

**AMARILLO COLLEGE
NURSING DIVISION FACULTY COMMITTEE MINUTES**

DATE: March 4, 2009

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

ATTENDANCE: Present: - Lindy Billington, Jan Cannon, Theresa Edwards, Melanie Gray, Marcia Green, D'dee Grove, Deborah Hall, Denise Hirsch, Paul Hogue, Verena Johnson, Marianne Jones, Tabatha Mathias, Susan McClure, Marjeanne Moore, Sheryl Mueller, Pat Murray, Richard Pullen, Cele Rangel, Kathy Reed, 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, Phyllis Pastwa, and Tamara Rhodes

AGENDA: See Attached
MINUTES:

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
1. OPENING REMARKS S. MUELLER Call to Order Approval of Minutes Congratulations Birthday Wishes 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 Minutes from the February 4, 2009 meeting were presented for approval. ▪ Congratulations were offered to Phyllis Pastwa. Baby GAP, Gary Allen Pastwa, was born at 3:00 pm on March 3, 2009. ▪ Ms. Mueller wished a Happy Birthday to faculty and staff with March birthdays--Triss Brewer (13) and Joan Acklin (25). 2.REPORT FROM DIVISION CHAIR <u>2.1 Board of Regents</u> <ul style="list-style-type: none"> ▪ <i>EduServe Contract</i> --The newly-hired CIO, Lee Colaw, will not be able to report for work until July 1, 2009. The BOR approved extension of the EduServe contract at \$23,655/month until June 30, 2009 in order to ensure a smooth transition of the CIO position. ▪ <i>Request for Proposal #1195</i> --This proposal package includes the construction costs at a guaranteed maximum price for Steven W. Jones Hall on West Campus. The BOR approved the guaranteed maximum price presented by Page & Associates. That price was \$11.0 million. ▪ <i>SimCentral Purchase Request</i> --The BOR approved an estimated \$750,000 toward the purchase of equipment and supplies from the \$1.0 million commitment that AC made from bond money to furnishing and equipping SimCentral. The equipment/supplies will be purchased in five groups--simulators, computer control 	A motion was made by Richard Pullen and seconded by Ruth Whitehead to approve the February 4, 2009 minutes. There were no additions or corrections to the minutes.

