

**AMARILLO COLLEGE  
NURSING DEPARTMENT FACULTY ORGANIZATION MINUTES**

DATE: January 7, 2013

TIME & PLACE: 8:35 a.m. - West Campus Jones Hall, Room 205

ATTENDANCE: Present: - LaVon Barrett, Jan Cannon, Ginny Coppock, Cindy Crabtree, Angela Downs, 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, Khristi McKelvy, Sheryl Mueller, Claudia Reed, Tamara Rhodes, Angie Ross, Kelly Savage, Lyndi Shadbolt, Teresa Smoot, Keri Terrell, Kim Wright, Kerrie Young and Carolyn Leslie- Administrative Assistant.

ABSENT: Marcia Green, Susan McClure, Richard Pullen, Elizabeth Sharp, Kim Smith and Ramona Yarbrough

AGENDA: See Attached.

MINUTES:

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
<p><b>1.0 OPENING REMARKS</b>  <b>S. Mueller</b>            Call to Order            Report by Lee Colaw            Approval of Minutes            Birthdays            Announcements</p>	<p><b>1.0 OPENING REMARKS – S. Mueller</b></p> <ul style="list-style-type: none"> <li>• Ms. Mueller called the meeting to order at 8:35 a.m.</li> <li>• Lee Colaw gave a brief report and entertained a brief question-and-answer time for faculty regarding the West Campus Computing Center. (see handout)               <ul style="list-style-type: none"> <li>○ Upgrades have been made in the Computing Center, such as the addition of new carpet, chairs and tables.</li> <li>○ A new two-person testing room has been added. This room can be used for make-up tests or for students who need more time for testing.</li> <li>○ Pop-up calculators will be installed on the computers to use during testing, but the Nursing Department will have to furnish calculators, scratch paper and pencils for students in the future.</li> <li>○ Mr. Colaw emphasized that the college will continue to support PAR System for the Nursing Department.</li> <li>○ Several faculty requested that a computer and phone be made available for faculty use in the testing rooms of the Computing Center.</li> <li>○ There was a brief discussion about the need for more testing proctors and the effectiveness of proctors that the WC Computing Center does provide. Faculty noted that some of the test proctors are leaving the testing rooms unattended during exams for 10-15 minutes at a time.</li> <li>○ Mr. Colaw stated that the Nursing Department policies for using the WC Computing Center need to be reviewed and updated.</li> <li>○ Several faculty inquired about sending print jobs to the college printers from home or other remote areas.</li> <li>○ Mr. Colaw asked that the faculty let him know when problems occur in the Computing</li> </ul> </li> </ul>	<p>Mr. Colaw agreed to install a computer and a telephone in each of the testing rooms of the Computing Center for faculty use.</p> <p>Mr. Colaw will send the e-mail address to Ms. Mueller that faculty and staff can use to send jobs to the printers on campus from home.</p>

