

**AMARILLO COLLEGE  
NURSING DIVISION FACULTY COMMITTEE MINUTES**

DATE: April 5, 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, D'dee Grove, Paul Hogue, Rhonda Howard, Brenda Johnson, Marianne Jones, Jana Kidd, Marjeanne Moore, Sheryl Mueller, Richard Pullen, Kathy Reed, Jill Rushing, Lyndi Shadbolt, Teresa Smoot, Delores Thompson, Sarah Williamson, and Kim Wright. Guest, Erin Douglas

ABSENT: Melanie Graf, Susan McClure, Pat Murray & 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 1:35 p.m.</li> <li>▪ Ms. Mueller introduced Joni Stone, VN Staff Assistant and NTN Project Assistant</li> <li>▪ Birthday wishes were given to Jennifer Arp and Karla Dixon.</li> <li>▪ Congratulations were offered to Michelle Conrad on her upcoming wedding on April 15<sup>th</sup></li> <li>▪ Ms. Mueller thanked the faculty and staff who assisted with the Nursing Job Fair, including Jeanetta Smiley, Marianne Jones, Paul Hogue, Kathy Reed, Sandy Fricks, Delores Thompson, Michelle Conrad, Jennifer Arp, Teresa Smoot, and Sarah Williamson. Also a special thank you was extended to Paula Garrison for keeping the office running smoothly during the job fair.</li> <li>▪ Ms. Mueller called attention to the Amarillo College Website where our latest celebrity, Delores Thompson, is featured.</li> <li>▪ Ms. Mueller offered a special thanks to Kim Wright and Michelle Conrad for the wonderful revisions/updates of the Nursing Division Website. The Nursing Division Website is being used as a model for other divisions in the college.</li> <li>▪ Ms. Mueller also offered congratulations to Brenda Johnson for the acceptance of her first manuscript for publication regarding bariatric surgery.</li> <li>▪ Ms. Mueller brought the March 8<sup>th</sup> minutes before the committee for approval.</li> </ul>	
<b>2. REPORT FROM DIVISION CHAIR - S. MUELLER</b>	<b>2.1 REPORT FROM DIVISION CHAIR</b> <ul style="list-style-type: none"> <li>▪ The 2006-2007 budget process has begun at the division level. All four Nursing Division budgets were rolled over from the 2005-2006 budgets with few exceptions. A \$500.00 increase was added to the Nursing Division budget to provide for the cost of Susan McClure's office supplies. \$750.00 was also added to the CAI Lab budget for increased printer usage costs by students. The Nursing Division total budget request was \$1,370,323.00. Total Perkins-eligible equipment requests from the Nursing Division were \$130,547.00, and institutional equipment requests were \$6,488.00.</li> <li>▪ Ms. Mueller reminded faculty to contact Bobbie Glasscock if interested in serving on a council or committee during the next academic year. The deadline is April 21st.</li> </ul>	
Budget		
Committee Assignments		
		A motion was made by Jana Kidd and seconded by Rhonda Howard to accept the March 8 <sup>th</sup> minutes with the following changes. The beginning balance of the faculty budget should be \$435.60, and the ACTS applications were to be sent in March, instead of the ACTS session was held in March. Motion passed.

