

**AMARILLO COLLEGE
NURSING DIVISION FACULTY ORGANIZATION MINUTES**

DATE: August 21, 2008

TIME & PLACE: 8:00 a.m. - West Campus Building A, Room 206

ATTENDANCE: Present: - Lindy Billington, LaVon Barrett, Jan Cannon, Karla Dixon, Theresa Edwards, 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, Kerrie Young, Khristi McKelvy, and Paula Garrison

ABSENT: Melanie Gray and Sarah Williamson

AGENDA: See Attached.

MINUTES:

TOPIC	DISCUSSION/RATIONALE	ACTION/ RECOMMENDATION
1. OPENING REMARKS S. Mueller Announcements	1.OPENING REMARKS – S. Mueller <ul style="list-style-type: none"> ▪ Ms. Mueller called the meeting to order at 8:08 a.m. ▪ Delores Thompson offered the invocation. ▪ Ms. Mueller welcomed the Nursing Division faculty back for the fall semester and offered a thank you to Denise Hirsch and Kristi McKelvy for arranging and setting up the breakfast. Denise has agreed to serve as the Social Director for the division. If any one would like to help Denise with this function, please see Denise after the meeting. ▪ Ms. Mueller introduced the new faculty members--Lindy Billington, Deborah Hall, Tabatha Mathias, Phyllis Pastwa, Kelly Savage, Jennifer Siess, Rebecca Vincent, and Kerrie Young. ▪ Ms. Mueller offered congratulations to those faculty members who graduated from RN to MSN programs this spring and summer as part of the Nursing the Number Grant Project, including Deborah, Tabatha, Phyllis, Kelly, Jennifer, Rebecca, and Kerrie. She also offered congratulations to Teresa Smoot for completing an MSN program this summer. Congratulations were offered to Jan Cannon, who is very close to completing her doctorate and has been promoted in rank from Assistant Professor to Associate Professor effective September 1st. A celebration to honor these graduates will be held on September 9th for Nursing Division faculty and staff. Denise will provide more details closer to the date of the event. ▪ Ms. Mueller recognized LaVon Barrett, who has been named NLN Ambassador for Amarillo College. ▪ Ms. Mueller noted that D'dee Grove was recently recognized in a letter received from Dr. Matney for her service on the LMS Implementation Team in spring 2008. ▪ Congratulations were extended to the many faculty members who have been involved in writing for publication recently. Some of the publication/manuscripts include: Theresa Edwards, D'dee Grove, Richard Pullen. Caring for Patients with Rheumatoid Arthritis. <i>LPN</i>, June 2008; LaVon Barrett and Richard Pullen. Celebrating Gender Difference in Communication. <i>Men in Nursing</i>, October 2008; and Richard Pullen, Sheryl Mueller, and Jennifer Ashcraft. Nursing the Numbers through Faculty Recruitment and Student Retention. <i>Nurse Educator</i>, Summer 2009. 	Ms. Barrett stated that she will be sending the NLN all the faculty e-mail addresses, so that all faculty will receive the NLN Newsletter.

