

**AMARILLO COLLEGE
NURSING DIVISION FACULTY COMMITTEE MINUTES**

DATE: November 2, 2005

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

ATTENDANCE: Present: - Jan Cannon, Michelle Conrad, Karla Dixon, Sandy Fricks, Melanie Graf, Marcia Green, Dale Hoggatt, Paul Hogue, Rhonda Howard, Brenda Johnson, Marianne Jones, Jana Kidd, Marjeanne Moore, Sheryl Mueller, Pat Murray, Richard Pullen, Kathy Reed, Jill Rushing, Lyndi Shadbolt, Teresa Smoot, Delores Thompson, Sarah Williamson, and Kim Wright.

ABSENT: LaVon Barrett, D'dee Grove (ill), Susan McClure (advising)

AGENDA: See Attached
MINUTES:

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
1. OPENING REMARKS S. MUELLER 2. REPORT FROM DIVISION CHAIR - S. MUELLER CBJTG Grant Info	1.OPENING REMARKS - S. MUELLER <ul style="list-style-type: none"> Ms. Mueller called the meeting to order at 1:35 pm. Ms. Mueller called for approval of the minutes from the October 5th meeting. 2.1 REPORT FROM DIVISION CHAIR <ul style="list-style-type: none"> Ms. Mueller provided a presentation to the faculty about the U.S. Department of Labor grant recently awarded to the Associate Degree Nursing Program. This three-year grant entitled, "Nursing the Numbers through Faculty Recruitment and Student Retention", is one of the 70 President's Community-Based Job Training Grants (CBJTG) awarded nationally. The federal grant amount is \$1,386,524.85. The grant will be administered by two co-project directors. Richard Pullen will direct the faculty recruitment component of the grant, and Ms. Mueller will direct the student retention component of the grant. A full-time project manager, part-time project assistant, and a full-time research associate will be hired. <p>The purpose of the grant is to build student enrollment capacity within the ADN Program through two solutions-based approaches--Faculty Recruitment and Student Retention. The general focus of the grant is to produce the maximum number of employable RNs for the Texas Panhandle at a time when workforce needs are most acute.</p> <p>The Faculty Recruitment component of the grant provides for the accelerated educational preparation of nursing faculty from the pool of ADN-educated RNs who desire to become nurse educators. Implementation of this concept includes the selection of 20 RN-MSN candidates who will receive incremental stipends, paid tuition, fees, books, use of a laptop or tablet computer, and funds for incidental expenses, i.e. childcare (\$650/mo/yr).</p> <p>The Student Retention component of the grant focuses on student success strategies i.e. learning communities, consistency, support, and role identification to improve student retention. Specific strategies include: 1) expansion of the "Care Group Model" into Level I courses; 2) development and implementation of a "Nursing Success" course in the first semester of the program; 3) development and implementation of supplemental instruction for the level I courses; and 4) development and</p>	<ul style="list-style-type: none"> A motion was made by Delores Thompson and seconded by Dale Hoggatt to approve the minutes from the October 5, 2005 meeting. The minutes were approved as written.

