

**AMARILLO COLLEGE  
NURSING DIVISION FACULTY ORGANIZATION MINUTES**

DATE: February 3, 2010

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

ATTENDANCE: Present: - Lindy Billington, LaVon Barrett, Jan Cannon, Jeanette Embrey, Theresa Edwards, Melanie Gray, Marcia Green, D'dee Grove, Deborah Hall, Denise Hirsch, Verena Johnson, Marianne Jones, Tabatha Mathias, Susan McClure, Khristi McKelvy, Marjeanne Moore, Sheryl Mueller, Phyllis Pastwa, Richard Pullen, Kathy Reed, Tamara Rhodes, Kelly Savage, Lyndi Shadbolt, Jennifer Siess, Teresa Smoot, Tammie Tabor, Rebecca Vincent, Ruth Whitehead, Kim Wright, and Kerrie Young

ABSENT: Ginny Coppock, Paul Hogue, Pat Murray, Delores Thompson

AGENDA: See Attached.

MINUTES:

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
<b>OPENING REMARKS</b> <b>S. Mueller</b> Call to Order Approval of Minutes Announcements Thank you New Employees Congratulations Birthdays	<b>1.0 OPENING REMARKS – S. Mueller</b> <ul style="list-style-type: none"> <li>Ms. Mueller called the meeting to order at 1:30 p.m.</li> <li>Ms. Mueller called for the approval of the minutes from the November 4, 2009 meeting.</li> <li>Ms. Mueller called for the approval of the November 25, 2009 (ADN only) minutes.</li> <li>Ms. Mueller called for the approval of the January 12, 2010 Nursing Division Faculty Organization minutes.</li> <li>Ms. Mueller noted that Pat Murray was ill and had recently been hospitalized. Ms. Mueller offered a thank you to Ruth, Kim and Lindy for their assistance in providing classroom and clinical coverage in Pat's absence. She also thanked Richard and Ruth for delivering a meal and card from the Nursing Division to Pat's family.</li> <li>Theresa Edwards thanked everyone for their thoughts and prayers after her recent accident.</li> <li>Ms. Mueller asked the faculty to keep Glo Hooker-Freese, Jan Cannon's mother, and Pat Murray in their thoughts and prayers because of health concerns.</li> <li>Ms. Mueller recognized our new employees—Susan Hobbs (ADN Staff Assistant), Audree Auterburn (NRC Staff Assistant), and Terri Wilson (Testing Assistant) and asked the faculty to welcome them.</li> <li>Congratulations were offered to Khristi McKelvy for officially becoming a full-time ADN faculty member on February 1<sup>st</sup>.</li> <li>Birthday wishes were offered to those celebrating birthdays during the month of February: Glo Hooker-Freese (1) Happy Birthday!</li> <li>Ms. Mueller thanked Richard Pullen for providing the cookies for the meeting today!</li> </ul> <b>2.0 REPORT FROM DIVISION CHAIR</b> <ul style="list-style-type: none"> <li><b>Census Roster Verification</b>— All 16-week classes must be verified though WebAdvisor by noon on Thursday, February 4, 2010. (Please see e-mail from Diane Brice.) The 12<sup>th</sup> class day</li> </ul>	<p>The following corrections were made to the November 4, 2009 minutes:</p> <p>4.4 Nursing Peer Review-Shadbolt</p> <p>The next meeting will be on December 2, 2009 (Correction-changing 2010 to 2009)</p> <p>10.2 Student Success Task Force (Formerly Retention Task Force)-Pullen (Correction-added Pullen)</p> <p>Richard Pullen made a motion to accept the November 4, 2009 minutes with corrections. Lyndi Shadbolt seconded the motion. The motion carried by a majority vote.</p> <p>Kelly Savage made a motion to accept the minutes of November 25, 2009, and Kerri Young seconded the motion.</p>



TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
	<p>night, then this is automatically done.</p> <ul style="list-style-type: none"> <li>AC will soon have an Emergency Response System that will notify personnel by email, text or a phone message. Personnel will update their data in Colleague to include up to two email addresses, two numbers for text messages and two numbers for a voice recording. This is the same system used by AISD.</li> <li>Faculty Evaluations <ul style="list-style-type: none"> <li>All online classes will do student evaluations.</li> <li>It is possible to have evaluations done for each section every semester. It will be up to the division whether students will complete evaluations every semester.</li> </ul> </li> <li>AC has a new type of evaluation system in which anonymous evaluations can be sent to students. The end times for the evaluations are set and once closed, the results are automatically sent. The report includes graphs and comments.</li> </ul> <p><b>3.3 <u>AC Online Subcommittee-Johnson</u></b></p> <ul style="list-style-type: none"> <li>Have not met, but members are continuing to see what resources are available for students who are taking online classes for the first time.</li> </ul> <p><b>3.4 <u>Assessment, Instructional Subcommittee—Hirsch</u></b></p> <ul style="list-style-type: none"> <li>No Report</li> </ul> <p><b>3.5 <u>Emergency Preparedness Advisory--Pullen</u></b></p> <ul style="list-style-type: none"> <li>No Report</li> </ul> <p><b>3.6 <u>Faculty Development--Pastwa</u></b></p> <ul style="list-style-type: none"> <li>No Report</li> </ul> <p><b>3.7 <u>Faculty Evaluation—Shadbolt</u></b></p> <ul style="list-style-type: none"> <li>The AC Faculty Evaluation Committee is meeting mostly via email.</li> <li>Presently, the committee is looking at classroom evaluations for all online classes. <ul style="list-style-type: none"> <li>The hope is to have evaluations for all fall and spring online classes and possibly summer classes.</li> <li>This is an effort to bring those evaluations into line with face-to-face classroom evaluations being done.</li> </ul> </li> <li>The committee is also looking at a self-assessment tool which would help faculty evaluate their own online courses as well as our AC Online course sites.</li> </ul> <p><b>3.8 <u>Faculty Handbook—Moore</u></b></p> <ul style="list-style-type: none"> <li>No Report</li> </ul>	

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4.0 NURSING DIVISION COMMITTEE REPORTS	<p><b>3.9 <u>Faculty Senate—Jones, Smoot &amp; Hirsch</u></b></p> <ul style="list-style-type: none"> <li>Ms. Hirsch sent an email on January 26<sup>th</sup> to Nursing Division faculty in regards to the discussions that are occurring between upper-level administration and the Faculty Senate about continuing the annual Faculty Senate Survey. The Nursing Division Senators are interested in nursing faculty input about the survey's importance and effectiveness. Ms. Hirsch requested that nursing faculty share in person or via e-mail with her or the other Senators any thoughts about the Faculty Senate Survey.</li> </ul> <p><b>3.10 <u>Institutional and Program Effectiveness--Young</u></b></p> <ul style="list-style-type: none"> <li>No Report</li> </ul> <p><b>3.11 <u>Non-Traditional Genders in Academia—Pullen</u></b></p> <ul style="list-style-type: none"> <li>No Report</li> </ul> <p><b>3.12 <u>Rank &amp; Tenure --Pullen</u></b></p> <ul style="list-style-type: none"> <li>The deadline for submission of the petition for rank and associated materials to the immediate supervisor is Friday, February 5, 2010.</li> <li>Supervisor recommendations are due by February 26, 2010.</li> <li>Committee will meet next in late February 2010.</li> </ul> <p><b>3.13 <u>Wellness -- Whitehead</u></b></p> <ul style="list-style-type: none"> <li>No Report</li> </ul> <p><b>4.0 NURSING DIVISION COMMITTEE REPORTS</b></p> <p><b>4.1 <u>Advisory -- Mueller</u></b></p> <ul style="list-style-type: none"> <li>No Report</li> </ul> <p><b>4.2 <u>Clinical Simulation--Hall</u></b></p> <ul style="list-style-type: none"> <li>The next meeting is February 3, 2010.</li> <li>Ms. Hall noted that a proposed Nursing Division Learning Object Repository (LOR) has a lot of possibilities for the division. Students in both nursing programs will be able to access the division LOR from AC Online.</li> </ul> <p><b>4.3 <u>Learning Resources—Hirsch</u></b></p> <ul style="list-style-type: none"> <li>There is still money available in the division non-print budget. <ul style="list-style-type: none"> <li>Please contact Denise or Khristi with any requests for the purchase of interactive media, software and DVDs.</li> </ul> </li> </ul> <p><b>4.4 <u>Nursing Peer Review -- Shadbolt</u></b></p> <ul style="list-style-type: none"> <li>No Report</li> </ul>	

