

**AMARILLO COLLEGE
NURSING DIVISION FACULTY COMMITTEE MINUTES**

DATE: January 10, 2007

TIME & PLACE: 8:30 a.m. - West Campus Building A, Room 108

ATTENDANCE: Present: - LaVon Barrett, Jan Cannon, Karla Dixon, Theresa Edwards, Sandy Fricks, Melanie Graf, Marcia Green, D'dee Grove, Paul Hogue, Rhonda Howard, Verena Johnson, Marianne Jones, Lee Ann Laney, Marjeanne Moore, Sheryl Mueller, Pat Murray, Richard Pullen, Kathy Reed, Tamara Rhodes, Lyndi Shadbolt, Delores Thompson, Ruth Whitehead, Sarah Williamson, Ruth Whitehead and Kim Wright.

ABSENT: Michelle James and Susan McClure

AGENDA: See Attached.

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 8:35 a.m. ▪ Ms. Mueller thanked Jeanetta Smiley for setting up the food and drinks for the meeting. ▪ Ms. Mueller announced that Delores Thompson had been called for jury duty, but she hoped to be released. ▪ The Nursing Division Faculty Committee Minutes from November 8th were presented for approval. The minutes from the meeting of the Associate Degree Nursing faculty on November 28th were also presented for approval. ▪ Birthday wishes were offered to Ruth Whitehead (10th), Melanie Graf (15th), Jan Cannon (16th), LeeAnn Laney (16th), and Michelle James (20th). ▪ Congratulations were extended to Cele Rangel for completing her Master of Science in Nursing degree from West Texas A&M University in December and joining the faculty full-time this semester. ▪ A welcome was extended to Verena Johnson as a new full-time faculty member. She begins work at AC on January 31st after completing her Master of Science in Nursing degree in December at WTAMU. ▪ Marcia Green and LaVon Barrett anticipate graduation from the Master of Science in Nursing program at Walden University in April of 2007. 	<p>A motion was made by Richard Pullen and seconded by Kathy Reed to approve the Nursing Division Faculty Committee Minutes from the November 8th meeting. These minutes were approved without additions or corrections. A motion was made by Richard Pullen and seconded by Kathy Reed to approve the A.D.N. Faculty Meeting minutes from the November 28th meeting. These minutes were also approved without additions or corrections.</p>
2. REPORT FROM DIVISION CHAIR - S. MUELLER	2.1 REPORT FROM DIVISION CHAIR <ul style="list-style-type: none"> ▪ Ms. Mueller reported that the Federal Project Officer (FPO) for the Nursing the Numbers Grant will be here on January 11th and 12th for an initial site visit. Richard Pullen, Sheryl Mueller, Jennifer Arp, Julie Poe, Danita McAnally, Cara Crowley, and Britt Sosebee will be meeting with her during this two-day visit. She will visit the Nursing Success Boot Camp briefly, and she will meet with Angela Bray (SI) and D'dee Grove (on-line student communities). She will also have an opportunity to talk with a faculty member about care groups. 	
FPO Visit	<ul style="list-style-type: none"> ▪ Ms. Mueller reported she and Melanie Graf are in the process of developing guidelines for test 	
Testing Scheduling		

