

**AMARILLO COLLEGE
NURSING DIVISION FACULTY COMMITTEE MINUTES**

DATE: September 12, 2007

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

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, Cele Rangel, Kathy Reed, Tamara Rhodes, Lyndi Shadbolt, Teresa Smoot, Delores Thompson, Ruth Whitehead, and Kim Wright.

ABSENT: Melanie Gray, Pat Murray, and Sarah Williamson

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 1:40 p.m. ▪ The Nursing Division Faculty Committee Minutes from the August 23rd meeting were presented for approval. ▪ The A.D.N. Annual Meeting Minutes from the August 23rd meeting were presented for approval. ▪ September birthday wishes were offered to Robyn Ferrell (8) and Kathy Reed (22). ▪ A thank you card written by Rhonda Howard for the departing gifts given to her from the division was read to the faculty. ▪ Condolences were offered to Tamara Rhodes. Tamara's sister, Cindy Simonton, passed away during the week of August 20th. Ms. Mueller asked Tamara to share a little information about her sister. ▪ The Nursing Division will be collecting funds during the fall semester to donate to a nursing scholarship to celebrate and honor Cindy's life. Donations can be given initially to Jeanetta in the Nursing Division Office. These funds will then be directed to a nursing scholarship in the AC Foundation. 	<p>A motion was made Richard Pullen and seconded by Ruth Whitehead to approve the Nursing Division Faculty Committee Minutes from the August 23rd meeting. The minutes were approved without additions or corrections.</p> <p>A motion was made by Lyndi Shadbolt and seconded by Ruth Whitehead to approve the A.D.N. Annual Meeting Minutes from August 23rd. These minutes were approved without additions or corrections.</p>
2. REPORT FROM DIVISION CHAIR - S. Mueller Board of Regents	2.1 REPORT FROM DIVISION CHAIR <ul style="list-style-type: none"> ▪ Ms. Mueller provided highlights of the AC Board of Regents meeting on August 28th: ▪ Shiver-Megert & Associates, the architecture and engineering firm retained by the Board to develop a master facility plan for AC, provided a PowerPoint presentation of the plan. Nursing is at the forefront of the identified critical needs in the master plan objectives. See the attached Amarillo College Master Plan 2020 Executive Summary. ▪ The AC 2007-08 FY budget was adopted by the Regents. The veto of community college funding this summer by the Governor will not affect this year's budget. It will impact the 2008-09 FY budget. ▪ An order calling for a bond election and agreements with Potter and Randall Counties to call for joint elections on November 6th was adopted by the Board of Regents. Becky Hunter and Charlyn Snow of NWTSHS asked for recognition by the Board and spoke in favor of the bond election. These individuals spoke at length about the need for more nurses in Amarillo and how important it is to provide the 	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
VP Council	<p>physical space to educate more nurses through increased enrollment capacity in the nursing programs.</p> <ul style="list-style-type: none"> ▪ Information will be distributed to all AC employees about how to discuss the bond election with the public. Also, a brochure has been printed and is being distributed to businesses in the Amarillo area to provide information to the public about the bond issue. ▪ The appointments of two nursing faculty members, Teresa Smoot and Denise Hirsch, were approved at the Board meeting. ▪ Dr. Brad Johnson presented the 2007 revision of the AC Strategic Plan. The college goals have been reduced from eleven to seven and the format of the plan has been significantly altered. ▪ The College Relations Department is sponsoring a new faculty campaign. Cele Rangel is being featured in this campaign of "Those who can...teach at Amarillo College." ▪ The college-level Faculty Travel Committee has been dissolved. All faculty travel funds have been allocated to each division in the amount of \$275/full-time faculty member. ▪ A Nursing Division Travel Committee, consisting of the Level Coordinators from VN Program and the Team Coordinators from the A.D.N. Program, as well as LaVon Barrett and Sheryl Mueller will be formed to administer the travel funds allocated to the Nursing Division. When the Nursing Division Travel Committee has developed the guidelines and application for travel, faculty will be notified and given a period of time to apply for the division travel funds, which total \$6,325.00. ▪ A firm, Computer Works Inc., was recently employed by AC to develop an IT Tactical Plan. A major recommendation, which the college has endorsed, is to adopt a fixed replacement schedule for faculty computers as well as computers in the college labs. The plan eventually will require the replacement of computers, not a roll-down schedule, of computers every 3 years. ▪ The 2008Spring Schedule for the Nursing Division has been submitted. One major change is that Introduction to Nursing is moving to the Lecture Hall to accommodate the 90 anticipated students to be admitted in the spring 2008 semester. Also, Health Assessment is moving from the Lecture Hall to WCC-112. ▪ Carl Perkins funding requirements are changing next year. These requirements will make it more difficult for some programs to qualify for Perkins funds. This can either help or hurt the Nursing Division depending upon whether our programs can meet the new required standards of eligibility. ▪ Thank you to Delores Thompson, Kathy Reed and D'dee Grove who participated in the Student Outcomes Assessment project last spring semester. In fact, these three nursing faculty members submitted 46% of all the artifacts assessed in this project. ▪ The E-learning Center needs faculty input about changing to a new learning management system. Web-CT will not be available by fall 2008. Also, please note that the ELC has some faculty stipends available to develop on-line courses. ▪ The Board of Nursing (BON) is in transition as the legislated changes from the 80th Legislative Session are implemented. The name change to BON became official on September 1st. The website is still under the BNE, but the rules and regulations have been changed to BON. The BON meets again in mid-October, and there will be additional changes implemented after that time. ▪ Ms. Mueller distributed copies of the new CDC Standard Precautions changes, which became effective in July. One major change is the addition of Respiratory Hygiene/Cough Etiquette to the new Standard Precautions. See the attached handouts. 	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
3. COLLEGE COMMITTEE REPORTS	<p>3. COLLEGE COMMITTEE REPORTS</p> <p><u>3.1 Academic Affairs – Barrett</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"> ▪ This committee will meet next month. <p><u>3.4 Distinguished Alumnus Selection – Pullen</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. ▪ Ms. Mueller announced that the committee needs to elect a new representative to replace Rhonda Howard. Sarah Williamson has expressed a desire to fill this position. <p><u>3.6 Faculty Evaluation – Mueller</u></p> <ul style="list-style-type: none"> ▪ No report. <p><u>3.7 Faculty Handbook – Moore</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"> ▪ The Senate met last Friday. ▪ Faculty parking was discussed and a committee was formed to further explore the issues. ▪ The AC Strategic Plan was reviewed. ▪ The Governor's veto of community college funding was discussed. ▪ The topic of buying multiple passenger vans to travel with students was discussed. ▪ The committee announced that faculty would be able make copies during the final part of the 2006-07 academic year. ▪ A subcommittee was established to review faculty surveys. ▪ A subcommittee was established to review the requirements/standards for each on-line course. 	<p>Sarah Williamson was unanimously elected to serve on this committee from the Nursing Division.</p>

