

**AMARILLO COLLEGE
NURSING DIVISION FACULTY COMMITTEE MINUTES**

DATE: April 4, 2007

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

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

ABSENT: Melanie Gray and Michelle James

AGENDA: See Attached.

MINUTES:

| TOPIC | DISCUSSION/RATIONALE | ACTION/ RECOMMENDATION |
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| 1. OPENING REMARKS S. Mueller | 1. OPENING REMARKS – S. Mueller <ul style="list-style-type: none"> Ms. Mueller called the meeting to order at 1:35 p.m. The Nursing Division Faculty Committee Minutes from the March 7th meeting were presented for approval. Birthday wishes were offered to Jennifer Arp (7th) and Karla Dixon (26th). All faculty should have received an e-mail from Janice Newburg regarding Council and Committee memberships for 07-08. Anyone interested in serving on a college-wide council or committee should contact Janice to request an assignment. The following committees are known to be open in 07-08 for the Nursing Division: Academic Affairs Committee, Assessment Committee, Distinguished Alumni Committee, Faculty Handbook Committee, Honors Program Committee, and Safety Committee. The A.D.N. seat on Faculty Senate is open and nominations will be entertained today. The Senate meets at 3:00 p.m. on Fridays. The ACTS teaching seminar will be May 16th -19th in Santa Fe, New Mexico. Ms. Mueller reminded faculty members not leave lamps, candles or heaters unattended in their offices, since these are fire hazards. | <p>A motion was made by Paul Hogue and seconded by Richard Pullen to approve the Nursing Division Faculty Committee Minutes from the March 7th meeting. These minutes were approved without additions or corrections.</p> <p>Marianne Jones is willing to serve on Faculty Senate, and her name will be placed on the ballot as a nominee.</p> |
| 2. REPORT FROM DIVISION CHAIR - S. Mueller | 2.1 REPORT FROM DIVISION CHAIR <ul style="list-style-type: none"> Ms. Mueller reported that CHEM 0201: Pre-Anatomy and Physiology has been changed to SCIT 1271. This course is offered as a foundation for Human Anatomy and Physiology I. The A&P I course does not cover the first 4 chapters of the A&P I book. Ms. Mueller also reported that Math 1333: Contemporary Math is not currently a college-level math course. In the fall semester, however, Math 1333 will require a THEA score of 270 or Accuplacer equivalent or completion of Math 0303 with a C as a prerequisite. Ms. Mueller distributed the attached Nursing Education Updates. Please review the information and be aware of the changes at the BNE that will be officially implemented on April 19th. | |

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| 3. COLLEGE COMMITTEE REPORTS | <p>3. COLLEGE COMMITTEE REPORTS</p> <p><u>3.1 Academic Affairs – Shadbolt</u></p> <ul style="list-style-type: none"> The committee met and approved the change from CHEM 0201: Pre-Anatomy & Physiology to SCIT 1271. <p><u>3.2 Assessment – Mueller</u></p> <ul style="list-style-type: none"> The committee has not met. <p><u>3.3 Commencement – Cannon, Barrett, Fricks, Howard and James</u></p> <ul style="list-style-type: none"> The committee met, and everything is in order for Commencement so far. The committee plans to have one more meeting next week prior to Commencement in May. <p><u>3.4 Distinguished Alumnus Selection Committee – Pullen</u></p> <ul style="list-style-type: none"> The committee met. We reviewed 14 potential candidates for Distinguished Alumni. We voted that G. Emily Archer, MD be the recipient of this prestigious recognition. <p><u>3.5 Faculty Professional Development – Howard</u></p> <ul style="list-style-type: none"> Ms. Howard reported that the committee is looking for a few good (new) members for next year. Several members have asked to remain on the committee next year. ACTS 2007 is planned for the third week in May. Monique Dupuis is asking for anyone who is interested in going to submit their names to her or to contact Dan Porter, ACTS Director 2007, for applications in the case they did not receive one. So far, there is room for 28 and only 21 have applied. COINS (Collective Intelligence) Workshops are planned for March and April. <i>Workshop I COINS: SMARTHINKING</i> was completed March 2nd and provided a web-based tutoring platform for information regarding online assistance to students in various formats. <i>Workshop II COINS: Clickers: One AC Department's Adventure</i> was March 23rd (I attended this one) and provided pros and cons of clicker use in the classroom. <i>Workshop III COINS: Focus on Free and Flexible Departmental Professional Development</i> is planned for April 13 @ 11:45 and will discuss shared professional development opportunities between departments. There may still be places open for this workshop. On April 27th, from 10:30-2:45, there is a Faculty Development Workshop featuring Dr. Paul Hagner as the key note speaker. It will be attended by the Texas Collaborative and include a luncheon. All faculty is encouraged to attend. A PODCASTING Workshop with presenter, Jill Haukos, will be April 20 @ 11:00. She will be demonstrating FrontPage, which is similar to podcasting. <p><u>3.6 Faculty Evaluation – Mueller</u></p> <ul style="list-style-type: none"> The committee has not met since the last faculty meeting. <p><u>3.7 Faculty Handbook Committee – Wright</u></p> <ul style="list-style-type: none"> The committee has not met. | |

