

**AMARILLO COLLEGE**

**NURSING DIVISION FACULTY COMMITTEE MINUTES**

**DATE:** October 8, 2014

**TIME & PLACE:** 1:30 p.m.- West Campus, Jones Hall, Room 207

**ATTENDANCE:** Present: Kati Alley, LaVon Barrett, VN Program Director, Jan Cannon, Ginny Coppock, Cindy Crabtree, Angela Downs, Theresa Edwards, Jeanette Embrey, Debby Hall, Dr. Russell Lowery-Hart, Carol Hergert, Denise Hirsch, Paul Hogue, Katy Hunter, Marianne Jones, Marcia Julian, Jody Kile, Tabatha Mathias, Susan McClure, Kim Pinter, Richard Pullen, Claudia Reed, Tamara Rhodes, Lyndi Shadbolt, Teresa Smoot, Kelly Voelm, Ramona Yarbrough, Kerrie Young, Connie Bonds-Executive Secretary, April Maxwell – LVN Staff Assistant

**ABSENT:** D'dee Grove, Verena Johnson, Sarah Milford, Khristi McKelvey, Angie Ross, Kim Smith, Keri Terrell

**AGENDA:** See Attached

**MINUTES:**

TOPIC	DISCUSSION/RATIONALE	ACTION/RECOMMENDATION
<p><b>OPENING REMARKS APPROVAL OF MINUTES</b></p> <p><b>CELEBRATION OF GOOD THINGS AND CHALLENGES HAPPENING IN NURSING</b></p>	<ul style="list-style-type: none"> <li>• <b>Opening Remarks – Richard Pullen</b></li> <li>• Mr. Pullen called the meeting to order at 1:35 p.m.</li> <li>• Everyone was welcomed to the 1<sup>st</sup> Nursing Division Faculty meeting since the ADN and LVN Programs were combined to become the “Nursing Division”.</li>   <li>• <b>Dr. Pullen asked faculty what were some of the “good” things and “challenges” happening in Nursing</b>  <b>Good things</b> - Blackboard, New Dean, LVN “back with us”, LVN program has the potential to have 100% pass rate from May graduates, coming back from an unprecedented low of 76%.            Dr. Pullen would like to have the television stations and possibly the media cover the LVN pass rate to show our programs are moving in the right direction.  <b>Challenges</b> – Everyone seemed to agree that the biggest challenge currently is the pass rates.</li>   <li>Dr. Lowery-Hart joined the meeting. He wanted to discuss the significant changes that had occurred since his last visit such as the new dean and the completed parking lot. He also discussed the main priorities with the college at this time:           <ol style="list-style-type: none"> <li>1) No Excuses – everyone will continue this philosophy throughout the college                AC was designated a leader college                All roles are here to help the students. Nursing has always done this, but everyone needs to plan and execute.</li> </ol> </li> </ul>	<p>Dr. Pullen provided this information for communication purposes. He did ask that all celebrate the accomplishments of the VN Program.</p> <p>Continue to embrace student success and the development of a caring culture as we always have.</p>

**Report from Dean of Nursing**

- 2) Promote a culture of caring  
Provide resources as needed; not just to students but as divisions.  
“They” needs to become “we”.  
Continue providing services through the food pantries.
- 3) Improving processes  
Personnel hiring  
Market based stipends  
Reward structures  
Promoting paperless  
Safety/Risk Management  
Simplify the process for students and remove the barriers

**Class Schedule Building**

Dr. Pullen reported that Diane Brice presented historical data at the Dean’s Council 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. She also mentioned that program director’s must communicate clearly to the Registrar’s Office, especially to Pam Madden any changes in classroom scheduling.

**Program Statistics Fall 2014:**

\*1100 ADN majors. 413 enrolled in the program.

\*954 VN majors. 83 enrolled in the program.

\*Advising sessions are progress. Number of admissions depends on attrition in the 1st semester nursing courses in each program.

\*Congratulations to LaVon Barrett and the VN Program faculty. It appears that the VN Program 2014 pass rate will be at or near 100%.

\*We wish a fond farewell to Ginny Coppock in the ADN Program. Ginny will be having new adventures as a nurse practitioner. Best wishes, Ginny!

