

AMARILLO COLLEGE

ASSOCIATE DEGREE NURSING FACULTY MEETING MINUTES

DATE: October 3, 2018

TIME & PLACE: 2:00 pm WCJH 205

ATTENDANCE: Kati Alley, Sandra Brannan, Jeanette Embrey, Janie Gillett, Debby Hall, Verena Johnson, Marianne Jones, Jody Kile, Tabatha Mathias, Becky Matthews, Susan McClure, Kristi McKelvy, Kim Pinter, Claudia Reed, Tamara Rhodes, Kathy Snider, Brenda Stoddard, Catherine Stout, Kelly Voelm, Kerrie Young, Connie Bonds – Executive Secretary

ABSENT: Jan Cannon, Kim Crowley, Chandra Melton, DeeAnne Sisco, Annette Watts

AGENDA: See attached

MINUTES:

TOPIC	DISCUSSION/RATIONALE	ACTION/RECOMMENDATION
1.0 Opening Remarks Approval of Minutes	Debby Hall called the meeting to order at 2:15 p.m. Minutes from the nursing faculty meeting on April 25, 2018 and August 15, 2018 were approved.	B. Matthews made a motion to accept the minutes as written. J. Embrey seconded the motion. The motion carried by majority vote.
2.0 Director Report	Interim Director Report – 10/3/18 Assessment We must assess our program student learning outcomes from our curriculum map. This will happen in 3 courses at the mastery level and includes the development of 3 scoring rubrics. Mastery course and faculty identification is due on 9/28. This is easy for us and we need also this for ACEN: • Advanced Concepts - Verena Johnson • Professional Nursing – Debby Hall • NCLEX Preparation – Tabatha Mathias It will happen in Blackboard, so there is required training in October. EOD New employee training is being revised.	

	The paper 310 is obsolete – it's online now :0) Training for hiring managers begins in October Communities & marketing- There is now a marketing request form. Examples of things marketing can do for us: • advertise open positions • create flyers for recruitment for nursing events (they will even print in color!) There is also a website request form for updates our web master can not access. We need volunteers for high school student recruitment. • The first opportunity is Success 360 at the Civic Center - October 24, 25th. Set up 23 in South exhibit hall. We need an activity to engage HS students who rotate through a booth about nursing - o AISD AM, PM on 11/24 (Wednesday) - o all other schools 11/25 (Thursday) - o Our schedules make this one tough – but hopefully we can have enough volunteers for us to share the days/times. • We also need volunteers to help with Badger Beginnings in July and August. (For those seeking rank, volunteer work is a good way to demonstrate service.) Master course schedule All high-enrollment Gen Ed courses will only be offered as 8-week courses. I worry about this one because of our students who do not complete A&P before beginning nursing courses. Right now our admission #'s are low enough that is may not be a problem. (Our admission points system gives 5 points to applicants who have completed 4 our more gen ed courses.) I spoke to Frank about a 16 week A&P for nursing/allied health, and I am supposed to email him with the details ASAP. If you have any thoughts about 8 week A&P- how your students do, how many you are aware of... please let me know. Financial effectiveness Additional months of service over 9 months must be approved from above – so 11 month folks, please talk to me. I have additional info for you.	No actions/recommendations
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	There was talk about summer courses and enrollment. • Summer parity will continue at 1/30. • For nursing summer courses – Our Dean will be included in the selection of summer nursing courses • For individuals who receive summer workload for special assignments – workload will reflect only teaching duties – special assignments will be stipends • For folks who like summer work - First Year Seminar is becoming a requirement for all students new to college. They need folks to teach it. Nursing faculty can teach it. On an entirely separate note --- We need to consider adding "TSL complete" to our admission criteria and we need the requirement in place before advising our next group of nursing program applicants.	
3.0 ADN Program Committee Reports	<u>3.1 Admission and Progression – Mathias</u>– No report. <u>3.2 Curriculum – Alley</u> – The following faculty handbook policy updates (3) were approved by the curriculum committee and were brought to faculty for faculty voting. <u>ADN Handbook Preface</u> The Associate Degree Nursing (A.D.N.) Faculty Handbook has been developed to provide nursing faculty with information which is specifically related to the operation of the A.D.N. program. This handbook contains a variety of informational items, policies, procedures, guidelines, and references to other informational sources, which serve to govern and guide A.D.N. faculty activities and practices. The designated curriculum committee member The Faculty Handbook subcommittee of the A.D.N. Curriculum Committee is charged with maintaining the handbook and determining the organization and contents of the handbook. Various A.D.N. Program and A.D. N. faculty committees are responsible for reviewing and revising policies and guidelines as are appropriate. All faculty members, through the A.D.N. Faculty Organization,	No actions/recommendations This was brought as a motion by the Curriculum Committee. V. Johnson seconded the motion. The motion carried by majority vote.

