

AMARILLO COLLEGE
NURSING DIVISION FACULTY ORGANIZATION MINUTES

DATE: February 4, 2009

TIME & PLACE: 1:30 P.M. - West Campus Building A, Room 108

ATTENDANCE: Present: - Lindy Billington, Jan Cannon, Marcia Green, Melanie Gray, D'dee Grove, Deborah Hall, Denise Hirsch, Paul Hogue, Verena Johnson, Marianne Jones, Tabatha Mathias, Sheryl Mueller, Pat Murray, 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: LaVon Barrett, Karla Dixon, Theresa Edwards, Marjeanne Moore,

AGENDA: See Attached

MINUTES:

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
1. OPENING REMARKS S. MUELLER Call to Order Approval of Minutes Birthday Announcements 2. REPORT FROM DIVISION CHAIR - S. MUELLER	1. OPENING REMARKS - S. MUELLER <ul style="list-style-type: none"> ▪ Ms. Mueller called the meeting to order at 1:30 PM ▪ The Nursing Division Faculty Organization Meeting Minutes from the January 13, 2009 meeting were presented for approval. ▪ Ms. Mueller announced belated birthday wishes to those with January birthdays: Jan Cannon (16th), Ruth Whitehead and Marianne Jones in the NRC (10th), Angela Bray (26th) and Melanie Gray (15th). Ms. Mueller also wished a Happy (February) Birthday to Glo Freese (1st). 2. REPORT FROM DIVISION CHAIR <u>2,1 Board of Regents-- January 27, 2009</u> <i>Education Report</i> <ul style="list-style-type: none"> ▪ Lulu Cowan and Martha Howell provided a report to the Board on the Clinical Simulation Center, including introducing its new name and logo (SimCentral). ▪ The Board officially named the new West Campus nursing and dental health building, Steven W. Jones Hall. ▪ An interlocal agreement with the city of Amarillo was approved, which provides AC with additional purchasing options to significantly reduce the cost of purchasing supplies, furniture, equipment, or other items available through this cooperative. ▪ The Accutrack Software purchase was approved. This software will be used to track the history and student lab usage for each lab center. ▪ Dan Ferguson, Assistant Professor/Dept. Chair in English, and Paul Whitfield, 	Lyndi Shadbolt made a motion to accept the minutes from the Nursing Division Faculty Organization Meeting as presented and Marianne Jones seconded the motion. The motion carried by a majority vote.

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	<p>Assistant Professor in EMS, were approved for tenure.</p> <p><i>President's Report</i></p> <ul style="list-style-type: none"> ▪ David Pittman is the new AC reporter for the Globe News. ▪ Community College Day at the Capitol is February 3rd and 4th. Paul Matney, Bob Austin, April Sessler, and Heather Atchley along with 9 AC students will be in attendance to talk to state legislators. ▪ Ellen Green will host a program on the Amarillo State of the Economy at 8:00 pm on February 3rd on KACV. ▪ The AC Fencing Team has been featured in the most recent issue of Southern Living. ▪ AC enrollment is up for Spring 2009 by 4% with a headcount of 9,949 (as opposed to spring 2008). ▪ Damaris Schlong has reported a record 48,830 enrollments in workforce CE for 2007-08. That is the top enrollment in the state. ▪ Jerry Moller has been named acting VP and Dean of Instruction. ▪ March 11th at 2:00 pm is the date and time designated for the groundbreaking ceremony for the new Jones Hall. ▪ Development Education has received a new national award for its math program. ▪ Jack Stanley has 120 plus students already enrolled in the new Wind Energy Program and 269 on a waiting list. ▪ The new issue of Plugged In (2nd Ed.) is on the AC website. ▪ Amarillo College has just published a new adult viewbook for advertising to and recruitment of the adult student. ▪ John Walsh will be the Distinguished Lecturer this year. He will be here in Amarillo on March 5th. ▪ The Board entered into closed session to consider the office of the Presidency. <p><u>2.2 Vice-President's Council:</u></p> <ul style="list-style-type: none"> ▪ <i>Community College Education Program Revision</i>--The Community College Education Program is being re-structured. There is a plan for "in progress" participants and new requirements for new faculty as of fall 2009. (see handout) ▪ <i>AC Online Training</i>--All faculty must complete the three Angel training sessions in order to receive an online shell for fall 2009 classes. There are numerous sessions available. ▪ <i>Printed Spring Class Schedule</i>--The spring 2009 class schedule will be printed in a 25-page pdf format primarily for division advisors to utilize. Otherwise there will be no printed class schedules for spring. ▪ <i>Perkins Equipment Requests</i>--Mid-year re-allocation requests will be due soon. If there are any Perkins eligible equipment needs, please make note of these. ▪ <i>Budgets</i>--The state of Texas has 9 billion less to allocate than last year, so community colleges can expect budgets will be tight. All college divisions are being asked to begin looking for ways to decrease expenditures and to justify expenditures. 	

