

**AMARILLO COLLEGE
NURSING DIVISION FACULTY COMMITTEE MINUTES**

DATE: October 11, 2006

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, Paul Hogue, Rhonda Howard, Michelle James, Marianne Jones, Lee Ann Laney, Susan McClure, Marjeanne Moore, Sheryl Mueller, Pat Murray, Richard Pullen, Kathy Reed, Tamara Rhodes, Lyndi Shadbolt, Delores Thompson, Ruth Whitehead, Sarah Williamson, and Kim Wright. Guest: Melonie Sandoval

ABSENT: Melanie Graf

AGENDA: See Attached.

MINUTES:

| TOPIC | DISCUSSION/RATIONALE | ACTION/ RECOMMENDATION |
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| 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 1:40 p.m. Birthday wishes were given to Jeanetta Smiley (10/05) and Marjeanne Moore (10/19). Ms. Mueller brought the Nursing Division Faculty Committee Minutes from September 13th before the committee for approval. 2.1 REPORT FROM DIVISION CHAIR <ul style="list-style-type: none"> Ms. Mueller provided each faculty member a copy of a written Nursing Division Chair report to be read at a later time. This report is attached to these minutes. | <p>Sandy Fricks reported that a change needed to be made in the number of students enrolled in RNSG 1251. The number enrolled is 49 instead of 47. A motion was made by Kathy Reed and seconded by Richard Pullen to approve the Nursing Division Faculty Committee Minutes from September 13th with the minor correction. The minutes were accepted with 22 votes for approval and 1 vote opposed.</p> |
| 3. COLLEGE COMMITTEE REPORTS | 3. COLLEGE COMMITTEE REPORTS <p><u>3.1 Academic Affairs – Shadbolt</u></p> <ul style="list-style-type: none"> The committee will meet Friday, October 13th. <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. | |

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| | <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, October 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. Jones discussed the capital needs assessment process. ▪ A Student Government Association representative expressed the need to not hold classes from 11:45 to 12:45 to allow students to attend activities on the mall. ▪ The Salary Committee is concerned about possible discrepancies in the faculty salary scale and faculty pay. This will be followed-up with Human Resources. ▪ Travel funding requests totaled more than \$30,000.00, but only \$12,500.00 was available to award faculty applicants. The Faculty Travel Committee representative will explain more fully. <p><u>3.9 Faculty Technology Users Committee– Grove</u></p> <ul style="list-style-type: none"> ▪ Ms. Grove reported that the committee met and is working on coordinating its efforts with IST. <p><u>3.10 Faculty Travel – Jones</u></p> <ul style="list-style-type: none"> ▪ Ms. Jones reported that the committee received over \$30,000.00 in faculty travel requests, but the committee only had \$12,500.00 to award to those requesting funds. All single applicants received \$340.00. The four VN instructors requesting funds received \$250.00 each for a total of \$1,000.00 for the department. <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 Tenure notebooks are due by November 2nd. <p><u>3.16 Traffic Citation Appeals Committee – Reed</u></p> <ul style="list-style-type: none"> The committee met on October 2nd. They received 8 appeals, 2 were dismissed and 6 stood. Total fines were \$50.00. <p><u>3.17 Web Advisory Committee – Wright</u></p> <ul style="list-style-type: none"> The committee has not met. | |
| 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 the fall project to collect donations for the Domestic Violence Shelter is continuing. The donation boxes are located in the Nursing Resource Center. The deadline for donations is November 26th. Ms. Cannon has met with the Pinning Committee, and things are beginning to come together for the Pinning Ceremony. <p><u>4.3 Testing – Howard</u></p> <ul style="list-style-type: none"> The committee met on September 20th Ms. Mueller gave a report from the NCLEX Invitational Conference she attended on September 11th. Ms. Grove encouraged faculty to remind students to only take their keys and a picture ID to the Testing Center. HESI testing dates are set for October 30th and 31st. The next meeting is October 18th. <p><u>4.4 Nursing Peer Review – Shadbolt</u></p> <ul style="list-style-type: none"> The committee met on September 27th for their annual meeting to review Goals and Objectives and to add the updates to the minor incident portion of the Nursing Peer Review Policy. A copy of the policy change was e-mailed to all Nursing Division faculty members for review. The committee brings this policy as revised before the faculty for approval. <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 streaming more videos as the VHS tapes disintegrate with use. | <p>The faculty unanimously approved the revised Nursing Peer Review Policy.</p> |
| 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 September was 2,363 hours. | |

