

AMARILLO COLLEGE

NURSING FACULTY MEETING MINUTES

DATE: March 28, 2018

TIME & PLACE: 1:30 pm WCJH - 205

ATTENDANCE: Kati Alley, laVon Barrett, Jan Cannon, Treiva Daniels, Anna Min Esquibel, Jeanette Embrey, Janie Gillett, Debby Hall, Denise Hirsch, Paul Hogue, Marianne Jones, Kim Crowley, Tabatha Mathias, Becky Matthews, Chandra Melton, Sarah Milford, Phyllis Pastwa, Claudia Reed, Tamara Rhodes, Mark Rowh, Lyndi Shadbolt, Deeanne Sisco, Kelly Voelm, Annette Watts, Kerrie Young, April Maxwell – VN Staff Assistant, Connie Bonds – Executive Secretary

ABSENT: Michelle Edmonds, Verena Johnson, Jody Kile, Susan McClure, Khristi McKelvy, Catherine Stout

AGENDA:

MINUTES:

TOPIC	DISCUSSION/RATIONALE	ACTION/RECOMMENDATION
1.0 Opening Remarks Approval of Minutes	Debby Hall called the meeting to order at 1:30 p.m. Approval of the minutes from the nursing faculty meeting on January 9, 2018 and February 28, 2018 were approved.	J. Embrey made a motion to accept the minutes as written. S. Milford seconded the motion. The motion carried by majority vote.
2.0 Report from Dean of Health Sciences	Mark Rowh advised students from local high schools will be touring West Campus. Mark also advised Janet Barton is the newly hired Executive Secretary for Health Sciences.	No action/recommendation
3.0 Report from VN Director	L. Barrett has had 52 students attend application orientation as of this date. There are 2 more sessions scheduled. The VN program is currently at 100% pass rate.	No action/recommendation
4.0 Report from ADN Director	D. Hall introduced new ADN faculty member, Janie Gillett. Health science director meeting Standard curriculum for 3 programs – one is RT	No action/recommendation

	<p>Tommy Sweat has advised there is a Panhandle AHEC scholarship opportunity for new students. \$400 a semester for 4 semesters. 40 hours of online class work. Clinical component hours can be met during our clinical hours. This is based on collaborative skills. More information is to follow.</p> <p>There are new personnel in the grant department since NSRP funds were last utilized. There has been much discussion regarding appropriate use of funds. The Dean, VPAA and Steve Smith will be having a meeting.</p>	
5.0 Report from West Campus Tutoring Center	<p>At this time, there are no changes being made to the tutoring center. Despite recent reports, the students are having success utilizing the tutoring center.</p>	No action/recommendation
6.0 College Committee Reports	<p><u>6.1 Academic Technology- Johnson</u> – no report</p> <p><u>6.2 Assessment- Alley, Rhodes</u> – Alley and Rhodes were not able to attend the last meeting due to clinical responsibilities. Rhodes and Hall attended a conference call with Tina Babb on March 26th regarding the Pilot Program Review. The ADN program is participating in the pilot of the new program review. The proposed program review is designed to meet the varied needs of the diverse programs across the campus. It will also meet the requirements for SACS accreditation. Collin Witherspoon will be assisting in data collection for this review. The pilot program review is due on May 16, 2018 and will be completed on a biannual basis.</p> <p><u>6.3 Commencement- Pastwa, Hirsch</u> – Next meeting is 04/02/2018.</p> <p><u>6.4 Curriculum- Barrett</u> – The committee is winding down for the semester. Changes have been approved and the catalog is ready to be published after review.</p> <p><u>6.5 Developmental Education Council- Pinter</u> – Next meeting is 04/11/2018.</p> <p><u>6.6 Faculty Handbook- Kile</u> - no report</p>	No action/recommendation

	<p><u>6.7 Faculty Professional Development- Matthews, Milford, Voelm</u> No report</p> <p><u>6.8 Faculty Senate- Sisco, Milford, Pastwa</u> - no report</p> <p><u>6.9 Financial Aid Appeals-</u> no report</p> <p><u>6.10 Library Network Advisory- Daniels, Matthews, Milford</u> - no report</p> <p><u>6.11 Rank and Tenure – Barrett, Cannon, Johnson-</u> The committee reviewed 15 notebooks. Of those 15, 6 of those were from Health Sciences.</p> <p><u>6.12 Wellness – Watts – A. Watts</u> advised Milles for Meals has begun and will continue until 05/04/2018.</p>	
7.0 Nursing Program Committee Reports	<p><u>7.1 Instructional Resources- Hirsch, McKelvy. Milford</u> – Research is being done on changing the bags for both VN and ADN students. Samples have been requested.</p> <p><u>7.2 Nursing Peer Review- Smith</u> - no report</p> <p><u>7.3 Research & Program Evaluation- Rhodes</u> – Committee is currently reviewing the Faculty Handbook areas that are related to the RPE committee to assure that it is up to date.</p> <p><u>7.4 Student Activities- Jones, Pinter</u> – Relay for Life is April 27th at Polk Street Methodist. The theme this year is Disney. Please encourage students to attend events. There is a membership drive scheduled for 04/02/2018.</p> <p><u>7.5 Testing- Johnson</u> – Committee met on 3-6-17. The committee discussed the Test Development Guidelines and the number of questions on exam per hour of content. The committee is recommending</p>	No action/recommendation

	<p>a change to 5-7 questions per hour of content. The committee discussed removing old information from the Student Testing Policy and changing the wording regarding the need for photo identification for exams. The committee added a statement that students should not congregate around the Computer Center after an exam. Johnson also asked the committee to consider adding the same statement regarding not reviewing a final exam as was added to the Faculty Testing Policy. The Testing Security Policy had one statement removed that is no longer current practice. These policies are going to faculty as a vote.</p>	<p>Changes were brought as a motion by the committee. K. Pinter seconded the motion. The motion carried by majority vote.</p>
8.0 Other Reports	<p>Reviewed test questions from Advanced Concepts and Professional Nursing.</p> <p><u>8.1 Advising- McClure</u> - no report</p> <p><u>8.2 NRC- Hirsch</u> – Calendars are getting full for fall. Please schedule as soon as possible. It was suggested the instructors for Intro and Level I talk to their students about leaving the area when they are finished with check offs. This will prevent the students from discussing what is happening in check offs.</p> <p><u>8.3 Staff Development- Sisco, Melton</u> – Staff development opportunities will continue as they have in the past.</p> <p><u>8.4 Treasurer's Report- Hirsch</u> - There is currently \$228.50 in the account.</p>	<p>No action/recommendation</p> <p>Faculty will schedule for summer.</p> <p>Faculty will ask students to leave the area when they have completed their check off.</p> <p>Faculty who have not paid dues, please pay.</p>
9.0 Additional Items Announcements	Phyllis Pastwa asked for volunteers for the Helping Heroes tour on 04/16/2018.	
10.0 Adjournment	Meeting adjourned at 2:00 p.m.	



4/27/18

LaVon Barrett, LVN Program Director

Date



4-27-18

Debby Hall, Interim ADN Program Director

Date