

**AMARILLO COLLEGE
NURSING DIVISION FACULTY COMMITTEE MINUTES**

DATE: May 4, 2005

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

ATTENDANCE: Present: - LaVon Barrett, Jan Cannon, Michelle Conrad, Karla Dixon, Sandy Fricks, D'dee Grove, Helen Hart, Paul Hogue, Cheryl Howard, Rhonda Howard, Marianne Jones, Linda Messenger, Marjeanne Moore, Sheryl Mueller, Richard Pullen, Kathy Reed, Sandy Roberson, Jill Rushing, Lyndi Shadbolt, Delores Thompson, Sarah Williamson, and Kim Wright.

ABSENT: Jana Kidd (daughter surgery), Pat Murray (ill)

AGENDA: See Attached
MINUTES:

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
1. OPENING REMARKS S. MUELLER	1. OPENING REMARKS - S. MUELLER <ul style="list-style-type: none"> ▪ Ms. Mueller called the meeting to order at 1:45 pm. ▪ We celebrated May, June and July birthdays for Delores Thompson-May 7th, Cheryl Howard-June 5th, Sandy Fricks-June 8th, Sheryl Mueller-July 14th, Lyndi Shadbolt-July 16th, and Paul Hogue-July 19th. ▪ Ms. Mueller reminded the faculty of the "Retirement Celebration" for Sandy Roberson, May 13th at the Plaza Mexican Food Restaurant, 12:00 noon. ▪ Nurses' Week begins tomorrow, May 6th, and ends on May 12th. In honor of the celebration, "Celebrate Nursing" bracelets were distributed to all the faculty. ▪ Ms. Mueller called for approval of the minutes from the April 6th meeting. 	<ul style="list-style-type: none"> ▪ A motion was made by Paul Hogue and seconded by Linda Messenger to approve the minutes from the April 6, 2005 meeting. The minutes were approved without corrections or additions.
2. REPORT FROM DIVISION CHAIR - S. MUELLER Budget Update	2.1 REPORT FROM DIVISION CHAIR <ul style="list-style-type: none"> ▪ Budget discussions for the divisions under Academic Affairs have reached the level of the President's Cabinet. All division officers were asked to submit possible reductions in budget requests from the supplies or other pools prior to this time in effort to preserve division requests for Priority 1 institutionally-funded equipment. The Nursing Division offered \$500 from the A.D.N. supplies pool as a "good faith" measure. ▪ The total requested Nursing Division budget for 05-06 is \$1,307,619.00. This is \$62,833 more than the 04-05 budget and represents a 4.8% increase in budget costs. The increased costs are primarily related to the request for a new A.D.N. clinical instructor position, the request for the division chair to move to a 12-month from an 11-month position, an increase in the hourly wage for student workers, an increase in the division contingency fund, and an increase in the A.D.N. supplies and other pools. ▪ So far, all Priority 2 and 3 institutional equipment requests have been removed from the proposed budget by the President's Cabinet. The Nursing Division has requested \$34,600 in Perkins-eligible equipment and \$2,500 in institutionally-funded equipment. Budget discussions will continue through most of the summer with the President's Cabinet, President, and Board of Regents. 	

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Joint Meeting	<p>workshop. More information about funding will be available when the 05-06 budget is approved.</p> <ul style="list-style-type: none"> Dr. Taylor from West Texas A&M University has suggested that AC nursing faculty and WTAMU nursing faculty meet together for some type of program and lunch event in the near future. The meeting would be for purposes of networking and to allow faculty to get to know each other in a comfortable setting. 	<p>After discussion it was suggested that Ms. Mueller should propose a luncheon on August 26th.</p>
3. COLLEGE COMMITTEE REPORTS	<p>3. COLLEGE COMMITTEE REPORTS</p> <p><u>3.1 Academic Affairs – L. Shadbolt</u></p> <ul style="list-style-type: none"> Not met. <p><u>3.2 Classified Development Comm. – Hofbauer, Smiley</u></p> <ul style="list-style-type: none"> A meeting was held April 13th, but both members were unable to attend due to prior commitments. <p><u>3.3 Commencement – Barrett, Cannon, Grove, Rushing, and Wright</u></p> <ul style="list-style-type: none"> The committee met on April 14, 2005 at 3:30 p.m. in the Private Dining Room on Washington Street Campus. Subcommittee reports were given and final arrangements for Commencement are in order. The Student Help Subcommittee requested more student help and would like departments to recruit additional students to help. Next year the committee will think about alternatives to student help at Commencement. Commencement is scheduled for Friday, May 13th at the Civic Center <p><u>3.4 Faculty Professional Development – Rushing</u></p> <ul style="list-style-type: none"> The Faculty Development Committee met on April 27th in the Private Dining Room on the Washington Street Campus. Agenda Items Discussed: <ul style="list-style-type: none"> Professional Development: The Professional Development In-service Day is scheduled for Friday, October 28th. All faculty not teaching on Friday will be expected to attend. It will be a regular work day for faculty who teach on Fridays. Membership Issues: Bob Sloger will send out letters to departments about any vacancies on the committee. Hope Chest Update: Hope Chest donations have been received, and it was reported that the donations were very generous. Investment Club Update: 27 people attended the first meeting and information about investing was provided. A.C.T.S. Update: 30 applications will be accepted for A.C.T.S. this summer. Needs Assessment Survey: The committee will send out a needs assessment survey to employees on future professional development needs. Faculty Teaching Squares: The current faculty mentoring program will be replaced by the Faculty Teaching Squares. Faculty Teaching Squares is a new professional development being offered for the first time beginning Fall 2005. This activity is developed by faculty for faculty. The structure features opportunities for faculty to share information related to instructional content, teaching methods, routine responsibilities, department/division information, and best practices. The program has been designed to (1) replace the previous mentoring program for new faculty, 	

