

MINUTES:

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
1. OPENING REMARKS S. MUELLER	1.OPENING REMARKS - S. MUELLER <ul style="list-style-type: none"> Ms. Mueller called the meeting to order at 9:05 a.m. and welcomed everyone back for the spring 2006 semester. Ms. Delores Thompson gave the invocation. Birthday wishes were given to Ruth Whitehead (10), Melanie Graf (15), Jan Cannon (16), Jill Rushing (16), and Michelle Conrad (20). Ms. Mueller delayed approval of minutes for the November 2nd and December 6th until the February 1st meeting. Ms. Mueller thanked Marianne Jones, Brenda Johnson, Michelle Conrad, and Delores Thompson for the wonderful Faculty Christmas party. She also thanked the faculty Pinning Coordinators/Committees for the hard work on both the A.D.N. and V. N. Pinning Ceremonies. Both were beautiful, well-executed events! Ms. Mueller also thanked the faculty for her Christmas gift, and then she read a thank you note from June Miller, former VN faculty member, for the flowers sent when her husband Gary passed away. 	
2. REPORT FROM DIVISION CHAIR - S. MUELLER New Faculty	2.1 REPORT FROM DIVISION CHAIR <ul style="list-style-type: none"> The Associate Degree Nursing Program has hired two new part-time faculty members. They are Theresa Edwards (Critical Care) and Ruth Whitehead (Nursing Resource Center). Both are working under BNE emergency faculty waivers this semester. A new clinical teaching assistant, Denise Hirsch, has been hired for Level II medical-surgical clinical rotations. 	
Testing Workshop	<ul style="list-style-type: none"> Ms. Mueller reminded faculty of the Testing Workshop on Friday, January 13th from 0900 – 1200 and 1300 – 1600. This a mandatory workshop for all full-time faculty with a catered lunch provided. Upon completion of the workshop, faculty attending will receive 6 contact hours of continuing education credit. Jo Claborn requested that each classroom instructor bring a module exam to work on during the afternoon session. Ms. Mueller asked for volunteers to assist with Jo Claborn's transportation to and from the airport and 	Delores Thompson volunteered to pick her up at the airport and

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<p>Learning Resource Committee</p> <p>BSAHS Infection Control Orientation</p> <p>NWTHS</p> <p>Students drinking in uniform</p> <p>Grant Update</p> <p>BNE Examination Update</p>	<p>to the West Campus on Friday morning from her hotel.</p> <ul style="list-style-type: none"> ▪ During the recent VN Program Survey by the BNE, concerns were raised over currency of the video collection in the NRC and the currency of the nursing print collection housed in the Northwest Branch Library. As a result of this, the VN Program received a requirement from the BNE visitors, which has to be addressed by March 31st. Since this situation also involves the A.D.N. Program, Ms. Mueller proposed that a new Nursing Division standing committee, the Learning Resources Committee, be established. This committee would ensure that the Nursing Division learning resources, such as NRC videos, library print materials, etc. are current, accurate and conducive to student learning. She asked faculty to consider this over the next month and be ready to vote for or against this proposal at the February faculty meeting. See attached proposed amendment to the Nursing Division Faculty Organization bylaws. ▪ Baptist St. Anthony's Health System has requested that all students completing clinical rotations in their facility be provided standardized infection control information contained in the BSAHS Infection Control Orientation. The attached information has been placed on the J: drive in a folder labeled <i>General IC Orientation</i>. ▪ Ms. Mueller recently received a letter from Becky Hunter, CNE, at Northwest Texas Healthcare System requesting an addendum to the Affiliation Agreement that would verify student and faculty compliance with 2005 JCAHO Infection Control Standards for immunization screening. This includes screening for measles, mumps, rubella, varicella, and hepatitis B as well as yearly TB skin testing. This is not a problem for the student population, since all students must meet the Texas Department of State Health Services requirements for students enrolled in higher education clinical courses. There are some faculty members that still need to complete their immunization history file in the Nursing Division Office as soon as possible. ▪ Paula Garrison, Office Clerk, received an anonymous phone call on December 8th. The caller expressed concern that several students were at a restaurant in their nursing uniforms after clinical consuming alcohol. Ms. Mueller requested that faculty remind students that while they are in school uniform, they represent Amarillo College and the nursing program(s), and it is not acceptable practice to consume alcohol where the public can identify them as nursing students. ▪ Dr. Pullen gave an update about the Faculty Recruitment component of the Nursing the Numbers grant. 215 RN's attended the information session in November, and 54 individuals actually applied for selection to the RN-MSN program(s) by submitting a portfolio. Of these 54 applicants, 25 individuals were interviewed and 20 were selected. Faculty will be contacted shortly regarding mentoring of the 20 "nurse scholars" selected. Laptop computers have been ordered and should arrive shortly. ▪ Ms. Mueller reported on the Student Retention component of the grant. The Care Group Model will be extended into Pharmacology this semester. ▪ The first meeting regarding West Campus building expansion/renovation is scheduled for Wednesday, January 11th. ▪ Janene Hofbauer is filling the Project Assistant position for the grant, and the job is posted for the grant Project Manager. ▪ Ms. Mueller provided the following information to the faculty from the Board of Nurse Examiners (BNE): ▪ The BNE is currently processing affidavits of graduation within 24 hours. Fingerprint results are 	<p>also bring her to West Campus on Friday morning. Kathy Reed will take her back to the airport.</p>

