

**AMARILLO COLLEGE
NURSING DIVISION FACULTY ORGANIZATION MINUTES**

DATE: November 5, 2008

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

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

ABSENT: Melanie Gray, D'dee Grove, Susan McClure, and Delores Thompson

AGENDA: See Attached.

MINUTES:

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
1. OPENING REMARKS - S. Mueller Call to Order Approval of Minutes Announcements	1. OPENING REMARKS <ul style="list-style-type: none"> Ms. Mueller called the meeting to order at 1:30 p.m. Ms. Mueller called for the approval of the Nursing Division Faculty Organization Meeting Minutes from October 1, 2008. Birthday wishes were offered to those celebrating birthdays during the month of November, including Rosemarie Masetta (1st), Kim Wright (7th), Jennifer Siess (10th), Rene Haley (10th) Teresa Smoot (16th), D'dee Grove (17th), and Sarah Williamson (30th), and during the month of December including, Cele Rangel (14th), Theresa Edwards (15th), LaVon Barrett (19th), and Rebecca Vincent (23rd). Ms. Mueller called attention to the thank you notes and e-mails that have been received from D'dee Grove, Cele Rangel, and Dr. Jones for various acts of kindness by the faculty. Ms. Mueller offered a special thank you to Denise for organizing the meal and basket of gifts that were delivered to Dr. Jones and his family and a special thank you to Lyndi and Denise for providing the meal/refreshments for the Staff Development and Faculty Meeting today. Congratulations were offered to Richard Pullen for being elected the Amarillo College Piper Professor for 2008-2009. This selection recognizes Richard for his dedication to teaching and his academic and scholarly achievements. He will compete statewide for the Piper Professor Award, sponsored by the Minnie Stevens Piper Foundation. Congratulations were also extended to Ruth Whitehead for being appointed to the screening committee for the Instructional Designer/Technology Specialist for E-Learning. 2. REPORT FROM DIVISION CHAIR 2.1 Board of Regents Update <ul style="list-style-type: none"> The BOR met at the Hereford Campus on October 28th. The Education Report featured a Hereford Campus Update (see handout). The new Bond Website was unveiled to the Regents. This website has been created in effort 	Denise Hirsch noted that she had provided a report from the Learning Resources Committee that was not part of the October 1, 2008 minutes. A motion was made by Verena Johnson to approve the October 1, 2008 Nursing Division Faculty Organization Minutes and seconded by Cele Rangel to approve the minutes with the addition of the Learning Resources Committee report that Denise will provide.
2. REPORT FROM DIVISION CHAIR - S. Mueller		

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	<p>to keep the community and AC employees informed about the progress of the Bond projects. The web site can be accessed from the AC homepage.</p> <ul style="list-style-type: none"> • The BOR approved extension of the Eduserve contract in order to provide management oversight of IT functions during the continued search for a permanent CIO. Dr. Laura Grandgenett will continue as acting CIO until March 31, 2009. • James Cornelius has been hired as the Emergency Manager for Emergency Management for the college. This is a new position approved in the 2008-09 budget. James comes to AC from Houston where he has worked the last 8 years in the Harris County Office of Homeland Security and Emergency Management. He is also an attorney with 15 years of private practice experience in family law. • The BOR approved RFP #1193 for the new Science Laboratory Building which will fund Phase 2 of the project. Phase 2 includes general conditions, site work, masonry, carpentry, interior finishes, equipment, an elevator, and the mechanical and electrical work. It also includes a second elevator in Parcels Hall to prepare for future Bond-funded work in Byrd Business Building and Parcels Hall. • The BOR approved the outsourcing of the planned e-mail migration from Novell Groupwise to Microsoft Outlook to the Harding Group of Arlington. Symantec Endpoint Protection from Checkpoint Services, Inc. will be purchased to replace the ETrust anti-virus software from Computer Associates currently being used. <p>2.2 Vice-President's Council</p> <ul style="list-style-type: none"> • The CIO search ended in a decision not to hire any one of the three finalists. The position will be reposted. • There are currently three finalists in the E-Learning Center Director search. • Governor Perry has written a letter to all state agencies, including AC, to warn about the impact of a slowing economy on Texas government spending. He is asking that all agencies curtail taxpayer-funded travel and look for other opportunities to decrease expenditures and legislative appropriations requests for 2010-11. The college was directed to notify the Governor's office in writing of plans to reduce travel. • The priorities of the Texas Association of Community Colleges for the 81st Legislative Session are: 1) Appropriations (base funding, which was 60% in 1986 and 29% in 2007) and 2) Employee Benefits. • Joe Wyatt is a new AC employee in College Relations. Joe is responsible for the new AC ad which features AC Guy and University Guy. He is looking for media spokespersons for all areas, including health and nursing. He is also interested in any opportunity to submit news to the media about AC programs and activities. • KGNC has offered AC the third Thursday at 7:25 am to showcase any particular event or program. • The Master Calendar for 2009-10 is being drafted, but it is not yet approved by the BOR. • Angel Learning Management System will be live this summer. The College Course Definition Task Force has been working on some new definitions for "online course", "traditional course", "hybrid course", and "enhanced course" in order to clarify the training 	

