

**AMARILLO COLLEGE
NURSING DIVISION FACULTY ORGANIZATION MINUTES**

DATE: August 26, 2005

TIME & PLACE: 8:30 am. - West Campus Building A, Room 108

ATTENDANCE: Present: - LaVon Barrett, Rene Boyd, Jan Cannon, Michelle Conrad, Karla Dixon, Sandy Fricks, D'dee Grove, Dale Hoggatt, Paul Hogue, Cheryl Howard, Rhonda Howard, Brenda Johnson, Marianne Jones, Jana Kidd, Marjeanne Moore, Sheryl Mueller, Pat Murray, Richard Pullen, Kathy Reed, Jill Rushing, Karen Russell, Lyndi Shadbolt, Delores Thompson, Sarah Williamson, and Kim Wright.

ABSENT: None

AGENDA: See Attached

MINUTES:

| TOPIC | DISCUSSION/RATIONALE | ACTION/ RECOMMENDATION |
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| 1. OPENING REMARKS S. MUELLER Helen Hart New Faculty New CTAs Positions still open | 1.OPENING REMARKS - S. MUELLER <ul style="list-style-type: none"> ▪ Ms. Mueller called the meeting to order at 8:35 a.m. ▪ Delores Thompson gave the invocation. ▪ We celebrated August and September birthdays for Marianne Jones, Rhonda Howard, Pat Murray, Brenda Jackson, Marcia Green, Richard Pullen, Kay Trew, Dale Hoggatt, Kathy Reed, and Karen Russell. ▪ Ms. Mueller called for approval of the minutes from the May 4th meeting. ▪ Dr. Pullen read a letter of thanks from Ken Hart for the flowers and food sent after Helen's death. ▪ Ms. Mueller announced that a picture of Helen Hart and an engraved plaque in her memory is now displayed in the hallway on the second floor. Dr. Pullen had the picture duplicated, framed, and the plaque made for us in remembrance of Helen. ▪ Please welcome our new full-time A.D.N. faculty. Michelle Conrad will be working in Level II OB. Brenda Johnson will be working in Level IV Critical Care. Dale Hoggatt will be working in Level I Pharmacology and Level III Mental Health. Delores Thompson will be working in Level I and Level III Med-Surg clinicals. ▪ We have several new Clinical Teaching Assistants in the Associate Degree Nursing Program. Theresa Edwards will be working in Level III Med-Surg. Zenitha Rosales is back with us in Level II Med-Surg. Candice Vinson will be working in Level IV Critical Care and Level I. Laura Cox will be working in Level II Med-Surg. Tiffany Erickson will be covering the 2nd day each week opposite Norma Pena-Smith in Level II OB. ▪ Ms. Mueller announced that we have several positions to fill within the Nursing Division. The Nursing Resource Center Director position is open, since Linda Messenger submitted her resignation this summer. There are no applications for the position so far. The Instructional Laboratory Resource Assistant position for the CAI Lab/Testing Center should be posted soon. We have had a few applications for the 19-hour/week, 9-month Staff Assistant position in the Nursing Resource Center. There are two full-time faculty positions open, other than the NRC Director position. One is a new position in the A.D.N. Program, and the other is a full-time faculty position in the Vocational Nursing Program to replace Delores Thompson. | <ul style="list-style-type: none"> ▪ A motion was made by Delores Thompson and seconded by Richard Pullen to approve the minutes from the May 4, 2005 meeting. The minutes were approved with wording corrections in the Level II A.D.N. report. |

