

AMARILLO COLLEGE
NURSING DIVISION FACULTY ORGANIZATION MINUTES

DATE: August 19, 2010

TIME & PLACE: 8:10 a.m. - West Campus Building B, Room 102

ATTENDANCE: Present: - Lindy Billington, LaVon Barrett, Angela Downs, Ginny Coppock, D'dee Grove, Theresa Edwards, Jeanette Embrey, Carol Hergert, Denise Hirsch, Paul Hogue, Verena Johnson, Marianne Jones, Tabatha Mathias, Liz Matos, Susan McClure, Khristi McKelvy, Marjeanne Moore, Sheryl Mueller, Pat Murray, Richard Pullen, Tamara Rhodes, Kelly Savage, Lyndi Shadbolt, Jennifer Siess, Teresa Smoot, Tammie Tabor, Rebecca Vincent, Kim Wright, and Ramona Yarbrough

ABSENT: Jan Cannon, Melanie Gray, Marcia Green, Deborah Hall, Phyllis Pastwa, Ruth Whitehead and Kerrie Young

AGENDA: See Attached.

MINUTES:

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
OPENING REMARKS S. Mueller Call to Order Invocation Approval of Minutes Introductions Sympathy Congratulations	1.0 OPENING REMARKS – S. Mueller <ul style="list-style-type: none"> • Ms. Mueller called the meeting to order at 8:10 a.m. • The invocation was given by Kelly Savage. • Ms. Mueller called for the approval of the minutes from the April 7, 2010 meeting. • Introductions: <ul style="list-style-type: none"> ◦ Ms. Mueller introduced the new ADN faculty members present: Angie Downs, Carol Hergert, and Mona Yarbrough. ◦ Ms. Mueller noted that four new ADN CTAs have been employed: Annette Watts (RNSG 1362: Clinical-Principles of Clinical Decision Making), Shane Patterson (RNSG 2263: Clinical-Management of Client Care), Nancy Edwards (RNSG 2262: Clinical-Advanced Concepts of Adult Health), Angie Ross (RNSG 1263: Clinical-Concepts of Clinical Decision Making I) ◦ Ms. Mueller introduced the new ADN Retention Specialist present at the meeting: Dr. Liz Matos. ◦ Ms. Mueller reported that two new SI Leaders would join Angela Bray in the ADN SI Program: Becky Matthews (RNSG 1263: Principles of Clinical Decision Making) and Olga McAlister (RNSG 2201: Care of Children and Families). ◦ Birthday wishes were offered to those with June birthdays: Jeanette Embrey and Verena Johnson (7th), Sandy Fricks (8th), Tabatha Mathias (13th), and Denise Hirsch (28th). ◦ Birthday wishes were offered to those with July birthdays: Angela Downs (1st), Connie Lax (13th), Lyndi Shadbolt (16th), Paul Hogue (19th), Ylaria Balderas (29th), and Lindy Billington (30th). 	Kelly Savage made a motion to accept the minutes of April 7, 2010, and Paul Hogue seconded the motion. The minutes were approved by a majority vote.

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
2.0 REPORT FROM DIVISION CHAIR - S. Mueller	<ul style="list-style-type: none"> ◦ Birthday wishes were offered to those with August birthdays: Kelly Savage (1st), Marianne Jones (2nd), Pat Murray (7th), Susan McClure (10th), Marcia Green (21st) and Richard Pullen 27th). • Sympathy was offered to Debby Hall due to the death of her father-in-law last weekend. • Congratulations were extended to Richard Pullen and Debby Hall for their article in the August issue of Nursing 2010. The article is entitled: "Sjogren Syndrome: More Than Dry Eyes" • Congratulations were also offered to Richard Pullen and Lyndi Shadbolt for their article in Nursing Made Incredibly Easy. This article is about psoriasis. • Ms. Mueller noted that a thank you note had been received from the Top of Texas Tech Prep for Nursing Division participation in the Showcase of Technology last spring. <p>2.0 REPORT FROM DIVISION CHAIR</p> <ul style="list-style-type: none"> • <u>Jones Hall Update</u>—The Jones Hall classroom furniture is scheduled to arrive today. Media equipment in the three classrooms is already installed. Shelves for the third-floor storage rooms are being assembled in Building B and should be delivered today and Friday. Requested office furniture will not arrive for 6-8 weeks. Furniture for the second- and third-floor workrooms has been ordered, and appliances for these workrooms are reportedly available but have not been delivered. The refrigerator from WCA-212 has been moved to the third-floor workroom. Bedside and over-bed tables are being ordered. The NRC linen packs are backordered. The washer and dryer have been delivered to the laundry room. All three conference rooms are furnished and the media equipment is installed. The new trash cans are here. Key cards for Jones Hall are still unavailable and will be for some time. Access to the building during weekdays will be available from 0700 to 1900 or call the Amarillo College Police to open the building during hours different from these. • <u>Phone Service</u>—Service reps with NEX have been contracted to try to diagnose and remedy the telephone snafu. The telephone system is working at about 50% capacity. Faculty may not have telephones next week. • <u>Media Coverage of Jones Hall</u>—Media coverage has already begun. Channel 7 ran a piece on Tuesday. The Globe News will be here tomorrow and Monday for an interview and some action photos. • <u>Jones Hall Dedication</u>—The building dedication is scheduled for Friday, September 29th, at 4:00 p.m. A reception and tours of the building will follow the dedication ceremony. We will need to identify students and faculty who can lead tours that day. • <u>NRC Help</u>—NRC staff need help to get the labs ready for student activities on Monday, August 23rd. All ADN and VN faculty will need to designate at least two hours today and tomorrow to help unpack supplies and equipment in the NRC. Denise will have a sign-up sheet. Any faculty members who are willing to come help in the NRC this Saturday will receive a day off voucher for the fall 2010 semester (not a clinical day). • <u>Jones Hall Parking</u>—Please discourage students from parking directly in front of Jones Hall. Ask them to park between Building B and D or in back of Building D. Parking is also available east of Building C or in front of Building A or the Allied Health Building. 	<p>Please notify Carolyn of any further office furniture or equipment needs, so that a consolidated list can be maintained.</p>

