

**Deans Meeting  
October 1, 2014  
Minutes**

**Members Present:** Daniel Esquivel, Dan Ferguson, Patsy Lemaster, Jerry Moller, Carol Moore, Cheryl Oldham, Richard Pullen, Renee Vincent and Kathy Wetzel

**Members Absent:** Joy Brenneman, Tamara Clunis, Kim Davis, Lyndy Forrester and Mark Rowh

**Others Present:** Terry Berg, Diane Brice, Kelly Prater and Susie Wheeler

**Class Schedule Building**

Diane Brice presented historical data regarding regular start and late start classes on the Washington Street campus since Fall 2010. We haven't stepped up to increase our 12 week class offerings and more need to be offered, particularly on campus and hybrid classes. Late start classes in the future will be set up as pending until after the first week of the semester. We have also declined in enrollment for students aged 25+, perhaps because we are not offering enough afternoon and evening classes.

Kelly Prater indicated classes that start early, outside the normal date range of the semester, cause problems with students receiving financial aid. If courses need to be started prior to the semester start date, please contact Kelly Prater to verify the financial aid implications. Also, early start classes can impact state reporting and funding based on census dates. Please work with the Registrar's Office when setting up early start classes as well.

If there is only one section available of a specific course, please do not offer it at noon. It interferes with student participation in student clubs. Also, offer sections during the defined time schedule. Kathy expressed concern that certain courses have been specifically requested at noon by students.

Diane will send the enrollment data to members of the council electronically.

**Perkins/Advisory Committees**

Perkins Desk Review indicated some issues exist with advisory committee compliance. We must be compliant with Perkins regarding advisory committees in order to receive funding.

Susie will schedule individual meetings with the deans and necessary staff within the next week to discuss advisory committee needs.

## **Business Affairs**

Terry Berg was invited to attend Dean's Council to discuss ideas on how to move forward between Academic Affairs and Business Affairs.

Terry shared the need for clear communication up front in any process between the divisions.

When documents are signed (310, travel, etc.), please sign in a color other than black. It is difficult to determine whether a signature is original or a copy when signed in black. He encouraged getting rid of signature stamps.

Food guidelines – a meeting must include attendees other than college employees in order for the institution to pay for food. A list of attendees must be included.

Procurement card purchases are limited to \$2000. Larger amounts must be processed through a requisition.

Accreditation contingency funds can be transferred into departmental budgets to pay for accreditation visits. The fund contains only \$10,000. If accreditation needs are known in advance, the funds may need to be requested through the budget process.

## **Classified Employee Awards**

Classified employee merit award forms must be completed and submitted to HR by November 3, 2014. The deans were asked to consider classified employees in their area deserving of the award and bring nominations to the next council meeting.

## **60 Hour Associate Degrees**

The Co Board requires all associate degree programs reach 60 hours by Fall 2015. Carol Moore distributed a spreadsheet listing all associate degree programs at AC and the current total number of semester hours for each. Deans were asked to take the information back to their departments to determine how programs need to be modified to reach 60 hours. Those changes will need to be submitted to Curriculum Committee for approval. Some changes to the core curriculum in the Life & Physical Sciences and the FYS course will reduce total numbers in the transfer programs.

## **New Business**

Data specialist activities will be renewed in the Spring and Fall 2015. The data gathered will be used in the program review process, as well as faculty evaluations. Discussion of data specialist activities will be added to the next Dean's Council agenda when more deans are present.

#### Dean's Council Member Reports

- Academic Success
- Center for Teaching and Learning
- Continuing Education
- Health Sciences
  - Clinical Medical Assistant students began their clinical work today in Amarillo, Canyon, Hereford and Dumas
  - Program Directors provided their ideas for program expansion plans, with the premise to offer additional programmatic certificates, increase student enrollment and offer distance learning options for students within Texas and out-of-state.
- Hereford Campus
- Liberal Arts
- Moore County Campus
- Nursing – see attached
- STEM
- Technical Education

Adjourned at 3:50

## **Nursing Division Report**

### **Program Statistics Fall 2014:**

\*1100 ADN majors. 413 enrolled in the program. 26 full-time faculty members + 6 part-time. 2 open positions.

\*954 VN majors. 83 enrolled in the program. 5 full-time faculty members + 8 part time.

\*Advising sessions. Number of admissions depends on attrition in the 1<sup>st</sup> semester nursing courses in each program.

### **Change to Nursing Division:**

\*There are Faculty and Student Handbooks for each program. We will develop a common handbook to bring the programs more in alignment. Mark White, college attorney is reviewing our policies.

### **Curriculum:**

\*Admission, progression and testing policies have been revised in the past 6 months in both nursing programs. The purposes of curriculum analysis is to ensure that rigor is present to prepare graduates for the national licensure examination (RN and LVN). The National Council for State Boards of Nursing (NCSBN) prepares the examination and has increased the rigor (difficulty) of the exam. Minimal passing on exams is now 75% (previously 70%). Enhanced teaching is a part of the rigor process.

\*Summary: It is “tougher” to get into the programs, move through the programs and graduate from the programs.

### **Examples of Student Success Strategies:**

\*Smaller sections of classroom courses with a student to faculty ratio of about 40 to 1. Provides an opportunity for more engagement in application experiences

\*Reduction of faculty to student ratios in clinical rotations of about 8-10 to 1. More engagement between students and faculty and promotes patient safety.

\*Tablet/laptop pilot in both programs to help students prepare for an electronic health care record practice environment.

\*59 of 413 (14%) of ADN students are receiving tutoring from the Health Sciences Student Support Services. 20 of 83 (24%) of VN students are being tutored.

**Community, Projects and Recruitment:**

\*20 nursing students and 7 nursing faculty participate in the city-wide Hablando Health Fair September 27, 2014.

\*Nursing students and nursing faculty will participate in a city-wide Health Fair at the Green Tree Village Apartments October 18, 2014.

\*The nursing programs will participate in a recruitment presentation called “Step up to Success” in November.

\*There will be a West Campus Food Pantry Fundraiser in late spring 2015: Food, fun and entertainment!

**Initiatives:**

\*Improve NCLEX pass rates (National licensure Exam).

\*Nursing programs have clinical rotations at the rural hospitals in Dumas and Hereford.

\*A program called “Bringing Nursing Education to Rural Communities in the Texas Panhandle” is slated to be implemented in fall 2016. This is a project that is being conducted by LaVon Barrett, VN Program Director and Richard Pullen, ADN Program Director. The proposal and framework is in place.