

MINUTES:

| TOPIC                                                                                                                                                                                                                                                    | DISCUSSION/RATIONALE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | ACTION/<br>RECOMMENDATION                                                                                              |
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| <b>1. OPENING REMARKS</b><br><b>S. MUELLER</b><br><br><b>2. REPORT FROM DIVISION CHAIR - S. MUELLER</b><br>Board of Regents meeting<br><br>Budget<br><br><br>Positions open<br><br>Advising/Registration<br><br><br>Nursing Majors<br><br>Board of Nurse | <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>Birthday wishes were offered to Delores Thompson (May 8<sup>th</sup>), Brenda Johnson (May 15<sup>th</sup>) and Sandy Fricks (June 8<sup>th</sup>).</li> <li>Ms. Mueller brought the April 5<sup>th</sup> minutes before the committee for approval.</li> </ul> <b>2.1 REPORT FROM DIVISION CHAIR</b> <ul style="list-style-type: none"> <li>Ms. Mueller announced that both LaVon Barrett and D'dee Grove were promoted to Assistant Professor at the most recent Board of Regents meeting. Congratulations to both of them!</li> <li>Dr. Jones presented the most current version of the 06-07 budget to the Board of Regents. So far, Dr. Jones and the President's Cabinet have identified and cut 2 million dollars from the initial budget proposals. Dr. Jones has asked the divisions to cut another 1.8 million from their budgets in order to fund a projected 4% raise for faculty and staff raises in the fall. The focus for additional budget reductions is in the Student Help and Capital Equipment pools.</li> <li>Ms. Mueller announced that during the Perkins Equipment negotiation process, there were some concessions made in requests from the Nursing Division, i.e. an Elmo for WCA-107.</li> <li>The vacant Vocational Nursing Program position has been posted. This leaves the Nursing Division currently with one VN Program position open and one ADN Program position open.</li> <li>The Advising and Counseling Center on WSC has contacted the Nursing Division with concerns regarding the large number of nursing students that were seen during the initial registration period for summer and fall 2006. A meeting is scheduled for the week of May 8<sup>th</sup> to discuss some solutions to the advising situation created by the large number of nursing majors.</li> <li>On the 12<sup>th</sup> class day in spring 2006, the Nursing Division had 435 YRNSG majors, 786 RNSG majors and 329 VNSG majors. This is a total of 1,550 declared nursing majors. The nursing faculty advised and Nursing Division office provided registration approval to 800 of these majors. However, this still leaves 750 nursing majors with advising/registration needs.</li> </ul> | A motion was made by Paul Hogue and seconded by Richard Pullen to accept the April 5 <sup>th</sup> minutes as written. |