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	<p>and migration of courses. For example, an online course must be 100% delivered over the internet including orientation and testing.</p> <p><u>2.3 Nursing Division News</u></p> <p><i>Students on Nursing Division and Program Committees.</i></p> <ul style="list-style-type: none"> • Please notify Ms. Mueller of the names of students on committees. • Ms. Mueller proposed that SNA Officers serve as the student representatives for the Nursing Division Faculty Organization Committee. <p><i>Building B Remodel—Testing Center</i></p> <ul style="list-style-type: none"> • Bruce Cotgreave has delivered a floor plan for the Building B Satellite Testing Center. It will be located in two re-modeled classrooms and have 40 testing booths. It will not be available until fall 2009 when the remainder of the Building B re-model is scheduled for completion. Testing space in Building D will be very congested during the spring 2009 semester and may require extended hours and creative solutions. <p><i>Nursing Division Travel</i></p> <ul style="list-style-type: none"> • The division has received a total of \$8,525 for full-time faculty travel during 2008-09. Travel requests for the first round of consideration must be submitted to the Nursing Division Chair by 5:00 pm on Friday, November 21st. The Nursing Division Travel Committee will make a determination of funding no later than December 1, 2008. <p><i>THECB Update re New Curriculum</i></p> <ul style="list-style-type: none"> • Please read the handout written by Mary Beth Thomas, Director of Education, at the Texas BON. It is an excellent summary of the status of the response of the THECB to SB 139, 80th Legislature, which directed the THECB and BON to conduct a study on improving the curricula of professional (and vocational) nursing programs. The report by Ms. Thomas summarizes the THECB's efforts to design a curriculum framework for the state's nursing programs and proposes to develop the framework into a common curriculum model that could be implemented at the state's 94 initial licensure programs. <p><i>BON Rule 214 and Rule 215 Revisions</i></p> <ul style="list-style-type: none"> • The revised Rule 214 and Rule 215 have been adopted effective October 19th. There are some significant changes in the rules that govern Students and Clinical Learning Experiences. Please access these rules on the BON web site. We will begin to develop and implement changes required by these rule revisions through the various program and division committees. <p><i>North Texas Consortium of Schools of Nursing and Practice Partners--Competency Development in New RN Graduates: Closing the Gap Between Education and Practice</i></p> <ul style="list-style-type: none"> • The division has purchased 10 CDs, which contain 10 simulations that focus on improving student/graduate competency in high risk, high volume patient situations. Each simulation was produced by various Texas nursing schools who are members of the North Texas Consortium of Schools of Nursing and their practice partners. The scenarios include: psychosis, DVT, altered LOC, post-op pain, CHF, CVA, respiratory disorders, DKA, AMI, and shock. These CDs are available in the NRC. 	<p>No faculty consensus was reached about this proposal. Students will continue to be recruited to serve from various program levels for Faculty Organization.</p>