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	<ul style="list-style-type: none"> • <u>Faculty Mail</u>—Please check mail in the faculty mailboxes in the Nursing Division Office frequently and discard or remove your mail. • <u>Testing Center Conflicts</u>—Please make sure that your requested test dates and times are in to Melanie by the end of today (8/19/2010). There are already many testing conflicts that will need to be resolved among faculty members from both programs. We have increased numbers of students in both programs and additional tests have been added for some courses in addition to the usual course exams and the ATI and EVOLVE Reach Exams. With a finite number of testing space and times, some testing must be conducted by paper/pencil this semester. Please remember that scheduled exams should be during class times in as much as possible. • <u>CAI Lab Printing Fee</u>—The cost to print in the West Campus CAI Lab will be 10 cents per page beginning August 23rd. The cost of paper and printer cartridges has forced this increase in price. Students need to purchase cards at the Student Assistance Center. • <u>SWOT Analysis</u>—Dr. Russell Lowery-Hart requested that each division chair formulate a SWOT analysis for the division in preparation for a scheduled meeting with him this summer. LaVon provided an analysis for the VN Program to be integrated with the ADN Program analysis. The SWOT Analysis for the Nursing Division and a Nursing Division Fact Sheet is attached. The three-hour meeting with Russell on July 22nd was very productive, and Russell pledged his support as VPAA to the Nursing Division. • <u>SIM Central News</u>—The Executive Committee met on Wednesday, August 12th, 2010. Highlights of the meeting include: <ul style="list-style-type: none"> ◦ Martha Howell, Director, has resigned. John Smoot and Guy Gilbert will continue the operation of Sim Central. ◦ Plans to expand the space at Sim Central continue. ◦ A new Sim Central website has been developed, which is more interactive and aesthetically appealing. ◦ Contracted continuing education continues to be a focus, i.e. ACLS and PALS. ◦ New equipment has arrived. A new seamless audio equipment is available that can remotely communicate with confederates, standardized patients, or anyone else in the midst of a simulation without other participants knowing of the communication. A new technology that can change operator voices has arrived. Also a ventilator, infant warmer/islet, and 5 sets of ventriloscopes are available. ◦ The Guamard HAL Family of simulators has been experiencing some problems with communication errors. Guamard engineers have some plans to correct these problems, but need to work on the manikins in Florida. Noelle will be the first manikin shipped to Guamard for the revisions. ◦ Some tentative dates for introduction sessions and scenario development and debriefing have been added to the Sim Central calendar. ◦ Staff at Sim Central would like to have feedback about whether Sim Central is meeting needs and expectations of its users. A survey has been created on Survey Monkey for faculty. The survey link has already been mailed to all faculty. The survey will close at 5:00 p.m. on Monday, August 23rd. 	<p>See handouts entitled: Nursing Division Fact Sheet and Nursing Division SWOT Analysis</p>