| TOPIC                                                                                                                    | DISCUSSION/RATIONALE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | ACTION/<br>RECOMMENDATION |
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| <p>Examiners</p> <p>NCLEX pass rate</p> <p>Clinical Simulation Taskforce</p> <p>TNA</p> <p>Nursing Staff Development</p> | <ul style="list-style-type: none"> <li>▪ The program requirement for the Associate Degree Nursing Program has been satisfactorily addressed and removed by the BNE.</li> <li>▪ The requirements/recommendations for the Vocational Nursing Program, generated by the on-site survey in November 2005, have been satisfactorily addressed and removed by the BNE.</li> <li>▪ The letters from the BNE to both programs are attached.</li> <li>▪ The Associate Degree Nursing Program has an 89.29 pass rate through the first 2 quarters of the 2006 Academic year. 50 of the 56 December 2005 graduates have passed the NCLEX-RN.</li> <li>▪ A taskforce has been established to explore the possibility of building/developing a regional clinical simulation center for the Texas Panhandle. Members of the committee include representatives from the Harrington Regional Medical Center, West Texas A&amp;M University, Northwest Texas Healthcare System, Baptist St Anthony's Health System, and Amarillo College.</li> <li>▪ Texas Nurses Association, District 2, is hosting a Nurses Week celebration on May 9<sup>th</sup> at 6:30 p.m. at Ruby Tequila's. All faculty members are invited to attend.</li> <li>▪ Ms. Mueller asked if any faculty member(s) were interested in serving on the ADN Curriculum Committee in the fall and chairing the Staff Development Sub-committee. Brenda Johnson agreed to chair the sub-committee from the ADN Program Curriculum Committee, and Sarah Williamson volunteered to assist Brenda as a co-chair from the VN Program Curriculum Committee.</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>▪ 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 met to review the six previously-identified general education competencies for all students. Jeff Siebert, an assessment consultant from Johnson Community College, reviewed these competencies, however, and concluded there were 13 competencies instead six. The committee made revisions based on Dr. Siebert's recommendations. The committee also reviewed the timeline for definition and assessment of these competencies. The next SACS survey is in 2011.</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 Friday, April 30<sup>th</sup>. Punch will be served. Everything is on target for the event.</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 April 26<sup>th</sup>. The discussion centered on the upcoming ACTS, which will be held at Fort Marcy Compound, in Santa Fe, New Mexico. There are still a couple of open spaces for anyone interested.</li> <li>▪ The committee reviewed evaluations from the April in-service. The overall evaluations were favorable.</li> <li>▪ The committee also discussed the role of the Faculty Development Committee in the upcoming year.</li> </ul> <p><b><u>3.5 Faculty Evaluations – Mueller</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee looked at the feasibility of on-line faculty evaluations. It was determined that an on-line evaluation process for faculty is not feasible at this time because of technology constraints and student participation issues.</li> </ul> <p><b><u>3.6 Faculty Handbook Committee – Wright</u></b></p> |                           |

| TOPIC                                                    | DISCUSSION/RATIONALE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | ACTION/<br>RECOMMENDATION |
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|                                                          | <ul style="list-style-type: none"> <li>▪ The committee has not met.</li> </ul> <p><b><u>3.7 Faculty Senate – Dixon, Grove</u></b></p> <ul style="list-style-type: none"> <li>▪ The Senate met and discussed the budget. Dr. Jones addressed the Senate regarding salary.</li> <li>▪ The Student Government Association announced that the date for Spring Fling is Thursday, May 4<sup>th</sup> on the West Campus.</li> <li>▪ The full minutes from the meeting are 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 committee is still waiting on the survey results from Brad Johnson's department.</li> </ul> <p><b><u>3.9 Faculty Travel – Jones</u></b></p> <ul style="list-style-type: none"> <li>▪ Mrs. Jones reported that the additional travel funds allocated this semester were dispersed by e-mail.</li> </ul> <p><b><u>3.10 Honors Program Committee – Barrett</u></b></p> <ul style="list-style-type: none"> <li>▪ A Soiree was held honoring these students. Bourbon Street Café catered the meal.</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 is scheduled to meet on May 4<sup>th</sup>.</li> </ul> <p><b><u>3.13 Rank &amp; Tenure – Thompson</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee completed the review of the notebooks. 23 faculty members were awarded a promotion in rank. Two of these were from the Nursing Division. Congratulations to LaVon Barrett and D'dee Grove.</li> </ul> <p><b><u>3.14 Traffic Citation Appeals Committee –</u></b></p> <ul style="list-style-type: none"> <li>▪ No one is on the committee at this time.</li> </ul> <p><b><u>3.15 Web Advisory Committee – Wright</u></b></p> <ul style="list-style-type: none"> <li>▪ Ms. Wright asked that if anyone has corrections to the web site to let her know, and she will pass it on to the committee.</li> <li>▪ The committee discussed the new portal.</li> </ul> |                           |
| <b>4. NURSING<br/>DIVISION<br/>COMMITTEE<br/>REPORTS</b> | <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 meeting was held on April 19, 2006. Karen Russell provided an update about the Panhandle Geriatric Education Grant. Lyndi Shadbolt reported on the status of the Vocational Nursing Program, and Sheryl Mueller reported on the status of the Associate Degree Nursing Program.</li> <li>▪ Minutes from the meeting will be available on the AC website soon.</li> </ul> <p><b><u>4.2 Student Activities – Kidd, Hogue, Cannon &amp; Rushing</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                           |