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	<ul style="list-style-type: none"> ▪ <i>Nursing Division Web Site</i>--David White is available by appointment to assist us with the Nursing Division Web Site. <p><u>2.3 Nursing Division News</u></p> <ul style="list-style-type: none"> ▪ <i>ND Travel Committee</i>--There was one application for travel submitted prior to January 30th. Ms. Mueller will conduct approval of this one application through e-mail. The next round of applications for travel funds will be due on February 27th. ▪ <i>Census rosters</i>--Census rosters for all 16-week courses must be verified no later than 12:00 noon on Thursday, February 5th. ▪ <i>Fall Schedules</i>--Fall 09 schedules are due to the Registrar for the data input on February 20th. Bruce Cotgreave has confirmed that the Building B classrooms and Testing Center will be ready for occupancy by fall, and classes will be scheduled in Building B. At this point, WTAMU does not want to change the clinical rotation days of their upper-level nursing students from Tuesday/Wednesday to Monday and Wednesday as they first indicated, so Nursing Division classroom/clinical schedules will not be altered this fall. ▪ <i>Parking on West Campus</i>--Discussions are on-going with Bruce Cotgreave about the parking situation on West Campus. With projected enrollment growth, Bruce is investigating the possibility of opening a temporary parking lot on the AC land north of the library by fall 09. 	
3. COLLEGE COMMITTEE REPORTS	<p>3. COLLEGE COMMITTEE REPORTS</p> <p><u>3.1 Academic Affairs – Barrett</u></p> <ul style="list-style-type: none"> ▪ No report <p><u>3.2 Academic Technology -- Johnson</u></p> <ul style="list-style-type: none"> ▪ Please refer any questions regarding technology to Verena Johnson as the Nursing Division committee representative. ▪ Committee minutes are posted on the IT web page. <p><u>3.3 Assessment, Instructional Sub-Committee – Hirsch</u></p> <ul style="list-style-type: none"> ▪ The committee met January 30th, but Ms. Hirsch was unable to attend the meeting and has nothing to report at this time. <p><u>3.4 Commencement – Cannon</u></p> <ul style="list-style-type: none"> ▪ The committee will meet Friday, February 13th, at 1:00 pm. Ms. Cannon will not be able to attend. The main discussion will be about December Commencement next year. <p><u>3.5 Faculty Development – Williamson</u></p> <ul style="list-style-type: none"> ▪ The committee will meet Friday, February 27th. ▪ Amarillo College Teachers' Retreat will be held in May in Santa Fe. Everyone is encouraged to apply to attend. The retreat is free to those selected to attend. 	

