AMARILLO COLLEGE NURSING DIVISION FACULTY ORGANIZATION MINUTES

DATE: January 12, 2010

TIME & PLACE: 9:00 a.m. - West Campus Building A, Room 108

ATTENDANCE: Present: - Lindy Billington, LaVon Barrett, Jan Cannon, Ginny Coppock, Jeanette Embrey, Theresa Edwards, Marcia Green, D'dee Grove,

Deborah Hall, Denise Hirsch, Paul Hogue, Verena Johnson, Marianne Jones, Tabatha Mathias, Khristi McKelvey, Marjeanne Moore, Sheryl Mueller, Phyllis Pastwa, Richard Pullen, Kathy Reed, Tamara Rhodes, Kelly Savage, Lyndi Shadbolt, Jennifer Siess, Teresa

Smoot, Tammie Tabor, Delores Thompson, Rebecca Vincent, Ruth Whitehead, Kim Wright, Kerrie Young

ABSENT: Melanie Gray, Susan McClure, Pat Murray,

AGENDA: See Attached.

MINUTES:

		ACTION/
TOPIC	DISCUSSION/RATIONALE	RECOMMENDATION
OPENING REMARKS S. Mueller Call to Order Approval of Minutes Announcements Congratulations Thank you Birthdays	 Ms. Mueller called the meeting to order at 9:00 a.m. Ms. Mueller delayed the approval of the minutes until the February 3, 2010 meeting. Congratulations were extended to Debby Hall and Khristi McKelvy for their selection to the HITS (Health Information Technology Scholars) Program. The HITS Program is supported by HRSA and is designed to develop, implement, disseminate and sustain a faculty development collaborative initiative to integrate information technologies in nursing curriculums and expand the capacity of collegiate schools of nursing to educate students in the 21st century. The project that Ms Hall and Ms McKelvy have identified will be an interactive electronic chart to enhance the education of students in clinical simulation. Ms Mueller offered a thank you to the faculty members who helped in the office during December and the first week in January. She noted that it would have been impossible to survive without the help of Kelly Savage, Debby Hall, Tabatha Mathias, and Kerrie Young. Ms Mueller also extended a thank you to those faculty members who have helped in the office this week or will help this week—Kelly Savage, Kerrie Young, Phyllis Pastwa, D'dee Grove, Debby Hall, Tabatha Mathias, and Lindy Billington. (We still have a need for some additional volunteers this week, so please see Carolyn to sign up.) Ms Mueller offered a very special thank you to Carolyn Leslie for her exceptional work performance during these past two months. She has kept us organized and on-task to complete the necessary job functions of both the Staff Assistant and Administrative Assistant positions. She has just played the major and starring role in the admission of an Introduction class of a record number of 130 students. She has kept her cool and has been gracious to everyone despite the constant barrage of student walk-in traffic and the incessant ringing of the office phones. She deserves a special recognition and thanks for her efforts. 	Minutes from the Nursing Division Faculty Organization Meetings on November 25, 2009 and January 12, 2010 will be approved on February 3, 2010. Minutes from the A.D.N. Meeting on November 4, 2009 will also be approved on February 3, 2010.

