

AMARILLO COLLEGE

ASSOCIATE DEGREE NURSING FACULTY ORGANIZATION MINUTES

DATE: January 14, 2014

TIME & PLACE: 9:00 a.m. - West Campus, Jones Hall, Room 205

ATTENDANCE: Present: Jan Cannon, Ginny Coppock, Cindy Crabtree, Angela Downs, Theresa Edwards, Jeanette Embrey, Marcia Green, 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, Kim Pinter, Richard Pullen, Claudia Reed, Angie Ross, Kelly Savage, Lyndi Shadbolt, Teresa Smoot, Mona Yarbrough, Kerrie Young, Cele Rangel, and Connie Ponder-Administrative Assistant

ABSENT:

AGENDA: See Attached

MINUTES:

TOPIC	DISCUSSION/RATIONALE	ACTION/RECOMMENDATION
1.0 OPENING REMARKS APPROVAL OF MINUTES CELEBRATION OF CAROLYN DECEMBER BIRTHDAYS SERVICE PIN AWARDS	<ul style="list-style-type: none"> • Opening Remarks-S. Mueller • Ms. Mueller called the meeting to order at 9:45 a.m. after a 2nd life presentation by John Smoot and Guy Gilbert from SIM Central. The ADN faculty was shown the new virtual program that has been developed. The website/tutorial is provided to the students at no cost. They develop an account and their personalized avatar. They are then able to sign in and maneuver through homes, hospitals, patient rooms, clinical and classrooms. There will be faculty training available. If instructors have an idea, Guy will develop it. • The minutes from the faculty meeting on December 4, 1013 were not available. These minutes will be approved at a later faculty meeting. • <u>January Birthdays</u>—Jan Cannon (16), Annette Watts (22) and Angela Bray (26). • A thank you note was received from a December graduate regarding Pinning Ceremony. Ms. Mueller expressed her thanks for the pinning ceremony that was beautiful and especially meaningful to her. • Director's Report-S. Mueller • <u>Activities this Week</u>— The all-college Faculty Meeting is Wednesday, January 15th, from 10:00 am to 10:30 am in Concert Hall Theater. After the Faculty Meeting from 10:45 am to 11:45 am, there will be two concurrent sessions presented by the Faculty Excellence Award Winners in either the Oak Room or Badger Den of the CUB. Debby Hall and Khristi McKelvy will be presenting during Concurrent Session 1 in the Oak Room. Their presentation is entitled, "Professional Development". A faculty lunch will be provided in the CUB, on the second floor, at 12:00 pm. The remainder of the day today, Wednesday and the rest of the week should be devoted to faculty preparation for the spring term. Each Team Coordinator will notify team members of the times and dates of the level meetings. 	<p>Ms. Mueller thanked Mr. Smoot and Mr. Gilbert for their presentation. She encouraged faculty members to increase the use of Sim Central in the clinical courses to promote student success.</p> <p>No action or recommendation.</p>
2.0 ADN PROGRAM DIRECTOR REPORT		<p>Ms. Mueller congratulated Debby Hall and Khristi McKelvy for being selected to present their innovative use of technology for college-wide faculty that they showcased at recent national conferences. Retirement receptions are</p>