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
<p>Clinical Site Scheduling</p> <p>Nursing Division User Technology Committee</p> <p>Capital Needs Assessment Committee</p> <p>Professional Development</p> <p>Committee Meetings</p> <p>NCSBN</p> <p>BNE</p>	<p>scheduling in the Testing Center. So far, some of the testing guidelines will include the following: Test scheduling requests are due in writing to Melanie by the first day of classes each semester. 72-hour notice will be necessary for re-scheduling of tests after the tests have been confirmed as scheduled. Conflicts in test scheduling will be referred to the faculty members involved first for a negotiated settlement. If necessary, scheduling conflicts will be referred to the VN Coordinator and/or A.D.N. Program Director for resolution.</p> <ul style="list-style-type: none"> ▪ Ms. Mueller reported that a sub-committee of the Texas Panhandle Coalition for Nursing (TPCN) has developed and maintains a centralized clinical schedule for AC, WTA&MU, Clarendon College and other agencies. Tommy Sweat, Panhandle AHEC Center Director and Coalition member, has assumed the function of maintaining the master spreadsheet of clinical agency sites, capacities and assignments. The AC Nursing Division has committed to working with other Coalition members to coordinate clinical site activities, and Ms. Mueller reported that she and Dr. Pullen have been working with Tommy Sweat to ensure that all AC clinical sites are placed on the centralized schedule each semester and summer. Because of our efforts to coordinate clinical scheduling with others in the community, all scheduling of clinical sites for the VN or A.D.N. Programs must be approved by the VN Program Coordinator or A.D.N. Program Director in advance. This also helps prevent over-scheduling of clinical sites/areas with students within our own nursing programs. ▪ Ms. Mueller announced the formation of a new division standing committee--the Nursing Division User Technology Committee. D'dee Grove will chair the committee, which will include faculty members from both nursing programs and classified staff members from the Nursing Division Office, CAI Lab/Testing Center, and NRC. The first individuals to serve on the committee will include: Kim Wright, Richard Pullen, Tamara Rhodes, Melanie Graf, Khristi McKelvy and Paula Garrison. The general purposes of the committee are to identify innovative approaches and best practices for use of technology within the division and to coordinate and facilitate the use of technology within the division. Some specific goals for the committee will be to place the faculty and student handbooks on line and explore the possibilities of purchasing PDAs for faculty to pilot their use in the clinical area. ▪ The Internal Capital Needs Assessment Committee completed and sent its final report to Dr. Jones on December 15th as required. Ms. Mueller reported that serving on this committee was an eye-opening experience. Although, the Nursing Division has some identified needs for expansion, we are very blessed by what we already have. Nursing was, however, placed in the top three critical need areas during the internal needs assessment. The next step in this process will begin when the External Capital Needs Assessment Committee convenes on January 8th to study the internal committee reports and schedule tours to the various campuses. ▪ Ms. Mueller has purchased several books for the faculty library in the NRC. One book purchased is the <u>Student Nurse Playbook</u>. Others include: <u>Teaching Nursing: The Art & Science Volumes 1, 2, and 3</u>. ▪ Ms. Mueller requested that all committee chairs stay after the meeting to schedule meeting dates for the semester. ▪ Ms. Mueller announced that the National Council of State Boards of Nursing has voted to increase the NCLEX-RN passing standard in April 2007. This will affect our May graduates. ▪ The Board of Nurse Examiners website has been updated and has a whole new look. Ms. Mueller urged all faculty members to become familiar with the new site. ▪ Ms. Mueller also reported that some new BNE guidelines for initial licensure have been issued. Only 	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
<p>Sunset Advisory Commission</p> <p>Northwest Diabetic Protocol</p>	<p>one fingerprint card is now required and the eligibility questions have been altered slightly. Beginning in the fall, all applicants will be required to submit fingerscans instead of fingerprints. Jeanetta will be checking with the suggested company about coming on campus to provide this service for students at Graduate Application Day in the fall.</p> <ul style="list-style-type: none"> ▪ The Sunset Advisory Commission Final Decisions on the BNE has just been published. There are multiple recommendations which will be placed on the legislature agenda during this upcoming 80th session. Please review the copy provided and especially note the recommendations that affect nursing education. ▪ Ms. Cannon reported that Northwest Texas Healthcare System has changed its protocol for diabetic care. They will be glad to give an in-service to our students if needed. Please see the attached information for further details. 	
<p>3. COLLEGE COMMITTEE REPORTS</p>	<p>3. COLLEGE COMMITTEE REPORTS</p> <p><u>3.1 Academic Affairs – Shadbolt</u></p> <ul style="list-style-type: none"> ▪ Ms. Shadbolt reported that the committee met and is reviewing several curriculum changes for the fall catalog. All changes proposed for the 2007-2008 catalog must be submitted to the committee for review no later than February 9th in order to make the catalog publication deadline. <p><u>3.2 Assessment – Mueller</u></p> <ul style="list-style-type: none"> ▪ The committee has scheduled a Student Outcomes Assessment training session today from 10:00 to 11:15 am. Several of our A.D.N. faculty will be leaving to attend this meeting. <p><u>3.3 Commencement – Cannon, Barrett, Fricks, Howard and James</u></p> <ul style="list-style-type: none"> ▪ The committee has not met. <p><u>3.4 Distinguished Alumnus Selection Committee – Pullen</u></p> <ul style="list-style-type: none"> ▪ The committee has not met. <p><u>3.5 Faculty Professional Development – Howard</u></p> <ul style="list-style-type: none"> ▪ The committee meets next Friday. <p><u>3.6 Faculty Evaluation – Mueller</u></p> <ul style="list-style-type: none"> ▪ The committee has not met. <p><u>3.7 Faculty Handbook Committee – Wright</u></p> <ul style="list-style-type: none"> ▪ The committee has not met. <p><u>3.8 Faculty Senate – Dixon, Grove</u></p> <ul style="list-style-type: none"> ▪ The committee will meet on Friday <p><u>3.9 Faculty Technology Users Committee– Grove</u></p> <ul style="list-style-type: none"> ▪ The committee has not met. 	

