

**AMARILLO COLLEGE
NURSING DIVISION FACULTY ORGANIZATION MINUTES**

DATE: January 9, 2008

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, Marianne Jones, Rosemarie Masetta, Marjeanne Moore, Sheryl Mueller, Richard Pullen, Cele Rangel, Kathy Reed, Tamara Rhodes, Lyndi Shadbolt, Teresa Smoot, Delores Thompson, Rebecca Vincent, Ruth Whitehead, Sarah Williamson, and Kim Wright.

ABSENT: Verena Johnson, Susan McClure, Pat Murray

AGENDA: See Attached.

MINUTES:

| TOPIC | DISCUSSION/RATIONALE | ACTION/ RECOMMENDATION |
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| <p>1. OPENING REMARKS S. Mueller</p> <p>2. REPORT FROM DIVISION CHAIR - S. Mueller Office Situation</p> <p>Advising Changes</p> <p>Student Records</p> | <p>1. OPENING REMARKS – S. Mueller</p> <ul style="list-style-type: none"> ▪ Ms. Mueller called the meeting to order at 1:35 p.m. and welcomed the faculty back for the spring 2008 semester. ▪ The Nursing Division Faculty Organization Minutes from the November 7, 2007 meeting were presented for approval, and the A.D.N. Faculty Meeting Minutes from December 4, 2007 were presented for approval. ▪ January birthday wishes were offered to Ruth Whitehead (10), Melanie Gray (15), and Jan Cannon (16). Marianne Jones in the NRC is also having a birthday on the 10th. <p>2.1 REPORT FROM DIVISION CHAIR</p> <ul style="list-style-type: none"> ▪ Paula Garrison has been selected to fill the Administrative Assistant position in the Nursing Division. Please offer your congratulations to her. The A.D.N. Staff Assistant position being vacated by Paula will need to be posted and filled as soon as possible. Robyn Combs will be starting her maternity leave in a few weeks, so the VN Staff Assistant position will be vacant while she is off work. Billie Myers has been hired to work on a temporary basis during part of the month of January, and it is possible that an additional temporary worker will also be available to work part-time. During this transitional period, please try to handle as much of your own program-related clerical/secretarial work as possible. There may be periods of time during the next few months when Paula is the only classified staff member in the Nursing Division Office. ▪ Ms. Mueller explained the recent changes in advising at the college. Susan McClure will continue to be assigned to the Nursing Division as a division advisor. However, there have been major changes in the organizational structure of Advising and Counseling at the college-level. Advising has been placed under the development side of the college structure instead of the instruction side. Dr. Brad Johnson will be responsible for college advising instead of Dr. Paul Matney. A new Director of Advising has been hired who will coordinate the efforts of all the division advisors. Division advisors will still have a subordinate relationship to the division chairs. ▪ Dr. Matney recently sent an e-mail to all faculty that class grade reports should be kept for at least five years as per the Records Management Committee. The e-mail noted that when faculty retire or | <p>A motion was made by Delores Thompson and seconded by Ruth Whitehead to approve the Nursing Division Faculty Organization Minutes from the November 7, 2007 meeting. These minutes were approved without additions or corrections.</p> <p>A motion was made by Richard Pullen and seconded by Cele Rangel to approve the A.D.N. Faculty Meeting Minutes from December 4, 2007. These minutes were approved by the A.D.N. faculty without additions or corrections</p> |

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| <p>Thank You</p> <p>Testing Schedules</p> <p>Classroom/Clinical Schedules</p> <p>Spring 2008 Committee Meetings</p> <p>TOADN Newsletter</p> | <p>resign, the grade records should be submitted to the department chair, program director, or program coordinator for safekeeping. When Dr. Matney was asked if the nursing faculty should be keeping copies of classroom tests and test statistics as well as the student CPECs for five years, he responded in the affirmative. Dr. Matney said that any supportive documentation for course grades, such as these noted must be kept for five years.</p> <ul style="list-style-type: none"> ▪ Ms. Mueller offered a special thank you to the individuals who helped prepare for the A.D.N. Pinning Ceremony in December--Jan, Ruth, Marianne, Denise, Kim, and Cele. She also thanked Richard for standing in for her as the master of ceremony. A special thank you was offered to the faculty who prepared for the V.N. Pinning Ceremony--LaVon, Karla, Tamara, Sarah, and Teresa. A thank you note from Jan for flowers when her grandmother died was passed around to the faculty and a thank you note from Jeanetta Smiley for her going away gifts was passed around. ▪ Melanie Gray in the Testing Center must have all testing schedules as soon as possible. Please note Melanie's e-mail of January 4th and respond as instructed. ▪ A.D.N. faculty, please submit a copy of all classroom and clinical schedules to Paula in the office as soon as possible. It is imperative that Paula and I have access to this information. ▪ All division and department committee chairs will need to meet briefly after this faculty meeting in order to coordinate the scheduling of committee meetings for the spring semester. ▪ Dr. Pullen and Ms. Mueller were featured in the January 2008 TOADN Newsletter. The article and picture in the newsletter were about the Nursing the Numbers Grant and the poster presentation for the grant at the N-OADN Convention in Las Vegas in November. | |
| <p>3. COLLEGE COMMITTEE REPORTS</p> | <p>3. COLLEGE COMMITTEE REPORTS</p> <p><u>3.1 Academic Affairs – Barrett</u></p> <ul style="list-style-type: none"> ▪ The committee will meet on January 18th. <p><u>3.2 Assessment – Mueller</u></p> <ul style="list-style-type: none"> ▪ Ms. Mueller reported that the committee met with Jeff Seybert, consultant from Johnson Community College, on January 8th. Dr. Seybert reviewed the AC general education competencies and provided feedback to the committee about how to improve the competency definitions and rubrics. He also made recommendations about how to improve the submission of general education competency artifacts. He also answered committee members' questions about student outcomes assessment and offered advice regarding the IR department's role in this process. <p><u>3.3 Commencement – Cannon, Barrett, and Fricks</u></p> <ul style="list-style-type: none"> ▪ Ms. Cannon reported that the committee will meet in February. <p><u>3.4 Distinguished Alumnus Selection – Pullen</u></p> <ul style="list-style-type: none"> ▪ The committee has not met. <p><u>3.5 Faculty Professional Development – Williamson</u></p> <ul style="list-style-type: none"> ▪ Ms. Williamson reported that the committee met on November 16th. ▪ The F2 and ACTS programs for faculty were the primary topics of discussion. | |