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
	<p>equipment, room fixtures, consumable items, and miscellaneous equipment.</p> <ul style="list-style-type: none"> ▪ President's Report --The BOR in closed session decided not to hire a consulting firm to search for a college President. A committee of 12-15 will be appointed by the BOR to consider all internal candidates. There was no timeline established. The process reviewed includes: 1) declare a vacancy, 2) appoint an interim, and 3) post the position. <p>2.2 Vice-President's Council:</p> <ul style="list-style-type: none"> ▪ Enrollment Data--Spring 2009 enrollment at the 12th class day was 9,905. This was a 3.7% increase from the spring 2008 semester. Applications for fall 2009 are well above those for fall 2008 in December and January of last year. ▪ No Excuses University--Dr. Matney highlighted this program at San Jacinto Elementary, which has changed this school from the lowest-performing school in Amarillo to a school with Recognized status. We will soon have an opportunity at AC to "adopt" a classroom of these children. The Nursing Division will also have the opportunity to visit with the children at the school and talk about nursing as a career choice. See article. ▪ Fall 2009 Schedules--Schedules have been submitted and the last date for changes is March 6th. Registration for summer and fall begin April 13th. ▪ Perkins Re-allocation Requests--Approximately \$100,000 is available in Perkins re-allocation money. Eligible divisions have submitted requests, including the Nursing Division. ▪ 2009-10 Budget--The budget process has begun. All division chairs have been scheduled for budget meetings with their Assistant Deans and the VP and Dean of Instruction before the end of March. These are tight budgetary times, and the budget for 2009-10 will be very lean. ▪ December 2009 Commencement--There will not be a December 2009 Commencement. There are plans being made for a December 2010 Commencement. <p>2.3 Nursing Division News</p> <ul style="list-style-type: none"> ▪ 2009-10 Perkins Requests--Now is the time to make requests for Carl Perkins-eligible equipment/instructional supplies for the new budget year. Please see Ms Mueller or Khristi McKelvy in the NRC, if you have requests. ▪ Angel Training--There are only a few opportunities remaining for Angel training. Please ensure that you get the training required to get your course shell in the fall. Also Angel is going to be in place for summer courses, so make sure you know what you need to do to conduct the summer courses. ▪ Nursing Division Travel Funds--The ND Travel Committee is meeting via e-mail to consider three requests submitted by the February 27th deadline. There is likely to still be money available to travel. The next round of requests will be due on April 3rd. 	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
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. <p><u>3.3 Assessment, Instructional Sub-Committee – Hirsch</u></p> <ul style="list-style-type: none"> The committee met last Friday. The committee is restructuring internally in order to make its functions more understandable to the faculty. <p><u>3.4 Commencement – Cannon</u></p> <ul style="list-style-type: none"> There will be no December Commencement. The next meeting will be Friday, March 6, 2009. <p><u>3.5 Faculty Development – Williamson</u></p> <ul style="list-style-type: none"> The February meeting was cancelled. The committee will meet March 27, 2009. The last day to sign up for ACTS is March 6, 2009. <p><u>3.6 Faculty Evaluation – Shadbolt</u></p> <ul style="list-style-type: none"> The committee has not met since the last faculty meeting, but the Chairman has kept in touch with members via email. The faculty classroom evaluation form is being revised and the questions included will be relevant to today's classroom. Probably the next time we receive classroom evaluations these new forms will be used. <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> <p>The Senate met on February 6, 2009. Bob Austin, Dean of Enrollment Management, attended the meeting and addressed the discontinuation of the Trio Student Support Services grant. Damaris Schlong, Dean of Workforce Development, attended the meeting and explained the Extreme Entrepreneurship Tour scheduled for March 26th. Senate President, Lana Jackson, provided a report which addressed concerns and issues associated with the IT equipment replacement plan, Outlook installation, AC online training, and proposed December graduation for 2009. The various Senate committees gave reports. Nominations were entertained for Professor Emeritus. The minutes for the meeting, as all Senate meetings, will be e-mailed to faculty and posted on the Senate website.</p> <p><u>3.9 Institutional and Program Effectiveness -- Pullen</u></p> <ul style="list-style-type: none"> The next meeting is scheduled for March 6, 2009 at 8:30 a.m. Dr. Pullen will not attend due to clinical, but he will obtain minutes from the meeting. 	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
	<p><u>3.10 Library Network Advisory – Moore</u></p> <ul style="list-style-type: none"> No report. <p><u>3.11 Rank & Tenure -- Pullen</u></p> <ul style="list-style-type: none"> The committee will meet March 5, 2009 at 3:00 pm on the Washington St. Campus. <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; committee has not met. <p><u>3.15 Emergency Preparedness</u></p> <ul style="list-style-type: none"> No report; committee has not met. 	
<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 next Advisory Committee meeting will be April 21, 2009. <p><u>4.2 Student Activities – Cannon</u></p> <ul style="list-style-type: none"> The committee has not met. SNA held the Spring Social on March 3, 2009. We sold memberships, breakfast burritos, and served donuts and fruit. The SNA also had a sale of our new hoodie sweatshirts with the heart logo. We completed the pop tab contest for Ronald McDonald House. The students did a great job collecting tabs which were presented to the Executive Director of Ronald McDonald House at the Spring Social. The SNA has begun its community service project to aid the Texas Tech Pediatric Oncology Unit. The project aims to collect gaming systems, DVD players, movies, games, etc. for the pediatric patients receiving treatments at the center. Monetary donations will also be collected and will go towards purchasing badly-needed equipment such as treatment chairs and/or new hospital beds. The class with the highest donation will win a pizza party. The next SNA meeting will be March 10, 2009 at 1:00 p.m. in Building A outside the NRC. Ruth Whitehead took five students to the Houston TNSA Convention. It was a good trip and a great learning experience for the students. SNA announcements and upcoming activities are posted at www.myspace.com/actstudentnurses The new SNA Officers for Fall 2009 (Level II students serve a one-year term) are: President – John Resendiz Vice President – Melissa Harris Secretary – Debbie Morrison and Christine Fleeman 	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
	<p>Treasurer – Yvonne Apodaca Historian – Maria Pacheco</p> <ul style="list-style-type: none"> ▪ Jan Cannon is meeting with ADN Level IV students on Wednesday, March 11th, to talk about Pinning. ▪ We will begin meeting with the Pinning Committee to begin planning the event on Wednesday, March 25, 2009. <ul style="list-style-type: none"> ○ ADN Pinning Ceremony is Thursday, May 14, 2009 ○ VN Pinning Ceremony is Wednesday, May 13, 2009 <p><u>4.3 Testing – Thompson</u></p> <ul style="list-style-type: none"> ▪ No report from committee. The next meeting is scheduled for March 25, 2009. <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"> ▪ If faculty has requests for student learning resources such as DVDs or interactive software, please submit requests to Ms. Hirsch ASAP. The non-print budget allocation to the Nursing Division must be expended soon. <p><u>4.6 Technology Users - Green</u></p> <ul style="list-style-type: none"> ▪ No report; the committee has not met. <p><u>4.7 Clinical Simulation – Whitehead</u></p> <ul style="list-style-type: none"> ▪ The committee met on February 28, 2009. John Smoot, Guy Gilbert and Martha Howell from SimCentral were guests. They updated everyone on open house dates anticipated for the summer of 2009. Also, they were invited to return to future Clinical Simulation Committee meetings. ▪ Minutes from the last meeting were reviewed and approved. ▪ Goals of the committee were reviewed with those present. ▪ A Video/Photography Release Form was presented. It was suggested that there be research into whether such a form is not already available at Amarillo College. Ruth will look in to this. ▪ The Simulation Template and Simulation Lab Manual for faculty were discussed. Much of the Scenario Template has been incorporated into the Simulation Lab Manual as well as the electronic medical record created by Debbie Hall. ▪ Both the electronic medical record and Simulation Lab Manual for faculty were reviewed and discussed. The importance of presenting both of these at a Faculty Staff Development session was viewed as the best means to disperse the information to faculty. ▪ NRC use for simulation continues to grow exponentially. A graph to track this data will be presented at the next meeting. ▪ Involving the various Allied Health departments in simulation is also a future goal. ▪ A new clinical simulation book is available in the NRC. 	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
	<ul style="list-style-type: none"> The next Clinical Simulation Committee meeting will be on April 15th at 1:30 pm in Room 108. <p>Note: Information was presented today at the Faculty Staff Development about clinical simulation, the electronic medical record and the faculty Simulation Lab Manual. To allow faculty further time to review the Simulation Lab Manual, hard copies will be distributed to each team and returned to Ruth with feedback. Approval of the Simulation Lab Manual is anticipated at the April 1st faculty meeting. Once approval is given for the Simulation Lab Manual and electronic medical record, they will be available on the J Drive and a hard copy will be kept in the NRC.</p>	
5.MISCELLANEOUS	<p>5.MISCELLANEOUS</p> <p><u>5.1 NRC – Hirsch</u></p> <ul style="list-style-type: none"> The Showcase of Technology will be next Thursday, March 12, 2009. Some of the Level IV Community Health students will assist with this event. <p><u>5.2 CAI Lab/Testing Center – Gray</u></p> <ul style="list-style-type: none"> Ms. Gray reported that she has had problems receiving email. She has two e-mail addresses. The e-mail address to use is magray31@actx.edu The HESI Admission Exam administration process for fall 09 admission has begun and is going well. Ms. Gray will start working on the final exam schedule soon. <p><u>5.3 Advising – McClure/Mueller</u></p> <ul style="list-style-type: none"> No report. <p><u>5.4 Staff Development – Shadbolt & Williamson</u></p> <ul style="list-style-type: none"> Our last Staff Development for faculty will be on April 1, 2009. Jan Cannon will provide a presentation on a professional conference that she attended last year, which featured Linda Caputi. Sarah Williamson and Lyndi Shadbolt will decide on a light lunch to serve during the presentation. 	
6.TREASURER'S REPORT	<p>6.TREASURER'S REPORT – Hirsch</p> <ul style="list-style-type: none"> The balance remaining is: \$324.32 There are still two checks out--one for Phyllis Pastwa's shower and one for flowers for Dr. Jones' service. 	
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"> No report. <p><u>7.2 Level I – Smoot</u></p> <ul style="list-style-type: none"> Students will have their skills finals this week and start clinical on March 9, 2009. <p><u>7.3 Level II – Smoot</u></p> <ul style="list-style-type: none"> Two students failed Level II OB. 	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
	<u>7.4 Admission/Progression – Barrett</u> <ul style="list-style-type: none"> No report. 	
8. ASSOCIATE DEGREE NURSING REPORTS	8. ASSOCIATE DEGREE NURSING REPORTS 8.1 Director's Report -- Mueller <ul style="list-style-type: none"> <i>Outstanding Major</i>--The name of the Outstanding Major for spring 2009 must be submitted to the Vice President's Office no later than Friday, March 13th. The spring 2009 and fall 2008 Outstanding Majors will be recognized at the Honors Convocation which will be held on Sunday, April 26th at the Civic Center Heritage Room. The outstanding major criteria includes: academic standing (major and overall grade point average of 3.0), growth while at AC, work within the department, college or community, future potential for contribution to major area of study, enrollment in an academic or certificate program which requires at least 50 hours. <i>Innovative Curriculums</i>--Jan Hooper, our program Nurse Consultant at the BON, asked us to be one of 10 programs to participate in providing answers to a questionnaire about innovative curriculums. Jan summarized the answers from the various programs and used the results in a conference call the Texas BON had with the NLN on February 20th. Please see the handout, "Curriculum Innovations", for the summary of the responses by the ten Texas programs of nursing. <i>2008 Graduation Rates</i>--A draft of the 2008 Graduation Rates was e-mailed on February 26th from the THECB to all colleges and universities with schools of nursing. The total 2008 graduation rate for Amarillo College is reported as 50.86%. This includes both the generic track and the LVN to RN AP (transition) track. Some inaccuracies in the data reporting from the Registrar's Office have been identified and corrected, and the THECB has been asked to reclassify the transition students in order to permit these students longer than 18 months to graduate. The graduation rate for the ADN Program is still far short of the 85% target required by the THECB for recognition under the Nursing Education Performance Initiative and possible funding by the 81st Legislature for high graduation rates. <i>Fall 2009 Admission</i>--Advising Sessions are in progress for fall 2009 admission. The goals for admission in the fall are 120 generic students and 30 transition students. Ms. Mueller asked for volunteers to accompany her to Frank Phillips College in Borger to provide an Advising Session to their vocational nursing students on Monday, March 9th. 8.2 Level I – Moore (Thompson substituting) <ul style="list-style-type: none"> <u>Introduction to Nursing/Nursing Skills I</u> Started with 114 students, 2 have withdrawn, 112 still enrolled. Module I exam results are: A=3, B=31 C=53, D=19, F=6 All students are passing the Nursing Skills course. 	<p>Nominations for Outstanding Major for spring 2009 were entertained from the ADN faculty. Tina Behselich was received the majority of votes by the faculty among those Level IV students nominated for this honor and will be the Outstanding Major for spring 2009.</p> <p>The Retention Task Force, chaired by Dr. Pullen, has met once and will continue to meet this semester to discuss causes of the low ADN Program graduation rates and make recommendations to improve these graduation rates.</p> <p>Kerrie Young and Kim Wright volunteered to accompany Ms. Mueller to FPC for the Advising Session.</p>