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	<p>and (2) provide an interactive, non-threatening structure for communication, networking and renewal for seasoned faculty.</p> <p><u>3.5 Faculty Evaluation – D. Thompson</u></p> <ul style="list-style-type: none"> ▪ Not met. <p><u>3.6 Faculty Handbook Committee – Wright</u></p> <ul style="list-style-type: none"> ▪ Not Met. <p><u>3.7 Faculty Grants Selection – J. Cannon</u></p> <ul style="list-style-type: none"> ▪ Not Met <p><u>3.8 Faculty Senate – L. Barrett, D. Grove</u></p> <ul style="list-style-type: none"> ▪ The Senate met Friday, April 8, 2005. ▪ President's Report - The tuition for fall and spring should cover a salary increase of 3%. There was much discussion about the retreat in Santa Fe this summer. All faculty are encouraged to attend. There was discussion about inviting Administration to come. Some feel that faculty would not speak openly if Administration were in attendance. It is thought that Administration should just attend a few meals and then leave. ▪ There are many Senators rotating off the Senate and terms of Senators were discussed. Some existing Senators may be asked to serve a year longer to keep the rotation on track. ▪ Legislative Committee reported that AC will receive no additional money from the state. Our enrollment is up 24% and inflation is up 30%. ▪ Mead Award Committee received more nominations than they have in the past. The signs around campus were helpful and eye catching. ▪ Regan Hancock has been elected Professor Emeritus. ▪ Reserved parking for faculty is still a topic of concern. ▪ Online distance education is the wave of the future, and AC will participate in some manner. We will have a central call center so when someone calls the college, the call center will be able to answer all questions no matter what they might be. ▪ The "First Center" is short staffed and seeking help. They cannot support the needs of the college at this time. <p><u>3.9 Faculty Travel – L. Messenger</u></p> <ul style="list-style-type: none"> ▪ Faculty Travel committee met. Sheryl Mueller and D'dee Grove received funds to attend the 16th Annual International Nurse Educators Conference in the Rockies. The committee is still accepting applications for faculty to attend other conferences. No more funding will be given to the Nursing Division for the Nurse Educators Conference. <p><u>3.10 Honors Program Committee – Barrett</u></p> <ul style="list-style-type: none"> ▪ It was a lovely banquet. <p><u>3.11 Institutional Effectiveness Committee - Pullen</u></p> <ul style="list-style-type: none"> ▪ Committee will meet April 25, 2005. 	