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<p>Approval of April Minutes</p> <p>2. REPORT FROM DIVISION CHAIR - S. Mueller</p>	<ul style="list-style-type: none"> ▪ Ms. Mueller noted that the Nursing the Numbers Grant was the Amarillo College nominee this year for the THECB STAR Award. It is one of 69 STAR Award applicants state-wide. Finalists for the award will be notified on or around October 20th and a final decision for the award will be made sometime in December. ▪ Ms. Mueller recognized and congratulated Kathy Reed for receiving her 25-year service pin from Amarillo College. ▪ Congratulations were extended to Karla Dixon for the birth of her new granddaughter and to Phyllis Pastwa, who is expecting her first child in March. ▪ Condolences were offered to Pat Murray on the loss of her father this summer. Jana Kidd, former A.D.N. faculty, lost her husband over the summer and Dedric Brockman, CTA, lost his father this summer as well. Thank you cards for gifts sent by the division are available for faculty to review. ▪ Sandy Fricks sent a "Thank You" card for her retirement party and the gifts and best wishes she received at the end of the May 2008 semester. ▪ Happy Birthday wishes were extended to those with June birthdays: Verena Johnson (7), Tabatha Mathias (13), and Denise Hirsch (28); those who celebrated birthdays in July: Lyndi Shadbolt (16), Paul Hogue (19), Lindy Billington (30); and those who celebrated birthdays in August: Kelly Savage (1), Marianne Jones (2), Judy Wilson (5), Pat Murray (7), Susan McClure (10), Victoria Parker (17), Marcia Green (21), and Richard Pullen(27). ▪ Judy Wilson moved to Breckenridge, Texas this summer, but she will continue to teach the online HPRS 2200: Pharmacology for Health Professionals with Dr. Matney's permission. ▪ Paula Garrison, Administrative Assistant, has submitted her resignation effective September 11th. Her husband has accepted a job in San Angelo, and they will be moving to that city. ▪ Ms. Mueller asked for approval of the minutes from the last Nursing Division Faculty Organization Meeting on April 2, 2008. <p>2. REPORT FROM DIVISION CHAIR</p> <p>2.1 <u>College Reorganization</u></p> <p>Ms. Mueller reported that among other changes, the Nursing Division now reports to the Assistant Dean for Career and Technical Programs along with the Allied Health Division, Business Division, and ITT Division effective July 1, 2008. Bill Crawford was selected by Dr. Matney to be the Assistant Dean for Career and Technical Programs. Dr. Matney is still very interested in the Nursing Division, and wants to be included in regular reports from the division along with Bill. Lulu Cowan has been appointed as the Special Assistant to the President. As the representative for AC in special projects, she has been participating in high-level meetings related to the Panhandle Clinical Simulation Center. Ms. Mueller reported that she met with Lulu several times over the summer about the Simulation Center and with Dr. Matney last week to provide a briefing about the Nursing Division.</p> <p>2.2 <u>College wide committees</u></p> <ul style="list-style-type: none"> ▪ Ms. Mueller asked the faculty to refer to the agenda for the list of college-wide committees with Nursing Division representation. Ms. Mueller noted that a new committee named Academic Technology Committee has subsumed the Faculty Technology User and On-line Faculty Advisory Committees. Verena Johnson will represent the Nursing Division on the Academic Technology Committee and Richard Pullen will serve as the alternate. There are no Nursing Division faculty members on the Commencement Committee for the first time in many years. 	<p>A motion was made by Ruth Whitehead and seconded by Theresa Edwards for approval of the April 2, 2008 Nursing Division Faculty Organization minutes. The motion was approved without additions or corrections.</p>

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	<p>2.3 <u>Nursing Division Committees</u></p> <ul style="list-style-type: none"> Ms. Mueller asked faculty members to indicate on the index cards provided which committees they would like to serve on during the 08-09 academic year. She noted that some faculty members are committed to various Nursing Division and program committees due to the length of their terms and/or their chair positions. Committee assignments should be available within the week. Nursing Division Faculty Organization Committee and A.D.N. Faculty Committee meeting dates and times have already been determined for the academic year. Other committee chairs will need to meet and agree on dates for the other division and program committees. <p>2.4 <u>Building Plans</u></p> <ul style="list-style-type: none"> The building plans for the new Nursing and Dental Health Center and Building B Remodel have reached the "design freeze" stage. The plans will be presented to the Board of Regents at the September 23, 2008 meeting. Ground breaking for the new building is still planned for sometime in November. The Building B Remodel with three new nursing classrooms and student "sticky spaces" is due to be completed by fall 2009, and the Nursing and Dental Health Center will be ready for occupancy in fall 2010. The design plans are available to view in the Nursing Division Office. <p>2.5 <u>Clinical Simulation Center</u></p> <ul style="list-style-type: none"> A Memorandum of Understanding (MOU) among the alliance partners, Texas Tech, WTAMU and Amarillo College, has been signed. The MOU will permit operation of the Clinical Simulation Center until a formal agreement has been reached by the attorneys for the three partners. Amarillo Area Foundation has gifted the alliance \$314,000 for the first 15 months of operating expenses in the Texas Tech building on Wallace Boulevard. Martha Howell continues to work as the center director on a contractual basis, and Neal Coker has been hired to provide technical consultation to convert the research lab space in the Wallace building to simulation space. An anticipated opening date is late September or October. <p>2.6 <u>PAR</u></p> <ul style="list-style-type: none"> West Campus now has a dedicated server for ParSYSTEM, which is located in Building A. Faculty will need to log-in and log-out of the Par software prior to using it the first time this semester, according to the e-mail that was sent from IST. <p>2.7 <u>Clickers – Turning Point</u></p> <ul style="list-style-type: none"> The TurningPoint Clickers have arrived. The Nursing Division has been issued 150 of these devices for use during classes this fall. Verena Johnson is in possession of the clickers. The Technology Users Committee will develop a policy and procedure for use and distribution of the clickers within the division. <p>2.8 <u>Miscellaneous</u></p> <ul style="list-style-type: none"> Library services <ul style="list-style-type: none"> Please remind students that there is absolutely no student parking permitted in the Northwest Branch Library parking lot. Also see the handout from the library about the services available for students and faculty. Professional Development Form <ul style="list-style-type: none"> Please see Richard Pullen's e-mail of August 4, 2008. These forms need to be completed and submitted to Richard by September 8th. If you do not have one, please come by the division office. 	

