

**AMARILLO COLLEGE**

**ASSOCIATE DEGREE NURSING FACULTY COMMITTEE MINUTES**

DATE: May 7, 2014

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

ATTENDANCE: Present: Kati Alley, Jan Cannon, Cindy Crabtree, Angela Downs, Theresa Edwards, Jeanette Embrey, Carol Hergert, Denise Hirsch, Paul Hogue, Verena Johnson, Marianne Jones, Marcia Julian, Russell Lowery-Hart, Tabatha Mathias, Paul Matney, Susan McClure, Khristi McKelvy, Richard Pullen, Claudia Reed, Angie Ross, Mark Rowh, Lyndi Shadbolt, Teresa Smoot, Ramona Yarbrough and Connie Ponder-Administrative Assistant

ABSENT: D'Dee Grove, Debby Hall, Kerrie Young

AGENDA: See Attached

MINUTES:

TOPIC	DISCUSSION/RATIONALE	ACTION/RECOMMENDATION
<p><b>1.0 OPENING REMARKS APPROVAL OF MINUTES</b></p>	<ul style="list-style-type: none"> <li>• <b>Opening Remarks – Richard Pullen</b></li> <li>• Dr. Pullen called the meeting to order at 1:30 p.m.</li> <li>• The minutes from the faculty meeting on April 2 were approved,.</li> </ul> <p>Dr. Paul Matney and Dr. Russell Lowery-Hart joined the meeting. Dr. Matney praised faculty for their hard work on the required BON SSR. He advised that this was just a “bump in the road” and the nursing program has been outstanding since 1968.</p> <p>Dr. Lowery-Hart reported that he read the SSR and was proud of the hard work. Even though he was sure it was painful for faculty to look at the reflection, he was very proud of their analysis.</p>	<p>Carol Hergert made a motion to accept the March 5, 2014 minutes. Jeanette Embry seconded the motion. The motion carried by majority vote.</p>
<p><b>2.0 ADN PROGRAM DIRECTOR REPORT</b></p>	<p>The meeting was then opened for a question/answer and information session.</p> <ul style="list-style-type: none"> <li>• Even though budget is down, West Campus is going to receive a new parking lot in the very near future.</li> <li>• Interim Director will continue “as is” while the search continues for a new Director. There is a conflict between Human Resources as to what the job description should be. Dr. Matney will address this issue with HR and remedy the situation. A faculty member questioned why faculty has to apply for the position like everyone else since they are already an AC employee. Dr. Matney expressed the need to “sell yourself” for the position.</li> <li>• Faculty seems concerned that with the already low pass rates and changes coming, that there will be even more student failures. How will the administration view these failures? Dr. Lowery-Hart advised that Dr. Pullen has kept</li> </ul>	<p>No action or recommendation.</p>

administration advised regarding all changes and he will continue to do so.

- Faculty expressed concern regarding the cheating situation last semester and how the decision was made but overruled. Dr. Lowery-Hart explained that it was decided that legally it was not a clear cut case. Dr. Pullen reported that the AND Program Curriculum Committee developed a comprehensive policy on cheating that should provide structure and help students to avoid this situation.
- Faculty expressed what a remarkable job Dr. Pullen has done in the interim director position and with all the changes coming.

No action or recommendation

- **Director’s Report-R. Pullen**

ADN Program Director Position:

Search Committee met on May 6, 2014. Committee recommended that the Position Description be revised once again to reflect a Faculty Position who is also a Program Director, which is the direction administration is going.

No action or recommendation.

Dr. Clunis to communicate with Human Resources and Dr. Russell Lowery-Hart about this change. Two applications received. Applicants do not have qualifications for this position.

