

AMARILLO COLLEGE
NURSING DIVISION FACULTY ORGANIZATION MINUTES

DATE: October 1, 2008

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

ATTENDANCE: Present: - Lindy Billington, LaVon Barrett, Jan Cannon, Theresa Edwards, Marcia Green, Deborah Hall, Denise Hirsch, Paul Hogue, Verena Johnson, Marianne Jones, Tabatha Mathias, Susan McClure, Marjeanne Moore, Sheryl Mueller, Pat Murray, Phyllis Pastwa, Richard Pullen, Cele Rangel, Kathy Reed, Kelly Savage, Lyndi Shadbolt, Jennifer Siess, Teresa Smoot, Delores Thompson, Rebecca Vincent, Ruth Whitehead, Sarah Williamson, Kim Wright, and Charlotte Haller

ABSENT: Karla Dixon, Melanie Gray, D'dee Grove, Tamara Rhodes, and Kerrie Young

AGENDA: See Attached.

MINUTES:

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
1. OPENING REMARKS S. Mueller	1. OPENING REMARKS – S. Mueller <ul style="list-style-type: none"> Ms. Mueller called the meeting to order at 1:35 p.m. Charlotte Haller, new Administrative Assistant replacing Paula Garrison was introduced and welcomed to the Nursing Division. Birthday wishes were offered to those celebrating birthdays during the months of September and October – Kerrie Young (September 18th), Kathy Reed (September 22nd), Marjeanne Moore (October 19th), and Khristi McKelvy in the NRC (October 30th). Ms. Mueller asked faculty members to keep Kerrie Young and D'dee Grove in their thoughts and prayers. Kerrie was in a motor vehicle accident this morning and D'dee has been very ill. 	
REPORT FROM DIVISION CHAIR - S Mueller	2. REPORT FROM DIVISION CHAIR 2.1 Board of Regents <ul style="list-style-type: none"> Ms. Mueller attended the Board of Regents meeting on September 23rd. Shiver Megert & Associates presented the exterior and interior design plans for the new Nursing and Dental Health Center on West Campus at the Board of Regents meeting. The exterior plan presentation was provided in a virtual DVD format. The interior design plans were presented in blueprint format. (Ms. Mueller has a copy of the DVD and the blueprint designs. Frames will be ordered for the blueprints, so they can be displayed in the new building.) Jack Stanley, Division Chair for Sciences and Engineering presented a proposal to the Board for three new curriculums in wind energy. This proposal to offer basic and advanced certificates and an AAS degree in wind energy was approved and will next go to the THECB for approval. Also mentioned was the possibility of the addition of a solar program at AC next year. Damaris Schlong, Dean of Workforce and Economic Development, gave the Education Report at the Board meeting. The report provided an overview of PRO (Pursuing Real Opportunities). This is a collaborative project among AC, AEDC, and AISD to develop a qualified workforce for 	

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	<p>Amarillo and the region. A handout on PRO was given to all faculty members. (see attachment)</p> <ul style="list-style-type: none"> • Danita McAnally, Dean of Assessment and Development, provided an update of the college Strategic Plan goals. • Dr. Matney, in the President's Report, reminded the Board that there are a lot of good things happening here at AC--the bond election construction, implementation of the IT Tactical Plan, development of the new Teaching and Learning Center, new program initiatives, such as the Wind Energy program, the PRO project, migration to a new online learning management system, national-recognition of the developmental education program, accomplishment of Strategic Plan goals, etc. <p>2.2 Vice-President's Council</p> <ul style="list-style-type: none"> • All faculty members should have recently received an e-mail from Lynda Barksdale, Director of Advising, about emergency funds available through the AC Foundation to help students with emergency situations. Please contact the Adult Student Services area to help students access financial assistance. • Academic technology equipment purchases will be approximately 2 million dollars this year. This includes 759 desktop computers, 73 laptop computers, 63 printers, and 72 projectors. East Campus will receive the first deployments of technology equipment followed by the Business and Industry Center. • Class Schedules will no longer be printed after spring 2009. The class schedules will continue to be available only on-line. • Fall 2008 student enrollment at the 12th class day was 10,100. This is a decrease of 28 students from last fall. • Dr. Matney noted that 14% of pre-registered students for fall 2008 were purged for non-payment by the deadline. He asked for any ideas as to how to control this excessive number of students who pre-register for classes and then fail to pay for them. This creates problems for other students who may be able to pay but are unable to register for classes prior to the purge because the classes are full of students who cannot pay. <p>2.3 Nursing Division Update</p> <ul style="list-style-type: none"> • Ms. Mueller reminded faculty that it is imperative that students be recruited to memberships on the Nursing Division and program committees. • Dr. Laura Grandgenett, Acting CIO, Jeff Gibson, and Fred Baldivia came to the division on September 5th to meet with Ms. Mueller and discuss the Nursing Division's IT needs and the plans for scheduled equipment replacements in 2009. Dr. Grandgenett provided a master College IT Inventory list to be reconciled with the Nursing Division IT Inventory list, which was completed in spring 2008. This has been accomplished and resubmitted to Dr. Grandgenett's office. At present, the entire Testing Center is slated to be replaced in 2009 as well as the older computer equipment in the CAI Lab. Virtually all Nursing Division faculty desktop computers are also scheduled for replacement sometime in 2009. • The Nursing the Numbers grant is officially closing on October 31st. Jennifer Ashcraft, NTN Project Manager, has accepted a position as Grant Compliance Officer in the Assessment and Development Office on the WSC. She will, however, be here in the Nursing Division completing 	<p>Ms. Mueller reminded faculty to also utilize the Nursing Division ER Fund for qualifying student emergency needs.</p> <p>Submit any suggestions by e-mail to Dr. Matney with copy to Ms. Mueller and Susan McClure.</p> <p>All committee chairs ensure that student members are identified for committees and submit names to Charlotte for inclusion on the master committee assignments record.</p>

