

AMARILLO COLLEGE
NURSING DIVISION FACULTY COMMITTEE MINUTES

DATE: September 13, 2006

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

ATTENDANCE: Present: - LaVon Barrett, Jan Cannon, Karla Dixon, Sandy Fricks, D'dee Grove, Paul Hogue, Rhonda Howard, Michelle James, 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, and Kim Wright. Guest: Melody Malouf, Catherine Schneider, Amy Venzor, Blanca Castillo and Lindsey Pekrul.

ABSENT: Melanie Graf, Brenda Johnson, Delores Thompson

AGENDA: See Attached.

MINUTES:

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
1. OPENING REMARKS S. MUELLER 2. REPORT FROM DIVISION CHAIR - S. MUELLER End-of-Life Simulation Board of Regents VP Council Enrollment Schedules DE Forms Instructional Task Force Committee	1.OPENING REMARKS - S. MUELLER <ul style="list-style-type: none"> Ms. Mueller called the meeting to order at 1:30 p.m. Birthday wishes were given to Kathy Reed (9/22) and Karen Russell (9/25). Best wishes were expressed to Brenda Johnson as she leaves the Nursing Division. Ms. Mueller brought the Nursing Division Faculty Committee Minutes from August 16th before the committee for approval. Ms. Mueller brought the Associate Degree Nursing Annual Meeting Minutes from August 16th before the A.D.N. faculty for approval. 2.1 REPORT FROM DIVISION CHAIR <ul style="list-style-type: none"> Ms. Mueller congratulated Richard Pullen, Kathy Reed, D'dee Grove, Sandy Fricks, Ruth Whitehead and Kim Wright for the success of the "End-of-Life Clinical Simulation" on August 26th. Ms. Mueller reported that the Board of Regents meeting was held on August 29th. The 2006-07 budget was adopted without discussion by the Board. There was no discussion about fall enrollment figures at the Board meeting. During the President's Report, Dr. Jones announced that there will be an external Capital Needs Assessment Committee comprised of community members appointed in the near future to study the possibility of a capital campaign. There will also be an internal committee appointed, which will work independently from the external committee, to identify capital needs for a capital campaign. Unofficial headcount enrollment was approximately 10,000 students at the ninth class day. This is down about 6% from the previous year. Contact hours are also down about the same percentage. Ms. Mueller reported that the spring 2006 schedules have been submitted. All faculty have been asked to complete the Distant Education forms for hybrid and on-line courses early this semester for next semester. Ms. Mueller reported that a task force will be established to identify and report cost efficiencies in 	<p>A motion was made by Richard Pullen and seconded by Paul Hogue to approve the Nursing Division Faculty Committee Minutes from August 16th The minutes were accepted as written.</p> <p>A motion was made by Marjeanne Moore and seconded by Ruth Whitehead to approve the August 16th Associate Degree Nursing Annual Meeting Minutes. The minutes were approved as written.</p>