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| | <ul style="list-style-type: none"> Ms. Whitehead reported that she will be providing clinical rotation coverage during the month of October and that Marcia will be covering a clinical rotation during the month of November. This will impact the ability of the NRC to provide RN coverage in October and November. The NRC has two positions open at this time--the NRC Supervisor and one student worker. Ms. Whitehead reported that construction has started in room 208 to enclose the clinical simulation area. The anticipated completion date is in November about the time that the Sim-Man arrives. Ms. Whitehead reported there will be a book sale in the NRC in November. <p><u>5.2 Computer Testing Center – Graf</u></p> <ul style="list-style-type: none"> Ms. Graf was not able to attend, but she sent the following report: We are still working out many of the glitches associated with the ParSYSTEM upgrade. All faculty should have received an invitation to a ParSYSTEM community group on myAC from Billy Pierce. In this group, he will post a list of all of the problems that we have experienced so far and the solutions to these problems. I have started making the finals schedule. If there are any requests, be sure to get them to me ASAP. Also, we have had a problem with students once again being excessively loud while waiting in line to take an exam. Students are standing right in front of the CAD Lab door where there is almost always a class going on. Shutting the door so that the students can hear their instructor in the CAD Lab only dulls the noise a minimal amount, and students still have trouble hearing. There are also students in the open computer lab that are studying who cannot concentrate due to the noise. Please remind your students that this lab should be a library-type setting. Students should not be talking in the CAI Lab prior to taking a test in the Testing Center. I have had to ask both A.D.N. and V.N. students alike to please hold down the noise, but this has not worked well. They will calm down for a minute or two, and then they are all talking again. Thank you for your cooperation with this. If anyone would like to ask me any questions, I would be glad to answer them. You may send me an email or call me. <p><u>5.3 Advising and Counseling - McClure</u></p> <ul style="list-style-type: none"> Ms. McClure reported that several organizational changes are taking place because of Dr. Renea Fike's departure from the college. Many nursing students are seeking advising for spring 2007. <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 November 8th. Delores Thompson, Kim Wright, Marianne Jones, D'dee Grove, and Michelle James will be presenting information from the seminars/workshops they attended this summer on evidenced-based practice. | | | | | | | | | | | | | | | | |
| 6.TREASURER'S REPORT | <p>6.TREASURER'S REPORT – S. Fricks</p> <table> <tr> <td>Beginning Balance</td> <td></td> <td>\$339.68</td> </tr> <tr> <td>Expenses:</td> <td>Bed Bath and Beyond for Brenda Johnson</td> <td>25.00</td> </tr> <tr> <td></td> <td>Jeanetta Smiley (refreshments for faculty meeting)</td> <td>26.85</td> </tr> <tr> <td>Deposits:</td> <td></td> <td>\$105.00</td> </tr> <tr> <td>Current Balance: 7/31/06</td> <td></td> <td>\$392.83</td> </tr> </table> | Beginning Balance | | \$339.68 | Expenses: | Bed Bath and Beyond for Brenda Johnson | 25.00 | | Jeanetta Smiley (refreshments for faculty meeting) | 26.85 | Deposits: | | \$105.00 | Current Balance: 7/31/06 | | \$392.83 | |
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| 7. VOCATIONAL NURSING REPORTS | <p>\$35.00 annual dues are due now</p> <p>7. VOCATIONAL NURSING REPORTS</p> <p>7.1 <u>Coordinators Report</u> – L. Barrett</p> <ul style="list-style-type: none"> Ms. Barrett reported that the VN faculty met on October 1st. Each faculty member graded a care plan to determine inter-rater reliability. All faculty were close to the same scores on the care plan. “Thank You” gifts were taken to all the Wednesday preceptor clinical sites. Recipients were grateful. The ATI representative has been to visit the program on three separate occasions. He is coming again in November to talk to the graduates about taking the NCLEX-PN review. Ms. Barrett reported that 46 students are enrolled in Level I and that 40 students are enrolled in Level II. <p>7.2 <u>Level I</u> – K. Dixon</p> <ul style="list-style-type: none"> Ms. Dixon reported that 46 students started clinical rotations this week. <p>7.3 <u>Level II</u> – S. Williamson</p> <ul style="list-style-type: none"> Ms. Williamson reported that Level II is looking into including ATI test scores as part of the course grades in order to encourage students to take the ATI testing more seriously. Ms. Williamson stated that she is considering additional clinical sites to accommodate the increased number of Level II students for spring 2007. Ms. Williamson reported that the Level II students are interested in volunteering in the community. She is checking on locations for them to be able to provide some community service. <p>7.4 <u>Admission/Progression</u> – L. Barrett</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> – Moore</p> <ul style="list-style-type: none"> <u>Introduction to Nursing</u> 72 students currently enrolled. 4 students not passing after 1st exam. Next exam is October 30th. <u>Principles of Clinical Decision Making</u> 79 students currently enrolled, 3 have dropped and 1 not attending. 12 not passing after first exam. <u>Pharmacology</u> 83 currently enrolled, 3 have dropped and 1 not attending. 2 not passing after first exam. <p>8.2 <u>Level II</u> – 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. Module 2 exam is scheduled for October 24th. <u>Care of Childbearing Family</u> 47 students currently enrolled; after the first exam, 12 not passing. Module 2 exam is scheduled for October 17th. | |

