AMARILLO COLLEGE NURSING DIVISION FACULTY COMMITTEE MINUTES

DATE: January 14, 2015

TIME & PLACE: 9:00 a.m.- West Campus, Jones Hall, Room 207

ATTENDANCE: Present: Kati Alley, LaVon Barrett, Jan Cannon, Cindy Crabtree, Melva Davis, Angela Downs, Theresa Edwards, Jeanette Embrey, D'Dee

Grove, Carol Hergert, Denise Hirsch, Paul Hogue, Katy Hunter, Verena Johnson, Marianne Jones, Marcia Julian, Jody Kile, Tabatha Mathias, Becky Matthews, Sarah Milford, Susan McClure, Khristi McKelvy, Kim Pinter, Phyllis Pastwa, Richard Pullen, Claudia Reed, Tamara Rhodes, Lyndi Shadbolt, Kim Smith, Teresa Smoot, Keri Terrell, Kelly Voelm, Kerrie Young, Connie Bonds-Executive Secretary,

April Maxwell – LVN Staff Assistant

ABSENT: None

AGENDA: See Attached

TOPIC	DISCUSSION/RATIONALE	ACTION/RECOMMENDATION	
1.0 OPENING	Call to Order	/ / / / / / / / / / / / / / / / / / /	
REMARKS	Dr. Pullen called the meeting to order at 9:00 a.m.	Sarah Milford made a motion to	
APPROVAL OF		accept the December 2, 2014	
MINUTES	The minutes from the faculty meeting on December 3, 2014 were approved.	minutes. Cindy Crabtree	
2.0 Report from		seconded the motion. The motion carried by majority vote.	
Dean of Nursing		motion carried by majority vote.	
	Welcome back to everyone!	Dr. Pullen provided this	
	Wolcome to our new full time faculty members in the ADN Program: Rocky Matthews and	information for communication	
	Welcome to our new full-time faculty members in the ADN Program: Becky Matthews and Melva Davis.	purposes.	
	Welcome to our new part-time faculty members in the ADN Program: Kelly Savage and Camille Davis.		
	Welcome to our new Supplemental Instructor in the ADN Program: Dee-Anne Sisco.		
	Thank you to those of you who have signed up to "Meet and Greet" anyone who walks in the door with the new Amarillo College emphasis on a "Caring Culture".		
	Everyone is expected to attend the day-long Region 16 festivities tomorrow, January 15, 2015.	Faculty will attend meeting at Region 16.	
	Everyone has seen Dr. Russell Lowery-Hart's email. We must be cautious with the use of funds during these lean budget times. This will include a closer analysis of workload allocation in the next fiscal year. More discussion about the budget in the next meeting in March 2015.	Faculty and staff will continue to be good stewards of funds.	

Dr. Deborah Vess, new VPAA at AC began her first day on Monday, January 12, 2015. Dr. Vess will tour the Health Sciences Division and Nursing Division on Friday, January 16, 2015. She will begin the tour in the Nursing Division at 1400 on this day.

No action or recommendation.

Make sure your syllabus is up to date and it must link from your class in BB. Make sure your grading criteria are correct. Remember, the course syllabus is the contract between the student and instructor and is becoming increasingly important in this time of change! Make sure your grading schema is correct in BB. If you need help, contact CTL.

Syllabuses and grading schema must be up to date by the first day of class.

Dr. Pullen acknowledged and congratulated the following Nursing Division faculty members for being granted Tenure: Tamara Rhodes, Teresa Smoot, Debby Hall and Verena Johnson. Dr. Pullen also encouraged Faculty Organization members to petition for Tenure and/or Professorial Rank when they can for career mobility.

No action or recommendation.

3.0 Report from LVN Director

Ms. Barrett reported that Level I has 41 students enrolled. Level II has 36 students enrolled. December 2014 program graduates are beginning to NCLEX-VN Ms. Barrett will track NCLEX-VN pass rates from the December 2014 graduating cohort. Continue to track enrollment.

4.0 Report from ADN Director

Dr. Pullen reported that the enrollment for spring 2015 is standing at about 350. This is less than expected. The total number of ADN majors who are not in the program is 689. Total majors approximately 1039. Program attrition from fall 2014 and improving economy (at the moment) are factors contributing to a decline in enrollment. December 2014 program graduates are beginning to take NCLEX-RN.