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
<p>Travel Funds</p> <p>TPAPN</p> <p>Board of Regents</p> <p>Vice Presidents Council</p> <p>Facility Planning/ Capital Campaign</p> <p>Professional Development Day</p> <p>"Stop-Doing List"</p> <p>TPCN</p> <p>TNA</p> <p>Nursing the Numbers Grant update</p>	<ul style="list-style-type: none"> <li>▪ Ms. Mueller announced to the faculty that \$12,500.00 in additional college funds is available for faculty travel. Please refer to the various conference fliers and complete the Faculty Travel Fund Application necessary to apply for funding for travel as soon as possible.</li> <li>▪ The Nursing Division needs a faculty member to serve as a Faculty Liaison for TPAPN. Ms. Mueller asked Marjeanne Moore to serve in this capacity.</li> <li>▪ The Board of Regents meeting was held on March 28, 2006. Important topics/discussions included: College Advancement provided a report called, " Academic Enrollment Analysis, 2005-06" The college will purchase the Campus Cruiser Portal. Board of Regents elections were cancelled since all declared candidates were unopposed. The Regents approved a new fee structure, but did not raise tuition costs for 2006-07.</li> <li>▪ All Instructional Division Chairs will have met with Dr. Matney in the next few weeks to review budget requests for 2007. The Perkins equipment requests priority meeting will be scheduled within the next month.</li> <li>▪ Facility planning/needs reports from Division Chairs have been submitted to Bruce Cotgreave. Bruce will prepare a comprehensive summary for the President's Cabinet to review. A capital campaign for facility improvement may be a possibility in May 2007.</li> <li>▪ Professional Development Day is scheduled for April 7<sup>th</sup>. The nursing faculty involved in class and clinical activities will not be able to attend this day. Dr. Matney has approved the Nursing Division office to be closed in order for classified employees to attend their professional development activities.</li> <li>▪ Dr. Jones has asked all employees to think of ideas in their work areas that cost the institution that could be added to the "Stop-Doing List" without impacting the quality of instruction.</li> <li>▪ The Texas Panhandle Coalition for Nursing met on March 24<sup>th</sup>. Topics of discussion included: The HealthLink Trade Show is scheduled for June 8<sup>th</sup> with 316 booths and 5 states represented; BNE representatives will be here for a continuing education presentation.</li> <li>▪ Amarillo College and West Texas A&amp; M University have agreed to allow AHEC to enter summer clinical facilities use into a common database as a first step in better utilization of existing clinical space and sites</li> <li>▪ WTAMU has made some significant changes to their program. They plan to admit and graduate students 3 times a year--January, May, and December. They will be offering every course every semester.</li> <li>▪ With clinical facilities becoming increasingly impacted, Ms. Mueller has agreed to participate with TPCN partners in writing a grant(s) to secure funding for a Regional Clinical Simulation Center. For further information see the attached Future Nurse article.</li> <li>▪ The Texas Nurse Association, District 2, Nurses' Day Celebration at Ruby Tequila's on Soncy will be 1830 to 2000.</li> <li>▪ Dr. Pullen reported that the commitment letters from faculty regarding mentoring are due today, April 5<sup>th</sup>. Biographies are due to Jennifer Arp next week.</li> <li>▪ Ms. Mueller reported that work has begun on the on-line web based student community called, "AskOnline.com". We anticipate this feature being available this month. The Nursing Success course will be implemented this fall.</li> </ul>	<p>Marjeanne Moore agreed to serve as faculty liaison for TPAPN</p>

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