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| <ul style="list-style-type: none"> • <u>Faculty/Staff Changes</u>—Marcia Green is retiring effective January 31, 2014. Marcia Julian will be replacing Marcia Green in RNSG 1209/RNSG 1105. Kati Alley has been hired to fill the full-time faculty vacancy created by Marcia Green's retirement. Connie Ponder (formerly Connie Lax) assumed the position of ADN Administrative Assistant on January 6, 2014. The NRC Supervisor position is vacant due to Sara Milford replacing Tamara Rhodes in the VN Program. Ms. Mueller also reminded faculty members that she will retire January 31, 2014. Kelly Savage posed the question, "Who is going to be interim director"? Ms. Mueller stated that college-administration would soon make an announcement. • <u>Staff Development</u>—Verena had the good idea of bringing all nursing faculty together on Friday, January 17th, to participate in two Nurse Tim webinars. These two webinars, "Flipping the Classroom: Two Webinars for Faculty who Value Critical Thinking" provide information about helping students to study and use time effectively. Verena suggested that the two webinars, which are 1 hour and 15 minutes in length be separated by a faculty potluck luncheon. The first webinar will begin at 11:00 am and the second webinar will begin at 12:45 pm. Lunch will be at about 12:15 pm. • <u>December 2013 Graduates</u>—There were 90 December 2013 graduates. Of those, 77 have been issued permits. 7 of these graduates are still awaiting BON approval. 5 graduates appear to have enforcement issues, and one has not completed a CBC. NCLEX Team Leaders, please contact these graduates and continue to encourage them to prepare for the NCLEX-RN Exam. • <u>Program Admission</u>—There were 96 qualified Traditional Generic applicants for spring 2014. 60 of these applicants were offered admission and 59 accepted admission. (36 applicants were not offered admission.). Ms. Mueller stated that the high failure-rate in Introduction to Nursing (N = 36 students) in fall 2013 limited the number of new students admitted to the generic program in spring 2014. Additionally, there were 36 qualified FF Transition applicants for summer 2014. 25 of these applicants were offered admission. (11 applicants were not offered admission). <u>Program Enrollment</u>—Total program enrollment has decreased to a level of approximately 450 students. Enrollment last semester was approximately 500 students. • <u>Advising Sessions for Spring 2014</u>—Advising Session dates and times will be available very soon. There will be six Traditional Generic Advising Sessions for fall 2014 and three Information Sessions for the FF Generic Option for summer 2014. All full-time ADN faculty are expected to sign up for at least two advising and/or information sessions. | <p>slated for Marcia Green and Sheryl Mueller to celebrate their tenure at AC. A formal invitation will soon be sent to all college employees.</p> <p>Encourage attendance at Staff Development Programs. Evaluate how programs improve teaching effectiveness.</p> <p>Continue to monitor status of graduate performance on NCLEX-RN and those graduates who have not been issued a permit.</p> <p>Continue to balance enrollment with faculty, staff and materials resources.</p> <p>Ms. Mueller reminded faculty members to sign-up for at least two Advising Sessions.</p> |
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- **Faculty Assignments/Workload**—Faculty assignments for the spring 2014 semester have been made and workload has been assigned for each full-time faculty member. (Thank you, Dr. Pullen!) Assignments and workload will be discussed at the team meetings this week. Any questions or concerns about assignments and workload should be directed to the Team Coordinators or to Dr. Pullen.
- **Fall 2013 Agency Surveys**—The fall 2013 clinical agency surveys are available through the Team Coordinators. The results of most of the agency surveys were very good to excellent. There were a few units or agencies where room for improvement was noted. These survey results will be provided to the agencies by next week. (Thank you, Verena, for all your good work to get the agency and faculty surveys completed this past semester!)
- **Fall 2013 Faculty Evaluations**—Both the didactic and clinical instructor evaluations by students for fall 2013 will be available to individual faculty members this week through the Team Coordinators.
- **Faculty Obligations**—All faculty should have posted office hours and be available to students during those times. All instructors of record must have their online syllabus updated and available to students by the first day of class this semester. Test blueprints are not optional. All faculty must maintain completed test blueprints for every exam.
- **Committee Meeting Dates for spring 2014 will be as follows:**
ADN Faculty Organization--January 14, February 5, March 5, April 2, May 7
Curriculum Committee—February 26, March 26, April 23
Research and Program Effectiveness Committee—February 12, April 30
Testing Committee—February 19, March 19, April 16
Student Activities, N-Tech, LRC, and NPR will meet at other dates/times as called by committee chairs
- **Vista College VN Program**—Vista College is opening a VN Program this month at their Amarillo campus. This program will operate as an extension of the Vista College—El Paso program. The Amarillo program plans to admit cohorts of 20 students four times/year. Right now, the bulk of the clinical for these students is scheduled to be conducted in the various regional healthcare facilities. Sally Gaines is the director of this new program. Ms. Mueller stated that she and Dr. Pullen attended the open house of the VN Program and extended well-wishes to nursing and regional administration of the college. Dr. Pullen also discussed with them the process for requesting and scheduling clinical sites through the Tommy Sweat, Central Scheduler through the Texas Panhandle Coalition of Nursing (TPCN).

Report any errors in omission to Dr. Pullen for correction asap.

Results of surveys will soon be shared with agency administration.

Ms. Mueller asked faculty members to celebrate good teaching and continue to look for ways to enhance this process.

Follow through with the established policies, procedures and/or guidelines.

No action or recommendation.

Evaluate the impact Vista College clinical rotations have on ACs nursing programs and health care agencies.