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| | <p><u>3.8 Faculty Senate – Dixon, Grove</u></p> <ul style="list-style-type: none"> Ms. Dixon reported that she was not able to attend. The minutes have not been posted yet. <p><u>3.9 Faculty Technology Users Committee– Grove</u></p> <ul style="list-style-type: none"> The committee will meet on April 30th with LouAnn Seabourne as guest speaker. <p><u>3.10 Faculty Travel – Jones</u></p> <ul style="list-style-type: none"> The committee has not met. Ms. Jones reported that \$10,000.00 in additional funds has been designated for travel. Information will be available soon. April 16th is the deadline to apply for these funds. Travel Requests will need to be completed and sent with the application. <p><u>3.11 Honors Program Committee – Barrett</u></p> <ul style="list-style-type: none"> The committee has not met. The banquet is coming up soon. <p><u>3.12 Institutional Effectiveness Committee - Pullen</u></p> <ul style="list-style-type: none"> The committee has not met. All PET forms are due to IE by May 15th. <p><u>3.13 Library Network Advisory Committee – Moore</u></p> <ul style="list-style-type: none"> The committee has not met. <p><u>3.14 Online Faculty Advisory Committee – Pullen</u></p> <ul style="list-style-type: none"> The Committee has met two times in the last three weeks. The current way we use Web-CT will be changing. We will be updating to Web-CT 6 or to Campus Cruiser in the next year or so. <p><u>3.15 President’s Council – Mueller</u></p> <ul style="list-style-type: none"> The last Council meeting was cancelled. <p><u>3.16 Rank & Tenure – Thompson</u></p> <ul style="list-style-type: none"> The committee reviewed 6 notebooks for rank. The recommendations were sent to Dr. Matney on Thursday. <p><u>3.17 Traffic Citation Appeals Committee – Reed</u></p> <ul style="list-style-type: none"> The committee has not met. <p><u>3.18 Web Advisory Committee – Wright</u></p> <ul style="list-style-type: none"> The committee met not met | |
| 4. NURSING DIVISION COMMITTEE REPORTS | <p>4. NURSING DIVISION COMMITTEE REPORTS</p> <p><u>4.1 Advisory-- Mueller</u></p> <ul style="list-style-type: none"> The spring committee meeting will be April 18th at 3:00 p.m. Ms. Barrett invited all faculty to attend. Refreshments will be great! | |

