

## ANNUAL MEETING

DATE: August 16, 2006

**TIME & PLACE:** 3:05 p.m. - West Campus Building A, Room 108

**ATTENDANCE:** Present: - Jan Cannon, Sandy Fricks, Melanie Graf, D'dee Grove, Paul Hogue, Rhonda Howard, Michelle James, Brenda Johnson, Marianne Jones, Marjeanne Moore, Sheryl Mueller, Pat Murray, Richard Pullen, Kathy Reed, Lyndi Shadbolt, Delores Thompson, Ruth Whitehead and Kim Wright.

ABSENT: Susan McClure

AGENDA: See Attached.

TOPIC	DISCUSSION/RATIONALE	ACTION/RECOMMENDATION
<b>1. ASSOCIATE DEGREE NURSING PROGRAM DIRECTOR REPORT</b> Goals Program Review Faculty/CTA Assignments Preceptor Agreements	<b>1.1 PROGRAM DIRECTOR – MUELLER</b> <ul style="list-style-type: none"> <li>Ms. Mueller discussed the goals for the ADN Program for the academic year 2006-2007:</li> <li>Determine whether to continue MEDS Learning System support after the contract expires in May 07 or implement another system or strategy to provide student testing and remediation support.</li> <li>Revise the medical-surgical curriculum as necessary to accommodate WECM changes in RNSG 1247 and RNSG 1248.</li> <li>Ensure that Nursing the Numbers grant activities for AY 06-07 are implemented in a timely manner.</li> <li>Ms. Mueller discussed the following attachments: 1) Summary of Fall 06 ADN Admission, 2) ADN Program Majors Years 2000 to Spring 2006, and 3) ADN Program NCLEX-RN First Time Pass Rates Last 11 Years.</li> <li>Team Coordinators will discuss faculty and CTA assignments at the various level meetings scheduled on Friday, August 18th.</li> <li>The Preceptor Tuition Exemption Program began this fall. The tuition exemption applies to eligible clinical preceptors for the ADN Program and their eligible children who are 25 years of age or younger. All RNs, who have an educational preparation at less than a baccalaureate degree, serving as clinical preceptors for the program under a written agreement are eligible for a \$500/semester tuition exemption at AC for up to 10 semesters.</li> <li>All previous clinical preceptor agreements with the ADN Program were voided effective August 11th. Any new agreements must be pre-approved by the program director or assistant director and all agreements will be valid for one semester only.</li> <li>Any eligible clinical preceptor who wishes to use the tuition exemption must do so through the Nursing Division Office. There is a specific form that must be completed and signed by the program director to obtain the exemption.</li> <li>The Clinical Preceptor Agreement and Faculty, Preceptor, Student Responsibilities for precepted clinical experiences has been modified to reflect revisions to BNE preceptor regulations. Approval is needed by the ADN faculty. Ms. Mueller requested that the faculty review the changes and vote</li> </ul>	Team leaders are to report the vote to Jeanetta after their meetings on Friday.

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
Student Handbook  Faculty Handbook	during team meetings on Friday. <ul style="list-style-type: none"> <li>▪ The student handbook has been updated and is attached to each Introduction to Nursing and Transition to Nursing Practice course manual.</li> <li>▪ Ms. Mueller and Jeanetta have been working on updating the Faculty Handbook. A few policies still need to be revised, but the handbook is nearing completion.</li> </ul>	
<b>8. ASSOCIATE DEGREE NURSING REPORTS</b>	<b>8. ASSOCIATE DEGREE NURSING REPORTS</b> <b><u>8.1 Level I - M. Moore</u></b> <ul style="list-style-type: none"> <li>▪ The team meeting will be at 9:30 a.m. on Friday, August 18<sup>th</sup></li> <li>▪ <b>RNSG 1331/RNSG 1362</b> 83 students enrolled</li> <li>▪ <b>Introduction to Nursing</b> 74 students enrolled The Boot Camp was a great success!</li> <li>▪ <b>Pharmacology 1301</b> 83 students enrolled</li> </ul> <b><u>8.2 Level II- S. Fricks</u></b> <ul style="list-style-type: none"> <li>▪ The team meeting will be at 8:30 a.m. on Friday, August 18<sup>th</sup></li> <li>▪ <b>M/S RNSG 1247/RNSG 1263</b> 49 students enrolled</li> <li>▪ <b>OB RNSG 1251/RNSG 1260</b> 48 students enrolled</li> <li>▪ <b>Transition- RNSG 2307</b> 28 students enrolled</li> <li>▪ <b>RNSG 1115 (Wednesday Section) Paul Hogue</b> 27 students enrolled</li> <li>▪ <b>RNSG 1115 (Web Section) Richard Pullen</b> 26 students enrolled</li> </ul> <b><u>8.3 Level III – R. Pullen</u></b> <ul style="list-style-type: none"> <li>▪ The team meeting will be at 10:30 a.m. on Friday, August 18th</li> <li>▪ <b>RNSG 2201/2260 Care of Children &amp; Families-</b> 60 students enrolled</li> <li>▪ <b>RNSG 2213/2161 Mental Health -</b> 63 students enrolled</li> <li>▪ <b>RNSG 1248/2261- Concepts of Clinical Decision Making II</b> 52 students enrolled</li> </ul> <b><u>8.4 Level IV – K. Reed</u></b> <ul style="list-style-type: none"> <li>▪ The team meeting will be at 11:30 a.m. on Friday, August 18th</li> <li>▪ <b>RNSG 2231/2262 –Advanced Concepts of Adult Health</b></li> </ul>	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
	72 students enrolled ▪ <b>RNSG 2221/2263 – Management of Client Care</b> 70 students enrolled ▪ <b>RNSG 1110/2163 – Introduction To Community Based Nursing</b> 51 students enrolled	
<b>9. ADN COMMITTEE REPORTS</b>	<b>9. ADN COMMITTEE REPORTS</b> <b>9.1 Admission/Progression – M. Moore</b> ▪ The committee will meet on Thursday, August 17th to review 14 more letters and review the pass/fail status of students enrolled in courses this past summer.  <b>9.2 Curriculum – Jan Cannon</b> ▪ The committee plans to review the content of each course this semester and identify issues with retention of students.  <b>9.3 Research and Program Effectiveness – R. Pullen</b> ▪ The committee has reviewed the Systematic Plan of Evaluation and will have the 25-page document copied for you to review and place in the back of your Faculty Handbook.	
<b>10. ADDITIONAL ITEMS:</b>	<b>10. ADDITIONAL ITEMS</b> ▪ Ms. Mueller has spoken to Ed Wynn, and he is in the process of getting an estimate to her for security cameras in the Nursing Resource Center. ▪ Ms. Smiley reported that the nursing polo shirts will be in this week and ready for students to purchase. ▪ Ms. Grove talked to the faculty about the new AC portal. We will have the ability to have community groups, such as the Nursing Division, ADN and VN Programs. We already have a community established for the RN to MSN candidates, all nursing majors, and all Level IV students. Training will be offered for all faculty members to learn to navigate in the portal.	
<b>11. ADJOURNMENT</b>	<b>11. ADJOURNMENT</b> ▪ The meeting was adjourned at 3:50 p.m.	

Jeanetta Smiley, Recording Secretary

Date