

**AMARILLO COLLEGE  
NURSING DIVISION FACULTY COMMITTEE MINUTES**

DATE: March 8, 2006

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

ATTENDANCE: Present: - LaVon Barrett, Jan Cannon, Michelle Conrad, Karla Dixon, Sandy Fricks, Marcia Green, Paul Hogue, Rhonda Howard, Brenda Johnson, Marianne Jones, Jana Kidd, Marjeanne Moore, Sheryl Mueller, Pat Murray, Richard Pullen, Kathy Reed, Jill Rushing, Lyndi Shadbolt, Teresa Smoot, Delores Thompson, Sarah Williamson, and Kim Wright. Guest, Erin Douglas

ABSENT: Melanie Graf, D'dee Grove, Dale Hoggatt, Susan McClure, Karla Dixon, Sarah Williamson, & Ruth Whitehead

AGENDA: See Attached

MINUTES:

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
<b>1. OPENING REMARKS S. MUELLER</b>	<b>1.OPENING REMARKS - S. MUELLER</b> <ul style="list-style-type: none"> <li>▪ Ms. Mueller called the meeting to order at 1:30 p.m.</li> <li>▪ Birthday wishes were given to Triss Brewer (13).</li> <li>▪ Ms. Mueller brought the February 1<sup>st</sup> minutes before the committee for approval.</li> <li>▪ Ms. Mueller introduced Jennifer Arp to the faculty. She is the new Project Manager for the CBJT Grant. Ms. Arp and Ms. Mueller will attend a federal project managers training program in June 2006.</li> </ul>	A motion was made by Richard Pullen and seconded by Paul Hogue to accept the February 1 <sup>st</sup> minutes as written. Motion passed.
<b>2. REPORT FROM DIVISION CHAIR - S. MUELLER</b>  ParSYSTEM  Division Chair Evaluations  Professional Development Day  Budget   Personnel Requests Registration	<b>2.1 REPORT FROM DIVISION CHAIR</b> <ul style="list-style-type: none"> <li>▪ The new portal web service, Campus Cruiser, has been purchased by Amarillo College. The portal will be on the AC servers by April, and a number of the basic functions of the portal will be operational by fall. Title V grant funds are paying for the rental of the portal for the first five years.</li> <li>▪ Largely due to the efforts of several A.D.N. faculty members, Melanie Graf, and Dr. Matney, the college will continue to support ParSYSTEM. After the new portal is in place, ParSYSTEM will be upgraded to the most current web-based version.</li> <li>▪ The on-line evaluation of division chairs has been extended another week. The response rate has only been about 50% so far.</li> <li>▪ Due to classroom and clinical obligations, Nursing Division faculty will not be participating in the Professional Development Day scheduled for April 7<sup>th</sup>. However, Dr. Matney has given permission for the Nursing Division office to be closed from 8:00 a.m. to 1:00 p.m. to allow classified staff to attend the classified staff development activities that day.</li> <li>▪ The budget packets for 2006-2007 have been made available to the division chairs. Ms. Mueller will be meeting with Dr. Matney at the end of this month to discuss the Nursing Division budgets as well as all Perkins-eligible and institutional equipment requests. Instructional costs are up and student enrollment and contact hours are down, so the budgeting process will be complicated. If faculty have any requests for equipment, this is the time to submit those requests to Ms. Mueller for consideration.</li> <li>▪ The Vocational Nursing Staff Assistant position has been posted. Interviews are expected to begin after Spring Break. All personnel requests must be justified and approved by Dr. Jones at present.</li> </ul>	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
<p>RN Population</p> <p>THECB Committee to Increase RN Graduates</p> <p>Deans &amp; Directors Meeting</p>	<ul style="list-style-type: none"> <li>▪ Registration for summer 2006 and fall 2006 begins on April 17th.</li> <li>▪ Ms. Mueller provided the attached information regarding the Registered Nurse population in the United States. The document of preliminary findings, "The Registered Nurse Population: National Sample Survey of Registered Nurses March 2004", was compiled by HRSA. Ms. Mueller reported a few of the important trends from the survey as highlighted by N-OADN in a recent newsletter.</li> <li>▪ Ms. Mueller showed a CD-ROM provided by the Texas Higher Education Coordinating Board's Committee to Increase RN Graduates in Texas. A.D.N. faculty and Level IV students recently participated in a survey sponsored by this committee. Power Point slides from the CD are attached.</li> <li>▪ Ms. Mueller provided information regarding proposed DNP programs in Texas. The Texas DNP Roadmap Task Force has published a white paper to address the criteria for new DNP programs in Texas. DNP programs will build on MSN programs in the Texas model. UTHSC at Houston has already submitted a DNP proposal to THECB and the BNE. See the attached white paper and proposal.</li> <li>▪ Kathy Thomas, Executive Director of the BNE, provided a report at Deans and Directors meeting. She discussed such topics as the number of licensees in Texas, the increase in out-of-state programs seeking to operate in Texas, criminal background check processes for licensees and potential licensees, current issues identified by the Board, web-site enhancements, new features in the Texas Board of Nursing Bulletin, and anticipated changes in the minor incident rule.</li> <li>▪ Claire Jordan, Executive Director of TNA, also spoke at the Deans and Directors meeting. Topics addressed by Claire included the new safe patient handling legislation, the number of hours worked survey, and continued competency of practice. A core curriculum for safe patient handling is available through the VA, and others are being developed. Equipment acquisition by schools of nursing is a problem, but some schools are obtaining equipment through grant funds. According to the survey conducted, the safe number of hours nurses could work was 16 hours in 24 hours and no more than 60 hours in one week. The TNA competency task force believes that 60% of the 20 required contact hours for re-licensure should be obtained in performance-based competency demonstrated in competency testing centers.</li> <li>▪ Chris Fowler addressed the Tuition Exemption Program for Clinical Preceptors and Their Children and the Exemption Program for Children of Professional Nursing Faculty and Staff. Chris reminded the attendees that these two programs are state law and will be effective in fall 2006.</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 – L. Shadbolt</u></b></p> <ul style="list-style-type: none"> <li>▪ Ms. Shadbolt was unable to attend the meeting, because she was teaching class.</li> <li>▪ This meeting was the final meeting for changes to be placed in the 2006-07 catalog.</li> <li>▪ Catalog changes were approved for the A.D.N. Program, and catalog and curriculum course and hour changes were approved for the V.N. Program.</li> </ul> <p><b><u>3.2 Assessment – Mueller</u></b></p> <ul style="list-style-type: none"> <li>▪ Assessment Committee met to discuss and write the definitions for 6 General Education Competencies. These competencies will be published in the college catalog this fall.</li> </ul>	

