

**AMARILLO COLLEGE  
NURSING DIVISION FACULTY COMMITTEE MINUTES**

DATE: March 7, 2007

TIME & PLACE: 2:00 p.m. - West Campus Building A, Room 108

ATTENDANCE: Present: - Jan Cannon, Theresa Edwards, Sandy Fricks, Marcia Green, D'dee Grove, Verena Johnson, Marianne Jones, Marjeanne Moore, Sheryl Mueller, Richard Pullen, Cele Rangel, Kathy Reed, Lyndi Shadbolt, Delores Thompson, Ruth Whitehead, Sarah Williamson, and Kim Wright.

ABSENT: LaVon Barrett, Karla Dixon, Melanie Gray, Paul Hogue, Michelle James, Tamara Rhodes

AGENDA: See Attached.

MINUTES:

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
<b>1. OPENING REMARKS K. REED</b>  <b>2. REPORT FROM DIVISION CHAIR - S. MUELLER</b>	<b>1.OPENING REMARKS – Kathy Reed for Sheryl Mueller</b> <ul style="list-style-type: none"> <li>Ms. Reed called the meeting to order at 2:05 p.m.</li> <li>She reported that Ms. Mueller is attending a WECM workshop, but she will arrive soon.</li> <li>The Nursing Division Faculty Committee Minutes from the February 7<sup>th</sup> meeting were presented for approval.</li> </ul> <b>2.1 REPORT FROM DIVISION CHAIR</b> <ul style="list-style-type: none"> <li>The Division Chair report was deferred.</li> </ul>	<p>A motion was made by Richard Pullen and seconded by D'dee Grove to approve the Nursing Division Faculty Committee Minutes from the February 7<sup>th</sup> meeting. These minutes were approved without additions or corrections.</p>
<b>3. COLLEGE COMMITTEE REPORTS</b>	<b>3. COLLEGE COMMITTEE REPORTS</b> <b><u>3.1 Academic Affairs – Shadbolt</u></b> <ul style="list-style-type: none"> <li>Ms. Shadbolt attended the meeting. She reported that nothing covered in the meeting directly concerned the nursing programs.</li> <li>She reported this is her final semester to serve on the Academic Affairs Committee. She asked that faculty members consider volunteering to serve on the committee beginning in the fall 2007.</li> </ul> <b><u>3.2 Assessment – Mueller</u></b> <ul style="list-style-type: none"> <li>The committee met on March 2<sup>nd</sup>. Ms. Mueller was unable to attend the meeting due to the Deans and Directors meeting in Austin. No minutes from the Assessment Committee meeting are available yet. The next meeting is scheduled for April 6<sup>th</sup>.</li> </ul> <b><u>3.3 Commencement – Cannon, Barrett, Fricks, Howard and James</u></b> <ul style="list-style-type: none"> <li>The committee is scheduled to meet on Friday, March 9<sup>th</sup>.</li> </ul>	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
	<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>▪ The committee met, and I was not able to attend.</li> <li>▪ The minutes have not been posted.</li> <li>▪ The main discussion was regarding “ACTS”, which is the summer faculty retreat.</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 22<sup>nd</sup>. The committee considered various processes of evaluation at colleges and universities in the area. After much debate, the committee decided to proceed with a pilot of an online version of our current faculty evaluation tool. The pilot group will consist of volunteers of part-time and full-time faculty members who are willing to participate in the project this spring semester.</li> <li>▪ Linda Hendrick is working with Campus Cruiser to utilize the Portal for the evaluation tool. Any faculty member who would like to be included in the pilot project should contact Linda Hendrick no later than March 12th. She needs the names of the faculty members, course names and course numbers.</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> <p><b><u>3.8 Faculty Senate – Dixon, Grove</u></b></p> <ul style="list-style-type: none"> <li>▪ No report was given.</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 after Spring Break. Bob Sloger will be the guest speaker.</li> <li>▪ If faculty has concerns about the use of the E-Learning Center, please let Ms. Grove know.</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 Online Faculty Advisory Committee – Pullen</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee met twice in the last three weeks.</li> </ul>	