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
<p data-bbox="107 711 352 797"><b>2.0 REPORT FROM DEPARTMENT CHAIR - S Mueller</b></p> <p data-bbox="107 1166 289 1252"><b>3.0 COLLEGE COMMITTEE REPORTS</b></p>	<p data-bbox="583 191 674 215">Center.</p> <ul data-bbox="457 224 1625 711" style="list-style-type: none"> <li>• Ms. Mueller called for the approval of the Nursing Department Faculty Organization minutes from the November 12, 2012 meeting.</li> <li>• <b>Announcements:</b> The January birthdays include Jan Cannon (16), Annette Watts (22), and Angela Bray (26) <ul data-bbox="541 350 1625 711" style="list-style-type: none"> <li>○ Ruth Whitehead has made a \$100 donation to the AC Foundation in honor of the AC nursing faculty. Please see Ruth's card. Carol Hergert also sent a thank-you card.</li> <li>○ Richard Pullen is absent today due to his attendance at the all-day data specialist training sessions.</li> <li>○ Ms. Mueller reported concerns by Physical Plant staff about use of heaters in the offices of Jones Hall. She asked that faculty and staff call Physical Plant at extension 5555, if the offices are too hot or cold. The Physical Plant staff need data to show that we are experiencing difficulty with the heating and cooling in Jones Hall.</li> <li>○ Susan McClure is gone today. She and her husband went to Dallas for a potential heart transplant for her husband, Jim. Students will have to go to the Washington Street Campus to see Debby Carey for advising today. However, if students have a minor issue, we can often take care of it.</li> </ul> </li> </ul> <p data-bbox="394 716 1052 740"><b>2.0 REPORT FROM DEPARTMENT CHAIR-S. Mueller</b></p> <ul data-bbox="478 748 1625 1170" style="list-style-type: none"> <li>• <b>Review of Faculty Activities for the Remainder of the Week</b>—Mrs. Mueller reviewed the required meetings, conferences and activities scheduled for the upcoming week.</li> <li>• <b>Faculty Changes</b>—Teresa Smoot applied for and was hired to replace Ruth Whitehead. Teresa will continue to teach the didactic pediatric content in the VN Program this semester, and she will supervise pediatric clinical rotations in the ADN Program as she orients to the role of the ADN faculty member. Kerri Terrill has been hired to replace Teresa in the VN Program.</li> <li>• <b>Coffee Talk with Dr. Russell Lowery-Hart</b>—Please remember to calendar the Nursing Department Coffee Talk session with Dr. Lowery-Hart on Wednesday, February 27<sup>th</sup>, at 1:30 pm in WCJH-205.</li> <li>• <b>Vista College</b>—A letter was sent to the Texas BON and the THECB by Dr. Matney which voices an objection to the establishment of a VN Program at Vista College in Amarillo. This objection was based on limited clinical site availability in Amarillo for additional nursing students.</li> </ul> <p data-bbox="394 1179 873 1203"><b>3.0 COLLEGE COMMITTEE REPORTS</b></p> <p data-bbox="394 1211 835 1235"><b>3.1 Academic Technology (Pullen)</b></p> <ul data-bbox="541 1243 1556 1497" style="list-style-type: none"> <li>○ The next meeting will be January 15, 2013.</li> <li>○ Ms. Mueller and Dr. Pullen met on Saturday, January 5<sup>th</sup>, to discuss the enrollment potential for the following clinical courses. Students have been tracked by name throughout the program. The numbers should be very close to the following: <ul data-bbox="625 1373 1031 1497" style="list-style-type: none"> <li>➤ 1362 (Level 1): 95</li> <li>➤ 1251 (OB): 108</li> <li>➤ 1263 (Level 2 Med/Surg): 121</li> <li>➤ 1248 (Level 3 Med/Surg): 78</li> </ul> </li> </ul>	<p data-bbox="1661 224 2032 410">Theresa Edwards made a motion to accept the November 14, 2012 minutes. Verena Johnson seconded the motion. The motion carried by a majority vote.</p>

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
	<ul style="list-style-type: none"> <li>➤ 2201 (Pedi): 70</li> <li>➤ 2161 (Mental Health): 85</li> <li>➤ 2262 (Critical Care): 120</li> <li>➤ 2263 (Leadership/Management): 117</li> <li>➤ 2163 (Community): 114</li> </ul> <p><b>3.2 Commencement (Grove, Hirsch, Rhodes, Smoot)</b></p> <ul style="list-style-type: none"> <li>○ No Report</li> </ul> <p><b>3.3 Faculty Evaluation (Barrett)</b></p> <ul style="list-style-type: none"> <li>○ This is on the agenda for the all college meeting.</li> </ul> <p><b>3.4 Faculty Handbook (Savage)</b></p> <ul style="list-style-type: none"> <li>○ No Report.</li> </ul> <p><b>3.5 Faculty Professional Development (Coppock)</b></p> <ul style="list-style-type: none"> <li>○ No Report</li> </ul> <p><b>3.6 Faculty Senate (Edwards, Rhodes)</b></p> <ul style="list-style-type: none"> <li>○ An election for new faculty Senators from the Health Science programs must be conducted. There are no slots designated specifically for nursing faculty any longer. A ballot will be prepared by the Faculty Senate soon.</li> </ul> <p><b>3.7 Financial Aid Appeals (Mueller)</b></p> <ul style="list-style-type: none"> <li>○ No Report</li> </ul> <p><b>3.8 General Education Competency-Communication (McKelvy)</b></p> <ul style="list-style-type: none"> <li>○ No Report</li> </ul> <p><b>3.9 General Education Competency-Critical Thinking (Smoot)</b></p> <ul style="list-style-type: none"> <li>○ Committee members are reviewing artifacts previously submitted.</li> </ul> <p><b>3.10 General Education Competency-Personal Responsibility (Cannon)</b></p> <ul style="list-style-type: none"> <li>○ The committee met and received assignments for reviewing artifacts.</li> </ul> <p><b>3.11 Program Reviews (Hirsch)</b></p> <ul style="list-style-type: none"> <li>○ No Report</li> </ul> <p><b>3.12 Rank and Tenure (Shadbolt)</b></p> <ul style="list-style-type: none"> <li>○ February 1, 2013 is the deadline for faculty members to present a notebook to the immediate supervisor. Interested faculty members should contact HR and fill out the required form to determine eligibility as soon as possible.</li> </ul>	<p>If a any nursing faculty member is interested in running for a Senate seat, he/she must contact Becky Easton.</p>

