

**AMARILLO COLLEGE  
NURSING DIVISION FACULTY ORGANIZATION MINUTES**

DATE: October 3, 2007

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, 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, Sarah Williamson, and Kim Wright.

ABSENT: Melanie Gray

AGENDA: See Attached.

MINUTES:

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
<b>1. OPENING REMARKS</b> <b>S. Mueller</b>  <b>2. REPORT FROM DIVISION CHAIR -</b> <b>S. Mueller</b>	<b>1. OPENING REMARKS – S. Mueller</b> <ul style="list-style-type: none"> <li>Ms. Mueller called the meeting to order at 1:35 p.m.</li> <li>The Nursing Division Faculty Organization Minutes from the September 12<sup>th</sup> meeting were presented for approval.</li> <li>October birthday wishes were offered to Jeanetta Smiley (5), Marjeanne Moore (19), and Khristi McKelvy (30).</li> </ul> <b>2.1 REPORT FROM DIVISION CHAIR</b> <ul style="list-style-type: none"> <li>Ms. Mueller reported that she and Richard Pullen attended the 2007 National League for Nursing Education Summit in Phoenix, Arizona on September 26<sup>th</sup> -29<sup>th</sup>. They made a poster presentation for the Nursing the Numbers Grant. The Summit was well attended with approximately 1500 participants, and the "hot topic" of the Summit was clinical simulation.</li> <li>Ms. Mueller presented the newly-revised NRC faculty position description for approval by the division faculty.</li> <li>The Nursing Division Travel Guidelines and Application were e-mailed to each faculty member on September 24<sup>th</sup>. October 19<sup>th</sup> is the deadline for the first round of travel applications to be submitted. The Nursing Division Travel Committee will tentatively meet on October 31<sup>st</sup> to review applications.</li> <li>The NLNAC requires the ADN Program to include student representation on program committees. Ms. Mueller requested that committee chairs please give the names of student representatives to Jeanetta for posting.</li> <li>The Nursing Division Office has received information from both NWTSH and BSAHS recently about student parking. Becky Hunter, CNO at NWTSH, asked that faculty remind students to park only in the designated student parking area. Belinda Gibson, VP of Patient Services at BSAHS, sent an updated map of the two parking areas where students are allowed to park at BSAHS.</li> <li>Ms. Mueller presented a copy of the policy and form to be completed for faculty academic advancement. The form should be completed and submitted for approval through the division to Dr. Matney prior to taking the course. Dr. Matney requires that faculty include a fairly detailed description/explanation of the reason/purpose of the course as indicated on the form. On completion</li> </ul>	<p>A motion was made by Verena Johnson and seconded by Delores Thompson to approve the Nursing Division Faculty Organization Minutes from the September 12<sup>th</sup> meeting. These minutes were approved without additions or corrections.</p> <p>The motion for approval was made by Richard Pullen and seconded by Kathy Reed. The revised description was passed by a majority vote.</p>