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|                        | <ul style="list-style-type: none"> <li>▪ The SNA had a Good Luck Reception for all the students on Tuesday and will have it again on Wednesday.</li> <li>▪ The new SNA officers for next year are from Level II-- President- Kristen Beck, Vice President- Desiree Gibbons, Secretary- Brenda Simmons, Treasurer- Raine Stanley, Historian- Katherine Sims.</li> <li>▪ Pinning will be on Thursday, May 11th, at 6:00 pm at Oasis Baptist Church.</li> </ul> <p><b><u>4.3 Testing – Rushing</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee met on April 19, 2006.</li> <li>▪ D'dee reported the HESI Exit Exam results for Level IV ADN students as follows: 81 students tested with 40 students receiving passing scores. The mean results for the HESI Exit Exam were 853, compared to the national average of 864. D'dee reported the scores were improved from last semester.</li> <li>▪ It was reported that there also has been an improvement on LSRN scores this semester.</li> <li>▪ Melanie reported a concern in the Testing Center. Cell phones have been going off in the Testing Center during testing times. As a result, students will only be allowed to bring keys and picture ID into testing area.</li> <li>▪ The PAR upgrade will be loaded soon.</li> <li>▪ Blueprint Revision: The committee voted to add the cognitive domains and nursing process grid back to the existing blueprint form. This is coming to faculty from committee for approval.</li> <li>▪ ATI Testing Service Report: Lyndi stated the evaluation process is ongoing. Students have remarked favorably regarding the ATI testing service.</li> </ul> <p><b><u>4.4 Nursing Peer Review – Fricks</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee has not met.</li> <li>▪ Lyndi Shadbolt will serve as chair beginning in fall 2006.</li> </ul> <p><b><u>4.5 Learning Resources Committee – Mueller</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee met has not met.</li> <li>▪ Ruth Whitehead will serve as chair of the committee in fall 2006.</li> </ul> | <p>After discussion, a vote was taken 10 yes, 5 abstained. Motion passed.</p> |
| <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>▪ No report</li> </ul> <p><b><u>5.2 Computer Testing Center – Graf</u></b></p> <ul style="list-style-type: none"> <li>▪ Ms. Graf has completed the finals schedule and sent an e-mail with a copy of it to all faculty. If you have not received a copy, please let Melanie know.</li> <li>▪ All instructors need to remind their students to be ON TIME to their final exams....there will be no room for make-up exams through finals week.</li> <li>▪ Ms. Graf asked that all faculty who have not already generated finals online wait until the day before the final is scheduled to generate the final exam. This will cause less "traffic" in the ParSystem. So if your exam is scheduled for Monday, then you need to generate your exam on Friday and get the information to Melanie. If the exam is on Tuesday, then you will need to generate it on Monday and</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                               |