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
<b>4.0 NURSING DEPARTMENT COMMITTEE REPORTS</b>	<p><b>3.13 <u>Testing and Remediation Committee (Cannon)</u></b></p> <ul style="list-style-type: none"> <li>○ No Report.</li> </ul> <p><b>3.14 <u>Wellness (Cannon)</u></b></p> <ul style="list-style-type: none"> <li>○ No Report.</li> </ul> <p><b>4.0 NURSING DEPARTMENT COMMITTEE REPORTS</b></p> <p><b>4.1 <u>Instructional Technology (McKelvy)</u></b></p> <ul style="list-style-type: none"> <li>○ Four islands have been set up. If you are interested in virtual instruction, contact Ms. McKelvy, and she will send you a link to these islands.</li> </ul> <p><b>4.2 <u>Learning Resources (Hirsch)</u></b></p> <ul style="list-style-type: none"> <li>○ There is still money in the 2013 non-print budget. The Learning Resources Committee needs faculty input about how to expend this budget. Contact the committee chair, Denise Hirsch, with any requests for instructional non-print items as soon as possible.</li> </ul> <p><b>4.3 <u>Nursing Peer Review (Hergert)</u></b></p> <ul style="list-style-type: none"> <li>○ The Nursing Peer Review Committee will attend a webinar on Safe Harbor Peer Review this month.</li> <li>○ The committee will meet this semester to align the departmental peer review policy with the recent changes in BON peer-review regulations.</li> </ul> <p><b>4.4 <u>Research and Program Effectiveness (Johnson/Savage)</u></b></p> <ul style="list-style-type: none"> <li>○ The Graduate Exit Surveys were e-mailed to the December graduates, and results will be discussed at the next R&amp;PE Committee meeting.</li> </ul> <p><b>4.5 <u>Student Activities (Jones)</u></b></p> <ul style="list-style-type: none"> <li>○ The VN and ADN programs will have a welcome-back activity for students on Tuesday, January 15, 2013.</li> <li>○ Ms. Cannon inquired if the new dress code policy is ready for the ADN Student Handbook, since Level I clinical students will wear blue pants beginning this semester.</li> <li>○ Ms. Young noted that the new nursing polo shirts are available and cost \$30.00 each. They are made from a nicer and heavier material. Polo shirts will be on sale from 11:00 a.m.-1:00 p.m. in Jones Hall in the second floor lobby.</li> </ul> <p><b>4.6 <u>Testing (Pullen)</u></b></p> <ul style="list-style-type: none"> <li>○ Ms. Johnson presented three policy revisions from Testing Committee. (see handout) All three policies were voted on at the same time.</li> <li>○ Dr. Pullen requested that all faculty members who give a pencil and paper test fill out the form on the J Drive-Nursing to log the information. The purpose of this log is to gather data to support the purchase of more computers for student testing in the Computing Center.</li> </ul>	<p>Student dress code information will be clarified in the individual clinical courses this semester. The amended dress code policy will be published in the 2013-2014 ADN Student Handbook.</p> <p>A motion came from committee to accept the revisions for the Guidelines for Committee Test Review, Faculty Testing Policy</p>

