

MINUTES:

TOPIC	DISCUSSION/RATIONALE	ACTION/RECOMMENDATION
<p><b>1. OPENING REMARKS</b> <b>S. MUELLER</b></p> <p><b>2. REPORT FROM DIVISION CHAIR - S. MUELLER</b> Board of Regents</p> <p>BNE Business</p>	<p><b>1.OPENING REMARKS - S. MUELLER</b></p> <ul style="list-style-type: none"> <li>Ms. Mueller called the meeting to order at 1:50 p.m.</li> <li>The Nursing Division Faculty Committee Minutes from the January 10<sup>th</sup> meeting were presented for approval.</li> <li>Birthday wishes were offered to Paula Garrison (17<sup>th</sup>). Clinical Teaching Assistants with birthdays this month are Teddy Mitchell (8<sup>th</sup>) and Candice Vinson (19<sup>th</sup>).</li> <li>Ms. Mueller read a thank you note from Glo Freese to the nursing faculty and staff.</li> <li>Ms. Mueller reported that the External Capital Needs Assessment Committee toured the West Campus on Monday. 47 community volunteers serve on the committee. The final tours will be during the first part of March. The committee will compile their findings, and a steering committee from the group will report to the Board of Regents after that.</li> </ul> <p><b>2.1 REPORT FROM DIVISION CHAIR</b></p> <ul style="list-style-type: none"> <li>Ms. Mueller provided some highlights from the Board of Regents meeting on January 30th: Lynn Thornton presented the summary findings from the Internal Capital Needs Assessment Committee. Danita McAnally gave the Education Report, which was a follow-up report on the Benchmark Studies. Cele Rangel was officially appointed as a full-time faculty member by the Board of Regents at the meeting. Thirteen faculty members were approved for tenure. The restoration of the 1% base pay raise effective March 1<sup>st</sup> was passed by the Board of Regents. Dr. Jones reported that AC may take a funding decrease of 5.3% during the next academic year. AC is already paying 66% costs and all of the operational costs of the college.</li> <li>Ms. Mueller reported that the BNE has adopted revisions in Rule 215.7 and Rule 214.7 regarding faculty waivers. This is in response to the Sunset Commission recommendations concerning the faculty waiver process. It is now possible for a dean or director in fully approved programs to waiver Board requirements for faculty for temporary time periods if certain criteria are met.</li> <li>Ms. Mueller reported that the January BNE meeting was postponed due to inclement weather. This will delay annual approval s of both the A.D.N. and VN Programs.</li> </ul>	<p>A motion was made by Richard Pullen and seconded by Cele Rangel to approve the Nursing Division Faculty Committee Minutes from the January 10<sup>th</sup> meeting. These minutes were approved without additions or corrections.</p>

