

**AMARILLO COLLEGE
NURSING DIVISION FACULTY COMMITTEE MINUTES**

DATE: November 8, 2006

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

ATTENDANCE: Present: - LaVon Barrett, Jan Cannon, Sandy Fricks, Marcia Green, D'dee Grove, Paul Hogue, Rhonda Howard, Michelle James, Marianne Jones, Lee Ann Laney, Marjeanne Moore, Sheryl Mueller, Pat Murray, Kathy Reed, Tamara Rhodes, Lyndi Shadbolt, Delores Thompson, Ruth Whitehead, Sarah Williamson, and Kim Wright. Student Representative; Melody Malouf

ABSENT: Karla Dixon, Theresa Edwards, Susan McClure, Richard Pullen

AGENDA: See Attached.

MINUTES:

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
1. OPENING REMARKS S. MUELLER 2. REPORT FROM DIVISION CHAIR - S. MUELLER	1. OPENING REMARKS - S. MUELLER <ul style="list-style-type: none"> Ms. Mueller called the meeting to order at 1:45 p.m. . The Nursing Division Faculty Committee Minutes from October 11th were presented to the committee for approval. Birthday wishes were offered to Kim Wright (Nov 7th), D'dee Grove (Nov 17th), Sarah Williamson (Nov 30th), Tamara Rhodes (Dec 15th), Theresa Edwards (Dec 15th), and LaVon Barrett (Dec 19th). 2.1 REPORT FROM DIVISION CHAIR <ul style="list-style-type: none"> Ms. Mueller reported that Khristy McKelvy has been hired for the Nursing Resource Center Supervisor position. She begins work on November 27th. Julie Poe has been hired as the Vocational Nursing Staff Assistant, and she begins work on November 20th. Ms. Mueller reported that Susan McClure's office has been moved from the Lecture Hall to Building "A", Room 102. Registration for the spring 2007 semester begins on November 13th. The Nursing Division Christmas Party this year will be at the Plaza Restaurant on December 8th at 11:30 a.m. Michelle James had volunteered to host the Christmas party, but due to her surgery on November 28th she will have to postpone until next year. Ms. Smiley reported that the office shredder has been repaired at a "discounted" cost of \$247.00. She reminded the faculty to please oil the shredder when using it and to ask for assistance anytime there is a problem with it or any other equipment in the office. Ms. Mueller presented a Power Point presentation from a report that Brad Johnson gave at VP Council recently. The report was original presented at a President's Forum in October. The slides with pertinent information are attached. Ms. Mueller reported that the date selected for summer courses to officially begin is the day after Memorial Day. This will not affect the nursing summer courses. Nursing classes can still begin the week after spring 2007 finals. The fall semester start date is set for August 27th. 	<p>A motion was made by Sandy Fricks and seconded by Kathy Reed to approve the Nursing Division Faculty Committee Minutes from the October 11th faculty meeting.</p>

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
3. COLLEGE COMMITTEE REPORTS	<p>3. COLLEGE COMMITTEE REPORTS</p> <p><u>3.1 Academic Affairs – Shadbolt</u></p> <ul style="list-style-type: none"> No Report <p><u>3.2 Assessment – Mueller</u></p> <ul style="list-style-type: none"> The committee has not met. <p><u>3.3 Commencement – Cannon, Barrett, Fricks, Howard and James</u></p> <ul style="list-style-type: none"> The committee has not met. <p><u>3.4 Distinguished Alumnus Selection Committee – Pullen</u></p> <ul style="list-style-type: none"> The committee has not met. <p><u>3.5 Faculty Professional Development – Howard</u></p> <ul style="list-style-type: none"> The committee meets Thursday, November 12th. <p><u>3.6 Faculty Evaluation – Mueller</u></p> <ul style="list-style-type: none"> The committee has not met. <p><u>3.7 Faculty Handbook Committee – Wright</u></p> <ul style="list-style-type: none"> The committee has not met. <p><u>3.8 Faculty Senate – Dixon, Grove</u></p> <ul style="list-style-type: none"> At the committee meeting, Dr. Matney presented the information from the President's Forum. <p><u>3.9 Faculty Technology Users Committee– Grove</u></p> <ul style="list-style-type: none"> The committee has not met. <p><u>3.10 Faculty Travel – Jones</u></p> <ul style="list-style-type: none"> The committee has not met. <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 has not met. <p><u>3.13 Library Network Advisory Committee – Moore</u></p> <ul style="list-style-type: none"> Ms. Moore reported that the committee has met twice, but she was not able to attend. <p><u>3.14 President's Council – Mueller</u></p> <ul style="list-style-type: none"> The committee has not met. 	