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
	<ul style="list-style-type: none"> ▪ <u>Principles of Clinical Decision Making</u> Started with 97 students – 5 have withdrawn (includes a clinical failure), 1 is not coming to class (91 attending, 6 failing) ▪ <u>Pharmacology</u> 88 students are still enrolled between the two sections <p><u>8.3 Level II – Wright</u></p> <ul style="list-style-type: none"> ▪ <u>Concepts of Clinical Decision Making I</u> 57 attending, 40 passing (70.2%); A=3, B=15, C=22 17 not passing, (29.8%), D=12, F=5; 2 students will be dropping ▪ <u>Care of Childbearing Family</u> 56 attending, 36 passing (64.3%); A=5, B=12, C=19 20 not passing (35.7%), D=11, F=9; 2 students will be dropping ▪ <u>Transition to Nursing</u> 24 Attending, 18 passing (75%), A=1, B=5, C=12 6 not passing (25%), D=5, F=1 ▪ <u>Health Assessment</u> (Johnson) 24 Attending, Final will be April 1, 2009. ▪ <u>Health Assessment</u> (Hogue) 55 started, 54 attending (1 student dropped); Final will be March 11, 2009. ▪ <u>Pharmacology for Health Professionals</u> 18 Transition students + one non-nursing student 6 students did not pass first exam <p><u>8.4 Level III – Pullen</u></p> <ul style="list-style-type: none"> ▪ <u>Concepts of Clinical Decision Making II</u> 69 students are currently enrolled. The first test has been given with 18 not passing after the first exam. ▪ <u>Care of Children and Families</u> 71 students are currently enrolled. The first test has been given with 14 not passing after the first exam. ▪ <u>Mental Health</u> 73 students are currently enrolled. The first test has been given with 28 not passing after the first exam. <p>We have also performed the lottery with the spring Transition course and Level 2 generic students. Letters are being prepared to give to the students selected for summer courses.</p> <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> 67 students are currently enrolled. 	