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	<p><b><u>3.3 Commencement – Barrett, Cannon, and Rushing</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee is scheduled to meet on March 23<sup>rd</sup>.</li> </ul> <p><b><u>3.4 Faculty Professional Development – Rushing</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee met on February 15, 2006.</li> <li>▪ ACTS 2006 – ACTS is scheduled for May 17-20 at Santa Fe, New Mexico. Applications will be going out at the end of February.</li> <li>▪ April In-Service – The April in-service day is scheduled for April 7<sup>th</sup>. A memo was distributed to faculty several weeks ago to vote on topics. The topics with the most interest will be presented at the in-service day. There will be a continental breakfast as well as a catered lunch from Sharky's Burrito Company. An RSVP will be sent out to faculty to help with the food order.</li> <li>▪ ELC Formal Training – Bob Sloger announced there will be training for an on-line class design. Included in the training program will be 50 interested faculty from Amarillo College and 50 faculty from South Plains College. Bob Sloger will take names of people interested in the training course.</li> <li>▪ SI Program – No Report</li> </ul> <p><b><u>3.5 Faculty Evaluations – Mueller</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee has not met.</li> </ul> <p><b><u>3.6 Faculty Handbook Committee – Wright</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee has not met.</li> </ul> <p><b><u>3.7 Faculty Senate – K. Dixon, D. Grove</u></b></p> <ul style="list-style-type: none"> <li>▪ The minutes from the senate committee can be accessed on the Amarillo College Website.</li> </ul> <p><b><u>3.8 Faculty Technology Users Committee– Grove</u></b></p> <ul style="list-style-type: none"> <li>▪ The FTUC met on February 22nd and identified questions for the survey concerning the portal and current use of software programs. This information was given to Brad Johnson on February 27th, and his department is developing the survey. It will be sent back to the committee prior to being sent to faculty.</li> </ul> <p><b><u>3.9 Faculty Travel – M. Jones</u></b></p> <ul style="list-style-type: none"> <li>▪ Not met.</li> </ul> <p><b><u>3.10 Honors Program Committee – Barrett</u></b></p> <ul style="list-style-type: none"> <li>▪ Not met.</li> </ul> <p><b><u>3.11 Institutional Effectiveness Committee - Pullen</u></b></p> <ul style="list-style-type: none"> <li>▪ Not met.</li> </ul> <p><b><u>3.12 President's Council – Mueller</u></b></p> <ul style="list-style-type: none"> <li>▪ Not met.</li> </ul>	

