



School of Health Sciences  
 Registered Nursing Department Meeting  
**Minutes**  
**Wednesday, December 3, 2014**  
**1600-1730 P.M. Room 807B**

Facilitator: G. Burgess

Recorder: J. Schwartz

Faculty Present: G. Burgess, D. Dorrough, C. Cyr, E. Craig, J. Averett, E. Freed, V. Enemmuo, J. Kiss, M. Kargbo

Faculty Absent:

<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
<b>CALL TO ORDER</b>	Called to order at 16:10 by Glenn Burgess	16:10
<b>Team Building Exercise</b>	Glenn Burgess organized a fun, educational team building exercise so that we learn how to have fun together, and to be able to trust in others and ourselves.	
<b>APPROVAL OF AGENDA</b>	Agenda was unanimously approved with no changes.	
<b>APPROVAL OF MINUTES</b>	November 5, 2014	
<b>ANNOUNCEMENTS</b>	<b>There will be no discussion of announcement items.</b>	
<ul style="list-style-type: none"> <li>SLO Assessments</li> </ul>	<p>Turn into Glenn prior to the end of the semester. If you need help obtaining Kaplan data just ask.</p> <p>We have 6 SLOs for Fall. Don't worry about rotations. Just do the course.</p> <p>When you get them, forward them to Glenn, who will forward them to Gene to put them in the system. Be sure to include all the names of the team members.</p>	
<ul style="list-style-type: none"> <li>Attrition Reports</li> </ul>	Glenn has 050A and needs 050B. He has the first rotation of 60 and 61.	
<ul style="list-style-type: none"> <li>Grades &amp; Positive Attendance</li> </ul>	<p>Please make sure your grades and positive attendance is in before Winter Break. Make sure that you print them off and keep a copy. Put this into the grade books in the conference room. We also have to make copies of sign in sheets and put in them in the grade books. They also need to be sent to Curriculum (Leslie Almonte).</p> <p>Cathy Cyr asked what the hours are for positive attendance. Glenn asked Jan to email the instructors the max. hours for 050B, 060, and 061 from Banner. Section K and Banner hours and actual hours are different. Take 2.5 hours out for an absence and for a clinical take out 7.5 hours.</p> <p>McKinnon: I'm going to investigate. Banner and our actual hours should match. Something is wrong.</p>	
<b>REPORT FROM THE STUDENTS</b>	1 <sup>st</sup> Year 2 <sup>nd</sup> Year	No student officers were present to report

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<b>STUDENT SUCCESS REPORT</b> (10 min or less per item)	<p>The Student Success Specialist had been added to the agenda for Natalie to update us as a standing item. She is out today due to the rain.</p>	
<b>REPORT FROM THE DEAN</b> (10 min or less per item)	<p>Not much to report. The College is having financial difficulties. We are in a structural deficit. The number has grown and the end number is unknown. As a result, we are making reductions. We had planned a winter intersession and that's gone. We had to reduce over 100 classes from the schedule. I don't know what is going to happen with enrollment management. If we don't figure it out, we will be reduced by the State.</p> <p>Julia went to Academic Senate this week. Was there any discussion of this at all there?            Julia: Yes. Mostly about the hiring and that we won't be able to fill all the positions that various divisions need. Not much other talk about the budget. There's nothing that we can do. Everyone is trying to figure out how to increase enrollment. We need to do outreach. We discussed outreach programs.</p> <p>McKinnon: Did Michael Wyley talk about the discontinuance policy? Julia replied No.            20 had been proposed. But we don't know how many we'll be able to fill. We don't know if we can even fill 10.</p> <p>McKinnon: Retirement and attrition will impact the replacements. At this time, our FT hiring position is number 8 in the queue. Together with Math. The chances for us getting the position is almost nil.</p> <p>Cathy: Interesting that we're trying to reduce classes and yet trying to increase FTEs.</p> <p>McK: Part is that when we look at enrollment reports, and see classes with 40% fill rates, that costs the college. We can't run classes like that and it's been going on here. That's what part of the reduction is: to create max capacity for the classes we do offer.</p> <p>Julia: There are several classes that don't produce anything and have low enrollments. We wanted to move those faculty positions to the bottom of the list. Philosophy and languages. Maybe they shouldn't be on the list. Those classes may not exist until we get back into good shape.</p>	