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	<ul style="list-style-type: none"> <li>▪ The committee will be a resource to faculty who teach online courses.</li> <li>▪ We have developed purposes, goals and objectives thus far.</li> </ul> <p><b><u>3.15 President's Council – Mueller</u></b></p> <ul style="list-style-type: none"> <li>▪ The Council will meet on March 22<sup>nd</sup>.</li> </ul> <p><b><u>3.16 Rank &amp; Tenure – Thompson</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee will meet Friday.</li> <li>▪ Six rank notebooks were submitted for committee review.</li> </ul> <p><b><u>3.17 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>3.18 Web Advisory Committee – Wright</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee met Tuesday, March 6<sup>th</sup>, but I was unable to attend.</li> </ul>	
<b>4. NURSING DIVISION COMMITTEE REPORTS</b>	<p><b>4. NURSING DIVISION COMMITTEE REPORTS</b></p> <p><b><u>4.1 Advisory-- Barrett</u></b></p> <ul style="list-style-type: none"> <li>▪ The Spring Advisory Committee meeting will be April 18<sup>th</sup> at 3:00 p.m.</li> <li>▪ Ms. Barrett will give further details regarding the meeting at the April faculty meeting.</li> </ul> <p><b><u>4.2 Student Activities – Hogue &amp; Cannon</u></b></p> <ul style="list-style-type: none"> <li>▪ Ms. Cannon reported that she is planning to meet with Level IV students regarding the Pinning Ceremony soon.</li> <li>▪ Officers plan to visit the classes after Spring Break.</li> </ul> <p><b><u>4.3 Testing – Howard</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee met on February 14<sup>th</sup>. They reviewed the NCLEX Program Reports for the A.D.N. Program.</li> <li>▪ The Test Scheduling Policy is being reviewed and will be brought to the faculty next month.</li> <li>▪ The Meds Publishing contract expires on July 31st. The Testing Committee has reviewed the LSRN Program as well as other learning systems. The committee brings to faculty a motion to renew the Meds Publishing contract for the next two years.</li> <li>▪ The Dosage and Solution exam is being reviewed and will be brought for a vote at the next meeting.</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.</li> <li>▪ The committee continues to prepare guidelines for use of the Sim Center and to prepare templates for clinical simulation scenarios.</li> <li>▪ Ruth Whitehead and Khristi McKlevy will be attending Laerdal training on March 8th and 9th. At the</li> </ul>	<p>The motion from Testing Committee to continue the MEDS Publishing contract was approved by a unanimous vote by the A.D.N. faculty present.</p>