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
REPORT FROM DIVISION CHAIR - S Mueller	Ms Mueller also noted that Connie Lax deserves a special thank you for being a team player and helping Carolyn and the faculty in the office during these past two months. Birthday wishes were offered to those celebrating birthdays during the month of January: Ruth Whitehead (10), Melanie Gray (15), Jan Cannon (16) and Angela Bray (26). Happy Birthday to all! 2.0 REPORT FROM DIVISION CHAIR Dr. Matney's Campus Update - Please read the Campus Update by Dr. Matney, which was sent by campus e-mail to "Everyone" on December 29, 2009. There is important information in the Update about college events, activities and initiatives. Assessment Matters Sessions - Please plan to attend one of the two sessions for faculty on Wednesday, January 13 th . See the e-mail from the CTL for specific information about these sessions. Dr. Matney requests that all faculty attend. Positions Open in the Nursing DivisionThe ADN Staff Assistant position was posted in December just before the Christmas break. There were 21 applications for the position in the limited time that the position was open. Eight individuals from the 21 have been selected to interview this week. Hopefully, the position will be filled within the next two weeks. As a result of Marianne Jones' resignation in the NRC, there is a 19 hour/week Staff Assistant position open. There has been one response as of January 12, 2010. As a result of the termination of one of the three Testing Assistants, there is a 19 hour/week Testing Assistant position open in the CAI Lab/Testing Centers. A new ADN faculty position posted yesterday. It is an instructor position with primary responsibilities for clinical simulation coordination and NRC activities. This position has been funded by unused faculty salaries in other departments this semester, but it will become a budgeted position in 2010-11. Nursing Division Travel Requests - Two faculty requests were approved in December for travel to professional conferences by the Nursing Division travel funds for 2	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
3.0 COLLEGE COMMITTEE REPORTS	Some Tidbits From VP Council on December 2, 2009 Career Clusters—Lana Jackson gave a report about the progress that AC is making toward integration of the career clusters concept. The first two career clusters that are being developed at AC are Manufacturing and IT. There are 12-14 career clusters that will eventually be integrated at AC. Nursing has been assigned to the Health Sciences Career Cluster. One of the most challenging tasks will be the identification and adoption of 12-14 hours of core general education for the HS Career Cluster. It will be difficult to identify this core because of approval and accreditation requirements of many of the degree and certificate programs assigned to the cluster. AISD has already adopted the career cluster concept and has four to six-year plans already generated for students assigned to each career cluster. Another challenge will be to articulate the AC career clusters with those in the high schools. Occupational Information for Texas and the Texas Panhandle—Please see the handout for important information about employment in Texas and the Texas Panhandle in relation to nursing. Educating Nurses: A Call for Radical Transformation—This new book by Patricia Benner, et al. was published in December 2009. It is causing quite a stir among nurse educators across the nation. The recommendations for policy change in this book will likely have far-reaching ramifications for nursing education in the future. Please read the summary handout of this book provided by the Carnegie Foundation for the Advancement of Teaching. See attachment. 3.0 COLLEGE COMMITTEE REPORTS 3.1 Academic Affairs—Barrett Academic Affairs Committee will meet on Friday, January 15 th . 3.2 Academic Affairs Committee will meet on Friday, January 15 th . 3.3 Academic Inchnology—Johnson Committee approved the Appropriate Use Policy and sent it to IT Council. Since Datatel is web-based, it is hoped that Datatel can work with AC Online so that grades could be entered only once. An Emergency Notification System w	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
	 Traditional classes with online components Online orientation of two different typesnovice and more proficient The question to faculty is: What needs to be taught in these classes? 	
	 3.3 AC Online SubcommitteeJohnson Spring rosters will not be pushed into MyAC. eLearning has new software for streaming videos. 	
	3.4 <u>Assessment, Instructional Subcommittee—Hirsch</u> The committee will met January 22, 2010.	
	3.5 Emergency Preparedness AdvisoryPullen • No Report	
	3.6 Faculty DevelopmentPastwa • No Report	
	3.7 Faculty Evaluation—Shadbolt No Report	
	3.8 Faculty Handbook—Moore • No Report	
	 3.9 Faculty Senate—Jones, Smoot & Hirsch Salary Committee is looking at the increase in the consumer product index as it relates to a possible increase in rank pay and part-time pay. A salary proposal is being drafted. The Faculty Survey Committee is undecided about conducting another survey this year. The time for the Faculty Senate meetings has changed to Friday at 1:00 p.m. 	
	Institutional and Program EffectivenessYoung No Report	
	 3.11 Non-Traditional Genders in Academia—Pullen The committee met on November 30, 2009. The committee brainstormed some ideas as to how to increase the number of men in the health professions. Sally Evans, chair of the committee, has resigned from AC. A new chair is being identified by Danita McAnally. 	
