

AMARILLO COLLEGE

NURSING FACULTY MEETING MINUTES

DATE: November 28, 2018

TIME & PLACE: 3:30 pm WCJH - 205

ATTENDANCE: Kati Alley, LaVon Barrett, Sandra Brannan, Jeanette Embrey, Janie Gillett, Teresa Herrera, Marianne Jones, Jody Kile, Tabatha Mathias, Becky Matthews, Chandra Melton, Susan McClure, Khristi McKelvy, Kim Pinter, Claudia Reed, DeeAnne Sisco, Kim Smith, Kathy Snider, Brenda Stoddard, Catherine Stout, Kelly Voelm, Kerrie Young, Connie Bonds – Executive Secretary

ABSENT: Jan Cannon, Kim Crowley, Treiva Daniels, Debby Hall, Verena Johnson, April Maxwell, Sarah Milford, Tamara Rhodes, Annette Watts

AGENDA:

MINUTES:

TOPIC	DISCUSSION/RATIONALE	ACTION/RECOMMENDATION
1.0 Opening Remarks Approval of Minutes	Dr. Brannan called the meeting to order at 1:40 p.m. Minutes from the nursing faculty meeting on October 3, 2018 were approved.	J. Embrey made a motion to accept the minutes as written. C. Reed seconded the motion. The motion carried by majority vote.
2.0 Report from Dean of Health Sciences	No report	No action/recommendation
3.0 Report from VN Director	Ms. Barrett advised the VN program has 100% pass rate as of today. One student still needs to test. Application deadline for the VN program is Dec. 3 rd .	No action/recommendation
4.0 Report from ADN Director	4.1 <u>Syllabi</u> need to say "The syllabus is subject to change at any time" 4.2 <u>Vision Statement/Values Statement</u> – There is not a vision statement or values statement. This needs to be corrected as soon as possible.	Faculty will add this to syllabus in bold lettering. Faculty will make suggestions for the vision statement/values statement.

	4.3 Mountain Measurement—from 2015-2018 there were five areas which did not surpass the National average: - Patient Safety (3) - Pharmacology & IV Therapy (3) - Reduction of risk to patients (3) - Health Promotion (2) - Basic Patient Care (1) 4.4 Clinical Hours for AD Students – There has been conversation with NWTSHS, BSA and WTAMU regarding a decrease in beds for AC nursing students clinicals. Texas Tech has plans to start an Associate Degree Nursing program in Amarillo. They will reportedly start with 20 students and increase over time. Clinical space will need to be negotiated as well as simulation hours will need to be increased. 4.5 January Orientation – Bootcamp is January 14, 2019 from 08:30 a.m. to noon. Dr. Brannan will play a big role in the presentation. Elsevier will be providing lunch. Will Lowery, Elsevier representative, will be introducing new products. Moore County students are included in this orientation.	Faculty will make recommendations to remediate these areas to improve student learning. Texas Tech has no start date as of now. The name “Bootcamp” will change to New Student Orientation.
5.0 Report from West Campus Tutoring Center	No report	No action/recommendation
6.0 College Committee Reports	6.1 Academic Technology- no report 6.2 Assessment- Alley, Rhodes – no report 6.3 Commencement- no report 6.4 Curriculum- Hall and Brannan – no report 6.5 Developmental Education Council- Pinter – no report 6.6 Faculty Handbook- Kile - no report	No action/recommendation

	<u>6.7 Faculty Professional Development- Matthews, Milford, Voelm</u> <u>6.8 Faculty Senate- Milford, Pinter, Sisco</u> – The committee met last week. Issues discussed were: Merit pay – fairness and equity Online checklist for faculty for online classes There will NOT be summer commencement as previously discussed. <u>6.9 Financial Aid Appeals-</u> no report <u>6.10 Library Network Advisory- Daniels, Matthews, Milford</u> - no report <u>6.11 Rank and Tenure – Barrett, Cannon, Johnson-</u> Tenure was recently completed. Petition for Rank will begin in the spring. Please submit the proper paperwork to EOD for approval. <u>6.12 Wellness – Watts</u> – no report	Dr. Brannan will receive orientation to merit pay system. This evaluation will happen Spring 2019.
7.0 Nursing Program Committee Reports	<u>7.1 Instructional Resources- McKelvy, Pinter</u> – no report <u>7.2 Nursing Peer Review- Voelm</u> - no report <u>7.3 Research & Program Evaluation- Kile</u> – The following forms were updated: RP&E Committee End of Semester Report Guidelines for CPEC Detailed Instructions for Formative Evaluation Formative Evaluation of Clinical Competencies The updates were to ensure everyone is balanced and consistent. <u>7.4 Student Activities- Jones, Pinter</u> – no report	Faculty wishing to petition for rank will submit paperwork to EOD for approval to petition. Changes were brought as a motion by the committee. T. Rhodes seconded the motion. The motion was carried by majority vote.

	7.5 Testing- Johnson – Committee met on 11-6-18. The committee followed up from the 10-3-17 meeting in which the committee recommended that it is important for any dosage and solution exam to be consistent with the policy and with how students were taught in the Pharmacology course. Faculty were asked send a copy of their dosage and solution exam for review however, this was not done. The committee agreed that it is important to have consistency with this exam. Johnson has asked all faculty who are responsible for their level's dosage and solution exam to send their first exam for review. Please return these by 12-10-18. The review will first consist of checking that all questions align with the policy and the secondly look at the progression of questions through the program. The dosage and solution questions used on the Pharmacology class exams also be reviewed. The committee reviewed test questions from CDM1, CDM2 and Professional Nursing	Faculty who are responsible for their level's dosage and solution exam will send their first exam for review.
--	---	--

8.0 Other Reports	8.1 Advising- McClure – Ms. McClure advised that student services has changed to student planning. Students will only be given greenlight clearance after application orientation for that one day. 8.2 NRC- McKelvy – Train the trainer will be offered in January. 8.3 Staff Development- Stout, Melton – The next staff development will be in the spring semester.	
9.0 Treasurer's Report	Treasurer's Report- McKelvy - There is currently \$1025.70 in the account. The annual Christmas party will be December 14, 2018 at the Plaza Restaurant from 11:00-1:00. If you wish to participate in the gift exchange, the amount is \$20.00.	
10.0 Additional Items Announcements		
11.0 Adjournment	Meeting was adjourned at 2:45 p.m.	

LaVon Barrett

LaVon Barrett, LVN Program Director

Dr. Sandy Brannan

Sandra Brannan, ADN Program Director

12-1-18

Date

12-1-2018

Date