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<p><b>5.0 MISCELLANEOUS</b></p>	<p><b>4.5 <u>Research and Program Effectiveness—Johnson</u></b></p> <ul style="list-style-type: none"> <li>No Report</li> </ul> <p><b>4.6 <u>Student Activities—Cannon</u></b></p> <ul style="list-style-type: none"> <li>No meeting yet this semester.</li> <li>Ms. Cannon needs each level to send her the names of two student representatives.             <ul style="list-style-type: none"> <li>The students who have fulfilled these roles in the past will probably want to maintain those positions.</li> </ul> </li> <li>The SNA had a clinical shirt sale on January 26<sup>th</sup>.             <ul style="list-style-type: none"> <li>The next date for selling the clinical shirts will be February 23<sup>rd</sup> in Building B from 9:30 a.m.- 2:00 p.m.</li> <li>In addition, the SNA is selling SNA t-shirts, candy and memberships.</li> </ul> </li> <li>The Spring Social is scheduled for February 23 from 9:30 a.m.-11:00 a.m. in Building B.             <ul style="list-style-type: none"> <li>Please make announcements to your classes.</li> </ul> </li> <li>We have two community service projects for spring 2010.             <ul style="list-style-type: none"> <li>We will be helping with Habitat for Humanity and will do a project with City Church.</li> <li>We will inform everyone once we have the dates so that all the students can be notified.</li> </ul> </li> <li>SNA meetings are held the second Tuesday of each month at 1:00 p.m. in Building B.</li> </ul> <p><b>4.7 <u>Technology Users—Green</u></b></p> <ul style="list-style-type: none"> <li>No Report</li> <li>This committee is likely to merge with the Clinical Simulation Committee in the future.</li> </ul> <p><b>4.8 <u>Testing—Thompson</u></b></p> <ul style="list-style-type: none"> <li>Evolve Specialty Exam reports will no longer be printed for students in the Testing Centers, since students can access their reports through the Evolve website.</li> </ul> <p><b>5.0 MISCELLANEOUS</b></p> <p><b>5.1 <u>NRC -- Hirsch</u></b></p> <ul style="list-style-type: none"> <li>Sim Man 3G manikin will be assembled by Laerdal representatives on April 15<sup>th</sup> in the NRC. All nursing faculty is invited to this event. The Sim Man 2G manikin (Ace Campbell) will be returned to Laerdal when the 3G manikin is operational.</li> <li>The Sim Man 3G manikin at Sim Central will be assembled on April 14<sup>th</sup>, and the faculty is also invited to this event.</li> <li>Khristi McKelvy will be attending Sim Man 3G training sessions in New York during the week of February 15<sup>th</sup>.</li> <li>Ms. Hirsch reported that a situation has emerged with the unlocking and locking of the NRC for student workers scheduled to work on Saturdays. Student workers cannot be issued AC keys, and the AC Police, by College policy, cannot unlock classrooms and labs for student workers.</li> </ul>	<p>Each level needs to send Jan Cannon the names of two student representatives.</p>