<b>3. COLLEGE COMMITTEE REPORTS</b>	<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>▪ The committee has not met.</li> </ul> <p><b><u>3.2 Assessment – Mueller</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee has not met</li> </ul> <p><b><u>3.3 Commencement – Barrett, Cannon, and Rushing</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee met on March 24. Subcommittees reported that all was on schedule for commencement exercises on May12, 2006. I meet with Dr. Jones tomorrow, Tuesday, April 4, to discuss the commencement budget and if he is requesting anything special. We are also requesting student helpers.</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 March 30<sup>th</sup> to discuss the final plans for the April 7<sup>th</sup> In-Service Day.</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>▪ No additional information was available concerning salaries and raises.</li> <li>▪ Seven Senators will be elected in all divisions except Nursing and Student &amp; Academic Development in the spring. Ballots will go out in early April.</li> <li>▪ Mead Award nomination form is available on the Internet.</li> <li>▪ Senate forwarded a list of issues to the E-Learning Center for more information/ clarification of current AC policies. Examples: funding for course development, originally classes were smaller for online, this is changing, English Department has a special online committee to monitor online class content and maintain standards.</li> <li>▪ Next meeting Friday, April 21<sup>st</sup>, anyone is welcome.</li> </ul> <p><b><u>3.8 Faculty Technology Users Committee– Grove</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee developed questions for a needs assessment survey for technology to be administered online by Brad Johnson's department. The last e-mail on 3-29-06 by Brad stated they were still working on the survey. We will meet to review survey. Date of next meeting has not been set.</li> </ul> <p><b><u>3.9 Faculty Travel – M. Jones</u></b></p> <ul style="list-style-type: none"> <li>▪ Ms, Jones reported that money has been allocated for faculty travel. Any faculty wishing to attend a seminar this summer needs to turn in the application before the meeting next week.</li> </ul>	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
	<p><b><u>3.10 Honors Program Committee – Barrett</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee has not met.</li> </ul> <p><b><u>3.11 Institutional Effectiveness Committee - Pullen</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee has not met.</li> </ul> <p><b><u>3.12 President's Council – Mueller</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee met on March 9, 2006. The meeting was extremely short. Minutes for the meeting are on the AC Website under President's Page.</li> </ul> <p><b><u>3.13 Rank &amp; Tenure – D. Thompson</u></b></p> <ul style="list-style-type: none"> <li>▪ The notebooks are being reviewed and recommendations will be given to Dr. Matney by April 14<sup>th</sup>.</li> </ul> <p><b><u>3.14 Traffic Citation Appeals Committee –</u></b> No one on the committee at this time.</p>	
<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 sold popcorn at the Science Fair at Amarillo College two weeks ago on Saturday.</li> <li>▪ Popcorn and candy were sold in the Lecture Hall Tuesday for the Level II and Level III students. \$130.00 was raised for the organization.</li> <li>▪ Level IV will have drawings for cash awards (money donated anonymously) and 3 nursing pins (that have been donated by Jan Cannon, Jill Rushing, and Rhonda Howard), and other items.</li> <li>▪ The Pinning Committee is very busy with auditions (4) for talent for the Pinning. The Pinning will be at The Oasis Baptist Church, May 11th at 6:00 PM.</li> <li>▪ Spring Social will be the week before Final Exams--Tea, Coke and Cookies.</li> <li>▪ Officers for SNA for next year will come from Level II students. (So they can hold office for one year - according to the by-laws).</li> </ul> <p><b><u>4.3 Testing – J. Rushing</u></b></p> <ul style="list-style-type: none"> <li>▪ The Committee has not met. The next meeting is scheduled for April 19<sup>th</sup>.</li> </ul> <p><b><u>4.4 Nursing Peer Review –S. Fricks</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 – Mueller</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee met on April 5<sup>th</sup> to finish addressing the BNE requirements in relation to the NRC and library.</li> <li>▪ Books greater than 5 years old have been purged from the Northwest Branch Library. Only 21 books</li> </ul>	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
