

HEALTH SCIENCES DIVISION MEETING MINUTES

TYPE OF MEETING: Faculty Meeting

DATE: September 4, 2012

Present: M. Brewer, *Faculty*, T. Brooks, *Faculty*, S. Collins, *Faculty*, B. Jackson, *Faculty*, S. Hollett, *HS Coordinator*, R. Lord, *Department Chair*, J. Ormond, *Dean of WFD*

<u>TOPIC</u>	<u>DISCUSSION</u>	<u>DECISION MADE</u>	<u>ACTIONS TAKEN</u>	<u>RESPONSIBLE PARTY</u>
1. Call to Order	Meeting called to order at 4:14 p.m.			
2. Student Representative Report				
a. ADN student representatives – 2 nd year	No student representatives were present.	R. Lord will send out Blackboard messages to classes for student participation.		R. Lord
b. Election of first year student representatives	B. Jackson will administer the elections.	Election of first year nursing student representation will take place by September 14 th .		B. Jackson
c. Notification of students for meetings	What can we do to gain student participation?	R. Lord will post messages on Blackboard.		R. Lord
d. Fall student mixer	ADN student representatives were informed and encouraged to plan a mixer with the lower level classes. No response has been received.			ADN Student Representatives
e. 2013 pinning date	Pinning will be held in the afternoon. CVCC graduation will take place May 10. Faculty considered having pinning same day at 2:00 p.m. This will allow students and family members to attend both ceremonies instead of one or the other.	R. Lord will check with Sanquita in regards to plans for graduation and if it will be possible to hold pinning on the same day.		R. Lord
f. New pin design and orders	R. Lord has received sample pin provided by J. Brandt Recognition. The pins are beautiful and prices are much more affordable for our students. Pins are \$38 and up depending on selected features. The pin includes name of the college and program attended. Students may order online. ADN students may submit their order in January and PN students may do so in April. Is there	R. Lord will email representative and inquire about a return policy in the event a student does not complete the program.		R. Lord

	a return policy?			
<u>3. Previous Meeting Minutes</u>	B. Jackson makes a motion to approve the meeting minutes from 7.17.12. S. Collins seconds.	Motion carries – minutes approved.		
<u>4. Announcements</u>				
a. SACSCOC visit	September 16-18 th . Nursing instructors will most likely not be present due to class/clinical.			
b. NLNAC visit	October 2-4 th .			
c. NCLEX results	September 30 th closes out the year for test results. We are currently at 81%. There are three weeks left which may affect our overall standing. Anyone who takes their boards in September will fall in this year's reports. Students left outstanding are: Varti Mckinnon, Becky Green and Brandon May.			
d. Mobility applications due	Deadline to apply for the Mobility program is September 28 th . As of 9/4/2012 only seven applications have been received. Deadline may be extended depending on the total number of applications received. S. Hollett posed a question concerning applicants who apply each year, get accepted and fail to attend the program. Can anything be done to stop them from taking someone else's spot? This hurts the program and those potential students who would actually attend the program. How many students will be accepted this year?	There is no policy in place to keep students from applying to the program, but we may be able to add our own program policy. R. Lord will check with Linda Cater at DPE. CVCC will accept 25 Mobility students with 5 alternates in the new program.		R. Lord
e. Midterm grade reports	Reports will be distributed soon.			Faculty
<u>5. Old Business</u>				
a. Readmission advisor appointments	R. Lord asked the instructors if they had met with students concerning readmission. B. Jackson has met with a few students – S.			