Dr. Pullen will track ADN pass rates from the December 2014 graduating cohort. Continue to track enrollment.

Dr. Pullen reported that the ADN Program will be officially on warning with the Texas BON on January 26, 2015. He reported that he communicated this change in approval to status via a formal memo to them in December 2014. He has also been interviewed by the 3 television stations in Amarillo and an article appeared in the Amarillo Globe News. The change in approval status is also posted on the program website.

No further action or recommendation at this time.

5.0 COLLEGE COMMITTEE REPORTS

5.1 Academic Technology - Hall

No report

No action or recommendation.

5.2 Benefits Plan Investment—Jones

Annual meeting is January 28, 2015

No action or recommendation.

5.3 Commencement—Barrett, Rhodes, Smith

• Faculty prefers the new seating arrangement at commencement.

Further discussion in subsequent meetings.

5.4 Curriculum-Pullen

No report

No action or recommendation.

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5.5	Faculty	Evaluation	on - Barrett

No report

5.6 Faculty Handbook—Embrey, Barrett

No report

5.7 Faculty Professional Development—Embrey, Rhodes

No report

5.8 Faculty Senate - Young and Barrett

No report

5.9 Financial Aid Appeals-Rhodes

No report

5.10 Library Network Advisory—Reed

• No report.

5.11 Rank and Tenure—Barrett, Grove

- It is time to submit e-portfolio for rank.
- Faculty members receiving tenure were Teresa Smoot, Tamara Rhodes, Debby Hall and Verena Johnson.

5.12 Testing and Remediation Committee--Young

No Report

6.1 Instructional Technology-McKelvy

No report

6.0 NURSING

PROGRAM

COMMITTEE REPORTS

6.2 Learning Resources-Hirsch

• There is \$2800 available to spend in the non-print budget.

6.3 Nursing Peer Review-Kim Smith

No report

6.4 Students Activities-Jones, Reed

 Welcome back is 02/02/15 from 11:30 AM to 1:30 PM. Activities will include free food, raffles and t-shirt sales. Dr. Pullen acknowledged the hard work of the SNA Sponsors. He reminded everyone that this assignment is among the most highly regarded by the college in terms of college service---helping students to develop a professional image.

There are several meetings scheduled this semester. Dr. Pullen reminded everyone that it is important to heighten test security measures and follow our new Test Security Policy.

No action or recommendation.

Congratulations to faculty members who were granted Tenure.

No action or recommendation.

No action or recommendation.

Contact Ms. Hirsch for any requests.

No action or recommendation.

No action or recommendation.

Follow Test Security Policy.

6.5 Testing-Johnson

7.0 Miscellaneous	7.1 Advising-McClure	No action or recommendation.
	 There are several positions open in the Advising Department including one on West Campus. 	
	 7.2 NRC-Hirsch If you have a lab scheduled and it needs to be changed, let the NRC know ASAP. Calendars are ready for summer. Dr. Pullen reminded everyone to schedule with the NRC ASAP. 	Faculty members will schedule labs with NRC in an expeditious manner.
	7.3 Staff Development-Kile	orposition marine
	Lunch and Learn has been very successful and will continue beginning in March, 2015. The various topics including, but not limited to test item construction and analysis, test blueprinting using the NCLEX Detailed Test Plan as a framework and Nursing Process application in the classroom and clinical has been very successful.	Continue having Staff Development Programs based upon ADN and VN Program curriculum needs.
	 7.4 Evolve and Surveys – Johnson Surveys must be completed! Encourage students to us the NRC and/or smart phones. All students will receive an access code. Dr. Pullen reminded everyone that we need more students to complete surveys in order to have more reliable data. He stated that we use this data to place into the Systematic Plan for each program that drives decision-making. 	Encourage and reinforce need for students to complete surveys.
8.0 Treasurer's Report	Treasurer's Report-Hirsch There is currently \$686.07 in the account. Dr. Pullen reminded everyone that this money is used to have celebration events such as a Holiday party for faculty or send flowers to faculty when they are ill.	Pay dues ASAP.
	9.0 Additional Items/Announcements None	No action or recommendation.
	10.0 Adjournment The meeting was adjourned at 10:30a.m. By faculty consensus.	Next scheduled meeting is March 11, 2015.
Richard Pullen, Dea	n of Nursing Date	