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<p>BNE Draft</p> <p>Governor Perry's Initiatives for Nursing</p> <p>Reference books for Instructors</p> <p>Perkins Reallocation</p>	<ul style="list-style-type: none"> <li>Ms. Mueller announced that changes to Rule 215 and Rule 214 are likely in the near future to allow a registered nurse (BSN or ADN) to provide initial teaching and competency evaluation for RN students in skills labs and simulation settings, and even LVNs will be able to provide initial teaching and competency evaluation in skills labs and simulation settings to VN students.</li> <li>Ms. Mueller also reported that the Board is considering what percentage of clinical hours can be substituted with clinical simulation hours. The BNE plans to announce in April these percentage limits for clinical simulation.</li> <li>Ms. Mueller presented a draft document entitled, "Innovative Models/Strategies to Increase Enrollment in Texas Nursing Programs". The draft is attached. This is a document produced by the BNE in response to legislative pressure to respond to the continuing nursing shortage in Texas. If implemented, the BNE would enforce, in collaboration with the THECB, specific mandates for meeting target professional nursing program graduate outcomes.</li> <li>Ms. Mueller also presented an email (see attached) regarding Governor Perry's "Proposed Funding Shift for Nursing Education". Governor Perry is proposing that a special fund of \$57 million be created to increase the number of nursing graduates and address the growing nursing shortage in innovative ways. However, \$40 million of this money is allocated to fund non-traditional pilot nurse education programs provided by non-state HOSPITALS instead of colleges and universities. TNA has begun to analyze the impact that such pilot programs would have on Texas schools of nursing (see attached).</li> <li>Ms. Mueller has ordered the following books for the faculty reference library in the NRC. They are "Teaching Evidence-Based Practice in Nursing" and "Infusion Nursing Standards of Practice"</li> <li>Ms. Mueller announced that a reallocation of Perkins funds has allowed the Nursing Division to acquire two new computers for student use and a digital camcorder for the NRC.</li> </ul>	
<p><b>3. COLLEGE COMMITTEE REPORTS</b></p>	<p><b>3. COLLEGE COMMITTEE REPORTS</b></p> <p><b><u>3.1 Academic Affairs – Shadbolt</u></b></p> <ul style="list-style-type: none"> <li>Ms. Shadbolt was unable to attend the meeting on February 2nd due to clinical duties. Ms. Mueller attended and presented the following report::</li> <li>Minor course changes were approved for the Radiation Therapy Program and the Occupational Therapy Assistant Program in the Allied Health Division.</li> <li>The Behavioral Studies Division submitted changes for three psychology courses, which were approved by the committee.</li> <li>The Computer Information Systems and Office Administration Programs in the Business Division submitted some detailed, extensive changes to both program curriculums, which were approved after lengthy discussion.</li> <li>The Management Department of the Business Division proposed adding a new certificate program; but after discussion, further review of this proposal was tabled until the next meeting.</li> <li>Minor changes requested by the Associate Degree Nursing Program were approved. These changes included the deletion of RNSG 2216 and its clinical companion RNSG 1262, since RNSG 2216 expires in the WECM on 8/31/07. Course descriptions were modified slightly in RNSG 1331, RNSG 1247, and RNSG 1248 due to the recent review of the medical-surgical curriculum across the program.</li> <li>Curriculum changes requested by the Vocational Nursing Program were also approved. These included the change from RNSG 1301 to VNSG 1231 and VNSG 1227, the addition of VNSG 1136,</li> </ul>	

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	<p>the change of VNSG 1500 to VNSG 1400, and the change of VNSG 1304 from 2 lecture, 2 lab hours to 3 lecture, no lab hours to meet WECM requirements.</p> <p><b><u>3.2 Assessment – Mueller</u></b></p> <ul style="list-style-type: none"> <li>▪ The Instructional Assessment Sub-Committee met on February 2nd. Danita and Kara updated the committee on the progress of the training sessions for disciplines with the primary focus of a major and reviewed the agenda for these training sessions. These training sessions will continue through March. The training of disciplines offering support courses will begin in April. Training sessions for both groups will culminate in completion of the PET Forms for all the disciplines for 2007-08. Also discussed at the meeting was the progress of each general education competency assessment. There have been a limited number of assignment submissions from faculty to participate in the pilot testing this semester so far. Associate Degree Nursing, by far, has promised the greatest number of assessment artifact submissions for the pilot testing. Thanks go to Kathy Reed, D'dee Grove and Delores Thompson for serving on the general education competency committees and identifying the student assignments that could be used in the pilot testing this spring. The next meeting of the Instructional Assessment Sub-Committee will be March 2nd.</li> </ul> <p><b><u>3.3 Commencement – Cannon, Barrett, Fricks, Howard and James</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee met on February 26<sup>th</sup>. Concerns regarding Commencement last May and suggestions made by Dr. Jones and Dr. Matney for the upcoming Commencement were discussed.</li> <li>▪ Reports from the previous Commencement sub-committees were given.</li> <li>▪ Sub-committee assignments were made for spring 2007.</li> <li>▪ The next meeting will be March 9<sup>th</sup> at 1:45 p.m.</li> </ul> <p><b><u>3.4 Distinguished Alumnus Selection Committee – Pullen</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee has not met.</li> </ul> <p><b><u>3.5 Faculty Professional Development – Howard</u></b></p> <ul style="list-style-type: none"> <li>▪ No report.</li> </ul> <p><b><u>3.6 Faculty Evaluation – Mueller</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee met on February 1st. The committee reviewed a history of faculty evaluation at the college and changes made in the evaluation tool and process over the last several years. Dr. Matney talked to the committee members about the current evaluation process and some proposed alternatives to the time-consuming, labor-intensive process as it exists at present. Linda Hendrick reported to the group about the possibilities of utilizing the Portal and MyAC to conduct faculty evaluation. Committee members discussed the pros and cons of the current process and an on-line evaluation process. Bobbie Glasscock and Linda Hendrick were charged with collecting some additional information about how an on-line faculty evaluation process could be accomplished with maximum student participation. This committee will meet again on February 15th.</li> </ul> <p><b><u>3.7 Faculty Handbook Committee – Wright</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee has not met.</li> </ul>	