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	<ul style="list-style-type: none"> ▪ A draft of new guidelines for program review has been developed. <p><u>3.12 President's Council – Mueller</u></p> <ul style="list-style-type: none"> ▪ The committee met on April 13, 2005. Meetings will be bi-monthly instead of monthly in the future. ▪ Dr. Jones congratulated Renee Vincent for being awarded the Moore County Chamber of Commerce Volunteer of the Year Award and the Moore County Campus for receiving the Community Leadership Award. ▪ Ms. Mueller asked how work orders in the college are prioritized. Bruce Cotgreave explained the process and asked departments to indicate on the work order if the work is high priority. ▪ Lola Hornstra announced that Tracy Dougherty has been named the Marketing and Special Projects Coordinator for the Amarillo College Foundation. She also stated the person responsible for development and fundraising has been hired but has not yet been publicly named. ▪ Moore County Campus has received a Title IV federal grant for the Student Support Services Program in the amount of \$170,000.00. Renee will serve as the lead for the grant until a program director is hired. <p><u>3.13 Rank & Tenure – R. Pullen</u></p> <ul style="list-style-type: none"> ▪ The Board of Regents approved the recommendations from the Committee and Dr. Byrd. 18 faculty members were promoted in professorial rank. Congratulations to Sheryl Mueller, who is now a full professor, and to Jan Cannon for being promoted to assistant professor. <p><u>3.14 Traffic Citation Appeals Committee – Messenger</u></p> <ul style="list-style-type: none"> ▪ The committee met and changed some of the citations to warnings. It appears some of the citations were being given 2 or 3 minutes prior to the employee parking lot being open to public parking. <p><u>3.15 Wellness – R. Howard</u></p> <ul style="list-style-type: none"> ▪ Ms. Howard reported the Walkabout has been completed. An award for walkers has not been announced as yet. ▪ Mammograms were available for employees on April 29th. 	
4. NURSING DIVISION COMMITTEE REPORTS	<p>4. NURSING DIVISION COMMITTEE REPORTS</p> <p><u>4.1 Advisory – L. Shadbolt</u></p> <ul style="list-style-type: none"> ▪ The spring meeting was held on April 13th. It was well attended. Mrs. Mueller and Mrs. Shadbolt provided status reports of the ADN and LVN programs. Attached is the Power Point presentation given for the A.D.N. program. <p><u>4.2 Student Activities – R. Pullen</u></p> <ul style="list-style-type: none"> ▪ The committee met April 27, 2005. ▪ Jana and Rhonda have been busy with students in the community with various health fairs. I had a good time with Jana's students on Saturday, April 30, 2005, at the Soncy Street Post Office doing a health fair. ▪ ADN Pinning will be at Southwest Baptist Church on May 12, 2005 at 1800. Rhonda Howard is calling the names and thank you's. Jill Rushing and D'dee Grove are pinning graduates. The usual 	

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	<p>PowerPoint presentation presents each graduate as they receive their pin. Additionally, another PowerPoint presentation will play during the music (solo by a graduate), which showcases graduates' experiences in the last semester.</p> <ul style="list-style-type: none"> VN Pinning will be May 11, 2005 at 6:00 p.m. at Ordway Hall. The reception is to be held outside. Pray for pretty weather that evening. SNA had a wonderful luncheon for students on Tuesday, May 3, 2005 in preparation for their final exams. Jill and Jan did a great job organizing this function. <u>The 22nd Biannual Student and Faculty Extravaganza:</u> <ul style="list-style-type: none"> *Wednesday, May 11, 2005, 1200-1400 in Lecture Hall. *LaVon + Jill + Jan + Paul + Jana + Sandy + Richard + Rhonda will help with set-up/clean-up. I'm going to ask Kim if she can help. *Paul will monitor the music. *Menu: Chicken, potato salad, chips, soft drinks and cookies. Tickets are \$2.00 each. *The Caring Heart Award goes to Fred Baldivia. *Lyndi and LaVon are selling tickets to VN Level II students *Richard and Paul will visit Level IV students at 0930, May 4, 2005, to sell tickets. *Richard will sell tickets to staff/faculty in Nursing Division. *The line-up of acts include: <ul style="list-style-type: none"> Hostess: Florence Nightingale (portrayed by honorary R.N.--Jeanetta Smiley) Village People: YMCA Bag Lady: Meet and greet throughout SFE Sonny and Cher: The Beat Goes On and I Got You Babe Patsy Cline: She's Got You Dolly Parton: 9-5 Diana Ross and the Supremes: Stop! In The Name of Love Shania Twain: Man I Feel Like a Woman Gloria Gaynor: I Will Survive Lt. Col. Sandy Fricks: God Bless the USA Paul Hogue and Jana Kidd will co-chair the committee next year. <p>4.3 Testing – J. Rushing</p> <ul style="list-style-type: none"> The committee met to discuss the student testing policy and faculty policy for the testing center. The Testing Committee is bringing for faculty to adopt the revisions of the Student Testing Policy and Faculty Policy for Testing Center. Policies are attached. <p>4.4 Nursing Peer Review –S. Fricks</p> <p>Mrs. Fricks will be making the necessary changes in the Nursing Peer Review Policies over the summer and submit them to the committee for approval and subsequent placement in the Faculty Handbook.</p>	<p>Policies were unanimously approved with as revised in Testing Committee.</p>
5.MISCELLANEOUS	<p>5.MISCELLANEOUS</p> <p>5.1 NRC – L. Messenger</p> <ul style="list-style-type: none"> Ms. Messenger requested that all faculty check the Video list available on the J: drive. New titles have been added and old titles have been removed. 	