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3. COLLEGE COMMITTEE REPORTS	<p>closing activities for the NTN Grant 6 hours per week (15% of her work time) during the month of October.</p> <ul style="list-style-type: none"> As per the e-mail sent to all faculty and staff from ITS, please remember to log off your computer at the end of the day in order to preserve the equipment and conserve energy. <p><u>2.4 BON News</u></p> <ul style="list-style-type: none"> The Nursing Jurisprudence Exam (NJE) is now available online at the BON website, but it can only be accessed by applicants for initial licensure and by applicants for licensure by endorsement. The exam consists of 50 questions and must be completed in two hours. Applicants must answer 75% of the questions correctly (38 questions). The exam can be re-taken every 7 business days. Reference materials may be used during the exam. There is currently no charge for the NJE to qualified applicants. Online licensure verification has recently changed. RN and LVN licenses may be searched by license number or last and first name or the <u>last four digits of the Social Security Number and the birth date</u>. Previously, the 10 digit Social Security Number could be used for licensure verification. The BON has received a grant from the NCSBN and will begin to conduct criminal background checks on students as they enter nursing schools in the state. The new process will require that schools of nursing submit a roster of student names of newly-admitted nursing students to the BON. The BON will then require the student to submit to an FBI-level criminal background check via finger scanning completed through L1 Identity Solutions. More information about this process will be forthcoming from the BON. <p>3. COLLEGE COMMITTEE REPORTS</p> <p><u>3.1 Academic Affairs -- Barrett</u></p> <ul style="list-style-type: none"> No report. <p><u>3.2 Academic Technology -- Johnson</u></p> <ul style="list-style-type: none"> The first meeting will be on October 6th. <p><u>3.3 Assessment, Instructional Sub-committee -- Hirsch</u></p> <ul style="list-style-type: none"> Denise Hirsch will replace Sheryl Mueller as a member of the committee for 2008-09. <p><u>3.4 Commencement -- Cannon</u></p> <ul style="list-style-type: none"> Jan Cannon reported that she is still a member of the committee for another year, despite not being on the membership list on the AC web site for this committee. <p><u>3.5 Faculty Development -- Williamson</u></p> <ul style="list-style-type: none"> The "Southwest Seminar on Great Teaching" will be in Taos, New Mexico on October 23rd - 25th. Applications for this seminar are due by October 3rd. A Career Clusters Vertical Alignment Workshop will be held on October 29th in the Dallas/Ft. Worth area. Individuals selected to attend this workshop will have all expenses paid by AC and 	<p>Ms. Barrett and Ms. Mueller have agreed to continue to require all VN and ADN applicants to complete a background check through PreCheck.Inc. prior to full program acceptance. The BON process does not permit sharing of criminal background information with the nursing schools or clinical agencies nor does it take place in a time frame that would permit determining clinical agency eligibility prior to program admission.</p>