**Board of Nursing Self-Study Report:**

Faculty members received the SSR electronically in April 2014 and were expected to read it in advance of this meeting. Dr. Jan Hooper, Educational Consultant sent an evaluation of the SSR, which indicated that the report was very excellent in its detail and analysis of program data. Dr. Hooper requested that Faculty Organization prioritize each area. Dr. Pullen passed out a survey, which is intended to be anonymous that reflect each area of the SSR. Dr. Pullen then conducted a session where he placed each of the following areas on the chalk board that reflect the BON SSR: Students, Policies, Faculty, Curriculum, Testing and Evaluation, and Evaluation Methods for Class and Clinical. A faculty member collected the surveys and placed a “tick” mark next to each area on the chalk board. The result was a “Rank order” of each area of the SSR. The results in rank order were: Curriculum (#1), Faculty (#2), Testing and Evaluation (#3-tie), Students (#3—tie), Policies (#5) and Total Program Evaluation (#6). He reiterated that Total Program Evaluation parallels the ACEN SPE for the program. The SSR was also sent via hard copy and electronically to Dr. Smith-Vest, Program Consultant at ACEN.

Dr. Pullen will send the prioritization list to Dr. Jan Hooper at BON.

**Advisory Meeting:**

26 college and community leaders attended the April 22, 2014 presentation by Dr. Pullen. The focus of this meeting was to apprise participants of the major components of the BON SSR and action plan for improvement and the THECB mandate that all associate programs in the state be capped at 60 semester hours.

Continued conversation in subsequent conversations.

**FBI Criminal Background Policy:**

Nursing programs are developing a policy based upon the Guidelines from Texas BON for FBI-Level CBC. The policy must have a purpose, supportive information, detailed policy statements and references. Debby Hall will spearhead this project with me, Connie Ponder, Lavon Barrett and April Maxwell. The CBC policy must be implemented by August 31, 2014. The policy will be titled "Nursing Program FBI-Level CBC" that will include both the ADN and VN Programs. He reiterated that this FBI-Level CBC is not to be confused with the CBC that is required by our clinical agencies through Pre-Check (Pre-Check.Com).

Policy will be presented at Admission and Progression Committee and Faculty Organization meeting in both programs for approval.

**Summer 2014 courses:**

I think I have all of the faculty who plan to teach this summer.

No action or recommendations.

No action or recommendations.

**Advising Sessions:**

262 individual students were advised in spring 2014  
89 qualified applicants to Generic (Traditional)(75 will be accepted)  
27 qualified applicants to FFG (15 will be accepted)  
38 qualified applicants to FFT (25 accepted)

**Pinning Ceremony:**

Sheryl Mueller was invited to pin the first recipient of Sheryl S. Mueller Award Nursing Leadership Excellence Award. Dr. Pullen reminded faculty that he created this award in recognition of Ms. Mueller's dedicated service as Program Director from 2003-2014. Dr. Matney will receive the Caring Heart Award. He reminded faculty that this award was created by Ms. Pat Murray, retired faculty member and the Student Nurses Association in 1998 to recognize individuals in the community who personify the essence of nursing practice, which is care and compassion.

No action or recommendations.

**THECB 60-hour Curriculum:**

College-wide discussions are occurring regarding the financial impact of moving from 72 hours to 60 hours. Mark Rowh has requested from Health Sciences programs courses that have been deleted and other curriculum changes. Formal requests will be made to the college-wide Curriculum Committee and ACEN for the 60-hour ADN revised and restructured curriculum. Several courses were deleted in the program and other courses were replaced with courses that have a reduced number of semester and contact hours. Dr. Pullen reported that he and Debby Hall have prepared a draft of the report to ACEN. Dr. Pullen reported that this curriculum change is termed "Substantive" by ACEN. Dr. Pullen will consult with ACEN as needed in the development of drafts of proposal.

Continued discussions with primarily college-wide curriculum committee and ACEN.