3.0 COLLEGE COMMITTEE REPORTS	<p><u>3.0 College Committee Reports</u></p> <p><u>3.1 Academic Technology—Hall</u></p> <ul style="list-style-type: none"> No Report <p><u>3.2 Benefits Plan Investment—Jones</u></p> <ul style="list-style-type: none"> No Report <p><u>3.3 Commencement—Hirsch, Smoot, Ross</u></p> <ul style="list-style-type: none"> Commencement went great. Rhodes is also on this committee. <p><u>3.4 Curriculum—Pullen</u></p> <ul style="list-style-type: none"> Committee will meet January 31, 2014. The ADN Program is removing BIOLOGY 2421, Microbiology for Science Majors and replacing it with BIOLOGY 2420, Microbiology for Non-Science Majors. The course description in BIOLOGY 2420 more closely aligns with what nursing students need to care for patients. This proposal will be brought to Curriculum Committee at the college and ADN Curriculum Committee for adoption. <p><u>3.5 Faculty Handbook—Embrey</u></p> <ul style="list-style-type: none"> No Report <p><u>3.6 Faculty Professional Development—Coppock, Embrey</u></p> <ul style="list-style-type: none"> No Report <p><u>3.7 Faculty Senate—Ross, Young</u></p> <ul style="list-style-type: none"> No Report – no minutes available from Fall. Rhodes is also on this committee. <p><u>3.8 Financial Aid Appeals--Mueller</u></p> <ul style="list-style-type: none"> No Report. Rhodes is also on this committee. <p><u>3.9 Library Network Advisory--Reed</u></p> <ul style="list-style-type: none"> Last meeting was December 6th but no report is available. <p><u>3.10 Rank and Tenure--Shadbolt</u></p> <ul style="list-style-type: none"> No Report – Meeting is in the spring. Notebooks are due in February. <p><u>3.11 Testing and Remediation Committee--Young</u></p> <ul style="list-style-type: none"> No Report. 	<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> <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>Further discussion in subsequent meetings.</p> <p>No action or recommendation.</p>
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	<p><u>4.0 ADN COMMITTEE REPORTS</u></p> <p><u>4.1 Admission/Progression-Mathias</u></p> <ul style="list-style-type: none"> No report <p><u>4.2 Advisory Committee-Mueller</u></p> <ul style="list-style-type: none"> The Advisory Committee meeting will be held in April. <p><u>4.3 Curriculum-L. Shadbolt</u></p> <ul style="list-style-type: none"> No Report <p><u>4.4 Instructional Technology-McKelvy</u></p> <ul style="list-style-type: none"> No Report <p><u>4.5 Learning Resources-Hirsch</u></p> <ul style="list-style-type: none"> No Report <p><u>4.6 Nursing Peer Review-Hergert</u></p> <ul style="list-style-type: none"> No Report <p><u>4.7 Research and Program Effectiveness-Savage</u></p> <ul style="list-style-type: none"> No Report <p><u>4.8 Students Activities-Jones, Reed</u></p> <ul style="list-style-type: none"> SNA meets next week. Welcome Back will be on January 28th. T-shirts will be sold at this time. Ms. Mueller thanked Ms. Jones and Ms. Reed for their good work at engaging students in ongoing activities. <p><u>4.9 Testing-Pullen</u></p> <ul style="list-style-type: none"> No Report <p><u>5.0 Miscellaneous</u></p> <p><u>5.1 Advising-McClure</u></p> <ul style="list-style-type: none"> No Report <p><u>5.2 NRC-Hirsch</u></p> <ul style="list-style-type: none"> The NRC currently has a part time staff position open. The position is 19 hours a week at \$8.00/hr. <p><u>5.3 Staff Development-Kile</u></p> <ul style="list-style-type: none"> No Report 	<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>Evaluate student participation in the SNA and college-wide activities with SGA.</p> <p>No action or recommendation.</p> <p>No action or recommendation.</p> <p>No action or recommendation.</p> <p>See above discussion about up and coming programs. Further discussion in subsequent meetings.</p>