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4. NURSING DIVISION COMMITTEE REPORTS	<p>also receive a \$500.00 honorarium.</p> <p>3.6 <u>Faculty Evaluation -- Shadbolt</u></p> <ul style="list-style-type: none"> No report. <p>3.7 <u>Faculty Handbook -- Moore</u></p> <ul style="list-style-type: none"> No report. <p>3.8 <u>Faculty Senate -- Jones & Smoot</u></p> <ul style="list-style-type: none"> See attached Senate minutes. <p>3.9 <u>Institutional and Program Effectiveness -- Pullen</u></p> <ul style="list-style-type: none"> No report. <p>3.10 <u>Library Network Advisory -- Moore</u></p> <ul style="list-style-type: none"> No report. <p>3.11 <u>Rank & Tenure --Barrett</u></p> <ul style="list-style-type: none"> No report. <p>3.12 <u>Testing & Remediation -- Thompson</u></p> <ul style="list-style-type: none"> No report. <p>3.13 <u>Traffic Citation Appeals -- Reed</u></p> <ul style="list-style-type: none"> Kathy Reed reported that she is still a member of this committee despite not being listed on the AC web site committee list. The committee met on September 15th and considered one citation appeal. The committee voted to let the citation stand. <p>3.13 <u>Web -- McKelvy</u></p> <ul style="list-style-type: none"> No report. <p>3.14 <u>Wellness -- Whitehead</u></p> <ul style="list-style-type: none"> No report <p>4. NURSING DIVISION COMMITTEE REPORTS</p> <p>4.1 <u>Advisory -- Mueller</u></p> <ul style="list-style-type: none"> No date has been set for the fall Advisory Committee meeting yet. <p>4.2 <u>Student Activities -- Cannon</u></p> <ul style="list-style-type: none"> Student Activities Committee met on September 4th. SNA Officers attended the Nursing Success 	

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	<p>Boot Camp, and students have been busy this semester with popcorn, candy and nursing shirt sales. A silent auction raised approximately \$300.00.</p> <ul style="list-style-type: none"> • SNA of the Student Activities Committee held a meeting on September 17th. • The Community Service Project this semester is to collect donations to support our soldiers through Treats for Troops www.Treatsfortroops.com. The project begins October 1st and continues through November 14th. Monetary donations will be collected in all levels of both of the nursing programs. The winning class will receive a pizza party! Please show your support for our brave men and women who are overseas by sending sweets. • The white polo nursing shirt sales will be on October 6th from 9:00 am to 1:00 pm and October 7th from 1:00 pm to 4:30 pm. Popcorn and candy will also be available. Shirts will be \$17.00 and up, depending on sizes. All sales support the SNA. • The ADN Pinning Ceremony will be held at the Central Church of Christ. The reception hall is unavailable, so the reception will be held in the church foyer as it was last December. ADN Pinning Committee will have a meeting next Wednesday, October 8th. • The SNA faculty sponsors and officers have been working to update the SNA Bylaws for several semesters. The revised SNA Bylaws were recently e-mailed to all faculty members for review. • The next SNA meeting will be held on October 11th. <p>4.3 Testing -- Thompson</p> <ul style="list-style-type: none"> ▪ Testing Committee met on September 24, 2008 in Room 105. ▪ Student representatives, Andrea DeLoach and Marlo Hendricks were introduced to the committee. ▪ Ms. Gray brought up the issue of students arriving late for exams. The committee recommended that these late students continue to be referred to the appropriate faculty members. ▪ Committee goals and objectives for 2008-2009 were reviewed and approved. ▪ There was no report from available about TCS. ▪ Commendations were offered to the NCLEX Teams from Level IV for their hard work with the May graduates in preparation for the NCLEX-RN Exam. Level IV students this semester will be assigned to the NCLEX Team leader they had in their Introduction to Nursing care group if possible. ▪ Dr. Pullen presented some trended data that he compiled in relation to HESI Exit Exam scores and NCLEX-RN first-time pass statistics for graduates from the ADN Program. He also brought a couple of articles concerning the usefulness of the HESI Exit Exam in predicting NCLEX Exam failure for committee members. The articles will be discussed at the next meeting. The committee will continue to trend results from HESI exit exam in relation to NCLEX-RN first-time pass rates. ▪ The committee reviewed an exam question for Paul Hogue. <p>4.4 Nursing Peer Review -- Shadbolt</p> <ul style="list-style-type: none"> • The fall meeting is scheduled for October 29th. <p>4.5 Learning Resources -- Hirsch</p> <ul style="list-style-type: none"> • No report. <p>4.6 Technology Users -- Green</p> <ul style="list-style-type: none"> • The committee met on September 3rd. 	<p>Student Activities Committee made a motion to accept the revised bylaws and Richard Pullen seconded the motion. After discussion by the faculty, it was discovered that not all faculty received the revised bylaws by e-mail. It was decided that the bylaws would be resent by e-mail and a vote for approval would be made at a later meeting.</p>

