

AMARILLO COLLEGE

**ASSOCIATE DEGREE NURSING FACULTY COMMITTEE MINUTES
ADN MEETING**

DATE: December 4, 2007

TIME & PLACE: 1:30 p.m. - West Campus Room 108

ATTENDANCE: Present: Theresa Edwards, Sandy Fricks, Marcia Green, D'dee Grove, Paul Hogue, Verena Johnson, Marianne Jones, Susan McClure, Marjeanne Moore, Sheryl Mueller, Pat Murray, Richard Pullen, Kathy Reed, Delores Thompson, Ruth Whitehead and Kim Wright.
Absent: Jan Cannon, Lyndi Shadbolt

AGENDA: See Attached

MINUTES:

TOPIC	DISCUSSION/RATIONALE	ACTION/RECOMMENDATION
Call to Order Christmas Party Birthday Wishes Outstanding Classified Employee Performance Award Personnel Changes Ms. Mueller's Absence	<p>1. Call to Order/Announcements</p> <ul style="list-style-type: none"> ▪ Ms. Mueller called the meeting to order at 1:40 pm. ▪ Ms. Mueller reminded the faculty to RSVP for the Nursing Division Christmas Party on December 14th at the Hoffbrau Steak House. ▪ Birthday wishes were offered to faculty members with birthdays in December. Those include: Cele Rangel (14th), Theresa Edwards (15th), Rebecca Vincent (23rd), Tamara Rhodes (15th), and LaVon Barrett (19th). ▪ Paula Garrison received one of the Outstanding Classified Employee Performance Awards from the college this year. This is a \$500.00 cash award. Please offer your congratulations to her. ▪ Jeanetta Smiley has submitted her resignation as Administrative Assistant in the Nursing Division, effective December 14th. The necessary paperwork has been submitted through college channels to replace her. Billie Myers has agreed to work in the Nursing Division office during the month of January and possibly February. As a retiree, she can only work part-time, so the division must schedule her time accordingly. To further complicate the office staffing situation, Robyn Combs will likely be taking a six-week maternity leave beginning the last week of January. Faculty members and students will need to be aware that office functions may be affected by staffing shortages during the next few months. ▪ Ms. Mueller announced that she will be taking vacation leave from December 6th - December 19th to travel to Germany to assist her daughter with the care of a new baby. Dr. Matney has approved her leave, and she has made arrangements for coverage of her various duties, including signing of the Affidavits of Graduation for the December graduates. She will be available by e-mail or by telephone at her daughter's home as necessary. 	

TOPIC	DISCUSSION/RATIONALE	ACTION/RECOMMENDATION
<p>Star Students</p> <p>First Week of the Spring Semester</p> <p>Report from A.D.N. Program Director: Admission for Spring 2008</p> <p>Globe News Article</p> <p>Building Program</p>	<ul style="list-style-type: none"> ▪ Jennifer Ashcraft asked faculty to nominate STAR students. STAR students are experienced nursing students who volunteer to answer questions and assist new students as part of the student retention portion of the Nursing the Numbers Grant. ▪ Ms. Mueller reviewed with the faculty the agenda for the first week of the spring semester: ▪ Staff and administrators return to work on January 3rd. ▪ Faculty return to work on January 7th. (The Admission and Progression Committee will possibly meet during the morning.) ▪ Tuesday morning, January 8th, all AC faculty are required to attend a student outcomes training session on the Washington Street Campus, which will be lead by Jeff Seybert. ▪ Wednesday, January 9th, from 9:00 am to 1:00 pm, Sharon Decker from Texas Tech University will conduct a staff development workshop on clinical simulation. Lunch will be provided by the Nursing Division. Immediately following lunch, the Nursing Division Faculty Meeting will begin at 1:30 pm. ▪ The Nursing Success Boot Camp will be on Thursday and Friday from 8:30 am to 12:30 pm. ▪ Classes begin on Monday, January 14th. <p>2. Report from the A.D.N. Program Director – S. Mueller</p> <ul style="list-style-type: none"> ▪ Ms. Mueller gave a report on student admissions for the Introduction semester and the LVN to RN AP Option (Transition) for spring 2008. ▪ 134 students attended generic Advising Sessions. Only 75 generic applications having been submitted thus far. The application deadline is 5:00 pm on December 5th. It is unlikely that the target admission goal of 90 students will be achieved for spring 2008. ▪ 50 students attended the Transition Advising Sessions. 15 applications have been submitted. It is unlikely that the target admission goal of 20 will be achieved. ▪ This was the first admission period which required both generic and transition applicants to score 75 or better on all three required content exams of the HESI Admission Assessment Exam (A2). 148 generic and transition students took the A2 Exam. 58 of these students were not eligible to apply for admission because of their A2 Exam scores. ▪ At Ms. Mueller's direction, D'dee Grove has developed a survey for students accepted into the Introduction to Nursing class to give feedback about their A2 Exam preparation. ▪ The Globe News contacted Ms. Mueller for an interview about the impact of recent bond election on the Nursing Division. Brad Newman is the reporter who conducted the interview. Richard Pullen also selected several students to be interviewed, and D'dee Grove took the Globe News photographer on a tour of the building and Nursing Resource Center. The article or possibly two articles will be published within a couple of weeks. 	<p>There was discussion about whether the program should accept students who did not score 75 in all three content areas of the A2 Exam in order to meet the enrollment targets for spring. There was no consensus on this proposal. More data will be compiled about the A2 scores of the spring 2008 cohort. This data will be examined by the A&P Committee during the spring semester.</p> <p>The faculty also recommended that students who were not eligible to apply because of their A2 Exam scores be given the survey to determine how they prepared for the exam. Ms. Grove will follow-up with this proposal.</p>

