

**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 REMARKS APPROVAL OF MINUTES 2.0 Report from Dean of Nursing	<p>Call to Order Dr. Pullen called the meeting to order at 9:00 a.m.</p> <p>The minutes from the faculty meeting on December 3, 2014 were approved.</p> <p>Welcome back to everyone!</p> <p>Welcome to our new full-time faculty members in the ADN Program: Becky Matthews and Melva Davis.</p> <p>Welcome to our new part-time faculty members in the ADN Program: Kelly Savage and Camille Davis.</p> <p>Welcome to our new Supplemental Instructor in the ADN Program: Dee-Anne Sisco.</p> <p>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".</p> <p>Everyone is expected to attend the day-long Region 16 festivities tomorrow, January 15, 2015.</p> <p>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.</p>	<p>Sarah Milford made a motion to accept the December 2, 2014 minutes. Cindy Crabtree seconded the motion. The motion carried by majority vote.</p> <p>Dr. Pullen provided this information for communication purposes.</p> <p>Faculty will attend meeting at Region 16.</p> <p>Faculty and staff will continue to be good stewards of funds.</p>

<p>3.0 Report from LVN Director</p> <p>4.0 Report from ADN Director</p> <p>5.0 COLLEGE COMMITTEE REPORTS</p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>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</p> <p>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.</p> <p>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.</p> <p><u>5.1 Academic Technology – Hall</u></p> <ul style="list-style-type: none"> No report <p><u>5.2 Benefits Plan Investment—Jones</u></p> <ul style="list-style-type: none"> Annual meeting is January 28, 2015 <p><u>5.3 Commencement—Barrett, Rhodes, Smith</u></p> <ul style="list-style-type: none"> Faculty prefers the new seating arrangement at commencement. <p><u>5.4 Curriculum-Pullen</u></p> <ul style="list-style-type: none"> No report 	<p>No action or recommendation.</p> <p>Syllabuses and grading schema must be up to date by the first day of class.</p> <p>No action or recommendation.</p> <p>Ms. Barrett will track NCLEX-VN pass rates from the December 2014 graduating cohort. Continue to track enrollment.</p> <p>Dr. Pullen will track ADN pass rates from the December 2014 graduating cohort. Continue to track enrollment.</p> <p>No further action or recommendation at this time.</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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<u>6.0 NURSING PROGRAM COMMITTEE REPORTS</u>	<u>5.5 Faculty Evaluation - Barrett</u> <ul style="list-style-type: none"> No report 	No action or recommendation.
	<u>5.6 Faculty Handbook—Embrey, Barrett</u> <ul style="list-style-type: none"> No report 	No action or recommendation.
	<u>5.7 Faculty Professional Development—Embrey, Rhodes</u> <ul style="list-style-type: none"> No report 	No action or recommendation.
	<u>5.8 Faculty Senate - Young and Barrett</u> <ul style="list-style-type: none"> No report 	No action or recommendation.
	<u>5.9 Financial Aid Appeals-Rhodes</u> <ul style="list-style-type: none"> No report 	No action or recommendation.
	<u>5.10 Library Network Advisory—Reed</u> <ul style="list-style-type: none"> No report. 	No action or recommendation.
	<u>5.11 Rank and Tenure—Barrett, Grove</u> <ul style="list-style-type: none"> It is time to submit e-portfolio for rank. Faculty members receiving tenure were Teresa Smoot, Tamara Rhodes, Debby Hall and Verena Johnson. 	Congratulations to faculty members who were granted Tenure.
	<u>5.12 Testing and Remediation Committee--Young</u> <ul style="list-style-type: none"> No Report 	No action or recommendation.
	<u>6.1 Instructional Technology-McKelvy</u> <ul style="list-style-type: none"> No report 	No action or recommendation.
	<u>6.2 Learning Resources-Hirsch</u> <ul style="list-style-type: none"> There is \$2800 available to spend in the non-print budget. 	Contact Ms. Hirsch for any requests.
	<u>6.3 Nursing Peer Review-Kim Smith</u> <ul style="list-style-type: none"> No report 	No action or recommendation.
	<u>6.4 Students Activities-Jones, Reed</u> <ul style="list-style-type: none"> 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. 	No action or recommendation.
	<u>6.5 Testing-Johnson</u> <ul style="list-style-type: none"> 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. 	Follow Test Security Policy.