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5.MISCELLANEOUS	<ul style="list-style-type: none"> A policy will be drafted to govern use of the “clickers” that have been purchased for faculty and students in the Nursing Division. The committee will be conducting follow-up of faculty who have been using the PDAs purchased by the division as a pilot project. The ParSYSTEM Manual developed has been assigned to various committee members to test for functionality and accuracy. <p>4.7 Clinical Simulation -- Whitehead</p> <ul style="list-style-type: none"> The committee met on September 17th. The committee goals and objectives for 2008-09 were reviewed. The Faculty Clinical Simulation Manual and Simulation Design Template were discussed. Both still need to be fine-tuned. NRC usage for clinical simulation data during the spring 2008 semester were reviewed as well as the scheduled clinical simulation activities for fall 2008. Martha Howell, Director of the new Panhandle Clinical Simulation Center, attended the meeting and faculty development of scenarios and the role of faculty as effective facilitators in debriefing were discussed as well as the need for a videotaping policy and a policy for use of standardized patients in clinical simulation. Martha has offered to provide staff development activities in clinical simulation for the AC nursing faculty. <p>5. MISCELLANEOUS</p> <p>5.1 NRC -- Hirsch</p> <ul style="list-style-type: none"> Khristi has developed a new calendar for students to know when the NRC is open for practice time. The NRC is too heavily scheduled for students to be able to practice at times other than the designated practice times. Ms. Hirsch asked that faculty members be considerate of these times when requiring students to practice in the NRC. Ms. Hirsch asked faculty members to please wear white lab jackets and name tags in the NRC when working with the Introduction Care Groups. <p>5.2 Computer Testing Center -- Gray</p> <ul style="list-style-type: none"> No report. <p>5.3 Advising -- McClure</p> <ul style="list-style-type: none"> No report. <p>5.4 Staff Development -- Shadbolt and Williamson</p> <ul style="list-style-type: none"> A total of five staff development activities have been provided since the fall semester begin. The next staff development will be on November 5th. <p>6. TREASURER'S REPORT -- Hirsch</p> <ul style="list-style-type: none"> There is currently \$505.60 in the faculty account. Some faculty members still need to pay the \$35.00 dues, which are due by November 1st. 	
6.TREASURER'S REPORT		

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<p>7. VOCATIONAL NURSING REPORTS</p> <p>8. ASSOCIATE DEGREE NURSING REPORTS</p>	<p>7. VOCATIONAL NURSING REPORTS</p> <p>7.1 <u>Coordinator's Report -- Barrett</u></p> <ul style="list-style-type: none"> • There are currently X students enrolled in Level I and X students enrolled in Level II. • The VN Pinning Ceremony will be held in Concert Hall Theater in December. • The May 2008 graduating class had a 100% first-time NCLEX-PN pass rate. <p>8. ASSOCIATE DEGREE NURSING REPORTS</p> <p>8.1. Level I -- Moore</p> <ul style="list-style-type: none"> • Introduction to Nursing • 105 enrolled. 2 have withdrawn. 15 are failing after the first exam. • Principles of Clinical Decision Making • 66 enrolled. 2 have withdrawn. 13 are failing after the first exam. • Pharmacology • 62 enrolled. 1 has withdrawn. <p>8.2 <u>Level II – Wright</u></p> <ul style="list-style-type: none"> ▪ RNSG 1247/1263 Concepts of Clinical Decision Making I ▪ 62 attending. 11 not passing. ▪ RNSG 1251/1260 Care of Childbearing Family ▪ 67 attending. 16 not passing. ▪ RNSG 1115.001 Health Assessment (Paul) ▪ 33 attending. Final is October 15th. ▪ <u>RNSG 1115.002 Health Assessment (Verena)</u> ▪ 23 attending. Final is October 27th. ▪ <u>RNSG 2307 Transition</u> ▪ 26 attending. 4 not passing. ▪ <u>HPRS 2200 Pharmacology for Health Professionals</u> ▪ 14 enrolled (all Transition Students). <p>8.3 <u>Level III – Pullen</u></p> <ul style="list-style-type: none"> ▪ <u>RNSG 1248</u>: 52 enrolled. One student dropped (failed clinical). 9 not passing. One student dropped (failed clinical). ▪ <u>RNSG: 2201</u>: 62 enrolled. 16 not passing. First exam September 24th. ▪ <u>RNSG: 2213</u>: 65 enrolled. 10 not passing. First exam September 16th. ▪ 20% of students are taking all three courses. The majority of students are taking two courses. <p>8.4 <u>Level IV – Reed</u></p> <ul style="list-style-type: none"> ▪ <u>RNSG 1110/2161 – Community</u> ▪ 47 students attending -- all are passing ▪ <u>RNSG 2231/2262 – Critical Care</u> ▪ 68 students attending. 12 not passing after Module 1 Exam. ▪ <u>RNSG 2221 -- Management</u> 	