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
	<p><u>3.9 Faculty Technology Users – 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 Institutional Effectiveness - Pullen</u></p> <ul style="list-style-type: none"> No report. <p><u>3.12 Library Network Advisory – Moore</u></p> <ul style="list-style-type: none"> No report. <p><u>3.13 On-line Faculty Advisory - Pullen</u></p> <ul style="list-style-type: none"> Meets next Thursday. <p><u>3.14 President’s Council – Mueller</u></p> <ul style="list-style-type: none"> No report. <p><u>3.15 Rank & Tenure – Thompson</u></p> <ul style="list-style-type: none"> The committee should have information sent out via e-mail within the next week. <p><u>3.16 Testing and Remediation – Thompson</u></p> <ul style="list-style-type: none"> No report. <p><u>3.17 Traffic Citation Appeals – Reed</u></p> <ul style="list-style-type: none"> No report. <p><u>3.18 Wellness – Whitehead</u></p> <ul style="list-style-type: none"> No report. 	
4. NURSING DIVISION COMMITTEE REPORTS	<p>4. NURSING DIVISION COMMITTEE REPORTS</p> <p><u>4.1 Advisory-- Mueller</u></p> <ul style="list-style-type: none"> The fall meeting is scheduled for November 27th at 3:00 p.m. <p><u>4.2 Student Activities – Cannon</u></p> <ul style="list-style-type: none"> The committee will meet on Tuesday, September 25, at 1:30 p.m. Oasis Southwest Baptist Church has backed out of allowing us to use the church for the December A.D.N. Pinning Ceremony. We are looking for another site and can expect an Increase in cost. <p><u>4.3 Testing – Pullen (Interim)</u></p> <ul style="list-style-type: none"> The first meeting is scheduled for September 19th. The new committee goals and objectives were given to each committee member for review. 	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
	<p>4.4 <u>Nursing Peer Review – Shadbolt</u></p> <ul style="list-style-type: none"> No report. There will be some changes in both the incident-based and safe harbor nursing peer review regulations as a result of legislative changes during the 80th Legislative Session. These changes will not be effective until after the BON meets in mid-October. <p>4.5 <u>Learning Resources – Hirsch</u></p> <ul style="list-style-type: none"> The committee is completing some assignments from last spring in regards to review of print materials in the Northwest Branch Library. <p>4.6 <u>Nursing Technology Users - Grove</u></p> <ul style="list-style-type: none"> No report. Meeting scheduled for September 24th at 1:30 p.m. <p>4.7 <u>Clinical Simulation - Whitehead</u></p> <ul style="list-style-type: none"> No report. An initial meeting will be called soon. 	
5.MISCELLANEOUS	<p>5.MISCELLANEOUS</p> <p>5.1 <u>NRC – Hirsch/Pullen</u></p> <ul style="list-style-type: none"> Khristi McKelvy & Denise Hirsch are trying to review books and media to make sure that the lists are current and match what is actually available. Please check for CDs, videos, or books that belong to the NRC, so that the NRC inventory is up-to-date. The NRC would like to have a copy of each required/suggested course textbook on hand. If you have a desk copy or can assist in getting copy for the NRC, please contact Denise. The Blue Blazers for Amarillo College assist with recruitment and are ambassadors for AC. This is a great opportunity for students. The nominating period is now open for Blue Blazers. <p>5.2 <u>Computer Testing Center – Gray</u></p> <ul style="list-style-type: none"> Ms. Gray is unable to attend the meeting, but she wanted to be sure that everyone is aware that each student must present an ID that contains the student's Colleague number prior to testing in the Testing Center. The Amarillo College Student ID contains the student's Colleague number. <p>5.3 <u>Advising and Counseling - McClure</u></p> <ul style="list-style-type: none"> Ms. McClure reported that effective for fall 2007 new students will have a six-drop policy. After the 6th drop, a student will pay out -of- state tuition. Plans are being made for January 2009 to have a no-tax day for the purchase of textbooks. Advising Sessions have begun and registration for the spring 2008 semester is fast approaching. 	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION																		
	<u>5.4 Announce Staff Development – Shadbolt and Williamson</u> <ul style="list-style-type: none"> The staff development presented by Brenda Rossnagel went great. The next staff development is in the works, but it is not finalized yet. 																			
6.TREASURER'S REPORT	6.TREASURER'S REPORT – S. Fricks <table border="0" data-bbox="409 349 1470 544"> <tr> <td>Beginning Balance</td> <td>7/31/07</td> <td>\$295.87</td> </tr> <tr> <td>Deposits:</td> <td>8/1/07</td> <td>\$155.00</td> </tr> <tr> <td></td> <td>8/27/07</td> <td>\$250.00</td> </tr> <tr> <td>Expenses:</td> <td>Scott's Flowers (Melanie Gray)</td> <td>\$49.00</td> </tr> <tr> <td></td> <td>Lyndi Shadbolt (Faculty Luncheon)</td> <td>\$69.26</td> </tr> <tr> <td>Balance:</td> <td>8/31/07</td> <td>\$590.61</td> </tr> </table> <p>Dues are DUE NOW \$35.00</p>	Beginning Balance	7/31/07	\$295.87	Deposits:	8/1/07	\$155.00		8/27/07	\$250.00	Expenses:	Scott's Flowers (Melanie Gray)	\$49.00		Lyndi Shadbolt (Faculty Luncheon)	\$69.26	Balance:	8/31/07	\$590.61	
Beginning Balance	7/31/07	\$295.87																		
Deposits:	8/1/07	\$155.00																		
	8/27/07	\$250.00																		
Expenses:	Scott's Flowers (Melanie Gray)	\$49.00																		
	Lyndi Shadbolt (Faculty Luncheon)	\$69.26																		
Balance:	8/31/07	\$590.61																		
7. VOCATIONAL NURSING REPORTS	7. VOCATIONAL NURSING REPORTS <p><u>7.1 Coordinators Report – L. Barrett</u></p> <ul style="list-style-type: none"> Ms. Barrett reported that they are still looking for a location for pinning. The high schools are having Christmas activities the week of pinning. <p><u>7.2 Level I – K. Dixon</u></p> <ul style="list-style-type: none"> The students have begun the new semester and are already overwhelmed! The new curriculum for Vocational Nursing has added VNSG Pharmacology and Medication Administration courses and split the Mental Health course into two courses. <p><u>7.3 Level II – S. Williamson</u></p> <ul style="list-style-type: none"> Kim Wright presented information to the Vocational Nursing students regarding the Transition to Nursing Practice course in the ADN Program. <p><u>7.4 Admission/Progression – L. Barrett</u></p> <ul style="list-style-type: none"> No Report 																			
8. ASSOCIATE DEGREE NURSING REPORTS	8. ASSOCIATE DEGREE NURSING REPORTS <p><u>8.1 Level I – Moore</u></p> <ul style="list-style-type: none"> <u>Introduction to Nursing</u> 83 students currently enrolled; no exam yet. <u>Principles of Clinical Decision Making</u> 70 students currently enrolled; no exam yet. <u>Pharmacology</u> 71 students currently enrolled; 1 failing after the first exam. <p><u>8.2 Level II – Fricks</u></p> <ul style="list-style-type: none"> <u>Concepts of Clinical Decision Making I</u> 																			

