

Advisory Committee Meeting Minutes

CHAIRPERSON: Debbie Jenkins		
MEETING DATE: 11.13.02	MEETING TIME: 11:45am	MEETING PLACE: CPC
RECORDER:		PREVIOUS MEETING: 4.23.02

MEMBERS PRESENT:

OTHERS PRESENT:

Name and Title		Name and Title		Name and Title	
X	Nell Ard, Nursing Director	X	Sandy Haire, MCP		
X	Patti Allard-Gould, PHOP	X	Cary Morris, MCP		
X	Michele Trinko, Children's	X	Bonnie Peterson, Frisco Medical Center		
X	Shelley Tobey, NCMC	X	Gary Hodge, Dean SSH&PS		
X	Sherry Zorindky, VNA				
X	Debbie Jenkins, MCP				

Agenda Item	Action Discussion Information	Responsibility
Old Business:		
Refresher Course	The refresher course mentioned at the Spring 2002 meeting is still being considered. The plans are to try to have a refresher course prior to the Fall of 2003. Development of the course has been delayed due to faculty & director turnover as well as need to work on mandated curriculum change.	
WECM	In 1993, WECM was mandated for all ADN programs. Since then, the Texas Coordinating Board of Higher Education has made additional changes. The location of clinical courses has not been designated and is still at the discretion of each individual program.	
Continuing Business:		
New Business:		
Current Status of Program – Students & Committees	<p>The nursing program started the Fall semester with 45 Sophomore Students, & 70 Freshman: 60 in the day program and 10 in the evening program. Currently there are 65 total Freshman students. Two students did not show up and three have dropped due to personal reasons.</p> <p>The evening program is up and running. The program is from 5:30-8:00 PM, four days a week with a 12-hour clinical on Saturdays. The plans are to continue this program and increase numbers as faculty and clinical sites are available.</p>	

Need for Faculty	<p>The nursing program has hired a lot of new faculty secondary to individuals leaving as well as increase in the number of students. Currently, there are four PhD's in nursing working in the program. New committees have been established within the program to deal with specific issues. The committees are: Curriculum, Testing, Student Affairs, and Learning Resource Center (LRC). Faculty members were equally distributed between the various committees.</p> <p>There is a desperate need for faculty. The program is required by BNE to have one MSN-prepared faculty member per 10 students in the clinical setting. In order to increase enrollment into the program, additional faculty will need to be found. If anyone knows of either PT or FT candidates, please let Nell know.</p>	
Chair of Advisory Committee	<p>The Advisory Committee Handbook specifies someone other than the program director should chair the committee. The chair would be responsible for running the meetings only. CCCCDD would arrange the meeting place as well as taking and distributing minutes.</p> <p>Debbie Jenkins volunteered to chair the committee. All members present agreed to have her chair the committee.</p>	
Curriculum Decisions:		
Degree Plan Changes	<p>To be in accordance with the Texas Coordinating Board & WECM, CCCCDD's nursing program will once again be making curriculum changes. See handout. The initial curriculum changes were done using a combination of blocked and integrated courses. The program must go with one or the other.</p> <p>Based upon this, the summer course will need to be deleted with its content absorbed. The 72-hour program will become a 71-hour program. The following changes were made: Statistics will be the required math prerequisite; Rubric numbers for skills courses are changed; Summer content will be integrated into Spring of Freshman year as well as both semesters of Sophomore year increasing the theory contact hours from 4 to 5; and, Management course content will be integrated with Transition course and taught in Spring of Sophomore year.</p> <p>There was a time crunch on all these decisions with no advisory board involvement. Discussion about placement of clinical components followed. Faculty will have a two-day retreat in the Spring to finalize the curriculum changes.</p>	
Other: Adoption of Agenda Approval of Minutes for April	<p>The agenda was adopted as distributed</p> <p>Committee members had not received the minutes. Copies of April minutes will be sent to everyone with the current minutes. Review of both sets will occur at the next advisory meeting in Spring 2003.</p>	

Introductions and Handouts	<p>Dr. Nell Ard introduced herself and explained she was currently the Interim Nursing Program Director replacing Dr. Vivian Lilly. The Nursing Program Director's position will be formally filled in December of this year.</p> <p>Introductions around the room were made.</p> <p>Handouts were given: Cover letter and Advisory Committee Handbook, New ADN program curriculum.</p>	
Reports: State Board	<p>The pass rate for CCCCD this year is 84%, which is down. The final state/national statistics are not available at this time. Faculty is looking into potential predictors and remediation for future students. Annual report has been submitted to the BNE.</p>	
NLNAC	<p>Nell is currently working on the Interim Report for the NLNAC. The primary issues to be addressed were curriculum and the systematic evaluation. If you desire copies of this report (50+ pages), please let Nell know. The report is due next Friday.</p>	
Internal Program Evaluation	<p>The nursing program was looked at internally to meet SAC requirements. The areas reviewed were faculty and recruiting, spacing, and recruitment of ethnically diverse students and males. Currently the males average 7.4% and 11.1% for the sophomore and freshman classes respectfully. The sophomore class consists of 82.8% Caucasian versus the Freshman class at 64.7% Caucasian. Nell is working with the Provost's office regarding spacing issues within the program.</p>	
Announcements	<p>Bonnie (Frisco Medical Center) said they have been opened for six weeks and been surveyed to death! They are very busy! They are not ready for students yet, but may be by next fall. They only have 13 beds, 90% are day surgery.</p> <p>Debbie (MCP) announced they currently have 22 nurses' aides in the co-op program. They are using refresher courses on-line. They also have an LVN refresher course that is like an internship with 2-week clinical rotations.</p> <p>Michele (Children's) said they are beginning a new building project. They will be increasing to 12 floors. PICU will have 50-100 beds. It is growing!</p> <p>Patti (PHOP) said they have found an on-line refresher course, which is reducing their manpower and has more flexibility through ACM.</p> <p>Sherry (VNA) stated they were booming and very busy. They have no problems in recruiting staff. Most people have been there for 10-15 years. They are doing very well. She also said they have some of CCCCD students working there and doing well.</p> <p>Gary Hodge (Dean of Social Sciences, Health & Public Services) congratulated Nell on such a terrific job she has been</p>	

<p>Adjournment</p>	<p>doing. She has done difficult chores in a very professional manner. She has made real changes in the program and should be happy with them. We do need help with faculty though.</p> <p>Nell concluded the meeting with discussion regarding the next meeting. Should we rotate campuses? The consensus was to rotate but Wednesdays at 11:30 was a good time. The next meeting will be in April on the second Wednesday, April 9 at 11:30. Everyone will be notified of the place at a later time.</p> <p>The meeting was adjourned at 1220.</p>	
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Key Discussion Points	Discussion
Old Business:	See above
Continuing Business:	None
New Business:	See above
Curriculum Decisions:	See above
Other:	See above

CHAIRPERSON SIGNATURE:	DATE: 11.13.02	NEXT MEETING: 4.9.03
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