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	<p><b><u>3.8 Faculty Senate – Dixon, Grove</u></b></p> <ul style="list-style-type: none"> <li>Ms. Dixon reported that Lynn Thornton and Brenda Bussey explained the rationale behind the new evaluation form and evaluation procedure for administrators. In former years, administrators were evaluated by faculty members, but this was discontinued because administrators felt that faculty responses were often negative or unhelpful. It was also pointed out that Human Resources does not have the manpower to read all the faculty's evaluations. Some Senators pointed out that faculty members must continue to be evaluated by their subordinates, their students, whether the responses are negative or not, and that faculty members learn from these responses. Supervisors are now responsible for evaluating administrators.</li> <li>Sharon Doggett explained the faculty step system and the rationale behind its creation. Senators discussed the fact that step amounts decrease with the length of time taught, and that faculty who are "stepped out" do not receive the same salary increase that other faculty members do--2.27% compared to 3% this year. Sharon noted that 43% of AC faculty are "stepped out." Sharon explained that the step system was meant to encourage professional development because additional education and degrees lead to salary increases. Some Senators pointed out that educational costs have increased dramatically over the past twenty years, and while it might have been cost effective to take more courses for a salary increase twenty years ago, now it is not.</li> </ul> <p><b><u>3.9 Faculty Technology Users Committee– Grove</u></b></p> <ul style="list-style-type: none"> <li>The committee will meet on February 12<sup>th</sup>.</li> </ul> <p><b><u>3.10 Faculty Travel – Jones</u></b></p> <ul style="list-style-type: none"> <li>The committee has not met.</li> </ul> <p><b><u>3.11 Honors Program Committee – Barrett</u></b></p> <ul style="list-style-type: none"> <li>The committee has not met.</li> </ul> <p><b><u>3.12 Institutional Effectiveness Committee - Pullen</u></b></p> <ul style="list-style-type: none"> <li>The committee has not met.</li> </ul> <p><b><u>3.13 Library Network Advisory Committee – Moore</u></b></p> <ul style="list-style-type: none"> <li>The committee has not met.</li> </ul> <p><b><u>3.14 President's Council – Mueller</u></b></p> <ul style="list-style-type: none"> <li>The Council met on January 18th. General discussion included communication about inclement weather, the legislative agenda for community college funding, our new partnerships with WTAMU, bookstore purchases by Pell Grant recipients, Hereford and Moore County Campus updates, college relations news, and the purchase of mini-vans by the college. The next meeting is March 22nd.</li> </ul> <p><b><u>3.15 Rank &amp; Tenure – Thompson</u></b></p> <ul style="list-style-type: none"> <li>The committee met on February 1, 2007. Only 6 faculty members have submitted petitions for rank advancement. February 9<sup>th</sup> is the deadline for faculty to submit completed petitions.</li> </ul>	