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	<p>generally available within 10 business days.</p> <ul style="list-style-type: none"> ▪ Effective January 1, 2006, the following examination procedures will be implemented by the BNE: ▪ Examination Forms <ul style="list-style-type: none"> Will accept both paper and online applications in calendar year 2006 Prefer that forms be submitted in groups by school Applications should be submitted 120 days prior to graduation ▪ GVN/GN Permits <ul style="list-style-type: none"> Will no longer print paper GVN/GN permits Students and employees will access the permits online at www.bne.state.tx.us GVN/GN permits will be online within five working days after receipt of the affidavit of graduation (if candidate eligible) No written verification will be provided; employers must accept the online verification ▪ NCLEX Bulletins <ul style="list-style-type: none"> BNE will no longer provide the NCLEX Candidate Bulletins printed by Pearson Vue (student may access the bulletin at www.bne.state.tx.us/forms.htm; www.ncsbn.org or www.personvue.com) ▪ The BNE will continue to take orders for fingerprint cards and Pearson Vue “bubble payment forms” (bubble payment forms are needed if student pays by certified check, cashier’s check or money order) ▪ Student Roster <ul style="list-style-type: none"> Jeanetta will be able to access the student roster form from the BNE website First student roster, which may be mailed, e-mailed, or faxed is due 120 days prior to graduation Second student roster is due with the affidavits of graduation ▪ Students with Eligibility Issues <ul style="list-style-type: none"> Six months or more from graduation – students file the Declaratory Order application and submit the fee of \$189.00 Less than six month from graduation – students file the paper examination form and attach all documents required by the Declaratory order petition with a fee of \$289.00. ▪ Notes of Interest <ul style="list-style-type: none"> January 2007 is the target date for all students to register online and deans and directors to complete affidavits of graduation online BNE is working on procedures to begin finger scanning instead of finger printing in calendar year 2006. 	
3. COLLEGE COMMITTEE REPORTS	<p>3. COLLEGE COMMITTEE REPORTS</p> <p><u>3.1 Academic Affairs – L. Shadbolt</u></p> <ul style="list-style-type: none"> ▪ The next meeting is scheduled for January 27th. <p><u>3.2 Assessment – Mueller</u></p> <ul style="list-style-type: none"> ▪ Not met. <p><u>3.3 Commencement – Barrett, Cannon, Grove, and Rushing</u></p> <ul style="list-style-type: none"> ▪ Jan Cannon was elected chair of the committee. They will be meeting soon. 	