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
<p>Preceptor Use</p> <p>Copy Machine Use</p> <p>Christmas Party</p> <p>Vocational Nursing</p> <p>BNE Visit</p>	<p>implementation of an interactive web-based student support community.</p> <p>The grant will have impact on both the A.D.N. Program and the Nursing Division in general. This impact will include the following areas:</p> <p><u>Administration:</u> Richard Pullen & Sheryl Mueller will have additional administrative responsibilities for the next three years. They will be required to travel, make presentations and write publications related to the grant. Sheryl Mueller will be attending a grantee orientation in Washington, D.C. during the week of December 8th.</p> <p><u>Physical Space:</u> The office for the Project Manager will be WCA-205A; and WCA-204G will become the Staff Assistant's office.</p> <p><u>Curriculum:</u> The Care Group Model will be extended into Level I labs in Spring 2006. SI groups will be developed and conducted for both Level courses in Spring 2006. The Nursing Success course will begin in Fall 2006. The interactive web-based student support community will open sometime in Spring 2006 and need to begin to be integrated into the Introduction course and the Level I courses as well as the Level IV courses.</p> <p><u>Program/Faculty Impact:</u> Faculty to serve as mentors/preceptors will be recruited from AC A.D.N. faculty for the RN-MSN candidates. Benefits to these faculty will include a \$500/semester stipend and a laptop or tablet computer.</p> <p>The overall program impact: will be: 1) Increased Program Capacity; 2) Greater needs for classroom, testing, and lab space; 3) Increased needs for clinical site space; and 4) Greater needs for staff support.</p> <ul style="list-style-type: none"> ▪ Dr. Pullen reported that the information session for individuals interested in applying for the RN-MSN component of the grant will be November 15th at 7:00 p.m. in the Lecture Hall. Applicants must be associate degree or diploma educated-RNs by at least the fall of 2005. Applicants will be required to prepare a portfolio. Those 20 applicants with the highest number of points according to an established point system will be interviewed by the Selection Committee. Interviews will begin the week of December 5th. The Selection Committee will consist of Sheryl Mueller, Richard Pullen, Charyl Snow, Lisa Herndon, Carolyn Witherspoon and Sheryl Habeger. ▪ Ms. Mueller will meet with the Level I instructors soon to begin preparation for development and implementation of the student retention portion of the grant. ▪ Attached is information Ms. Mueller received at the Fall Deans and Directors meeting in Austin. Recent legislation, which will be in effect by fall 2006, will significantly impact the use of preceptors in the A.D.N. Program. The new legislation will provide a \$500 tuition exemption to all qualified preceptors and their dependents each semester. This exemption will not be state funded. The exemption will be a cost to the educational institution. The A.D.N. Program currently has 142 signed preceptor agreements. The cost to the college would be phenomenal to continue to use the amount of preceptors that the program is currently using. We will have to explore means and methods to reduce preceptor use during the spring semester in order to be ready for implementation of new preceptor policies and procedures in the fall 2006 semester. ▪ Copy machine charges this month were extremely high. All faculty/staff need to remember to send large print jobs to the Copy Shop, since the charges are much less expensive. ▪ Ms. Mueller asked for volunteers to sponsor the faculty/staff Christmas party for the Nursing Division this year. Volunteers may see Ms. Mueller or e-mail their interest. ▪ The Vocational Nursing Program will be hosting Betty Sims and Dorothy Joy for the Board of Nurse 	

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<p>Learning Communities</p> <p>New Advising Plan</p> <p>Fundraising Clearinghouse</p> <p>AC Distinguished Lecture Series</p> <p>LCFA Division Chair screening</p> <p>Final Exam Schedule</p> <p>East Campus</p> <p>TNA News</p> <p>Fall Meeting Publications</p>	<p>Examiners visit on November 17th. This is a scheduled six-year on-site visit.</p> <ul style="list-style-type: none"> ▪ Several Allied Health programs are the first at the college to establish learning communities for new students. A cohort of students will go through their general education courses and their allied health programs together with the support of learning community strategies. ▪ All Associate Degree and Vocational Nursing students currently enrolled in classes have received registration approval; also those who have attended an advising session for either program have been approved for registration beginning November 14th as per the new advising plan. ▪ All donations and fund raising efforts must be submitted to the new college-level fundraising clearinghouse. The gift/donation form on the AC website must be completed each time a donation is sought and/or received from community businesses or groups. ▪ Della Reese will be the speaker for the fall 2005 Distinguished Lecture series. Dr. Matney requested that as many faculty as possible attend this event. Historically, faculty ticket sales have been lower than expected. ▪ A screening committee is in place to select the new Division Chair for the Language, Communication and Fine Arts Division. This will enable Dr. Matney to fully assume his new position as VP and Dean of Instruction. ▪ The final exam schedule has been completed for the Nursing Division. Ms. Mueller asked that faculty be sensitive to students who are taking exams in general education courses, since there may possibly be conflicts between the general education schedule and the nursing courses schedule. ▪ A committee has been formed for Development of the East Campus. A food training agreement has recently been signed with the Salvation Army for training to be accomplished on the East Campus. ▪ Effective on January 1, 2006, new safe patient handling legislation will be in effect. This theoretical content can be introduced in the Introduction to Nursing course. However, the clinical implementation of safe patient handling requires specialized equipment. This instruction for students will need to be coordinated with the clinical facilities. ▪ Attached is a copy of proposed competency validation for graduate nurses in Texas. These competencies were discussed, and it was noted that all competency topics are addressed in the different levels of both nursing programs. ▪ A survey entitled, Faculty Best Practices; Students' Perceptions of Faculty Who Helped Them Succeed" has recently become available on the TNA website. All faculty are encouraged to read this document. ▪ The TNA District 2 Fall Meeting will be November 15th at 6:00 p.m. in the Pavilion Auditorium. ▪ Increased RN Graduates: Admission, Progression and Graduation in Texas Schools of Nursing 2004, a publication by the Department of State Health Services released July 19, 2005 is available on the DSHS website. This report is designed to explore a variety of factors that have an impact on the ability of nursing schools in Texas to increase enrollment and graduate registered nurses. ▪ A copy of the Professor in the Classroom has been placed in the WCA-212 for faculty to review. 	
<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, and Rushing</u></p> <ul style="list-style-type: none"> ▪ Not met. 	

