

**AMARILLO COLLEGE
NURSING DIVISION FACULTY ORGANIZATION MINUTES**

DATE: April 7, 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, Marcia Green, Deborah Hall, Denise Hirsch, Paul Hogue, Verena Johnson, Tabatha Mathias, Susan McClure, Khristi McKelvy, Marjeanne Moore, Phyllis Pastwa, Kathy Reed, Kelly Savage, Lyndi Shadbolt, Jennifer Siess, Teresa Smoot, Delores Thompson, Rebecca Vincent, Ruth Whitehead, Kim Wright, and Kerrie Young

ABSENT: Ginny Coppock, Melanie Gray, D'dee Grove, Marianne Jones, Sheryl Mueller, Pat Murray, Richard Pullen, Tamara Rhodes, and Tammie Tabor

AGENDA: See Attached.

MINUTES:

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
OPENING REMARKS D. Thompson Call to Order Approval of Minutes 2.0 REPORT FROM DIVISION CHAIR - S Mueller 3.0 COLLEGE COMMITTEE REPORTS	1.0 OPENING REMARKS – D. Thompson <ul style="list-style-type: none"> Ms. Thompson called the meeting to order at 1:30 p.m. in the absence of Sheryl Mueller, who is attending the NLNAC Self-Study Forum in Atlanta. Ms. Thompson called for the approval of the minutes from the March 3, 2010 meeting. 2.0 REPORT FROM DIVISION CHAIR <ul style="list-style-type: none"> No Report 3.0 COLLEGE COMMITTEE REPORTS 3.1 <u>Academic Affairs – Barrett</u> <ul style="list-style-type: none"> There are no more meetings scheduled for the Academic Affairs Committee this year. 3.2 <u>Academic Technology Committee – Johnson</u> <ul style="list-style-type: none"> No Report 3.3 <u>AC Online Subcommittee-Johnson</u> <ul style="list-style-type: none"> No Report 3.4 <u>Assessment, Instructional Subcommittee—Hirsch</u> <ul style="list-style-type: none"> No Report 3.5 <u>Emergency Preparedness Advisory--Pullen</u> <ul style="list-style-type: none"> No Report 	Kelly Savage made a motion to accept the minutes of March 3, 2010, and Theresa Edwards seconded the motion. The minutes were approved by a majority vote.

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4.0 NURSING DIVISION COMMITTEE REPORTS	<p>3.6 <u>Faculty Development--Pastwa</u></p> <ul style="list-style-type: none"> No Report <p>3.7 <u>Faculty Evaluation—Shadbolt</u></p> <ul style="list-style-type: none"> No Report <p>3.8 <u>Faculty Handbook—Moore</u></p> <ul style="list-style-type: none"> No Report <p>3.9 <u>Faculty Senate—Jones, Smoot & Hirsch</u></p> <ul style="list-style-type: none"> The Faculty Senate met on March 5, 2010. <ul style="list-style-type: none"> A highlight of the meeting was the election of a new VP--Carol Buse. There will be a reception on April 22, 2010 for Professor Emeritus Joyce Hinsley. The next meeting will be on Friday, April 9, 2010. <ul style="list-style-type: none"> ➤ There will be an election of 7 new senators at that time. <p>3.10 <u>Institutional and Program Effectiveness--Young</u></p> <ul style="list-style-type: none"> No Report <p>3.11 <u>Non-Traditional Genders in Academia—Pullen</u></p> <ul style="list-style-type: none"> No Report <p>3.12 <u>Rank & Tenure --Pullen</u></p> <ul style="list-style-type: none"> The committee has met three times in the last month. The committee reviewed 10 notebooks for professional rank. No one from the West Campus submitted a notebook. The committee has made recommendations to Mr. Jerry Moller. <ul style="list-style-type: none"> Pending his approval of our recommendations, these notebooks will be reviewed by the AC Board of Regents. Dr. Pullen was elected chair of the committee for the 2010-2011 academic year. <p>3.13 <u>Wellness -- Whitehead</u></p> <ul style="list-style-type: none"> No Report <p>4.0 NURSING DIVISION COMMITTEE REPORTS</p> <p>4.1 <u>Advisory -- Mueller</u></p> <ul style="list-style-type: none"> The Spring Advisory committee meeting will be Tuesday, April 20th, at 3:00 p.m. in WCA-108. <p>4.2 <u>Clinical Simulation--Hall</u></p> <ul style="list-style-type: none"> Level I student representative, Jamie Hutchins, was introduced to the committee. EMR-Adobe format will mail and is available on Angel. 	