\*ADN Program has 1 open position at the moment. A second position will be posted within the next 6 weeks.

Continue to embrace student success and the development of a caring culture as we always have.

Continue to explore flexibility in scheduling classes including late afternoon and evening classes to maximize space on the West Campus. Continue effective communication with the Registrar’s Office.

Continue to track and evaluate aggregated data. No other action or recommendation. Evaluate impact of changes in HESI A2 on program admission in both programs.

Notify Joe Wyatt at College Relations about the 100% pass rate.

No action or recommendation

No action or recommendation.

### **Utilization of Part-time Faculty Members:**

\*Part-time faculty in the ADN Program can also help in VN Program labs in the NRC as needed beginning in spring 2015. I will speak with them to see if they can help in the VN Program in addition to their Care Group assignments and other NRC hours. Part-time faculty cannot go over 19 hours a week per rules and regulations of Human Resources.

### **Common Faculty Handbook and Student Handbook**

\*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. A task force of two VN faculty and two ADN faculty will be assembled. The task force will perform its work in spring 2015.

### **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.

### **Professional and/or Staff Development:**

\*Nurse Tim is a valuable resource for faculty development. The program renewed its membership for the next year. Please utilize this wonderful resource!

\*The ADN Program is having ongoing "Lunch and Learn" sessions every two weeks. Faculty bring their test items to the sessions and learn how to improve them and statistical analysis. The sessions were initiated to improve test item writing in the ADN Program in relation to the NCLEX-RN Detailed Test Plan. The sessions are geared for "RN level" test item construction and analysis. Faculty members from both programs are welcome to attend.

### **Licensure Renewal Requirements by TBON:**

\*Don't forget about the new requirement: Nursing jurisprudence and Ethics and Geriatric or Older Adult Care (2 CEUs in each) became effective January 2014. See the TBON website and newsletter for details.

Determine what needs are present for lab coverage in spring 2015.

Further discussion in subsequent meeting.

Evaluate impact on student progression with changes in grading scale. Dr. Pullen encouraged all faculty members to stay focused on what is most important in the nursing programs: Enhancing patient safety.

Dr. Pullen encouraged faculty to use Nurse Tim.

Evaluate impact of Lunch and Learn sessions on curriculum improvement.

Informational purposes only.

**Examples of Student Success Strategies:**

\*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.

\*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.

\*Required remediation with classroom instructor in the ADN Program if score 75% or below on a module exam.

\*Supplemental Instruction (SI) in Introduction to Nursing, Principles of Clinical Decision-Making, Pharmacology and Advanced Concepts of Adult Health. Dr. Pullen emphasized that SI must be student-driven and guided by faculty. It is not intended to “reteach” content or concepts.

**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 5, 2014. Dr. Pullen, Ms. Barrett, and Ms. McClure will participate at the Church at Quail Creek. Dr. Pullen, Ms. Barrett and Ms. Hall will also participate at the AC Technical Careers event at West Gate Mall on November 1, 2014.

\*There will be a West Campus Food Pantry Fundraiser in late spring 2015: Food, fun and entertainment! A task force will soon be assembled to organization this fundraiser.

Dr. Pullen encouraged all faculty members to utilize the resources, including Student Success Services (SSS) at the college for student tutoring. Contact Jeannie George at 6086 for scheduling students for tutoring. The rest of the information in the minutes about Student Success Strategies is for communication purposes.

Take every opportunity to be involved in community-wide projects. Partnerships are a priority with the college.

Evaluate participation at these recruitment.

Further discussion in subsequent meetings.