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	<ul style="list-style-type: none"> ▪ Clinical Announcements <ul style="list-style-type: none"> ▪ The 8th Floor Conference Room at BSAHS has new rules for use by AC students and faculty. Please see the e-mail by Jay Griggs, Director of the 8th Floor. ▪ An ISMP Medication Safety Alert was sent to faculty by BSAHS for informational purposes. Please see the attachment. ▪ NWTSHS will be implementing an Electronic Nursing Documentation System on September 3rd. Students will not be able to document in this system, but hard copies of the forms utilized will be available on the units for faculty and students for about a month after implementation of the new system. Becky Hunter, CNO at NWTSHS, would like to know during that time which forms, if any, that faculty would like to have electronic copies of for their students. ▪ Amarillo College ID Badges <ul style="list-style-type: none"> ▪ Please note the recent e-mails from Lynn Thornton, Director of Human Resources, regarding ID security badges. All faculty and staff members are required to wear the new ID security badges while on college campuses. This is NOT your clinical badge. The ID security badges should have your name and title as you are employed by AC. Your clinical badge must have your credentials on it, but your ID security badge does not necessarily have to have your credentials on it. You should get your AC ID security badges from the business office in the West Campus Lecture Hall. There is no charge for the AC security badges. ▪ Nursing Division Directories <ul style="list-style-type: none"> ▪ For security reasons, the Nursing Division Office will no longer publish the directory that lists the home addresses, home phone numbers, or cell phone numbers of faculty and staff members. A directory that lists each faculty and staff member's office number, office extension number, and pager number will still be compiled and published in the division office. 	
3. COLLEGE COMMITTEE REPORTS	<u>3. COLLEGE COMMITTEE REPORTS</u> No Committee Reports until October Meeting	
4. NURSING DIVISION COMMITTEE REPORTS	4. NURSING DIVISION COMMITTEE REPORTS No Committee Reports until October Meeting	
5.MISCELLANEOUS	5.MISCELLANEOUS 5.1 <u>Student Activities Fund Raiser</u> <ul style="list-style-type: none"> ▪ Ruth Whitehead announced that Student Activities is sponsoring a fund raiser which involves selling pins and magnets made from buttons. 5.2 <u>CPR Recertification</u> <ul style="list-style-type: none"> ▪ Phyllis Pastwa, Jennifer Siess, and Kerrie Young will be providing a CPR recertification class for faculty both on Friday, August 22nd at 1:30 pm and Friday, August 20th at 9:00 a.m. for two hours each of these two days. 	

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	5.3 <u>Staff Development – Lyndi Shadbolt</u> <ul style="list-style-type: none"> Ms. Shadbolt reported that Michelle Mays, Director of Corporate Compliance at BSAHS, will provide a staff development session on privacy and HIPPA regulations on Wednesday, September 10th at 12:30 pm. This will be in WCA-108 just before the ADN Faculty Meeting scheduled at 1:30 pm. 	
6.TREASURER'S REPORT	6.TREASURER'S REPORT – Denise Hirsch 6.1 <u>Faculty Dues</u> <ul style="list-style-type: none"> Faculty dues are \$35.00/academic year. Faculty dues should be paid before November 1, 2008 according to organizational bylaws. 6.2 <u>Current Fund</u> <ul style="list-style-type: none"> Denise reported that the current balance in the faculty fund is \$226.85. 	
7. VOCATIONAL NURSING REPORTS	7. VOCATIONAL NURSING REPORTS 7.1 <u>Coordinators Report – L. Barrett</u> <ul style="list-style-type: none"> Ms. Barrett reported that the spring 2008 class currently has another 100% pass rate on the NCLEX-PN Exam. Fall 2008 VN enrollment – Level I has 55 students and Level II has 38 students 7.2 <u>Level I – K. Dixon</u> No Report 7.3 <u>Level II – T. Smoot</u> No Report 7.4 <u>Admission/Progression – L. Barrett</u> No Report	
8. ADJOURNMENT	11. ADJOURNMENT Meeting adjourned at 9:00 am in order to proceed to the A.D.N. Program Annual Meeting.	

Sheryl Mueller, Nursing Division Chair

Date