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	<p>Unless a resolution to this situation can be identified, the NRC will no longer be open on Saturdays.</p> <ul style="list-style-type: none"> <li>Some possible solutions to this situation would include: <ul style="list-style-type: none"> <li>The NRC could be open just at peak times for the students and a staff member or faculty member would be assigned to unlock and lock the NRC on those dates.</li> <li>Faculty members could rotate unlocking and locking the NRC for the remainder of the semester.</li> </ul> </li> <li>Ms. Hirsch reported that there are items, such as DVDs, being taken from the NRC and not returned.</li> </ul> <p><b>5.2 Computer Testing Center -- Gray</b></p> <ul style="list-style-type: none"> <li>Ms. Gray reported that she is working on the final exam schedule. She noted that the finals schedule for spring should be similar to last semester. Any special requests regarding final exams need to be noted now, so these can be incorporated into the final exam schedule.</li> <li>Ms. Gray asked the faculty to please let her know if there are any students in their classes with disability accommodations. Students that have disability accommodations should present their signed disability forms to Ms. Gray at the beginning of each semester, so that the required accommodations can be incorporated into test scheduling.</li> <li>Ms. Gray noted that students need to sign in as to whether they are using the open lab or testing. Students need to bring their student IDs with the barcode for either reason.</li> <li>Ms. Gray asked for a policy clarification regarding students who do not bring their student IDs, yet are allowed to test because a faculty member verifies identity and permits them to do so.</li> <li>Ms. Gray also asked for some clarification in policy about students who report late for scheduled exams. She noted that some faculty members are permitting students to come into the Testing Centers after the exams having already begun.</li> <li>Ms. Gray announced that the CAI Lab will not be open on Saturdays for the remainder of the semester. Since personnel scheduled to work on Saturdays in the CAI Lab are student workers, the AC Police will not unlock and lock the lab. There is no staff member available to work Saturdays or be responsible for unlocking and locking the CAI Lab on Saturdays at the present time. There are very few students who ever use the CAI Lab on Saturdays, and the impact of the lab closure should be minimal.</li> </ul> <p><b>5.3 Advising -- McClure</b></p> <ul style="list-style-type: none"> <li>Ms. McClure reported that she advised 433 students in January. She also noted that although AC is experiencing a record enrollment, there are five less academic advisors now than in previous years.</li> <li>Ms. McClure announced that she would like to hear from faculty and staff about how to best serve the advising needs of students after the move to Jones Hall. Ms. McClure is contemplating whether it would be better to schedule student appointments, continue seeing students on a walk-in basis or use a combination of these two approaches.</li> </ul> <p><b>5.4 Staff Development -- Young</b></p> <ul style="list-style-type: none"> <li>Additional Evolve REACH training for ADN faculty is pending.</li> </ul>	<p>After discussion, it was decided to ask faculty members to sign up to unlock and lock the NRC on Saturdays on a volunteer basis for the remainder of the semester. Ms. Hirsch will develop this faculty signup sheet.</p> <p>After discussion, it was determined that faculty members should talk to their students about not removing items from the NRC.</p> <p>After some discussion about whether faculty members could or should verify student identity and permit testing without a student ID, it was decided that the Testing Committee should relook at the policy and make a recommendation to Faculty Organization. It was also decided that the issue of students arriving late to an exam and being permitted to test should also go to the Testing Committee for discussion and a relook at policies.</p>

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<p><b>6.0 TREASURER'S REPORT</b></p> <p><b>7.0 VOCATIONAL NURSING REPORTS</b></p> <p><b>8.0 ASSOCIATE DEGREE NURSING REPORTS</b>  <b>ADN Director's Report</b>  <b>Level Reports</b></p>	<ul style="list-style-type: none"> <li>• A staff development featuring the PET and SPE processes is planned for April.</li> <li>• A staff development in collaboration with SIM Central is a possibility for May.</li> <li>• On April 23<sup>rd</sup>, a continuing education event will be offered at SIM Central.</li> </ul> <p><b>6.0 Treasurer's Report--Hirsch</b></p> <ul style="list-style-type: none"> <li>• There is currently \$234.21 in the faculty account.</li> </ul> <p><b>7.0 VOCATIONAL NURSING REPORTS</b></p> <p><b>7.1 Coordinator's Report – Barrett</b></p> <ul style="list-style-type: none"> <li>• The VN Program has heard from 7-8 December 2009 graduates who have taken the NCLEX-PN Exam. One of those graduates failed the exam.</li> <li>• Graduates are reporting that there are different types of questions on the test including those that require the use of head phones and pictures. These graduates have said the pictures on the exam are not of good quality.</li> </ul> <p><b>7.2 Level I-Rhodes</b></p> <ul style="list-style-type: none"> <li>• No Report.</li> </ul> <p><b>7.3 Level II-Smoot</b></p> <ul style="list-style-type: none"> <li>• No Report.</li> </ul> <p><b>7.4 Admission/Progression—Barrett</b></p> <ul style="list-style-type: none"> <li>• No Report</li> </ul> <p><b>8.0 ASSOCIATE DEGREE NURSING REPORTS</b></p> <p><b>8.1 ADN Director's Report—Mueller</b>  <b><u>New Process for Immunization Documentation</u></b></p> <ul style="list-style-type: none"> <li>• Immunization coordinators have been identified for each program level. The designated coordinators will keep the documentation book for their levels and personally enter immunization, PPD and CPR information provided by students. If students bring this information to the office, the office staff member will make a copy of the documentation and place it in the mailbox of the appropriate immunization coordinator.</li> </ul> <p><b><u>Advising Sessions</u></b></p> <ul style="list-style-type: none"> <li>• Advising Sessions times and dates have been determined. There are six "traditional" Generic Advising Sessions. Four Transition Advising Sessions have also been designated, but these sessions will not begin until March 8<sup>th</sup>. It is anticipated that the program will receive a decision from NLNAC about approval of the two accelerated options by the end of February. If the NLNAC approves these options, the Transition Advising Sessions will focus on the new accelerated option. If the accelerated generic option is approved, there will be two to three Information Sessions offered about this new option in late March and early April.</li> </ul>	