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	<p><b><u>3.16 Traffic Citation Appeals Committee – Reed</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee has not met.</li> </ul> <p><b><u>3.17 Web Advisory Committee – Wright</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee met about developing Department websites. The Nursing website was used as an example.</li> <li>▪ Other topics discussed included using Podcasts to aid with advising and looking at possible on-line advising.</li> </ul>	
<p><b>4. NURSING DIVISION COMMITTEE REPORTS</b></p>	<p><b>4. NURSING DIVISION COMMITTEE REPORTS</b></p> <p><b><u>4.1 Advisory-- Mueller</u></b></p> <ul style="list-style-type: none"> <li>▪ The spring committee meeting will be hosted by the Vocational Nursing Program. The date for the meeting has not yet been set.</li> </ul> <p><b><u>4.2 Student Activities – Hogue &amp; Cannon</u></b></p> <ul style="list-style-type: none"> <li>▪ Mr. Hogue reported that a Pizza party was given to the now Level II students for donating the most to the Amarillo Domestic Violence Shelter last semester.</li> <li>▪ Ms. Cannon reported that the officers talked to the Level I students, and they will be visiting the LVN classes and the remaining ADN classes next week about joining SNA.</li> <li>▪ The SNA will be helping to sponsor a breakfast/birthday party for the SimMan with the NRC. The SNA will donate the food and drinks for this event. We will be set up and be ready to serve in the lobby on the 2<sup>nd</sup> floor around 9:30 am.</li> <li>▪ Our community project for the spring is the Crisis Pregnancy Center. This will be our second time to sponsor this organization. Our students did such a great job last time that they requested our help again. The officers are touring the agency this week to determine their needs and get a better understanding of the services they offer.</li> <li>▪ The SNA officers are in contact with one of the coordinators for Rajun Cajun. There is a possibility that some of our students will volunteer for this event. If anyone is interested in attending this event with the students, I would appreciate the help. As a reminder, a faculty member has to be there with students for them to be able to volunteer.</li> <li>▪ The ADN pinning ceremony has been scheduled at Southwest Oasis Baptist Church for May 10<sup>th</sup>.</li> </ul> <p><b><u>4.3 Testing – Howard</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee has not met.</li> </ul> <p><b><u>4.4 Nursing Peer Review – Shadbolt</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee has not met.</li> </ul> <p><b><u>4.5 Learning Resources Committee – Whitehead</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee has met and will meet again next Wednesday. The committee has more book titles to review.</li> </ul>	

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	<p>4.6 <b><u>Technology Users Committee - Grove</u></b></p> <ul style="list-style-type: none"> <li>The committee will meet again on February 15<sup>th</sup>. We are in the process of ordering PDAs for faculty use in the clinical setting.</li> </ul>	
5.MISCELLANEOUS	<p><b>5.MISCELLANEOUS</b></p> <p><b><u>5.1 NRC – Whitehead</u></b></p> <ul style="list-style-type: none"> <li>Ms. Whitehead reported that the NRC will begin formulating guidelines for use of the SimMan. They are looking at Scenarios and templates to utilize.</li> <li>Ms. Whitehead reported that Dr. Matney and Dr. Johnson will be in the NRC next Monday to observe a clinical simulation scenario featuring the SimMan. This demonstration and visit to the NRC is being accomplished to provide Dr. Matney and Dr. Johnson with an understanding of clinical simulation prior to a community meeting regarding a possible regional clinical simulation center.</li> <li>Ms. Whitehead reported that there are 30 new book titles available in the NRC.</li> <li>Ms. Whitehead reminded the faculty about the SimMan Birthday Party.</li> <li>Ms. Whitehead and Ms. McKelvy will be attending Laerdal Training in March, 2007.</li> </ul> <p><b><u>5.2 Computer Testing Center – Gray</u></b></p> <ul style="list-style-type: none"> <li>Ms. Gray reported that several faculty members are having trouble accessing ParTest and ParScore. All faculty should contact Helpdesk and also let Ms. Gray know when this occurs.</li> <li>Ms. Gray asked faculty to ask students to be patient. Sometimes test scores are taking 15-20 minutes to pull up after a test. This generally occurs when several students finish a test at the same time. IST is aware of the problem and is investigating possible causes and solutions.</li> <li>Ms. Gray reported that she continues to have issues with students reporting late for testing sessions. Several students have also been caught bringing cell phones into the Testing Center, and students have even been found talking during testing. Further, the noise outside the Testing Center continues to be a problem prior to testing sessions. Any assistance faculty can provide in resolving these issues will be greatly appreciated.</li> </ul> <p><b><u>5.3 Advising and Counseling - McClure</u></b></p> <ul style="list-style-type: none"> <li>Ms. McClure reported that she and Ms. Barrett attended a meeting recently called by the Division Chair for Behavioral Studies regarding adding a reading co-requisite to the Principles of Nutrition course. This request was made in response to a high rate of student failures in the nutrition course. A formal request to make this change will be presented at the next Academic Affairs meeting.</li> </ul> <p><b><u>5.4 Announce Staff Development – Shadbolt and Williamson</u></b></p> <ul style="list-style-type: none"> <li>Ms. Shadbolt reported that Jennifer Arp and several others gave a presentation regarding the “Nursing the Numbers Grant”, including the Nursing Success Boot Camp, SI and Faculty Mentoring.</li> <li>A clinical simulation scenario utilizing the SimMan may possibly be presented as a staff development program after Ms. Whitehead and Ms. McKelvy return from the Laerdal training.</li> </ul>	