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| <p>2. REPORT FROM DIVISION CHAIR - S. MUELLER</p> <p>Facilities Update</p> <p>Bookstore</p> <p>Student Name badges</p> <p>Affiliation Agreements</p> | <p>2.1 REPORT FROM DIVISION CHAIR</p> <ul style="list-style-type: none"> ▪ The new roof on Building A was scheduled to have been completed in late July and early August. It has not been completed yet due to rainy weather and roofing materials delays. Bruce Cotgreave has assured us that the roof is leak proof at present and that the job will be completed as soon as the rest of the roofing materials arrive. ▪ WCC-103 is now ready for classroom use by the Level II VN students. The computer equipment has been installed and adequate seating is available. ▪ The Nursing Division has been awarded re-allocated Perkins funds to purchase a projection camera (Elmo) for WCA-109 this fall. Funds to purchase a projection camera for WCA-107 will be requested in Perkins funds for 2006. ▪ Ms. Mueller reminded faculty to tell all students who are attending classes in Building "C" to park in the back parking lots as soon as possible after classes start. ▪ Ms. Mueller was summoned to a meeting with James Elliott and Dennis Leslie regarding overruns in Nursing Division course manuals (both A.D.N. and VN) during the 04-05 academic year. The cost of these overruns was \$2,185.00. The West Campus Bookstore absorbed these losses, but in the future the West Campus Bookstore will only absorb the first \$500 of course manual overrun costs. After the first \$500, the Nursing Division will have to split the cost of the overruns with the Bookstore from our own budgets. Part of the problem is that the Bookstore ordered more course manuals than requested during the 04-05 academic year to try to curb student complaints about inadequate numbers of course manuals the previous year. In addition, it is difficult to control student behavior in regards to purchasing course manuals. Some students will reproduce manuals from other students' manuals, share manuals, or borrow manuals from students who have previously taken the courses. In the future, course manuals from the Nursing Division will be ordered for each enrolled student by name, not by counting numbers expected in courses. Then these numbers will be monitored carefully from fall to spring to avoid over-ordering, if possible. If we under-order course manuals, students may have to wait a few days for more manuals to be printed in the spring 2006 semester. Faculty may not make changes in course manuals from fall to spring semester. ▪ Ms. Mueller reported an incident that occurred this summer regarding student name badges. A student badge was found at BSA HS and brought to Amarillo College by a BSAHS security officer. This student had an ADN name badge, but she was a CNA student who had failed the CNA course. This incident was reported to the AC Police Department, and in effort to prevent improper use of these name badges in our affiliated healthcare facilities, new security measures are being implemented. A list of students eligible to receive badges in both programs has been send to the Student Assistance Centers on the West and Washington Street Campuses. A picture id is now required to issue a name badge. A student must come to the Nursing Division Office and sign a declaration statement if he/she has lost his/her name badge and secure Division Chair approval for a new name badge. Students will need to surrender their name badges at graduation or program dismissal. ▪ Due to Dr. Byrd's resignation (change of signatory), all Nursing Division Affiliation Agreements have been sent to the various agencies to be re-signed. Not all agreements have been returned yet, but we are following this closely to ensure that all agreements are completed prior to the beginning of clinical | |

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| <p>Preceptor Agreements</p> <p>Spring 06 Schedule</p> <p>Advising</p> <p>Workshop</p> <p>Nursing Faculty Committees</p> <p>Grants</p> <p>2006 Budget</p> <p>Free Lunch</p> <p>Strategic Plan</p> <p>Miscellaneous</p> | <p>rotations.</p> <ul style="list-style-type: none"> Planned Parenthood has requested that an Indemnity Clause be added to their affiliation agreement. According to Bob Sanders, college attorney, this clause can not be added to the affiliation agreement of a public, tax-supported educational institution. Until further notice, we will not be using Planned Parenthood as a clinical agency for student education. Remember to check your preceptor agreements for currency. Get updated agreements, as necessary, to the Administrative Assistant prior to students beginning clinical assignments. The spring 2006 class schedules are due to the Registrar on September 6, 2005. The fall 2005 schedule is coming around this morning for faculty to make any corrections needed for the spring 2006 semester. The Nursing Division will need to review the Nursing Division Advising Plan this semester. Changes have been made affecting advising throughout the college, which necessitate that we review /revise our plan. Although some departments/divisions have decided to no longer require that student registration holds be removed each semester, students in the Nursing Division will still continue to have registration holds which must be removed each semester prior to enrollment in the next semester courses. This will allow us to advise students each semester as needed and to have better knowledge and control of our numbers in each program level. Ms. Mueller asked faculty to commit to a Testing Workshop on October 19th from 10:00 a.m. to 4:00 p.m. She will be checking into the college professional development funds set aside for special projects to pay for the workshop. Ms. Mueller handed out index cards and asked faculty to request committees that they would like to serve on during 2005-06. This information will be compiled, and the committee lists will be available next week. Ms. Mueller reported that she and Richard Pullen along with Danita McAnally worked on and submitted a Department of Labor grant proposal, entitled, "Nursing the Numbers Through Faculty Recruitment and Student Retention" this summer. She also reported that she and Danita wrote a grant proposal to the Harrington Trust late this summer. There has been no word on either grant proposal. The 2006 budget will be on the agenda for adoption at the Board of Regents meeting on August 30th. The Nursing Division budget is intact as requested, except that funds to pay the A.D.N. non-appointed staff in the NRC are missing. Dr. Matney has been contacted and will make adjustments from the appointed pool to the non-appointed pool after the college budget has been approved at the August 30th Board meeting. Jan Cannon announced that the Baptist Student Ministries (BSM) will be on our campus on September 14th at 11:30 with lunch for our students. Please announce this to students in your classes, so they can participate. The new AC Strategic Plan is available for your review on the Amarillo College Web site under the President's Page. Friday Forums will be held by the President to review the Strategic Plan and answer questions. The forum on the West Campus, however, is scheduled on Wednesday, September 14th at 1:00 p.m. The Washington Street Campus has adopted a 4-day class schedule. This will probably have minimal effect on Nursing Division students already enrolled in our programs, but the finals testing schedule | <p>The majority of faculty agreed to set aside that time for the Testing Workshop.</p> |