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	<p><u>3.6 Faculty Evaluation – Shadbolt</u></p> <ul style="list-style-type: none"> The AC Faculty Evaluation Committee met on Friday, January 30th. The committee has been charged with revising the online faculty evaluation instrument. They are looking at using the same instrument for both the traditional and distance education courses. The consensus of the committee is that the pencil/paper classroom evaluation is a better reflection of the faculty's performance. <p><u>3.7 Faculty Handbook – Moore</u></p> <ul style="list-style-type: none"> No report <p><u>3.8 Faculty Senate – Jones & Smoot</u></p> <ul style="list-style-type: none"> No report <p><u>3.9 Institutional and Program Effectiveness - Pullen</u></p> <ul style="list-style-type: none"> Committee met to continue discussing ways to promote student success. One goal is to be more student-friendly as we continue to attract a diverse student population. <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 (Pullen substituting)</u></p> <ul style="list-style-type: none"> The committee has not met. <p><u>3.12 Testing & Remediation – Thompson</u></p> <ul style="list-style-type: none"> No report <p><u>3.13 Traffic Citation Appeals – Reed</u></p> <ul style="list-style-type: none"> No report; committee has not met. <p><u>3.14 Wellness – Whitehead</u></p> <ul style="list-style-type: none"> No report <p><u>3.15 Emergency Preparedness Advisory -- Pullen</u></p> <ul style="list-style-type: none"> The committee is planning to have college-wide drills that help employees deal with real-life emergencies such as wild fires, bomb threats, campus intruders, tornado, plane crash, and chemical war fare. An initial drill on the Washington Street Campus is planned for later in the spring 2009 semester that deals with a campus intruder. The committee will be conducting drills in an ongoing fashion at all AC campuses. 	
<p>4. NURSING DIVISION COMMITTEE REPORTS</p>	<p>4. NURSING DIVISION COMMITTEE REPORTS</p> <p><u>4.1 Advisory-- Mueller</u></p> <ul style="list-style-type: none"> The spring meeting is scheduled for April 21st. The VN Program will host the spring meeting. <p><u>4.2 Student Activities – Cannon</u></p> <ul style="list-style-type: none"> White Polo Nursing Clinical Shirts, popcorn, candy and memberships were sold February 2, 2009. POP the Tab with SNA continues. Each Level is saving POP tabs for the Ronald McDonald House. The Spring Social will be March 3, 2009, 9:30 am – 11:00 am in Building A, 2nd floor 	

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	<p>outside the NRC. We will be presenting the POP tabs to a Ronald McDonald representative.</p> <ul style="list-style-type: none"> ▪ The Community Service Project is with Texas Tech Pediatric Oncology Unit. More information about the project will come later. ▪ Meeting Dates for SNA are: <ul style="list-style-type: none"> ▪ February 10, 2009 ▪ March 10, 2009 ▪ April 10, 2009 <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 Patient Safety Handbook from AHRQ, 3 Vol., 1400 pages, is now on the shelf in the Nursing Faculty Library. Everyone got a copy of the disk for this handbook. <p><u>4.6 Technology Users - Green</u></p> <ul style="list-style-type: none"> ▪ Faculty PDA and pager use is being reviewed by the committee. <p><u>4.7 Clinical Simulation – Whitehead</u></p> <ul style="list-style-type: none"> ▪ No report 	
5.MISCELLANEOUS	<p>5.MISCELLANEOUS</p> <p><u>5.1 NRC – Hirsch</u></p> <ul style="list-style-type: none"> ▪ The NRC is really busy. If faculty needs to practice skills with students, please let Khristy or Denise know so that the NRC schedule can be arranged accordingly. ▪ Reminder – Phyllis Pastwa's baby shower on February 11th, from 2:00 – 4:00 pm in WCA-105. <p><u>5.2 CAI Lab/Testing Center – Gray/Mueller</u></p> <ul style="list-style-type: none"> ▪ Ms. Mueller reported for Melanie Gray that the testing schedules are now posted on her shared calendar. ▪ The Enteo program will be uninstalled from computers in the CAI Lab and Testing Center in effort to address the processing speed problem on those computers. <p><u>5.3 Advising – McClure/Mueller</u></p> <ul style="list-style-type: none"> ▪ Ms. Mueller spoke on behalf of Ms. McClure who was working with a student. Ms. Mueller reported that student advising has slowed down considerably since the first few weeks of January. <p><u>5.4 Staff Development – Shadbolt & Williamson</u></p> <ul style="list-style-type: none"> ▪ The ATI presentation for ADN faculty was completed today. ▪ The Elsevier/Evolve presentation is scheduled for ADN faculty next Wednesday, February 11th, at 12:30 pm. 	

