

**AMARILLO COLLEGE  
NURSING DIVISION FACULTY ORGANIZATION MINUTES**

DATE: August 20, 2009

TIME & PLACE: 11:00 a.m. - West Campus, Building A, Room 108

ATTENDANCE: Present: - Lindy Billington, LaVon Barrett, 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, Phyllis Pastwa, Richard Pullen, Cele Rangel, Kathy Reed, Tamara Rhodes, Kelly Savage, Lyndi Shadbolt, Jennifer Siess, Teresa Smoot, Delores Thompson, Rebecca Vincent, Ruth Whitehead, Kim Wright and Kerrie Young.

Absent: None

AGENDA: See Attached

MINUTES:

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
<b>1. OPENING REMARKS</b> <b>S. MUELLER</b> Call to Order Approval of Minutes Announcements New Faculty New Staff Birthdays Congratulations Condolences Other	<b>1. OPENING REMARKS - S. MUELLER</b> <ul style="list-style-type: none"> <li>▪ Ms. Mueller called the meeting to order at 11:00 a.m.</li> <li>▪ The Nursing Division Faculty Organization Minutes from the April 1, 2009 meeting were presented for approval.</li> <li>▪ Ms. Mueller announced that Sally Gaines has been hired as an ADN PT Clinical Instructor for the Level I medical-surgical clinical course.</li> <li>▪ Ms. Mueller acknowledged the new office staff. Carolyn Leslie has assumed the Administrative Assistant position and Holly Hayes was hired this summer as the new ADN Staff Assistant.</li> <li>▪ Birthday wishes were offered to those with July birthdays--Lindy Billington (30), Paul Hogue (19), Lyndi Shadbolt (16), Connie Lax (13). Birthday wishes were also offered to those with August birthdays--Marcie Green (21), Marianne Jones (2), Pat Murray (7), Richard Pullen (27), Kelly Savage (1), Judy Wilson (5), Susan Mason (6) and Susan McClure (10)</li> <li>▪ Congratulations were extended to:               <ul style="list-style-type: none"> <li>• LaVon Barrett for her promotion to Associate Professor effective September 1, 2009 and for recently achieving certification as a nurse educator (CNE).</li> <li>• Richard Pullen for the publication of "Putting a face on systemic lupus erythematosus" in the August issue of Nursing 2009.</li> <li>• Jan Cannon for the "Clinical Do's and Don'ts" in the August issue of Nursing 2009.</li> </ul> </li> </ul>	A motion was made by Paul Hogue and seconded by Marianne Jones to approve the April 1, 2009 minutes. The minutes were approved by the consensus of the faculty with no additions or corrections.