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| | <p><u>3.6 Faculty Evaluation – Mueller</u></p> <ul style="list-style-type: none"> ▪ The committee has not met recently. <p><u>3.7 Faculty Handbook – Moore</u></p> <ul style="list-style-type: none"> ▪ The committee has not met. <p><u>3.8 Faculty Senate – Dixon, & Jones</u></p> <ul style="list-style-type: none"> • The Senate met last Friday, December 7th. • Some topics of discussion included selection and removal of department chairs, the Mead Faculty Excellence Award selection process, the lack of an AC Piper Award nominee this year, the transition process to a new learning management system (WebCT to Blackboard), and the legalities of an AC multi-passenger bus. • The Faculty Senate minutes are available at the AC web site. <p><u>3.9 Faculty Technology Users – Grove</u></p> <ul style="list-style-type: none"> ▪ The committee met with Edu-Serve consultants in December. College technology communication issues were discussed. <p><u>3.10 Institutional and Program Effectiveness - Pullen</u></p> <ul style="list-style-type: none"> ▪ The committee has not met. <p><u>3.11 Library Network Advisory – Moore</u></p> <ul style="list-style-type: none"> ▪ The committee has not met. <p><u>3.12 On-line Faculty Advisory - Pullen</u></p> <ul style="list-style-type: none"> ▪ The committee will meet next week. <p><u>3.13 President’s Council – Mueller</u></p> <ul style="list-style-type: none"> ▪ The Council met on December 6th. Some topics of discussion included the timeline of the construction period for the bond election projects, the health insurance waiting period, college enrollment projections, on-line classes standards and guidelines, replacement of Bob Sloger’s position, and the migration of WebCT and GroupWise to new systems. ▪ Minutes for President’s Council can be found on the AC web site on the President’s Page. <p><u>3.14 Rank & Tenure – Thompson</u></p> <ul style="list-style-type: none"> ▪ The committee has not met. <p><u>3.15 Testing and Remediation – Thompson</u></p> <ul style="list-style-type: none"> ▪ The committee has not met. <p><u>3.16 Traffic Citation Appeals – Reed</u></p> <ul style="list-style-type: none"> ▪ The committee has not met. | |

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| | <p><u>3.17 Wellness – Whitehead</u></p> <ul style="list-style-type: none"> ▪ The committee has not met. | |
| <p>4. NURSING DIVISION COMMITTEE REPORTS</p> | <p>4. NURSING DIVISION COMMITTEE REPORTS</p> <p><u>4.1 Advisory-- Mueller</u></p> <ul style="list-style-type: none"> ▪ The spring date has not yet been set, but it will likely be in April. <p><u>4.2 Student Activities – Cannon (Interim)</u></p> <ul style="list-style-type: none"> ▪ The committee will meet on Friday, January 11th at noon. ▪ Marianne, Ruth, and Jan continue to work on re-writing the bylaws. ▪ The Sim-Baby Shower will be January 23rd from 10:30 - 11:30 am. Students are being asked to donate new and gently used children’s books as a community project this semester. ▪ A pizza party will be provided this semester for the winner’s of the community project last semester. <p><u>4.3 Testing – Pullen (Interim)</u></p> <ul style="list-style-type: none"> ▪ The committee will be presenting the new “Guidelines for Test Review” for faculty approval at the February meeting. <p><u>4.4 Nursing Peer Review – Shadbolt</u></p> <ul style="list-style-type: none"> ▪ The committee has not met. ▪ The committee will meet in the spring semester after the BON has completed the nursing peer review rule changes. <p><u>4.5 Learning Resources – Hirsch</u></p> <ul style="list-style-type: none"> ▪ No report. <p><u>4.6 Technology Users - Grove</u></p> <ul style="list-style-type: none"> ▪ The committee will meet soon. ▪ A task force is developing guidelines for use of ParSYSTEM. <p><u>4.7 Clinical Simulation - Whitehead</u></p> <ul style="list-style-type: none"> ▪ The committee has a scheduled meeting for January 30th. | |
| <p>5.MISCELLANEOUS</p> | <p>5.MISCELLANEOUS</p> <p><u>5.1 NRC – Hirsch/Pullen</u></p> <ul style="list-style-type: none"> ▪ Dr. Pullen will continue to assist Ms. Hirsch in the NRC as needed this semester. ▪ Requests for scheduled labs need to be submitted immediately, if not already. ▪ Sim-Baby will be introduced at the Sim-Baby Shower. Clinical simulation activities will need to be carefully coordinated. Another board to organize these activities is planned. <p><u>5.2 Computer Testing Center – Gray</u></p> <ul style="list-style-type: none"> ▪ Ms. Gray reminded faculty of the importance of submitting test schedule dates and times to her | |