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	<ul style="list-style-type: none"> Jan Cannon will provide the April 1st staff development. 	
6.TREASURER'S REPORT	6.TREASURER'S REPORT – Hirsch Balance remaining: \$292.32	
7. VOCATIONAL NURSING REPORTS	7. VOCATIONAL NURSING REPORTS 7.1 <u>Coordinators Report – Barrett</u> <ul style="list-style-type: none"> No report 7.2 <u>Level I – Dixon (Smoot reporting)</u> <ul style="list-style-type: none"> Level I has 53 students. Out of 32 December graduates, 19 students have passed the NCLEX-PN exam to date. Level I clinical rotations start March 3, 2009. Tammy Taber, R.N. is the new clinical instructor. 7.3 <u>Level II – Smoot</u> <ul style="list-style-type: none"> Level II has 50 students. Level II starts clinical rotation on Monday, February 9, 2009. There are 29 Wednesday precepted sites which include 2 new sites. 7.4 <u>Admission/Progression – Barrett</u> <ul style="list-style-type: none"> No report. 	
8. ASSOCIATE DEGREE NURSING REPORTS	8. ASSOCIATE DEGREE NURSING REPORTS 8.1 <u>Directors Report -- Mueller</u> <ul style="list-style-type: none"> Advising Sessions--There will be seven sessions for generic students and four sessions for transition students. The sessions begin on February 23rd. Please sign up for a minimum of two sessions. The admission goal for the ADN Program for fall 2009 is 120 generic students and 30 transition students. HESI Testing Sessions--HESI A2 Exams begin on February 26th. There are 15 sessions scheduled, which provides about 600 testing slots. Class/Clinical Schedules to Office--Please make sure that there are copies of all class calendars and all clinical schedules in the office. Agency/Clinical Area Evaluations for Fall 2009--Student evaluations were mailed to the clinical agencies last week for the first time in three semesters. Due to various technical and personnel issues, it has been impossible to do so before now. Thank you to D'dee Grove for sharing her technical knowledge of Survey Monkey with Melanie Gray and especially to Melanie for long hours of preparing the student comments for the agencies. Faculty Evaluations--The classroom and clinical evaluations of faculty are almost ready to distribute to faculty members through the Team Coordinators. The Faculty Performance Review Process will begin after these have been distributed. Further instructions will be forthcoming by e-mail to those faculty members who are scheduled for performance review. Dr. Pullen will conduct a staff development activity for those 	