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<b>6.TREASURER'S REPORT</b>	<b>6.TREASURER'S REPORT – S. Fricks</b> Beginning Balance \$462.83 Expenses: Scott's Flowers (James, Fricks, Cannon \$131.60 Bed Bath & Beyond (gift for Melanie's Wedding) \$35.00 Deposits: \$175.00  Current Balance: 1/05/07 \$471.23	
<b>7. VOCATIONAL NURSING REPORTS</b>	<b>7. VOCATIONAL NURSING REPORTS</b> <b>7.1 <u>Coordinators Report</u> – L. Barrett</b> <ul style="list-style-type: none"> <li>Ms. Barrett reported that 90 students are attending Level I &amp; II courses.</li> <li>To date, the December graduates have a 96% pass rate.</li> <li>Students recently used the SimMan during a lab demonstration, and Ms. Barrett reported they really enjoyed.</li> <li>Ms. Barrett reported that the VN Program is still in need of a location for the Pinning Ceremony in May.</li> </ul> <b>7.2 <u>Level I</u> – K. Dixon</b> <ul style="list-style-type: none"> <li>No report</li> </ul> <b>7.3 <u>Level II</u> – S. Williamson</b> <ul style="list-style-type: none"> <li>No report.</li> </ul> <b>7.4 <u>Admission/Progression</u> – L. Barrett</b> <ul style="list-style-type: none"> <li>No Report</li> </ul>	
<b>8. ASSOCIATE DEGREE NURSING REPORTS</b>	<b>8. ASSOCIATE DEGREE NURSING REPORTS</b> <b>8.1 <u>Level I</u> – Moore</b> <ul style="list-style-type: none"> <li><b><u>Introduction to Nursing</u></b> 76 students currently enrolled.</li> <li><b><u>Principles of Clinical Decision Making</u></b> 73 students currently enrolled.</li> <li><b><u>Pharmacology</u></b> 66 students currently enrolled. After the first module exam, 2 are not passing.</li> </ul> <b>8.2 <u>Level II</u> – Fricks</b> <ul style="list-style-type: none"> <li><b><u>Concepts of Clinical Decision Making I</u></b> 72 students attending; the first module exam is Feb 20<sup>th</sup>.</li> <li><b><u>Care of Childbearing Family</u></b> 73 students attending; 5 students have withdrawn.</li> <li><b><u>Health Assessment</u></b> In-Class - 68 students currently enrolled.</li> </ul>	