	3.12 Rank & TenurePullen The committee will meet in the next couple of weeks.	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
	 Any Nursing Division faculty member who plans to petition for rank should contact Dr. Pullen. Notebooks are due in February 2010. 	
	 3.13 Wellness Whitehead No report from committee, but a Health Fair is scheduled on WSC on March 2, 2010. As many as twenty students from the Introduction to Community-Based Nursing course will help with the fair. 	
4.0 NURSING DIVISION COMMITTEE REPORTS	 4.0 NURSING DIVISION COMMITTEE REPORTS 4.1 Advisory Mueller The spring Advisory Committee meeting has not been scheduled yet, but it will be sometime in April. 	
	 4.2 Clinical SimulationHall The new Sim Man 3G is here. An orientation to the simulation room is ready to be placed on the AC Website with the NRC nursing videos. The faculty forms for simulation will be placed back on the J drive this week. The exact location on the J drive will be e-mailed to faculty. 	
	4.3 Learning Resources—Hirsch There is money available in the non-print budget. Please contact Ms. Hirsch or Ms. McKelvy with any requests for purchase of interactive media, software and DVDs.	
	4.4 Nursing Peer Review Shadbolt The Nursing Peer Review Committee had its annual meeting on Wednesday, December 2, 2009. All committee members were present. The committee elected Kim Crowley, MSN, Director of The Center for Continuing Healthcare Education, as the Vice-Chair. Goals and Objectives for 2009-2010 were reviewed and approved. No other meetings are scheduled for this academic year.	
	4.5 Research and Program Effectiveness—Johnson • All courses using preceptors need to have the students evaluate the preceptors, and all preceptors need to evaluate the students. • The format for the student's evaluation should be based on the CPEC with the same grading scale (3,2,1,0) • It is essential that there be clear communication between all faculty in grading clinical simulation.	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
	Students may not know how to use the Evolve Specialty Exam results. Some live use sessions for Introduction and Level I courses are being planned.	
	 4.6 Student ActivitiesCannon ADN Pinning was held on December 10, 2009 at 6:00 pm at the Central Church of Christ. There will be an SNA meeting on January 12, 2010 at 1:00 p.m. The SNA is selling shirts and hoodies. The SNA needs new officers. Level II ADN and VN students should consider being officers. The SNA is planning some hands-on projects. Possible projects include: Habitat for Humanity Denim Drive Faith City Mission Pinnings in May are: VN Pinning, May 12th and ADN Pinning, May 13. 	
	4.6 Technology Users—Green • No meeting since the last faculty meeting. ° Because of overlapping functions, this committee may be merged with the Clinical Simulation Committee. This would require a Nursing Division Faculty Organization bylaws change and possibly a change in the committee name.	
	 4.7 <u>Testing—Thompson</u> No meeting since the last faculty meeting. Several policies will be reviewed/revised/approved at the next meeting. 	
5.0 MISCELLANEOUS	 5.0 MISCELLANEOUS 5.1 NRC Hirsch Friday, February 19, 2010, the HOSA National Conference will be here in Amarillo. Six hundred students will participate in the conference. The NRC will be open for the competitions. Ms. Hirsch sent an e-mail on December 3, 2009 asking faculty for help with the conference. Please let her know if you will be able to help judge or be a "patient". This is great way to recruit potential students! Ms Hirsch announced that a new book on patient safety is now in the faculty library. Ms Hirsch has purchased a poster celebrating the 100 years of the Texas BON. The Nursing Division also has received this poster as a gift from the BON. Both posters will be laminated and one will be hung in Jones Hall. There is an abundance of donated uniforms in the NRC. VN and ADN uniforms are both available. These uniforms are good for students who cannot afford to purchase new ones. The ADN sign-up lists are now ready for NRC hours. Please come to the NRC and sign up for	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
	your assigned hours.	
	 5.2 <u>Computer Testing Center Gray</u> Ms Gray is working on the testing schedule for the semester, and she is doing the finals 	
	schedule at the same time.	
	Please let her know of your testing requests by e-mail. It is important to let Ms. Gray know if a class has more than 42 students enrolled, so that she can schedule both Testing Centers. Also please send Ms. Gray the Evolve testing times for each course, if you have not already done so.	
	° The test schedule will be set up almost exactly as it was last semester.	
	 Time will be reserved on the Thursday of finals week for students who have testing conflicts with general education final exams. 	
	 Ms Gray will need to have a copy of the completed form for any students that have disability accommodations. 	
	 If a student does not have the appropriate accommodations form completed and signed by the course instructor, accommodations will not be granted including extra testing time. The accommodations form must be regenerated each semester. 	
	 The student must see Brenda Rossnagel in order to initiate the accommodations request. 	
	It is the student's responsibility to send the form to the instructor electronically.	