	are responsible for approving/adopting formal policies, procedures, and guidelines that are incorporated into the A.D. N. Faculty Handbook. Institutional policies, procedures, and guidelines related to faculty may be found in the Board Policy Manual, located on the Amarillo College web site at https://www.actx.edu/president/amarillo-college-board-policy-manual http://www.actx.edu/president/index.php?module=article&id=14. Additional operating policies, procedures, and guidelines of importance to AC college faculty may be found in the Faculty Handbook located at https://www.actx.edu/hr/faculty-handbook http://www.actx.edu/programs/index.php?module=article&id=227. <u>ADN FACULTY WORKLOAD MODEL</u> Classroom Lecture Definition: Time used to present new material with additional cognitive and/or affective learning outcomes is classified as lecture (GIPWE definition). Classroom workload includes preparation time, delivery time and follow-up or grading time. Workload Equivalent: Each classroom lecture workload hour (w/h) is equal to sixteen hours of instruction or testing. In other words, 1.0 credit for each hour. Lecture Lab Definition: Time used by college personnel to provide direct supervision of skill development, application, and practice of knowledge is classified as laboratory (GIPWE definition). Classroom lab workload includes preparation time, faculty supervision time and follow-up or grading time. Examples of classroom lab activities include those associated with classroom lecture, such as in- class case studies and cooperative learning activities. Workload Equivalent:	This was brought as a motion by the Curriculum Committee. J. Embrey seconded the motion. The motion carried by majority vote.
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	Each 0.5 0.8 lecture lab w/h is equal to sixteen 50-minute units of activities generated by the classroom course to which the lecture lab is attached. In other words, 0.5 0.8 credit for each hour. Clinical Experiences Definition: Time used to present or apply knowledge in a workplace setting is classified as an external learning experience (GIPWE definition). Clinical workload includes scheduling, full-time faculty clinical supervision, and follow-up or grading time. Workload Calculation: Determine the total clinical hours allocated by WECM, including faculty assignment time, for each assigned clinical rotation and divide by 16 weeks. Multiply the number of clinical hours per week determined by this calculation by the 0.75 0.85 workload hour equivalent. <table><tr><th>Clinical Course</th><th>WECM Hours</th><th>Workload Conversion</th></tr><tr><td>RNSG 1362</td><td>72</td><td>3.4 3.825</td></tr><tr><td>RNSG 1263</td><td>96</td><td>4.5 5.1</td></tr><tr><td>RNSG 1260 1160</td><td>96* 48</td><td>4.5 2.55</td></tr><tr><td>RNSG 2261</td><td>96</td><td>4.5 5.1</td></tr><tr><td>RNSG 2161</td><td>48</td><td>2.25 2.55</td></tr><tr><td>RNSG 2260 2160</td><td>96 48</td><td>4.5 2.55</td></tr><tr><td>RNSG 1261</td><td>96</td><td>4.5 5.1</td></tr><tr><td>RNSG 2262</td><td>96</td><td>4.5 5.1</td></tr><tr><td>RNSG 2263</td><td>96</td><td>4.5 5.1</td></tr></table> A total of 2-hours per week is allocated for assignment time. For example 2 hours X 4 weeks = 8 hours = 0.38 w/h/rotation. Clinical Instructor of Record Definition: Time used by the instructor of record to organize clinical rotations among all clinical faculty members' assigned rotations designated within a clinical course. 1w/h = 16 hours/semester Precepted and/or other Clinical	Clinical Course	WECM Hours	Workload Conversion	RNSG 1362	72	3.4 3.825	RNSG 1263	96	4.5 5.1	RNSG 1260 1160	96* 48	4.5 2.55	RNSG 2261	96	4.5 5.1	RNSG 2161	48	2.25 2.55	RNSG 2260 2160	96 48	4.5 2.55	RNSG 1261	96	4.5 5.1	RNSG 2262	96	4.5 5.1	RNSG 2263	96	4.5 5.1
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	Experiences Definition: May also be called clinical or practicum observation. Workload for precepted experiences includes scheduling, periodic visitations for observation, and follow-up time or grading of assignments. Workload Equivalent: A solely precepted clinical course workload equivalent is 0.4 w/h, and a clinical course not solely precepted conveys 0.2 w/h. Workload Calculation: Multiply the number of students by number of hours each student is in precepted experiences and divide by 16 weeks to determine the number of contact hours/week. Divide the number of contact hours/week by 16 weeks and multiply by 0.4 as appropriate to determine w/h for precepted experiences. Clinical Course WECM Hours Workload Conversion (24 students) <table> <tr> <td>RNSG 2160</td><td>48</td><td>1.8</td></tr> <tr> <td>RNSG 1160</td><td>48</td><td>1.8</td></tr> <tr> <td>RNSG 2163</td><td>48</td><td>1.8</td></tr> </table> Introduction to Nursing Care Groups Definition: Includes direct contact with and supervision of care group activities and evaluation of skills competencies on a one-to-one basis. Workload Equivalent: 16 hours of care group activities/evaluation = 1w/h NCLEX-RN Preparation Teams Course Definition: Includes direct contact with NCLEX-RN Preparation Team Members as a group and Level 4 potential graduates including individual one-to-one remediation and preparation based upon performance on 1st HESI Exit Performance.	RNSG 2160	48	1.8	RNSG 1160	48	1.8	RNSG 2163	48	1.8	
RNSG 2160	48	1.8									
RNSG 1160	48	1.8									
RNSG 2163	48	1.8									