<p><b>Report from LVN Director</b></p> <p><b>Report from ADN Director</b></p>	<p><b>Priorities and Initiatives</b></p> <p>*Improve NCLEX pass rates in ADN Program.</p> <p>*Nursing programs have clinical rotations at the rural hospitals and clinics in Dumas and Hereford.</p> <p>*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.</p> <p>*Continued inter-professional experiences with Sim Central.</p> <p>Ms. Barrett expressed her excitement regarding the Nursing Division being combined once again. She also updated the faculty on their possible 100% pass rate on the NCLEX! Ms. Barrett will report additional information in the separate VN Program meeting.</p> <p>Dr. Pullen reported that the programs are undergoing many changes. He encouraged all to remain steadfast in their good teaching. Dr. Pullen will report additional information in the separate ADN Program meeting.</p>	<p>Dr. Pullen emphasized that the programs and college have many goals and initiatives; however, the most important priority is improving NCLEX pass rates.</p> <p>No action or recommendation.</p> <p>No action or recommendation.</p>
<p><b>COLLEGE COMMITTEE REPORTS</b></p>	<p><b><u>Academic Technology – Hall</u></b></p> <ul style="list-style-type: none"> <li>No report</li> </ul> <p><b><u>Benefits Plan Investment—Jones</u></b></p> <ul style="list-style-type: none"> <li>No report</li> </ul> <p><b><u>Commencement—Hirsch, Smoot, Rhodes, Ross</u></b></p> <ul style="list-style-type: none"> <li>No report</li> </ul> <p><b><u>Curriculum-Pullen</u></b></p> <ul style="list-style-type: none"> <li>Committee met September 26, 2014. The meeting focused on discussing and approval the 60-hour curriculum for the following programs: Associate Degree Nursing, Surgical Technology, Respiratory Care, Radiography, Physical Therapy Assistant, Nuclear Medicine, Mortuary Science, Medical Laboratory Data, and Dental Hygiene. More Health Sciences are slated to be discussed and voted on in the next meeting October 24, 2014.</li> </ul> <p><b><u>Faculty Evaluation - Barrett</u></b></p> <p>New templates are being designed for self evaluation</p> <p><b><u>Faculty Handbook—Embrey, Barrett</u></b></p> <ul style="list-style-type: none"> <li>No report.</li> </ul>	<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><b><u>Faculty Professional Development—Embrey, Rhodes</u></b></p> <ul style="list-style-type: none"> <li>• No report</li> </ul> <p><b><u>Faculty Senate—Ross, Young and Barrett</u></b></p> <ul style="list-style-type: none"> <li>• Met 10/3/14@1500</li> <li>• College President Dr. Russell Lowery-Hart will be holding meetings with representatives of the leadership groups of AC to keep the lines of communication open. In this month's meeting he distributed a copy of his priorities. A copy is attached to these minutes.</li> <li>• It was requested that the following topics be discussed at the next leadership group meeting: <ul style="list-style-type: none"> <li>• Students registering themselves for classes.</li> <li>• Students needing training on Blackboard.</li> <li>• Air being shut off in the classrooms before the time for the class to be completed.</li> <li>• If there are any issues please send Angie Ross or Kerrie Young an email to bring up at the next faculty senate meeting.</li> </ul> </li> <li>• NO EXCUSES</li> <li>• Student achievement based on Achieving the Dream is a focus.</li> <li>• Innovative methods have been created to address the challenges students will face with the elimination of Math 0301, Basic Math. Such methods include: "Save a Semester" and Rapid Reviews to help the students increase their TSI scores. These methods have had very positive results for the students participating.</li> <li>• College wide surveys: <ul style="list-style-type: none"> <li>• College wide survey results were completed from this last year and sent to Dr. Lowery-Hart for his review. The results may be released to faculty before the Christmas break.</li> <li>• Questions Committee, Brian Farmer</li> <li>• If there are any questions forward them to Brian Farmer.</li> </ul> </li> <li>• The next Faculty Senate meeting will be November 7 in Room 207 of the Lynn Library.</li> </ul> <p><b><u>Financial Aid Appeals-Rhodes</u></b></p> <p>A meeting was scheduled on September 17<sup>th</sup>. One appeal was scheduled and the student did not show up. The financial aid status was upheld. Another meeting is scheduled for October 22<sup>nd</sup>. There is only 1 appeal scheduled at this time.</p> <p><b><u>Library Network Advisory—Reed</u></b></p> <ul style="list-style-type: none"> <li>• No report.</li> </ul> <p><b><u>Rank and Tenure—Barrett</u></b></p> <ul style="list-style-type: none"> <li>• Rank and Tenure handbook has been revised. Requests for Tenure are due now to Ray Newburg.</li> </ul>	<p>No action or recommendation.</p> <p>Report for communication purposes. No action or recommendation.</p> <p>Report for communication purposes. No action or recommendation.</p> <p>No action or recommendation.</p> <p>Ensure that all faculty have submitted the required documents who plan Tenure</p> <p>No action or recommendation.</p>
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	<p><b><u>NURSING PROGRAM COMMITTEE REPORTS</u></b></p> <p><b><u>Instructional Technology-McKelvy</u></b></p> <ul style="list-style-type: none"> <li>No report</li> </ul> <p><b><u>Learning Resources-Hirsch</u></b></p> <ul style="list-style-type: none"> <li>No report</li> </ul> <p><b><u>Nursing Peer Review-Hergert</u></b></p> <ul style="list-style-type: none"> <li>Next meeting is in the fall.</li> </ul> <p><b><u>Students Activities-Jones, Reed</u></b></p> <ul style="list-style-type: none"> <li>SNA held the welcome back yesterday. T-shirts will be on presale next week through October 31<sup>st</sup>.</li> <li>Frito pie sale will be held on November 11<sup>th</sup></li> </ul> <p><b><u>Testing-Johnson</u></b></p> <ul style="list-style-type: none"> <li>Remediation Policy was approved by Testing and is coming for Faculty as a vote: this was the pilot we talked about the week before classes started with specific assigned times for Evolve remediation.</li> <li>900 and greater 1 hr</li> <li>800-899 2 hr</li> <li>700-799 3 hr</li> <li>600-699 4 hr</li> <li>500-599 5 hr</li> <li>400-499 6 hr</li> <li>300-399 8 hr</li> <li>The Evolve EAQ was not started this semester (email was sent out in Sep. to all faculty) due to several issues. The plan is that all students from Level 1-4 will purchase the EAQ access code from the Bookstore.</li> <li>Level 1: the access code will be bundled with books</li> <li>Level 2 – 4: the access code has been placed on the booklist; Ob, Mental Health and Critical Care books.</li> <li>Test Blueprints: will require making a new template, and updating the policy with examples; a task force has been developed. The goal is to have this completed for Fall 2015</li> <li>The committee discussed whether the Specialty Exam grades should be increased. Advanced Concepts has increased the percentage of the Specialty Exam to 15%. This is an individual class issue in deciding to increase the percentage. No recommendation was made by the committee.</li> <li>The committee reviewed the first HESI exit scores: mean 836 with a National mean of 858.</li> </ul>	<p>No action or recommendation.</p> <p>No action or recommendation.</p> <p>No action or recommendation.</p> <p>Encourage all students to participate in SNA.</p> <p>Hirsch made the motion to accept the new pass rate. Downs seconded the motion. The motion carried by majority vote.</p> <p>Further discussion in subsequent meetings.</p>

