

**AMARILLO COLLEGE
NURSING DIVISION FACULTY ORGANIZATION MINUTES**

DATE: April 2, 2008

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

ATTENDANCE: Present: - LaVon Barrett, Jan Cannon, Karla Dixon, Theresa Edwards, Denise Hirsch, Paul Hogue, Verena Johnson, Marianne Jones, Marjeanne Moore, Sheryl Mueller, Pat Murray, Richard Pullen, Cele Rangel, Tamara Rhodes, Lyndi Shadbolt, Teresa Smoot, Delores Thompson, Sarah Williamson, Ruth Whitehead, Rosemarie Masetta, and Paula Garrison

ABSENT: Sandy Fricks, Melanie Gray, Marcia Green, D'dee Grove, Susan McClure, Kathy Reed and Kim Wright

AGENDA: See Attached.

MINUTES:

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
1. OPENING REMARKS S. Mueller 08-09 Councils and Committees	1. OPENING REMARKS – S. Mueller <ul style="list-style-type: none"> Ms. Mueller called the meeting to order at 1:37 p.m. Birthday wishes were offered to those celebrating birthdays during the months of April and May-- Jennifer Ashcraft (April 7), Karla Dixon (April 26), Tamara Rhodes (May 4), and Delores Thompson (May 7). Condolences were expressed to Sarah Williamson for the loss of her son and to Marcia Green, whose mother also recently passed away. The Nursing Division Faculty Organization Minutes from the March 5, 2008 meeting were presented for approval. Ms. Mueller reminded faculty that the deadline to submit a request to serve on a college council or committee during 2008-09 is Friday, April 4th. Requests are to be submitted to Lana Jackson, Faculty Senate VP. The Faculty Evaluation Committee and Faculty Senate have a position open for a nursing faculty member. 	A motion was made by Ruth Whitehead and seconded by Teresa Smoot to approve the Nursing Division Faculty Organization Minutes from the March 5, 2008 meeting with the addition of the Research and Program Effectiveness Report, which had been omitted.
2. REPORT FROM DIVISION CHAIR - S. Mueller Academic Tuition and Fee Increase	2. REPORT FROM DIVISION CHAIR 2.1 Board of Regents <ul style="list-style-type: none"> An academic tuition and fees increase will become effective in fall 2008. Tuition will increase by \$2.00/credit hour to \$34.00/credit hour. The matriculation/general fee will increase by \$2.00 to \$15.00/credit hour, and the technology fee will increase by \$1.00 to \$8.00/credit hour. Out-of-district and out-of-state fees will also increase. AC will still have the 26th lowest tuition in the state despite only receiving 37% of its funding from the state. Increases in tuition and fees are necessary to pay for personnel raises, computers, equipment, and travel. It was announced that Diana Cox will receive the 2008 Professor Emeritus Award. 	
2008 Professor Emeritus	2.2 Vice President's Council <ul style="list-style-type: none"> There was \$91,073 in a mid-year Perkins equipment allocation available. The Nursing Division was able to secure an AVS System for the SimBaby from these funds at a cost of \$7,024. AC has been awarded \$505,000 in Perkins funds for equipment and travel for the 2008-09 academic 	
Perkins Mid-Year Allocation and 2008-09 Allocation		

