texas BON and NLNAC (See: ADN Program Systematic Evaluation Plan) and the VN Program must meet the rules, regulations and requirements of the Texas BON (See: VN Program Systematic Plan of Evaluation). The college wants to make sure that all faculty members are aware of and have an action plan to improve teaching effectiveness in relation to additional data from the college Data Base. In other words, our improvement (and celebration) strategies must be driven by an analysis of the evidence from the college. We must have conversations about the data we collect each semester. Data must be tied to your narrative during the Performance Review Process. Attached is a memo in a process I call "Conversations Matter: Identifying Improvement Strategies and Celebrating Successes Through Data Analysis" (First Attachment). The Second Attachment is a one-page Guideline I developed called "Helpful Hints for Faculty" when using them to complete their Performance Review narrative. Attachment #3 are the variables or "things" that Sheryl, Lavon and I decided to measure from the college-wide Data Base in addition to what we usually measure in our outcomes in the ADN Systematic Evaluation Plan (SEP) and VN Systematic Plan of Evaluation (SPE). These variables were presented and approved to the Data Specialist Team and College Administration on February 15, 2013. A preliminary analysis of the Data Set combined with the data that the nursing programs normally measure from the SEP and SPE indicated several opportunities to improve in program effectiveness. These "Nursing Data Observations" with an action plan are attached and was presented in a formal	

| | meeting on April 1, 2013 with the Data Specialist Team and college administration. I am proposing that we have one meeting each semester solely devoted to your thoughts about data from the Data Base and/or SEP or SPE. Conversations are expected to occur and are a mandate in all departments in the college.

8.2 Clinical Awards-
• ADN Faculty voted to award the following Level IV graduating students Clinical Awards: Scott Riola, Jason Archuleta and Jessica Smith.
• Lucy Kamau was voted Outstanding Major at a faculty meeting earlier in the semester.
• Rose Cannon was named the ADN Honor Graduate for fall 2013 with the highest GPA of the Level IV students.
8.3 Sheryl Mueller-The 2013-2014 Kaplan NCLEX-RN: Strategies, Practice and Review books for faculty have arrived. The Morrison's Test Item Writing books have been ordered. | |
| **9.0 ADJOURNMENT** | **9.0 Adjournment**
    The meeting was adjourned at 3:55 p.m. by faculty consensus. | |

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Sheryl Mueller, ADN Program Director   Date