<b>3.0 COLLEGE COMMITTEE REPORTS</b>	<p><b><u>3.0 College Committee Reports</u></b></p> <p><b><u>3.1 Academic Technology—Hall</u></b></p> <ul style="list-style-type: none"> <li>No Report</li> </ul> <p><b><u>3.2 Benefits Plan Investment—Jones</u></b></p> <ul style="list-style-type: none"> <li>No report</li> </ul> <p><b><u>3.3 Commencement—Hirsch, Smoot, Rhodes, Ross</u></b></p> <ul style="list-style-type: none"> <li>Commencement is May 16<sup>th</sup> at 7:00 p.m. Faculty need to arrive by 6:30 pm.</li> </ul> <p><b><u>3.4 Curriculum-Pullen</u></b></p> <ul style="list-style-type: none"> <li>No report</li> </ul> <p><b><u>3.5 Faculty Handbook—Embrey</u></b></p> <ul style="list-style-type: none"> <li>No Report</li> </ul> <p><b><u>3.6 Faculty Professional Development—Coppock, Embrey, Rhodes</u></b></p> <ul style="list-style-type: none"> <li>Next meeting is May 8<sup>th</sup>.</li> </ul> <p><b><u>3.7 Faculty Senate—Rhodes, Ross, Young</u></b></p> <ul style="list-style-type: none"> <li>Everyone was encouraged to answer the senate survey.</li> </ul> <p><b><u>3.8 Financial Aid Appeals-Rhodes</u></b></p> <p>No report.</p> <p><b><u>3.9 Library Network Advisory—Reed</u></b></p> <ul style="list-style-type: none"> <li>No Report</li> </ul> <p><b><u>3.10 Rank and Tenure--Shadbolt</u></b></p> <ul style="list-style-type: none"> <li>Shadbolt will be going off the committee. D'Dee Grove and Tamara Rhodes will be serving.</li> </ul> <p><b><u>3.11 Testing and Remediation Committee--Young</u></b></p> <ul style="list-style-type: none"> <li>No Report</li> </ul>	<p>No action or recommendations for committee reports.</p>
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	<p><b>4.0 ADN COMMITTEE REPORTS</b></p> <p><b>4.1 Admission/Progression-Mathias</b></p> <ul style="list-style-type: none"> <li>A&amp;P will meet May 15<sup>th</sup> and 16<sup>th</sup>.</li> </ul> <p><b>4.2 Advisory Committee-Pullen</b></p> <ul style="list-style-type: none"> <li>The annual Advisory Committee meeting was held April 22, 2014 (See above).</li> </ul> <p><b>4.3 Curriculum-L. Shadbolt</b></p> <ul style="list-style-type: none"> <li><b>Faculty Handbook:</b> A new position description was presented for the Part-Time Nursing Faculty and a Checklist for Orientation of Part-Time Nursing Faculty. Faculty received these documents by email. Pullen reminded the committee that the Texas BON is developing a position description for Part-Time Faculty, so we may need to adjust our position description in the future to correspond with BON. Curriculum Committee brings these documents to the ADN Faculty group in the form of a motion. Dr. Embrey seconded the motion. The motion carried by majority vote.</li> <li><b>Student Handbook:</b> All updates have currently been made to the Student Handbook.</li> <li><b>Public Relations:</b> Ross and student, Laura Cabralles, presented their European trip and study of health care, to the TNA meeting on April 28, 2014. They did a wonderful job.</li> <li><b>Staff Development:</b> Kile suggested that our possible faculty seminar in August, 2014 be counted as Faculty Development. Pullen agreed that it would be appropriate.</li> <li><b>AC Library Resources/ Tutorials</b> AC Library faculty, Kaki Hoover, Emily Gilbert, and Junfang Zhang presented new methods for delivery of library tutorials- possibly taking 5-10 minutes each semester building on, or “scaffolding” instruction. Areas of instruction for nursing students could include: library services, research assignments, professional literature searches, introduction to Ebook databases, accessing CINAHL, evidence based nursing articles, using media and images legally, avoiding plagiarism, citations, APA paper formatting. Instructors in the ADN Program could pick from these areas of instruction that would benefit students in a particular nursing course. Library staff will tailor presentations according to instructor need. Also presented was new software that would track student use of tutorials and track student progress. The software would allow customization of tutorials to include short quizzes about the tutorial. In the fall semester a list will circulate to instructors to begin thinking about possible tutorials that the library faculty could develop.</li> </ul>	<p>No action or recommendation.</p> <p>No action or recommendation.</p> <p>Place in Faculty Handbook.</p> <p>No action or recommendation</p> <p>No action or recommendation.</p> <p>No action or recommendation.</p> <p>Further discussion in subsequent meetings.</p>