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
Perkins Budget Salary Increase Student Injury Minimum Tuition Dr. Jones' Critical Issues	instruction. <ul style="list-style-type: none"> Ms. Mueller reported that the 06-07 Perkins Budget has been loaded. The Laerdal SimMan has been ordered and should arrive in the next 6-8 weeks. Also 15 computers have been ordered for the West Campus CAI Lab. The faculty/staff salary enhancement for 06-07 will be 3%. Ms. Mueller reminded all faculty that a police report must be completed for all student injuries. The minimum tuition situation whereby students are charged one price for one to three credit hours is currently under review and will likely be changed. Dr. Jones has identified some critical issues to address, which include: deferred maintenance of AC infrastructure, declining enrollments, new on-line student markets, textbook costs, and East Campus operations. 	
3. COLLEGE COMMITTEE REPORTS	3. COLLEGE COMMITTEE REPORTS <u>3.1 Academic Affairs – Shadbolt</u> <ul style="list-style-type: none"> The committee will meet Friday, September 15th <u>3.2 Assessment – Mueller</u> <ul style="list-style-type: none"> The general education competency sub-committees have been identified, and members have been appointed to these sub-committees. These sub-committees will write measurable outcomes for each general education competency. The Assessment Committee as a whole is scheduled to meet again on Friday, September 15th <u>3.3 Commencement – Cannon, Barrett, Fricks, Howard and James</u> <ul style="list-style-type: none"> The committee has not met. Ms. Cannon is writing new by-laws. <u>3.4 Distinguished Alumnus Selection Committee – Pullen</u> <ul style="list-style-type: none"> The committee has not met. <u>3.5 Faculty Professional Development – Johnson</u> <ul style="list-style-type: none"> The committee has not met. Rhonda Howard will replace Brenda Johnson on this committee. <u>3.6 Faculty Evaluation – Mueller</u> <ul style="list-style-type: none"> The committee has not met. <u>3.7 Faculty Handbook Committee – Wright</u> <ul style="list-style-type: none"> The committee has not met. <u>3.8 Faculty Senate – Dixon, Grove</u> <ul style="list-style-type: none"> The Senate will meet on Friday, September 15th <u>3.9 Faculty Technology Users Committee– Grove</u> <ul style="list-style-type: none"> The committee has not met. 	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
	<p><u>3.10 Faculty Travel – Jones</u></p> <ul style="list-style-type: none"> Ms. Jones reported that the Faculty Travel Committee does have some funds for faculty travel. If you are interested in applying for funds, Ms. Jones has the forms you will need to complete. <p><u>3.11 Honors Program Committee – Barrett</u></p> <ul style="list-style-type: none"> The committee has not met. <p><u>3.12 Institutional Effectiveness Committee - Pullen</u></p> <ul style="list-style-type: none"> The committee met on September 8th. The committee is working on changing the format for program review to an on-line process. <p><u>3.13 Library Network Advisory Committee – Johnson</u></p> <ul style="list-style-type: none"> No report. Marjeanne Moore will replace Brenda Johnson on this committee. <p><u>3.14 President’s Council – Mueller</u></p> <ul style="list-style-type: none"> Ms. Mueller reported from the President’s Council meeting on the following issues: A study is being conducted concerning the impact of the current minimum tuition policy for 1-3 credit hours. Dr. Jones identified on-line academic course offerings as a critical issue for AC in the coming year. He also expressed concern about the high cost of textbooks for students, particularly in situations where the texts are required but not being used by faculty members in their courses. Dr. Jones also discussed deferred maintenance issues at AC and the possibility of a capital campaign in the spring or next fall. <p><u>3.15 Rank & Tenure – Thompson</u></p> <ul style="list-style-type: none"> The committee met on August 31st. The deadlines to petition for Tenure this fall are as follows: October 20th is the deadline for faculty to submit the petition notebook to the immediate supervisor. October 27th is the deadline for Division Chairs to submit notebooks to the RAT Committee. December 8th is the deadline for the Vice-President and Dean of Instruction to make recommendations to the President. The spring dates are as follows: February 9th is the deadline for faculty to submit rank notebooks to their Division Chair; February 28th is the deadline for the Division Chair to submit notebooks to the RAT committee; and April 30th is the deadline for the Vice-President to submit recommendations to the President. <p><u>3.16 Traffic Citation Appeals Committee – Reed</u></p> <ul style="list-style-type: none"> The committee has not met. <p><u>3.17 Web Advisory Committee – Wright</u></p> <ul style="list-style-type: none"> The committee met on September 5th and Ms. Wright was not able to attend. 	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