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	<p><b><u>Faculty Performance Review Program</u></b></p> <ul style="list-style-type: none"> <li>The FPRP is already in progress. You will receive your classroom evaluations and clinical evaluations from fall 2009 at the beginning of next week. You will also be receiving the appropriate grade point distribution reports for fall 2009 at the same time. Many of you will need to write narrative self-evaluations to submit by March 1, 2010. You will receive an e-mail shortly if you are scheduled for a performance review this year.</li> </ul> <p><b><u>PNSRP&lt;70% Graduation Rate Funds</u></b></p> <ul style="list-style-type: none"> <li>First-year funds in the amount of \$109,671 have been received from the THECB. These funds are currently located in a restricted nursing account. In order to get this money, a projection of 8 additional generic graduates and 10 additional transition graduates by August 31, 2011 was made. Because of the high attrition from Level III courses last semester, there is a potential of only 57 graduates (37 generic and 20 transition) in May of this year. If all of these individuals graduate, the program has produced 0 additional generic graduates and 13 additional transition graduates from the 2009 baseline year. Because of the failure to produce any additional generic graduates this first year, use of the first-year funds will need to be reviewed by Dr. Matney. If the program fails to produce the projected additional 8 generic graduates by August 31, 2011, that portion of the THECB funds would have to be returned to the THECB (67,490.64). The first-year funds were to be scheduled to pay the salary of a Retention or Nursing Success Specialist and provide faculty salary enhancements.</li> </ul> <p><b><u>Graduation Rates for 2009</u></b></p> <ul style="list-style-type: none"> <li>Draft 2009 Graduation Rates for Initial Licensure Programs have been sent to the schools from the THECB. The overall graduation rate for the ADN Program is 62.4%. The college has until February 19<sup>th</sup> to appeal if the rates are not correct.</li> </ul> <p><b><u>First Tuesday</u></b></p> <ul style="list-style-type: none"> <li>Please review the E-publication handout from N-OADN on February 2<sup>nd</sup>. There is some important information from Linda Miles, President of N-OADN, about the new book, Educating Nurses: A Call for Radical Transformation and about the latest IOM forum, the Future of Nursing: Education.</li> </ul> <p><b><u>IOM Future of Nursing Forum</u></b></p> <ul style="list-style-type: none"> <li>Please refer to the e-mail handout from N-OADN. This is an opportunity for nurse educators to submit comments for the Future of Nursing at the IOM Education forum in Houston on February 22<sup>nd</sup>. There is a time-sensitive deadline for comment.</li> </ul> <p><b><u>8.2. Level I -- Moore</u></b></p> <ul style="list-style-type: none"> <li><b>Introduction to Nursing</b> <ul style="list-style-type: none"> <li>128 students attending</li> <li>1 student has withdrawn</li> <li>The first module exam is on 2/15/2010</li> </ul> </li> <li><b>Pharmacology</b> <ul style="list-style-type: none"> <li>1301-001—56 students enrolled. After first module exam: A-24, B-21, C-10, and D-1</li> <li>1301-002—43 students enrolled. After first module exam: A-19, B-21, C-2 and D-1</li> </ul> </li> </ul>	<p>A suggestion was made to open more Level III spots for the summer session so that students who fail a Level III course in the spring semester can still graduate on time.</p>