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
	<ul style="list-style-type: none"> ▪ <u>Introduction to Community Based Nursing</u> 68 students are currently enrolled. 	
9. ADN COMMITTEE REPORTS:	<p>9. ADN COMMITTEE REPORTS</p> <p>9.1 <u>Admission/Progression – M. Moore/Wright</u></p> <ul style="list-style-type: none"> ▪ The committee has not met. ▪ One letter has been received for consideration ▪ Next meeting TBA. <p>9.2 <u>Curriculum – Pullen</u></p> <ul style="list-style-type: none"> ▪ The IOM Task Force developed some helpful guidelines to assist faculty to write course and module objectives that incorporate the IOMs. These guidelines also include resources for faculty such as the Quality and Safety Education for Nurses (QSEN) website that offers excellent teaching and learning strategies that support the IOMs. Faculty who are responsible for revising course manuals will have the IOMs threaded throughout their courses by June 1, 2009 when the manuals are due to the bookstore. In the meantime, committee will continue to review the philosophy and program objectives to ensure that the IOMs are included. ▪ We have had presentations by Evolve and ATI in the past month or so that showcase the unique features of both programs. The Curriculum Committee voted in our meeting last week to adopt Evolve as the skill building program for our students rather than ATI. It appears that both Evolve and ATI (MedsPub) provide students with skill building activities; however, Evolve will provide more data in which to track student success in the nursing program. Further, faculty members who are employed by Evolve will help us to analyze the data to better serve our students' learning needs. In fact, faculty members from Evolve will come to AC to help us map out the features of their programs. Evolve has a proven track record of success (HESI), and we are already using their products (HESI A2 & HESI Exit Exam). ATI also has a proven track record of success; however, we know that the company is going through some changes (the merging of ATI with MedsPub) which causes some slight degree of uncertainty. ATI far surpasses Evolve in the number of questions that students are exposed to prior NCLEX-RN. However, Evolve can develop customized programs for students and increase the exposure of questions based upon our needs and requests. Another neat feature with Evolve is that graduates who do not pass NCLEX-RN at the first writing will receive a \$200.00 refund, which is the portion of their total (\$561) fee that deals with the live review. The total fee of \$561 includes a mid-program and exit exam. <p>9.3 <u>Research and Program Effectiveness – Johnson</u></p> <ul style="list-style-type: none"> ▪ Employer surveys for one and five-year graduates are scheduled to be sent out soon. ▪ The survey results from Fall 2008 for the NRC, for clinical simulation, for TCS and for the graduate exit were reviewed in committee. See the attachment for these results. The committee identified the need to have clinical simulation surveys split out into 	<p>Curriculum Committee entered a motion to adopt Evolve in Fall 2009. Kelly Savage seconded the motion. The motion passed by a majority vote.</p>