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
	<p>58 students currently enrolled; 5 have withdrawn. The first exam is to be given on October 2nd.</p> <ul style="list-style-type: none"> ▪ <u>Care of Childbearing Family</u> 62 currently enrolled; 5 have withdrawn. The first test is to be given on September 18th. ▪ <u>Health Assessment in class</u> 31 students currently enrolled; 4 have withdrawn. ▪ Health Assessment On-line 29 currently enrolled; 2 have withdrawn. ▪ <u>Transition to Nursing Practice</u> 30 students currently enrolled. The first exam is to be given October 1st. <p><u>8.3 Level III – Pullen</u></p> <ul style="list-style-type: none"> ▪ 87 students enrolled in at least one Level III course. ▪ <u>Concepts of Clinical Decision Making II</u> 53 students currently enrolled. The first exam is scheduled for October 2nd. ▪ <u>Care of Children and Families</u> 66 students currently enrolled. The first exam is scheduled for September 18th. ▪ <u>Mental Health</u> 69 students currently enrolled. The first exam is scheduled for September 26th. <p><u>8.4 Level IV – Reed</u></p> <ul style="list-style-type: none"> ▪ <u>Advanced Concepts of Adult Health</u> 71 currently enrolled. ▪ <u>Management of Client Care</u> 70 currently enrolled. ▪ <u>Introduction to Community Based Nursing</u> 48 currently enrolled. 	
9. ADN COMMITTEE REPORTS	<p>9. ADN COMMITTEE REPORTS</p> <p>9.1 <u>Admission/Progression – M. Moore</u></p> <ul style="list-style-type: none"> ▪ The committee met on August 24th. ▪ Marjeanne Moore and Kim Wright will co-chair the committee. Verena Johnson volunteered to be committee secretary. ▪ The committee reviewed grades and progression in the summer 2007 classes. ▪ The committee also reviewed 10 student petitions. ▪ Ms. Mueller presented a detailed summary of the HESI Assessment Admission (A2) Exam results for spring 2007 generic student applicants offered admission and for those not offered admission. The committee discussed and agreed that in order for a generic applicant to be eligible to apply for admission, the applicant must achieve a minimum of 75% on all three required content exams, Reading, Math, and Vocabulary/General Knowledge, at one testing time. This requirement will be effective beginning with the spring 2008 generic admission period. ▪ The committee has also agreed to require the A2 Exam for all students seeking admission to the ADN 	<p>Ms. Moore noted that the A2 Exam requirements for generic applicants was previously approved by the majority vote of the ADN faculty through e-mail prior to this meeting due to the early scheduling of generic Advising Sessions.</p>