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
	<p>of the course, the faculty member must submit an official transcript to attach to the Personnel Form 310.</p> <ul style="list-style-type: none"> <li>▪ Sheryl Mueller, Richard Pullen and LaVon Barrett attended a regional clinical simulation center planning session recently. Administrative representatives from WTA&amp;MU, Texas Tech, and AC are also continuing to meet and make plans for a regional clinical simulation center in the near future.</li> <li>▪ Ms. Mueller reported that she will be attending the Texas Association of Deans and Directors of Professional Nursing Programs meeting on Thursday and Friday of this week. There is a pre-conference meeting on clinical simulation on Thursday afternoon for deans and directors.</li> </ul>	
<b>3. COLLEGE COMMITTEE REPORTS</b>	<p><b>3. COLLEGE COMMITTEE REPORTS</b></p> <p><b><u>3.1 Academic Affairs – Barrett</u></b></p> <ul style="list-style-type: none"> <li>▪ Not met.</li> </ul> <p><b><u>3.2 Assessment – Mueller</u></b></p> <ul style="list-style-type: none"> <li>▪ Ms. Mueller reported that the committee met on September 27<sup>th</sup> and primarily reviewed where the General Education Competency Committees are with the process of competency assessment.</li> <li>▪ Dr. Matney recently made an appeal to all faculty in all divisions/departments for submission of student assignments for outcomes assessment by the competency committees. All division chairs are asking their faculty members to comply with Dr. Matney's request. The artifacts of actual student work are not due now, just the assignment (instructions) of the student work. If a faculty member in the Nursing Division has questions about this process, Kathy Reed, Delores Thompson and D'dee Grove are members of one of the six general education competency committees and can provide assistance.</li> <li>▪ Any concerns about student and/or patient privacy issues involved in the review of the artifacts submitted should be addressed to Danita McAnally or a competency committee chair. The artifacts are only reviewed by committee members and student names and identifiers are removed prior to committee review.</li> <li>▪ Jeff Seybert, Director of Research, Evaluation and Instructional Development at Johnson County Community College, will be returning to AC to talk to all faculty about student learning outcomes on January 8<sup>th</sup> 2008.</li> </ul> <p><b><u>3.3 Commencement – Cannon, Barrett, and Fricks</u></b></p> <ul style="list-style-type: none"> <li>▪ Ms. Cannon reported that she has officially turned over the commencement reins to Becky Burton.</li> <li>▪ The next meeting is scheduled for October 10<sup>th</sup></li> </ul> <p><b><u>3.4 Distinguished Alumnus Selection – Pullen</u></b></p> <ul style="list-style-type: none"> <li>▪ Not met.</li> </ul> <p><b><u>3.5 Faculty Professional Development – Williamson</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee met Friday. They discussed building community with faculty and students.</li> <li>▪ One concern is the lack of attendance of faculty at the Part-time Faculty Soirée. One suggestion is to change the name of the event. Another is to have mini soirée for part-time faculty.</li> <li>▪ The ACTS teaching seminar in May was discussed. This was a great opportunity for faculty to</li> </ul>	

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	<p>network with other faculty.</p> <ul style="list-style-type: none"> <li>▪ AC is purchasing the Mind Leader Series. 100 log-on accesses have been purchased.</li> <li>▪ Peer tutoring for students is available. To access Peer tutoring, log on to MyAC, then "Smart Thinking" under Academics.</li> </ul> <p><b><u>3.6 Faculty Evaluation – Mueller</u></b></p> <ul style="list-style-type: none"> <li>▪ No report.</li> </ul> <p><b><u>3.7 Faculty Handbook – Moore</u></b></p> <ul style="list-style-type: none"> <li>▪ No report.</li> </ul> <p><b><u>3.8 Faculty Senate – Dixon, &amp; Jones</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee will meet Friday. Dr Jones will discuss the bond election.</li> <li>▪ Yard signs are available to promote the bond. Marianne will check to see where the signs can be obtained.</li> </ul> <p><b><u>3.9 Faculty Technology Users – Grove</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee had a "meet and greet" for their first meeting.</li> </ul> <p><b><u>3.10 Institutional and Program Effectiveness - Pullen</u></b></p> <ul style="list-style-type: none"> <li>▪ Not met</li> </ul> <p><b><u>3.11 Library Network Advisory – Moore</u></b></p> <ul style="list-style-type: none"> <li>▪ Not met.</li> </ul> <p><b><u>3.12 On-line Faculty Advisory - Pullen</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee met.</li> <li>▪ It looks like the college will be converting from Web-CT to Blackboard-6. Current data on Web-CT should be easily converted to Blackboard 6.</li> <li>▪ Committee would like to "pilot" Blackboard-6 for online courses in summer 2008 in preparation for total conversion in fall 2008. We are considering the summer Health Assessment as a pilot for the Nursing Division.</li> <li>▪ Hybrid and online courses are required to submit Distance Education forms. The information is attached to complete the required forms.</li> </ul> <p><b><u>3.13 President's Council – Mueller</u></b></p> <ul style="list-style-type: none"> <li>▪ Not met</li> </ul> <p><b><u>3.14 Rank &amp; Tenure – Thompson</u></b></p> <ul style="list-style-type: none"> <li>▪ The rank notebooks are due to the Division Chairs by October 19<sup>th</sup>.</li> </ul> <p><b><u>3.15 Testing and Remediation – Thompson</u></b></p> <ul style="list-style-type: none"> <li>▪ Not met.</li> </ul>	