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| <p>Dr. Tinto</p> <p>BNE</p> <p>WECM</p> <p>NRC</p> <p>PERKINS GRANT</p> | <p>will need to be reviewed carefully in relation to our own scheduling of tests, if students are still taking general education courses in the lower levels.</p> <ul style="list-style-type: none"> ▪ Amarillo College has chosen not to participate any longer in the Virtual College of Texas (VCT). ▪ If you have discipline problems with a student, please contact Bob Austin. He is the college contact person for student discipline issues. ▪ The October 28th In-Service Day has been cancelled. ▪ Dr. Tinto was impressed with the Amarillo College faculty. He thought that the faculty were open, friendly and receptive to new ideas and change. However, he thought that AC is behind other colleges in use of innovative teaching strategies and use of technology. He suggested developing and testing new ideas with the new faculty being hired. He encouraged sending faculty in teams to other colleges to gather new ideas and approaches and bring them back to AC. ▪ The BNE website is continually being updated with new information. ▪ The BNE has now assigned each program or school a specific nurse consultant. Our BNE nurse consultant is Betty Sims. ▪ Graduate applications are now available on-line for the December graduates. Students can choose this year to apply on-line or submit a paper application. On-line applications will have to be submitted with a credit card payment. ▪ Initial licensure fees have increased to \$139.00 for both ADN and VN graduates. This semester VN program graduates are required to submit fingerprint cards for a FBI criminal background check as part of the initial licensure process. ▪ Associate Degree Nursing and Vocational Nursing courses are being reviewed at the WECM Course Review Workshop in Midland, Texas on October 13th and 14th. Ms. Mueller and Ms. Shadbolt have both been nominated to attend, but are on a waiting list at this time. ▪ WCA- 206 has become part of the Nursing Resource Center. Privacy curtains and tracks have been ordered for the beds that have already been moved into the room. ▪ The room can still accommodate 25 students for post conference and some other meetings when not otherwise in use. ▪ The Perkins Grant funds have been distributed. We have begun the requisition process, and we will be receiving most of the supplies and equipment originally requested for the NRC. ▪ A Virtual IV Self-Directed Learning System has been ordered. ▪ 2 new computers have been ordered for running the new log-in software in the NRC. | |
| <p>3. COLLEGE COMMITTEE REPORTS</p> | <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 Commencement – Barrett, Cannon, Grove, Rushing, and Wright</u></p> <ul style="list-style-type: none"> ▪ Not met. <p><u>3.4 Faculty Professional Development – Rushing</u></p> <ul style="list-style-type: none"> ▪ Not met. <p><u>3.5 Faculty Evaluation – D. Thompson</u></p> | |