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	<ul style="list-style-type: none"> <li> <p>• <b>Development of SPEC for RNSG 1105</b>            Committee reviewed the Skills Performance Evaluation of Competencies (SPEC) developed for RNSG 1105. Members of the committee were impressed with the formatting and content of the SPEC. All faculty have received this new form by email for review. Downs and Julian are asking input regarding their use of a “Clinical Warning’ type form that they would call a ‘Skills Deficiency’ or ‘Skills Warning’. There was much discussion regarding forms that could be used for skills deficiency vs. professional behavior deficiency. The committee endorses piloting the SPEC with the Fast Forward class in the summer 2014 semester.            The committee recommends that Downs and Julian continue work on a ‘Skills Warning’ form and present it to the committee in fall 2014.            The Skills Performance Evaluation of Competencies (SPEC) form comes from the Curriculum Committee in the form of a motion.</p> </li> <li> <p>• <b>Textbook Changes for Level 1</b> The committee was given the titles of the textbooks that were decided upon for Level 1 bundling for the EAQ. Those books will include: <u>Sauders Comprehensive Review for the NCLEX RN Examination, 6<sup>th</sup> Ed.</u>, <u>Mosby’s Manual of Diagnostic and Laboratory Tests, 5<sup>th</sup> Ed</u>; and <u>Mosby’s Drug Guide for Nursing Students, 10<sup>th</sup> Ed</u>. This bundle of books has been added to the booklist for fall 2014 and we are working with the Elsevier Rep. to get the proper ISBN number for the bundle and the codes for the EAQ.</p> </li> <li> <p>• <b>Curriculum Revisions/Report from Texas BON</b>            Pullen reviewed the Traditional (Generic) 60-hour ADN Program Track. The question came up in the ADN Advisory meeting about the lack of a Math requirement. Every degree at AC has to have Speech. In order to cut the hours to 60 total hours, we are locked into deleting Math. Dr. Jan Hooper, Texas BON, spoke by phone with Pullen, Shadbolt and Hall on April 24, 2014 and reviewed this curriculum revision. Dr. Hooper gave approval of the proposed curriculum changes based upon several drafts that Pullen sent her. This approval will The AC Curriculum Committee will not meet until August 2014 to approve these revisions. After that approval is received from AC, then the paperwork will be sent to ACEN for approval. The committee also discussed the Transition Track curriculum changes. LVNs would be admitted twice a year instead of just once. There will need to be work done toward ‘mapping’ how these students will enter and progress through the program. All courses for this track will be hybrid (none online). Angie Downs seconded the motion. The motion carried by majority vote.</p> </li> <li> <p>• <b>Faculty Workload Model</b>            Pullen discussed the revisions to the ADN Faculty Workload Model Policy (see attached). The Texas BON and ACEN require that the ADN Program workload pivot off of the AC faculty workload- 15 hours. Pullen reminded committee that the purpose of the ADN Workload Model is to quantify and equate workload. This had not been review/revise</p> </li> </ul>	<p>Implement as a pilot in summer 2014.</p> <p>Continued discussion in all committees and with BON and ACEN.</p> <p>Continue conversations in subsequent meetings.</p>