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	<p><b><u>3.13 Rank &amp; Tenure – D. Thompson</u></b></p> <ul style="list-style-type: none"> <li>24 faculty applied for rank. Notebooks are being reviewed for recommendations to Dr. Matney.</li> </ul> <p><b><u>3.14 Traffic Citation Appeals Committee –</u></b></p> <ul style="list-style-type: none"> <li>Not met.</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- S. Mueller</u></b></p> <ul style="list-style-type: none"> <li>The spring meeting is scheduled for April 19, 2006.</li> </ul> <p><b><u>4.2 Student Activities – Kidd, Hogue, Cannon &amp; Rushing</u></b></p> <ul style="list-style-type: none"> <li>The Student Nurse Association Project is well under way. The recipient will be the Rainbow Room.</li> <li>Boxes have been set up in the NRC for each level to bring items listed on the Wish List.</li> <li>The students did a fund raiser (Popcorn sales) at the Regional Science Fair at Amarillo College on March 5, 2006. After Spring Break, the students will do another Pop Corn Sale fund raiser in the Lecture Hall for Level II and Level III. There will also be a fund raiser for Level IV in April.</li> </ul> <p><b><u>4.3 Testing – J. Rushing</u></b></p> <ul style="list-style-type: none"> <li>The Committee met on February 15, 2006 at 1:30 p.m. in room 108.</li> <li>Testing Center – Sheryl Mueller has requested security screens for the testing computers through Perkins Funds. The committee discussed concerns of PAR being removed. Faculty names were submitted to the ITS department to discuss the PAR program and the importance to our program. Sheryl submitted a report to Dr. Paul Matney and ITS regarding compliance with state board regulations on testing.</li> <li>The committee voted on rewording the policy on percentage of grade distribution for module exams and final. This was presented to faculty for vote of approval at the March faculty meeting.</li> <li>The committee discussed thoughts and concerns regarding the January Testing Workshop. The committee will continue to review exams within the Nursing Division. The committee has reviewed exams from Intro to Level III this year. Anyone is welcome to have their exam reviewed as well as attend the meetings.</li> <li>The committee will begin revising the blueprint. Cognitive levels and the areas of the nursing process will be added back to current blueprint form.</li> <li>Lyndi Shadbolt reported she developed an evaluation tool for the ATI testing system used in the VN program to send to students who recently graduated from the program. She also developed a tracking system to compare scores from the ATI exams to students who were not successful on state boards.</li> <li>Level IV students are scheduled to take the HESI Exit Exam in April. Content Areas for Nurse Logic and Pharmacology Made Easy have been implemented across the curriculum this semester.</li> <li>The LSRN contract expires in one year. The committee has begun to discuss alternative testing services for the division.</li> </ul> <p><b><u>4.4 Nursing Peer Review –S. Fricks</u></b></p> <ul style="list-style-type: none"> <li>Not met.</li> </ul>	<p>The committee presented to faculty the reworded Examination Policy for approval. The policy as revised passed by a majority vote.</p>