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	<p>who have never completed a performance review.</p> <ul style="list-style-type: none"> ▪ Student Clinical Simulation Fees--In order to pay AC's share of the cost of operating SimCentral after the first year, it has been proposed by college administration officials to access a student clinical simulation fee. The fee will be attached to all clinical courses in the ADN Program with the exception of the community health course. The fee will either be a semester-hour fee or a set fee per course. Proposed fee structures at present for a per semester-hour fee would be in the range of \$30.00/semester hour or \$55.00 per clinical course. The implications for the ADN Program are that there must be significant amounts of clinical simulation in each clinical course by fall 2009, so that we can utilize SimCentral and so that the students are paying a fee for a valid reason. Ms. Mueller thanked those faculty members who have moved forward, embraced simulation and made it a priority in their clinical courses. She noted that all ADN faculty members must be on board with simulation in the clinical courses by fall 2009. Ms. Mueller asked faculty members who need assistance to develop and implement clinical simulation in the clinical courses to see her for resources and help as necessary. ▪ Student Retention--Student retention is the hottest topic in nursing education right now! Please read the handouts (see attached) about the Texas nursing shortage and the proposals of The Texas Nursing Workforce Shortage Coalition, which will be the centerpiece of legislative efforts in the 81st Legislative Session. Since this program is one with a student graduation rate below 70%, there is work to be done with regards to student retention. Dr. Pullen will lead a Student Retention Task Force this semester and will need faculty volunteers to assist him in this endeavor. ▪ Participation in BON Student CBC Study--Ms. Mueller reviewed the BON procedure for participating in the Student CBC Study (see handout). Ms. Mueller asked for direction from faculty about participating in this study considering that the BON is not sure that the study will continue in the fall 2009 due to funding uncertainty. <p>8.2 Level I – Moore (Thompson substituting)</p> <ul style="list-style-type: none"> ▪ Introduction to Nursing 114 students currently attending. Ms. Thompson expressed appreciation to the faculty Care Group leaders for their help. She also reported that the Care Groups are going well so far and asked for any suggestions. ▪ Principles of Clinical Decision Making There are currently 98 students enrolled. Clinical begins February 5, 2009. ▪ Pharmacology Section 001(am) has 51 attending; all but one passed Module I exam. Section 002(pm) has 40 attending; all passing after Module I exam. 	<p>By faculty consensus, the ADN Program will not participate in the BON Student CBC Study this semester. If funding is continued for this program in fall 2009, the faculty will re-evaluate participation in the program.</p>

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9. ADN COMMITTEE REPORTS	<p><u>8.3 Level II – Wright</u></p> <ul style="list-style-type: none"> ▪ <u>Care of Childbearing Family</u> Will have first exam on February 10, 2009. ▪ <u>Concepts of Clinical Decision Making I</u> Will have first exam on February 24, 2009. ▪ <u>Health Assessment</u> In-class Health Assessment final will be April 1, 2009. On-line Health Assessment final will be March 11, 2009. ▪ <u>Transition to Nursing Practice</u> Will have first exam on March 2, 2009. <p><u>8.4 Level III – Pullen</u></p> <p>There are 96 individual students among the three Level III courses; 14 of the students did not pass the dosage and solution exam on the first attempt. This is very good and shows ongoing improvement. All students passed by the third attempt and are ready for clinical.</p> <ul style="list-style-type: none"> ▪ <u>Concepts of Clinical Decision Making II</u> 69 students are currently enrolled. ▪ <u>Care of Children and Families</u> 71 students are currently enrolled. ▪ <u>Mental Health</u> 73 students are currently enrolled. <p><u>8.5 Level IV – Reed</u></p> <ul style="list-style-type: none"> ▪ <u>Advanced Concepts of Adult Health</u> 73 students are currently enrolled. ▪ <u>Management of Client Care</u> 64 students are currently enrolled. ▪ <u>Introduction to Community Based Nursing</u> 68 students are currently enrolled. <p>NCLEX Team Report</p> <ul style="list-style-type: none"> ▪ NCLEX teams are starting earlier this semester. There will be a short meeting today. <p>9. ADN COMMITTEE REPORTS</p> <p><u>9.1 Admission/Progression – M. Moore (Wright substituting)</u></p> <ul style="list-style-type: none"> ▪ The committee met on January 13, 2009 to consider letters. “Last strike” letters have been distributed to students. 	

