

AMARILLO COLLEGE

NURSING FACULTY MEETING MINUTES

DATE: February 20, 2019

TIME & PLACE: 3:00 pm WCJH - 205

ATTENDANCE: Kati Alley, LaVon Barrett, Sandra Brannan, Jan Cannon, Treiva Daniels, Jeanette Embrey, Janie Gillett, Debby Hall, Teresa Herrera, Verena Johnson, Marianne Jones, Jody Kile, Tabatha Mathias, Chandra Melton, Susan McClure, Khristi McKelvy, Kim Pinter, DeeAnne Sisco, Kathy Snider, Brenda Stoddard, Kelly Voelm, Kerrie Young, April Maxwell – VN Staff Assistant, Connie Bonds – Executive Secretary

STUDENT REPRESENTATIVES: Cindy Peoples (VN), Addie Whisennand (VN), Erica Lachiewicz (ADN), Erica Sanning (ADN), Sabra Young (ADN)

ABSENT: Kim Crowley, Becky Matthews, Sarah Milford, Tamara Rhodes, Kim Smith, Catherine Stout, Annette Watts, Kerrie Young

AGENDA:

MINUTES:

TOPIC	DISCUSSION/RATIONALE	ACTION/RECOMMENDATION
1.0 Opening Remarks Approval of Minutes	Dr. Brannan called the meeting to order at 3:00 p.m. Minutes from the nursing faculty meeting on November 28, 2018 were approved. Dr. Brannan introduced the student representatives from the VN and ADN program. They were asked of any concerns and/or issues they had. They reported the following: • The students expressed desire to have supplemental instructors. They feel they are very helpful. • They feel there is a lack of “bridge” between the levels. • They all agreed that time management is very crucial in both of the nursing programs. They stated that when they realized how to manage their time, the program become more manageable.	V. Johnson made a motion to accept the minutes as written. T. Mathias seconded the motion. The motion carried by majority vote.

	The students feel like there are some concerns regarding clinical sites. They don't always feel welcome by nurses in their facilities.	
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. Application orientation sessions will start next month.	No action/recommendation
4.0 Report from ADN Director	<u>4.1 Vision Statement/Values Statement</u> – A vision statement is still needed. Several faculty members stated they have one to submit. <u>4.2 Skills Tracker</u> – Pros and cons of using a skills tracker as a communication tool was discussed. A motion was made by Verena Johnson to take this to the curriculum committee.	Faculty will submit suggestions for the vision statement/values statement. Janie Gillette seconded the motion. The motion carried by majority vote.
5.0 Report from West Campus Tutoring Center	No report	No action/recommendation
6.0 College Committee Reports	<u>6.1 Academic Technology</u>- no report – Catherine Stout would like to be representative for this committee. <u>6.2 Assessment- Alley, Rhodes</u> – no report <u>6.3 Commencement- Marianne Jones</u> - no report <u>6.4 Curriculum- Hall and Brannan</u> – no report <u>6.5 Developmental Education Council- Pinter</u> – no report <u>6.6 Faculty Handbook- Kile</u> - no report <u>6.7 Faculty Professional Development- Matthews, Milford, Voelm</u> – no report	No action/recommendation

7.0 Nursing Program Committee Reports	<u>6.8 Faculty Senate- Milford, Pinter, Sisco –</u> The committee met last week. Issues discussed were: There will be 2 commencements beginning in May 2019. East Campus and West Campus will share commencement at 3:00 p.m. Washington Street Campus will follow. There will also be a Mead Award given at both commencements. Merit pay is still being 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> Rank and Tenure notebooks were due Feb. 8, 2019. Notebooks will be sent to committee for review later in the semester. The qualifications for rank have been changed. This was approved by Faculty Senate on 02/01/2019 and these changes go into effect for the 2019-2020 academic year. <u>6.12 Wellness – Watts –</u> no report	
	<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> Proposed CPEC Changes as below (CPEC attached): a. Move 1e and 1f below to 2e and 2f—this was approved by faculty. b. In Section 3h and 7d—fix scoring and wording for “If initial grade less than 75—a class III clinical warning will be issued. Second attempt must be completed successfully. Second recorded grade will be maximum of 75”.	No action/recommendation Proposed changes were sent back to committee for further review.

8.0 Other Reports	<u>7.4 Student Activities- Jones, Pinter –</u> The most recent fundraiser of breakfast burritos and t-shirt sales was a success. Texas Missions of Mercy is March 29th and 30th at the Civic Center. Relay for Life is April 6th, 2019 at the Rex Baxter Building. <u>7.5 Testing- Johnson –</u> Met on 2-5-19 The committee discussed changes to the Test Development policy. This change allows faculty to rekey a miskeyed exam questions instead of nullifying the question. This policy are coming from committee for Faculty vote. The committee also discussed not allowing students to wear hats during exams and whether or not students should be allowed to wear outerwear. Revisions to the Student Testing Policy and the Test Security policy have been tabled pending review of all policies and review of the recommendations of the Director. The committee followed up on reviewing dosage and solution exams from all levels and pharmacology. The committee will review exams for the progression of difficulty though the program at their next meeting. The committee discussed that faculty should be mindful of how many new questions are placed on the exam with respect to how many potentially could be nullified based on question statistics. Reviewed test questions from Advanced Concepts and Mental Health <u>8.1 Advising- McClure –</u> no report <u>8.2 NRC- McKelvy –</u> The schedule for summer and fall is getting full. Make sure you schedule as soon as possible. <u>8.3 Staff Development- Stout, Melton –</u> Today was the last staff development.	Faculty and students may sign up for participation in these events. D. Hall seconded the motion. The motion carried by majority vote. This issue will be discussed at a later date. Faculty will review dosage and solution and next meeting. No action/recommendation No action/recommendation
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9.0 Treasurer's Report 10.0 Additional Items Announcements 11.0 Adjournment	<u>Treasurer's Report- McKelvy</u> - There is currently \$628.10 in the account. Meeting was adjourned at 5:00 p.m.	No action/recommendation
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LaVon Barrett, LVS, RN, CNE

LaVon Barrett, LVN Program Director

Sandra Brannan PhD, RN

Sandra Brannan, ADN Program Director

3/21/19

Date

3/27/19

Date