	<p>The Nursing Process has increased to the 800 level and Basic Care and Comfort was in the 900. Specialty areas that were lower than before where Med/surg, Ob and Geriatrics.</p> <ul style="list-style-type: none"> <li>The committee discussed the fact that classroom exams have wanted their means to be 75 and is this reasonable with 75 being the passing score. The questions is: should faculty be focusing on the test mean? or should faculty focus more on question statistics, using higher level questions and alternate item questions.</li> </ul> <p><b><u>Advising-McClure</u></b></p> <ul style="list-style-type: none"> <li>No report</li> </ul> <p><b><u>NRC-Hirsch</u></b></p> <ul style="list-style-type: none"> <li>This NRC still has an opening for an 11 month Staff Assistant.</li> <li>Please work on spring calendars</li> </ul> <p><b><u>Staff Development-Kile</u></b></p> <ul style="list-style-type: none"> <li>Lunch and Learn will continue.</li> </ul> <p><b><u>Treasurer's Report-Hirsch</u></b></p> <ul style="list-style-type: none"> <li>There is currently \$452.07 in the account. Faculty was reminded to please pay their dues of \$45.00 for the year.</li> </ul> <p><b><u>Adjournment</u></b></p> <ul style="list-style-type: none"> <li>The meeting was adjourned at 3 p.m. by faculty consensus.</li> </ul>	<p>Further discussion in subsequent meetings.</p> <p>No action or recommendation.</p> <p>Informational purposes.</p> <p>Follow-up with faculty members who have not paid their dues</p>
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 Richard Pullen, Dean of Nursing

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 Date