AMARILLO COLLEGE

NURSING DIVISION FACULTY COMMITTEE MINUTES

DATE: January 12, 2016

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

ATTENDANCE: Present: LaVon Barrett, Jan Cannon, Angela Downs, Jeanette Embrey, Anna Esquibel, Debby Hall, Denise Hirsch, Paul Hogue, Rhonda

Howard, Verena Johnson, Marianne Jones, Marcia Julian, Jody Kile, Tabatha Mathias, Becky Matthews, Chandra Melton, Sarah Milford, Susan McClure, Phyllis Pastwa, Kim Pinter, Richard Pullen, Claudia Reed, Lyndi Shadbolt, Kim Smith, Teresa Smoot, Keri Terrell, Kelly Voelm, Annette Watts, Ramona Yarbrough, Kerrie Young, Connie Bonds-Executive Secretary, April Maxwell – LVN Staff Assistant

ABSENT: Kati Alley, Cindy Crabtree, Khristi McKelvy, Tamara Rhodes,

AGENDA: See Attached

MINUTES:

TOPIC	DISCUSSION/RATIONALE	ACTION/RECOMMENDATION
1.0 OPENING REMARKS APPROVAL OF MINUTES	Call to Order Richard Pullen called the meeting to order at 9:00 a.m. The minutes from the faculty meeting on December 2, 2015 were approved.	Kim Pinter made a motion to accept the December 2, 2015 minutes. Jeanette Embrey seconded the motion. The motion carried by majority vote.
2.0 Report from Dean of Nursing	Dr. Pullen extended a welcome back to everyone and hoped that all had a restful holiday break.	No action or recommendation.
	Dr. Pullen extended a welcome to Rhonda Howard. Ms. Howard is a new faculty member who brings a wealth of knowledge and experience to the program, especially in the areas of obstetrics, pediatrics, and leadership.	No action or recommendation.
	Dr. Pullen reported about the following travel: Debby Hall, Khristi McKelvy, Sarah Milford and Kim Smith will attend "Higher Education Pedagogies" in Roanoke, VA February 16-18, 2016. Lyndi Shadbolt and Debby Hall will attend "Achieving the Dream" in Atlanta, GA February 23-26, 2016	No action or recommendation.
	HESI Admission Exams will soon take place. Dr. Pullen requested that faculty from both programs sign up to help assist in proctoring as they can.	Faculty will sign up to proctor exams.

Dr. Pullen reported that the West Campus Computing Lab will have extended hours in spring 2016 on Monday through Thursday. The hours will be 0800-1900 (Previously 0800-1700). Friday will continue at 0800-1700. The extended hours refer to students having accessibility to the lab. Instructors are expected to proctor their own exams. Instructors are also expected to upload and download their exams. The Nursing Division will continue to supply scratch paper for nursing students.

Further discussion in subsequent meetings.

Dr. Pullen provided some information about his retirement from AC. He reported that his last day will be August 31, 2016. He reported that in the meantime, work will continue as usual and his pace to accomplish tasks will not slow down. In conversations with Dr. Vess, the plan is to place the Nursing Division under the Dean of Health Sciences and each nursing program will have its own separate director. However, the operation of the Nursing Division will not change. Dr. Pullen said he would communicate the detail of leadership direction sometime in March 2016.

No action or recommendation.

Dr. Pullen reminded everyone that the Nursing Division has new equipment in the Nursing Resource Center and Clinical Simulation Center from Perkins funds. He stated that we will apply for additional equipment through Perkins funds in March 2016.

No action or recommendation.

Dr. Pullen updated everyone about the Moore County Campus nursing courses that will start in fall 2016. These courses are a small cohort of RNSG 1301, RNSG 1309 and RNSG 1105. He stated that he presented to the Moore County Advisory Committee in October 2015. The community is excited that this long-awaited project is going to happen. Jan Cannon, Marcia Julian and Dr. Pullen attended a meeting with Renee Vincent, Executive Committee of the Moore County Campus and her Academic Advisors in December 2015. Ms. Cannon and Ms. Julian will begin preparing courses in spring 2016 through summer 2016 in preparation for fall 2016.

No action or recommendation.

Dr. Pullen reported that the West Campus Tutoring Outreach Center in Building D is almost 100% complete and ready for business. Dr. Pullen reminded everyone that Ms. Anna Min Esquibel is the Tutor Coordinator. Currently we also have 3 part-time tutors. We will also be hiring one more part-time tutor once identified. In fall 2015, 775 hours of faculty hours were allocated to tutoring. However, in spring 2016, 420 hours of faculty hours have been allocated to tutoring. Dr. Pullen reported that he will be showcasing the Tutoring Center Project and Moore County Campus Project at the January 29, 2016 faculty and staff meeting that has been called by Dr. Vess. He also stated that an open house of the Tutoring Center and Student Support Services will occur shortly thereafter.