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	<ul style="list-style-type: none"> ◦ Debby is working on EMR so that it will mail, since there has been a formatting issue with mailing. • With the new SimMan 3G here, some changes will need to be made to the manual/template. • Sim Central wants all the educational institutions to use the same template. <ul style="list-style-type: none"> ◦ It is possible that the EMR template could be used. • The committee discussed the blog idea in more depth. <ul style="list-style-type: none"> ◦ Marcia has a blog that we could probably adapt for the Star Students. • The committee discussed using the new Telehealth simulation concept, possibly with the Community Health course. • Brunner's has some simulations available. <ul style="list-style-type: none"> ◦ Kelly contacted Jane Bowles for more information. <ul style="list-style-type: none"> ➤ The committee will look at this during the next meeting. • The next meeting is set for April 28th at 1300 in the Faculty Workroom. <p>4.3 <u>Learning Resources—Hirsch</u></p> <ul style="list-style-type: none"> • The new DVDs have arrived. <ul style="list-style-type: none"> ◦ Please contact either Denise or Khristi for more information, if you want to add these titles to your syllabus for next year. ◦ The titles of the DVDs are: <ul style="list-style-type: none"> ➤ HIPPA ➤ The Human Immune System ➤ Cultural Awareness in Healthcare ➤ OB Nursing ➤ The History of Care <p>4.4 <u>Nursing Peer Review -- Shadbolt</u></p> <ul style="list-style-type: none"> • No Report <p>4.5 <u>Research and Program Effectiveness—Johnson</u></p> <ul style="list-style-type: none"> • No Report <p>4.6 <u>Student Activities—Cannon</u></p> <ul style="list-style-type: none"> • The ADN Pinning Committee has been meeting. <ul style="list-style-type: none"> ◦ Jan, Ruth, and Marianne have met with the Level IV Pinning Committee twice to begin the planning process. ◦ We will be meeting every two weeks until time for pinning. • The ADN Pinning will be on Thursday, May 13, 2010 at the Central Church of Christ auditorium at 6:00 p.m. <ul style="list-style-type: none"> ◦ Amarillo College police officers have been secured by Jan and will be present one hour before pinning and will stay until guests have left. 	

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5.0 MISCELLANEOUS	<ul style="list-style-type: none"> ◦ We will be holding auditions for vocalists on April 14. • The VN Pinning will be Tuesday, May 11, 2010 at Amarillo High School at 6:00 p.m. • The final meeting for the Student Activities Committee will be at the end of April. • The SNA Habitat for Humanity project will be finished at the end of April. <p>4.7 Technology Users—Green</p> <ul style="list-style-type: none"> • No Report • This committee is in the process of coordinating a merger with the Clinical Simulation Committee. <p>4.8 Testing—Thompson</p> <ul style="list-style-type: none"> • The Committee met on March 10, 2010. • The Committee completed review and revision of the following policies: <ul style="list-style-type: none"> a. Policy for Scheduling in the Testing Center. b. Guidelines for Using the Test Blueprint. c. Test Development Guidelines. d. Guidelines for the Dosage and Solutions Test. • Use of Evolve Specialty Exams. <ul style="list-style-type: none"> ◦ All students should be remediating after the specialty exams with the information that is available to them online. ◦ Level 3 students are to share with students in the Introduction to Nursing course how to use the results of the specialty exams. • The Committee reviewed Teresa Smoot's OB exam. <ul style="list-style-type: none"> ◦ Results will be shared with Teresa Smoot by the Chairperson. <p>5.0 MISCELLANEOUS</p> <p>5.1 NRC -- Hirsch</p> <ul style="list-style-type: none"> • The videos should be available around April 12, 2010. • The SimMan 3G will be assembled in the NRC on April 15, 2010. • The SimMan 3G will be assembled at Sim Central on April 14, 2010. <ul style="list-style-type: none"> ◦ If faculty members are unable to be in the NRC for the training on the SimMan 3G, all are invited to the training offered at Sim Central on April 14th. <p>5.2 Computer Testing Center -- Gray</p> <ul style="list-style-type: none"> • Melanie has completed and published the finals schedule. <ul style="list-style-type: none"> ◦ Please notify Melanie if the schedule is incorrect. • The Testing Center is really busy. <ul style="list-style-type: none"> ◦ Please remember that if you test your students before 10:00 a.m. or after 2:00 p.m. and use 2 labs that you will need to provide a test proctor for the other lab. • Melanie is beginning to work on the calendar for summer and fall 2010. <ul style="list-style-type: none"> ◦ She needs your requests for test dates and times before the end of finals week. 	<p>The Testing Committee made a motion to accept these four policies as revised. The motion was seconded by Lyndi Shadbolt and carried unanimously.</p>

