

AMARILLO COLLEGE
NURSING DIVISION FACULTY ORGANIZATION MINUTES

DATE: January 13, 2009

TIME & PLACE: 9:00 am - West Campus Building A, Room 206

ATTENDANCE: Present: - Lindy Billington, LaVon Barrett, Jan Cannon, Karla Dixon, Theresa Edwards, Marcia Green, D'dee Grove, Deborah Hall, Denise Hirsch, Paul Hogue, Verena Johnson, Marianne Jones, Tabatha Mathias, Sheryl Mueller, Phyllis Pastwa, Richard Pullen, Cele Rangel, Kathy Reed, Tamara Rhodes, Kelly Savage, Lyndi Shadbolt, Jennifer Siess, Teresa Smoot, Delores Thompson, Rebecca Vincent, Ruth Whitehead, Sarah Williamson, Kim Wright and Kerrie Young.

ABSENT: Susan McClure, Marjeanne Moore, Pat Murray, Melanie Gray

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 9:00 am and welcomed the faculty back to the spring 2009 semester. The Nursing Division Faculty Organization Minutes from the November 5, 2008 meeting were presented for approval. The ADN Faculty Meeting Minutes from December 2, 2008 were presented for approval. Ms. Mueller announced that the Administrative Assistant position in the Nursing Division Office had been filled. Debbie Civis began work on January 5, 2009. Ms. Mueller asked faculty members to introduce themselves to Debbie and continue to be patient with the office staff during the months ahead as Debbie learns her job. She stressed that Victoria and Connie have worked very hard over the last few months during the time that the Administrative Assistant position has been open, and she asked faculty to please thank them for their efforts during this difficult time of program graduations and admissions. Ms. Mueller offered condolences to Cele Rangel for the loss of her great-granddaughter, "Lizzie" on December 27th. She also noted that we should keep not only Cele in our thoughts and prayers, but also Delores Thompson and her daughter, Kim. Ms. Mueller welcomed Lindy Billington back to work after her extended illness in December. Others noted to be remembered due to health issues were Marjeanne Moore, Richard Pullen, and Marcia Green's daughter, Jennifer. Ms. Mueller made note of two more Nursing the Numbers grant success stories. Maria Solano has been hired as a full-time faculty member at Angelo State University, and Michael Brown has taken employment in the medical center in Houston as a nurse educator. 	<p>Verena Johnson noted that the Guidelines for Research presented for approval were not approved as noted in the minutes, but instead these guidelines were returned to the R&PE Committee for revision. Richard Pullen made a motion to accept the minutes with this correction. The motion was seconded by Verena Johnson and the minutes were approved by faculty consensus.</p> <p>The December ADN Faculty minutes required a correction to the spelling of Kelly Savage's name, a grammatical error correction and a correction to the R&PE Report. It should have been noted in the R&PE</p>

