

**AMARILLO COLLEGE
NURSING DIVISION FACULTY ORGANIZATION MINUTES**

DATE: February 6, 2008

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, Denise Hirsch, Paul Hogue, Verena Johnson, Marianne Jones, Susan McClure, Marjeanne Moore, Sheryl Mueller, Pat Murray, Richard Pullen, Cele Rangel, Kathy Reed, Tamara Rhodes, Lyndi Shadbolt, Teresa Smoot, Delores Thompson, Ruth Whitehead, and Kim Wright.

ABSENT: Karla Dixon, Theresa Edwards, Melanie Gray, Sarah Williamson

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 1:33 p.m. Approval of the Nursing Division Faculty Organization Minutes from the January 9, 2007 meeting was deferred to the March 5, 2007 meeting. 2.1 REPORT FROM DIVISION CHAIR <ul style="list-style-type: none"> The Division Chair report was deferred until the March 5, 2007 meeting. 	
3. COLLEGE COMMITTEE REPORTS	3. COLLEGE COMMITTEE REPORTS <u>3.1 Academic Affairs – Barrett</u> <ul style="list-style-type: none"> The committee met on Friday, February 1, 2008. Catalog changes for Language, Communication and Fine Arts and Sciences and Engineering concerning departmental exam policies were discussed. A proposal was presented and accepted concerning the Amarillo College Graduation Policy. The following statement will be added to the AC catalog concerning graduation: Amarillo College reserves the right to post degrees and/or certificates for current and former students who have met graduation requirements but have not formally initiated the graduation process. The Petition for Credit Earned by Departmental Examination was discussed and will be rewritten into a better format. This form as well as others may be removed from the AC webpage, where it is available to everyone. There has been an issue with misuse of the form. <u>3.2 Assessment – Mueller</u> <ul style="list-style-type: none"> The committee met on January 25th. The two primary topics of discussion were: 1) change to targeted solicitation of faculty for student work to assess the general education competencies and 2) change from six general education competencies being assessed to four general education competencies, which no longer include the 	

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	<p>two “soft skills” of Aesthetic Awareness and Ethics and Diversity. Only the “hard skills” competencies of Mathematics, Critical Thinking and Problem Solving, Communication, and Technology will be assessed at present. Student work to assess outcomes for these four competencies will now become the focus of instructional assessment. One requirement for the qualification of student work for assessment is that the student must have completed 30-hours of general education.</p> <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 on February 22nd at 3:00 pm. <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"> ▪ No report. <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 – 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 on Friday, January 11th. • Danita McAnally provided a report to the Senate regarding institutional effectiveness and outcomes assessment, general education outcomes assessment, and the SACS accreditation process. • Senate committee reports were given. Of note, there was discussion about how best to communicate ad hoc committee decisions to faculty, some comments about faculty frustrations over the similarity of Jeff Seybert’s presentation this time to his prior presentation, and some discussion about the planned changes to the faculty survey. • Under new business, Ann Hamblin reported that a WebCT link was removed from the AC homepage without any communication to faculty, which created an academic access problem for students. • The Senate will next meet on Friday, February 8th. <p><u>3.9 Faculty Technology Users – Grove</u></p> <ul style="list-style-type: none"> ▪ The committee will have its first meeting on February 28th. <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. 	

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	<p><u>3.12 On-line Faculty Advisory - Pullen</u></p> <ul style="list-style-type: none"> ▪ The committee evaluating all aspects of on-line education at Amarillo College. ▪ The committee is surveying faculty to determine their concerns about security and delivery of on-line education. <p><u>3.13 President's Council – Mueller</u></p> <ul style="list-style-type: none"> ▪ The Council will meet on February 11th at 3:00 pm. <p><u>3.14 Rank & Tenure – Thompson</u></p> <ul style="list-style-type: none"> ▪ Promotion notebooks are due to Division Chairs by February 8th. The notebooks are due to the Rank and Tenure Committee by February 22nd. Thirteen faculty members have indicated that they will apply for promotion in rank. <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 met on Wednesday, January 30th. ▪ All appeals were denied. <p><u>3.17 Wellness – Whitehead</u></p> <ul style="list-style-type: none"> ▪ No report. 	
<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 Advisory Committee meeting will be in April. The date has not been set yet. <p><u>4.2 Student Activities – Cannon (Interim)</u></p> <ul style="list-style-type: none"> ▪ The committee has not formally met this semester. The committee will meet this month and continue looking at the SNA bylaws. ▪ The SNA participated in hosting the Sim-Baby Shower on Wednesday, January 23rd from 10:30 - 11:30 am. ▪ The SNA community project for the semester is the donation of children's books in honor of Addie Clair (Sim-Baby). The books will be donated to area agencies. The project has been extended through February. The level that donates the most books will win a pizza party. ▪ ADN Level II, ADN Level III and VN Level II were given a pizza party on Wednesday, January 30th, for winning the community project competition last semester. These student groups donated the most items to CareNet. <p><u>4.3 Testing – Pullen (Interim)</u></p> <ul style="list-style-type: none"> ▪ The Testing Committee developed guidelines to establish additional structure in the review of selected questions from a faculty member's exam. The primary goals of these guidelines are to 1) promote consistency in conducting an exam review during Testing Committee meetings and 2) 	