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<p>6.0 TREASURER'S REPORT</p> <p>7.0 VOCATIONAL NURSING REPORTS</p> <p>8.0 ASSOCIATE DEGREE NURSING REPORTS ADN Director's Report Level Reports</p>	<p>5.3 <u>Advising -- McClure</u></p> <ul style="list-style-type: none"> Amarillo College will have a December 2010 graduation. Registration for summer and fall begins on April 12th. Sneak Peak will be on April 29th. The Recruitment Task Force needs help on May 6th for the West Campus Spring Fling. The Showcase of Technology will be on May 6th. <p>5.4 <u>Staff Development – Young</u></p> <ul style="list-style-type: none"> Dr. Linda Caputi provided a consultative workshop to the ADN Program on April 5th. The testing webinar for all faculty on April 19th has been re-scheduled to May 10th by the webinar leader, Donna Ignatavicius. <p>6.0 <u>Treasurer's Report--Hirsch</u></p> <ul style="list-style-type: none"> There is currently \$239.21 in the faculty account. <p>7.0 VOCATIONAL NURSING REPORTS</p> <p>7.1 <u>Coordinator's Report – Barrett</u></p> <ul style="list-style-type: none"> The VN Program will graduate 39 students this spring. There are 39 students in Level I. The VN Pinning Ceremony was changed to Tuesday, May 11th, at 6:00 p.m. ACAL participated in a simulation before Easter, and it went well. The VN Program will have increased enrollment in fall 2010. <p>7.2 <u>Level I-Rhodes</u></p> <ul style="list-style-type: none"> No Report <p>7.3 <u>Level II-Smoot</u></p> <ul style="list-style-type: none"> No Report <p>7.4 <u>Admission/Progression—Barrett</u></p> <ul style="list-style-type: none"> No Report <p>8.0 ASSOCIATE DEGREE NURSING REPORTS</p> <p>8.1 <u>Director's Report-Mueller</u></p> <ul style="list-style-type: none"> No Report <p>8.2. <u>Level I -- Moore</u></p> <ul style="list-style-type: none"> Introduction to Nursing After module 2 exam: <i>RNSG 1209-001</i> 63 enrolled 2-D,13-F 	

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	<ul style="list-style-type: none"> • A-0, B-16, C-31, D-12, F-1 • RNSG 1209-002 • 65 enrolled • 1-D, 1 stopped coming, 15-F • A-1, B-12, C-33, D-14, F-1 • Total-124 • Not Passing-27 • Pharmacology • 1301-001—56 students enrolled. Four students not passing. • 1301-002—44 students enrolled. Two students not passing. <ul style="list-style-type: none"> ◦ Module 3 exam is on Monday. ◦ Evolve specialty exam is in 3 weeks. • Principles of Clinical Decision Making • 1331-001—46 students attending; 5 dropped; 2 more have not officially dropped (Total of 7) • 1331-002—38 students attending; 6 dropped; 1 more has not officially dropped (Total of 7) 8.3 <u>Level II – Wright</u> <ul style="list-style-type: none"> • <u>RNSG 1247/1263 Concepts of Clinical Decision Making I</u> • 22 students not passing for a total of 76. • <u>RNSG 1251/1260 Care of Childbearing Family</u> • 11 students are not passing for a total of 76. • <u>RNSG 1115.001 Health Assessment (Paul)</u> • All passed • <u>RNSG 1115.002 Health Assessment (Verena)</u> • All passed • <u>RNSG 2307 Transition to Nursing Practice</u> <ul style="list-style-type: none"> ◦ 18 students are enrolled. ◦ 4 students have failed. • <u>HPRS 2200 Pharmacology for Health Professionals</u> <ul style="list-style-type: none"> ◦ 15 enrolled, 1 repeating 8.4 <u>Level III – Pullen</u> <ul style="list-style-type: none"> • <u>RNSG: 1248: Concepts of Clinical Decision Making II</u> • 74 students are enrolled. • 13 students are not passing after second exam. • <u>RNSG: 2201: Pediatrics</u> • 84 students are enrolled. • 3 drops since the beginning of the semester • 15 are not passing. 	

