

**AMARILLO COLLEGE  
NURSING DIVISION FACULTY COMMITTEE MINUTES**

DATE: August 16, 2006

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

ATTENDANCE: Present: - LaVon Barrett, Jan Cannon, Karla Dixon, Sandy Fricks, Melanie Graf, D'dee Grove, Paul Hogue, Rhonda Howard, Michelle James, Brenda Johnson, Marianne Jones, Lee Ann Laney, Marjeanne Moore, Sheryl Mueller, Pat Murray, Richard Pullen, Kathy Reed, Tamara Rhodes, Lyndi Shadbolt, Delores Thompson, Ruth Whitehead, Sarah Williamson, Kim Wright and Rosemarie Masetta.

ABSENT: Susan McClure

AGENDA: See Attached.

MINUTES:

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
<b>1. OPENING REMARKS</b> <b>S. MUELLER</b>  <b>2. REPORT FROM DIVISION CHAIR - S. MUELLER</b> Faculty Changes   Positions open Committee Assignments  Clinical Parking	<b>1. OPENING REMARKS - S. MUELLER</b> <ul style="list-style-type: none"> <li>▪ Ms. Mueller called the meeting to order at 1:30 p.m. Ms. Thompson gave the invocation.</li> <li>▪ Birthday wishes were offered to Paul Hogue, Sheryl Mueller, Lyndi Shadbolt, Marianne Jones, Pat Murray, Rhonda Howard and Richard Pullen</li> <li>▪ Ms. Mueller acknowledged a thank you note from Susan Holstun McClure for the flowers sent from the Nursing Division for her mother's funeral service.</li> <li>▪ Ms. Mueller brought the May 3rd 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 many faculty changes have occurred in both the Associate Degree and Vocational Nursing programs over the summer. Jill Rushing and Teresa Smoot have both moved out of state, and Jana Kidd has retired from AC. Lyndi Shadbolt has moved from the VN Program to the ADN Program. LaVon Barrett is now the Vocational Nursing Program Coordinator. Tamara Rhodes and Lee Ann Laney have been hired as full-time faculty in the Vocational Nursing Program. Ruth Whitehead has assumed the Nursing Resource Center Director position. Theresa Edwards will be interviewing with Dr. Matney tomorrow for a full-time instructor position in the ADN Program. Cele Rangel has been hired as a part-time instructor. She has only three semester credit hours to complete her MSN degree at WTA&amp;MU, and she is will be working on an emergency BNE waiver this semester.</li> <li>▪ There are still two full-time instructor positions open in the ADN Program.</li> <li>▪ Ms. Mueller handed out index cards for faculty members to select two faculty committees, other than Faculty Organization, that they would like to serve on this academic year. Requests will be considered and faculty committee assignments will be posted during the next week.</li> <li>▪ Ms. Mueller received a new map from Northwest Texas Healthcare System indicating the location where faculty and students are to park since the new employee "East Garage" has been completed. Ms. Mueller handed out a copy of the map to faculty members who supervise clinical rotations at</li> </ul>	<p>A motion was made by Richard Pullen and seconded by D'dee Grove to approve the May 3<sup>rd</sup> minutes. The minutes were accepted as written.</p>