No action or recommendation.

Dr. Pullen reminded everyone that Dr. Russell Lowery-Hart will conduct a Town Hall meeting January 14, 2016 to discuss the current college fiscal crisis. He is slated to discuss some positive outcomes as a result of recent strategies that should be uplifting.

Faculty will attend if they choose to do so.

Ms. Phyllis Pastwa and Ms. Becky Matthews are spearheading a partnership between Amarillo College and Palo Duro High School. The partnership includes having students tour the Nursing

No action or recommendation.

	Division and Health Sciences in April 2016 along with lunch followed by a mentoring process in fall 2016.	
	Dr. Pullen reported that Ms. Jan Cannon has developed a student success video. The video is intended to enhance student confidence by giving them so strategies to be successful in their studies.	No action or recommendation.
	Dr. Pullen reported that the college Nursing Peer Review Committee has been evaluating a recent case. He further provided faculty members with detail about this practice-related incident.	No action or recommendation.
3.0 Report from LVN Director	The LVN program enrollment is low this semester. Level I has 34 students and Level II has 34 students. As of today's date, two have passed NCLEX from the December graduating class.	Continue to monitor enrollment trends and adjust curriculum as necessary.
4.0 Report from ADN Director	The ADN program enrollment is down. All eligible applicants were accepted into the generic program for Spring 2016. The total number of students is 303 (276 Traditional and 27 Transition). Downward trends noted: Fall 2015: 300; Spring 2015: 388; Fall 2014: 413; Spring 2014: 453; Fall 2013: 488. According to the Enrollment Plan that was presented to the TBON and ACEN we should be at 409 in fall 2016. Incremental increase in admissions + decrease in attrition should improve these numbers.	Continue to monitor and evaluation enrollment trends and adjust curriculum as necessary.
5.0 COLLEGE COMMITTEE REPORTS	5.1 Academic Technology – Johnson No report.	No action or recommendation
	5.2 Assessment – Alley, Barrett, Hogue No report	No action or recommendation
	 5.3 Benefits Plan Investment—Jones We are in good shape. Meeting is scheduled in the near future. 	No action or recommendation
	5.4 Commencement—Hirsch, Pastwa, Smith No report	No action or recommendation
	5.5 Curriculum-Hall, Pullen Committee met on December 4, 2015. Several college-wide programs had curriculum changes that were approved.	No action or recommendation
	5.6 Developmental Education Council - Pullen ■ No report	No action or recommendation
	5.7 Faculty Evaluation - Terrell ■ No report	No action or recommendation

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	 5.8 Faculty Handbook—Embrey, Barrett New policies will be implemented in the handbook in Fall 2016. 	No action or recommendation
	5.9 Faculty Professional Development—Voelm, Yarbrough No report	No action or recommendation
	 5.10 Faculty Senate - Julian, Young and Barrett Dr. Lowery-Hart attended the last meeting and spoke to the committee regarding the current budget issues. 	No action or recommendation
	5.11 Financial Aid Appeals-Cannon, Smith No report	No action or recommendation
	5.12 Library Network Advisory—Julian, Milford, Reed No report	No action or recommendation
	 5.13 Rank and Tenure—Barrett, Embrey There is a meeting in the near future. If you are interested in petitioning for Rank, please see Richard Pullen or LaVon Barrett. 	No action or recommendation
	5.14 Testing and Remediation Committee—Young ■ No report	
6.0 NURSING		
PROGRAM COMMITTEE	No report	No action or recommendation
REPORTS	6.2 Learning Resources-Hirsch No report	No action or recommendation
	6.3 Nursing Peer Review-Kim Smith No report	No action or recommendation
	6.4 Students Activities-Jones, Pinter	No action or recommendation
	6.5 Testing-Johnson • No report	No action or recommendation

7.0 Miscellaneous	7.1 Advising-McClure • No report	No action or recommendation
	 7.2 NRC-Hirsch The NRC is ready for a busy semester. The NRC is needing an 11 month student worker. The student will work 19 hours a week @ \$8.00/hr. 	No action or recommendation
	 7.3 Staff Development-Kile There are several staff developments being planned for this semester. Kaplan representatives will be here February 17, 2016. Peer review is scheduled for February 24, 2016 and March 23rd will be staff development regarding medication administration. 	Faculty will attend.
8.0 Treasurer's Report	8.1 Treasurer's Report-Hirsch There is currently \$201.67 in the account.	No action or recommendation.
	9.0 Additional Items/Announcements ● None	No action or recommendation.
	10.0 Adjournment The meeting was adjourned at 10:30 a.m. by faculty consensus.	Next meeting TBA.
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Richard Pullen, Dea	an of Nursing January 12, 2016	