	 5.3 Advising McClure Ms McClure was not able to attend the meeting due to advising responsibilities. Ms. Mueller offered a thank you to Susan for her assistance in admitting the new Introduction and Transition classes. 	
	5.4 Staff Development – Young	
	There are plans for 3 staff development programs this semester.	
	 Tammie Tabor will join the committee as the VN Program representative. The planned SPE and PET staff development for the ADN faculty will also need to be scheduled. 	
6.0 TREASURER'S REPORT	 6.0 Treasurer's ReportHirsch There is currently \$111.00 in the faculty account. Ms Hirsch noted that there are some new faculty members that she will be speaking to about the faculty dues. She also reported that there are a few faculty members from last semester who still have not paid dues. 	
7.0 VOCATIONAL	San have not paid ados.	
NURSING REPORTS	7.0 VOCATIONAL NURSING REPORTS	
TEL SITTS	 7.1 Coordinator's Report – Barrett The VN program had 93 eligible applicants for admission There are 45 students in Level I, and 40 students in Level II. The VN program accepted 3 or 4 ADN students into Level II. 	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
	The two new faculty members are prepared for the spring semester.	
	 7.2 <u>Level I-Rhodes</u> No Report. 7.3 <u>Level II-Smoot</u> No Report. 	
	7.4 Admission/Progression—Barrett • No Report	
8.0 ASSOCIATE DEGREE NURSING REPORTS ADN Director's Report Level Reports	 8.0 ASSOCIATE DEGREE NURSING REPORTS 8.1 ADN Director's Report—Mueller 2009 Preliminary NCLEX-RN Pass Rates This report was generated by the Texas BON on December 28, 2009. Amarillo College ADN Program 2009 Pass Rate was 88.19% (112/127). One May graduate has still not been able to test due to eligibility issues. The 2009 pass rate for all ADN Programs in the state was 90.68% and 91.0% for all nursing programs in the state. The 2009 national average was 88.91% for first-time test takers. NCSBN Candidate Bulletins The 2010 NCLEX Candidate Bulletin is available at the NCSBN web site. It has been simplified and is more user-friendly. The NCSBN has also introduced the 2010 NCLEX Candidate Bulletin At-A-Glance to provide NCLEX candidates with a "snapshot of the procedures for taking the NCLEX examination in a clear and concise manner." The new bulletins became effective on January 1, 2010. Professional Nurse Shortage Reduction Funds The PNSR funds that the ADN Program applied for last October should have been distributed by the end of December. Forty-two of forty-six eligible schools in the under 70% graduation rate category participated in the program. As soon as the transfer of funds from the THECB to AC can be confirmed, work will begin on completing the paperwork to post a Retention Specialist position. Summer 2010 Schedule The summer 2010 class schedule has been completed and submitted to the Registrar's Office. The summer RNSG 1209 and RNSG 1105 courses in the new proposed Fast Forward ADN Option were included in anticipation of approval from the NLNAC to implement this new option. NLNAC Response to Proposed Curriculum Changes The Fast Forward ADN Option and Fast forward Transition Option proposals were submitted to the NLNAC on December 14, 2009. A response was received yesterday from Dr. Nkongho, Associate Director, that the proposals were received and would be reviewed. The review will require 4-6 wee	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
	of Commissioners to change the date of the next scheduled accreditation site visit and/or accreditation status, or approve the proposed changes. Care Group Assignment Guidelines All faculty with a care group assignment need to attend the first day of RNSG 1105 to meet with their care group students. The care group and NRC practice labs are a faculty requirement for those with a workload assignment which includes care groups and NRC activities. These assignments are not optional and other faculty appointments and activities should not be scheduled to conflict with the times the faculty member is signed up to be in the NRC with students. Some guidelines are as follows: All faculty with a care group assignment must sign up for care group practice hours from the required NRC assigned hours. Faculty are expected to attend the entire practice session, including the demonstration, i.e. if signed up for a two-hour practice session, then be there the entire two hours. All faculty must follow the competency checklists with no deviations, i.e. removing sterile gloves from kits. Faculty should remember that the competency check-offs are evaluative. No coaching or teaching should take place during the evaluation of skills competencies. All faculty are encouraged to attend every skills practice demonstration, especially if not familiar with the skill being demonstrated. Faculty Clinical Dress Code It appears that some faculty members have taken liberties with the approved dress code. As professional role models for students, please adhere to the clinical dress code and carefully consider what is appropriate within the dress code. (See Faculty Dress Code.) Please refer to Denise Hirsch's e-mail of December 3, 2009. Please consider volunteering to judge the competitions or be a "patient". The competition date is Friday, February 19, 2010 starting at 5:30 p.m. Pharmacology Introduction to Nursing Introduction to Nursing The competition of Situdents Principles of Clinical Decision Making The competition of the pr	
	Principles of Clinical Decision Making-Clinical 98 students	