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<p>2. REPORT FROM DIVISION CHAIR - S. Mueller Advertising for Summer 2009</p> <p>2009-2010 Master Calendar Course Definitions</p> <p>2008 Enrollment Review</p> <p>CCSSE</p> <p>Academic Catalog</p> <p>E-Advising Module</p> <p>Presidential Search</p> <p>VP and Dean of Instruction position</p> <p>Panhandle Clinical</p>	<p>2.1 REPORT FROM DIVISION CHAIR <u>Vice President's Council--December 3, 2008</u></p> <ul style="list-style-type: none"> ▪ Ellen Green spoke to the Council about last year's external marketing study which identified location, quality, and cost as AC's major strengths. College Relations is planning a marketing campaign next summer targeting university students. The goal is to offer and advertise online courses for these students as a cost-effective alternative. The online summer session will be June 8 to July 30, 2009. ▪ The 2009-10 Master Calendar has been developed to align with the AISD school calendar. For the first time, there will be a fall commencement scheduled for December 11, 2009. ▪ The final definitions for online course, traditional course, hybrid course, and enhanced online course have been approved by Academic Affairs. These definitions meet the SACS substantive change requirements. ▪ The Enrollment Management Committee has produced a summary of information regarding enrollment at AC (see attached handout). All departments/divisions are challenged to develop/initiate new methods to increase enrollment and promote student retention. ▪ Community College Survey of Student Engagement (CCSSE) is a student evaluation that will be administered to 1000 students in the spring 2009 semester. It is a student survey designed to evaluate the level of engagement of the students in the classroom. There is also a faculty survey to assess the amount of student engagement in the classroom. ▪ The new online catalog will be completed and published prior to the start of fall registration. All submissions to Academic Affairs must be completed by March 29th, so that the catalog can be published online by April 1st. A pdf copy of the catalog will be available from College Relations for those individuals who would like a hard copy of the catalog. ▪ A new Quick Registration Module and an E-Advising Module have been purchased for Colleague. These modules will allow students to plan out their entire college career with the assistance of the division advisors. The tools will also allow advisors to track the progress of students and allow the departments/divisions to anticipate course offerings as much as two years in advance. The system will be piloted first with Business and Behavioral Studies. <p><u>Board of Regents--December 15, 2008</u></p> <ul style="list-style-type: none"> ▪ The BOR approved sending a request for qualifications (RFQ) to 50 consulting firms to assist in the search for the next AC President. At the February Board meeting, the BOR will consider the matter of the Presidential search and may decide to use or not to use a consultant as part of the search process. <p><u>Vice-President's Council--January 7, 2009</u></p> <ul style="list-style-type: none"> ▪ Dr. Matney called the Council together to announce the appointment of Jerry Moller as acting VP and Dean of Instruction during the time that he continues in the role of acting College President. <p><u>Nursing Division News</u></p> <ul style="list-style-type: none"> ▪ Although an Interlocal Agreement has been signed by the three Alliance partners, Texas Tech, WTAMU, and AC, the Interagency Cooperation Agreement has not yet been signed 	<p>Report that the Committee is working on the formative evaluation process for clinical rotations. Kelly Savage made a motion to accept the minutes with the corrections noted and Ruth Whitehead seconded the motion. The minutes were approved by majority vote of the ADN faculty.</p>

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
<p>Simulation Center</p> <p>Printer in 204 Pod</p> <p>Faculty Travel Requests</p> <p>ND Faculty Organization Meetings</p> <p>Other Committee Meetings</p> <p>Miscellaneous</p>	<p>by all three partners. It is hoped that this agreement will be ready for approval by all three partners in March. All three of the staff positions at the center are now filled. Martha Howell is the Director. John Smoot has been hired as the Unit Assistant Director (sim technician), and Guy Gilbert has been hired as the Lead Technician (administrative support). The Sim Center may have some limited operational capacity before the end of the semester, but it is not projected to be fully operational until fall 2009.</p> <ul style="list-style-type: none"> ▪ Please be very careful about printing sensitive material on the printer in the 204 pod. Please do not ever ask a student to pick up anything off of the printer. This invites a violation of other students' privacy, if there happens to be something that is being printed or has been left on the printer that is of a sensitive nature. ▪ The next round of requests for Nursing Division funds for faculty travel will be due to the Division Chair on January 30th. These requests will be considered at a meeting of the Nursing Division Travel Committee during the first week of February. Please access the ND Travel Application Guidelines and Application on the J drive. There is approximately \$5,700.00 remaining in the division travel funds for 2008-09. ▪ The Nursing Division Faculty Organization Meetings for spring semester are February 4th, March 4th, and April 1st. The ADN faculty will also meet on May 6th. Ms. Barrett will schedule additional VN faculty meetings during the semester also. ▪ Committee chairs will need to meet briefly after the meeting today to schedule various committee meetings for the spring semester. ▪ The West Campus Assistance Center hours have been changed to 8:00 am to 5:00 pm, Monday through Friday. ▪ Please be aware that for federal grant purposes, i.e. Pell Grants, students must be enrolled in 12 or more hours to be considered full-time students. 9-11 enrolled hours is only $\frac{3}{4}$ time, 6-8 hours is only $\frac{1}{2}$ time, and 1-5 hours is less than $\frac{1}{2}$ time. Please do not tell students that nursing is different or exempt from these federal requirements. 	
<p>3. COLLEGE COMMITTEE REPORTS</p>	<p>3. COLLEGE COMMITTEE REPORTS</p> <p><u>3.1 Academic Affairs – Barrett</u></p> <ul style="list-style-type: none"> ▪ The committee has not met at this time. <p><u>3.2 Academic Technology -- Johnson</u></p> <ul style="list-style-type: none"> ▪ The committee has not met. <p><u>3.3 Assessment, Instructional Sub-Committee – Hirsch</u></p> <ul style="list-style-type: none"> ▪ The committee has not met. <p><u>3.4 Commencement – Cannon</u></p> <ul style="list-style-type: none"> ▪ The committee has not met. 	