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6.TREASURER'S REPORT	<p>6.TREASURER'S REPORT – S. Fricks Flowers were sent to Dr. Jones during his hospitalization, to Robyn Combs after the birth of her baby, and to Candice Vinson after her father died.</p> <p>The Treasurer's report was deferred. The bank statement for the month has not arrived yet.</p>	
7. VOCATIONAL NURSING REPORTS	<p>7. VOCATIONAL NURSING REPORTS</p> <p>7.1 <u>Coordinators Report</u> – L. Barrett</p> <ul style="list-style-type: none"> ▪ The VN Pinning Ceremony will be held at Amarillo High School this spring. ▪ The VN Program is utilizing a new clinical site this semester. That clinical site is The Arbors. ▪ The Level I service learning project for some students will be to label and deliver the children's books being donated as part of the Sim-Baby introduction. <p>7.2 <u>Level I</u> – K. Dixon</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. 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> 73 students currently enrolled. No withdrawals. Care groups met for the first time this week. Most students were in uniform (t-shirt). ▪ <u>Principles of Clinical Decision Making</u> 79 students currently enrolled. No withdrawals. ▪ <u>Pharmacology</u> 76 students currently enrolled. No withdrawals. All passed the first exam on Monday. <p>8.2 <u>Level II</u> – Fricks</p> <ul style="list-style-type: none"> ▪ <u>Concepts of Clinical Decision Making I</u> 63 students currently enrolled. The Module 1 Exam is on February 19th. ▪ <u>Care of Childbearing Family</u> 65 students currently enrolled. Module 1 Exam was given on February 5th. There were 19-Bs, 34-Cs, 8-Ds, and 4-Fs on the exam. 	

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	<ul style="list-style-type: none"> ▪ <u>Health Assessment</u> 53 students currently enrolled in classroom course. 23 students currently enrolled in on-line course. ▪ <u>Transition to Nursing Practice</u> 14 students enrolled. The Module 1 Exam is on February 18th. <p><u>8.3 Level III – Pullen</u></p> <ul style="list-style-type: none"> ▪ A total of 95 students are enrolled among all three Level III courses. ▪ <u>Concepts of Clinical Decision Making II</u> 65 students currently enrolled. The first exam is February 19th. ▪ <u>Care of Children and Families</u> 66 students currently enrolled. The first exam is February 5th. ▪ <u>Mental Health</u> 67 students currently enrolled. The first exam is February 13th. <p><u>8.4 Level IV – Reed</u></p> <ul style="list-style-type: none"> ▪ <u>Advanced Concepts of Adult Health</u> 83 students are currently attending. The first exam will be on February 13th. BSAHS provided lunch for the Level IV students on January 24th. NWTSHS provided lunch for the Level IV students on February 8th. ▪ <u>Management of Client Care</u> 76 students currently enrolled. 2 students have withdrawn. After the first module exam, 9 students are not passing (lowest grade is 62). ▪ <u>Introduction to Community Based Nursing</u> 68 students enrolled. 	
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 not met since January 11th. ▪ The committee entertained revising the admission points system to decrease the number of points awarded for general education courses completed. Also discussed was awarding an additional point to students for completion of at least two of the three science requirements in the program of study. No consensus was achieved within the committee. ▪ Students with less general education courses completed will be encouraged to attend Advising Sessions and apply for program admission in fall 2008 since our program enrollment goal of 90 was not achieved this spring. Our program enrollment goal for fall 2008 is 100 generic students. <p>9.2 <u>Curriculum – J. Cannon</u></p> <ul style="list-style-type: none"> ▪ The committee will meet for the first time this semester on February 20th at 1:30 pm. 	

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	<u>9.3 Research and Program Effectiveness – Grove</u> <ul style="list-style-type: none"> No report. 	
10. ADDITIONAL ITEMS:	<u>10. ADDITIONAL ITEMS</u> <ul style="list-style-type: none"> There were no additional items. 	
11. ADJOURNMENT	11. ADJOURNMENT <ul style="list-style-type: none"> The meeting was adjourned at 2:30 p. m. 	Paul Hogue made a motion for adjournment and Kathy Reed seconded the motion. All voted in favor of adjournment.

Sheryl Mueller, Nursing Division Chair Date