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	<p><u>3.15 Rank & Tenure – Thompson</u></p> <ul style="list-style-type: none"> Ms. Thompson reported that the committee received 11 tenure notebooks. They will begin review of these notebooks soon. <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"> Ms. Wright reported that the Web Committee met yesterday, November 7th, in the Lynn Library. At the previous meeting, on October 3rd, Tommy deJesus said that forms and policies would be moved to the Portal and not left on the AC home page. He said that we currently have a Google search engine, and this might be modified somewhat. There was also some discussion about class syllabi. Norma Stary was introduced. She works with College Relations, and is responsible for the AC home page. The information there is accessible to the public and will be updated frequently. Tommy deJesus discussed electronic mailing lists. It is a module within Content Management Systems (CMS), which allows departments to communicate by e-mail with non-students. Damaris Schlong is testing this feature at this time. There was some discussion about official course syllabi, and whether whenever you link to this (as in WebCT) it makes sure it is the correct link. There have been some problems with MyAC and Internet Explorer 6 (pages are transposed on top of each other). IE7 works, as well as Mozella. Tommy is working on this. Severe weather communication plans were also discussed. The AC plan is to follow Amarillo Independent School District. Announcements will be posted on the AC home page and the MyAC home page. Dr. Jones will decide by 3:00 PM for evening classes. Announcements should be available by 0630. Tommy deJesus said that "Pod Casts" will also be used by different departments. Courtney Milleson is currently using one. Ms. Wright reported at an earlier meeting that the Nursing Division home page was given as an example of a excellent home page design. 	
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 14th. <p><u>4.2 Student Activities – Hogue & Cannon</u></p> <ul style="list-style-type: none"> Ms. Cannon reported that she has met with the Pinning Committee three times. The Level IV drawing on November 22nd will help raise money to supplement the costs of the Pinning Ceremony. Auditions for singing at Pinning Ceremony will be on November 8th. There are three individuals who have expressed an interest in singing at the ceremony. Rhonda Howard, Delores Thompson, Ruth Whitehead and Marcia Green have volunteered to assist with preparing for the Pinning Ceremony. The SNA community project will end on November 29th, at which time the boxes of donations 	

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	<p>collected will be taken to the Women's and Children's Domestic Violence Center.</p> <ul style="list-style-type: none"> ▪ The SNA will be having two popcorn sales for fundraisers. The dates are November 14th and November 15th. <p><u>4.3 Testing – Howard</u></p> <ul style="list-style-type: none"> ▪ The committee met on October 18th. ▪ Ms. Howard reported that committee members practiced writing test items. ▪ Ms. Howard reported that the committee would re-examine how test reviews would be conducted. ▪ Ms. Grove reported that graduates have been leaving NCLEX-RN review sessions early, and this may be affecting their pass/fail rate. Taking roll at the beginning and end of each day to get a clearer picture of the situation will be accomplished in the future. Also students will be encouraged to stay for the entire review. ▪ Please remind students again to only bring keys and an ID to the Testing Center during testing. ▪ The committee is looking at ways to encourage students to be on time for testing sessions. Because of the volume of students scheduled for testing, there is no time for late comers. A suggestion has been to administer essay tests to students who do not arrive on time for testing. ▪ Positive thinking posters are going to be purchased and placed in the CAI Lab/Testing Center. ▪ HESI exams are scheduled for October 30th and 31st. ▪ The Vocational Nursing Program continues to use the ATI program and is very impressed with the results. ▪ The next meeting is November 15th. <p><u>4.4 Nursing Peer Review – Shadbolt</u></p> <ul style="list-style-type: none"> ▪ The committee has not met <p><u>4.5 Learning Resources Committee – Whitehead</u></p> <ul style="list-style-type: none"> ▪ The committee is still reviewing books. ▪ They are looking at the possibility of streaming more videos as the VHS tapes in the NRC continue to disintegrate with use. 	
5.MISCELLANEOUS	<p>5.MISCELLANEOUS</p> <p><u>5.1 NRC – Whitehead</u></p> <ul style="list-style-type: none"> ▪ Ms. Whitehead reported that NRC utilization for October was 2,001 hours. ▪ Ms. Whitehead reported that the NRC is still dealing with staffing changes. Khristi McKelvy begins November 27th, but Julie Poe will assume the VN Staff Assistant position on November 20th leaving a 19-hour/week Staff Assistant position open in the NRC. ▪ Ms. Whitehead reported that the SimMan has arrived, but we are waiting on the doors to be installed on the Sim Center prior to his assembly. ▪ Ms. Whitehead reported there will be a book sale in the NRC in November. ▪ Ms. Whitehead extended a thank you to Julie for completing a master calendar of all NRC labs including the CNA labs. 	