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<p><b>5.0 MISCELLANEOUS</b></p> <p><b>6.0 TREASURER'S REPORT</b></p> <p><b>7.0 VOCATIONAL NURSING REPORTS</b></p>	<ul style="list-style-type: none"> <li>○ The first spring 2013 meeting is January 23<sup>rd</sup>.</li> </ul> <p><b>5.0 MISCELLANEOUS</b></p> <p><b>5.1 <u>NRC (Hirsch)</u></b></p> <ul style="list-style-type: none"> <li>○ The NRC is in need of one student worker.</li> <li>○ If the NRC Staff Assistants are not busy, they could be assigned to proctor exams. If you need a test proctor, please call Ms. Hirsch and ask for either Jennifer Tabor or Melanie Stevens.</li> </ul> <p><b>5.2 <u>Advising (McClure)</u></b> No Report</p> <p><b>5.3 <u>Staff Development (Kile/Rhodes)</u></b></p> <ul style="list-style-type: none"> <li>○ The faculty group who attended the education conference in Las Vegas will give a report on February 6 from 12:30 p.m.-1:30 p.m.</li> <li>○ V. Johnson and J. Kile will give a report on the nurse educator conference in Breckenridge in March.</li> <li>○ R. Pullen and P. Hogue will give a report on the interdependence content thread in the curriculum later in the semester.</li> <li>○ J. Kile will send an email reminding faculty of the staff development meetings.</li> </ul> <p><b>6.0 <u>Treasurer's Report (Hirsch)</u></b></p> <ul style="list-style-type: none"> <li>○ There is currently \$324.30 in the faculty account.</li> </ul> <p><b>7.0 VOCATIONAL NURSING REPORTS</b></p> <p><b>7.1 <u>Coordinator's Report (Barrett)</u></b></p> <ul style="list-style-type: none"> <li>○ The Texas Board of Nursing will conduct an on-site survey of the VN Program this during the spring semester. Because of a backlog in site surveys, the BON has recently contracted with external reviewers to conduct these surveys. The VN Program reviewer is Susan Wilkinson, nursing program director at Angelo State University.</li> <li>○ There were 46 students admitted into the VN program this semester.</li> <li>○ The ATI TEAS test was used for program admission this spring, but there were some issues with the exam. The VN Program will require the TEAS test again for fall 2013 program admission in order to continue to evaluate its effectiveness and appropriateness as a program admission requirement.</li> </ul> <p><b>7.2 <u>Level I (Rhodes)</u></b></p> <ul style="list-style-type: none"> <li>○ No Report.</li> </ul> <p><b>7.3 <u>Level II (Sharp)</u></b></p> <ul style="list-style-type: none"> <li>○ No Report.</li> </ul> <p><b>7.4 <u>Admission/Progression (Barrett)</u></b></p> <ul style="list-style-type: none"> <li>○ No Report</li> </ul>	<p>for the West Campus Computing Center and the Student Testing Policy. Jeanette Embrey seconded the motion. The motion carried by majority vote.</p>