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	<p><u>3.4 Faculty Professional Development – Rushing</u></p> <ul style="list-style-type: none"> ▪ The committee met on November 16, 2005 in the CUB basement Conference Room. ▪ ACTS 2006 update: Janet Harter reported the committee is looking for possible locations for the ACTS seminar. Application forms will be available around the first of February. The evaluations from the ACTS seminar last year were positive. ▪ Faculty Senate update: Gay Mills reported on the last faculty Senate meeting. There was discussion on committee attendance and faculty performance evaluations. She discussed the concerns from the Nursing Division on committee attendance if meetings are held on Fridays. Jill Rushing, representative from the Nursing Division, discussed nursing faculty schedules to the committee members. ▪ Learning Communities Project update: Courtney Milleson reported that the following courses are using learning communities: A&P I, English 1301, Speech 1318 and Nutrition. There is also supplemental instruction offered for these courses. ▪ Professional Activities update: The professional activities in-service day is planned for April 7, 2006. Based upon the faculty comments voiced from last year's professional activities day, the committee has decided upon the following agenda: During the morning, there will be several topics or learning sessions offered in which the faculty may attend. Some of the suggested topics at this time include: <ol style="list-style-type: none"> 1. Advising/Retention 2. Learning Communities 3. WEB CT 4. Grant Writing 5. Brain Agility 6. Retirement 7. Advanced Degrees 8. E-Learning 9. WEB Page Design 10. Generational Studies 11. New Library Capabilities Following the morning session, there will be a catered lunch. The afternoon will include departmental activities. Each department will be responsible for planning their own staff development or in-service. The departments will be responsible for documenting their activities for the afternoon. ▪ E-Learning Center update: Bob Sloger announced there are approximately 7 applicants for the designer positions. ▪ Badger Care Hope Chest Project:: Courtney Milleson reported donations and items for collection are being accepted. <p><u>3.5 Faculty Evaluations – Mueller</u></p> <ul style="list-style-type: none"> ▪ The committee met in November and discussed Faculty Performance Review guidelines. The committee has also been charged with forming an opinion about a proposed evaluation tool for committee chairs to use to assess member participation in faculty college committees. This tool includes member attendance, participation, special project involvement, and any extra comments that 	

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	<p>a committee chair chooses to add.</p> <p><u>3.6 Faculty Handbook Committee – Wright</u></p> <ul style="list-style-type: none"> ▪ Not Met. <p><u>3.7 Faculty Senate – K. Dixon, D. Grove</u></p> <ul style="list-style-type: none"> ▪ The committee met on November 2, 2005. ▪ The budget was discussed. ▪ Ideas for raising money were to raise tuition and charge a parking fee. ▪ They also discussed topics for the Faculty Development In-Service on April 7th <p><u>3.8 Faculty Travel – M. Jones</u></p> <ul style="list-style-type: none"> ▪ Not met. <p><u>3.9 Honors Program Committee – Barrett</u></p> <ul style="list-style-type: none"> ▪ The committee hosted a Bar-B-Q at the end of the semester <p><u>3.10 Institutional Effectiveness Committee - Pullen</u></p> <ul style="list-style-type: none"> ▪ Not met. <p><u>3.11 President's Council – Mueller</u></p> <ul style="list-style-type: none"> ▪ Ms. Mueller reported that the minutes from the November 10th meeting are available on the AC website under the President's Page. ▪ Reports of interest from the meeting are: Dr. Jones introduced Daniel Esquivel, Executive Director of the Hereford Campus. Daniel reported that many positive things are happening at the Hereford Campus. Robert Boyd has been selected as the new Division Chair for Language, Communication and Fine Arts. Nichole Terry expressed appreciation to everyone for their support of the Della Reese Distinguished Lecture Series. Dr. Jones commended Sheryl Mueller, Richard Pullen and Danita McAnally for successfully acquiring one of the highly competitive Community Based Job Training Grants. The next meeting is scheduled for January 19th. <p><u>3.12 Rank & Tenure – D. Thompson</u></p> <ul style="list-style-type: none"> ▪ Ms. Thompson reported that there are potentially 100 rank notebooks to be submitted. She advised nursing faculty planning to apply for rank to submit notebooks early, <p><u>3.12 Traffic Citation Appeals Committee – D. Hoggatt</u></p> <ul style="list-style-type: none"> ▪ Not met. 	