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9.0 ADN COMMITTEE REPORTS	<ul style="list-style-type: none"> • <u>RNSG: 2213: Mental Health Nursing</u> • 78 students are enrolled. • 26 are not passing after the second exam. <p>8.5 <u>Level IV-Reed</u></p> <ul style="list-style-type: none"> • <u>RNSG 1110/2161 – Introduction to Community-Based Nursing</u> • 55 students are enrolled. • 1 student has dropped. • All are passing at this time. • <u>RNSG 2231/2262 – Critical Care</u> • 60 students are enrolled. • 1 student not attending. • 9 students not passing after the first exam. • <u>RNSG 2221/2263 – Management of Client Care</u> • 55 students are enrolled. • 5 not passing after the first exam. • 1 clinical failure. <p>9.0 ADN COMMITTEE REPORTS</p> <p>9.1 <u>Admission/Progression -- Wright</u></p> <ul style="list-style-type: none"> • No Report <p>9.2 <u>Curriculum Committee Report—Pullen</u></p> <ul style="list-style-type: none"> • The fall booklist is continuing to circulate for faculty signatures. • Several staff development programs, including a webinar on the NCLEX-RN 2010 Test Plan, have been offered. A future webinar will focus on test data analysis. • There was discussion about reviewing the Student Contract across program courses for consistency in content and verbiage. A task force was appointed for this purpose. • Nursing Process Task Force: No further work will be accomplished until we have a consultative work session with Dr. Linda Caputi on April 5th to ensure that teaching in the clinical environment is contemporary and evidence-based. • The new accelerated generic option (Fast Forward ADN Option) was discussed. Information Sessions for qualified students interested in admission to this option in Summer 2010 will begin soon. • The accelerated transition option proposal submitted to the NLNAC in January was not accepted due to some concerns by the two consultants who reviewed the proposal. A revision of this proposal will be re-submitted for approval at a future time. • A proposal to substitute a discrete geriatric nursing course for the current health assessment course was the subject of much committee discussion. A block of geriatric content is currently positioned in RNSG 1331, and older adult content is threaded throughout the program in other courses. A task force was appointed to analysis the amount and type of older adult content in all program courses in order to make an informed decision about this proposal for a specific 	

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10.0 ADDITIONAL Items	<p>geriatric course. The task force will present its findings at a meeting during the Fall 2010 semester.</p> <ul style="list-style-type: none"> The need to evaluate the efficacy of clinical simulation in the program thus far was discussed. A formal evaluation process will be undertaken in collaboration with the Clinical Simulation Committee in the Fall 2010 semester. The Curriculum Committee voted to adopt revisions to two existing policies and adopt a new guideline as follows: <ol style="list-style-type: none"> <u>Evaluation of Individual Faculty Members</u>-There are additions to the present policy and information from the AC Board Policy Manual. <u>Guidelines for Immunization Coordinators</u>-This is a new guideline that was developed to enhance the obtaining, compiling and tracking of immunizations, TB testing and CPR. <u>Academic Progression and Graduation for All Students</u>-The policy "Academic Progression and Graduation for All Students" in the Student Handbook was reviewed to ensure that the policy is clear regarding the readmission of students who have not been enrolled in the nursing program for one or more semesters. The "strikeouts" in the attached policy are deletions while the "shaded" narrative is the proposed revised statement from committee. <p>10.0 ADDITIONAL ITEMS</p> <p>10.1 Recruitment Task Force—Cannon</p> <ul style="list-style-type: none"> The Task Force met on Wednesday, March 31st. See the attachment for the notes of this meeting The Task Force will be attending three events in April and May. <p>10.2 Nursing Student Success Task Force--Pullen</p> <ul style="list-style-type: none"> The Task Force was called to meet on March 31, 2010, but a quorum of members was not present and an official meeting was not conducted. <ul style="list-style-type: none"> Some preliminary "themes" from the survey "We Want to Hear From You" that was conducted in fall 2009 (n=285...87% ADN and 13% VN) were that students question the value of the care plan, students believe that there are inconsistencies in grading and implementing policies/procedures in the classroom and clinical among faculty, students perceive that some faculty are not treating students in a professional manner, and students believe that there is some non-effective teaching in the classroom. Other major themes were that students by overwhelming majority thought that the nursing programs were of high caliber, rigorous, and guided by a competent, knowledgeable, caring faculty. The Task Force will soon meet to look at the survey results more in-depth. 	<p>A motion for approval of the first two policies was entered. Jennifer Siess seconded the motion. The vote was unanimous to accept these two revised policies with the exception of one abstention.</p> <p>There was discussion that the <u>Academic Progression and Graduation for All Students</u> policy revision did not come from the A&P Committee. It was decided by faculty consensus to send this proposed policy revision to the A&P Committee for discussion and approval.</p>
11. ADJOURNMENT	<p>11. ADJOURNMENT</p> <p>The meeting was adjourned at 2:25 p.m. by faculty consensus.</p>	