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	<p>since 2011. In the past, our clinical workload has been figured using the 50-minute hour versus the WECM 60-minute hour. Pullen proposes that we use the WECM total hours for clinical workload calculations. Proposed change in the Precepted clinical calculations would increase from 0.2 wlh to 0.4 wlh. Clinical instructor of record will also be allowed 1 wlh to compensate for time spent with clinical planning. Class size allocation has been lowered to compensate for 2 sections in the future. Pullen recommends that we proceed in summer 2014 with these changes and revisit other changes in the fall semester. Motion was made by Cannon to accept the new proposed Faculty Workload Model Policy. Unanimously adopted.</p> <p><b><u>4.4 Instructional Technology-McKelvy</u></b></p> <ul style="list-style-type: none"> <li>• No report</li> </ul> <p><b><u>4.5 Learning Resources-Hirsch</u></b></p> <ul style="list-style-type: none"> <li>• There are funds to purchase models, equipment, etc. Faculty requested electronic thermometers.</li> </ul> <p><b><u>4.6 Nursing Peer Review-Hergert</u></b></p> <ul style="list-style-type: none"> <li>• No Report</li> </ul> <p><b><u>4.7 Research and Program Effectiveness-Savage</u></b></p> <ul style="list-style-type: none"> <li>• Many thanks to the SPE Team Leaders and faculty members for all the hard work on their SPE Standards. A job well-done!</li> <li>• Surveys have been revised to reflect new ACEN wording changes. SPE Teams meet at least twice each semester. Richard reminded us that all faculty “own” the SPE.</li> <li>• Committee discussed the need to change the grading scale of CPECs beginning summer 2014 because the program’s minimum passing grade will increase to 75. Committee members decided to change the wording of what a score of 2 means and to change the value of 3’s to equal 85 instead of 80. It was also discussed that the minimal passing standard in clinicals needs to reflect the elevated passing standard in the classroom. In other words, expectations of student clinical competencies to make a 2 and 3 will be elevated along with the score. Motion to approve the changes is being brought from committee.</li> <li>• Additionally, reliability and validity of CPEC was discussed. Committee discussed the need to more closely parallel CPEC competencies and DEC’s.</li> </ul> <p><b><u>4.8 Students Activities-Jones, Reed</u></b></p> <ul style="list-style-type: none"> <li>• No report</li> </ul>	<p>Continue conversations in subsequent meetings.</p> <p>No action or recommendation.</p> <p>No action or recommendation.</p> <p>No action or recommendation.</p> <p>Update SPE as data is received.</p> <p>Make changes to CPEC value for CPEC evaluation numbers.</p> <p>Committee will continue to evaluate reliability and validity of the CPEC.</p> <p>No action or recommendation.</p>
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	<p><b><u>4.9 Testing-Johnson</u></b></p> <ul style="list-style-type: none"> <li>• As much emphasis should be placed on the client need categories as on the cognitive level of the questions. Faculty should also be using the client need categories as they teach in the classroom.</li> <li>• Test Security policy was a written and approved. Part of this will also need to go into the student handbook.</li> <li>• Reviewed test questions for Savage and Yarbrough</li> <li>• The newly written Test Security Policy was presented from committee as a motion. . Yarbrough made a motion. Passed by majority vote.</li> </ul> <p><b><u>5.0 Miscellaneous</u></b></p> <p><b><u>5.1 Advising-McClure</u></b></p> <ul style="list-style-type: none"> <li>• No report</li> </ul> <p><b><u>5.2 NRC-Hirsch</u></b></p> <ul style="list-style-type: none"> <li>• Summer hours are scheduled. The NRC has 2 staff positions open.</li> </ul> <p><b><u>5.3 Staff Development-Kile</u></b></p> <ul style="list-style-type: none"> <li>• No report</li> </ul> <p><b><u>6.0 Treasurer’s Report-Hirsch</u></b></p> <ul style="list-style-type: none"> <li>• There is currently \$50.06 in the account.</li> </ul> <p><b><u>7.0 Associate Degree Nursing Reports</u></b></p> <p><b><u>7.1 Level I—J. Cannon</u></b>  <b>Introduction Nursing</b> – After all 4 Module Exams and 2<sup>nd</sup> Evolve Exam are as follows:  <b>Section 001</b>  48 attending  Grade distribution for 001  A-0  B-7  C-26  D-15  F-0  4 of those D’s have a 68 or greater  15 of 48 failing (31%)  1 of the students with C has not taken the Mod 4 Make-up exam.</p>	<p>Place approved Test Security in Faculty Handbook and Student Handbook.</p> <p>No action or recommendation.</p> <p>No action or recommendation</p> <p>No action or recommendation</p> <p>No action or recommendation</p> <p>No action or recommendation</p> <p>No action or recommendation</p> <p>No action or recommendation</p> <p>No action or recommendation with reports regarding the distribution of grades for each course. This is information purposes only.</p>
