

**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
1. OPENING REMARKS S. MUELLER Call to Order Approval of Minutes Announcements New Faculty New Staff Birthdays Congratulations Condolences Other	1. OPENING REMARKS - S. MUELLER <ul style="list-style-type: none"> ▪ Ms. Mueller called the meeting to order at 11:00 a.m. ▪ The Nursing Division Faculty Organization Minutes from the April 1, 2009 meeting were presented for approval. ▪ Ms. Mueller announced that Sally Gaines has been hired as an ADN PT Clinical Instructor for the Level I medical-surgical clinical course. ▪ 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. ▪ 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) ▪ Congratulations were extended to: <ul style="list-style-type: none"> • LaVon Barrett for her promotion to Associate Professor effective September 1, 2009 and for recently achieving certification as a nurse educator (CNE). • Richard Pullen for the publication of "Putting a face on systemic lupus erythematosus" in the August issue of Nursing 2009. • Jan Cannon for the "Clinical Do's and Don'ts" in the August issue of Nursing 2009. 	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.

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<p data-bbox="107 493 369 691"> 2. REPORT FROM DIVISION CHAIR - S. MUELLER Division Directory Information IT Update </p> <p data-bbox="107 1127 390 1159">Building B/Jones Hall</p>	<ul style="list-style-type: none"> ▪ Condolences were offered to Kim Wright for the loss of her father this summer. ▪ 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. ▪ Jan Cannon gave an update on her mother's illness. ▪ Delores Thompson thanked everyone for their prayers and support when her daughter, Kim, was so ill. Kim is doing much better now. ▪ Susan McClure talked about the car accident that seriously injured her children on June 27th. <p data-bbox="489 493 978 521">2. REPORT FROM DIVISION CHAIR</p> <p data-bbox="489 526 793 553"><u>2.1 Division Directory</u></p> <ul style="list-style-type: none"> ▪ Ms. Mueller circulated the Nursing Division Faculty Directory for those present to update. <p data-bbox="489 626 676 654"><u>2.2 IT Update</u></p> <ul style="list-style-type: none"> ▪ <i>IT Tech Assigned to West Campus</i>--Luke Bivins will be assigned to the West Campus effective August 19th as the IT Tech. He will be housed in an office in Building B. ▪ <i>Faculty Computers</i>--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. ▪ <i>CAI Lab</i>--The West Campus CAI Lab will be replaced with new computers beginning August 24th. 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. ▪ <i>Podium/Media Consoles</i>—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. <p data-bbox="489 1130 842 1157"><u>2.3 Building B/Jones Hall</u></p> <ul style="list-style-type: none"> ▪ The Building B Re-model is essentially completed. Bruce Cotgreave and Ms. Mueller did a walk-through the building on August 24th. 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 21st. 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. ▪ 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 	

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<p>Faculty Evaluation</p> <p>Community College Education Program Changes</p> <p>Updated Strategic Plan for DE</p> <p>BON</p>	<ul style="list-style-type: none"> ▪ Substance Abuse Policy—Human Resources re-issued the college’s Substance Abuse Policy this summer. Please read this policy. It can be located on the AC web site under Human Resources. <p>2.6 Faculty Evaluation</p> <ul style="list-style-type: none"> ▪ New Course Evaluation Form—A new college course evaluation form will be used beginning this fall. (Please see handout.) ▪ Mandate for Online Student Evaluation—In an e-mail to faculty from the Faculty Senate on August 12th, a request was made to provide input to the THECB about implementing a new law requiring online publication of course information by institutions of higher education. Under the new statute, colleges will be required to post course syllabi, CVs of faculty members, cost information, and other pertinent facts including student evaluations of faculty. In the next few months, AC will determine how to meet these requirements. <p>2.7 Community College Education Program Changes—The Community College Education Program was discontinued in spring 2009. Faculty who have taken one or more courses are still eligible to complete the program requirements by identifying courses from WTAMU to substitute for courses no longer being offered. Courses to be substituted must be appropriate and consistent with the courses no longer available in the Community College Education Program, i.e. Community College (EDPD 6311), College Teaching (EDPD 6312), and Internship in Community College (EDPD 6390). The form for approval of course substitution is on the AC website under CTL.</p> <p>2.8 Updated Strategic Plan for DE—As Jerry Moller mentioned on August 23, the new Strategic Plan for Distance Education became available this summer. Please review this very important document.</p> <p>2.9 BON</p> <ul style="list-style-type: none"> ▪ DELCS—The DELC Committee met on June 29th and 30th in Austin. The DELC Committee is a subcommittee of the Advisory Committee on Education (ACE) at the BON. The DELC Committee’s draft document is being reviewed by the ACE Committee. It is anticipated that the document will be sent to Deans and Directors from the BON in September for review and validation. The final document should be available in the spring 2010 semester. ▪ Change in Rule 216—A second revision of Rule 216--Continuing Competency (formerly Continuing Education) was placed in the Texas Register on August 7th. The new rule has a provision for nurses to demonstrate the achievement, maintenance, or renewal of an approved nursing certification in the nurse’s area of practice in lieu of the 20 contact hours of continuing education by an approved credentialing agency. The first revision was controversial because it included a requirement for the 20 hours of CE to be in the nurse’s area of practice. In the 	

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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 7th, if there is no further opposition.</p> <ul style="list-style-type: none"> ▪ <u>Summary of VN/RN Educational Programs in Texas (refer to report)</u>--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! ▪ <u>2008 NCLEX Pass Rates for Texas Approved Nursing Educational Programs-</u> 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% ▪ <u>Robbin Wilson's retirement</u>—Robbin is retiring effective August 31st. Jan Hooper will be acting as Lead Nursing Education Consultant. <p><u>2.10 Future Dates/Times of Faculty Meetings</u>—Please see the e-mail from Ms. Mueller.</p> <p><u>2.11 Committee Assignments</u>—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/department committee during the last academic year.</p> <p><u>2.12 Faculty Senate Survey</u> —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>3. COLLEGE COMMITTEE REPORTS</p>	<p>3. COLLEGE COMMITTEE REPORTS</p> <p><u>3.1 Academic Affairs-L. Barrett</u></p> <ul style="list-style-type: none"> ▪ No report <p><u>3.2 Academic Technology-V. Johnson</u></p> <ul style="list-style-type: none"> ▪ Committee met multiple times during the summer. ▪ Students express confusion about online classes. ▪ MyAC e-mails can be sent through Outlook. ▪ Student e-mail addresses are now available in Outlook. ▪ Minutes of the Academic Technology Committee are posted. <p><u>3.3 Assessment, Instructional Sub-committee-D. Hirsch</u></p> <ul style="list-style-type: none"> ▪ No report 	

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

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