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ADN COMMITTEE REPORTS	<ul style="list-style-type: none"> ▪ 70 students are enrolled. 13 are not passing after Module 1 Exam. <p>9. ADN COMMITTEE REPORTS</p> <p>9.1 <u>Admission/Progression</u> -- Moore</p> <ul style="list-style-type: none"> • The committee has not met. <p>9.2 <u>ADN Curriculum Committee Report</u></p> <ul style="list-style-type: none"> ▪ Committee met September 17th. ▪ Committee Goals and Objective were approved. ▪ The Booklist circulating. It is due to the bookstore on October 15th. ▪ Kathy Reed and Sheryl Mueller reported that the Faculty Handbook and Student Handbook are on the Nursing Division J-drive (Group Folder). ▪ Kim Wright reported that several faculty members and staff (Richard Pullen, Sheryl Mueller, Kim Wright, Theresa Edwards, Jennifer Ashcraft, D'dee Grove, and LaVon Barrett) have had manuscripts accepted for publication in Nurse Educator, Men in Nursing, Nursing 2008, and LPN 2008. ▪ Several Staff Development programs have been offered thus far and include: 1) HIPPA and Client Privacy by Michelle Mayes, Director of Corporate Compliance at BSAHS, 2) CPR, 3) Total Curriculum Support, 4) Care Groups, and 5) ADN Program Analysis and Planning Session #3. ▪ The online Medical Terminology course (HPRS 1206) has been consistently cancelled due to low enrollment. Sheryl Mueller proposed to Committee that this course be removed from the catalog of courses as an ADN course elective. The Committee approved this proposal. ▪ A faculty orientation program is being piloted this semester that was developed by Richard Pullen and Kathy Reed. The program complements the faculty orientation checklist. A policy stating that faculty will be oriented exists, but no structured program is in place. The Program was developed following a review of the literature about new nursing faculty orientation programs in the nation. ▪ An IOM Task Force was identified: Jan Cannon (Level 1), Marianne Jones (Level 2), Richard Pullen (Level 3), and Kathy Reed (Level 4). We met September 29th. Task Force is charged with evaluating how (if) we are threading the IOMs in the program and identifying improvement strategies. Each Task Force Member will review textbooks, course manuals, and interview faculty members in their respective levels. Next meeting is October 28th. ▪ We reviewed NCLEX-RN Program Reports. Sheryl Mueller and committee discussed the areas of concern including nursing process (assessment), sensory perceptual, growth and development, elimination, endocrine, metabolic, reproductive, nervous, sensory, health promotion and stages of maturity in adulthood and life-span. Committee will begin brainstorming ways to improve in these areas. Committee is also surveying faculty to determine what teaching strategies they use to promote critical thinking in the nursing process. Faculty members are to submit their surveys by November 1, 2008. Committee will review these surveys and celebrate accomplishments and identify improvement opportunities in teaching the nursing process, especially "assessment" in the program. Noteworthy, program strengths include nursing process (analysis, planning, implementation), psychosocial, cardiovascular, musculoskeletal, renal, urinary, respiratory, integumentary, and stages of maturity in natal and childhood. ▪ The next meeting is October 8, 2008 at 1330 in Room 105. 	<p>Curriculum Committee brings to faculty a motion to remove HPRS 1206: Essentials of Medical Terminology from the ADN Program elective course offerings. Motion seconded by Kathy Reed and passed by majority vote.</p>

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10. ADDITIONAL ITEMS	<p>9.3 R&PE Committee Report – Johnson</p> <ul style="list-style-type: none"> • Committee Goals and Objectives are for 2008-2009 have been written. • Committee is in the process of reviewing policies. • The ADN PET form was completed and submitted. <p>10. ADDITIONAL ITEMS</p> <ul style="list-style-type: none"> • The Nursing Division Faculty Organization Minutes from August 21, 2008 and the ADN Faculty Committee Minutes from the Annual Meeting on August 21, 2008 were presented for approval. 	Both the minutes from the Nursing Division Faculty Organization meeting and the ADN Annual Meeting on August 21, 2008 were approved by faculty consensus without corrections.
11. ADJOURNMENT	<p>11. ADJOURNMENT</p> <p>The meeting was adjourned at 3:15 pm.</p>	

 Sheryl Mueller, Nursing Division Chair

 Date