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	<b>4.5 <u>Learning Resources Committee – Mueller</u></b> <ul style="list-style-type: none"> <li>The committee brought to the faculty the three attached policies for the newly-established Learning Resource Committee. The faculty was asked to vote on approval of the policies as written.</li> </ul>	After discussion the policies were approved by a majority vote.
<b>5.MISCELLANEOUS</b>	<b>5.MISCELLANEOUS</b> <b>5.1 NRC – M. Green for NRC</b> <ul style="list-style-type: none"> <li>Ms. Green reported that the 3 new hospital beds have arrived. There are now 10 beds available per lab.</li> <li>Kim Wheeler has been hired as the new 19-hour per week staff assistant.</li> <li>The NRC will be open 8-5 Monday, Tuesday and Wednesday of Spring Break week.</li> <li>Boxes are in the NRC for the Rainbow Room donations.</li> </ul> <b>5.2 Computer Testing Center – M. Graf</b> <ul style="list-style-type: none"> <li>Ms. Graf was unable to attend due to some problems in the lab.</li> <li>At this time, we do not have a computer technician on the West Campus. Billy Pearce has been promoted and a replacement has not been hired.</li> </ul>	
<b>6.TREASURER'S REPORT</b>	<b>6.TREASURER'S REPORT – S. Fricks</b> Beginning Balance \$435.60  Expenses: Flowers for Sheryl Mueller and Karla Dixon 96.50 Gift Certificate for Janene Hofbauer 25.00  Current Balance: 3/6/06 \$314.10	
<b>7. VOCATIONAL NURSING REPORTS</b>	<b>7. VOCATIONAL NURSING REPORTS</b> <b>7.1 <u>Coordinators Report – L. Shadbolt</u></b> <ul style="list-style-type: none"> <li>Ms. Shadbolt reported 38 Level I students started clinical this week. Several did not pass skills.</li> <li>Ms. Shadbolt reported 39 enrolled in Level II.</li> <li>Ms. Shadbolt reported several faculty are planning to attend TAVNE at the end of March</li> </ul> <b>7.2 <u>Level I – L. Barrett</u></b> <ul style="list-style-type: none"> <li>No report</li> </ul> <b>7.3 <u>Level II – S. Williamson</u></b> <ul style="list-style-type: none"> <li>No report.</li> </ul> <b>7.4 <u>Admission/Progression – L. Shadbolt</u></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 - M. Moore</u></b> <ul style="list-style-type: none"> <li><b>RNSG 1331/RNSG 1362</b> 55 students currently enrolled. After the first exam 3 –A's; 17 – B's; 22 – C's; 7 – D's and 6 – F's</li> <li><b>Introduction to Nursing</b></li> </ul>	