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<p>Faculty Positions</p> <p>Regional Clinical Simulation Center</p> <p>Distance Ed Courses</p> <p>Final Exam Schedule</p> <p>Final Grades Due</p>	<ul style="list-style-type: none"> ▪ The first planning meeting, after the bond election, with the programming architects from Shiver Megert and Associates was December 3rd. All faculty and staff received the Academic Questionnaire prior to that date. All completed questionnaires will be reviewed by the architects. The architects will also be considering the input provided by the group that met with them on December 3rd as they begin to project space requirements for the new building. Another meeting is scheduled for December 11th with specific faculty and staff regarding the Nursing Resource Center, CAI Lab/Testing Center, and classrooms. ▪ Ms. Mueller reported that one full-time faculty position remains open. Sandy Fricks plans to retire in May 2008, which will open another full-time faculty position. (Ms. Mueller offered congratulations to Ms. Fricks for receiving her 20-year letter of service from the Army. Sandy is now eligible for Army retirement.) ▪ Ms. Mueller noted that the emergency faculty waiver for Rebecca Vincent will be expiring in February. A petition to extend her faculty waiver through the spring 2008 semester has been sent to the BON. Consideration of the waiver extension will come before the Board at the January meeting. ▪ The RN to MSN candidates in the Nursing the Numbers Grant will be graduating in May, July or August. Ms. Mueller and Dr. Pullen have a meeting scheduled in January with Dr. Jones, Dr. Matney, Ms. McAnally and Dr. Johnson to discuss the specific details about the hiring of these individuals as well as the compensation of nursing faculty members in general. ▪ The Regional Clinical Simulation Center is still in the planning stages. Dr. Brad Johnson continues to provide the leadership for this effort among the three educational institutions involved. Dr Jordon from Texas Tech is new to the endeavor, but he is very excited about the possibility of not just a simulation center, but a simulation hospital. Another administrative planning meeting is scheduled with Dr. Johnson, Dr. Jordon and Dr. Gary Barnes from West Texas A&M University on December 17th. Dr. Johnson will present a business plan, which he has drafted to provide a governance structure and financial direction to the project. ▪ Please remember to submit a Course Offering Form for all online courses and online hybrid courses by December 5th. Submitting this form ensures that a course shell is placed on the WebCT server for the course prior to the spring semester. Diane Brice has e-mailed a list of faculty members who have completed this process. ▪ The Nursing Division Final Exam Schedule has been published and posted. All faculty members will need to check with Melanie Gray about assisting with proctoring their final exams. A student worker has been terminated, and there may be a need for faculty members to proctor their exams, especially when multiple labs are being utilized for testing. ▪ Final course grades must be submitted by 12:00 noon on December 14th. 	