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	<p><b><u>3.16 Traffic Citation Appeals – Reed</u></b></p> <ul style="list-style-type: none"> <li>The meeting is at same time as this faculty meeting.</li> </ul> <p><b><u>3.17 Wellness – Whitehead</u></b></p> <ul style="list-style-type: none"> <li>Not met.</li> </ul>	
<p><b>4. NURSING DIVISION COMMITTEE REPORTS</b></p>	<p><b>4. NURSING DIVISION COMMITTEE REPORTS</b></p> <p><b><u>4.1 Advisory-- Mueller</u></b></p> <ul style="list-style-type: none"> <li>The fall meeting is scheduled for November 27<sup>th</sup> at 3:00 p.m.</li> </ul> <p><b><u>4.2 Student Activities – Cannon interim</u></b></p> <ul style="list-style-type: none"> <li>The committee met on September 25<sup>th</sup>.</li> <li>2007-2008 Goals and Objectives were approved.</li> <li>Marianne Jones was elected as Vice Chair for 2008-2009.</li> <li>Theresa Edwards was elected as Secretary.</li> <li>The committee discussed the election of class representatives for each level.</li> <li>SNA: Popcorn/candy sale will be Tuesday, October 9<sup>th</sup>. Community Service project will begin soon for the Crisis Pregnancy Center. Discussed having a banner to hang at SNA events. Discussed having SNA t-shirts made for officers and possibly to sell to students joining the SNA. Discussed possibilities for future fund-raisers.</li> <li>Several students volunteered time at the Teddy Bear Clinic.</li> <li>Several Level I students volunteered time to serve as translators at the Amarillo Hispanic Conference. (will send out a recognition to these students who volunteered their time to these events)</li> <li>Sub-committee will begin looking at updating SNA by-laws in accordance to the College Student Activities by-laws and national SNA by-laws.</li> <li>Pinning will be held at Central Church of Christ. Marianne Jones and Jan Cannon will be working together to organize the reception in the concourse, since the Fellowship Hall is unavailable. A big thank you goes to Sandy Fricks for helping us locate and secure this wonderful facility!</li> <li>Student Activities representatives are Kimberly Pinter, Tanya Packer and Heather Nokes.</li> </ul> <p><b><u>4.3 Testing – Pullen (Interim)</u></b></p> <ul style="list-style-type: none"> <li>The Goals and Objectives were reviewed.</li> <li>The committee voted to adopt revised Test Development Guidelines to present to Faculty Organization for approval and adoption in the Nursing Division.</li> <li>Next meeting is October 24, 2007.</li> </ul> <p><b><u>4.4 Nursing Peer Review – Shadbolt</u></b></p> <ul style="list-style-type: none"> <li>Not met.</li> </ul> <p><b><u>4.5 Learning Resources – Hirsch</u></b></p> <ul style="list-style-type: none"> <li>The committee met.</li> </ul>	<p>A minor change in the wording of B.1.a. was made during the discussion of the Test Development Guidelines. The change incorporated the following, "Faculty should consider following the percentages of questions to be included on the test for each client need category according</p>