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	<p>training, they will be learning to write clinical simulation scenarios.</p> <p><b>4.6 <u>Technology Users Committee - Grove</u></b></p> <ul style="list-style-type: none"><li>▪ The committee members are piloting the use of PDAs in the clinical area. The PDAs have been distributed and are in use at this time.</li><li>▪ The Faculty Handbook is in the process of being placed online.</li><li>▪ The Student Handbook will also be placed online.</li><li>▪ The committee plans to review the nursing software programs in the CAI Lab. The old out-of-date DOS programs will be removed, and new programs will be reviewed for possible addition to the computers in the lab.</li></ul>							
<b>5.MISCELLANEOUS</b>	<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 she and Ms. McKlevy will be out of the office at the Laerdal training on Thursday and Friday. Sarah Williamson, Lyndi Shadbolt and Rhonda Howard have volunteered to be available to students in the lab during the time they are away.</li></ul> <p><b><u>5.2 Computer Testing Center – Gray</u></b></p> <ul style="list-style-type: none"><li>▪ Ms. Gray was unable to attend, but submitted the following report.</li><li>▪ Testing is going fine. We are working on getting the printers moved behind my desk so that there will be less waste of our printing supplies.</li><li>▪ I am beginning work on the finals schedule, and I will be sending an email out as to what I will need from each instructor so that I can properly schedule these exams.</li><li>▪ Please continue to remind your students to be quiet while waiting to enter the Testing Center; they again are disrupting the students that are studying.</li><li>▪ Again remind students that no purses, cell phones, books, bags, or papers will be allowed in the Testing Center. We have students getting angry because of this. Students should bring nothing to the Testing Center that they are not comfortable leaving with me outside in the CAI Lab.</li></ul> <p><b><u>5.3 Advising and Counseling - McClure</u></b></p> <ul style="list-style-type: none"><li>▪ Ms. McClure was unable to attend because she was advising students.</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 they hope to have the Sim Man Demonstration after Spring Break.</li><li>▪ Several suggestions have been submitted for future presentations: 1) students with disabilities by Brenda Rossengel; 2) on-line CPEC by Kim Wright; and use of Clickers by Dr. Biggers (video).</li><li>▪ No Staff Development programs have been scheduled yet but will be soon.</li></ul>							
<b>6.TREASURER’S REPORT</b>	<p><b>6.TREASURER’S REPORT – S. Fricks</b></p> <table><tr><td>Beginning Balance</td><td>\$471.23</td></tr><tr><td>Expenses: Scott’s Flowers (Poe)</td><td>\$</td></tr><tr><td>3/01/07</td><td>\$468.34</td></tr></table>	Beginning Balance	\$471.23	Expenses: Scott’s Flowers (Poe)	\$	3/01/07	\$468.34	
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<b>7. VOCATIONAL NURSING REPORTS</b>	<b>7. VOCATIONAL NURSING REPORTS</b> <b>7.1 Coordinator's Report – L. Barrett</b> <ul style="list-style-type: none"> <li>Ms. Barrett was unable to attend the meeting, and Sarah Williamson gave the following report.</li> <li>The faculty is studying the NCLEX pass rates. Students who are repeating only one course in the final semester are not passing the NCLEX exam. Faculty are looking at ways to better prepare these students for the NCLEX exam.</li> <li>The ATI program has proved to be an excellent resource for the faculty and the students. The representatives are always eager to assist us in reaching our goals.</li> <li>The Vocational Nursing faculty are interested in communicating with students in the upper-level A.D.N. classes to help prepare the VN students for a smoother transition into the A.D.N. Program through the AP Option.</li> <li>All of the full-time faculty will be attending the TAVNE meeting at the end of the month.</li> </ul> <b>7.2 Level I – K. Dixon</b> <ul style="list-style-type: none"> <li>No report</li> </ul> <b>7.3 Level II – S. Williamson</b> <ul style="list-style-type: none"> <li>No report.</li> </ul> <b>7.4 Admission/Progression – 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 Level I – Moore</b> <ul style="list-style-type: none"> <li><b>Introduction to Nursing</b> 76 students currently enrolled with 2 not attending.</li> <li><b>Principles of Clinical Decision Making</b> 73 students currently enrolled. 3 are not passing after 1<sup>st</sup> exam.</li> <li><b>Pharmacology</b> 66 students currently enrolled. After the second module exam, 5 are not passing.</li> </ul> <b>8.2 Level II – Fricks</b> <ul style="list-style-type: none"> <li><b>Concepts of Clinical Decision Making I</b> 71 students currently enrolled, with 2 not attending. 12 are not passing after the first module exam. Module 2 exam is scheduled for March 27<sup>th</sup>.</li> <li><b>Care of Childbearing Family</b> 72 students are currently enrolled. 18 are not passing after the first module exam. Module 2 exam is scheduled for March 20<sup>th</sup>.</li> <li><b>Health Assessment</b> In-Class - 68 students currently enrolled. Class completed with 64 passing and 4 failing. On-Line - 24 students currently enrolled. Class completed with 23 passing and 1 failing.</li> </ul>	