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	<p><b>Section 002</b>  44 attending  2 of the 44 have failed due to not creating a remediation packet. They were counseled about this.  One of these two students is still attending class.  A-1  B-4  C-28  D-8  F-3 (2 are due to no remediation packet)  1 of the D's is borderline at 69.23  1 student with a C has not yet taken the Mod 4 Make-up exam.  11 of 44 are failing (25%)  Class total that is failing 26 or 92 or 28%</p> <p><b>RNSG 1105 –</b>  These are final grades.  92 students enrolled  A-88  B-3  C-0  D-1 Students failed 1209 because remediation was not completed on time and then quit coming to 1105 as well.</p> <p><b>RNSG 1301- Pharmacology</b>  <b>Section 001</b>  32 attending  1 drop  6 failing</p> <p><b>Section 002</b>  21 attending  2 drop  2 failing after second exam</p> <p><b>RNSG 1362 Clinical – Principles</b>  57 attending</p> <p><b>RNSG 1331 – Principles</b>  <b>Section 001</b>  23 attending  3 drop  4 failing</p>	<p>No action or recommendation with reports regarding the distribution of grades for each course. This is information purposes only.</p>
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	<p><b>Section 002</b>  34 attending  2 drop  5 failing after second exam</p> <p><b><u>7.2 Level II—L. Shadbolt</u></b>  Level 2 has a total of 85 students in hybrid classes plus 18 Transition Students (Health Assessment and Pharmacology online)</p> <p><b><u>RNSG 1247/1263-</u></b> Dr. Jeanette Embry and Marianne Jones  Total number of students registered for both sections: 85/84  Number of students dropped: 1  Not attending: 0  <b>1247 section 001:</b> Exam Grades  A = 1  B = 9  C = 20  D = 5  Semester grades: A (0); B (21); C (24); D(0)</p> <p><b>1247 Section 002:</b>  A = 3  B = 17  C = 14  D = 6  Semester grades: A (2); B(18); C(16); D(4)</p> <p><b><u>RNSG 1251/1260-</u></b> Jody Kile and Lyndi Shadbolt  Total number registered: 80/79  Number of students dropped  Not attending: 0</p> <p><b><u>Section 001-</u></b>  Semester Results: A(1); B(10); C(23); D(1); F(0)</p> <p><b><u>Section 002-</u></b>  Semester Results: A(2); B(14); C(23); D(5)-</p> <p><b><u>7.3 Level III—P. Hogue</u></b></p> <p><b>RNSG 2213-</b> Total of 82 students  3 dropped  8 failing</p>	<p>No action or recommendation with reports regarding the distribution of grades for each course. This is information purposes only.</p>
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	<p><b>RNSG 2201-</b> Total of 66 students                  2 dropped                  14 failing – 2 clinical failures</p> <p><b>RNSG 1248 –</b> Total of 61 students                  3 dropped                  12 failing</p> <p><b><u>7.4 Level IV—D.Hall</u></b>                  Advanced Concepts – 114 - 20 not passing after the Module 1 Exam. Module 2 Exam is 4/2 (today)                  Community Health 101 students – 2 not passing after the Module 2 Exam                  Professional Nursing – 104 - 10 not passing after the Module 2 Exam                  1 student dropped both Advanced Concepts and Professional Nursing and is still in Community                  118 students in Level 4, 117 potential grads                  NCLEX preparation continues, teams have 1 more time to meet. Out of the 118 students, 2 are having difficulties meeting preparation requirements. They are now under an additional contract. We gave the Level 4 students the new Evolve EAQ for additional preparation. Questions in the EAQ are not required, just recommended. Student feedback has been positive.</p> <p><b><u>8.0 Additional Items/Announcements</u></b></p> <p><b><u>9.0 Adjournment</u></b></p> <ul style="list-style-type: none"> <li>• The meeting was adjourned at 4:25 a.m. by faculty consensus.</li> </ul>	<p>No action or recommendation with reports regarding the distribution of grades for each course. This is information purposes only.</p> <p>Next meeting: August 19, 2014.</p>
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Richard Pullen, Interim ADN Program Director

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