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| | <p>ASAP. She explained the test scheduling procedure and noted that the test schedules would be posted on MyAC for faculty to review.</p> <ul style="list-style-type: none"> ▪ There were several issues with ParSYSTEM user errors during finals week that will be referred to Testing Committee for discussion. ▪ The staffing in the CAI Lab/Testing Center is stable at present. Both Testing Assistants have returned for the spring semester. <p><u>5.3 Advising and Counseling - McClure</u></p> <ul style="list-style-type: none"> ▪ Ms. McClure was not able to attend due to advising responsibilities. <p><u>5.4 Announce Staff Development – Shadbolt and Williamson</u></p> <p>Sharon Decker from Texas Tech University Health Science Center in Lubbock provided the faculty staff development today on Clinical Simulation from 9:00 am - 12:00 pm. The presentation was followed by a catered lunch from La Fiesta.</p> <p>Additional staff developments for the semester are being considered. Two possibilities include one staff development on Teaching IOM and another on Teaching Evidence-Based Practice in Nursing.</p> | |
| 6.TREASURER’S REPORT | <p>6.TREASURER’S REPORT – S. Fricks</p> <p>The Treasurer’s report was deferred. The bill for the Christmas Party at Hoffbauer Steak House was considerably more than expected initially. Ms. Fricks was able to decrease the amount by</p> | |
| 7. VOCATIONAL NURSING REPORTS | <p>7. VOCATIONAL NURSING REPORTS</p> <p>7.1 Coordinators Report – L. Barrett</p> <ul style="list-style-type: none"> ▪ The fall pinning ceremony went well at Crockett Middle School. The spring ceremony will probably be at Amarillo High School. ▪ The spring class has been admitted. There are 45 students in Level I. ▪ There are 46 students currently 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 | |
| 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> 80 students currently enrolled. | |

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| | <p>Nursing Success Boot Camp will be January 10th and 11th . A new dress code, including the Boot Camp t-shirt and AC ID, will be piloted this semester for all skills activities in the NRC.</p> <ul style="list-style-type: none"> ▪ <u>Principles of Clinical Decision Making</u> 77 students currently enrolled. SI will continue in this course as last semester. ▪ <u>Pharmacology</u> 78 students currently enrolled. Med Administration Care Groups and SI will continue as last semester. <p><u>8.2 Level II – Fricks</u></p> <ul style="list-style-type: none"> ▪ <u>Concepts of Clinical Decision Making I</u> 62 students currently enrolled. ▪ <u>Care of Childbearing Family</u> 65 students currently enrolled. ▪ <u>Health Assessment</u> 61 students enrolled in classroom. ▪ <u>Transition to Nursing Practice</u> 14 students enrolled. <p><u>8.3 Level III – Pullen</u></p> <ul style="list-style-type: none"> ▪ 95 total students throughout Level III. ▪ <u>Concepts of Clinical Decision Making II</u> 65 students currently enrolled. ▪ <u>Care of Children and Families</u> 66 students currently enrolled. ▪ <u>Mental Health</u> 67 students currently enrolled. <p><u>8.4 Level IV – Reed</u></p> <ul style="list-style-type: none"> ▪ <u>Advanced Concepts of Adult Health</u> 84 students currently enrolled. ▪ <u>Management of Client Care</u> 78 students currently enrolled. ▪ <u>Introduction to Community Based Nursing</u> 68 students enrolled. | |
| 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 will meet on Friday, January 11th, to re-consider three tabled petitions. | |

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| | <p><u>9.2 Curriculum – J. Cannon</u></p> <ul style="list-style-type: none"> ▪ The committee will meet in February. <p><u>9.3 Research and Program Effectiveness – Grove</u></p> <ul style="list-style-type: none"> ▪ No report. | |
| 10. ADDITIONAL ITEMS: | <p><u>10. ADDITIONAL ITEMS</u></p> <ul style="list-style-type: none"> ▪ There were no additional items. | |
| 11. ADJOURNMENT | <p><u>11. ADJOURNMENT</u></p> <ul style="list-style-type: none"> ▪ The meeting was adjourned at 3:00 p. m. | |

Sheryl Mueller, Nursing Division Chair Date