

AMARILLO COLLEGE

NURSING FACULTY MEETING MINUTES

DATE: April 25, 2018

TIME & PLACE: 1:30 pm WCJH - 205

ATTENDANCE: Kati Alley, LaVon Barrett, Jan Cannon, Kim Crowley, Jeanette Embrey, Anna Min Esquibel, Janie Gillett, Debby Hall, Denise Hirsch, Paul Hogue, Marianne Jones, Jody Kile, Tabatha Mathias, Becky Matthews, Susan McClure, Christi McKelvy, Phyllis Pastwa, Kim Pinter, Claudia Reed, Tamara Rhodes, DeeAnne Sisco, Kelly Voelm, Annette Watts, Kerrie Young, April Bonds – VN Staff Assistant, Connie Bonds – Executive Secretary

ABSENT: Treiva Daniels, Michelle Edmonds, Verena Johnson Chandra Melton, Sarah Milford, Kim Smith, Catherine Stout

AGENDA:

MINUTES:

| TOPIC | DISCUSSION/RATIONALE | ACTION/RECOMMENDATION |
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| 1.0 Opening Remarks Approval of Minutes | LaVon Barrett called the meeting to order at 1:30 p.m. Minutes from the nursing faculty meeting on March 28, 2018 were approved. | D. Hirsch made a motion to accept the minutes as written. K. Pinter seconded the motion. The motion carried by majority vote. |
| 2.0 Report from Dean of Health Sciences | Kim Crowley advised there are 2 applications for the Associate Degree Program Director search. There is a meeting next week to determine whether to close the search. There will be a Dean of Health Sciences presentation with the applicants for this position on May 9 th . Kim Crowley also advised there is still conversations regarding the use of NSRP funds for stipends. She has a meeting April 30 th in regards to this. | No action/recommendation |
| 3.0 Report from VN Director | L. Barrett advised the Advisory Committee meeting was held on April 24 th . It was a good meeting. There is still a great need for nurses. | No action/recommendation |

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| 4.0 Report from ADN Director | No report | No action/recommendation |
| 5.0 Report from West Campus Tutoring Center | No report | 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> – Need to complete the pilot program and review by the end of May. The last meeting of the semester is next week.</p> <p><u>6.3 Commencement- Pastwa, Hirsch</u> – Commencement is May 11th, 7:00 p.m. at the Amarillo Civic Center.</p> <p><u>6.4 Curriculum- Barrett</u> – No report</p> <p><u>6.5 Developmental Education Council- Pinter</u> – Meeting was 04/11/2018. Nothing to report.</p> <p><u>6.6 Faculty Handbook- Kile</u> - No report</p> <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</u> – Barrett, Cannon, Johnson- Recommendations were made for rank. We will be meeting towards end of semester to update policies.</p> | No action/recommendation |

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| | <u>6.12 Wellness – Watts</u> – Miles for Meals ends next week. | |
| 7.0 Nursing Program Committee Reports | <p><u>7.1 Instructional Resources- Hirsch, McKelvy, Milford</u> – A meeting is scheduled for next week. The VN and ADN bags have both been changed for the upcoming semester.</p> <p><u>7.2 Nursing Peer Review- Smith</u> - no report</p> <p><u>7.3 Research & Program Evaluation- Rhodes</u> – Employers survey renamed “Partners Survey” - This was approved unanimously via email. The Faculty Handbook has been reviewed. All surveys in the handbook align with the currently utilized and approved surveys. The committee is reviewing the remainder of the handbook to assure that it aligns with current material pertaining RPE. Reminder to submit end of semester RPE reports to the committee for all clinical courses.</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.</p> <p><u>7.5 Testing- Johnson</u> Met on 4-10-18 The committee reviewed the Guideline for Test Blueprint policy. No changes were needed. The committee reviewed the Student Dosage and Solution Contract. The term level coordinator was changed to faulty. Shadow Health was added as another option for students to use to study. This policy is coming to Faculty for a vote. Reviewed test questions from Intro and CDM2</p> | No action/recommendation |
| 8.0 Other Reports | <u>8.1 Advising- McClure</u> – Susan McClure advised that there is some confusion with the students regarding summer courses and enrollment for these courses. Even though the students should not be able to enroll at this time, some students have been able to enroll. Other students have questions | Faculty will email students with the process for summer enrollment. |

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| | <p>regarding whether they need to petition the Admission and Progression Committee for repeating in the summer.</p> <p>Ms. McClure also advised there has been a system update to student registration. It is named Student Planning.</p> <p>8.2 NRC- Hirsch – Calendars are full for fall. If you have any additions/changes, please contact them as soon as possible.</p> <p>8.3 Staff Development- Sisco, Melton – Staff development opportunities are ongoing.</p> <p>8.4 Treasurer's Report- Hirsch - There is currently \$306.53 in the account.</p> <p>D. Hirsch was advised by the bank that in order to change the co-signor from Lyndi Shadbolt to Debby Hall, the bank will need to review a copy of the minutes stating such.</p> | <p>Faculty who have not paid dues, please pay.</p> |
| 9.0 Additional Items | | |
| Announcements | | |
| 10.0 Adjournment | Meeting adjourned at 2:05 p.m. | |

Lavon Barrett

Lavon Barrett, LVN Program Director

10/3/2018

Date

Debby Hall

Debby Hall, Interim ADN Program Director

10/3/2018

Date