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3. COLLEGE COMMITTEE REPORTS	<p><i>Trip to Temple College/Panhandle Simulation Center</i></p> <ul style="list-style-type: none"> Richard and I, along with six others from AC, traveled to Temple College on October 30th to view their simulation center and various simulations in action. It was an excellent experience to visualize a premier simulation center. The Panhandle Simulation Center is now not scheduled to open until at least January or later. Three IT personnel from Texas Tech and one from AC accompanied us on the trip to Temple. Their goal is to configure the temporary space on Wallace Boulevard with the technology necessary to operate a simulation center. <p>3. COLLEGE COMMITTEE REPORTS</p> <p>3.1 <u>Academic Affairs -- Barrett</u></p> <ul style="list-style-type: none"> No report <p>3.2 <u>Academic Technology -- Johnson</u></p> <ul style="list-style-type: none"> Angel training is coming soon. Fundamental training will be offered on-line, then some open lab time will be provided (on the Washington Street Campus). Faculty teaching in summer 2009 will have priority for training. Advanced training will be offered in the future. There are three finalists for the Director of the E-Learning Center position. Each finalist will come for intensive interviews. The CIO position has been re-posted. If faculty members are experiencing ParSYSTEM problems, call the HelpDesk (Ask AC), and the problem will be logged and addressed in that manner. A new log-in system for the NRC and CAI Lab is still being considered. Refer any technology problems for the committee to Verena. <p>3.3 <u>Assessment, Instructional Sub-committee -- Hirsch</u></p> <ul style="list-style-type: none"> No report. <p>3.4 <u>Commencement -- Cannon</u></p> <ul style="list-style-type: none"> No report. <p>3.5 <u>Faculty Development -- Williamson</u></p> <ul style="list-style-type: none"> No report. <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"> Committee has not met. <p>3.8 <u>Faculty Senate -- Jones & Smoot</u></p> <ul style="list-style-type: none"> The Senate met on October 16th. The GroupWise e-mail system conversion to Microsoft Outlook, which is expected to occur in December, was discussed. ITS News Bulletins and professional development opportunities will be available to assist faculty in the migration to Outlook. Faculty should clean-up e-mail accounts and back-up archived e-mails prior to implementation. The Equipment Replacement Plan was discussed. Currently, replacement equipment is being deployed at the B&I Center and East Campus. 	

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<p>4. NURSING DIVISION COMMITTEE REPORTS</p>	<ul style="list-style-type: none"> The new purchasing policy for hardware and software needs was a topic on the agenda. It was noted that all such purchases must be approved by the Technology Replacement Task Force. The paradigm shift in community college funding was discussed. It is anticipated that legislative mandates will change traditional formula funding to reimbursement based on course and program/degree completers. This will require faculty and staff to embrace new ways to ensure student success and completion. The Piper Professor Award process was discussed by the Elections Committee. The Legislative Committee noted that the hot topics for the upcoming legislative session are anticipated to be the high cost of textbooks, proportionality, and funding based upon completers. The members of the Salary Committee are gathering information and will generate a salary proposal for consideration during the next budgetary cycle. The Faculty Survey Committee is preparing to administer the annual Faculty Survey. <p>3.9 <u>Institutional and Program Effectiveness -- Pullen</u></p> <ul style="list-style-type: none"> There is a meeting scheduled for November 7th, which is during clinical rotation hours. Meeting details will be reported later. <p>3.10 <u>Library Network Advisory -- Moore</u></p> <ul style="list-style-type: none"> Committee met on October 23rd. The committee discussed moving to an electronic reserve and movement to netlibrary for e-books in place of books on the shelf. Tables were reviewed, which addressed use of the library, i.e. reserve books, general knowledge texts, and classes with most use of the library. The committee discussed the importance of faculty encouraging use of database sources. Also discussed was the concept of making the second floor of the Lynn Library wireless for students to use personal laptops and phasing out the desktop computers currently in place. <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"> No report. <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"> The fall meeting will be held on November 18th at 3:00 pm in WCA-108. All faculty are invited to attend. 	