	Workload Equivalent: 16 32 hours of NCLEX-RN Preparation Team activities/evaluation = 1.0 2.0 w/h Other Lab Definition: Includes direct contact with and supervision of students practicing skills and one-to-one check-off of skills competencies. Workload Calculation: 1 w/h = sixteen 50-minute hours/semester Other Assignments/ Adjustments Greater than 3 clinical groups/semester = 0.1 w/h for each student above 30. Clinical groups with more than 10 students with a clinical teaching assistant (CTA) will be assigned 0.1 w/h for each student above 10. Lecture class size: >20 = 0.2 w/h, >30 = 0.3 w/h, > 40 = 0.4 w/h, > 50 = 0.5 w/h Other assignments and workload adjustments will be determined by the ADN Program Director. <u>FACULTY WORKLOAD POLICY</u> PURPOSE: To provide a mechanism for determining and equating faculty workload within the Associate Degree Nursing (ADN) Program. OBJECTIVES: To use a standardized faculty workload model to quantify workload for classroom and clinical teaching as well as other expected faculty responsibilities and activities. To equalize faculty workload among ADN faculty members by using the workload model.	This was brought as a motion by the Curriculum Committee. V. Johnson seconded the motion. The motion carried by majority vote.
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	To meet Texas Board of Nursing (BON) requirements for a written workload policy for faculty members and the program director. To address the Accreditation Commission for Education in Nursing (ACEN) criterion for consistency in the utilization of faculty to meet program needs. GUIDELINES: 1. The ADN Program Director determines program needs for the numbers and types of faculty each academic semester based on factors such as: a. the number and level of students enrolled in the program; b. the overall program curriculum plan; c. activities and responsibilities required of faculty; d. the number and geographic locations of affiliate agencies and clinical practice settings; e. the level of care and acuity of clients. 2. The ADN Program Director, in collaboration with the Assistant Director and Team Coordinators, determines specific assignments for each individual faculty member. 3. The ADN Program Director and Assistant Director compute workload for each faculty team member based on the ADN Workload Model (see attached table): a. The ADN Workload Model is based on the standard workload hour (wlh) as defined by the college. b. The expected workload for all full-time college faculty is 15 wlh for each academic semester. c. Calculations are based on a 50-minute academic hour. d. Both classroom and clinical hours are calculated based upon the Workforce Education Course Manual (WECM) contact hours for a course.	
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	4. Faculty assignments are adjusted by the ADN Program Director and Assistant Director as indicated to equate workload among faculty members. 5. The ADN Program Director has the ultimate authority and responsibility to determine faculty assignments and equate faculty workload as much as possible through assignments of additional faculty responsibilities and activities. 6. The ADN Program Director may not carry a teaching load of more than three clock hours per week. SUPPORTIVE DATA: Amarillo College Board Policy Manual DJ Workload BON Rule 215.7 ACEN Standard 2.4	
4.0 Associate Degree Nursing level Reports	<u>4.1 Level I – J. Cannon –</u> <u>RNSG 1309 – 001 and 002 - Intro</u> 46 students initially enrolled No drops (2 students will be dropping due to skills failure) 46 attending 8 not passing after the first exam <u>RNSG 1309 – 003 Dumas – Intro</u> 6 students initially enrolled No drops 6 attending 1 not passing after first exam <u>RNSG 1105 – Nursing Skills Amarillo Sections</u> Starting enrollment: 46 No drops	No actions/recommendations

