

**AMARILLO COLLEGE
NURSING DIVISION FACULTY COMMITTEE MINUTES**

DATE: August 23, 2007

TIME & PLACE: 8:00 a.m. - West Campus Building A, Room 206

ATTENDANCE: Present: - LaVon Barrett, Jan Cannon, Karla Dixon, Theresa Edwards, Sandy Fricks, Marcia Green, D'dee Grove, Denise Hirsch, Paul Hogue, Verena Johnson, Marianne Jones, Marjeanne Moore, Sheryl Mueller, Richard Pullen, Kathy Reed, Lyndi Shadbolt, Delores Thompson, Ruth Whitehead, Sarah Williamson, and Kim Wright.

ABSENT: Melanie Gray, Cele Rangel, Tamara Rhodes

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 8:00 a.m. ▪ The Nursing Division Faculty Committee Minutes from the April 4th meeting were presented for approval. ▪ Ms. Thompson gave the invocation for the new academic year. ▪ Ms. Mueller introduced new faculty members and recognized position changes of faculty and staff members. Teresa Smoot has returned to teach in Level II of the Vocational Nursing Program replacing Lee Ann Laney. In the A.D.N. Program, Ruth Whitehead is replacing Rhonda Howard in the Community Health classroom and clinical courses and in pediatric clinical rotations. Denise Hirsch has been hired to replace Ruth in the NRC. Rebecca Vincent will be with us again this semester as a part-time faculty member to assist Sandy Fricks with the OB clinical rotations. Paula Garrison was promoted from Office Clerk to Staff Assistant in a job re-classification. ▪ Congratulations were offered to Jan Cannon for receiving the Mead Award in May. Congratulations also were expressed to Jeanetta Smiley, who was named Classified Employee of the Year at the General Assembly yesterday. Pat Murray received her 25-year pin at General Assembly yesterday and congratulations were offered to her. Jennifer Arp, now Ashcraft, was married during the summer, and Robyn Ferrell is expecting a baby in January. Congratulations to both of them. Theresa Edwards also reported that she had a new grandbaby born this summer, and congratulations were offered to her. ▪ Birthday wishes were offered to individuals who had or have birthdays in June: Verena Johnson (7), Sandy Fricks, (8) and Denise Hirsch (28); in July: Lyndi Shadbolt (16), Sheryl Mueller (14) and Paul Hogue (19) and in August: Marianne Jones(2), Pat Murray (7), Susan McClure (10), Marcia Green (21) and Richard Pullen (27). 	<p>A motion was made Delores Thompson and seconded by Richard Pullen to approve the Nursing Division Faculty Committee Minutes from the April 4th meeting. These minutes were approved without additions or corrections.</p> <p>.</p>
2. REPORT FROM DIVISION CHAIR - S. Mueller	2.1 REPORT FROM DIVISION CHAIR <ul style="list-style-type: none"> ▪ According to Faculty Organization bylaws, the VP is appointed by the chair and the Secretary is the Nursing Division Administrative Assistant. However, the Treasurer must be elected on an annual 	