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8. ASSOCIATE DEGREE NURSING REPORTS	<p>December 3rd. Potential students are passing the Math Test at a higher rate since they have been allowed to use calculators.</p> <p>8. ASSOCIATE DEGREE NURSING REPORTS</p> <p>8.1. <u>Level I -- Moore</u></p> <ul style="list-style-type: none"> • RNSG 1209: Introduction to Nursing • Begin class with 107. 101 are now attending. 10 students are not passing at present. Exam 2 is scheduled next week. • RNSG 1331/1362: Principles of Clinical Decision Making • Started class with 68. There are 65 now attending. One has withdrawn. 14 students are not passing. Exam 3 is scheduled for November 11th. • RNSG 1301: Pharmacology • Started class with 63, One has withdrawn. Two students are not passing at present. Exam 3 is scheduled for November 10th. <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 students are attending; 57 are passing (91.9%) and 5 are not passing (8.1%). ▪ A=3, B=27, C=27, D=5. ▪ RNSG 1251/1260: Care of Childbearing Family ▪ 67 students are attending; 53 are passing (79.1%) and 14 are not passing (20.9%) ▪ A=4, B=23, C=26, D=13, F=1. ▪ RNSG 1115: Health Assessment (Paul) ▪ 33 students completed course. Final exam was October 15th. ▪ A=11, B=22 ▪ RNSG 1115: Health Assessment (Verena) ▪ 23 students started course; 22 completed. Final exam was October 27th. ▪ A=10, B=12 ▪ RNSG 2307: Transition to Nursing Practice ▪ 26 students started course; 20 are passing (80%) and 5 are not passing (20%) ▪ A=2, B=8, C=10, D=5, W=1. ▪ HPRS 2200: Pharmacology for Health Professionals ▪ 14 started course; 1 student withdrew. <p>8.3 <u>Level III – Pullen</u></p> <p>92 individual students enrolled among the Level 3 courses</p> <ul style="list-style-type: none"> ▪ RNSG 1248/2261: Concepts of Clinical Decision Making II ▪ 53 students are enrolled and 11 are not passing after the second exam. ▪ RNSG 2201/2260: Care of Children and Families ▪ 61 students are enrolled and 6 are not passing after the second exam. ▪ RNSG 2213/2161: Mental Health Nursing ▪ 63 students are enrolled and 8 are not passing after the second exam. <p>8.4 <u>Level IV – Reed</u></p> <ul style="list-style-type: none"> ▪ RNSG 1110/2161 – Introduction to Community Based Nursing 	

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<p>9. ADN COMMITTEE REPORTS</p>	<ul style="list-style-type: none"> ▪ 47 students are enrolled and all are passing. ▪ RNSG 2231/2262 – Advanced Concepts of Adult Health ▪ 68 students are enrolled and 3 are not passing after the Module 1 Exam. ▪ RNSG 2221/2263 – Management of Client Care ▪ 70 students are enrolled and 8 are not passing after the Module 2 Exam. <p>9. ADN COMMITTEE REPORTS</p> <p>9.1 Admission/Progression -- Moore</p> <ul style="list-style-type: none"> • Committee has not met yet, but the date and time will be determined closer to the end of the semester. <p>9.2 ADN Curriculum Committee Report -- Pullen</p> <ul style="list-style-type: none"> • Committee met on October 8th. • Martha Howell, Director of Regional Simulation Center, provided our Staff Development today. • The IOM Task Force had its second meeting on October 27th, 2008. All faculty members were sent a summary of this meeting via e-mail on October 27th. The Task Force is requesting that faculty evaluate the IOMs in their areas of teaching and have this completed by January 15, 2009 for the Task Force to review. The Task Force would like all faculty to get acquainted with the Quality and Safety Education for Nurses (QSEN) website that was included in the e-mail with the IOM Task Force meeting summary. The QSEN website has a lot of good information to use in teaching. • Faculty members are continuing to complete The Nursing Process Survey. A task force will be identified at the next Curriculum Committee meeting to further evaluate the nursing process and the written plan of care in the program. • The possibility of a statewide curriculum model is still a consideration in the future, if the next legislative session funds the continuation of this process. The curriculum framework has already been developed through an external consultant paid by the THECB. • The Texas BON has begun the process of re-evaluating the Differentiated Entry Level Competencies (DELCS). • The BON has recently mandated through changes in Rule 215 that schools of nursing have written policies and procedures in place for program dismissal when students are physically and/or cognitively impaired by drugs, alcohol or mental health conditions. These policies and procedures will be developed in the near future for the Student Handbook. • The Department of Nursing at WTA&MU has announced plans to change their clinical rotation days from Tuesday and Wednesday to Monday and Wednesday as per orders of their university administration. This has significant implications for the ADN and the VN programs. A sub-committee of the TPCN including concerned parties will meet soon to consider the situation. • Committee reviewed a report by Pat Murray of HESI Exit Exam scores from 2007-08. One consistent theme in her report was that students do not know enough about medication administration. Lyndi Shadbolt is currently evaluating the thread of medication content (instruction) in the program in response to this need identification. 	