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	<p><u>3.10 Faculty Travel – Jones</u> <ul style="list-style-type: none"> The committee has not met. </p> <p><u>3.11 Honors Program Committee – Barrett</u> <ul style="list-style-type: none"> The committee has not met. </p> <p><u>3.12 Institutional Effectiveness Committee - Pullen</u> <ul style="list-style-type: none"> The committee has not met. </p> <p><u>3.13 Library Network Advisory Committee – Moore</u> <ul style="list-style-type: none"> The committee has not met. </p> <p><u>3.14 President’s Council – Mueller</u> <ul style="list-style-type: none"> The committee will meet next week. </p> <p><u>3.15 Rank & Tenure – Thompson</u> <ul style="list-style-type: none"> The committee has not met. The deadline dates for submission of rank notebooks are forthcoming. Ms. Thompson will notify faculty of the dates as soon as she receives them. </p> <p><u>3.16 Traffic Citation Appeals Committee – Reed</u> <ul style="list-style-type: none"> The committee has not met. </p> <p><u>3.17 Web Advisory Committee – Wright</u> <ul style="list-style-type: none"> The committee has not met. </p>	
4. NURSING DIVISION COMMITTEE REPORTS	<p>4. NURSING DIVISION COMMITTEE REPORTS</p> <p><u>4.1 Advisory-- Mueller</u> <ul style="list-style-type: none"> The spring committee meeting will be hosted by the Vocational Nursing Program. The date for the meeting has not been set yet. </p> <p><u>4.2 Student Activities – Hogue & Cannon</u> <ul style="list-style-type: none"> Ms. Cannon reported that they plan to visit Level I the first week of class to welcome students back. </p> <p><u>4.3 Testing – Howard</u> <ul style="list-style-type: none"> The committee has not met </p> <p><u>4.4 Nursing Peer Review – Shadbolt</u> <ul style="list-style-type: none"> The committee has not met </p> <p><u>4.5 Learning Resources Committee – Whitehead</u> <ul style="list-style-type: none"> The committee has not met </p>	

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5.MISCELLANEOUS	<p>5.MISCELLANEOUS <u>5.1 NRC – Whitehead</u></p> <ul style="list-style-type: none"> ▪ Ms. Whitehead reported that the NRC has been re-arranged to utilize the existing space more effectively. ▪ Ms. Whitehead reported that she and her staff are exploring ways to better secure the video tapes, because videos are still disappearing from the NRC. ▪ Ms. Whitehead announced that the SimMan is functional and available. She will be scheduling an orientation time for faculty soon. She and others are working to find templates for clinical simulation scenarios, including mock-codes. ▪ Ms. Whitehead reported that she, Khristi McKelvy, and Sheryl Mueller plan to attend a clinical simulation seminar at Temple College on February 9th. ▪ Ms. Whitehead reported that we still have Perkins funds for videos, so any faculty member who would like to request new videos for their course(s) should notify her now. ▪ The schedule for faculty lab hours is in progress. Please contact Ruth to schedule your lab times. ▪ Ms. Whitehead reported that the form for lab reservations is on the J drive under the NRC folder, Lab reservations. ▪ The NRC calendar can be found on the MyAC website. <p><u>5.2 Computer Testing Center – Graf</u></p> <ul style="list-style-type: none"> ▪ Ms. Graf announced that she is still completing the testing schedules for the spring 2007 semester. She reported that Room 104 in the CAI Lab is unavailable on Mondays and Wednesdays from 8-12 this semester, so large classes of students will have to test in two blocks on those days during that time frame. ▪ Ms. Graf reported she is finding and displaying positive reinforcement signs throughout the lab. ▪ Ms. Graf also reported that she is continuing to work on the student evaluations of clinical instructors and clinical agencies. With the recent upgrades to the computers and the antique machine required to run the Scantrons, it is taking longer than usual. <p><u>5.3 Advising and Counseling - McClure</u></p> <ul style="list-style-type: none"> ▪ Ms. McClure was not able to attend the meeting today, since this is a busy time for student advising and registration. <p><u>5.4 Announce Staff Development – Shadbolt and Williamson</u></p> <ul style="list-style-type: none"> ▪ Staff development programs for the spring semester are being discussed. Ms. Shadbolt reported that they are looking for a day and time for Jennifer Arp and several others to present information regarding the Nursing the Numbers Grant, including the Nursing Success Boot Camp, SI and Faculty Mentoring. ▪ A clinical simulation scenario utilizing the SimMan may possibly be presented in March. ▪ Ms. Shadbolt and Ms. Williamson will continue to work on staff development ideas to present to the 	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
	faculty at a later date.	
6.TREASURER'S REPORT	6.TREASURER'S REPORT – S. Fricks Beginning Balance \$497.83 Expenses: Plaza Christmas Party \$175.00 Deposits: \$140.00 Current Balance: 12/29/06 \$462.83 \$35.00 annual dues are due now	
7. VOCATIONAL NURSING REPORTS	7. VOCATIONAL NURSING REPORTS 7.1 <u>Coordinators Report</u> – L. Barrett <ul style="list-style-type: none"> Ms. Barrett reported that 50 students were admitted to the Level I courses. 41 students have moved on to level II. TAVNE will be in San Antonio at the end of April. All 5 full-time faculty plan to attend. 7.2 <u>Level I – K. Dixon</u> <ul style="list-style-type: none"> Ms. Rhodes reported about the success of their students participating in their service learning projects. One student in particular selected an individual who was kicked off the bus for body odor. The student went to her home to help her clean her house and arranged for people to repair the bathroom and shower. The student checks on the lady from time to time, and this individual is keeping herself and the house clean now. Ms. Barrett commented that every time the faculty discuss deleting this project, another success story comes along. 7.3 <u>Level II – S. Williamson</u> <ul style="list-style-type: none"> No report. 7.4 <u>Admission/Progression – L. Barrett</u> <ul style="list-style-type: none"> Ms. Barrett reported that students who were unsuccessful in the A.D.N. program for the fall semester were asked to wait a semester before being considered for the VN program. This is in part due to Ms. Barrett being new to the Coordinator position and not having enough time to research how RN and VN courses would fit in a crosswalk. 	
8. ASSOCIATE DEGREE NURSING REPORTS	8. ASSOCIATE DEGREE NURSING REPORTS 8.1 <u>Level I – Moore</u> <ul style="list-style-type: none"> <u>Introduction to Nursing</u> Anticipate 77 students to begin the semester. Boot Camp is scheduled for January 11th & 12th. <u>Principles of Clinical Decision Making</u> Anticipate 73 students to begin the semester. <u>Pharmacology</u> Anticipate 66 students to begin the semester. 	