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	<p><u>3.3 Faculty Professional Development – Rushing</u></p> <ul style="list-style-type: none"> ▪ The first meeting of the semester was on Friday, October 14, 2005 at 9:30 a.m. ▪ I was in clinical with students, so I was unable to attend. <p><u>3.4 Faculty Handbook Committee – Wright</u></p> <ul style="list-style-type: none"> ▪ Not Met. <p><u>3.5 Faculty Grants Selection – J. Cannon</u></p> <ul style="list-style-type: none"> ▪ Not Met <p><u>3.6 Faculty Senate – K. Dixon, D. Grove</u></p> <ul style="list-style-type: none"> ▪ The committee met on October 28th. ▪ Bob Sloger reported that an E-Learning Advisory Committee has been formed to identify what the E-Learning Center is doing right and wrong and what the needs of the Center are. ▪ Nicole Terry reported that the recent activities for the Student Government Association are the Canned Food Drive and Distinguished Lecture Series. The Distinguished Lecture Series speaker is Della Reese. A Teacher Appreciation Banquet will be held November 17th. ▪ The President's report by Steve Dutton included an e-mail sent by Dr. Byrd expressing his appreciation for the Senate's Resolution. Senate also received a letter from Dr. Matney thanking the Senate for their support in recommending him for Vice President and Dean of Instruction. Steve announced that Dr. Jones has formed a task force to study emergency procedures for the college. Gay Mills and Mark Rowh will be the representatives from Senate on this task force. ▪ Salary Committee continues to make recommendations. ▪ Technology Committee is trying to get a link on the Amarillo College home page for Faculty Senate, but this has to be approved by the Web Committee. The Faculty Senate page can be accessed through the AC & U link. ▪ Steve passed a faculty request concerning additional parking spots on the West Campus on to Dr. Jones. It is being considered. ▪ There were concerns discussed about how two individuals can serve the technical support needs of 9000 students and faculty for WebCT, DE and the E-Learning Center services, especially since Dr. Jones has requested that AC double its online enrollment in the next two years. ▪ A recommendation was submitted that the Faculty Evaluation Committee use a Committee Performance Assessment Form as part of the justification for a faculty member's petition for rank/tenure. The form would be completed by the committee chairs to assess a committee member's contribution. ▪ The next meeting is December 2, 2005 <p><u>3.7 Faculty Travel – M. Jones</u></p> <ul style="list-style-type: none"> ▪ Not met. <p><u>3.8 Honors Program Committee – Barrett</u></p> <ul style="list-style-type: none"> ▪ Not met. 	