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
	<p>Program through the LVN to RN Advanced Placement Option. These applicants must also achieve a minimum of 75% on all three required content exams of the A2 Exam to be eligible to apply for admission to the AP Option.</p> <ul style="list-style-type: none"> ▪ The committee sent letters to all students (Generic and Transition) that have one remaining “strike” before becoming ineligible to continue in the program. The purpose of these letters is to alert these students of their at-risk situations and provide instructions about available resources to promote success in the program. <p><u>9.2 Curriculum – J. Cannon</u></p> <ul style="list-style-type: none"> ▪ The committee met on September 5th. ▪ Goals and objectives for 2007-2008 were approved. ▪ Pat Murray will serve as secretary for 2007-2008. ▪ It was reported that both the Faculty and Student Handbooks are on-line. ▪ Kathy Reed will be meeting with Jeanetta and Paula regarding the deadlines for CPR/immunizations and update on-line the Student Handbook to reflect any changes. ▪ Kim Wright is working on updating the nursing website. She is working on new faculty and then will update existing faculty as needed. ▪ The med-surg task force will begin meeting again to compare the 2007 NCLEX-RN Detailed Test Plan with content areas being taught. They will also be meeting with faculty from specialty courses (OB, Pedi, Mental Health, Community, and Management) to compare content being taught with the Detailed Test Plan, HESI, and WECM. After completing this, we will have taken an in-depth look and evaluation of the ADN curriculum. ▪ The committee will begin looking at how evidenced-based nursing practice will be threaded into the curriculum. Implementation and evaluation of how faculty are using current evidence/research will need to be evaluated. Sheryl has ordered books on curriculum implementation for evidence-based practice for committee members as a guideline. It was also suggested that faculty using evidence based practice to guide curriculum content currently provide a means of communication to the rest of the faculty by disseminating research regarding current practices to faculty through e-mail and one staff development a year. ▪ The committee will also evaluate how clinical simulation is being utilized throughout the curriculum. Assessment and evaluation measures will need to be determined for the use of clinical simulation. Richard Pullen will be attending a meeting, which has some information about clinical simulation, in October and will hopefully bring back some information to help guide this process. ▪ We will meet again on October 10, 2007. <p><u>9.3 Research and Program Effectiveness – Grove</u></p> <ul style="list-style-type: none"> ▪ The committee is scheduled to meet on September 19th at 3:30. 	<p>Ms. Moore noted that the same A2 Exam requirements for applicants to the LVN to RN AP Option were now coming to faculty from the A&P Committee for approval. After discussion, all present voted in favor of these requirements for the applicants to the LVN to RN Advanced Placement Option with the exception of one opposing vote.</p>
10. ADDITIONAL ITEMS:	<p><u>10. ADDITIONAL ITEMS</u></p> <ul style="list-style-type: none"> ▪ The Guidelines for Faculty Management of Precepted Clinical Experiences and the Policy for Use of Clinical Preceptors and Precepted Clinical Experiences were electronically mailed to all ADN faculty for review and comments. ▪ Ms. Mueller explained that the 80th Legislative Session made the clinical preceptor tuition exemption 	<p>A motion was made by Richard Pullen and seconded by D'dee Grove to accept both the Guidelines for Faculty</p>