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	<ul style="list-style-type: none"><li>Denise is working with Bob Sloger and Megan Hale from the E-Learning Center on multiple on-line video streaming issues. The quality of some of these streamed videos is very poor. Some of the streamed videos have been retired from use but not removed from streaming. Many of the site licensing fees are due soon for the streamed videos. In fact, it appears that \$10,000 in site licensing fees may be due as soon as December 31<sup>st</sup>. However, some of these videos with site licensing fees due have never actually been streamed. If the cost of these site licensing fees cannot be significantly reduced and/or other resources found for payment of the fees, these videos will not continue to be streamed.</li><li>Please review the video list that Khristi has sent out. All the videos on this list must be reviewed by November 21<sup>st</sup>. Any of these videos that are still current can be archived, but Khristi must be notified by a faculty member.</li><li>The committee is in the process of reviewing the supply kit for the ADN students. The supply kit for the VN students has been reviewed and updated and will be separate from the ADN supply kit.</li><li>The committee will host a baked potato lunch for faculty on October 31<sup>st</sup> from 11:00 a.m. to 1:00 p.m.</li></ul> <p>4.6 <u>Technology Users - Grove</u></p> <ul style="list-style-type: none"><li>Not met.</li></ul> <p>4.7 <u>Clinical Simulation - Whitehead</u></p> <ul style="list-style-type: none"><li>Not met.</li></ul>	to the NCLEX-RN Examination Test Plan or NCLEX-PN Examination Test Plan.” The guidelines were approved by a majority vote of faculty. (17)				
5.MISCELLANEOUS	<p>5.MISCELLANEOUS</p> <p><u>5.1 NRC – Hirsch/Pullen</u></p> <ul style="list-style-type: none"><li>No further report.</li></ul> <p><u>5.2 Computer Testing Center – Gray</u></p> <ul style="list-style-type: none"><li>Katrina Anders has given her resignation as of October 12<sup>th</sup>. We will need a 19-hour/week person for the Testing Center.</li></ul> <p><u>5.3 Advising and Counseling - McClure</u></p> <ul style="list-style-type: none"><li>This is the time that is “the calm before the storm”.</li><li>Ms. McClure wanted to remind faculty that Math 1333 no longer exists as of fall 2007. The new requirement is that students must complete MATH 0303 prior to taking the new Contemporary Math course, MATH 1332.</li><li>An additional generic Advising Session has been scheduled for November 6<sup>th</sup> at 2:00 p.m. since we began Advising Sessions earlier than usual this semester.</li></ul> <p><u>5.4 Announce Staff Development – Shadbolt and Williamson</u></p> <ul style="list-style-type: none"><li>Staff development will be in November before the faculty meeting. The topic will be announced later.</li></ul>					
6.TREASURER’S REPORT	<p>6.TREASURER’S REPORT – S. Fricks</p> <table><tr><td>Beginning Balance</td><td>\$590.61</td></tr><tr><td>Deposits</td><td>245.00</td></tr></table>	Beginning Balance	\$590.61	Deposits	245.00	
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	<p>Expenses:        Scotts Flowers -Tamara's Sister        48.50                                 Jeanetta Smiley - Luncheon        32.00</p> <p>Balance: 9/28/07        \$755.11</p> <p><b>Dues NOW \$35.00</b></p>	
<b>7. VOCATIONAL NURSING REPORTS</b>	<p><b>7. VOCATIONAL NURSING REPORTS</b></p> <p><b>7.1 <u>Coordinators Report</u> – L. Barrett</b></p> <ul style="list-style-type: none"> <li>▪ The Vocational Nursing Pinning Ceremony will be at Crockett Middle School on December 12<sup>th</sup>. The reception will be in the cafeteria.</li> </ul> <p><b>7.2 <u>Level I</u> – K. Dixon</b></p> <ul style="list-style-type: none"> <li>▪ No report.</li> </ul> <p><b>7.3 <u>Level II</u> – S. Williamson</b></p> <ul style="list-style-type: none"> <li>▪ No report.</li> </ul> <p><b>7.4 <u>Admission/Progression</u> – L. Barrett</b></p> <ul style="list-style-type: none"> <li>▪ No report.</li> </ul>	
<b>8. ASSOCIATE DEGREE NURSING REPORTS</b>	<p><b>8. ASSOCIATE DEGREE NURSING REPORTS</b></p> <p><b>8.1 <u>Level I</u> – Moore</b></p> <ul style="list-style-type: none"> <li>▪ <b><u>Introduction to Nursing</u></b> 82 students currently enrolled. After the first exam, 10 students are not passing.</li> <li>▪ <b><u>Principles of Clinical Decision Making</u></b> 69 students are currently enrolled. After the first exam, 12 are not passing.</li> <li>▪ <b><u>Pharmacology</u></b> 70 students are currently enrolled. One is not passing after the first exam.</li> </ul> <p><b>8.2 <u>Level II</u> – Fricks</b></p> <ul style="list-style-type: none"> <li>▪ <b><u>Concepts of Clinical Decision Making I</u></b> 58 students are currently enrolled with 20 not passing after the first exam.</li> <li>▪ <b><u>Care of Childbearing Family</u></b> 62 students are currently enrolled with 10 not passing after the first exam.</li> <li>▪ <b><u>Health Assessment</u></b> In Class: 31 students are currently enrolled. The final exam is next week. On-line: 29 students are currently enrolled. The final exam is next week.</li> <li>▪ <b><u>Transition to Nursing Practice</u></b> 30 students are currently enrolled with 11 not passing after the first exam.</li> </ul>	