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<p>LMS Implementation Team Update</p> <p>New Acting CIO</p> <p>Equipment Replacement Support Team</p> <p>Schedule 25</p> <p>AEDC/AISD/AC Workforce Development Collaborative Ordway and Russell Halls ACTS</p> <p>Building Program Update</p> <p>2008-2009 Budget</p> <p>Perkins Equipment/Travel Requests</p> <p>IT Equipment Inventory</p>	<p>year.</p> <ul style="list-style-type: none"> Sherry Hendrix, LMS Project Manager, announced that the college will continue to use Web-CT 4.2 until a suitable LMS can be identified and implemented in the future. There is now an on-line newsletter published, which provides the details of this situation. Dr. Laura Grangennett began work on March 17th. She will be the acting CIO at AC for the next 9 months. A team has been appointed to make IT equipment replacement/purchase recommendations to the President's Cabinet. At Dr. Matney's insistence, members of the team include individuals from the academic side of the college. Team members include Duane Litner, Ken Pirtle, and Jerry Moller. 1.2 to 1.8 million dollars is available for equipment replacement in 2008-09. Schedule 25 has been used with variable success to schedule classrooms for summer on the WSC and East Campus. The plan is to also use the software to schedule classrooms for fall on these campuses. Please see the attached handout for a description of this new collaborative effort. Please pay particular attention to the "Common Interview Responses from Amarillo's Employers", since these have implications for nursing education. Both Ordway and Russell Halls have been designated as Texas Historical Landmarks. Thirty faculty members have been selected to attend ACTS; 16 of these are new faculty members. Two nursing faculty members, Marcia Green and Denise Hirsch, were selected to attend ACTS this year. <p>2.3 Nursing Division Update</p> <ul style="list-style-type: none"> Khristi McKelvy, Melanie Gray, Sheryl Mueller, Bruce Cotgreave, Paul Matney, and representatives from Shiver Megert and Associates met on March 17th to discuss the latest draft version of the plan for the new building. Richard Pullen, LaVon Barrett, and Denise Hirsch also reviewed the plan the week prior to the March 17th meeting. The new Nursing/Dental Building is budgeted for \$11,330,000. Remodeling of Building B will cost \$2,500,000, and renovation of the Allied Health Building will cost \$2,165,000. There will also be remodeling of the CAI Lab/Testing Center space paid for by AC. Construction of the new building is projected to begin in December 2008 and be completed in December 2009. The building is scheduled to be open and operational in January 2010. The next step in the building program process is for Shiver Megert planners to meet with the Nursing Division representatives one more time before the architect begins the actual drawings of the building. The budgets for the Nursing Division, A.D.N. Program, V.N. Program, and West Campus CAI Lab have been submitted. With the exception of the additional funds requested to provide salaries for the new A.D.N. faculty positions, the budget is essentially the same as in 2007-08. Student workers will receive a raise of .40/hour from \$6.15 to \$6.55. An equipment request of \$146,196.11 was submitted for Perkins funding from the Nursing Division. This includes two Laerdal SimMan 3G Manikins at \$59,000 each. A modest travel request of \$1,782.00 was submitted. The division chair "duel" over Perkins Equipment/Travel funds will be scheduled for later in the month. The IT Equipment Inventory in the Nursing Division was carefully completed to ensure that all equipment matched the AC database. All IT equipment 2001 and older was marked as critical for replacement in the 2008-09 budget year in the document submitted to Dr. Matney. The Equipment Replacement Support Team and President's Cabinet will make the determination as to which IT 	

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Printing NJE	<p>equipment will actually be replaced. There is a possibility that some Nursing Division faculty will receive new computer equipment in the 2008-09 academic year.</p> <ul style="list-style-type: none"> ▪ Please exercise great care in picking up papers from the printers. Make sure that the print work is what you printed. We have had an unusual situation occur where some NTN grant invoices were picked up from a printer and inadvertently included in student course manuals. <p>2.4 BONA</p> <ul style="list-style-type: none"> ▪ A Nursing Jurisprudence Survey was posted on the BON web site recently to solicit input from Deans, Directors, and Coordinators of Nursing Education. The survey, designed to assist the BON in the implementation of the jurisprudence exam, consisted of just three questions: <ul style="list-style-type: none"> ▪ When should the exam be offered? ▪ Would your program be able and willing to conduct and monitor the students while they take the online exam? ▪ Are there other suggestions or comments you would like to make? 	<p>Other problems were noted in course manual printing, including pages missing and pages in the wrong manual. These problems should be referred directly to the Print Shop for correction.</p>
3. COLLEGE COMMITTEE REPORTS	<p>3. COLLEGE COMMITTEE REPORTS</p> <p>3.1 Academic Affairs – Barrett</p> <ul style="list-style-type: none"> ▪ Have not met; will not meet again this semester. <p>3.2 Assessment – Mueller</p> <ul style="list-style-type: none"> ▪ The committee met on March 7th. ▪ Kara Larkan-Skinner described the next steps in the instructional PET Training process. Train-the-Trainer Sessions will be provided for committee members during the first week of April, then the trainers will conduct training sessions for department chairs/coordinators and one faculty member during the remaining weeks in April. ▪ Ms. Skinner provided an updated report about the status of the targeted general education competency responses by faculty. Each of the general education competency committee leaders provided reports and discussed their challenges in assessing submitted student work. <p>3.3 Commencement – Cannon, Barrett, and Fricks</p> <ul style="list-style-type: none"> ▪ The committee met March 22nd. ▪ The committee continued planning for the May 2008 Commencement. The red tassels that had been approved at the February meeting for faculty to wear on their caps at Commencement in honor of Bob Sloger and Steve Dutton is not going to happen as previously planned. ▪ It was noted that there has been a lack of funding for the Commencement ceremony, and there is a need to increase the budget for the next academic year. <p>3.4 Distinguished Alumnus Selection – Pullen</p> <ul style="list-style-type: none"> ▪ The committee met on March 12, 2008. ▪ There was a pool of 12 alumni to choose from; one was chosen and will be announced soon. <p>3.5 Faculty Professional Development – Williamson</p> <ul style="list-style-type: none"> ▪ ACTS will be in Santa Fe, NM on May 14th -17th. <p>3.6 Faculty Evaluation – Mueller</p>	