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	<p>79 students currently enrolled. After the first exam 4 – A's; 27 – B's; 34 – C's; 13 – D's and 1 – F's.</p> <ul style="list-style-type: none"> <li>▪ <b>Pharmacology 1301</b> No report.</li> </ul> <p><b>8.2 Level II- J. Kidd</b></p> <ul style="list-style-type: none"> <li>▪ <b>M/S RNSG 1247/RNSG 1263</b> 60 students currently enrolled with one not attending. Currently 11 are not passing with the next module exam on March 28<sup>th</sup>.</li> <li>▪ <b>OB RNSG 1251/RNSG 1260</b> 64 students currently enrolled. Currently 22 are not passing with the next module exam on March 21<sup>st</sup>. Between OB and M/S I, 7 students are failing both classes.</li> <li>▪ <b>Transition- RNSG 2307</b> 20 students currently enrolled with 7 currently not passing. The grades after the exam are: 1 – A's; 1–B's; 11 – C's; 6 – D's and 1 – F.</li> <li>▪ <b>RNSG 1115 (Wednesday Section) Paul Hogue</b> 59 students currently enrolled with 1 possibly failing.</li> <li>▪ <b>RNSG 1115 (Web Section) Richard Pullen</b> 19 students currently enrolled with 1 failing..</li> </ul> <p><b>8.3 Level III – R. Pullen</b></p> <ul style="list-style-type: none"> <li>▪ BSA served lunch to 54 level III students on March 7<sup>th</sup>.</li> <li>▪ <b>RNSG 2201/2260 Care of Children &amp; Families-</b> 68 students currently enrolled after the first exam.</li> <li>▪ <b>Mental Health RNSG 2213/2161-</b> 60 students currently enrolled. 31 failing after 1<sup>st</sup> exam; 10 – B's and 19 – C's</li> <li>▪ <b>RNSG 1248/2261- Concepts of Clinical Decision Making II</b> 69 students currently enrolled; 13 failing lecture course after 1<sup>st</sup> exam. One student failed clinical course.</li> </ul> <p><b>8.4 Level IV – K. Reed</b></p> <ul style="list-style-type: none"> <li>▪ <b>RNSG 2231/2262 –Advanced Concepts of Adult Health</b> 80 students currently enrolled, 16 not passing after first exam.</li> <li>▪ <b>RNSG 2221/2263 – Management of Client Care</b> 79 students currently enrolled</li> <li>▪ <b>RNSG 1110/2163 – Introduction To Community Based Nursing</b> 74 students currently enrolled. All are passing.</li> </ul>	
9. ADN COMMITTEE REPORTS	<p><b>9. ADN COMMITTEE REPORTS</b></p> <p><b>9.1 Admission/Progression – M. Moore</b></p> <ul style="list-style-type: none"> <li>▪ The committee plans to meet after Spring Break to address the letters received thus far.</li> </ul>	

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	<p><b>9.2 Curriculum – J. Kidd</b></p> <ul style="list-style-type: none"> <li>▪ The <b>Committee</b> met twice since the last Faculty Meeting.</li> <li>▪ <b>February Meeting:</b></li> <li>▪ <b>Faculty Handbook-</b> Marjeanne will present an Updated “Clinical Failure Policy” to be added to the Faculty Handbook in the A &amp; P section.</li> <li>▪ <b>Public Relations-</b>Nursing web site accessible through AC Website</li> <li>▪ <b>Staff Development-</b> February 22- Jana Comerford presented on Plagiarism</li> <li>▪ Preceptor Tuition-Sheryl Mueller presented the Coordinating Boards mandated Preceptor Tuition Exemption Program. The purpose of the program is to provide partial exemptions from payment of tuition to eligible persons employed as clinical preceptors and to their children. All institutions of higher learning must exempt eligible preceptors and their children from payment of tuition up to 500.00/semester. There are no state funds to reimburse institutions of higher learning for these tuition exemptions. Sheryl prepared a potential financial impact of precepted experiences in Introduction to Community Based Nursing course because this course has the highest program priority. She supplied some examples of cost to the institution. The goal is to minimize the financial impact of this program for the college. The overall plan and the use of preceptor rules were also outlined. Preceptor agreements will be valid for one semester only. All precepted clinical experiences of the semester/summer session must be approved by the director or assistant director. Faculty with precepted experiences in their clinical courses are to start thinking about other options for Fall 2006- as this information will need to be reflected in the Fall 2006 course manuals.</li> <li>▪ <b>Curriculum Task Force-</b> This task force, chaired by Kathy Reed, reviewed each course for content presently being taught and examined the content areas that were identified by the HESI Exit Exam that the December 2005 graduates took. No major or minor curriculum changes were made. Jan Cannon will incorporate 1.5 hours of chronic renal failure in Level I in fall 2006.</li> <li>▪ <b>March Meeting:</b></li> <li>▪ <b>Public Relations-</b> Tommy De Jesus provided the banner and the slide show for the Nursing Division Website. He will also be monitoring the number of hits on the website for statistical purposes. Kim will add information about the SNA Community Project to the Nursing Website.</li> <li>▪ <b>Staff Development-</b>Next Staff Development will be April 26, in room 108 at 12:30. Sarah Williamson will present “Generational Diversity in the Classroom” (Teaching Strategies).</li> <li>▪ <b>Clinical Use of Personal Computers-Richard Pullen reported that</b> all three clinical agencies gave permission for the students to use their personal computers to obtain clinical information only. The students cannot log onto the hospital's network and a confidentiality statement must be signed by each student.</li> <li>▪ <b>Care Plans Jana Kidd-</b> D'Dee reported on the Fall 2005 Graduate Exit Survey results in relation to student responses to the question,” What are the strengths and weaknesses of the nursing care plan process in the A D N Program? The comments were very constructive. It was decided that Level II will eliminate the patient responses from the NCP. All levels will require a complete care plan including interventions and expected outcomes. The concept map page will remain as a part of the NCP in all levels. These changes will be incorporated in the Fall 2006 semester. Discussion will continue at the next meeting in April.</li> <li>▪ <b>Student/Faculty Shirts</b> available for purchase in the Nursing Division Office.</li> <li>▪ Next Meeting 4/12/06.</li> </ul>	