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 has not been scheduled. <p><u>4.2 Student Activities – Hogue & Cannon</u></p> <ul style="list-style-type: none"> ▪ Ms. Cannon reported that the fall project to collect donations for the Domestic Violence Shelter has begun. ▪ The Welcome Back Breakfast went great; we had lots of food. ▪ Through the student membership drive, there are now 105 new members. ▪ Ms. Smiley reported that the nursing shirts have all been sold this semester. These shirts as well as any leftover shirts were sold at a discounted price. We collected \$863.00 from shirt sales this semester. Next semester, we are looking at ordering shirts with an embroidered logo for \$1.00 more than the cost of the shirts with the printed logo. <p><u>4.3 Testing – Howard</u></p> <ul style="list-style-type: none"> ▪ The committee will hold its first meeting on September 20th <p><u>4.4 Nursing Peer Review – Shadbolt</u></p> <ul style="list-style-type: none"> ▪ The committee will have its first meeting on September 27th <p><u>4.5 Learning Resources Committee – Whitehead</u></p> <ul style="list-style-type: none"> ▪ The committee met on August 23rd. Members will be reviewing approximately 200 books for currency. ▪ Ms. Whitehead asked the faculty to bring her any requests for new videos/DVDs. She will initiate the process to purchase approved videos/DVDs from Perkins or Blotner funds. ▪ The next meeting will be in October. 	
5.MISCELLANEOUS	<p>5.MISCELLANEOUS</p> <p><u>5.1 NRC – Whitehead</u></p> <ul style="list-style-type: none"> ▪ Ms. Whitehead reported that the use of the NRC for August 21st - 31st is as follows: ADN generic students--373 hours, ADN Transition students--29 hours, and VN students--588 hours for a total of 990 hours. ▪ The NRC transferred 207 books to the Northwest Branch Library. They were available for check out beginning Monday, September 11th ▪ The new employees in the NRC are Julie Poe, Staff Assistant and Sarah Mast and Colby Hutson, student workers. ▪ Marianne Jones (retired counselor) will begin working in the NRC as a 12-month, 19-hour/week Staff Assistant in October. ▪ Ms. Whitehead and Ms. Green are working alternate Saturdays through October and November to assist students. ▪ Ms. Theresa Edwards will also be spending some time working Saturdays. ▪ Ms. Whitehead presented to Ms. Sandy Fricks an award for working all three labs on Monday. 	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION								
	<p><u>5.2 Computer Testing Center – Graf</u></p> <ul style="list-style-type: none">▪ Ms. Graf was not able to attend.▪ Ms. Grove reported that there are still a few glitches with the new PAR System. Each faculty member will need to save tests in their test folder according to Ms. Graf’s instructions and remember to keep the name of their test files short. <p><u>5.3 Advising and Counseling - McClure</u></p> <ul style="list-style-type: none">▪ Ms. McClure reported that she is now solely the Nursing Division Counselor as of September 1st .▪ November 8th she will be going to Boys Ranch to represent the Nursing Division at a career day.▪ Changes in the college Advising and Counseling Center include: Dr. Renea Fike has resigned her position and accepted a position at WTAMU; Marianne Jones and Frances Abernathy have both retired from full-time work at Amarillo College.▪ There will be Adult Student Services representatives on this campus, Tuesday and Thursday mornings and Wednesday afternoons only. <p><u>5.4 Announce Staff Development – Shadbolt and Williamson</u></p> <ul style="list-style-type: none">▪ The staff development for next month will be on October 11th, beginning at 12:00 noon with a catered luncheon courtesy of the Nursing Division.▪ The staff development topic will be Clinical Simulation.▪ The staff development in November will include presentations on evidenced-based practice by several of the faculty who attended conferences/workshops this summer.									
6.TREASURER’S REPORT	<p>6.TREASURER’S REPORT – S. Fricks</p> <table><tr><td>Beginning Balance</td><td>\$129.68</td></tr><tr><td>Expenses:</td><td></td></tr><tr><td>Deposits:</td><td>\$210.00</td></tr><tr><td>Current Balance: 7/31/06</td><td>\$339.68</td></tr></table> <p>\$35.00 annual dues are due now</p>	Beginning Balance	\$129.68	Expenses:		Deposits:	\$210.00	Current Balance: 7/31/06	\$339.68	
Beginning Balance	\$129.68									
Expenses:										
Deposits:	\$210.00									
Current Balance: 7/31/06	\$339.68									
7. VOCATIONAL NURSING REPORTS	<p>7. VOCATIONAL NURSING REPORTS</p> <p><u>7.1 Coordinators Report – L. Barrett</u></p> <ul style="list-style-type: none">▪ Ms. Barrett reported that the NCLEX pass rate for last year is 91%, and the program recently received approval with commendations from the Board. 3 students have still not taken the exam.▪ Ms. Barrett reported 52 students are enrolled in Level I.▪ Ms. Barrett reported 40 students are enrolled in Level II. <p><u>7.2 Level I – K. Dixon</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. Barrett</u></p> <ul style="list-style-type: none">▪ No report.									