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	<ul style="list-style-type: none"> ▪ The committee met Friday, March 7th to discuss an on-line faculty evaluation pilot study in several math, English, and allied health courses. The response rate by students was very low in the pilot study. Evaluations by students were voluntary and were not tied to a grade or completion of a course. Further, there is not an efficient on-line survey tool in place for students to complete faculty evaluations. The committee decided that the cons of pursuing on-line classroom faculty evaluations outweigh the benefits at present. <p><u>3.7 Faculty Handbook – Moore</u></p> <ul style="list-style-type: none"> ▪ Ms. Moore was not present for this report. <p><u>3.8 Faculty Senate – Dixon, & Jones</u></p> <ul style="list-style-type: none"> ▪ Ms. Dixon attended Faculty Senate on March 7th. ▪ Topics of discussion included crisis management and faculty salaries. ▪ MEAD Award nominations rules were revised. Now <i>both</i> faculty and students may send in nominations for the MEAD Award, not just students only. <p><u>3.9 Faculty Technology Users – Grove</u></p> <ul style="list-style-type: none"> ▪ Ms. Grove was not present to give a report. <p><u>3.10 Institutional and Program Effectiveness - Pullen</u></p> <ul style="list-style-type: none"> ▪ The committee has not met. <p><u>3.11 Library Network Advisory – Moore</u></p> <ul style="list-style-type: none"> ▪ Ms. Moore was not present for this report. <p><u>3.12 On-line Faculty Advisory - Pullen</u></p> <ul style="list-style-type: none"> ▪ The committee has not met. <p><u>3.13 President's Council – Mueller</u></p> <ul style="list-style-type: none"> ▪ The next meeting is scheduled for April 17th. ▪ If you have any questions you would like to ask the President, please forward the questions to Ms. Mueller. <p><u>3.14 Rank & Tenure – Thompson</u></p> <ul style="list-style-type: none"> ▪ The committee will be meeting on Friday, April 4th. Seventeen individuals have been recommended for promotion in rank. These petitions will be sent to Dr. Matney next for his approval. <p><u>3.15 Testing and Remediation – Thompson</u></p> <ul style="list-style-type: none"> ▪ The committee has not met. <p><u>3.16 Traffic Citation Appeals – Reed</u></p> <ul style="list-style-type: none"> ▪ The committee has not met. 	

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	<p>3.17 Wellness – Whitehead</p> <ul style="list-style-type: none"> ▪ The committee has had its second meeting. ▪ The Wellness Fair is on April 8th in the Carter Fitness Center on the WSC from 10:30 am – 1:30 pm. All AC employees and students are welcome. There will be blood pressure and cholesterol screenings, a chiropractic booth, a massage therapy booth, and other fitness booths this year. Level IV Community Health students will be participating in the Wellness Fair. 	
<p>4. NURSING DIVISION COMMITTEE REPORTS</p>	<p>4. NURSING DIVISION COMMITTEE REPORTS</p> <p>4.1 Advisory – Mueller</p> <ul style="list-style-type: none"> ▪ The Spring Advisory Committee meeting is scheduled for 3:00 pm on April 9th in WCA-108. ▪ NTN Grant Manager, Jennifer Ashcraft, will be providing a report, and there will be A.D.N. and V.N. Program reports with time for committee discussion. ▪ All nursing faculty members are invited to attend the meeting. <p>4.2 Student Activities – Cannon (Interim)</p> <ul style="list-style-type: none"> ▪ The committee has not had a formal meeting. ▪ Planning for pinning has started, and there will be a meeting with the Pinning Committee sometime at the beginning of next week. ▪ The updated by-laws have been sent to SNA and soon will be brought to Faculty Organization for approval. ▪ Lynn Wicke has been asked to come visit and conduct a seminar on the Professional Nurse. ▪ <u>SNA Report and Community Projects:</u> <ul style="list-style-type: none"> ▪ The SNA has had two popcorn sales, including today, which brought in \$87. ▪ The SNA Convention is on March 27th in Grapevine, TX. Two Level II students and one Level IV student are planning to attend. ▪ Volunteers are needed to help with Ragin Cajun and a fundraiser for the National Kidney Foundation. Delores Thompson will supervise students at the National Kidney Foundation event and Marianne Jones will supervise students at Ragin Cajun. <p>4.3 Testing – Pullen (Interim)</p> <ul style="list-style-type: none"> ▪ The committee met on March 12th. Delores Thompson chaired the meeting in Dr. Pullen's absence. ▪ The committee continued reviewing the revisions to the Test Blueprint. Once committee has approved the revisions, it will be brought to the Faculty Organization. ▪ The PAR Test Manual is still under development. ▪ The committee will meet again on April 9, 2008. <p>4.4 Nursing Peer Review – Shadbolt</p> <ul style="list-style-type: none"> ▪ The annual meeting is scheduled for April 9, 2008. <p>4.5 Learning Resources – Hirsch</p> <ul style="list-style-type: none"> ▪ The new videos that had been requested by faculty have been ordered. Several have already arrived. ▪ The list of streamed videos that is being reviewed by faculty needs to be back to Denise by the April 	