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| | <ul style="list-style-type: none"> ▪ <u>Health Assessment</u> In-class – 28 students completed with 1 – A; 15 – B's; and 12 – C's On-line – 23 students completed with 2 – A's; 14 – B's; 4 – C's; 2 – D's and 1 - F. ▪ <u>Transition to Nursing Practice</u> 26 students currently enrolled, 2 students have dropped. After the first exam: 0 – A's; 9 - B's; 10 – C's; & 7 – D's <p><u>8.3 Level III – Pullen</u></p> <ul style="list-style-type: none"> ▪ <u>Concepts of Clinical Decision Making II</u> 53 students currently enrolled. 9 not passing after the first exam. ▪ <u>Care of Children and Families</u> 60 students currently enrolled. 14 not passing after the first exam. ▪ <u>Mental Health</u> 62 students currently enrolled. 22 not passing after first exam. Sandy Roberson will be CTA for the last two clinical rotations. <p><u>8.4 Level IV – Reed</u></p> <ul style="list-style-type: none"> ▪ <u>Advanced Concepts of Adult Health</u> 71 students currently attending. 1 not attending, and 17 failures after first exam ▪ <u>Management of Client Care</u> 69 students currently attending. 12 students did not pass the Module 1 Exam. ▪ <u>Introduction to Community Based Nursing</u> 51 students currently enrolled with 1 not attending. | |
| 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 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 <u>Curriculum – Jan Cannon</u></p> <ul style="list-style-type: none"> ▪ The committee met on October 4th. ▪ Ms. Cannon brought definitions for “evidenced-based practice” and “clinical simulation” from committee for faculty approval. These definitions are to be included in the Student Handbook Glossary and the Faculty Handbook. The definitions are attached. ▪ Ms. Reed reported on the work of the Medical-Surgical Task Force regarding sequencing of medical-surgical content throughout the curriculum. The Task Force met a second time today, Monday, October 9, 2006. The next meeting is scheduled for Wednesday, October 25, 2006, at which time the Task Force should be prepared to write a final report. ▪ The committee discussed an overview of the TNA Curriculum for Safe Patient Handling. This will be slated for a future meeting to be discussed in more detail. ▪ The committee discussed the book list and inclusion of the updated Brunner's text for RNSG 1331 for spring 2007. ▪ Next Meeting: Tuesday, November 21 at 1:00 in room 105. Lunch to be provided. | <p>These definitions were approved by all A.D.N. faculty members present with the exception of one faculty member.</p> |

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| | <u>9.3 Research and Program Effectiveness – Grove</u> <ul style="list-style-type: none"> Ms. Grove reported that the surveys for 1-year and 5-year alumni are being compiled for distribution. | |
| 10. ADDITIONAL ITEMS: | <u>10. ADDITIONAL ITEMS</u> Ms. Mueller discussed the new state initiative for student success in registered nursing programs, which focuses on increasing graduates to the workforce not just increasing student enrollment. Dr. Pullen compiled the thoughts of faculty during the subsequent brainstorming session to identify reasons for program attrition and ways to promote student success in the program. See attachment. | |
| 11. ADJOURNMENT | <u>11. ADJOURNMENT</u> <ul style="list-style-type: none"> The meeting was adjourned at 3:30 p.m. | |

Jeanetta Smiley, Recording Secretary Date