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<p>Who's Who</p> <p>Community College Teaching Course</p> <p>Students Outcomes Assessment</p> <p>Inclement Weather</p> <p>Professional Nurse Shortage Reduction Program</p> <p>Initial Licensure Changes</p>	<p>Submission of these grades is a priority, and Dr. Pullen will be monitoring faculty grade submission in Ms. Mueller's absence.</p> <ul style="list-style-type: none"> ▪ The Who's Who Among Students in American Junior Colleges nominations deadline is December 7th. Please identify and nominate deserving students by notifying Joy Brenneman. ▪ Registration is open for the course, College Teaching (EDPD 6312.01), being offered as part of the Community College Education Program this spring. If you are interested in taking this course, please register by December 10th. ▪ Ms. Mueller attended the last Instructional Assessment Sub-Committee Meeting. Nursing was well represented with assignment submissions in five of the six general education competencies and a total of 18 assignment submissions. Please remember to submit the student work for these assignments by the deadlines indicated. The A.D.N. PET Form has also been submitted and was so noted. ▪ The inclement weather policy was recently reviewed by President's Cabinet. Dr. Matney presented to the issues that Nursing and Allied Health have with the late notification of a college closure. The consensus of the Cabinet is that the college must be consistent with whether the Amarillo Independent School District elects to close or not. Therefore, the earliest that a college closure can be announced would be about 6:00 am. A question was raised about whether the Nursing Division could delay the start of a clinical day on inclement weather days until after the college decision is made. Another question was raised about whether students and faculty could or should complete the clinical day if they were already in clinical when the college announcement of closure is made. ▪ Ms. Mueller reported that Amarillo College did not receive funds this year from the Professional Nurse Shortage Reduction Program (PNSRP). AC has received monies the last two years. However, the awards are based on the number of graduates increased each academic year. The A.D.N. Program graduated four less students from AY 05-06 to 06-07. Therefore, there were no funds available for AC from the PNSRP this year. WTA&MU reported significant increases in their number of graduates and received a substantial amount of money from the PNSRP this year as has been reported in the media. The PNSRP has recently been renewed for five more years, so there is a possibility that AC will receive funds for increased graduates in the future. ▪ Paper applications for initial licensure no longer require notarization. If possible, the BON actually prefers electronic submission of applications, and they also prefer that fingerscans be electronically submitted. Therefore, on Graduate Application Day (January 23rd), we will not have fingerscans completed on-site. Students will have to be responsible for getting their finger scans completed and submitted on their own. Family Photo will be here on Graduate Application Day to take the photos for the initial licensure applications and composite photo. Level IV faculty will also be available to the 	<p>Ms. Mueller will discuss these questions with Dr. Matney and the VP Council at the next meeting.</p>

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<p>National Organization for Associate Degree Nursing (N-OADN) Tobacco Free Letter</p> <p>Matching scholarships</p>	<p>graduates to attach their photos to the paperwork which must be submitted to the BON for the initial licensure process.</p> <ul style="list-style-type: none"> Ms. Mueller encouraged all faculty members to join N-OADN. This is the organization that represents Associate Degree Nursing. It is vitally important now that A.D.N. educators have a strong voice in legislation affecting nursing. A letter advocating tobacco-free nurses has been sent to the A.D.N. Program from the President of N-OADN. Nursing program directors are asked to enclose the letter with materials to students being admitted to programs of nursing across the nation. Ms. Mueller has received information regarding scholarships from the AC Foundation. The Foundation is matching contributions to the Sue McGee Professional Development Fund and the Sebel Hands Scholarship this year. Please consider making a contribution to either of these two funds/scholarships. 	<p>The faculty agreed that a copy of the letter should be enclosed with the packet of student admittance materials this spring semester.</p>
<p>ASSOCIATE DEGREE NURSING REPORTS</p>	<p>2. ASSOCIATE DEGREE NURSING REPORTS</p> <p><u>2.1 Level I - M. Moore</u></p> <ul style="list-style-type: none"> RNSG 1331/RNSG 1362 68 students enrolled; 15 are not passing after the 4th exam. Anticipate 60 students moving to Level II. Introduction to Nursing 79 students enrolled; 4 are not passing. Anticipate sending 75-77 to Level I. Pharmacology 1301 70 students enrolled; 7 are not passing. <p><u>2.2 Level II- S. Fricks</u></p> <ul style="list-style-type: none"> M/S RNSG 1247/RNSG 1263 57 attending; 3 are not passing. OB RNSG 1251/RNSG 1260 60 attending; 2 are not passing. Anticipate sending 55 to Level III. Transition- RNSG 2307 30 attending; 2 are not passing. Anticipate sending 28 to level III. RNSG 1115 (Wednesday Section) Paul Hogue Section complete. RNSG 1115 (Web Section) Richard Pullen Section complete. <p><u>2.3 Level III – R. Pullen</u></p> <ul style="list-style-type: none"> RNSG 2201/2260 Care of Children & Families 64 students are enrolled; 8 are not passing going into the final. RNSG 2213/2161 Mental Health 68 students are enrolled; 9 are not passing going into the final. RNSG 1248/2261 Concepts of Clinical Decision Making II 52 students are currently enrolled; 5 are not passing going into the final. Anticipate 62 to 68 going to level IV. 	