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
	each clinical class for better data collection and interpretation. The committee also recognized the need to evaluate the Testing Center during the next survey period.	
10. ADDITIONAL ITEMS:	<p><u>10.1 Recruitment Task Force – Cannon</u></p> <ul style="list-style-type: none"> ▪ The Recruitment Task Force has been to the Washington Street Campus two different times to get information out to students about upcoming Advising Sessions. ▪ There are many activities with AISD schools this semester that the task force members have been invited to participate in. ▪ Jan and Richard plan to make visits to Dumas and Hereford campuses this semester at some point ▪ The division now has a new recruitment information brochure and poster/banner stand as well as some handouts for the various recruitment events (syringe pens and paper pads with the Nursing Division logo on them). ▪ Jan, Ruth, and Richard will be doing a presentation at Sneak Peak on April 16th. <p><u>10.2 Retention Task Force – Pullen</u></p> <p>The committee met February 18, 2009 and brainstormed ideas for action plans. These include the following:</p> <ul style="list-style-type: none"> ▪ Survey schools of comparable size to the ADN Program who have effective retention strategies that promote student success within the program through graduation ▪ Develop a survey to administer to students in the nursing program to determine how we can best help them to be successful ▪ Analyze the course grade distribution report <p>The next meeting will be on March 25, 2009.</p>	
11. ADJOURNMENT	<p>11. ADJOURNMENT</p> <p>The meeting was adjourned at 3:20 pm by faculty consensus.</p>	

 Debbie Civis, Recording Secretary

 Date

 Sheryl Mueller, Nursing Division Chair

 Date