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4. NURSING DIVISION COMMITTEE REPORTS	<p>4. NURSING DIVISION COMMITTEE REPORTS</p> <p>4.1 Advisory- S. Mueller</p> <ul style="list-style-type: none"> ▪ The fall meeting went very smoothly. Ms. Shadbolt gave a quick report on the status of the VN Program before exiting the meeting to continue preparation for the BNE site visit the next day. ▪ Ms. Russell gave a report on the status of the Geriatric Education Program Grant. ▪ Ms. Mueller gave a report on the status of the A. D. N. Program and an overview of the CBJTG and its potential impact on the Nursing Division. <p>4.2 Student Activities – Kidd, Hogue, Cannon & Rushing</p> <ul style="list-style-type: none"> ▪ The committee has not met. ▪ The A. D. N. and VN Pinning Ceremonies both went beautifully. Thanks to the committees for all the hard work. <p>4.3 Testing – J. Rushing</p> <ul style="list-style-type: none"> ▪ The committee met on November 9, 2005. ▪ Testing Center Report: Melanie Graf discussed concerns regarding students arriving late for testing times. She also discussed issues regarding academic honesty during testing. Melanie sent an e-mail to all faculty reminding them to encourage the students to be on time to tests, especially during final exams week. Melanie also will look into PAR capabilities regarding alternative item formats such as multiple response items. ▪ Testing Notebooks: Jill Rushing will put together Testing Notebooks for all new faculty and provide all faculty with any updated testing information. ▪ HESI Exam Report: Sheryl Mueller reported on the Level IV students HESI results. The committee suggested that the results and topic areas be taken to Curriculum to identify if all areas are being addressed in the courses. ▪ LSRN Report: Not received. ▪ The committee reviewed Level 3 exams from Richard Pullen and Pat Murray. <p>4.4 Nursing Peer Review –S. Fricks</p> <ul style="list-style-type: none"> ▪ Not met. 	
5.MISCELLANEOUS	<p>5.MISCELLANEOUS</p> <p>5.1 NRC – M. Green for NRC</p> <ul style="list-style-type: none"> ▪ Ms. Green reported that she is working with faculty on updating the NRC video collection. Those videos >5 years old that need to be reviewed have been flagged with a red dot. Videos that have been reviewed by faculty that are >5 years old that are still accurate and current are being labeled as “Archived” or “Historical”. The BNE has given us a deadline of March 31st for all videos and books to be reviewed. The CDs have arrived from Prentice Hall. They include skills practice for Pediatrics, Women’s Health, and Critical Care. ▪ Lab schedules for the 06 semester need to be completed this week. ▪ The Faculty Corner complete with coffee pot and couches is now open for business. <p>5.2 Computer Testing Center – M. Graf</p>	

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	<ul style="list-style-type: none">Ms. Graf reported that she still needs a few of the testing schedules from faculty for the spring 2006 semester.	
6.TREASURER'S REPORT	6.TREASURER'S REPORT – S. Fricks Balance: 8/25/2005 \$643.10 Deposits: 11/07/05 70.00 Expenses: 11/03/05 Michelle Conrad (Erica's Shower) 15.50 11/18/05 Love & Son's (B. Johnson daughter) 40.00 12/06/05 Marianne Jones (Christmas Party) 100.00 12/16/05 Beall's (Sheryl's Christmas) 50.00 12/16/05 Roasters (Sheryl's Christmas) 25.00 12/19/05 Love & Sons (Janene's Fathers funeral) 47.00 Current Balance: 12/30/05 \$435.60	
7. VOCATIONAL NURSING REPORTS	7. VOCATIONAL NURSING REPORTS 7.1 <u>Coordinators Report</u> – L. Shadbolt <ul style="list-style-type: none">Ms. Shadbolt reported that 48-49 students are anticipated in Level I, and 37 students are enrolled in Level II.With larger numbers of anticipated graduates, the program is looking for a larger auditorium for the pinning ceremony this spring. One option may be the newly constructed BSAHS Auditorium. 7.2 <u>Level I</u> – L. Barrett <ul style="list-style-type: none">Ms. Barrett gave a report about the new service learning project piloted last fall. The students were required to design a project and carry it to completion. One outstanding project involved a student who went to Swift Meat Packing Plant and gave an orientation to workers on hygiene. The workers were given soap and detergent, and the student showed them how to wash themselves and their clothes. Another student drove around town checking bus stops to see if they had benches and shelters. This student then took her report to the city council. Another student went into a home that was filthy and cleaned the house for the occupants. The students enjoyed forming a bond with the community through these service learning projects. 7.3 <u>Level II</u> – S. Williamson <ul style="list-style-type: none">No report. 7.4 <u>Admission/Progression</u> – L. Shadbolt <ul style="list-style-type: none">No report.	
8. ASSOCIATE DEGREE NURSING REPORTS	8. ASSOCIATE DEGREE NURSING REPORTS 8.1 <u>Level I</u> - M. Moore <ul style="list-style-type: none">Ms. Mueller provided the following Introduction to Nursing admission data for Spring 2006: There were 139 applications; 70 students were accepted since 6-9 students were anticipated to be	