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| | <p>4.2 Student Activities – Hogue & Cannon</p> <ul style="list-style-type: none"> Ms. Cannon reported that the Spring Social will be April 17th. Snacks will be served for the students. The Community Project this semester is to collect items for the Crisis Pregnancy Center. The Pinning Committee has met twice. We will begin finalizing the pinning program for May. The officers will be going to the classrooms to solicit new members. Nominations for new SNA officers will be soon. Ms Cannon and Mrs. Mueller will be checking on obtaining Amarillo College security officers for the A.D.N. Pinning Ceremony. <p>4.3 Testing – Howard</p> <ul style="list-style-type: none"> The committee met on March 28th Ms. Howard reported the NCLEX-RN pass rate for the December 2006 class is 94%. Four students did not pass the NCLEX-RN Exam. The Test Scheduling Policy, as approved by the Testing Committee, was brought before the faculty for approval. Ms. Howard noted that the HESI Exit Exam dates are April 2nd & 3rd. The exit exam results will be received more quickly this semester because of updated technology. The LSRN contract was approved at the last meeting. MEDS has added several new modules regarding basic skill building and nurse management. Marianne Jones submitted one of her tests to the Testing Committee for review. The committee provided constructive criticism. The new Dosage and Solution Guidelines were brought to the committee for approval. The purpose of the guidelines is to make the dosage testing process flow smoothly and consistently from one level to the next. The guidelines will be used for Levels 2, 3, & 4. <p>4.4 Nursing Peer Review – Shadbolt</p> <ul style="list-style-type: none"> The committee has not met. <p>4.5 Learning Resources Committee – Whitehead</p> <ul style="list-style-type: none"> The committee has not met, but the committee will meet on April 25th. <p>4.6 Technology Users Committee - Grove</p> <ul style="list-style-type: none"> The committee is piloting PDAs with the downloaded drug guides. The committee will meet again in a couple of weeks. | <p>The Testing Scheduling Policy as brought from Testing Committee was approved by majority vote of the faculty.</p> <p>Dosage & Solution Guidelines were brought from the Testing Committee to the faculty for approval. The guidelines were approved by all present.</p> |
| 5.MISCELLANEOUS | <p>5.MISCELLANEOUS</p> <p>5.1 NRC – Whitehead</p> <ul style="list-style-type: none"> The NRC staff continues to develop simulation scenarios. Please begin submitting your reservations for use of the NRC this fall. NRC reservation forms are on-line. | |

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| | <p><u>5.2 Computer Testing Center – Gray</u></p> <ul style="list-style-type: none"> Ms. Gray reported that the finals schedule has been completed. The HESI Admission Assessment (A2) Exam process is working well. The Nursing Division Math Test administration process is also going well. We do have an issue with students fighting over computers prior to testing times. Please remind your students that computers are available on a first come, first serve basis. If this problem continues, students will have to have assigned seating. <p><u>5.3 Advising and Counseling - McClure</u></p> <ul style="list-style-type: none"> Ms. McClure reported we are beginning the count down to meltdown. Registration for summer and fall begins April 16th at 6:00 a.m. Sneak Peek is April 26th on the Washington Street Campus from 12:30 to 2:30 p.m. <p><u>5.4 Announce Staff Development – Shadbolt and Williamson</u></p> <ul style="list-style-type: none"> Ms. Shadbolt reported that 14 faculty attended the last staff development. A clinical simulation demonstration was given using the SimMan (AC Campbell). | | | | | | | | | | | | | | | | |
| 6.TREASURER'S REPORT | <p>6.TREASURER'S REPORT – S. Fricks</p> <table> <tr> <td>Beginning Balance</td> <td></td> <td>\$471.23</td> </tr> <tr> <td>Deposits:</td> <td></td> <td>35.00</td> </tr> <tr> <td>Expenses:</td> <td>Scott's Flowers (Julie's Grandfather)</td> <td>\$37.89</td> </tr> <tr> <td></td> <td>Scott's Flowers 3/2/07</td> <td>\$55.00</td> </tr> <tr> <td>Ending Balance</td> <td>3/30/07</td> <td>\$413.34</td> </tr> </table> | Beginning Balance | | \$471.23 | Deposits: | | 35.00 | Expenses: | Scott's Flowers (Julie's Grandfather) | \$37.89 | | Scott's Flowers 3/2/07 | \$55.00 | Ending Balance | 3/30/07 | \$413.34 | |
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| 7. VOCATIONAL NURSING REPORTS | <p>7. VOCATIONAL NURSING REPORTS</p> <p><u>7.1 Coordinators Report – L. Barrett</u></p> <ul style="list-style-type: none"> The pass rate for the December 2006 graduates is 97%. The TAVNE meeting was great. They had 3 great speakers on subjects of COPD, forensics, and neurology. Many students have attended the VN Advising Sessions. We anticipate a good fall class. <p><u>7.2 Level I – K. Dixon</u></p> <ul style="list-style-type: none"> No report <p><u>7.3 Level II – S. Williamson</u></p> <ul style="list-style-type: none"> No report. <p><u>7.4 Admission/Progression – L. Barrett</u></p> <ul style="list-style-type: none"> No report | | | | | | | | | | | | | | | | |
| 8. ASSOCIATE DEGREE NURSING REPORTS | <p>8. ASSOCIATE DEGREE NURSING REPORTS</p> <p><u>8.1 Level I – Moore</u></p> <ul style="list-style-type: none"> <u>Introduction to Nursing</u> | | | | | | | | | | | | | | | | |