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
<p>2. REPORT FROM DIVISION CHAIR - S. MUELLER Division Directory Information IT Update</p> <p>Building B/Jones Hall</p>	<ul style="list-style-type: none"> <li>▪ Condolences were offered to Kim Wright for the loss of her father this summer.</li> <li>▪ Kelly Savage thanked the faculty for all of their encouragement during her time of illness. She invited everyone to view her webpage on caringbridge and talked about her upcoming surgery.</li> <li>▪ Jan Cannon gave an update on her mother's illness.</li> <li>▪ Delores Thompson thanked everyone for their prayers and support when her daughter, Kim, was so ill. Kim is doing much better now.</li> <li>▪ Susan McClure talked about the car accident that seriously injured her children on June 27<sup>th</sup>.</li> </ul> <p><b>2. REPORT FROM DIVISION CHAIR</b></p> <p><b><u>2.1 Division Directory</u></b></p> <ul style="list-style-type: none"> <li>▪ Ms. Mueller circulated the Nursing Division Faculty Directory for those present to update.</li> </ul> <p><b><u>2.2 IT Update</u></b></p> <ul style="list-style-type: none"> <li>▪ <b><i>IT Tech Assigned to West Campus</i></b>--Luke Bivins will be assigned to the West Campus effective August 19<sup>th</sup> as the IT Tech. He will be housed in an office in Building B.</li> <li>▪ <b><i>Faculty Computers</i></b>--Faculty computer replacements have been completed for 2008-09. Computer replacements will begin again in September for the 2009-10 academic year for faculty who are scheduled to have computers replaced.</li> <li>▪ <b><i>CAI Lab</i></b>--The West Campus CAI Lab will be replaced with new computers beginning August 24<sup>th</sup>. Many of the computers from the CAI Lab will be moved to the new testing area in Building B. There will be a delay in opening the testing center in Building B due to the backorder of some electrical components for the workstations.</li> <li>▪ <b><i>Podium/Media Consoles</i></b>—The podium/media consoles that are supposed to go into the new classrooms in Building B are backordered. Lee Colaw, IT Dean, has promised that a computer/projector setup will be available in the classrooms until the podium/media consoles arrive sometime in September.</li> </ul> <p><b><u>2.3 Building B/Jones Hall</u></b></p> <ul style="list-style-type: none"> <li>▪ The Building B Re-model is essentially completed. Bruce Cotgreave and Ms. Mueller did a walk-through the building on August 24<sup>th</sup>. Ms. Mueller will email Mr. Cotgreave a list of faculty and staff who need keys to the building. The keys should be available by August 21<sup>st</sup>. Building B classroom locks are designed for crisis situations. The doors can be locked from the inside without a key. People can get out of the classroom when the door is locked, but no one can get in. Also for security reasons, Building B is under camera surveillance.</li> <li>▪ Jones Hall construction is on target. The building is scheduled for completion in summer 2010. The Nursing Division will move to the new building in time for fall 2010 classes. Please see the great pictures of the construction process of both Building B</li> </ul>	

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Nursing Division Budget	<p>and Jones Hall on the AC website under Bond Projects.</p> <p><b><u>2.4 Nursing Division Budget</u></b></p> <ul style="list-style-type: none"> <li>▪ <b><i>Printing/Copying Costs</i></b>—Printing/copying costs are up for both the ADN and VN Programs. Both programs are over the amount of budgeted funds for 2008-09. The first prize for the greatest copy costs for the spring semester goes to ADN Level IV for March. There were 3,369 copies made on the copy machine. The second prize goes to ADN Level III for May. There were 3,342 copies made. The third prize goes to the VN Program for 2,806 copies made in February. Please consider carefully what is being copied, and send significant copy jobs to the Copy Center.</li> <li>▪ <b><i>Pagers</i></b>— ADN faculty members have returned 14 pagers. Nine ADN faculty members still have pagers. Ten VN faculty pagers were returned, and ten faculty members still have pagers. All faculty members should return their pagers immediately if they do not intend to use them during the 2009-10 academic year.</li> <li>▪ <b><i>Perkins/Institutional Equipment</i></b>—Funds totaling \$2,300 were approved for travel from Perkins funds. (This includes 3 required trips for the division chair and VN Program Coordinator.) Funds totaling \$19,439 were approved for equipment/supplies from Perkins funds. Funds totaling \$68,460 were also approved from institutional resources for the new Sim Man upgrade.</li> <li>▪ <b><i>Bookstore Write-Offs for Course Manuals in 2008-09</i></b>—Write-offs from the West Campus Bookstore for the ADN department totaled \$700.03. This includes \$220.66 for 11 Care of Children and Families Manuals at \$20.06/manual and \$106.40 for 10 Concepts of Clinical DM II Manuals at \$10.64/manual. The VN department had a write-off of \$189.18, which included 8 LVN Student Handbooks for \$99.92.</li> <li>▪ <b><i>Key points:</i></b> <ol style="list-style-type: none"> <li>1. Be careful about the manual size submitted for bookstore printing, since larger manuals increase any necessary write-off costs.</li> <li>2. Do not change course manuals during the academic year without specific approval.</li> </ol> </li> </ul>	
College Policies and Procedures	<p><b><u>2.5 College Policies/Procedures</u></b></p> <ul style="list-style-type: none"> <li>▪ <b><i>Lock/Unlock Procedures</i></b>—Please review the new Lock/Unlock Procedures e-mailed to everyone by Dr. Matney. Faculty and staff must call the college police when entering or leaving college buildings or risk the police generating an incident report. Please be very careful when unlocking and entering Building A or leaving Building A. The doors often do not close tightly when entering or leaving the building even though the door is locked. Always check behind you to ensure that the door actually locked when it closed. The janitorial staff has been locking the outside doors to Building A earlier than in the past, and the building has been locked on weekends more often lately. If the NRC needs to be open on weekends, the hours will need to be on the unlock/lock schedule for the college police.</li> </ul>	