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	<p>2.4 Level IV – K. Reed</p> <ul style="list-style-type: none"> ▪ RNSG 2231/2262 –Advanced Concepts of Clinical Decision Making 72 students are enrolled. The 3rd module exam is December 5th. ▪ RNSG 2221/2263 – Management of Client Care 69 students are enrolled. ▪ RNSG 1110/2163 – Intro. to Community Based Nursing All students are passing. Anticipate between 60-65 will graduate. 	
<p>ADN COMMITTEE REPORTS</p>	<p>3.ADN COMMITTEE REPORTS</p> <p>3.1 Admission/Progression – M. Moore</p> <ul style="list-style-type: none"> ▪ The committee has not met. <p>3.2 Curriculum – J. Cannon</p> <ul style="list-style-type: none"> ▪ Richard Pullen gave the committee report. The committee met on November 14th. ▪ The software to place the Student and Faculty Handbooks on-line has arrived. ▪ Staff development programs for the fall semester have been completed. Programs for the spring semester are being planned. ▪ The committee reviewed the HESI Exit Exam scores for the Level IV students and discussed possible strategies to enhance the success of program graduates. ▪ The committee brought before the faculty the proposed updated Dosage and Solution Guidelines. <p>3.3 Research and Program Effectiveness – D. Grove</p> <ul style="list-style-type: none"> ▪ The committee met recently. ▪ One-year graduate surveys from employers are slowly being returned. ▪ On-line clinical instructor and clinical area evaluations are open for students to complete. 	<p>The updated Dosage and Solution Guidelines, as brought to faculty from Curriculum Committee were adopted by a majority vote of faculty. 14 faculty members voted in favor of adoption and 1 voted against adoption.</p>
<p>ADDITIONAL ITEMS ParSYSTEM Problem/Technology Updates</p>	<p>4. ADDITIONAL ITEMS:</p> <ul style="list-style-type: none"> ▪ Ms. Mueller reported that both the ParTEST Item Analysis “Last” and “Cumulative” statistics are not accurate in ParSYSTEM. The consolidated item analysis data for each test in ParSCORE will be correct, but faculty should not use the ParTEST Item Analysis data to make decisions about test items until this situation can be corrected. D’dee Grove has contacted ParSYSTEM about this problem, and the situation should be corrected shortly. This is a technology problem involving item analysis data not being saved to the correct files. Ms.Grove announced that during the Christmas break all outdated nursing software programs, as previously indicated, will be removed from the CAI Lab computers by ITS staff members. Faculty should be watching for newer software that can be purchased and added to these computers. 	

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Awards for December 2007 Graduating Class	<ul style="list-style-type: none"> ▪ The nominees for awards for the December 2007 graduating class are as follows: <ul style="list-style-type: none"> ○ Honor Graduate: Donna Valdez (3.56 GPA) ○ Outstanding Major nominees: Rachel Paul and Donna Valdez ○ Clinical Award nominees: Tanveer Ahmed, Katie Bingham, Rachel Paul, Tamara Fisk, and Doris Scruggs 	<p>The faculty selected <u>Donna Valdez</u> as the Outstanding Major for the class of December 2007.</p> <p>The faculty selected <u>Tanveer Ahmed</u> and <u>Katy Bingham</u> to receive the Clinical Awards for the class of December 2007.</p>
Pinning Ceremony Announcements	<ul style="list-style-type: none"> ▪ Cheryl Dutton will be attending the A.D.N. Pinning Ceremony. An A.D.N. pin will be given to her in honor of Steve Dutton's commitment to the program and nursing students. ▪ Jan Cannon will be reading names and "thank you" statements; Ruth Whitehead and Kim Wright will pin the graduates. ▪ Pinning will be held at the Central Church of Christ on December 13th at 6:00 pm. 	
Miscellaneous	<ul style="list-style-type: none"> ▪ D'dee Grove thanked Jeanetta Smiley for her years of service to the Nursing Division and expressed for the faculty that she will be missed greatly. ▪ Congratulations were offered to Sheryl Mueller on the birth of her granddaughter in Landstuhl, Germany on December 4th. ▪ Ms. Hirsch announced that a new copy machine which takes dollar bills is now in the Nursing Resource Center. ▪ Congratulations were offered to Denise Hirsch for completing her MSN degree. She will receive her diploma on December 15th at 10:00 am at WTA&MU. 	
ADJOURNMENT	5. ADJOURNMENT <ul style="list-style-type: none"> ▪ The meeting was adjourned at 3:20pm. 	

Jeanetta Smiley, Recording Secretary

Date

Sheryl Mueller, Associate Degree Nursing Program Director

Date