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	<p>basis. Ms. Mueller noted that Sandy Fricks has been very efficiently completing these duties for the Nursing Division for several years and suggested that Sandy be the one to continue as Treasurer for the 07-08 academic year.</p> <ul style="list-style-type: none"> ▪ The A.D.N. Program currently has one full-time faculty position open due to Michelle James' recent resignation. One 19-hour per week staff assistant position is open in the NRC, and several student worker positions are available in the CAI Lab and NRC. ▪ The Human Resources' Manager has informed us that the title "Director" can no longer be used for the NRC faculty position. Therefore, Denise Hirsch's title is Instructor of the Nursing Resource Center. The job description, which is currently in revision, includes director duties. Denise is working under a BNE waiver and will graduate with her MSN in December. Richard Pullen has been assigned to work closely with Denise in the NRC this semester. ▪ Ms. Mueller presented an outline of the Nursing Division committees including the current committee chairs and members of these committees who still have terms to complete. She requested that each faculty member consider current committee memberships and then indicate on the index card provided a minimum of two committees that he/she would like to serve on during the next academic year. Committee assignments will be distributed to faculty members no later than next week. ▪ A new Nursing Division standing committee, the Clinical Simulation Committee, will be established this semester. Ruth Whitehead has volunteered to serve as the first chair of the committee. Khristi McKelvy and Marianne Jones have already been appointed to the committee. ▪ Committee chairs will need to schedule meeting dates and times with Jeanetta as soon as possible to ensure that these dates and times do not conflict. Jeanetta will send committee assignments out to faculty once they are finalized as well as the meeting times and dates for each committee. ▪ Faculty who need to update immunizations have been notified with a mailbox reminder note by Jeanetta. ▪ Ms. Mueller reminded faculty that clinical site scheduling/placement is being coordinated through the TPCN central scheduler. Faculty members are not at liberty to change clinical schedules/placement without contacting program directors, so that the central scheduler can be consulted. This includes all healthcare agencies and sites, including those utilized for precepted experiences. Richard Pullen is the liaison with the central scheduler for the AC Nursing Division. ▪ All classroom use must be arranged in advance. The Nursing Division does not own specific classrooms. We have priority for some rooms, but all room use must be scheduled through AC's room scheduler. The new central scheduler for the college is Rita Wilson. She can be contacted directly or through the office staff for room scheduling. Please be sure to check your classroom prior to class time to ensure that the classroom is set up properly and that the media equipment is functional. ▪ Please remind students that parking in the Northwest Branch Library lot is not permissible. Please direct students to where they may park on West Campus. ▪ We have had a theft of a PDA and a pager from a desk drawer in a faculty office over the summer. Please keep valuables locked up in your offices or take valuable home with you. Also, be aware that classrooms and outside doors in Building A are often not locked by the AC Police until late at night. ▪ Ms Mueller received a call over the summer from a person in the community who reportedly found AC clinical assignment papers with identifying patient information in a dumpster. Although, the person requested a meeting, the person failed to come to the scheduled meeting. Please shred any papers 	<p>A motion was made and seconded that Sandy Fricks continue as Treasurer for the Faculty Organization. The motion passed by majority vote of the faculty.</p>

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
	<p>of any type that have any identifying patient information on them, since it could result in a HIPPA violation if these papers are disposed of improperly.</p> <ul style="list-style-type: none"> ▪ A significant amount of legislation, which affects nursing education, was passed during the Texas 80th Legislative Session. Please refer to the TNA handout distributed. ▪ Ms. Mueller announced that the CDC published a new Guideline for Isolation Precautions this summer. Faculty need to review this guideline, especially in the lower levels where isolation precautions are been taught, in order to ensure that we are teaching current practices. ▪ Ms. Thompson asked to remind the faculty that she is collecting TCCTA applications and membership dues. 	
3. COLLEGE COMMITTEE REPORTS	<p>3. COLLEGE COMMITTEE REPORTS</p> <p><u>3.1 Academic Affairs –</u></p> <ul style="list-style-type: none"> ▪ No report. <p><u>3.2 Assessment – Mueller</u></p> <ul style="list-style-type: none"> ▪ No report. <p><u>3.3 Commencement – Cannon, Barrett, and Fricks</u></p> <ul style="list-style-type: none"> ▪ No report. <p><u>3.4 Distinguished Alumnus Selection Committee –</u></p> <ul style="list-style-type: none"> ▪ No report. <p><u>3.5 Faculty Professional Development –</u></p> <ul style="list-style-type: none"> ▪ No report. <p><u>3.6 Faculty Evaluation – Mueller</u></p> <ul style="list-style-type: none"> ▪ No report. <p><u>3.7 Faculty Handbook Committee –</u></p> <ul style="list-style-type: none"> ▪ No report. <p><u>3.8 Faculty Senate – Dixon, & Jones</u></p> <ul style="list-style-type: none"> ▪ No report. <p><u>3.9 Faculty Technology Users Committee– Grove</u></p> <ul style="list-style-type: none"> ▪ No report. <p><u>3.10 Faculty Travel – Jones</u></p> <ul style="list-style-type: none"> ▪ No report. <p><u>3.11 Honors Program Committee –</u></p> <ul style="list-style-type: none"> ▪ No report. 	