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	<p><b><u>8.3 Level III – Pullen</u></b></p> <ul style="list-style-type: none"> <li>▪ 87 students currently enrolled throughout Level III courses.</li> <li>▪ <b><u>Concepts of Clinical Decision Making II</u></b> 53 students currently enrolled with 11 not passing after the first exam.</li> <li>▪ <b><u>Care of Children and Families</u></b> 66 students currently enrolled with 13 not passing after the first exam.</li> <li>▪ <b><u>Mental Health</u></b> 69 students currently enrolled with 21 not passing after the first exam.</li> </ul> <p><b><u>8.4 Level IV – Reed</u></b></p> <ul style="list-style-type: none"> <li>▪ <b><u>Advanced Concepts of Adult Health</u></b> 71 students currently enrolled with 28 not passing after the first exam.</li> <li>▪ <b><u>Management of Client Care</u></b> 70 students currently enrolled with 15 not passing after the first exam.</li> <li>▪ <b><u>Introduction to Community Based Nursing</u></b> 48 students enrolled with all passing.</li> </ul>	
9. ADN COMMITTEE REPORTS	<p><b>9. ADN COMMITTEE REPORTS</b></p> <p><b><u>9.1 Admission/Progression – M. Moore</u></b></p> <ul style="list-style-type: none"> <li>▪ Not met.</li> </ul> <p><b><u>9.2 Curriculum – J. Cannon</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee is scheduled to meet on October 10<sup>th</sup>.</li> <li>▪ The booklist is being passed around today; it is due to the bookstore by October 13<sup>th</sup>.</li> </ul> <p><b><u>9.3 Research and Program Effectiveness – Grove</u></b></p> <ul style="list-style-type: none"> <li>▪ The committee met and reviewed the Systematic Plan of Evaluation.</li> <li>▪ The PET form was reviewed.</li> <li>▪ The one-year alumni employees' survey will be distributed soon.</li> <li>▪ The one- and five-year graduate surveys will be mailed out soon.</li> </ul>	
10. ADDITIONAL ITEMS:	<p><b><u>10. ADDITIONAL ITEMS</u></b></p> <ul style="list-style-type: none"> <li>▪ No additional items</li> </ul>	
11. ADJOURNMENT	<p><b>11. ADJOURNMENT</b></p> <ul style="list-style-type: none"> <li>▪ The meeting was adjourned at 3:10 p. m.</li> </ul>	

Jeanetta Smiley, Recording Secretary    Date

Sheryl Mueller, Nursing Division Chair    Date