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<p>Future Dates/Times of Faculty Meetings</p> <p>Committee Assignments</p> <p>Faculty Senate Survey</p>	<p>second revision, the area of practice has been removed from the section referencing the 20 hours of CE. The rule could become law on September 7<sup>th</sup>, if there is no further opposition.</p> <ul style="list-style-type: none"> <li>▪ <b><u>Summary of VN/RN Educational Programs in Texas (refer to report)</u></b>--The summary and analysis of the 2008 nursing education program data collected by the BON in September 2008 was reviewed at the BON meeting in July. It contains some interesting and useful information about the nursing educational programs in Texas!</li> <li>▪ <b><u>2008 NCLEX Pass Rates for Texas Approved Nursing Educational Programs-</u></b> AC VN Program—97.22%; Texas aggregate—88.65% AC ADN Program—87.20%; Texas ADN aggregate—90.55%; All RN program aggregate—90.67%</li> <li>▪ <b><u>Robbin Wilson's retirement</u></b>—Robbin is retiring effective August 31<sup>st</sup>. Jan Hooper will be acting as Lead Nursing Education Consultant.</li> </ul> <p><b><u>2.10 Future Dates/Times of Faculty Meetings</u></b>—Please see the e-mail from Ms. Mueller.</p> <p><b><u>2.11 Committee Assignments</u></b>—Most committee chairs are in continuing assignments for 2009-10. Please complete a committee preference card and submit to Carolyn ASAP, if you completed your term on a division/departments committee during the last academic year.</p> <p><b><u>2.12 Faculty Senate Survey</u></b>—Ms. Mueller asked the faculty to consider the results of the Faculty Senate Survey in relation to the Nursing Division and use an index card to list the problems in the Nursing Division and some solutions to the problems identified. These cards should be returned to Ms. Leslie, who will place the results into a cumulative report. The results will be discussed at the next faculty meeting.</p>	
<p><b>3. COLLEGE COMMITTEE REPORTS</b></p>	<p><b>3. COLLEGE COMMITTEE REPORTS</b></p> <p><b><u>3.1 Academic Affairs-L. Barrett</u></b></p> <ul style="list-style-type: none"> <li>▪ No report</li> </ul> <p><b><u>3.2 Academic Technology-V. Johnson</u></b></p> <ul style="list-style-type: none"> <li>▪ Committee met multiple times during the summer.</li> <li>▪ Students express confusion about online classes.</li> <li>▪ MyAC e-mails can be sent through Outlook.</li> <li>▪ Student e-mail addresses are now available in Outlook.</li> <li>▪ Minutes of the Academic Technology Committee are posted.</li> </ul> <p><b><u>3.3 Assessment, Instructional Sub-committee-D. Hirsch</u></b></p> <ul style="list-style-type: none"> <li>▪ No report</li> </ul>	