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	<p><u>3.5 Faculty Development – Williamson</u></p> <ul style="list-style-type: none"> ▪ The committee has not met. <p><u>3.6 Faculty Evaluation – Shadbolt</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 – Jones & Smoot</u></p> <ul style="list-style-type: none"> • The Senate met on December 5th. • They discussed how to measure and define student success. Student success needs to be a part of the college mission, the strategic plan, and on the graduate exit survey. AC wants to define student success before the Texas Legislature implements their interpretation. There was no agreement in the Senate about how student success should be defined. • There was also a lengthy discussion about the naming process for the Nursing and Dental Health Building on West Campus. Many questions, letters and concerns have been submitted to or raised by the Senate after the Board of Regents accepted a proposal to name the building in honor of Dr. Jones at their November meeting. The theme of the discussion was, “What reasons and rationale did the Board have for the building name?” <p><u>3.9 Institutional and Program Effectiveness - Pullen</u></p> <ul style="list-style-type: none"> ▪ The committee will meet at 2:30 pm today. <p><u>3.10 Library Network Advisory – Moore</u></p> <ul style="list-style-type: none"> ▪ No report. <p><u>3.11 Rank & Tenure -- Barrett</u></p> <ul style="list-style-type: none"> ▪ Richard Pullen will take LaVon Barrett’s place on the committee this semester, since LaVon will be applying for rank. <p><u>3.12 Testing & Remediation – Thompson</u></p> <ul style="list-style-type: none"> ▪ The committee has not met. <p><u>3.13 Traffic Citation Appeals – Reed</u></p> <ul style="list-style-type: none"> ▪ The committee has not met. <p><u>3.14 Wellness – Whitehead</u></p> <ul style="list-style-type: none"> ▪ No report. 	

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4. NURSING DIVISION COMMITTEE REPORTS	<p>4. NURSING DIVISION COMMITTEE REPORTS</p> <p><u>4.1 Advisory-- Mueller</u></p> <ul style="list-style-type: none"> ▪ The spring meeting will probably be scheduled for April. The VN Program will host the spring meeting. <p><u>4.2 Student Activities – Cannon</u></p> <ul style="list-style-type: none"> ▪ The committee will meet this week. <p><u>4.3 Testing – Thompson</u></p> <ul style="list-style-type: none"> ▪ No report from committee. <p><u>4.4 Nursing Peer Review – Shadbolt</u></p> <ul style="list-style-type: none"> ▪ The committee has not met, but the committee will meet this semester. <p><u>4.5 Learning Resources – Hirsch</u></p> <ul style="list-style-type: none"> ▪ A new interactive DVD series, “Tubes”, has been ordered and is available to preview. This series contains nasogastric tubes, PEG tubes, surgical drains, and chest tubes. ▪ The DVDs, Skills 558 and 559, were purchased last semester and are available for use. These DVDs contain IV fluid therapy, Injections, IV Meds, Non-parenteral Meds, Safe Medication Administration, and Vascular Access. ▪ Please submit any requests to Ms. Hirsch for purchase of learning resources materials with the remaining non-print budget for this academic year. <p><u>4.6 Technology Users - Green</u></p> <ul style="list-style-type: none"> ▪ The committee has developed and approved a policy for use of the “clickers”. This policy will be e-mailed to the faculty for approval. If approved, the clickers may be checked out of the NRC and used this semester. ▪ The committee has also developed a questionnaire for the faculty members that have been issued PDAs purchased by the Nursing Division. Data from the questionnaires will be compiled to determine how faculty have used these PDAs and make recommendations about how PDAs can best be used by faculty in the future. <p><u>4.7 Clinical Simulation - Whitehead</u></p> <ul style="list-style-type: none"> ▪ The committee met several times in the fall semester. ▪ Committee members have been working on the faculty manual for clinical simulation, especially the simulation template to standardize it and make it more user-friendly. The manual will be brought from committee to the faculty this semester for approval. It is about 15 pages, so most likely a copy will be placed in faculty boxes for review and comments 	