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|                                            | <p>so on.</p> <ul style="list-style-type: none"> <li>Ms. Graf reported that she is still having trouble with students that are waiting in the computer lab to take an exam being extremely disruptive. A student was upset that she could not concentrate. There have been instances where students have been asked to hold the noise down several times. Please remind your students once again to be respectful of their fellow students who are trying to study.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                           |
| <b>6.TREASURER'S REPORT</b>                | <p><b>6.TREASURER'S REPORT – S. Fricks</b></p> <p>Beginning Balance \$314.10</p> <p>Expenses: 3/13/06 Michelle Conrad \$25.00<br/>(gift for Dale Hoggatt)</p> <p>Current Balance: 3/31/06 \$289.10</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                           |
| <b>7. VOCATIONAL NURSING REPORTS</b>       | <p><b>7. VOCATIONAL NURSING REPORTS</b></p> <p><b>7.1 <u>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 students 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>7.2 <u>Level I – L. Barrett</u></b></p> <ul style="list-style-type: none"> <li>No report</li> </ul> <p><b>7.3 <u>Level II – S. Williamson</u></b></p> <ul style="list-style-type: none"> <li>No report.</li> </ul> <p><b>7.4 <u>Admission/Progression – L. Shadbolt</u></b></p> <ul style="list-style-type: none"> <li>No report.</li> </ul>                                                                                                                                           |                           |
| <b>8. ASSOCIATE DEGREE NURSING REPORTS</b> | <p><b>8. ASSOCIATE DEGREE NURSING REPORTS</b></p> <p><b>8.1 <u>Level I - M. Moore</u></b></p> <ul style="list-style-type: none"> <li><b>RNSG 1331/RNSG 1362</b><br/>54 students currently enrolled. 5 students are failing after the fourth exam.</li> <li><b>Introduction to Nursing</b><br/>76 students currently enrolled. 3 students not passing.</li> <li><b>Pharmacology 1301</b><br/>60 students enrolled, 14 not passing going into the final.</li> </ul> <p><b>8.2 <u>Level II- J. Kidd</u></b></p> <ul style="list-style-type: none"> <li><b>M/S RNSG 1247/RNSG 1263</b><br/>58 students currently enrolled. 7 are failing.</li> <li><b>OB RNSG 1251/RNSG 1260</b><br/>61 students currently enrolled with 3 failing.</li> <li><b>Transition- RNSG 2307</b><br/>20 students currently enrolled with 1 student currently not passing.</li> <li><b>RNSG 1115 (Wednesday Section) Paul Hogue</b><br/>Completed in March</li> </ul> |                           |

| TOPIC                                   | DISCUSSION/RATIONALE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | ACTION/<br>RECOMMENDATION |
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|                                         | <ul style="list-style-type: none"> <li>▪ <b>RNSG 1115 (Web Section) Richard Pullen</b><br/>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><br/>67 students currently enrolled. 11 not passing going into the final exam.</li> <li>▪ <b>RNSG 2213/2161 Mental Health -</b><br/>57 students currently enrolled, 16 not passing going into the final exam.</li> <li>▪ <b>RNSG 1248/2261- Concepts of Clinical Decision Making II</b><br/>66 students currently enrolled with 14 not passing going into the final exam.</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><br/>79 students currently enrolled, with 9 not passing.</li> <li>▪ <b>RNSG 2221/2263 – Management of Client Care</b><br/>78 students currently enrolled, with 2 not passing.</li> <li>▪ <b>RNSG 1110/2163 – Introduction To Community Based Nursing</b><br/>73 students currently enrolled. One has withdrawn</li> <li>▪ The VA provided lunch on April 19<sup>th</sup>.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                           |
| <b>9. ADN<br/>COMMITTEE<br/>REPORTS</b> | <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>▪ The committee met on April 19<sup>th</sup> and made decisions regarding the requests made to date. See the attached minutes.</li> <li>▪ The committee will be meeting as time allows on May 12<sup>th</sup></li> </ul> <p><b><u>9.2 Curriculum – J. Kidd</u></b></p> <ul style="list-style-type: none"> <li>▪ The Faculty Handbook and Student Handbook will be updated this summer.</li> <li>▪ SNA's community project announcement about their involvement with the Rainbow Room is on the Website. Tommy de Jesus reports that from January to March, the Website has had 2,463 hits.</li> <li>▪ For <b>Staff Development</b>, Sarah Williamson presented “Generational Diversity in the Classroom” on 4/26/06. The next Faculty Development will be next semester.</li> <li>▪ <b>Changes in Precepted Experiences for fall 2006:</b></li> <li>▪ <b>Richard Pullen-RNSG 1248/2261</b>-will implement an 8-hour supervised clinical simulation on End-Of-Life issues. Faculty will help to meet the 10:1 student/faculty ratio. This experience is tentatively scheduled on Saturday, 8/26/06.</li> <li>▪ <b>Michelle Conrad-RNSG 1251/1260</b>-8 hours precepted experience will be in doctor's offices with BSN-prepared preceptors.</li> <li>▪ <b>Jana Kidd-RNSG 1247/1263</b>-all clinical hours will be in the clinical setting using the 11-hour pattern.</li> <li>▪ <b>Pat Murray-RNSG 2201/2260</b>- Two clinics have nurse practitioners and will continue to be used for precepted experiences. The remaining 8 hours previously used as precepted experiences will return to the clinical setting.</li> <li>▪ <b>Pharmacology Book Selection:</b> Lyndi Shadbolt presented a new pharmacology textbook entitled, <u>Pharmacology - A Nursing Process Approach</u>, by K. Kee, E. Hayes, and L.M. McCuiston for the</li> </ul> |                           |