	<p><u>6.0 Treasurer's Report-Hirsch</u></p> <ul style="list-style-type: none"> There is currently \$139.94 in the account. Ms. Mueller stated that the main purpose of having a faculty account is for the benefit of the faculty with regard to celebrations. These celebrations cannot happen if everyone does not pay their dues in a timely manner. <p><u>7.0 Associate Degree Nursing Reports</u></p> <p><u>7.1 Level I—J. Cannon</u></p> <ul style="list-style-type: none"> <u>RNSG 1209/1105 Introduction to Nursing/Nursing Skills I</u> <ul style="list-style-type: none"> 96 students are enrolled <u>RNSG 1331/1362 Principles of Clinical Decision Making</u> <ul style="list-style-type: none"> 57 students are enrolled <u>RNSG 1301 Pharmacology</u> <ul style="list-style-type: none"> 92 students are enrolled <p><u>7.2 Level II—L. Shadbolt</u></p> <ul style="list-style-type: none"> <u>RNSG 1247/1263--Dr. Embrey and Marianne Jones</u> <ul style="list-style-type: none"> 83 students are enrolled <u>RNSG 1251/1260--Jody Kile and Lyndi Shadbolt</u> <ul style="list-style-type: none"> 78 students are enrolled <u>RNSG 1115- Health Assessment</u> <ul style="list-style-type: none"> 62 students are enrolled <p><u>7.3 Level III—R. Pullen</u></p> <ul style="list-style-type: none"> <u>RNSG 1248/2261-Concepts of Clinical Decision Making II</u> <ul style="list-style-type: none"> 65 students are enrolled. <u>RNSG 2201/2260-Care of Children and Families</u> <ul style="list-style-type: none"> 68 students are enrolled. <u>RNSG 2213/2161-Mental Health Nursing</u> <ul style="list-style-type: none"> 85 students are enrolled. <p>*There are 92 individual students enrolled among the Level 3 courses.</p> <p><u>7.4 Level IV—D.Hall</u></p> <ul style="list-style-type: none"> <u>RNSG 2231/2262-Advanced Concepts of Adult Health</u> <ul style="list-style-type: none"> 112 students are enrolled. <u>RNSG 2221/2263-Professional Nursing: Leadership and Management</u> <ul style="list-style-type: none"> 104 students are enrolled. <u>RNSG 1110/2163-Introduction to Community Based Nursing</u> <ul style="list-style-type: none"> 100 students are enrolled. <p>*HESI Exit fall 13: FF 931; Generic 847 (HESI Exit spr 13: FF 872 Generic 815) *12 faculty for NCLEX Teams = approx.. 10 students per team *Level 4 Team meeting scheduled for 1/14/14 at 1130 *There are 118 individual students enrolled among the Level 4 courses.</p>	<p>Ms. Mueller asked that faculty members pay their dues.</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>
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	<p><u>8.0 Additional Items/Announcements</u></p> <p><u>9.0 Adjournment</u></p> <ul style="list-style-type: none">• The meeting was adjourned at 11:15 a.m. by faculty consensus.	<p>No action or recommendation.</p> <p>Next meeting February 5, 2014.</p>
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Richard Pullen, Interim ADN Program Director

Date

**AMARILLO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM
MEETING AGENDA**

MEETING: Associate Degree Nursing Faculty Organization
DATE: February 5, 2014
TIME: 1:30 PM
PLACE: WCJH – 205

1. Call to Order
Approval of Minutes: ADN Faculty Organization Meeting on January 14, 2014
2. Report from Associate Degree Nursing Program Director
3. College Committee Reports
 - 3.1 Academic Technology—*Hall*
 - 3.2 Benefits Plan Investment--*Jones*
 - 3.3 Commencement – *Hirsch, Smoot, Ros, Rhodes*
 - 3.4 Curriculum--*Pullen*
 - 3.5 Faculty Handbook –*Embrey*
 - 3.6 Faculty Professional Development –*Coppock, Embrey*
 - 3.7 Faculty Senate—*Ross, Young*
 - 3.8 Financial Aid Appeals—*Rhodes*
 - 3.9 Library Network Advisory--*Reed*
 - 3.10 Rank & Tenure—*Shadbolt*
 - 3.11 Testing and Remediation Committee--*Young*
 - 3.12 Other

4. Associate Degree Nursing Program Committee Reports
 - 4.1 Admission & Progression--*Mathias*
 - 4.2 ADN Advisory—*Pullen*
 - 4.3 Curriculum--*Shadbolt*
 - 4.4 Instructional Technology—*McKelvy*
 - 4.5 Learning Resources --*Hirsch*
 - 4.6 Nursing Peer Review –*Hergert*
 - 4.7 Research & Program Effectiveness –*Savage*
 - 4.8 Student Activities –*Jones, Reed*
 - 4.9 Testing –*Johnson*
5. Miscellaneous
 - 5.1 Advising—*McClure*
 - 5.2 NRC – *Hirsch*
 - 5.3 Staff Development –*Kile*
6. Treasurer's Report – *Hirsch*
7. Associate Degree Nursing Level Reports
 - 7.1 Level I -- *Cannon*
 - 7.2 Level II -- *Shadbolt*
 - 7.3 Level III – *Hogue*
 - 7.4 Level IV -- *Hall*
8. Additional Items/Announcements
9. Adjournment