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
8.0 OTHER	<p data-bbox="394 224 716 250"><b>7.5 VN Advisory (Barrett)</b></p> <ul style="list-style-type: none"> <li data-bbox="541 253 709 279">○ No Report</li> </ul> <p data-bbox="394 315 993 341"><b>8.0 ASSOCIATE DEGREE NURSING REPORTS</b></p> <p data-bbox="394 344 779 370"><b>8.1 Director's Report (Mueller)</b></p> <ul style="list-style-type: none"> <li data-bbox="436 373 1629 493">• <b>Evolve Update-</b> Elsevier has introduced a new version of the Evolve platform. (Verena Johnson demonstrated how to use the new homepage for Evolve.) Charla Parsons is no longer our Evolve representative. The Regional Manager, Rick Pierce, will serve as our contact until a new representative is assigned.</li> <li data-bbox="436 496 1629 617">• <b>Enrollment-</b>Total enrollment for the ADN Program will be approximately 510 students this spring semester. This is about 45 students less than in fall 2012. Level II and Level IV have the largest numbers of enrolled students. There are approximately 120 unduplicated students in both of these levels.</li> <li data-bbox="436 620 1629 711">• <b>Admission-</b>There were 166 qualified applicants for the Traditional Generic program for spring 2013. Only 73 applicants were offered admission due to the large number of repeating students from fall 2012 in the Introduction semester courses.</li> <li data-bbox="436 714 1629 805">• <b>Faculty Assignments/Workload-</b>The Team Coordinators will meet tomorrow at 11:30 am to finalize faculty assignments and make adjustments in faculty workload. Team meetings will be determined by the Team Coordinators tomorrow and faculty will be notified ASAP.</li> <li data-bbox="436 808 1629 928">• <b>Fall 2012 Clinical Instructor and Agency Surveys</b>—The fall 2012 clinical instructor and agency surveys will be provided to the Team Coordinators at the meeting tomorrow. The appropriate Team Coordinator will distribute these results to the appropriate faculty members on an individual basis in the next few weeks.</li> <li data-bbox="436 932 1629 1052">• <b>Faculty Performance Reviews</b>—Faculty performance reviews will be conducted this spring semester in a different format and on a somewhat different timeline than previously. More information about this new process and the timeline will be forthcoming at the college-level Faculty Meeting on January 9<sup>th</sup>.</li> <li data-bbox="436 1055 1629 1269">• <b>Nursing Innovation Grant for Concept Based Curriculum Development</b>--Jan Cannon and Sheryl Mueller were invited to participate as Faculty Experts in designing a Concept-Based Curriculum for Texas. They both attended a workshop in Austin on January 3<sup>rd</sup> and 4<sup>th</sup> to begin this process with 73 other nursing faculty members from various colleges across the state. Ms. Cannon has been assigned to the Fluid/Electrolytes and Thermoregulation concepts and Ms. Mueller has been assigned to the Immunity (including Inflammation and Infection) concept. More will be reported about this project at the February faculty meeting.</li> <li data-bbox="436 1273 1629 1393">• <b>ATI Presentation</b>—Please remember to calendar the ATI presentation of Real Life on Wednesday, January 23, 2013 from 11:00 am to 1:30 pm. Please RSVP for lunch to Carolyn, so she can communicate the headcount to John Brooks, Solutions Consultant for ATI Nursing Education.</li> <li data-bbox="436 1396 1629 1513">• <b>Professional Development Opportunities</b>—If you did not attend a major external professional development conference/workshop during 2012, please continue to look for and apply to attend one. The emphasis of the professional development activity should be on teaching effectiveness and student success.</li> </ul>	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
	<ul style="list-style-type: none"> <li>• <b><u>MSN Education Scholarship Program</u></b>—The proposed use of THECB NSRP funds for scholarships for AC employees who are pursuing or wish to pursue a MSN with a nursing education focus has been delayed. The tax implications for such awards are complicated and the proposal has been referred to the college attorney for legal advice.</li> <li>• <b><u>Online BON AOG Process</u></b>—The new online Affidavit of Graduation process functioned relatively smoothly this semester. However, there is still one of the 105 December graduates who has not met the BON requirements for approval of the AOG—Lopez. The majority of the AOGs were approved and submitted on December 19<sup>th</sup>. As of January 6<sup>th</sup>, no permits have been issued for the December graduates.</li> <li>• <b><u>NCSBN Change in NCLEX-RN passing standard</u></b>—The NCSBN met on December 17-18 to make a decision on increasing the passing standard on the NCLEX-RN Exam. A press release will be available to soon to announce that decision. If the passing standard is increased, the change will be effective on April 1, 2013.</li> <li>• <b><u>How Nursing Students Study</u></b>—Kaplan Nursing recently published the findings of a research study conducted to determine the various study methods of nursing students. Implications for faculty to help students improve their study habits are included in the publication. (See handout.)</li> </ul> <p><b>8.2 <u>Level I (Cannon)</u></b></p> <ul style="list-style-type: none"> <li>○ The Level I team meeting is scheduled for Thursday at 10:00 a.m. There are 95 potential students in Level I classes.</li> </ul> <p><b>8.3 <u>Level II (Shadbolt)</u></b></p> <ul style="list-style-type: none"> <li>○ OB has 109 potential students and Med Surg has 121 potential students.</li> </ul> <p><b>8.4 <u>Level III (Wright)</u></b></p> <ul style="list-style-type: none"> <li>○ Level III has 101 potential students.</li> <li>○ Clinical Decision Making-78 students.</li> <li>○ Mental Health-85 students.</li> <li>○ Pedi-69 students.</li> </ul> <p><b>8.5 <u>Level IV (Pullen)</u></b></p> <ul style="list-style-type: none"> <li>○ The numbers tend to fluctuate a bit. However, as of Saturday, January 5, 2013 the enrollment was as follows (4 students included in the numbers have not yet enrolled):</li> <li>○ A total of 122 individual students are enrolled among the Level 4 courses.</li> <li>○ Critical care: 120</li> <li>○ Leadership/Management: 117</li> <li>○ Community Health: 114</li> </ul>	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
<b>9.0 ADN COMMITTEE REPORTS</b>	<b>9.0 ADN COMMITTEE REPORTS</b> <b>9.1 <u>ADN Advisory (Mueller)</u></b> <ul style="list-style-type: none"> <li>○ No Report.</li> </ul> <b>9.2 <u>Admission/Progression (Mathias)</u></b> <ul style="list-style-type: none"> <li>○ No Report.</li> </ul> <b>9.3 <u>Curriculum (Shadbolt)</u></b> <ul style="list-style-type: none"> <li>○ The committee is scheduled to meet on January 16, 2013.</li> </ul>	
<b>10.0 ADJOURNMENT</b>	<b>10.0 ADJOURNMENT</b> <ul style="list-style-type: none"> <li>• The meeting was adjourned at 10:45 a.m. by faculty consensus.</li> </ul>	

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Sheryl Mueller, Nursing Department Chair

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Date