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	prior to the approval process. Standardization of the template is important in order to provide information to the NRC about setting up for simulation scenarios and to enable faculty members to use each others simulation scenarios.	
5.MISCELLANEOUS	<p>5.MISCELLANEOUS</p> <p><u>5.1 NRC – Hirsch</u></p> <ul style="list-style-type: none"> ▪ Please note March 12th on your calendars. The NRC will again participate in the “Showcase of Technology” event. It is on Thursday, so many faculty members and students will be in clinical rotations. However, the NRC faculty/staff will need help for several hours in the morning. The plan is to set up multiple, interactive stations for the students participating in the showcase. If it is possible for faculty or enrolled students to participate in this event, please see Denise well in advance of March 12th. ▪ There are still several labs not scheduled, so please see Denise and/or Khristi immediately to get those labs scheduled. <p><u>5.2 CAI Lab/Testing Center – Gray</u></p> <ul style="list-style-type: none"> ▪ Melanie was unable to attend the meeting due to the delivery and installation today of the privacy screens for the computers in WCD-104. ▪ Melanie has all the testing schedule requests now, and she is working on resolving the conflicting dates and times. She anticipates have the testing schedules for spring ready by the end of the week. <p><u>5.3 Advising -- McClure</u></p> <ul style="list-style-type: none"> ▪ Ms. McClure was not able to attend today due to her advising responsibilities. ▪ Advising has been very busy since Monday, January 5th when the college re-opened. <p><u>5.4 Staff Development – Shadbolt & Williamson</u></p> <p>There is the potential for three additional Staff Development activities this semester. There are no dates to announce at present.</p>	
6.TREASURER’S REPORT	<p>6.TREASURER’S REPORT – Hirsch</p> <p>Balance remaining: \$292.32</p>	
7. VOCATIONAL NURSING REPORTS	<p>7. VOCATIONAL NURSING REPORTS</p> <p><u>7.1 Coordinators Report – Barrett</u></p> <ul style="list-style-type: none"> ▪ There are 52 students in Level I. There were 56 applicants, and 47 students were admitted. Five students are repeating Level I. Eight students seeking admission failed A&P I, and one student did not complete the Hepatitis B series. ▪ There are 51 students in Level II. There are more students in Level II because of less 	

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	<p>attrition in Level I last semester. This is the first time the program has had more than 100 students in quite some time.</p> <p><u>7.2 Level I – Dixon</u></p> <ul style="list-style-type: none"> ▪ No report. <p><u>7.3 Level II – Smoot</u></p> <ul style="list-style-type: none"> ▪ No report. <p><u>7.4 Admission/Progression – Barrett</u></p> <ul style="list-style-type: none"> ▪ No report. 	
<p>8. ASSOCIATE DEGREE NURSING REPORTS</p>	<p>8. ASSOCIATE DEGREE NURSING REPORTS</p> <p><u>8.1 Level I – Moore (Thompson substituting)</u></p> <ul style="list-style-type: none"> ▪ <u>Introduction to Nursing</u> 113 students are projected to be enrolled. Nursing Success Boot Camp is Wednesday, January 14th, and Thursday, January 15th. Introduction has two classroom sections on Mondays; and four sections of Nursing Skills on Tuesdays. ▪ <u>Principles of Clinical Decision Making</u> 95 students are currently enrolled; one student withdrew from the program yesterday. There are two sections of Principles on Tuesdays beginning this semester. ▪ <u>Pharmacology</u> 89 students are currently enrolled. There are two sections of Pharmacology on Mondays beginning this semester. <p><u>8.2 Level II – Wright</u></p> <ul style="list-style-type: none"> ▪ <u>Concepts of Clinical Decision Making I</u> 51 students are currently enrolled. ▪ <u>Care of Childbearing Family</u> 51 students are currently enrolled. ▪ <u>Health Assessment</u> In-class Health Assessment has 49 students enrolled. On-line Health Assessment has 22 students enrolled. ▪ <u>Transition to Nursing Practice</u> 22 students are currently enrolled. <p><u>8.3 Level III – Pullen</u></p> <ul style="list-style-type: none"> ▪ 94 throughout Level III. 	