	44 students currently attending Not passing: 2 failures <u>RNSG 1105 Dumas – Nursing Skills</u> Starting enrollment: 7 No drops Attending: 7 students currently attending All passing <u>RNSG 1301 – 001 and 002- Pharmacology</u> 34 students initially enrolled between section 001 and 002 (40 total with Dumas) No drops Attending: 34 Not passing: 3 <u>RNSG 1301-004 – Pharmacology Dumas Campus</u> 6 students initially enrolled 6 attending No drops Not Passing: 2 <u>RNSG 1331-001 and RNSG 1331-002 - Principles</u> Starting enrollment: 63 students No drops Attending: 63 between both sections Not passing: 13 not passing after first exam <u>RNSG 1362 – Clinical – Principles of Clinical Decision Making</u> Starting enrollment: 63 students No drops Attending: 63 All currently passing College-Wide Committee Reports	
	<u>4.2 Level II – T. Rhodes –</u> ADN Level 2 Report	No actions/recommendations

	Level 2 has a total of 85 students. Level 2 made changes to IV teaching and check-off. The changes have been positive. Med Surg - Module 1 given on 9/18, Total 66 Students Sect 1- 35 Students, Average 82.57, No questions nullified A's=6 B's=16 C's=10 D's=3 (72, 72, 74) Sect 2-31 Students, Average 80.47, 1 question nullified, 1 student had to do make-up due to illness A's=5 B's=12 C's=7 D's 6 (66, 68, 70, 72, 74, 74) Transition- Currently 13 students Module 1 Exam completed on 9/18. 4 questions nullified. All students currently passing. A - 3 B - 8 C - 2 D - 0 Su 18- 7 took and completed Transition successfully. 1 moved from there to Level 3. OB- Sect 1, 37 students Module 1 given 9/19. Average 81.77, No questions nullified. A's—6 B's—16 C's—7 D's or below—6 (Lowest was a 68, Cameo Pullen), rest are between 70 to 74.	
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	Practice Specialty Exam given this week. There are 2 access codes to the exam due to the mixture of generic and transition students. The team found that the students with different codes were given different tests. This was discussed with V. Johnson. All future exams, including the final exam, will be given different codes, but the same exam will be given in order to be equitable. The average for the Practice Specialty Exam was above the national average. Module 2 Exam given today, 10/3. At time 1 student is failing the course. Final Exam is Wed, 10/10 at 0800. Sect 2 begins 10/23 with 34 students. Su 18- 16 Students took and successfully completed OB. Pedi- Beyond ecstatic to welcome Brenda Stoddard to the team. Sect 1, 34 students All 3 Module exams have been completed. 2 are currently failing the course with grades of 74. The final exam is Mon, 10/8. Mod 3 Exam- Given 10/1, 1 question was nullified. Pre-Null Average 81.18. Post-Null Average 82.89. A 4 B 23 C 4 D 3 (74, 74, 70) F 0 Practice Specialty Exam was given as a quiz on 9/19. (The cohort was tested under the same code and the summer cohort, so I created an excel document in order to pull out this group's stats.) Mean 821 with Conversion Score 76.8. Lowest score 596. Highest score 1092. National Mean 852 SI- Jennie Hailes visited with me and offered to begin SI for Pedi students. A few current pedi students requested that she help them. Debby supported SI for Pedi as long as Hailes stays below 19 hours per week. I plan to visit with	
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	Intro and Level I to discuss this possibility and make certain that this would not have a negative impact on another level. Su 18- 24 Students, 5 moved to Level 3, 2 not successful and were unable to continue. <u>4.3 Level III – Mathias –</u> M/S Has 84 total students 23 failing after the 2nd exam M/H Has 64 students 15 failing after 1st exam 2nd module next week <u>4.4 Level IV – V. Johnson –</u> Advanced Concepts: 55 students; 15 not passing after 1 exam Professional Nursing: 75 students; 27 not passing after 1 exam 75 potential grads	No actions/recommendations No actions/recommendations
5.0 Additional Items/Announcements	<u>5.1 Prep U vs. EAQ</u> There was discussion regarding Course Point Plus includes Prep U. Marianne Jones uses Prep U and is pleased with it. It was agreed this would be discussed at the November Curriculum meeting. <u>5.2 8 weeks AP and Micro</u> Kati Alley advised A&P is being revamped and there will no longer be an online section. The Spring 2019 booklist was passed around and reviewed. Susan McClure would like to possibly have the HESI scoring evaluated for possible changes.	Curriculum will have discussion and bring it to faculty at a later date.

6.0 Adjournment	Meeting was adjourned at 3:30.	

Debby Hall

10-7-18

Debby Hall, Interim ADN Program Director

Date