	<p>are left in the nursing collection.</p> <ul style="list-style-type: none"> <li>▪ The committee decided to renew subscriptions to the AJN, RN, and Nursing 2006.</li> </ul>	
<b>5.MISCELLANEOUS</b>	<p><b>5.MISCELLANEOUS</b></p> <p><b><u>5.1 NRC – M. Green for NRC</u></b></p> <ul style="list-style-type: none"> <li>▪ Ms. Green reported that the out-of -date videos are stored but not destroyed. A list of these stored videos will be compiled.</li> <li>▪ A film crew from Amarillo College will be in the NRC on Thursday, April 6th, to film a commercial.</li> <li>▪ The lab is winding down and clean up time is coming.</li> </ul> <p><b><u>5.2 Computer Testing Center – M. Graf</u></b></p> <ul style="list-style-type: none"> <li>▪ Ms. Graf was unable to attend. The following report was submitted.</li> <li>▪ Two failures in downloading nursing test scores have occurred recently. These test scores were retrieved by ParSYSTEM Tech Support for us. ParSYSTEM Tech Support was also able to provide the test item analysis and student responses for these tests. The download failures were likely related to our ParSYSTEM version, which is not the current version, and/or AC server issues. These two failures occurred at random and could not be predicted. It is possible that we may get our new server up and the new version of ParSYSTEM running before finals. As a precaution, at the present time, students are being asked to raise their hands when they have completed their exams so that the Testing Assistant can manually record their test scores before they close their exams and log off the computers after testing.</li> <li>▪ There were problems with testing on Monday, April 3rd. There was a miscommunication about the rescheduling of a Pharmacology exam, and there were serious computer errors during the online HESI Exit Exam. As a result, this caused another exam to be delayed. The Introduction students, who were delayed taking their exams, should be applauded. They were very considerate and willing to help in any way they could without complaining.</li> <li>▪ I have finished the rough draft of the finals schedule and have sent it to Lyndi and Sheryl. When they let me know if there are any changes that need to be made, I will make the necessary changes and e-mail it to everyone.</li> </ul>	
<b>6.TREASURER'S REPORT</b>	<p><b>6.TREASURER'S REPORT – S. Fricks</b></p> <p>Beginning Balance</p> <p>Expenses:</p> <p>Current Balance: 4/5/06 <span style="float: right;">\$314.10</span></p>	
<b>7. VOCATIONAL NURSING REPORTS</b>	<p><b>7. VOCATIONAL NURSING REPORTS</b></p> <p><b><u>7.1 Coordinators Report – L. Shadbolt</u></b></p> <ul style="list-style-type: none"> <li>▪ Ms. Shadbolt reported 38 Level I students enrolled.</li> <li>▪ Ms. Shadbolt reported 39 enrolled in Level II.</li> <li>▪ The wedding chapel, 505 S. Tennessee, has been selected for the Vocational Nursing Pinning Ceremony. Pinning will be May 10<sup>th</sup> at 6:00 p.m.</li> </ul> <p><b><u>7.2 Level I – L. Barrett</u></b></p> <ul style="list-style-type: none"> <li>▪ No report</li> </ul>	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
	<p><b><u>7.3 Level II – S. Williamson</u></b></p> <ul style="list-style-type: none"> <li>No report.</li> </ul> <p><b><u>7.4 Admission/Progression – L. Shadbolt</u></b></p> <ul style="list-style-type: none"> <li>No report.</li> </ul>	
<p><b>8. ASSOCIATE DEGREE NURSING REPORTS</b></p>	<p><b>8. ASSOCIATE DEGREE NURSING REPORTS</b></p> <p><b><u>8.1 Level I - M. Moore</u></b></p> <ul style="list-style-type: none"> <li><b>RNSG 1331/RNSG 1362</b> 54 students currently enrolled. 6 students have dropped or stopped coming and 11 students are failing after the second exam.</li> <li><b>Introduction to Nursing</b> 76 students currently enrolled. 4 students not passing and 1 student failed RNSG 1105</li> <li><b>Pharmacology 1301</b> 64 students enrolled, 4 not attending, 16 not passing after 3<sup>rd</sup> exam.</li> </ul> <p><b><u>8.2 Level II- J. Kidd</u></b></p> <ul style="list-style-type: none"> <li><b>M/S RNSG 1247/RNSG 1263</b> 58 students currently enrolled. 12 failing with 2 students failing both Med/Surg and OB. Next exam is April 11<sup>th</sup>.</li> <li><b>OB RNSG 1251/RNSG 1260</b> 61 students currently enrolled with 8 failing. Next exam is April 25th</li> <li><b>Transition- RNSG 2307</b> 20 students currently enrolled with 3 currently not passing.