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4. NURSING DIVISION COMMITTEE REPORTS	<p><b><u>3.4 Faculty Development-P. Pastwa</u></b>  <ul style="list-style-type: none"><li>No report</li></ul></p> <p><b><u>3.5 Faculty Evaluation-L. Shadbolt</u></b>  <ul style="list-style-type: none"><li>No report</li></ul></p> <p><b><u>3.6 Faculty Handbook-M. Moore</u></b>  <ul style="list-style-type: none"><li>No report</li></ul></p> <p><b><u>3.7 Faculty Senate-M. Jones, T. Smoot &amp; D. Hirsch</u></b>  <ul style="list-style-type: none"><li>No report</li></ul></p> <p><b><u>3.8 Institutional Effectiveness-K. Young</u></b>  <ul style="list-style-type: none"><li>No report</li></ul></p> <p><b><u>3.9 Rank &amp; Tenure-L. Barrett</u></b>  <ul style="list-style-type: none"><li>No report</li></ul></p> <p><b><u>3.10 Wellness-R. Whitehead</u></b>  <ul style="list-style-type: none"><li>No report</li></ul></p> <p><b><u>3.11 Emergency Preparedness Advisory-R. Pullen</u></b>  <ul style="list-style-type: none"><li>No report</li></ul></p> <p><b>4. NURSING DIVISION COMMITTEE REPORTS</b></p> <p><b><u>4.1 Advisory-S. Mueller</u></b>  <ul style="list-style-type: none"><li>No report</li></ul></p> <p><b><u>4.2 Student Activities-J. Cannon (SNA-Seiss)</u></b>  <ul style="list-style-type: none"><li>A calendar will be determined at the first meeting.</li> <li>The SNA needs two student representatives from each level with the exception of Level III.</li></ul></p> <p><b><u>4.3 Testing-D. Thompson</u></b>  <ul style="list-style-type: none"><li>No report</li></ul></p> <p><b><u>4.4 Nursing Peer Review-L. Shadbolt</u></b>  <ul style="list-style-type: none"><li>No report</li></ul></p> <p><b><u>4.5 Learning Resources-D. Hirsch</u></b>  <ul style="list-style-type: none"><li>No report</li></ul></p> <p><b><u>4.6 Technology Users-M. Green</u></b>  <ul style="list-style-type: none"><li>No report</li></ul></p> <p><b><u>4.7 Clinical Simulation-D. Hall</u></b>  <ul style="list-style-type: none"><li>No report</li></ul></p>	

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<b>5. MISCELLANEOUS</b>	<p><b><u>5. Miscellaneous</u></b>  <b><u>5.1 NRC-D. Hirsch</u></b></p> <ul style="list-style-type: none"> <li>▪ The NRC is currently in need of student workers. Some interviews have been scheduled.</li> </ul> <p><b><u>5.2 Testing Center-M. Gray</u></b></p> <ul style="list-style-type: none"> <li>▪ The Testing Center is losing a Testing Assistant and will need a replacement.</li> </ul> <p><b><u>5.3 Advising-S. McClure</u></b></p> <ul style="list-style-type: none"> <li>▪ No report</li> </ul> <p><b><u>5.4 Staff Development-L. Shadbolt</u></b></p> <ul style="list-style-type: none"> <li>▪ No report</li> </ul>	
<b>6. TREASURER'S REPORT</b>	<p><b><u>6.Treasurer's Report-D. Hirsch</u></b>  <b><u>6.1 Faculty Dues</u></b></p> <ul style="list-style-type: none"> <li>▪ Faculty dues are \$35.00/academic year and are now due.</li> </ul> <p><b><u>6.2 Current Fund</u></b></p> <ul style="list-style-type: none"> <li>▪ Ms. Hirsch reported that the current balance in the faculty fund is \$37.10.</li> </ul>	
<b>7. VOCATIONAL NURSING REPORTS</b>	<p><b><u>7.Vocational Nursing Reports</u></b>  <b><u>7.1 Coordinators Report-L. Barrett</u></b></p> <ul style="list-style-type: none"> <li>▪ LaVon thanked those ADN faculty members who are helping teach content in the VN Program this semester.</li> <li>▪ LaVon noted that the VN faculty will interview three individuals this week for the two positions.</li> <li>▪ Teresa Smoot and Tamara Rhodes moved offices. Teresa is in room 204D and Tamara is now in room 204C.</li> </ul>	
<b>8. ADJOURNMENT</b>	<p><b><u>8.Adjournment</u></b></p> <ul style="list-style-type: none"> <li>▪ The meeting adjourned at 12:00 p.m. by faculty consensus.</li> </ul>	