| TOPIC                                                                                                                                                            | DISCUSSION/RATIONALE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | ACTION/<br>RECOMMENDATION                                                                                                                                                                                                                                                                                                                                               |
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|                                                                                                                                                                  | <p>pharmacology class next semester.</p> <ul style="list-style-type: none"> <li>▪ <b>Care Plan Modifications:</b></li> <li>▪ Level I - No Changes</li> <li>▪ Level II - No changes, except for elimination of patient responses</li> <li>▪ Level III - Complete care plan for all identified problems</li> <li>▪ Level IV - Complete care plan for the first two identified problems and any remaining problems will require two assessments, two treatments, two medications, two patient-family teachings in the intervention column.</li> <li>▪ <b>Booklist for fall 2006</b> was turned in on 4/14/06 to Jeanetta to forward to the Bookstore.</li> </ul> <p><b><u>9.3 Research and Program Effectiveness – R. Pullen</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee has not met.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                         |
| <p><b>10. ADDITIONAL ITEMS:</b></p> <p>P.E.T. Statement of Purpose</p> <p>Nursing Shortage Reduction Program</p> <p>Advising Sessions</p> <p>Clinical Awards</p> | <p><b><u>10. ADDITIONAL ITEMS</u></b></p> <ul style="list-style-type: none"> <li>▪ Ms. Mueller read the purpose statement from the Planning and Evaluation Tracking (P.E.T.) form. She asked the faculty committee for input about whether the statement was an accurate assessment of the purpose(s) of the A.D.N. Program.</li> <li>▪ Ms. Mueller announced a decision has been made by Dr. Jones and Dr. Matney in regards to the distribution of the Nursing Shortage Reduction Program funds. Full-time faculty who are employed on September 1, 2006 will receive a \$2,000.00 stipend. New full-time faculty hired to begin with the Associate Degree Nursing Program in the fall of 2006 will receive a \$3,000.00 sign-on bonus. All remaining funds will be distributed to full-time faculty early in the spring 2007 semester.</li> <li>▪ This semester, 185 students have attended Advising Sessions for the A.D.N. Program. 146 applications having been submitted for the Introduction semester. We are planning to admit no more than 75 students with those students eligible to repeat the courses.</li> <li>▪ 35 Transition students have been advised. Applications will be accepted through July 14<sup>th</sup>. We have 10 slots designed for eligible May graduates from Frank Phillips College and 20 slots from all other sources.</li> <li>▪ The nominees for clinical awards were Kate Bridges, Prashant Mehta, Tamara Shaunessey, Jennifer Conrad, and Marsha Thomas.</li> </ul> | <p>The committee agreed that the purpose statement was accurate, but needed some grammar corrections. Ms. Mueller and Richard Pullen will make the corrections.</p> <p>The faculty selected Kate Bridges and Prashant Mehta to receive the clinical awards. The outstanding major selected earlier was Robert Flippin, and the Honor Graduate will be Larry Nipper.</p> |
| <b>11. ADJOURNMENT</b>                                                                                                                                           | <p><b>11. ADJOURNMENT</b></p> <ul style="list-style-type: none"> <li>▪ The meeting was adjourned at 3:20 p.m.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                         |

Jeanetta Smiley, Recording Secretary

Date