</li> <li><b>RNSG 1115 (Wednesday Section) Paul Hogue</b> Completed in March</li> <li><b>RNSG 1115 (Web Section) Richard Pullen</b> Completed in March</li> </ul> <p><b><u>8.3 Level III – R. Pullen</u></b></p> <ul style="list-style-type: none"> <li><b>RNSG 2201/2260 Care of Children &amp; Families-</b> 67 students currently enrolled.</li> <li><b>RNSG 2213/2161 Mental Health -</b> 59 enrolled, 1 dropped, 23 not passing after 2<sup>nd</sup> exam</li> <li><b>RNSG 1248/2261- Concepts of Clinical Decision Making II</b> 69 students currently enrolled with 1 not attending.</li> </ul> <p><b><u>8.4 Level IV – K. Reed</u></b></p> <ul style="list-style-type: none"> <li><b>RNSG 2231/2262 –Advanced Concepts of Adult Health</b> 79 students currently enrolled, 1 has withdrawn and 8 are not passing after the second exam.</li> <li><b>RNSG 2221/2263 – Management of Client Care</b> 78 students currently enrolled, 4 are not passing after the second exam</li> <li><b>RNSG 1110/2163 – Introduction To Community Based Nursing</b></li> </ul>	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
	<p>73 students currently enrolled. One has withdrawn</p> <ul style="list-style-type: none"> <li>The Job Fair was March 22, 2006</li> </ul> <p>HESI exams were taken on 4-3-06 and 4-4-06</p> <p>79 students took the HESI Exit Exam (2 of these will not graduate until next semester because they are only in Critical Care and have Management to take.)</p> <p>40 students made above 850- highest 1136 and lowest 630</p> <p>3 students were 699 or below</p> <p>8 students were between 700-749</p> <p>13 students were between 750-799</p> <p>13 students were between 800-849</p> <p>850 was the required score to not have to do remediation- 15 hours is the maximum hours of remediation and 8 hours is the minimum hours of remediation</p>	
<b>9. ADN COMMITTEE REPORTS</b>	<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 next committee meeting is scheduled for April 19<sup>th</sup> at 2:00 p.m.</li> </ul> <p><b>9.2 Curriculum – J. Kidd</b></p> <ul style="list-style-type: none"> <li>The committee has not met since the last faculty meeting.</li> </ul> <p><b>9.3 Research and Program Effectiveness – R. Pullen</b></p> <ul style="list-style-type: none"> <li>The Systematic Plan update is completed. A copy will be distributed to the faculty this summer with the updated Faculty Handbook.</li> </ul> <p>Planning and Evaluation Tracking (PET) form is completed. Will submit to Director of Institutional Effectiveness and Advancement after Sheryl Mueller reviews the report.</p>	
<p><b>10. ADDITIONAL ITEMS:</b></p> <p><b>NCLEX Task Force</b></p> <p><b>Rule 215 In-Service</b></p> <p>BNE Requirements</p> <p>Graduate awards</p> <p>Preceptor plans</p>	<p><b>10. ADDITIONAL ITEMS</b></p> <ul style="list-style-type: none"> <li>The NCLEX task force is developing a video on “How to be Successful” from the task force survey results. The speakers on the video are graduates who have passed boards and others who have not passed boards to give upcoming graduates a sense of what to expect on the NCLEX-RN. MEDS is considering purchasing the video after completion.</li> <li>Please see the attached Power Point slides from the Rule 215 in-service.</li> <li>Information has been sent to Betty Sims at the Board of Nurse Examiners to address the requirement placed on the A.D.N. Program as a result of the NRC and library findings during the BNE survey visit of the Vocational Nursing Program in November.</li> <li>For the May 2006 class, Larry Nipper is our Honor Graduate with a 3.87 G.P.A. Robert Flippen is our Outstanding Major with a 3.62 G.P.A. Ms. Mueller asked faculty to consider who they would like to nominate for the Clinical Awards. The nominations will be considered and voting will take place during the May 2006 faculty meeting.</li> <li>Ms. Mueller announced that specific plans for clinical hours in clinical courses previously used for preceptored experiences will be discussed at the Curriculum Committee meeting on April 12<sup>th</sup>.</li> </ul>	
<b>11. ADJOURNMENT</b>	<p><b>11. ADJOURNMENT</b></p> <ul style="list-style-type: none"> <li>The meeting was adjourned at 3:35 p.m.</li> </ul>	

---

Jeanetta Smiley, Recording Secretary

Date