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	<p><u>9.2 Curriculum – Pullen</u></p> <ul style="list-style-type: none"> ▪ Various staff development programs have been planned for the spring semester including a presentation by Jan Cannon on innovations in nursing education. ATI presented today and next week Elsevier will present on skill building possibilities for our students. ▪ The committee proposes to faculty organization to include ECRD 1111 “Electrocardiography” as an elective course in place of RSPT 1137 “Dysrhythmia Interpretation”. The purpose of replacing RSPT 1137 with ECRD 1111 deals with accreditation requirement statements in RSPT 1137. The ECRD 1111 rubric includes a broader course description that will allow students to receive elective credit. ▪ The IOM Task Force compiled a report on the utilization of the IOMs in the curriculum based upon the feedback from 12 faculty members. Dr. Pullen provided the Faculty Organization with a written summary. He asked them to peruse the report and continue accessing the Quality and Safety Education for nurses (QSEN) website to obtain innovative ideas for teaching in the classroom, clinical, and virtual environments. ▪ Dr. Pullen provided all faculty members with a copy of the Faculty Orientation and Mentoring Program guidelines in advance of the meeting. After the pilot project with new faculty members, the committee proposes to the Faculty Organization that these guidelines be adopted as policy in the ADN Program. He reported that the main thrust of the program is to make connections with new faculty and be responsive to their needs. ▪ The ADN Program Curriculum Statement and Philosophy are in the rudimentary stages of being reviewed by the committee. Dr. Pullen reiterated that the last review was in 2003. ▪ The Endocrine Lunch and Learn is continuing. Dr. Pullen asked for volunteers to conduct these sessions. He reported that he and Denise Hirsch will conduct a session on diabetes insipidus in March. ▪ Dr. Pullen reported that Lyndi Shadbolt is continuing to evaluate the medication administration thread in the curriculum. After a preliminary evaluation, Ms. Shadbolt mentioned that there are not major gaps in the instruction of medications in the nursing program. <p><u>9.3 Research and Program Effectiveness – Johnson</u></p> <ul style="list-style-type: none"> ▪ Ms. Johnson presented the following policies/forms from committee to the faculty for discussion and approval: <ul style="list-style-type: none"> ○ Guidelines for Conducting Research ○ CPEC: updated with formative evaluation and a change in the format of the CPEC form utilizing a spreadsheet ○ Formative Evaluation of Clinical Competencies Form 	<p>Curriculum Committee entered a motion to the faculty to implement ECRD 1111 in place of RSPT 1137. Marcia Green seconded the motion. The motion carried by majority vote. Academic Affairs will have the final approval.</p> <p>A motion was made by the Committee to adopt a copy of the Faculty Orientation and Mentoring Program guidelines. Motion was seconded by Phyllis Pastwa and carried with a majority vote.</p> <p>A motion was entered from R&PE Committee to approve the Guidelines for Conducting Research policy. The motion was seconded by Kathy Reed</p>

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	<ul style="list-style-type: none"> ▪ Ms. Johnson presented the following surveys from committee to the faculty for discussion and approval <ul style="list-style-type: none"> ○ Graduate Exit Survey ○ Employer Graduate Survey ○ One- and Five- Year Graduate Surveys 	<p>and carried with a majority vote. A motion was entered by R&PE Committee to approve the updated CPEC (including formative evaluation instructions and spreadsheet format) and the Formative Evaluation of Clinical Competencies Form. The motion was seconded by Kelly Savage and carried by majority vote.</p> <p>The R&PE Committee made a motion to approve the graduate surveys. The motion was seconded by Kathy Reed and carried with a majority vote.</p>
<p>10. ADDITIONAL ITEMS: Internal Nursing Web-Site</p> <p>Star Students</p>	<p><u>10. ADDITIONAL ITEMS</u></p> <ul style="list-style-type: none"> ▪ Ms. Grove announced that there is an internal Nursing Division webpage on MyAC for current nursing students. The web page has several features, such as the ADN “Star Student”, the “Ask a Real Nurse” link, and the job search link. There will be additional features on the page in the future including information areas for the NRC, Testing Center, and Nursing Division Office. ▪ Ms. Savage reported that the Star Students have talked to Level III students and need to talk to Level IV students. They have a handout to give to the students. The purpose of the Star Students effort is to promote student success through students assisting other students to succeed. 	
<p>11. ADJOURNMENT</p>	<p>11. ADJOURNMENT The meeting adjourned at 3:30 pm by faculty consensus.</p>	

Debbie Civis, Recording Secretary

Date

Sheryl Mueller, Nursing Division Chair

Date