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	<ul style="list-style-type: none"> <li>• <b>Principles of Clinical Decision Making</b></li> <li>• 1331-001—53 students enrolled; have not had first exam.</li> <li>• 1331-002—45 students enrolled; have not had first exam.</li> <li>• <b>Principles of Clinical Decision Making-Clinical</b></li> <li>• 98 students enrolled. Students will begin clinical on February 4, 2010.</li> </ul> <p><b>8.3 Level II – Wright</b></p> <ul style="list-style-type: none"> <li>• 96 students enrolled. 77 are generic students, 18 are Transition students, and one student is repeating HPRS 2200 only.</li> <li>• Level II has had 4 student withdrawals.</li> <li>• All students passed the dosage and solution exam by the 2<sup>nd</sup> attempt.</li> <li>• No module exams have been given yet in any Level II course.</li> <li>• <b><u>RNSG 1247/1263 Concepts of Clinical Decision Making I</u></b> <ul style="list-style-type: none"> <li>◦ No report given</li> </ul> </li> <li>• <b><u>RNSG 1251/1260 Care of Childbearing Family</u></b> <ul style="list-style-type: none"> <li>◦ No report given</li> </ul> </li> <li>• <b><u>RNSG 1115.001 Health Assessment (Paul)</u></b> <ul style="list-style-type: none"> <li>◦ No report given</li> </ul> </li> <li>• <b><u>RNSG 1115.002 Health Assessment (Verena)</u></b> <ul style="list-style-type: none"> <li>◦ No report given</li> </ul> </li> <li>• <b><u>RNSG 2307 Transition to Nursing Practice</u></b> <ul style="list-style-type: none"> <li>◦ 18 students are enrolled.</li> </ul> </li> <li>• <b><u>HPRS 2200 Pharmacology for Health Professionals</u></b> <ul style="list-style-type: none"> <li>◦ One student is repeating.</li> </ul> </li> </ul> <p><b>8.4 Level III – Pullen</b></p> <ul style="list-style-type: none"> <li>• There are 112 total students taking at least one Level III course.</li> <li>• All students have passed the dosage and solution exam (15 initially did not pass).</li> <li>• <b><u>RNSG: 1248:</u></b></li> <li>• 74 students are enrolled.</li> <li>• The first module exam is February 23, 2010.</li> <li>• <b><u>RNSG: 2201:</u></b></li> <li>• 87 students are enrolled.</li> <li>• The first module exam is February 9, 2010.</li> <li>• Thank you to Ruth Whitehead, Kim Wright, and Lindy Billington for coordinating and covering the Pediatric classroom and clinical while Pat Murray has been ill.</li> <li>• <b><u>RNSG: 2213:</u></b></li> <li>• 78 students are enrolled.</li> <li>• The first module exam is February 17, 2010.</li> </ul>	