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
<p>Affiliation Agreements</p> <p>Immunizations</p> <p>Faculty Dress Code</p> <p>"Nursing the Numbers" Grant</p> <p>Division Goals</p> <p>Texas Panhandle Coalition for Nursing Clinical Simulation in the NRC</p>	<p>NWTHS.</p> <ul style="list-style-type: none"> <li>▪ Baptist St. Anthony's Health System parking remains a challenge due to continued construction on site. Students and faculty should continue to park in the designated area. Please report any problems with parking to Ms. Mueller once clinical rotations begin.</li> <li>▪ All the agency affiliation agreements are current. The last one with Northwest Texas Healthcare System was completed this month. NWTHS requested that some statements about criminal background checks and orientation to the facility prior to clinical experiences be added as well as the need for varicella immunity of students and faculty. These requirements are already being addressed by both programs, so there is no need to change any of our practices.</li> <li>▪ Ms. Mueller reminded the faculty that our agency affiliation agreements specify that faculty as well as students must meet immunization and PPD requirements.</li> <li>▪ Ms. Mueller asked the faculty to review the Nursing Division faculty dress code for clinical. She also reminded faculty that faculty must also meet facility requirements in regards to artificial nails, body piercing, and body art.</li> <li>▪ Jennifer Arp provided a PowerPoint presentation to the faculty regarding the CBJT "Nursing the Numbers" Grant.</li> <li>▪ Ms. Mueller and Ms. Arp traveled to Washington D.C. for grant management training in June. Dr. Pullen and Ms. Arp attended a grant outcome reporting workshop in Anaheim, CA in July, and Ms. Mueller and Ms. Angela Bray attended a Supplemental Instruction workshop in Kansas City, Missouri in August.</li> <li>▪ The RN-MSN "Scholars" have finished summer courses, and fall classes begin next week. Nine of the 16 WTA&amp;MU students, and all four of the ASU students will begin their graduate studies this fall.</li> <li>▪ Ms. Arp presented statistics for the student retention portion of the grant. See the attached Power Point slides.</li> <li>▪ Ms. Arp is in the process of planning for the RN-MSN social this semester as well as for further website development, and she is already planning the "Nursing Success Boot Camp" for the spring semester.</li> <li>▪ Ms. Mueller presented her goals for the Nursing Division for the academic year 2006-07:             <ol style="list-style-type: none"> <li>1. Ensure that newly-hired and re-assigned faculty members receive the orientation and mentoring necessary for professional growth and development in their assigned roles.</li> <li>2. Maintain enrollment in both VN and ADN Programs at current levels through AY 06-07.</li> <li>3. Provide current, effective student testing practices in both VN and ADN Programs.</li> <li>4. Begin to incorporate clinical simulation practices into the curriculums of both VN and ADN Programs.</li> <li>5. Infuse both VN and ADN Programs with evidence-based nursing practice and teaching emphasis.</li> </ol> </li> <li>▪ A Coalition taskforce has had several meetings during the summer regarding funding and building a Regional Clinical Simulation Center in Amarillo.</li> <li>▪ The Nursing Division will be moving into clinical simulation in a small way this year. An area in the NRC will become space dedicated to a clinical simulation center to house the high-fidelity human simulator (Sim-Man) that we will be purchasing this fall with Perkins funds. Blotner funds will be used to construct the secure, dedicated space in WCA-208 for the clinical simulation center.</li> </ul>	

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<b>3. COLLEGE COMMITTEE REPORTS</b>	<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 on August 14<sup>th</sup> to review progress made during the last academic year in identifying and defining general education competencies for the college.</li> <li>▪ Faculty appointments will be made in the near future to six faculty competencies sub-committees. These sub-committees will determine how to assess each general education competency and how to collect the necessary data. Dr. Matney will send notices to faculty that are appointed to these sub-committees.</li> </ul> <p><b><u>3.3 Commencement – Barrett and Cannon</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee has not met</li> </ul> <p><b><u>3.4 Faculty Professional Development – Johnson</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee has not met.</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 – Dixon, Grove</u></b></p> <ul style="list-style-type: none"> <li>▪ The Senate met on August 15<sup>th</sup> to discuss and assign sub-committees.</li> <li>▪ Ms. Dixon reported the meeting was a positive one. Salary adjustments were discussed.</li> </ul> <p><b><u>3.8 Faculty Technology Users Committee– Grove</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee has not met.</li> </ul> <p><b><u>3.9 Faculty Travel – Jones</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee has not met.</li> </ul> <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 July 11th. Ms. Mueller could not attend, but according to meeting minutes:</li> <li>▪ Parking lot paving and various roofing projects are progressing well.</li> </ul>	

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	<ul style="list-style-type: none"> <li>▪ Enrollment numbers at both the Hereford and Moore County campuses are increasing.</li> <li>▪ At the time of the meeting, the salary adjustment for full-time employees is projected to be 3.5%.</li> <li>▪ A pilot program with 40 Caprock High School seniors has been established for fall. Students will be transported to Amarillo College to attend classes and will receive college credits.</li> </ul> <p><b><u>3.13 Rank &amp; Tenure – Thompson</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee has not met.</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 AC web portal.</li> </ul>	
<b>4. NURSING DIVISION COMMITTEE 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 fall meeting has not been scheduled.</li> </ul> <p><b><u>4.2 Student Activities – Hogue &amp; Cannon</u></b></p> <ul style="list-style-type: none"> <li>▪ Ms. Cannon met with the officers. They discussed the community service project for the semester, and they had their picture taken to display in the foyer on the second floor.</li> </ul> <p><b><u>4.3 Testing – Howard</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee has not met. Ms. Rhonda Howard will serve as chair this year.</li> </ul> <p><b><u>4.4 Nursing Peer Review – Shadbolt</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 – Whitehead</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee met has not met.</li> </ul>	
<b>5.MISCELLANEOUS</b>	<p><b>5.MISCELLANEOUS</b></p> <p><b><u>5.1 NRC – Whitehead</u></b></p> <ul style="list-style-type: none"> <li>▪ Ms. Whitehead reported that the Lynn Library budget has been cut. The NRC will no longer be on the computerized system for checking out books. She asked for input from faculty as to whether to take all books from the NRC to the Northwest Branch Library so that these books can remain in circulation via a computerized system or whether to leave the books in the NRC and return to the old manual card check out system for students. A decision will need to be made soon on where to house the books currently in the NRC.</li> <li>▪ About 50-60 of the reference books in the NRC need to be reviewed for currency.</li> </ul>	