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	<ul style="list-style-type: none"> <li>▪ <b><u>Transition to Nursing Practice</u></b> 17 students currently enrolled with 3 not passing after the first module exam.</li> <li><b><u>8.3 Level III – Pullen</u></b> <ul style="list-style-type: none"> <li>▪ <b><u>Concepts of Clinical Decision Making II</u></b> 55 students are currently enrolled with 1 student planning to drop. 9 students are not passing after the first module exam.</li> <li>▪ <b><u>Care of Children and Families</u></b> 74 students are currently enrolled with 4 students planning to drop. 25 students are not passing after the first module exam.</li> <li>▪ <b><u>Mental Health</u></b> 59 students are currently enrolled with 1 student planning to drop. 25 students are not passing after the first module exam.</li> </ul> </li> <li>▪ All 3 Level III courses are being taught this summer.</li> <li>▪ Murray, Moore, Pullen, Wright, and Whitehead met to discuss the flow of the summer Level III courses. Pullen stated that he has corresponded with Helen Reyes to confirm that no conflicts arise in scheduling of clinical courses between WTAMU and AC.</li> <li>▪ Murray will conduct the didactic portion of Pedi while Wright will coordinate the clinical course. Wright and Whitehead will be the Pedi clinical faculty (30 students). Wright and Whitehead are developing a clinical simulation component to the Pedi clinical rotation.</li> <li>▪ Moore will conduct the MH didactic course. She and Pullen will do the clinical rotations (30 students).</li> <li>▪ Pullen stated that he will do the didactic portion of CDM II. The BSAHS Hospice team will join him in the End of Life Care Simulation. Edwards, Jones, Grove, and Thompson will conduct the clinical rotations (40 students).</li> </ul> <b><u>8.4 Level IV – Reed</u></b> <ul style="list-style-type: none"> <li>▪ <b><u>Advanced Concepts of Adult Health</u></b> 72 students are currently enrolled with one not attending. 18 students are not passing after the first module exam.</li> <li>▪ <b><u>Management of Client Care</u></b> 66 students are currently enrolled with 11 not passing after the first exam. The 2<sup>nd</sup> module exam is being given today.</li> <li>▪ <b><u>Introduction to Community Based Nursing</u></b> 61 students are currently enrolled.</li> </ul> <p>There is a potential of about 65 graduates.</p>	
9. ADN COMMITTEE REPORTS	<b>9. ADN COMMITTEE REPORTS</b> <b>9.1 Admission/Progression – M. Moore</b> <ul style="list-style-type: none"> <li>▪ Ms. Moore reported that the committee met on March 6<sup>th</sup> to finalize the admission assessment exam testing process for the A.D.N. Program. The committee considered several admission assessment exams, including the ones by ERI, NLN, and HESI. The HESI Admission Assessment Exam is the exam selected by the committee for adoption.</li> <li>▪ The admission assessment exam will be given this semester during the open application period from March 26<sup>th</sup> to April 26<sup>th</sup>. Ten testing time blocks have been identified with a total of 400 testing slots for applicants in the West Campus Testing Center.</li> </ul>	

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	<ul style="list-style-type: none"> <li>▪ The points awarded in the admission points system for the composite score on the HESI Admission Assessment Exam will be as follows.</li> <li>▪ 90 -100 = 5 points</li> <li>▪ 80 - 89 = 3 points</li> <li>▪ 70 - 79 = 1 point</li> <li>▪ below 69 = 0 points</li> <li>▪ The process will be as follows: Pay for the test in the West Campus Student Assistance Center, sign up for a testing date and time in the Nursing Division Office, take the test in the West Campus Testing Center, and bring the composite score average with the program application to the Nursing Division Office.</li> <li>▪ The admission point system will remain the same, except for the admission exam. The admission exam points will substitute for the Nursing Division Math Test, which will no longer be given.</li> <li>▪ Applicants may take the admission exam only one time each application period. Test scores are valid for 1 year. Applicants may take the exam in sequential application periods and use the higher of the two scores for application purposes.</li> <li>▪ The HESI Admission Assessment Exam is a 3-hour, computerized exam accessed on-line from the HESI web site. The 3 academic tests selected for applicants include the Math, Reading Comprehension, Vocabulary and General Knowledge exams. Applicants will also take a Learning Styles Inventory and Personality Profile, which does not figure into the composite average score for the academic exams used for the admission points system. Students will receive a copy of their scores after testing.</li> <li>▪ Each academic exam and its subsections are scored separately, and then an overall composite score is provided. Some nursing schools using the HESI Admission Assessment Exam specify that applicants must achieve a certain level of scoring on the academic exams to be eligible to apply. At this point in the process, the committee is not recommending that approach.</li> <li>▪ Other colleges and universities using the HESI Admission Assessment Exam include: Austin Community College, Delmar College, and Lamar University. A total of 23 colleges and universities in Texas are currently utilizing the HESI Admission Assessment Exam.</li> <li>▪ The A&amp;P Committee proposes adoption of the HESI Admission Assessment Exam in place of the Nursing Division Math Test in the admission process for fall 2007.</li> </ul> <p><b>9.2 Curriculum – Jan Cannon</b></p> <ul style="list-style-type: none"> <li>▪ The committee has met and discussed the Faculty Handbook being placed on-line.</li> <li>▪ The committee will be appointing a subcommittee to review the Faculty Handbook, update the wording, and verify that all policies are current.</li> <li>▪ The website has been updated to include pictures of the Sim Man celebration. Congratulations to Richard Pullen on the publishing of his article about patients with lupus.</li> <li>▪ The committee reviewed the Program Reports for NCLEX and the HESI score summaries. They brainstormed on some ideas to assist with identified low areas on the reviews.</li> <li>▪ The committee reviewed the new NCLEX-RN Test Plan. Committee members plan to evaluate each individual course against the test plan.</li> <li>▪ Summer book list is due by March 23<sup>rd</sup>.</li> <li>▪ Fall booklist due April 13<sup>th</sup>.</li> </ul>	<p>Ms. Moore brought before the faculty a motion from the A&amp;P Committee to adopt the HESI Admission Assessment Exam in place of the Nursing Division Math Test in the admission process for fall 2007. After discussion and minor revision of the number of points awarded for the composite average score for the admission assessment exam, the motion carried. All faculty were in favor, none were opposed.</p>