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10. ADDITIONAL ITEMS	<ul style="list-style-type: none"> Committee reviewed the Endocrine content throughout the program, because the NCLEX-RN Program Reports are consistently low in this area. We also reviewed course content in Level I Pharmacology, Level II Medical-Surgical, Level II OB, Level III Medical-Surgical, and Level III Pediatrics. Committee recommends “Lunch and Learn” activities for students that are guided by faculty members. Faculty members would present specific content that would “reinforce” what has already been taught in didactic instruction in the classroom. Please see the committee chair to volunteer for this activity. The next meeting is November 12, 2008. <p>9.3 R&PE Committee Report – Johnson</p> <ul style="list-style-type: none"> The committee met on October 29th. Committee reviewed and revised the following policies: Guidelines for Conducting Research, Guidelines for Interrater Reliability, and the Clinical Performance Evaluation of Competencies (CPEC) Guidelines. Committee will continue to review the Alumni and Employer Surveys for possible revision. The clinical area and clinical instructor evaluations will soon be available for students to complete on the Survey Monkey web site. <p>10. ADDITIONAL ITEMS</p> <p><i>ADN Information</i></p> <ul style="list-style-type: none"> Ms. Mueller provided a copy of the Texas BON 4th Quarter NCLEX Examination Summary First-Time Pass Rates for RN Candidates Educated in Texas. The NCLEX-RN first-time pass rate for the AC ADN Program in 2008 was 87.20% (125/109). Ms. Mueller also provided the faculty with a summary of some program data in regards to fall 2008 enrollment and demographic data of the program population enrolled in fall 2008 as well as recent graduation rates (see attachment). <p><i>Career Cluster Response Team</i></p> <ul style="list-style-type: none"> Dr. Pullen reported that he and John Smoot attended a workshop on October 29th on Career Clusters. The focus of the workshop was to bring together educators in Texas who teach in the health professions and determine ways that high school students can receive credit for college courses. Many high school health-related course descriptions were reviewed and matched with college course descriptions in the WECM in order to determine the potential for dual credit. The purpose of Career Clusters is to promote a seamless progression of students in middle school and high school into their chosen careers. John Smoot will soon host a workshop for AC’s Response Team, which includes Lyndi Shadbolt and Dr. Pullen as well as several others from Allied Health, to continue to identify ways to develop a “cluster path” for students who wish to pursue a career in the health professions at AC. 	<p>After faculty discussion, it was decided that the Guidelines for Conducting Research would be returned to committee for additional review and possible revision. A motion was entered from R&PE Committee to accept the proposed revisions to the Guidelines for Interrater Reliability and the CPEC Guidelines. The motion was seconded by Kathy Reed. The motion carried by majority vote to accept these two revised policies.</p>

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11. ADJOURNMENT	11. ADJOURNMENT The meeting was adjourned by the consensus of the faculty present at 3:15 pm.	

Sheryl Mueller, Nursing Division Chair

Date