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	<p><u>3.9 Institutional Effectiveness Committee - Pullen</u></p> <ul style="list-style-type: none"> ▪ Not met. <p><u>3.10 President's Council – Mueller</u></p> <ul style="list-style-type: none"> ▪ No report. <p><u>3.11 Rank & Tenure – D. Thompson</u></p> <ul style="list-style-type: none"> ▪ They met, not able to attend, <p><u>3.12 Traffic Citation Appeals Committee – D. Hoggatt</u></p> <ul style="list-style-type: none"> ▪ Not met. 	
<p>4. NURSING DIVISION COMMITTEE REPORTS</p>	<p>4. NURSING DIVISION COMMITTEE REPORTS</p> <p><u>4.1 Advisory- S. Mueller</u></p> <ul style="list-style-type: none"> ▪ The fall meeting is scheduled for November 16th. <p><u>4.2 Student Activities – Kidd, Hogue, Cannon & Rushing</u></p> <ul style="list-style-type: none"> ▪ VN Pinning will be on December 14. ▪ A.D.N. Pinning will be on December 15th at 6:00 p.m. at Oasis Southwest Baptist Church with a reception to follow. ▪ Students have been busy doing community projects with the Student Nurses Association. ▪ Level II gave 1000 flu shots at BSA and 800 flu shots at VA. ▪ Fund raisers by the students have included Canned Food drive and Diaper collection for Hurricane Victims. ▪ The students will be selling popcorn in the foyer of the Lecture Hall during the week before finals. ▪ Discussed the possibility of having a General Assembly in the spring for all students. ▪ No Extravaganza this semester, the committee decided to table this and use the monies toward Pinning for the students. <p><u>4.3 Testing – J. Rushing</u></p> <ul style="list-style-type: none"> ▪ Not met. <p><u>4.4 Nursing Peer Review –S. Fricks</u></p> <ul style="list-style-type: none"> ▪ The annual committee meeting was held on October 24th. ▪ The members of the committee are Dale Hoggatt, Pilar Suarez and Lisa Holdaway. ▪ Peer Review/Safe Harbor has been updated, reviewed and placed in the Faculty Handbook. 	
<p>5.MISCELLANEOUS</p>	<p>5.MISCELLANEOUS</p> <p><u>5.1 NRC – M. Green for NRC</u></p> <ul style="list-style-type: none"> ▪ Ms. Green reported 4 new computers are now in the NRC, which are capable of running the new skills CD's. 	

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	<ul style="list-style-type: none">▪ The individual cubicles are disappearing; this will give more space for students.▪ We have acquired access to the EGDT online program.▪ We also have 2 new videos--Effective Delegation and Do's and Don'ts.▪ Many thanks to Kim Wright and Michelle Conrad for updating the NRC website. <p><u>5.2 Computer Testing Center – M. Graf</u></p> <ul style="list-style-type: none">▪ Ms. Graf reported that the security cameras have been installed. There have been some difficulties with the computer for the cameras, but those issues are being addressed.▪ The finals testing schedule is now posted.▪ One of the student assistants has terminated, and Ms. Graf is looking for another student assistant.													
6.TREASURER'S REPORT	<p>6.TREASURER'S REPORT – S. Fricks</p> <table><tr><td>Balance: 8/25/2005</td><td>\$174.03</td></tr><tr><td>Deposits: 8/26/05</td><td>280.00</td></tr><tr><td>9/6/05</td><td>105.00</td></tr><tr><td>9/14/05</td><td>75.00</td></tr><tr><td>9/26/05</td><td>70.00</td></tr></table> <p>Expenses:</p> <table><tr><td>Jeanetta Smiley (faculty refreshments)</td><td>55.93</td></tr></table> <p>Current Balance: 9/30/05</p> <p>\$648.10</p>	Balance: 8/25/2005	\$174.03	Deposits: 8/26/05	280.00	9/6/05	105.00	9/14/05	75.00	9/26/05	70.00	Jeanetta Smiley (faculty refreshments)	55.93	
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7. VOCATIONAL NURSING REPORTS	<p>7. VOCATIONAL NURSING REPORTS</p> <p>7.1 <u>Coordinators Report</u> – L. Shadbolt</p> <ul style="list-style-type: none">▪ Ms. Shadbolt reported that Betty Sims from the Board of Nurse Examiners will be here for the Vocational Nursing Program site visit on November 17th.▪ Board rate for the AY 2004-05, is 94%.▪ Welcome Teresa Smoot to the full time teaching position in the VN Program.▪ 40 students currently in Level I courses.▪ Anticipate 29 graduates in December.▪ Ms. Shadbolt attending TAVNE tomorrow. <p>7.2 <u>Level I</u> – L. Barrett</p> <ul style="list-style-type: none">▪ No report. <p>7.3 <u>Level II</u> – S. Williamson</p> <ul style="list-style-type: none">▪ No report. <p>7.4 <u>Admission/Progression</u> – L. Shadbolt</p> <ul style="list-style-type: none">▪ No report.													
8. ASSOCIATE DEGREE NURSING REPORTS	<p>8. ASSOCIATE DEGREE NURSING REPORTS</p> <p>8.1 <u>Level I</u> - M. Moore</p> <ul style="list-style-type: none">▪ RNSG 1331/RNSG 13625 students are failing.▪ Introduction to Nursing													