<p>b. Status of new FT faculty</p> <p>c. Status of coordinator replacement</p> <p>d. Record retention</p>	<p>Collins has an appointment scheduled with a readmission student soon. R. Lord asked B. Jackson to share with everyone what was discussed during this appointment. B. Jackson reviewed the reason (s) the student was unsuccessful, student concerns regarding returning to the program, plan of improvement (what the student will do differently to succeed). She documented the highlights of the meeting on a counseling sheet and also made a future appointment with the student to track progress.</p> <p>All paperwork for a new FT faculty member has been submitted to HR. We can anticipate a new hire by January.</p> <p>Anticipated replacement for S. Hollett will begin December 3 or as negotiated.</p> <p>Three year record retention has been approved by Dean Ormond and Dr. Hodge.</p>			
<p><u>6. New Business</u></p> <p>a. Distribution of documents</p> <p> i. 2012-2013 Nursing Student Handbook</p> <p> ii. Nursing Faculty Orientation and Policy Manual</p> <p>b. Summer 2012 Survey Results</p>	<p>All part time faculty will be responsible for printing their own copy of the 2012-2013 Nursing Student Handbook. They will be told where it is located. All FT faculty have been given one.</p> <p>All faculty (FT and PT) will be given a Nursing Faculty Orientation and Handbook and will be responsible for checking off on the required items with a veteran faculty member. Acknowledgement form for required items will be placed in their faculty file.</p> <p>R. Lord will scan in copies of survey results for instructors to place in course notebooks.</p>		<p>R. Lord distributed survey results to each instructor.</p>	<p>Faculty</p> <p>Faculty</p> <p>R. Lord</p>

<ul style="list-style-type: none"> i. ADN Clinical Supervisors ii. LPN Clinical Supervisors iii. ADN Site Evaluations iv. LPN Site Evaluations v. Course Evaluations <ul style="list-style-type: none"> i. NUR 107 ii. NUR 108 iii. NUR 109 iv. NUR 201 vi. PN Graduate Survey c. Future of SPE Reviews 	<p>S. Hollett will mail survey results to each individual adjunct not present at the faculty meeting.</p> <p>Evaluations for EAMC are all positive. EAMC provides a great learning facility for our students.</p> <p>Parking has become a problem/safety concern at TMC.</p> <p>Instructors were advised to review their evaluations closely and use them to improve their instruction. Moving forward it will be important to show that we are using the evaluations to improve the overall quality of our program. Changes may be made to the curriculum by way of order of content or time spent on a subject for example. M. Brewer stated evaluations helped her pick a better book for her class. B. Jackson stated she used the evaluations to change the order of her lectures to help the student understand the nursing process better.</p> <p>No negative comments regarding the PN program in the PN Graduate Surveys.</p> <p>SPE is a living document. One SPE standard will be reviewed at each faculty meeting to ensure changes are included and being updated to reflect improvements/outcomes. Each faculty member makes up part of the committee for SPE review.</p>	<p>R. Lord will address this concern at the next Advisory Board Meeting.</p>		<p>S. Hollett</p> <p>R. Lord</p> <p>Faculty</p>
<p><u>7. NLNAC Preparatory Meeting</u></p>	<p>Logistical meeting with faculty will be held to calm any concerns and review the role each faculty member is expected to fulfill for the NLNAC site visit.</p> <p>R. Lord/S. Hollett and K. Williams will all work together to gather copies of the NLNAC public meeting publications and</p>			

	<p>will also keep track of where the public announcements are being posted. Publication will also be posted in Lifelines (Columbus Regional) and Focus (EAMC).</p> <p>R. Lord asked the faculty what else she could do to help them prepare for NLNAC site visit. Clarify what must be posted in the course notebooks (last academic year should be COMPLETE), provide a list of what each faculty is expected to do and when. Examples of student work will be needed – anything from good work, care plans (good and bad w/comments from instructors), dry boards. Student work display room should be set up. Task assigned to faculty.</p> <p>Computers will be set up a week before for NLNAC site team in conference room. We will need additional tables in the exhibit room. R. Lord requested that faculty be here until the site visitors leave each day.</p> <p>Nursing Student Handbooks should be posted at each floor where the students attend clinical.</p>			
<p><u>8. Next Meeting</u></p>	<p>The next faculty meeting is scheduled for Friday, November 2, 2012.</p>			