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	<ul style="list-style-type: none"> ▪ <u>Concepts of Clinical Decision Making II</u> 67 students are currently enrolled. ▪ <u>Care of Children and Families</u> 70 students are currently enrolled. ▪ <u>Mental Health</u> 70 students are currently enrolled. <p><u>8.4 Level IV – Reed</u></p> <ul style="list-style-type: none"> ▪ <u>Advanced Concepts of Adult Health</u> 69 students are currently enrolled. ▪ <u>Management of Client Care</u> 61 students are currently enrolled. ▪ <u>Introduction to Community Based Nursing</u> 66 students are currently enrolled. <p>NCLEX Team Report Ms. Reed offered a report on the NCLEX Review provided by ADN faculty for Level IV students on the Monday and Tuesday after the conclusion of the fall semester. The review focused on particular content areas identified in the HESI Exit Exam and NCLEX Program Reports that graduates performed less than satisfactorily. Although, it was very cold outside, 40 out of 68 graduates voluntarily attended one of the two days of review. The evaluations of the review by the graduates were very positive. There may be some changes made in the review in the future, but Ms. Reed indicated that the review is something that will likely be repeated for future graduates. Ms. Reed expressed her appreciation to all of the faculty members who assisted with the review process.</p>	
9. ADN COMMITTEE REPORTS	<p>9. ADN COMMITTEE REPORTS</p> <p>9.1 <u>Admission/Progression – Moore/Wright</u></p> <ul style="list-style-type: none"> ▪ The committee will meet at 2:00 pm today. <p>9.2 <u>Curriculum – Pullen</u></p> <ul style="list-style-type: none"> ▪ The committee will continue to work on identifying and threading the IOM competencies in the curriculum and evaluating the nursing process, particularly the nursing care plan, in the program. The committee will also review the program philosophy. ▪ The committee hopes to continue the “Lunch and Learn” activities initiated last semester. Dr. Pullen thanked those faculty members who participated in the fall semester “Lunch and Learn” sessions. 	

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	<u>9.3 Research and Program Effectiveness – Johnson</u> <ul style="list-style-type: none"> The committee will meet at 9:30 am this Friday, January 16th. 	
10. ADDITIONAL ITEMS:	<u>10. ADDITIONAL ITEMS</u> <ul style="list-style-type: none"> SNA will be selling shirts, popcorn and candy during the Nursing Success Boot Camp on Wednesday, January 14th, and Thursday, January 15th. There is an SNA meeting today at 1:00 pm in the second floor atrium, and everyone is welcome to attend. There will be a need to elect officers for next year. Ms. Grove announced that she will set up TCS for each of the sections of the Introduction, Level I medical-surgical, and pharmacology classes. Ms. Shadbolt proposed that consideration be given to including Level IV course grades in calculating the graduates' GPAs for purposes of determining the honor graduate for the class. Ms. Shadbolt expressed concern that not including the Level IV course grades may have altered the outcome of the selection process. Ms. Wright noted that she would like to have the CPEC as an Excel document for those who would like to use it in that format. Brief reports were made about Jennifer Green, daughter of Marcia Green, and Brenda Jackson, former faculty member, in regards to their recent health concerns. 	<p>Verena Johnson volunteered to coordinate the effort to implement this change.</p> <p>The CPEC issue was referred to the R&PE Committee for further discussion and amendment as indicated.</p>
11. ADJOURNMENT	<u>11. ADJOURNMENT</u> <ul style="list-style-type: none"> The meeting was adjourned at 10:35 am by faculty consensus. 	

 Sheryl Mueller, Nursing Division Chair

Date