		ACTION/
TOPIC	DISCUSSION/RATIONALE	RECOMMENDATION
	8.3 Level II - Wright	
	• 77-78 students	
	Level II team meeting will be January 15, at 11:00 a.m.	
	RNSG 1247/1263 Concepts of Clinical Decision Making I	
	° No report given	
	RNSG 1251/1260 Care of Childbearing Family	
	° No report given	
	RNSG 1115.001 Health Assessment (Paul)	
	° No report given	
	RNSG 1115.002 Health Assessment (Verena)	
	° No report given	
	RNSG 2307 Transition to Nursing Practice	
	° 16 students accepted admission	
	HPRS 2200 Pharmacology for Health Professionals	
	° No report given	
	8.4 <u>Level III – Pullen</u>	
	 Level III team meeting will be January 15, 2010. 	
	Total students111.	
	 19 students are repeating from the previous semester. 	
	• RNSG: 1248:	
	o 76 enrolled.	
	• RNSG: 2201:	
	 87 students enrolled. 	
	• RNSG: 2213:	
	o 77 enrolled.	
	 Attrition for the fall 2009 semester from Level III courses was 21%. 	
	RNSG 1248 failure rate was 8%	
	RNSG 2213 failure rate was 17%.	
	0.5 Level IV Book	
	8.5 <u>Level IV-Reed</u>	
	Total of 40 students have enrolled. Level IV students are having difficulty registering due to problems with Datatel Level IV.	
	Level iv stadents are naving amounty registering add to problems with Datatel. Level iv	
	faculty will call eligible students who have not yet registered for Level IV courses.	
	RNSG 1110/2161 – Community No report	
	 No report. RNSG 2231/2262 – Critical Care 	
	 No report. 	
	• No report. • RNSG 2221/2263 Management	
	No report.	
	ινο ισρυιτ.	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
9.0 ADN COMMITTEE REPORTS	 9.0 ADN COMMITTEE REPORTS 9.1 Admission/Progression Wright A suggestion was made to ask students to list the general education courses that the students have taken or are currently enrolled in on the back of the emergency cards. These emergency cards should be completed in each level during the first week of the semester. A meeting time will be scheduled this week to review a few more letters. The A&P Committee thanked the faculty for the timely manner in which course grades were turned in this past semester. The Team Coordinators have designed faculty members in each level to identify students who may not be eligible for progression due to not having completed required general education courses during the previous semester. These faculty members are: Level I-Kelly Savage Level II-Lindy Billington Level III-Teresa Edwards Level IV-D'dee Grove 	
10. ADDITIONAL ITEMS	 9.2 Curriculum Committee Report—Pullen No Report. 10.0 ADDITIONAL ITEMS 10.1 Recruitment Task Force—Cannon The committee has not met. Committee members will meet to develop a rough draft for a advertising brochure, which is specific to nursing. There are still a couple of visits to high schools scheduled this semester. Ms. Mueller asked the committee to keep their current commitments, but noted that the committee can be less active this semester. She congratulated the committee members for an excellent job in recruiting students for the program during the past semester. 10.2 Nursing Student Success Task ForcePullen No Report 	
11. ADJOURNMENT	11. ADJOURNMENT The meeting was adjourned at 11:15 a.m. by faculty consensus.	

Sheryl Mueller, Nursing Division Chair	Date