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	<u>5.2 Computer Testing Center – C. Howard</u> <ul style="list-style-type: none"> Ms. Howard reported everything is in place for finals week. 	
6.TREASURER'S REPORT	6.TREASURER'S REPORT – S. Fricks Balance: 3/04/05 \$284.84 Expenses: Flowers by Love & Son's for Sharon Toledo \$37.50 Jeanetta Smiley (faculty refreshments) \$32.36 Current Balance: \$214.98	
7. VOCATIONAL NURSING REPORTS	7. VOCATIONAL NURSING REPORTS 7.1 Coordinators Report – L. Shadbolt <ul style="list-style-type: none"> Ms. Shadbolt reported that the VN Program has recently received full re-approval with commendations from the Board of Nurse Examiners for the State of Texas. 7.2 Level I – L. Barrett <ul style="list-style-type: none"> No report. 7.3 Level II – D. Thompson <ul style="list-style-type: none"> No report. 7.4 Admission/Progression – L. Shadbolt <ul style="list-style-type: none"> No report. 	
8. ASSOCIATE DEGREE NURSING REPORTS	8. ASSOCIATE DEGREE NURSING REPORTS 8.1 Level I - M. Moore <ul style="list-style-type: none"> RNSG 1331/RNSG 1362 80 students attending with 8 not passing. Introduction to Nursing 69 students remaining; 7 not passing after 3rd exam. 2 – A's, 22 – B's, 38 – C's, 4 – D's, and 3 – F's. Pharmacology 1301 86 students enrolled; 3 drops, 2 not attending, 81 continue in the course; 64 passing after 4th exam and 17 failing. 8.2 Level II- J. Kidd <ul style="list-style-type: none"> M/S RNSG 1247/RNSG 1263 65 total students, one failing the class. OB RNSG 1251/RNSG 1260 65 students, one failed clinical and another student failing. Transition- RNSG 2307 16 students enrolled with 1 not attending. RNSG 1115 (Wednesday Section) Paul Hogue Course complete. RNSG 1115 (Web Section) Richard Pullen 	

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	<p>Course complete.</p> <p><u>8.3 Level III – R. Pullen</u></p> <ul style="list-style-type: none"> ▪ RNSG 2201/2260 Care of Children & Families- 64 students currently enrolled. ▪ Mental Health RNSG 2213/2161- 57 students currently enrolled. 1 quit coming and 4 failing ▪ RNSG 1248/2261- Concepts of Clinical Decision Making II 57 students currently enrolled. 6 not passing after 3rd exam. <p><u>8.4 Level IV – K. Reed</u></p> <ul style="list-style-type: none"> ▪ RNSG 2231/2262 –Advanced Concepts of Adult Health 57 students currently enrolled. ▪ RNSG 2221/2263 – Management of Client Care 58 students currently enrolled. ▪ RNSG 1110/2163 – Introduction To Community Based Nursing. 57 students passing; finals are complete The summer Community class begins May 17th; the Dosage & Solution Test date is May 19th. 	
<p>9. ADN COMMITTEE REPORTS</p>	<p>9. ADN COMMITTEE REPORTS</p> <p><u>9.1 Admission/Progression – M. Moore</u></p> <ul style="list-style-type: none"> ▪ The committee will meet on May 13th at 9:00 and continue after lunch if needed. ▪ The committee has two changes in policy regarding the Transition to Nursing Practice course to bring to faculty for vote today. 1. Remove the point system for admission and 2. Move the Humanities requirement (change to prior to level 4) just like it is for generic students. <p><u>9.2 Curriculum – J. Kidd</u></p> <ul style="list-style-type: none"> ▪ The Curriculum Committee is still discussing some of the policies in the Faculty Handbook. ▪ Student Handbook—The Student Handbook with noted revisions has been sent out to everyone on the e-mail to be read. (discussion--please note the dress code policy addressing the student who smells of smoke--students are not to smell of smoke while on the clinical unit). The committee now brings the Student Handbook with its revisions to the Faculty for approval. ▪ Public Relations--Two news briefs were submitted to the Amarillo Globe News. (The first mentioned the 95% pass rate on the NCLEX Exam 2004, and the second was about the re-certification of Sheryl Mueller in infection control and epidemiology). Leona Chadwick is the resource person to contact for future articles in the Amarillo Globe News. ▪ Staff Development--The last staff development for the semester was today. Dorothy Britting presented Wound Care Management. Lunch was provided by the committee. The next staff development will be next semester--TBA. ▪ The committee would like to know how many of the faculty attended the TNA presentation on Bioterrorism in order to determine the total percentage of faculty who completed the requirement for Bioterrorism staff development. Some faculty attended the TNA presentation and others completed and others attended the AC presentation. ▪ The online staff development has been extended through August due to faculty time constraints. ▪ The Booklist for the Summer and Fall have been sent to the Bookstore (April 15,2005). 	<p>All present were in favor. Changes were approved.</p> <p>After discussion, the proposed changes were passed by 14 votes for and 1 vote against.</p> <p>3 faculty attended the TNA presentation.</p>