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	<ul style="list-style-type: none"> <li>Ms. Cannon reported to the faculty a situation involving a student wearing a large necklace to clinical. It was noted that the current Student Dress Code in the Student Handbook does not specifically prohibit the wearing of necklaces in clinical. Discussion ensued as to how to address this issue in order to communicate to students that wearing necklaces to clinical is not appropriate.</li> <li>A motion was brought from the committee to change the student dress code from the required white uniform pants to royal blue uniform pants beginning in Level I in the fall 2007 semester. This change would be phased in through the levels of the program. Students would not have the option of wearing either white or royal blue. If adopted, all students would wear royal blue pants.</li> </ul> <p><b>9.3 Research and Program Effectiveness – Grove</b></p> <ul style="list-style-type: none"> <li>Ms. Grove reported that the committee has begun work on the Systematic Plan of Evaluation (SPE).</li> <li>All evaluations for clinical faculty, clinical teaching assistants, and clinical agencies are now on-line. The committee suggests that students not be allowed to take their final exams at the appointed time, if they have not completed the evaluations. These students would have to take an essay exam.</li> <li>The committee is requesting that faculty place the on-line evaluation requirements in each course manual and make them a part of passing the course when course manuals are reprinted for fall 2007.</li> <li>Ms Grove reported that the on-line evaluations for spring 2006 in Level IV were a success. The E-Learning Center has agreed to allow us to review student comments about the clinical agencies and edit them.</li> <li>The on-line evaluations will be available for students to complete beginning April 15<sup>th</sup>.</li> </ul>	<p>Ms. Reed suggested that the sentence in the Student Dress Code that addresses jewelry be changed to add “only” to the wording, i.e. A student may ONLY wear wedding rings, watches and one small pair of stud earrings (one in each ear). This was agreeable to all faculty.</p> <p>The motion from Curriculum Committee to change the Student Dress Code from the required white uniform pants to royal blue pants failed by faculty vote. 5 faculty voted in favor of the change, 11 opposed the change and 1 abstained.</p>
<p><b>10. ADDITIONAL ITEMS:</b> Thank you</p> <p>SCANS</p> <p>Care Group into Level II BNE regulations changing</p> <p>Outstanding Major</p>	<p><b>10. ADDITIONAL ITEMS</b></p> <ul style="list-style-type: none"> <li>Ms Mueller read a very nice thank you note from Dr. Jones. He reported that of the 22 nurses who took care of him while he was hospitalized, 19 were products of AC. He reported that the 3 who were from other colleges did not have the AC spirit..</li> <li>The Workplace Skills (SCANS) Matrix does not need to be in the nursing course manuals, according to Danita McAnnally. Please remove this page from your manuals for fall 2007.</li> <li>Ms. Jones asked for faculty discussion about continuing Care Groups into Level II for physical assessment and IV labs.</li> <li>Ms. Mueller reported that many changes will be coming from the Board of Nurse Examiners (BNE) in April. The colleges and universities have been charged with producing the 71,000 more nurses that Texas needs by 2011. She will be giving more information to faculty as it becomes available.</li> <li>Ms. Mueller reported that faculty must select the A.D.N. Outstanding Major for spring 2007. The deadline to submit the names of recipients for the Honors Convocation in April is March 19<sup>th</sup>.</li> <li>Those students nominated are: Janice Hammons, Kristen Beck, Angela Pruitt, Melissa Emmert , and Samantha Williams</li> </ul>	<p>After faculty discussion, it was decided to pilot IV Lab Care Groups in fall 2007.</p> <p>The Outstanding Major selected was Janice Hammons.</p>
<p><b>11. ADJOURNMENT</b></p>	<p><b>11. ADJOURNMENT</b></p> <ul style="list-style-type: none"> <li>The meeting was adjourned at 3:50 pm</li> </ul>	

Jeanetta Smiley, Recording Secretary    Date \_\_\_\_\_



Sheryl Mueller, Nursing Division Chair    Date