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	<p>70 students remaining; 8 not passing after 1st exam. 4 – A's, 27 – B's, 29 – C's, 7 – D's, and 2 – F's.</p> <ul style="list-style-type: none"> ▪ Pharmacology 1301 76 students enrolled; 1 not attending and 18 failing after Exam II. <p>8.2 Level II- J. Kidd</p> <ul style="list-style-type: none"> ▪ M/S RNSG 1247/RNSG 1263 64 total students; 14 failing; Module III exam on November 29th ▪ OB RNSG 1251/RNSG 1260 64 students; 7 failing with Module III exam on November 15th ▪ Transition- RNSG 2307 30 enrolled and 7 failing. ▪ RNSG 1115 (Wednesday Section) Paul Hogue Course completed on October 19th with 9 – A's, 14 – B's, ▪ RNSG 1115 (Web Section) Richard Pullen Course completed on October 17th with 9 – A's, 16 – B's, 2 – C's, 1 – D's & 1 – F. <p>8.3 Level III – R. Pullen</p> <ul style="list-style-type: none"> ▪ RNSG 2201/2260 Care of Children & Families- 62 students currently enrolled with 4 failing. ▪ Mental Health RNSG 2213/2161- 68 students currently enrolled 1 dropped, 1 not attending, 6 not passing after Exam 2 and 5 absent from Exam 2. ▪ RNSG 1248/2261- Concepts of Clinical Decision Making II 52 students currently enrolled with 6 failing after the first exam. <p>8.4 Level IV – K. Reed</p> <ul style="list-style-type: none"> ▪ RNSG 2231/2262 –Advanced Concepts of Adult Health 64 students currently attending. 1 dropped and 19 failing. NWTSHS provided lunch for the graduates on November 16th . Job Fair held on October 26th . ▪ RNSG 2221/2263 – Management of Client Care 64 students currently enrolled. 1 has withdrawn and 14 not passing after 1st module exam. ▪ RNSG 1110/2163 – Introduction To Community Based Nursing. 49 currently attending, all students passing. 	
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 has not met, but it will be a big meeting when we do. <p>9.2 Curriculum – J. Kidd</p> <ul style="list-style-type: none"> ▪ Next Staff Development will be November 30th with the faculty who attended the conference at Breckenridge coordinating the Staff Development. ▪ Reminder that all faculty using the videos in the NRC need to review the videos and tag them with a 	

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A.D.N. Program Director	<ul style="list-style-type: none"> ▪ HESI results have been received for the Level 4 students. There is a consistent theme from the results that many students are in need of remediation. ▪ NCLEX-RN pass rates for the A.D.N. Program for the 2005 academic year is 91.06%. ▪ The BNE Annual Report has been submitted. ▪ Faculty return on January 9th for the spring semester with classes beginning January 17th. ▪ Approval has been given by Dr. Matney for summer 2006 classes to begin on May 15th. 	
11. ADJOURNMENT	11. ADJOURNMENT <ul style="list-style-type: none"> ▪ The meeting was adjourned at 3:15 p.m. 	

Jeanetta Smiley, Recording Secretary

Date