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9.0 ADN COMMITTEE REPORTS	<p><b>8.5 <u>Level IV-Reed</u></b></p> <ul style="list-style-type: none"> <li>• There are 57 potential graduates.</li> <li>• <b><u>RNSG 1110/2161 – Community</u></b></li> <li>• 56 students are enrolled.</li> <li>• <b><u>RNSG 2231/2262 – Critical Care</u></b></li> <li>• 60 students are enrolled.</li> <li>• <b><u>RNSG 2221/2263 -- Management</u></b></li> <li>• 56 students are enrolled.</li> </ul> <p><b>9.0 ADN COMMITTEE REPORTS</b></p> <p><b>9.1 <u>Admission/Progression -- Wright</u></b></p> <ul style="list-style-type: none"> <li>• The committee met on January 14, 2010 and will meet again at the end of the semester.</li> <li>• Team Coordinators and/or a designee have examined TRCLs and degree evaluations for students in all levels of the program to determine if enrolled students have met pre-requisite requirements and/or are enrolled in required co-requisite courses.</li> </ul> <p><b>9.2 <u>Curriculum Committee Report—Pullen</u></b></p> <ul style="list-style-type: none"> <li>• The committee met on January 20, 2010.</li> <li>• The Faculty Handbook should be online sometime in late spring 2010.</li> <li>• Anticipated Staff Development activities for spring 2010 include: SPE, PET, ParSystem.</li> <li>• Nursing Care Plan Task force will make recommendations to the committee soon.</li> <li>• NLNAC approval for the Fast forward Generic and Transition Options is still pending.</li> <li>• A Documentation Task Force has been appointed.</li> <li>• Curriculum committee voted to present the following to Faculty Organization on February 3, 2010. Instructions and attachments were sent via email on January 25, 2010 to all faculty members for review prior to the Faculty Organization meeting. <ul style="list-style-type: none"> <li>◦ <b><u>Instructor—Clinical Simulation Position Description:</u></b> <ul style="list-style-type: none"> <li>➤ A primary function of this position is to coordinate all aspects of clinical simulation in addition to being assigned the duties of a faculty member in the ADN Program including committee work and clinical supervision.</li> </ul> </li> <li>◦ <b><u>Clinical: Immunizations, TB skin testing, and CPR (Student Handbook):</u></b> <ul style="list-style-type: none"> <li>➤ The committee recommends that the nursing program have more structure in policy statements regarding students attending clinical and being current with immunization, TB skin testing, and CPR in the Student Handbook. This proposed policy statement is to be included in the 2010-2011 Student Handbook, p.13 (see bottom of page that is shaded in attachment).</li> </ul> </li> <li>◦ <b><u>Clinical: Immunizations, TB skin testing, and CPR (Syllabus and Student Contract):</u></b> <ul style="list-style-type: none"> <li>➤ Committee also recommends that the nursing program have more structure in policy statements regarding students attending clinical and being current with immunization, TB skin testing, and CPR in course syllabi and student contracts. The first statement in the attachment is to be included in each clinical course</li> </ul> </li> </ul> </li> </ul>	<p>The motion to approve the Instructor – Clinical Simulation Coordinator position description was seconded by Denise Hirsch and passed by majority vote of the faculty.</p> <p>The motion to approve the proposed statements about immunizations, TB skin testing, and CPR in the Student Handbook, course syllabi, and student contracts was seconded by Jennifer Siess. The motion was approved by a majority</p>

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
10. ADDITIONAL ITEMS	<p>syllabus under the “<u>Course Requirement</u>” heading. The second statement in the attachment is to be included in the <u>Student Professional Contract</u> in the syllabus. One major goal is to promote consistency among all faculty members in the implementation of policies regarding immunizations, TB skin testing, and CPR and students attending clinical. Another goal is to clearly state that students are accountable for providing the necessary documentation prior to attending clinical (re: Clinical Warning).</p> <ul style="list-style-type: none"> <li>◦ <b>Medication Administration and Intravenous Therapy Policy: <u>Student Handbook</u>:</b> <ul style="list-style-type: none"> <li>➤ Committee initially reviewed the policy in the Student Handbook (p. 15-16), because it did not have a statement about Level 2 students performing saline flushes. Committee revised the policy to include the practice of performing saline flushes in level 2 (see attachment). Further discussion ensued about consistency in terminology for medication administration among the various levels in the nursing program. In the attachment, current policy appears first followed by the proposed revision that is shaded. An underline means that the level is doing something different (showing progression) that the previous level. For example, Level 3 requires students to administer IV push medications only with the clinical instructor, while level 4 students can perform this skill with the clinical instructor or registered nurse.</li> </ul> </li> </ul> <p><b>10.0 ADDITIONAL ITEMS</b>  <b>10.1 Recruitment Task Force—Cannon</b></p> <ul style="list-style-type: none"> <li>• No Report</li> </ul> <p><b>10.2 Nursing Student Success Task Force--Pullen</b></p> <ul style="list-style-type: none"> <li>• No Report</li> </ul>	<p>vote of faculty present.</p> <p>A motion from Curriculum Committee to approve the revised Medication Administration and Intravenous Therapy Policy was seconded by Kelly Savage. The motion was approved by the majority of faculty present.</p>
11. ADJOURNMENT	<p><b>11. ADJOURNMENT</b>  The meeting was adjourned at 3.35 p.m. by faculty consensus.</p>	

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 Sheryl Mueller, Nursing Division Chair

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 Date