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	<ul style="list-style-type: none"> Course manuals are due in the Nursing Division Office by May 31st to be forwarded to the Bookstore by June 2, 2005. Kaki Hoover will be developing a video this summer on the use of the APA format in the Nursing Division. She will also be developing another video on the Ethics of writing professional papers. Both the videos will be streamed and available online and in the NRC. The new American Psychological Association (APA) Form and Style Guidelines for the A.D.N. Program have been completed by the assigned Curriculum Committee task force and are now ready for faculty approval. See attached documents. The Phase II Documentation Task Force is continuing to work on a plan to improve documentation processes in the A.D.N. Program. Work by this task force will continue during the summer with plans to seek approval to pilot revised documentation flow sheets and student and faculty guidelines in the medical-surgical courses in the fall pending faculty approval at the August meeting. See attached documents. <p><u>9.3 Research and Program Effectiveness – R. Pullen</u></p> <ul style="list-style-type: none"> Kathy Reed will distribute the Graduate Exit Surveys to Level IV students. I will compile the results during summer 2005. Level IV graduates and a sample of Level I students are being surveyed to determine what A.D.N. Program Faculty could do to best promote their success in school. This information may be used as we determine a retention plan for students in the A.D.N. Program. We have to look at "retention" within courses and between courses in the program; not just increasing the numbers of students admitted to the nursing program. Level I Clinical Faculty: Please have your students complete this question tomorrow in clinical. Express to them how important their feedback is. D'dee Grove and Richard Pullen will be co-chair of the committee next year. 	<p>The new APA A.D.N. Program Guidelines were unanimously adopted.</p>
<p>10. ADDITIONAL ITEMS: A.D.N. Program</p> <p>MEDS Contract</p> <p>Clinical Awards</p> <p>Advising Sessions</p> <p>Immunizations</p>	<p>10. ADDITIONAL ITEMS</p> <ul style="list-style-type: none"> Ms. Mueller reported that the MEDS contract is due for renewal for another two-year time period. Two major changes in the contract include: 1) MEDS will provide a live review for program graduates in December and in May and 2) the fee per semester for student access to the LSRN will increase from \$65.00 to \$75.00 during the second year of the contract due to the high cost of providing on-line services. It was a faculty decision to adopt MEDS two years ago, and it will be a faculty decision to continue the MEDS contract for another two years. Traci Kerns was selected to receive one clinical award at the last faculty meeting. Nominations are open for one more clinical award if the faculty desire to select an additional student for a clinical award. Ms. Mueller announced we have advised 187 students at Advising Sessions this semester. (238 students were advised in fall 2004, and 168 students were advised in spring 2004.) The application period for fall 2005 closes today at 5:00 pm, and we have 100 applications for the generic program. We have 24 applications for the LVN to RN AP Option. The application period closes on August 1st. Students are not to be in clinical without the required immunizations! Two-thirds of the Introduction to Nursing students have not been able to register for Level I classes due to a failure to meet immunization requirements. 5 Level I students have not been cleared for registration due to immunization requirements; 13 Level II students have not provided proof of Td immunization; and 2 	<p>A motion was made by Linda Messenger and seconded by Richard Pullen to continue with the MEDS Learning System. The vote was 12 to 1 in favor of the motion.</p> <p>After discussion it was decided to just give the one clinical award this semester.</p>

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Thank You Letter	<p>Level III students need to provide documentation of immunization.</p> <ul style="list-style-type: none"> ▪ Beverly Lewis, BSA Employee Health Manager, sent a thank you letter to Jana recently to thank her and the Level II students for their assistance in the BSA Annual Skin Testing event. Over 2,400 BSA employee TB skin tests were completed. 	
11. ADJOURNMENT	<p>11. ADJOURNMENT</p> <ul style="list-style-type: none"> ▪ The meeting was adjourned at 3:55 p.m. 	

 Jeanetta Smiley, Recording Secretary

Date