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	<p><b><u>9.3 Research and Program Effectiveness – R. Pullen</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee is completing the Planning and Evaluation Tracking (PET) and updating the Systematic Plan of Evaluation.</li> <li>▪ The next meeting will be March 29, 2006.</li> </ul>	
<p><b>10. ADDITIONAL ITEMS:</b></p> <p><b>Position Statement</b></p> <p><b>Rule 215 In-Service</b></p> <p>THECB Funds</p> <p>Preceptors agreements</p> <p>Summer clinical rotations</p>	<p><b><u>10. ADDITIONAL ITEMS</u></b></p> <ul style="list-style-type: none"> <li>▪ Attached is a copy of the draft of the recently released N-OADN Position Statement of Associate Degree Nursing.</li> <li>▪ The Rule 215 mandatory in-service has been deferred to the April 5<sup>th</sup> meeting.</li> <li>▪ The Associate Degree Nursing program has received \$51,912.00 in funds from the THECB for the Professional Nursing Shortage Reduction Program. These funds were awarded for graduating 10 more students from the program in AY 2005 than AY 2004. The funds are designated to be used for one of 3 things. 1) create new faculty positions (still have 2 open), 2) engage preceptors to expand faculty capacity, or 3) provide temporary salary supplements to A.D.N. faculty. Ms. Mueller is still working on the details with Dr. Matney and Dr. Jones about use of these funds.</li> <li>▪ Dr. Jones has been briefed about the Tuition Exemption Program for Clinical Preceptors. He has requested and been given additional information about the program as well as a potential financial impact statement to maintain precepted experiences in the Introduction to Community-Based Nursing course. Because of the \$500.00 tuition exemption eligibility for all RN preceptors with educational levels less than a bachelor's degree and their qualified dependents less than 25 years of age, all A.D.N. preceptor agreements will be voided at the end of the 2006 summer session. Because of the potential unfunded financial liability to the college of this program, any precepted experiences and precepted agreements will be approved on a limited basis after summer 2006.</li> <li>▪ West Texas A&amp; M University will be conducting classes this summer. At this time, Dr. Pullen and Ms. Mueller are working to ensure that there are no conflicts in clinical schedules between AC and WT.</li> </ul>	
<p><b>11. ADJOURNMENT</b></p>	<p><b><u>11. ADJOURNMENT</u></b></p> <ul style="list-style-type: none"> <li>▪ The meeting was adjourned at 3::25 p.m.</li> </ul>	

Jeanetta Smiley, Recording Secretary

Date