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	<p>15th deadline.</p> <p>4.6 <u>Technology Users - Grove</u></p> <ul style="list-style-type: none"> ▪ The committee will be meeting on April 23rd. <p>4.7 <u>Clinical Simulation - Whitehead</u></p> <ul style="list-style-type: none"> ▪ Committee meeting date not given. ▪ A Faculty Simulation Manual is still being developed. It may possibly be ready by fall. ▪ An online evaluation tool for student clinical simulation is being developed. It has progressed through Research and Program Effectiveness Committee and has a design template. 	
5.MISCELLANEOUS	<p>5.MISCELLANEOUS</p> <p>5.1 <u>NRC – Hirsch/Pullen</u></p> <ul style="list-style-type: none"> ▪ The Showcase of Technology was held on March 13th on the West Campus. The NRC hosted 90 high school students from the area. There were an overwhelming number of students through the NRC that day, but with the help of some of the Level IV students from Ms. Reed's clinical group the event was a success. A \$5 gift card from Jason's Deli will be given to each of the Level IV students that assisted with the Showcase of Technology in the NRC that day. <p>5.2 <u>Computer Testing Center – Gray</u></p> <ul style="list-style-type: none"> ▪ Ms. Gray was unable to attend. No report. <p>5.3 <u>Advising - McClure</u></p> <ul style="list-style-type: none"> ▪ Advising Sessions are going well. <p>5.4 <u>Announce Staff Development – Shadbolt and Williamson</u></p> <ul style="list-style-type: none"> ▪ Staff Development activities have been completed for the year. ▪ Please submit ideas for staff development for next year. 	
6.TREASURER'S REPORT	<p>6.TREASURER'S REPORT – S. Fricks</p> <ul style="list-style-type: none"> ▪ Ms. Fricks was not present for this report. ▪ Denise Hirsch has volunteered to assume Treasurer's responsibilities for the Faculty Organization after Sandy retires in May. 	By faculty consensus, Denise Hirsch will assume the office of Treasurer for the Faculty Organization in May.
7. VOCATIONAL NURSING REPORTS	<p>7. VOCATIONAL NURSING REPORTS</p> <p>7.1 <u>Coordinators Report – L. Barrett</u></p> <ul style="list-style-type: none"> ▪ Robin Combs will not be returning as the VN Staff Assistant. ▪ TAVNE will be having its 30th anniversary celebration next year. They have invited Delores Thompson, former VN Coordinator, to attend. Ms. Barrett will be getting those dates. ▪ Karla is helping coordinate Spring Fling, scheduled for May 1st, here on the West Campus. She is having a Dunk Booth and needs volunteers. 	

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	<p>7.2 <u>Level I – K. Dixon</u></p> <ul style="list-style-type: none"> No Report <p>7.3 <u>Level II – S. Williamson</u></p> <ul style="list-style-type: none"> No Report <p>7.4 <u>Admission/Progression – L. Barrett</u></p> <ul style="list-style-type: none"> No Report 	
<p>8. ASSOCIATE DEGREE NURSING REPORTS</p>	<p>8. ASSOCIATE DEGREE NURSING REPORTS</p> <p>8.1 <u>Level I – Moore</u></p> <ul style="list-style-type: none"> Introduction to Nursing 71 students currently enrolled. A few may have dropped or stopped attending. 20 not passing after 2nd exam. Principles of Clinical Decision Making 73 students currently enrolled. 6, possibly 7, have withdrawn. 14 not passing after 2nd exam. Pharmacology 76 students currently enrolled. 1 has withdrawn; 3 not attending. 4 not passing after 2 exams. <p>8.2 <u>Level II – Fricks</u></p> <ul style="list-style-type: none"> Concepts of Clinical Decision Making I 63 students currently enrolled. 11 not passing after 2nd exam. Care of Childbearing Family 65 students currently enrolled. 11 not passing after 2nd exam. Health Assessment <u>In-class</u> – After final - 53 enrolled, 52 completed; 1 withdrawal. All passed: 7 – A's, 43 – B's, 2 – C's. <u>On-line</u> – After final - 23 students enrolled; 22 passed; 1 did not pass. A's 6, B's 11; C's 5; D's 1. Transition to Nursing Practice 14 enrolled. 2 not passing after 2nd exam. <p>8.3 <u>Level III – Pullen</u></p> <ul style="list-style-type: none"> 94 combined enrollment among all three Level III courses. Concepts of Clinical Decision Making II 64 students currently enrolled. 20 not passing after 2nd exam. Care of Children and Families 65 students currently enrolled. 15 not passing after 2nd exam. 	