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	<p><u>8.2 Level II – Fricks</u></p> <ul style="list-style-type: none"> ▪ <u>Concepts of Clinical Decision Making I</u> Anticipate 73 students to begin the semester. ▪ <u>Care of Childbearing Family</u> Anticipate 78 students to begin the semester. ▪ <u>Health Assessment</u> In-Class - Anticipate 72 students to begin the semester. On-Line -Anticipate 21 students to begin the semester. Dr. Pullen will go to the in-class Health Assessment course and offer 10 students the opportunity to take the on-line course. ▪ <u>Transition to Nursing Practice</u> Anticipate 17 students to begin the semester. <p><u>8.3 Level III – Pullen</u></p> <ul style="list-style-type: none"> ▪ <u>Concepts of Clinical Decision Making II</u> Anticipate 55 students to begin the semester. ▪ <u>Care of Children and Families</u> Anticipate 75 students to begin the semester. ▪ <u>Mental Health</u> Anticipate 60 students to begin the semester. <p><u>8.4 Level IV – Reed</u></p> <ul style="list-style-type: none"> ▪ <u>Advanced Concepts of Adult Health</u> Anticipate 74 students to begin the semester. ▪ <u>Management of Client Care</u> Anticipate 68 students to begin the semester. ▪ <u>Introduction to Community Based Nursing</u> Anticipate 65 students to begin the semester. 	
<p>9. ADN COMMITTEE REPORTS</p>	<p>9. ADN COMMITTEE REPORTS</p> <p><u>9.1 Admission/Progression – M. Moore</u></p> <ul style="list-style-type: none"> ▪ Ms. Moore reported that she has received just one A&P letter to review. <p><u>9.2 Curriculum – Jan Cannon</u></p> <ul style="list-style-type: none"> ▪ The committee has not met. <p><u>9.3 Research and Program Effectiveness – Grove</u></p> <ul style="list-style-type: none"> ▪ The committee has not met. 	
<p>10. ADDITIONAL ITEMS: Dosage and Solution Task Force Committee</p>	<p><u>10. ADDITIONAL ITEMS</u></p> <ul style="list-style-type: none"> ▪ Ms. Fricks reported that the task force to review the Dosage and Solution Exams has established a standardized format to be used throughout the program. The exams will consist of 10 appropriate dosage/solution questions from the program level and five questions regarding sites, needles and syringes for a total of 15 questions. The exam pages will be copied front to back to lessen the 	

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Workload Assignments	<p>opportunity for students to be dishonest when others are flipping pages of the exam. The task force will be piloting this approach this semester.</p> <ul style="list-style-type: none"> Ms. Mueller reported that faculty assignments and workloads will be distributed in the Level/Team meetings. 	
11. ADJOURNMENT	11. ADJOURNMENT <ul style="list-style-type: none"> The meeting was adjourned at 10:10 a.m. 	

Jeanetta Smiley, Recording Secretary Date