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
	<p>program available for use to clinical preceptors and their eligible dependents for up to two academic terms beyond the academic term in which they actually serve as preceptors. This tuition exemption is still worth \$500.00/academic term up to 10 academic terms and is the responsibility of the institution of higher learning which engages the clinical preceptors. There are no state funds for these exemptions. Clinical preceptors who have already achieved a baccalaureate degree are not eligible for the tuition exemptions. The clinical preceptor tuition exemption program applies only to professional nursing programs in the state, not to vocational nursing programs.</p> <ul style="list-style-type: none"> ▪ It is critical that the college follow the Coordinating Board's regulations regarding implementation of the clinical preceptor tuition exemption program as well as monitor the college's financial liability for use of clinical preceptors. It is also critical that the ADN Program follow the Texas BON regulations regarding use of clinical preceptors. The guidelines and policies presented to faculty today for approval will help achieve both of those goals. 	<p>Management of Precepted Clinical Experiences and the Policy for use of Clinical Preceptors and Precepted Clinical Experiences as written. The guidelines and policy were approved by majority vote of the ADN faculty.</p>
11. ADJOURNMENT	11. ADJOURNMENT <ul style="list-style-type: none"> ▪ The meeting was adjourned at 3:10 p.m. 	

Jeanetta Smiley, Recording Secretary Date

Sheryl Mueller, Nursing Division Chair Date