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	<p>On-Line - 24 students currently enrolled.</p> <ul style="list-style-type: none"> <li>▪ <b><u>Transition to Nursing Practice</u></b> 17 students currently enrolled; the first exam is February 26<sup>th</sup>.</li> </ul> <p><b><u>8.3 Level III – Pullen</u></b></p> <ul style="list-style-type: none"> <li>▪ <b><u>Concepts of Clinical Decision Making II</u></b> 54 students currently enrolled with 1 student planning to drop.</li> <li>▪ <b><u>Care of Children and Families</u></b> 73 students currently enrolled with 1 student planning to drop.</li> <li>▪ <b><u>Mental Health</u></b> 59 students currently enrolled with 1 student planning to drop. The first exam is next week.</li> </ul> <p><b><u>8.4 Level IV – Reed</u></b></p> <ul style="list-style-type: none"> <li>▪ <b><u>Advanced Concepts of Adult Health</u></b> 72 students currently enrolled. Northwest Texas Healthcare System provided lunch on January 25<sup>th</sup>.</li> <li>▪ <b><u>Management of Client Care</u></b> 66 students currently enrolled with 11 not passing after the first exam.</li> <li>▪ <b><u>Introduction to Community Based Nursing</u></b> 64 students currently enrolled with 3 not passing after the first exam. Health fairs are scheduled for February 13<sup>th</sup> at Claude; February 20<sup>th</sup> at Stratford; March 6<sup>th</sup> at Dumas; and March 27<sup>th</sup> at Vega.</li> </ul>	
<p><b>9. ADN COMMITTEE REPORTS</b></p>	<p><b>9. ADN COMMITTEE REPORTS</b></p> <p><b><u>9.1 Admission/Progression – M. Moore</u></b></p> <ul style="list-style-type: none"> <li>▪ Ms. Moore reported that the committee met on January 31<sup>st</sup>. They discussed the use of a standardized entrance exam as a requirement for program admission. The committee considered three well-known national exams--ERI (NET), NLN and HESI (A2). The NLN exam was eliminated from further consideration because of the high cost of the exam for students. The committee elected to continue to collect information from programs that use ERI and HESI admission exams for feedback and comparison. It was agreed that the admission point system will remain intact, except that the entrance exam will take the place of the Nursing Division Math Test. Both admission tests being considered can be taken online. The committee will bring additional details about implementation of the entrance exam as a admission requirement before the faculty at the next faculty meeting.</li> </ul> <p><b><u>9.2 Curriculum – Jan Cannon</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee has not met.</li> </ul> <p><b><u>9.3 Research and Program Effectiveness – Grove</u></b></p> <ul style="list-style-type: none"> <li>▪ Ms. Grove gave a report about the pilot process of Level IV students completing online evaluations of Level IV clinical instructors and clinical sites. She will meet with Kara Larkin-Skinner to refine this process. Future plans include collecting all clinical evaluations from all nursing students through an online process.</li> <li>▪ The committee continues to work on exit surveys.</li> </ul>	<p>Ms. Mueller requested a show of hands from the faculty members who supported “in principle” the implementation of a standardized entrance exam as a program admission requirement in lieu of the Nursing Division Math Test. 14 A.D.N. faculty members responded in favor of implementing a standardized entrance exam as a program admission requirement.</p>



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	<ul style="list-style-type: none"> <li>▪ The NCLEX survey was sent out this week though my AC online</li> <li>▪ The committee discussed the updated Systematic Plan of Evaluation (SPE). The college is looking at not continuing to update the PET form since the information is already in the SPE.</li> </ul>	
<b>10. ADDITIONAL ITEMS:</b> Dress code	<b><u>10. ADDITIONAL ITEMS</u></b> <ul style="list-style-type: none"> <li>▪ Ms. Wright asked about the possibility of changing the student dress code to allow the students to wear blue pants.</li> </ul>	This item will be placed on the agenda for the next Curriculum Committee meeting.
<b>11. ADJOURNMENT</b>	<b>11. ADJOURNMENT</b> <ul style="list-style-type: none"> <li>▪ The meeting was adjourned at 3:30 p.m.</li> </ul>	

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Jeanetta Smiley, Recording Secretary    Date

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Sheryl Mueller, Nursing Division Chair    Date