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	<ul style="list-style-type: none"> ▪ Mental Health 66 students currently enrolled. 30 not passing after 2nd exam. (Dr. Pullen stated that the high number of failures after 2nd exam is normal. He also stated that enrollment in Level III is up for fall and spring. He also noted that Ms. Murray will be having her next exam before the April 17th last date to withdraw and Ms. Moore's and Dr. Pullen's next exams are after the April 17th withdrawal date. 8.4 <u>Level IV – Reed</u> <ul style="list-style-type: none"> ▪ Advanced Concepts of Adult Health 83 students are currently enrolled. 15 not passing after 2nd exam. ▪ Management of Client Care 78 students currently enrolled. 9 not passing after 2nd exam. ▪ Introduction to Community Based Nursing 68 students enrolled. 1 not passing at present. 	
9. ADN COMMITTEE REPORTS	<p>9. ADN COMMITTEE REPORTS</p> <p>9.1 <u>Admission/Progression – M. Moore</u></p> <ul style="list-style-type: none"> ▪ Committee has not met. <p>9.2 <u>Curriculum – J. Cannon</u></p> <ul style="list-style-type: none"> ▪ Curriculum had an abbreviated meeting on April 16th. ▪ Many items tabled until next meeting. ▪ Kathy Reed is working on the Student Handbook. Marjeanne Moore is working on the Faculty Handbook. ▪ The committee is looking at changing the policy on phones in the clinical setting. Any changes will be e-mailed to faculty at least a week in advance, so that these changes can come to a vote during the last faculty meeting at the end of semester. <p>9.3 <u>Research and Program Effectiveness – Grove</u></p> <ul style="list-style-type: none"> ▪ Committee is continuing to work on evaluating data for the PET. 	
10. ADDITIONAL ITEMS	<p>10. ADDITIONAL ITEMS</p> <ul style="list-style-type: none"> ▪ <u>Level IV HESI Exit Exams.</u> 43 of the 82 students who tested need remediation. ▪ <u>Microbiology Book Review.</u> Dr. Dolby from the Biology Department asked for a nursing faculty evaluation of a new Microbiology book. She delivered a copy of the book to the division. A letter was drafted and the book, letter and evaluation of the book were hand carried back to the WSC to Dr. Dolby by Jan Cannon. ▪ <u>Faculty Offices.</u> Ms. Mueller noted that all faculty offices in Building A will be restored to full-time faculty office space this summer in preparation for the eight new faculty hired by the A.D.N. Program. This will include the office space currently being used as the SI Office (111B), Community Health Office (111A), the part-time VN faculty office (204F), the printer office (204A), and the SimBaby office (204G). Part-time faculty office space will be designated in the NRC. Additional office space (111C) will be available when the Nursing the Numbers Grant closes in November. Ms. Mueller also 	

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	<p>encouraged faculty to begin to clean up and clear out their offices in preparation for the move to the new building in the not too distant future.</p> <ul style="list-style-type: none"> ▪ <u>Retirement Party</u>. Plans are in progress for a retirement party to honor Sandy Fricks. The party will be on April 30th from 11:30 am - 1:00 pm. Donations are needed to help purchase food and a gift for Ms. Fricks. Please give your donations to Kim Wright or Lyndi Shadbolt. Ms. Fricks will be inducted into the TNA, District 2, Hall of Fame on April 21st to honor her years of nursing service. 	
11. ADJOURNMENT	<p>11. ADJOURNMENT</p> <ul style="list-style-type: none"> ▪ The meeting was adjourned by consensus of the faculty present at 3:26 p.m. 	

Sheryl Mueller, Nursing Division Chair _____ Date