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| | <p>73 students currently enrolled. 18 not passing after the 2nd exam.</p> <ul style="list-style-type: none"> ▪ <u>Principles of Clinical Decision Making</u> 72 students currently enrolled. 10 not passing after the 2nd module exam. ▪ <u>Pharmacology</u> 66 students currently enrolled. 5 not passing after the 2nd module exam. <p><u>8.2 Level II – Fricks</u></p> <ul style="list-style-type: none"> ▪ <u>Concepts of Clinical Decision Making I</u> 70 students attending with 4 not passing. ▪ <u>Care of Childbearing Family</u> 72 students attending with 9 not passing. ▪ <u>Health Assessment</u> Course completed on March 9, 2007. ▪ <u>Transition to Nursing Practice</u> 17 students currently enrolled with 3 not passing. <p><u>8.3 Level III – Pullen</u></p> <ul style="list-style-type: none"> ▪ <u>Concepts of Clinical Decision Making II</u> 55 students currently enrolled; 1 not attending and 8 not passing after the second module exam. ▪ <u>Care of Children and Families</u> 72 students currently enrolled with 18 not passing after the second module exam. ▪ <u>Mental Health</u> 57 students currently enrolled with 17 not passing after the second module exam. <p><u>8.4 Level IV – Reed</u></p> <ul style="list-style-type: none"> ▪ <u>Advanced Concepts of Adult Health</u> 71 students currently enrolled with 5 not passing. ▪ <u>Management of Client Care</u> 66 students currently enrolled with 10 not passing. ▪ <u>Introduction to Community Based Nursing</u> 61 students currently enrolled with one not passing. | |
| 9. ADN COMMITTEE REPORTS | <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 the committee has not met. <p><u>9.2 Curriculum – Jan Cannon</u></p> <ul style="list-style-type: none"> ▪ The committee met. ▪ The committee discussed the Faculty and Student Handbooks being placed on-line. ▪ The Student Handbook has already had some editorial changes made in it, and it is still in review and revision. ▪ Tommy DeJesus met with Kim Wright to look at the department website. The purpose for the meeting | |

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| | <p>was to add terms such as nursing degree, nursing career or registered nurse to permit larger search possibilities for prospective students.</p> <ul style="list-style-type: none"> ▪ Staff development requirements have been completed for this semester. ▪ The fall booklist is being circulated in the meeting today. It is due to the bookstore by April 13th. ▪ Concerns over RNSG 1247 & RNSG 1248 have been resolved for this year. These courses are again active in the WECM. However, these courses may still be archived by the THECB in the future, and we will need to follow any changes made in the WECM in the years to come. ▪ The committee established a sub-committee to review care plans. ▪ The Documentation Task Force looked at documentation guidelines and will meet again next week. <p><u>9.3 Research and Program Effectiveness – Grove</u></p> <ul style="list-style-type: none"> ▪ The committee met and will begin next week working on the Systematic Plan of Evaluation. ▪ The evaluations of faculty, clinical teaching assistants and agencies are to be completed on line. Remind your students to complete the surveys prior to final exams. | |
| 10. ADDITIONAL ITEMS: | <p><u>10. ADDITIONAL ITEMS</u></p> <ul style="list-style-type: none"> ▪ Sandy Fricks reminded faculty of Jennifer Arp's upcoming wedding shower. ▪ Delores Thompson asked if anyone would be able to go to Dallas to visit Michelle. ▪ Thanks go to D'dee Grove for spearheading the project to remodel Michelle's house in Hereford. The project has been completed and the house is on the market. ▪ Sandy Fricks reported that Northwest Texas Healthcare System will not allow any student to work in the OB area without a nametag (photo ID). It was suggested that this be made a policy by the faculty committee. | The decision to require all students to have their photo ID on at all times in the hospital setting was tabled for now. |
| 11. ADJOURNMENT | <p>11. ADJOURNMENT</p> <ul style="list-style-type: none"> ▪ The meeting was adjourned at 2:53 pm | |

Jeanetta Smiley, Recording Secretary Date

Sheryl Mueller, Nursing Division Chair Date