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	<p><u>5.2 Computer Testing Center – Graf</u></p> <ul style="list-style-type: none">Ms. Graf reported that the finals schedule is complete and posted for students.Ms. Graf also reported that students once again are being excessively loud while waiting In the CAI Lab to take an exam in the Testing Center. Students are standing right in front of the CAD Lab door, where there is almost always a class in session. Please remind students that this is a library setting, and students must be quiet. <p><u>5.3 Advising and Counseling - McClure</u></p> <ul style="list-style-type: none">Ms. McClure was not able to attend. <p><u>5.4 Announce Staff Development – Shadbolt and Williamson</u></p> <ul style="list-style-type: none">Staff development programs for the fall semester have been completed.									
6.TREASURER’S REPORT	<p>6.TREASURER’S REPORT – S. Fricks</p> <table><tr><td>Beginning Balance</td><td>\$392.83</td></tr><tr><td>Expenses:</td><td></td></tr><tr><td>Deposits:</td><td>\$105.00</td></tr><tr><td>Current Balance: 10/31/06</td><td>\$497.83</td></tr></table> <p>Ms. Fricks reminded faculty that annual dues are to send flowers to our faculty as indicated and to help with the Christmas party. Ms. Mueller has requested her gift allocation be placed with the Christmas party funds to pay for the meal at The Plaza.</p> <p><u>\$35.00 annual dues are due now</u></p>	Beginning Balance	\$392.83	Expenses:		Deposits:	\$105.00	Current Balance: 10/31/06	\$497.83	
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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 Pinning Ceremony will be at the Concert Hall on December 6th, 2006 at 6:00 p.m. Amarillo College will be catering for the event.The ATI representative will be on campus next week to talk to the Level II students about the NCLEX-PN. <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">Ms. Williamson reported that both levels participated in the Coffee Memorial Blood Drive. One of the students made getting the word out to others about the blood drive her project, and she did a great job. <p><u>7.4 Admission/Progression – L. Barrett</u></p> <ul style="list-style-type: none">No report.									

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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. 11 students not passing after 2nd module exam. ▪ <u>Principles of Clinical Decision Making</u> 79 students currently enrolled, 1 not attending and 1 clinical failure. 13 not passing after 3rd module exam. ▪ <u>Pharmacology</u> 81 currently enrolled, 1 not attending. 5 not passing after 3rd module exam. <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 second exam, 5 not passing ▪ <u>Care of Childbearing Family</u> 47 students currently enrolled; after the third exam, 0 – A's; 18 – B's; 14 - C's; 14 – D's ▪ <u>Health Assessment</u> In-class – completed On-line – completed ▪ <u>Transition to Nursing Practice</u> 26 students currently enrolled. After the 2nd module exam: 0 – A's; 4 - B's; 17 – C's; & 5 – D's <p>8.3 Level III – Pullen</p> <ul style="list-style-type: none"> ▪ <u>Concepts of Clinical Decision Making II</u> 53 students currently enrolled. 6 not passing after the second exam. ▪ <u>Care of Children and Families</u> 60 students currently enrolled. 10 not passing after the second exam. ▪ <u>Mental Health</u> 62 students currently enrolled. 15 not passing after the second exam. <p>8.4 Level IV – Reed</p> <ul style="list-style-type: none"> ▪ <u>Advanced Concepts of Adult Health</u> 70 students currently attending with 11 not passing after the 2nd exam. ▪ <u>Management of Client Care</u> 69 students currently attending. 12 students did not pass the Module 2 Exam. ▪ <u>Introduction to Community Based Nursing</u> 50 students currently enrolled, 1 student dropped. 	
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 received several letters. Ms. Moore will determine if any of these petitions can be reviewed earlier than the last week of the semester. <p>9.2 Curriculum – Jan Cannon</p>	

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	<ul style="list-style-type: none"> ▪ The committee voted on definitions for clinical simulation and evidence-based practice to be placed in the glossary of the Student Handbook. The definitions were taken to faculty and accepted for adoption. ▪ The October Staff Development was on October 11th. Sheryl and Richard presented on clinical simulation. The November 8th Staff Development will be presented by the group that attended two separate conferences over the summer (Albuquerque and San Antonio). ▪ The Med-Surg Subcommittee has met weekly and completed the task of systematically evaluating the thread of medical-surgical content in the curriculum. We looked at content areas being taught, any areas of duplications, and the hours spent on each content area. In addition, we compared the content being taught with WECM descriptions and the NCLEX-RN Test Plan. Kathy has placed all the data in chart form with recommended changes to be brought to the November Curriculum meeting for approval. This information will be brought before the Faculty before the end of the semester for a vote and possible inclusion for spring 2007. ▪ We also discussed the curriculum for Safe Handling of Clients which is currently being piloted throughout some schools of nursing. It is being endorsed and supported by the TNA. At some point we will need to look at the inclusion of this curriculum into our program. This area will be brought back up for discussion in the spring as Sheryl learns more about it. ▪ The booklist was submitted for the spring semester. The only major change will be to RNSG 1331 with the new edition of Brunner's, which will be available and on the shelf in January. I will also begin looking for a new nursing care plan book for next year. ▪ The next meeting will be November 21st. <p><u>9.3 Research and Program Effectiveness – Grove</u></p> <ul style="list-style-type: none"> ▪ Ms. Grove reported that the surveys for 1-year and 5-year alumni have been distributed and are beginning to be returned. 	
10. ADDITIONAL ITEMS:	<u>10. ADDITIONAL ITEMS</u> <ul style="list-style-type: none"> ▪ None 	
11. ADJOURNMENT	11. ADJOURNMENT <ul style="list-style-type: none"> ▪ The meeting was adjourned at 3:20 p.m. 	

Jeanetta Smiley, Recording Secretary Date _____