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	<ul style="list-style-type: none"><li>All faculty need to get their requested lab days to Ms. Whitehead and Ms. Green, so that these can be scheduled in the NRC.</li></ul> <p><b>5.2 Computer Testing Center – Graf</b></p> <ul style="list-style-type: none"><li>Ms. Graf reported that the upgraded PARSystem has been loaded on the computers of all faculty members. Most item banks of returning classroom faculty have been transferred to the new system. Tests have not been transferred to the new system. If faculty want tests transferred from the old system, please place an order with HelpDesk.</li><li>The PARSystem printed manual is available, but it is about 200 pages. Ms. Graf has printed one for faculty reference.</li><li>Privacy screens have been purchased and installed on the 42 computers in the Testing Center.</li><li>All faculty need to contact Ms. Graf this week to schedule tests for the semester.</li></ul>																						
<b>6.TREASURER’S REPORT</b>	<p><b>6.TREASURER’S REPORT – S. Fricks</b></p> <table><tr><td>Beginning Balance</td><td></td><td>\$289.10</td></tr><tr><td>Expenses:</td><td></td><td></td></tr><tr><td></td><td>Jeanetta Smiley (faculty refreshments)</td><td>\$21.47</td></tr><tr><td></td><td>Flowers by Love &amp; Son (Brenda Johnson)</td><td>\$36.50</td></tr><tr><td></td><td>Jeanetta Smiley (Jill Rushing)</td><td>\$64.95</td></tr><tr><td></td><td>Flowers by Love &amp; Sons (Marcia Green)</td><td>\$36.50</td></tr><tr><td>Current Balance: 7/31/06</td><td></td><td>\$129.68</td></tr></table> <p><b>\$35.00 annual dues are due now</b></p>	Beginning Balance		\$289.10	Expenses:				Jeanetta Smiley (faculty refreshments)	\$21.47		Flowers by Love & Son (Brenda Johnson)	\$36.50		Jeanetta Smiley (Jill Rushing)	\$64.95		Flowers by Love & Sons (Marcia Green)	\$36.50	Current Balance: 7/31/06		\$129.68	
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<b>7. VOCATIONAL NURSING REPORTS</b>	<p><b>7. VOCATIONAL NURSING REPORTS</b></p> <p><b>7.1 Coordinators Report – L. Barrett</b></p> <ul style="list-style-type: none"><li>Ms. Barrett reported that the NCLEX pass rate for last year is 90.62% and the program recently received approval with commendations from the Board.</li><li>Ms. Barrett reported 52 students are enrolled in Level I.</li><li>Ms. Barrett reported 38 students are enrolled in Level II.</li><li>The VN faculty meeting is scheduled for 9:00 a.m. on Friday morning</li></ul> <p><b>7.2 Level I – K. Dixon</b></p> <ul style="list-style-type: none"><li>No report</li></ul> <p><b>7.3 Level II – S. Williamson</b></p> <ul style="list-style-type: none"><li>No report.</li></ul> <p><b>7.4 Admission/Progression – L. Barrett</b></p> <ul style="list-style-type: none"><li>No report.</li></ul>																						
<b>10. ADDITIONAL ITEMS:</b>	<p><b>10. ADDITIONAL ITEMS</b></p> <ul style="list-style-type: none"><li>None</li></ul>																						
<b>11. ADJOURNMENT</b>	<p><b>11. ADJOURNMENT</b></p> <ul style="list-style-type: none"><li>The meeting was adjourned at 2:55 p.m.</li></ul>																						