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| | <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"> ▪ Not met. <p><u>3.9 Faculty Travel –</u></p> <ul style="list-style-type: none"> ▪ Not met. <p><u>3.10 Honors Program Committee – Barrett</u></p> <ul style="list-style-type: none"> ▪ Not met. <p><u>3.11 Institutional Effectiveness Committee - Pullen</u></p> <ul style="list-style-type: none"> ▪ Not met. <p><u>3.12 President’s Council – Mueller</u></p> <ul style="list-style-type: none"> ▪ Not met. <p><u>3.13 Rank & Tenure – R. Pullen</u></p> <ul style="list-style-type: none"> ▪ Not met. <p><u>3.14 Traffic Citation Appeals Committee –</u></p> <ul style="list-style-type: none"> ▪ Not met. <p><u>3.15 Wellness – R. Howard</u></p> <ul style="list-style-type: none"> ▪ Not Met | |
| 4. NURSING DIVISION COMMITTEE REPORTS | <p>4. NURSING DIVISION COMMITTEE REPORTS</p> <p><u>4.1 Advisory – S. Mueller</u></p> <ul style="list-style-type: none"> ▪ The meeting is scheduled for November 16th at 3:00 p.m. <p><u>4.2 Student Activities – J. Kidd & P. Hogue</u></p> <ul style="list-style-type: none"> ▪ Ms. Rushing reported that the SNA will be serving a “Welcome Back” breakfast for the students. <p><u>4.3 Testing – J. Rushing</u></p> <ul style="list-style-type: none"> ▪ Not met. | |

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| | 4.4 Nursing Peer Review –S. Fricks Mrs. Fricks has made the necessary changes in the Nursing Peer Review Policies. They have been forwarded to the Division Chair for review. They will be submitted them to the committee for approval and subsequent placement in the Faculty Handbook. | |
| 5.MISCELLANEOUS | 5.MISCELLANEOUS 5.1 NRC – <ul style="list-style-type: none">▪ Marcia Green reported that the NRC has been expanded to include room 206. Five beds have been moved to the room. There will still be 25 desks and chairs to accommodate small groups.▪ Privacy curtains for the beds have arrived, and a work order has been completed to have them installed.▪ Reservations for Room 206 for post conferences, skill demonstrations, etc. must be made by the NRC staff.▪ Students will now use the last 4 digits of their SSN to log in instead of the whole number.▪ Discrepancies from the fall 2004 and spring 2005 utilization report is very large. There may be a glitch in the computer, compounded by the fact that the students are not logging in or more probably not logging out.▪ Current textbooks in the reserve section and the “stacks” of the NRC library have been audited and we are short several copies or do not have any copies. We are in the process of requesting complimentary or desk copies of all required books. 5.2 Computer Testing Center – C. Howard <ul style="list-style-type: none">▪ Ms. Howard reported that assigned seating for VN Level I and Introduction to Nursing students will begin this semester.▪ The computerized digital security system for the Testing Center has been purchased, and we are waiting on the college to install it. | |
| 6.TREASURER’S REPORT | 6.TREASURER’S REPORT – S. Fricks Balance: 8/25/05 \$214.98 Expenses: Things remembered for Sandy Roberson \$59.84 Outstanding United Rhonda Howard \$31.38 Outstanding Flowers by Love & Sons for Helen Hart \$55.00 Outstanding Jeanetta Smiley for refreshments \$32.36 Flowers by Love and Sons for Sharon Toledo \$37.50 D’d ee Grove for Cami Meason \$40.95 Current Balance: \$174.03 ▪ \$35.00 Faculty Dues are due | |
| 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 BNE will be making their routine visit on November 17th | |

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| | <ul style="list-style-type: none"> ▪ The VN Program first-time pass rate for 2005 is 94% ▪ The VN Program will continue using the ATI system for students ▪ There is one full-time position open, and the plan is to begin interviews about the 3rd week of school ▪ The Amarillo College VN Program is the 4th largest program in the state by number of graduates ▪ Karla Dixon and LaVon Barrett are implementing a Service Learning Project in VNSG 1304. The Title is "STARS", which stands for Student leadership, Thoughtful, Authentic, Reflective Practice of Nursing, and Substantive Partnership. The students will write a paper, and the long-term goal is to require a portfolio. <p><u>7.2 Level I – L. Barrett</u></p> <ul style="list-style-type: none"> ▪ No report. <p><u>7.3 Level II – S. Williamson</u></p> <ul style="list-style-type: none"> ▪ No report. <p><u>7.4 Admission/Progression – L. Shadbolt</u></p> <ul style="list-style-type: none"> ▪ No report. | |
| 8. ADJOURNMENT | 11. ADJOURNMENT <ul style="list-style-type: none"> ▪ The meeting was adjourned at 3:55 p.m. | |

Jeanetta Smiley, Recording Secretary

Date