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	<p><u>3.12 Institutional Effectiveness Committee - Pullen</u></p> <ul style="list-style-type: none"> No report. <p><u>3.13 Library Network Advisory Committee – Moore</u></p> <ul style="list-style-type: none"> No report. <p><u>3.14 On-line Faculty Advisory Committee – Pullen</u></p> <ul style="list-style-type: none"> No report. <p><u>3.15 President’s Council – Mueller</u></p> <ul style="list-style-type: none"> No report. <p><u>3.16 Rank & Tenure – Thompson</u></p> <ul style="list-style-type: none"> No report. <p><u>3.17 Safety –</u></p> <ul style="list-style-type: none"> No report. <p><u>3.18 Traffic Citation Appeals Committee – Reed</u></p> <ul style="list-style-type: none"> No report. <p><u>3.19 Web Advisory Committee – Wright</u></p> <ul style="list-style-type: none"> The committee met not met. 	
<p>4. NURSING DIVISION COMMITTEE REPORTS</p>	<p>4. NURSING DIVISION COMMITTEE REPORTS</p> <p><u>4.1 Advisory-- Mueller</u></p> <ul style="list-style-type: none"> The meeting has not been scheduled for the fall semester yet. <p><u>4.2 Student Activities – Hogue & Whitehead; Edwards</u></p> <ul style="list-style-type: none"> Ruth Whitehead and Theresa Edwards are SNA co-sponsors. For the Pinning Committee, Marianne Jones will oversee the Pinning Ceremony reception, and Ruth Whitehead will coordinate the Pinning Ceremony program with Jan Cannon serving as her mentor. Jan Cannon will soon be submitting the SNA audit for the year to the Nursing Division Chair and the Washington Street Business office. <p><u>4.3 Testing – Pullen (Interim)</u></p> <ul style="list-style-type: none"> Goals and Objectives have been submitted. <p><u>4.4 Nursing Peer Review – Shadbolt</u></p> <ul style="list-style-type: none"> No report. <p><u>4.5 Learning Resources Committee – Hirsch</u></p> <ul style="list-style-type: none"> No report. 	

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	<p>4.6 <u>Technology Users Committee - Grove</u></p> <ul style="list-style-type: none"> No report. 													
5.MISCELLANEOUS	<p>5.MISCELLANEOUS</p> <p>5.1 NRC – Hirsch/Pullen (McKelvy)</p> <ul style="list-style-type: none"> Goals and Objectives have been written. Lab schedules are almost complete. <p>5.2 Computer Testing Center – Gray</p> <ul style="list-style-type: none"> Ms. Gray reported she needs all testing requests by August 31st Please announce to your students that only their student ID is acceptable for identification at the time of testing in the Testing Center. <p>5.3 Advising and Counseling - McClure</p> <ul style="list-style-type: none"> Ms. McClure reported she has been very busy advising students. <p>5.4 Announce Staff Development – Shadbolt and Williamson</p> <ul style="list-style-type: none"> Ms. Mueller announced that the first staff development program for the A.D.N. faculty only is on Friday, August 24th. An individual from MEDS Publishing will be here to provide LSRN training for faculty. 													
6.TREASURER'S REPORT	<p>6.TREASURER'S REPORT – S. Fricks</p> <table border="0"> <tr> <td>Beginning Balance</td> <td>3/3/07</td> <td>\$413.34</td> </tr> <tr> <td>Expenses:</td> <td>Barnes and Nobles for LeeAnn and Kim</td> <td>\$35.00</td> </tr> <tr> <td></td> <td>Scott's Flowers for LaVon</td> <td>\$36.00</td> </tr> <tr> <td>Ending Balance</td> <td>7/31/07</td> <td>\$295.87</td> </tr> </table> <p>Dues \$35.00 due now!</p>	Beginning Balance	3/3/07	\$413.34	Expenses:	Barnes and Nobles for LeeAnn and Kim	\$35.00		Scott's Flowers for LaVon	\$36.00	Ending Balance	7/31/07	\$295.87	
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7. VOCATIONAL NURSING REPORTS	<p>7. VOCATIONAL NURSING REPORTS</p> <p>7.1 Coordinators Report – L. Barrett</p> <ul style="list-style-type: none"> All May graduates who have taken the NCLEX-PN Exam have passed. Anticipate 55 in level I. Anticipate 42 in level II. <p>7.2 Level I – K. Dixon</p> <ul style="list-style-type: none"> No report <p>7.3 Level II – S. Williamson</p> <ul style="list-style-type: none"> No report. 													

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	<u>7.4 Admission/Progression – L. Barrett</u> <ul style="list-style-type: none"> No Report 	
8. ADDITIONAL ITEMS:	<u>10. ADDITIONAL ITEMS</u> <ul style="list-style-type: none"> Directions were given to Lyndi Shadbolt's home for the faculty/staff luncheon. A map that Paula Garrison had printed with directions to Lyndi's home was provided for everyone. 	
9. ADJOURNMENT	<u>11. ADJOURNMENT</u> <ul style="list-style-type: none"> The meeting was adjourned at 8:50 a.m. 	

Jeanetta Smiley, Recording Secretary Date

Sheryl Mueller, Nursing Division Chair Date