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3.0 COLLEGE COMMITTEE REPORTS	<ul style="list-style-type: none"> ◦ Texas Tech has set aside \$25,000 to use as seed money for five different interdisciplinary (ID) research projects at Sim Central. ◦ A sub-committee to improve and expand scheduling of ID activities at Sim Central will be created. A representative from the ADN and VN Programs has been requested. • <u>Health Sciences Dean's Meeting</u>--The Health Sciences Dean's Meeting will be on Friday, August 27th, at 3:00 p.m. in WCLH-B. All faculty should attend this meeting unless in a classroom or lab with students. • <u>New NWTHS Orientation Requirements</u>--All students must review a newly-developed Student Orientation presentation. This includes new and returning students and faculty. There have been policy changes related to where students should park and the Student Orientation includes that information. Students and faculty will be able to click on a link at the end of the presentation in order to print and sign an agreement. The link will be e-mailed to you today. • <u>BON Information</u>—The BON at the July meeting approved a position statement on use of clinical simulation and a guideline for using standardized examinations. • <u>NLN Task Force Groups</u>—NLN has appointed a task force to develop policy guidelines for use of end-of-program testing. A subgroup from the taskforce will work on developing principles to guide faculty in the development and adoption of end-of-program, NCLEX predictive testing, and evaluation of student learning. NLN also has identified a second subgroup in the process of laying the groundwork for use of simulation for high stakes evaluation. Dr. Malone was quoted to say, "The NLN believes in multiple methods for assessment of students; no single test should be used, for example, as a determination for graduation eligibility." <p>3.0 COLLEGE COMMITTEE REPORTS</p> <p>3.1 <u>Academic Affairs – Barrett</u></p> <ul style="list-style-type: none"> • No Report <p>3.2 <u>Academic Technology Committee – Johnson</u></p> <ul style="list-style-type: none"> • No Report <p>3.3 <u>AC Online Subcommittee-Johnson</u></p> <ul style="list-style-type: none"> • No Report <p>3.4 <u>Assessment, Instructional Subcommittee—Hirsch</u></p> <ul style="list-style-type: none"> • No Report <p>3.5 <u>Emergency Preparedness Advisory--Pullen</u></p> <ul style="list-style-type: none"> • No Report <p>3.6 <u>Faculty Development--Pastwa</u></p> <ul style="list-style-type: none"> • No Report 	<p>Khristi McKelvy is the representative from the ADN Program, and Teresa Smoot is the representative from the VN Program.</p> <p>See handouts entitled: Position Statement 15.26: Simulation in Prelicensure Nursing Education and Education Guideline 3.7.4.a: Using Standardized Examinations. The position statement and guideline will be discussed in the appropriate Nursing Division committees.</p>

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4.0 NURSING DIVISION COMMITTEE REPORTS	<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—Edwards, Smoot & Hirsch</u></p> <ul style="list-style-type: none"> No Report <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"> If planning to petition for tenure and professional rank, information will be forthcoming. <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"> No Report <p>4.2 <u>Clinical Simulation—Hall</u></p> <ul style="list-style-type: none"> The SIM Man 3G Birthday Party will be in September <ul style="list-style-type: none"> We will use Facebook for the contest to name the SIM Man. The Facebook link will be sent to students, so they can suggest names. The name will be decided by a student vote. <p>4.3 <u>Learning Resources—Hirsch</u></p> <ul style="list-style-type: none"> New DVDs have arrived. The links to the online videos are working through the NRC LOR on Angel. <p>4.4 <u>Nursing Peer Review--Crowley</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"> The first meeting will be on August 19, 2010. 	<p>Khristi McKelvy will send an email on how to access this link.</p>

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5.0 MISCELLANEOUS	<ul style="list-style-type: none"> ◦ The committee needs Level III representatives. <p>4.6 <u>Student Activities—Cannon</u></p> <ul style="list-style-type: none"> • SNA will be at represented at the Introduction Boot Camp on August 19, 2010. <p>4.7 <u>Technology Users—Green</u></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 <u>Testing—Edwards</u></p> <ul style="list-style-type: none"> • No Report <p>5.0 MISCELLANEOUS</p> <p>5.1 <u>NRC – Hirsch</u></p> <ul style="list-style-type: none"> • Ms. Hirsch requested help from the faculty in setting up the NRC for the beginning of school. • Ms. Shadbolt asked if she could take students on a tour of the NRC. <ul style="list-style-type: none"> ◦ Ms. Mueller suggested using blueprints to show students how the NRC is set up. <ul style="list-style-type: none"> ➤ Ms. Mueller was going to get blueprints so they could show the students if wished to see the layout. • The NRC needs a student worker. • A question was asked if the NRC will be open on Saturday. Building security and college policy about student workers not being able to have building keys is an ongoing issue for having Saturday hours in the NRC. • Khristi McKelvy and Richard Pullen are working together with the nursing program at WTAMU on an End-of-Life simulation project. <ul style="list-style-type: none"> ◦ Help from the faculty would be appreciated. Please see Khristi or Richard. ◦ WT students will join AC students in January. <p>5.2 <u>Computer Testing Center -- Gray</u></p> <ul style="list-style-type: none"> • No Report <p>5.3 <u>Advising -- McClure</u></p> <ul style="list-style-type: none"> • College enrollment is up 11% from last fall. • All classes are full across the board. • Students are confused about where to go because of the move to Jones Hall. <p>5.4 <u>Staff Development – Young</u></p> <ul style="list-style-type: none"> • The calendar is full for staff development for the fall semester. 	<p>Khristi McKelvy or Denise Hirsch will sign people up to help.</p> <p>Information about the hours of operation for the NRC will be forthcoming.</p>