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
8. ASSOCIATE DEGREE NURSING REPORTS	<p>8. ASSOCIATE DEGREE NURSING REPORTS</p> <p>8.1 Level I – Moore</p> <ul style="list-style-type: none"> ▪ <u>Introduction to Nursing</u> 72 students currently enrolled, 1 dropped, no exam given. ▪ <u>Principles of Clinical Decision Making</u> 83 students currently enrolled, no drops but one not attending, no exam given. ▪ <u>Pharmacology</u> 86 currently enrolled, no drops but one not attending, no exam given. <p>8.2 Level II – Fricks</p> <ul style="list-style-type: none"> ▪ <u>Concepts of Clinical Decision Making I</u> 49 students currently enrolled, after the first exam 2- D's. ▪ <u>Care of Childbearing Family</u> 47 students currently enrolled, after the first exam 10 – D's and 2 – F's. ▪ <u>Health Assessment</u> In-class – 29 students currently enrolled, 7 – F's on first quiz. On-line – 24 students currently enrolled. ▪ <u>Transition to Nursing Practice</u> 28 students currently enrolled, first exam will be given October 2nd Venipuncture Lab--23 passed and 4 failed. <p>8.3 Level III – Pullen</p> <ul style="list-style-type: none"> ▪ 88 individual students in one or more Level III courses. ▪ <u>Concepts of Clinical Decision Making II</u> 54 students currently enrolled. ▪ <u>Care of Children and Families</u> 61 students currently enrolled, with 1/4th of the class failing first exam. ▪ <u>Mental Health</u> 63 students currently enrolled, 2 students have dropped, the first exam is next week. <p>8.4 Level IV – Reed</p> <ul style="list-style-type: none"> ▪ <u>Advanced Concepts of Adult Health</u> 72 students currently enrolled. BSA brought food and talked to students after class on August 31st ▪ <u>Management of Client Care</u> 70 students currently enrolled. 12 students did not pass the Module 1 Exam. ▪ <u>Introduction to Community Based Nursing</u> 51 students currently enrolled. Clinical started September 7th at BSA Home Health & Hospice, Odyssey and Texas Senior Care. All the preceptor agreements have been updated, re-signed and documented by the department. Clinical days will only be on Thursdays and Fridays to reduce the number of preceptors. 12 students are participating in the Counselor Roundtable event on October 4th from 1:00 p.m. to 2:00 p.m. The game they will be presenting is Nurseopoly. 	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
9. ADN COMMITTEE REPORTS	<p>9. ADN COMMITTEE REPORTS</p> <p>9.1 Admission/Progression – M. Moore</p> <ul style="list-style-type: none"> ▪ The committee met on August 17th, they reviewed the progression of students from the Summer 2006 classes. ▪ 10 student petitions were also reviewed. ▪ The next meeting is to be announced. <p>9.2 Curriculum – Jan Cannon</p> <ul style="list-style-type: none"> ▪ The committee met on September 6th and the first order of business was to re-assign committee positions. They are as follows: Jan Cannon--Chair; Richard Pullen--Vice-Chair; and Michelle James--Secretary. ▪ Several faculty are working on updating policies for the Faculty Handbook. ▪ The Systematic Plan has been revised, and a copy was placed in each faculty member's box. ▪ Kathy Reed will replace Jan Cannon as the faculty representative to assist with the updates for the Student Handbook. ▪ The Staff Development Coordinators for this year will be Sarah Williamson and Lyndi Shadbolt. Three of the 6 staff developments have been scheduled. ▪ Dr. Pullen reported that the WECM website shows that RNSG 1247 & RNSG 1248 are scheduled to be archived in August 2007. He talked to Dr. Camille Pridgen of the Texas Higher Education Coordinating Board, and she indicated AC can continue to use both courses and report them for funding as a part of the field of study. <p>9.3 Research and Program Effectiveness – R. Pullen</p> <ul style="list-style-type: none"> ▪ The committee has not met. 	
10. ADDITIONAL ITEMS:	<p>10. ADDITIONAL ITEMS</p> <ul style="list-style-type: none"> ▪ Ms. Mueller solicited discussion and a decision from the faculty about students eating and drinking in the clinical area after a couple of situations the past few weeks have arisen about this particular matter. She read the OSHA standard concerning eating and drinking in patient work areas, and then the current policy in the Student Handbook, which states "smoking, eating or drinking beverages in the clinical area is not permitted." ▪ Ms. Grove reminded faculty to ask students to join MyAC in order to have access to information on the site. 	<p>After discussion by the faculty, it was the consensus opinion that students could not eat or drink in patient care areas, but could at the "instructor's discretion" eat or drink in other areas permitted by the clinical agencies, i.e. conference rooms. Faculty also agreed that "at the instructor's discretion" should be added to the policy in the Student Handbook. This will be referred to the Curriculum Committee for exact wording in the next publication of the Student Handbook.</p>

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
11. ADJOURNMENT	11. ADJOURNMENT <ul style="list-style-type: none">The meeting was adjourned at 3:25 p.m.	

Jeanetta Smiley, Recording Secretary Date