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	<p>eligible to repeat Introduction; 10 alternates were designated The range of points for those accepted was 9.75 – 13.57 All but 2 of the 70 students accepted passed the Math Test on the first attempt (one student who did not pass on the first attempt had a Master's degree; the other had a GPA of 3.88 and 9 general ed courses completed) The average GPA of the 70 selected was 3.22 (range was 2.44 – 4.0; only 16 of the 70 had a GPA less than 3.0) The average number of general ed courses completed was 7.957 or 8 This was a highly competitive pool of applicants, and only 50% of those that applied were offered admission (70 of the 139 that applied)</p> <ul style="list-style-type: none"> ▪ RNSG 1331/RNSG 1362 Anticipate 65 ▪ Introduction to Nursing Anticipate 79 ▪ Pharmacology 1301 Anticipate 75 <p><u>8.2 Level II- J. Kidd</u></p> <ul style="list-style-type: none"> ▪ M/S RNSG 1247/RNSG 1263 Anticipate 62 ▪ OB RNSG 1251/RNSG 1260 Anticipate 64 ▪ Transition- RNSG 2307 Anticipate 20 ▪ RNSG 1115 (Wednesday Section) Paul Hogue Anticipate 59 ▪ RNSG 1115 (Web Section) Richard Pullen Anticipate 20 <p><u>8.3 Level III – R. Pullen</u></p> <ul style="list-style-type: none"> ▪ RNSG 2201/2260 Care of Children & Families- Anticipate 68 ▪ Mental Health RNSG 2213/2161- Anticipate 60 ▪ RNSG 1248/2261- Concepts of Clinical Decision Making II Anticipate 68 <p><u>8.4 Level IV – K. Reed</u></p> <ul style="list-style-type: none"> ▪ RNSG 2231/2262 –Advanced Concepts of Adult Health Anticipate 80 ▪ RNSG 2221/2263 – Management of Client Care Anticipate 78 ▪ RNSG 1110/2163 – Introduction To Community Based Nursing. 	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
	Anticipate 73	
9. ADN COMMITTEE REPORTS	9. ADN COMMITTEE REPORTS 9.1 Admission/Progression – M. Moore <ul style="list-style-type: none"> ▪ The committee met twice and reviewed 33 letters. The committee has 9 more letters to review prior to the beginning of the semester. ▪ The committee is proposing to change the points system for applicants. Attached is a copy of the e-mail detailing the changes to the points system. 9.2 Curriculum – J. Kidd <ul style="list-style-type: none"> ▪ The Testing Workshop is this Friday, January 13th, 9:00 a.m. to 4:00 p.m. 9.3 Research and Program Effectiveness – R. Pullen <ul style="list-style-type: none"> ▪ The Systematic Plan of Evaluation (SPE) should be together within the next 6 weeks. 	
10. ADDITIONAL ITEMS: Rule 215 In-Service NLN News	10. ADDITIONAL ITEMS <ul style="list-style-type: none"> ▪ Ms. Mueller deferred the Rule 215 in-service until the February meeting. ▪ Attached is a news release from the NLN regarding applications, admissions, enrollments, and graduations in pre-licensure programs of registered nursing. 	
11. ADJOURNMENT	11. ADJOURNMENT <ul style="list-style-type: none"> ▪ The meeting was adjourned at 10:40 a.m. 	

Jeanetta Smiley, Recording Secretary

Date