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	<p>McKinnon: Michael is writing a report to President Laguerre about the Academic Senate's perspective about the list.</p> <p>Julia: There is an imbalance with FT faculty getting paid, without enrollments.</p> <p>McKinnon: There is nothing much else from me. I'm not feeling well. I'll try to keep up with you via email.</p> <p>One other thing: hiring committee is in progress. We will have meetings 12/15 and 12/16.</p>	
<p><b>DISCUSSION / ACTION ITEMS</b> (2 min or less per member)</p>		
<ul style="list-style-type: none"> <li>Faculty Advisor Follow-Up</li> </ul>	<p>Glenn: Put down Faculty Advisor for a follow-up to discuss how it's going. Issues; successes. Have you met your advisees?</p> <p>Erin: Some of my people didn't want to meet. They said they would, but never came. I made the effort. The ones who have come felt something.</p> <p>Glenn: Remember on Canvas, with the shell, you can put your advisees in it to mail them emails.</p>	Discussion
<ul style="list-style-type: none"> <li>Admission Feasibility Progress Report</li> </ul>	<p>Glenn: A few months ago we discussed the admissions process and a feasibility study to see if we can get rid of the wait list. We have a report due to President Laguerre the first of February 2015.</p>	Discussion
<ul style="list-style-type: none"> <li>NCLEX Survey</li> </ul>	<p>Glenn: Currently, I have done a Survey Monkey with 32 respondents. I will probably start making telephone calls and seeing where people are. Some information has been posted on alumni Facebook page. Also, there have been emails sent through eCollege. Did they get a job; have they gone on to further their education; and the last question had to do with the wait list. A larger percentage of the past graduates say to keep the wait list. But if you read the comments people say they are willing to wait, but maybe not so long. So now, do we keep it or do some other process and then they have to reapply each year. Or do we go to twice a year admissions? Or what is it we want to do. Hopefully in January we'll have more data to use to see what we want to do.</p>	

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	<p>Myra: I was at Vaca Valley subbing and two of our graduates are working there. And three more of them are working locally.</p> <p>Vitalis: Does getting the job have to do with the institution where we graduated or the results of having taken the NCLEX?</p> <p>Cathy: They're more focused on whether you have a BA or an ADN.</p> <p>Glenn: At NorthBay they opened a new grad position for the first time. Got down to two people. One was one of our grads and the other had an M.Ed, had taught, then went to Merritt and had two Masters. They hired our grad with the ADN. Our grad had gone in having been prepared in NURS 064 on how to interview and so forth, including having information about nursing theorists. We do a good job to prepare our students to enter the professional practice.</p> <p>McKinnon: One of the things that Donna Dahbeck told her was that our students have a foot in the door having been there for clinicals and being known. We need to work on the Curriculum and address the issues with these most recent NCLEX scores. It's an opportunity for us to make it an even better program to maintain our quality image in the community.</p>	
	<p>Vitalis : I would like to address some of our test questions. I would like to critique them. These are my personal observations. This is my concern. How do we reconcile these? Are we prohibited from changing the questions.</p> <p>Cathy: No prohibition. We adapted the questions from the new textbooks test banks to make it easier, but we can change that.</p> <p>Erin: You don't have to use all the questions.</p> <p>Cathy: We can throw out questions and get better wording. We analyze and try to improve on an annual basis. You're seeing the test used from last year because it was easier.</p> <p>Glenn: It's up to you as teacher of the content to use any questions you want.</p> <p>Vitalis: Is there another way for the authors to change that?</p> <p>Glenn: You can always email Josh with issues you have with any of the Evolve books.</p>	

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	<p>As faculty, you are responsible for making sure the tests are keyed correctly before giving the test.</p> <p>Erin: You can pull the test into Canvas and then edit it and tailor it.</p> <p>McKinnon: My question is that maybe we needed some professional development around the issue of test construction. Is there a need?</p> <p>Glenn: Announcement: First day of Flex Cal – 1/8. There will be a Flex Call activity about test blue printing. How to analyse the item analysis. And I'm working on trying to get someone from Kaplan to talk about writing test questions. It will be pretty much an all-day activity.</p> <p>The big thing is making sure that we have a well-balanced test. I found that by doing the test blue print it helps me equal out the questions I have. It makes it more similar to what they'll have on the NCLEX. You can go into your Evolve test site and there are questions for each chapter. You work with what is in the syllabus and what has been taught by individual instructors.</p> <p>Myra: You can test from anywhere any material, as long as it has been presented to the students. What was happening here is that we were testing students but not giving them the source of the information. Made the tests invalid.</p> <p>Glenn: As long as you have a student learning objective that matches this content/material.</p> <p>Cathy: A big part of our problem is that in our curriculum we don't know what levels are what. Students read a whole chapter and we don't know where they will be tested on this. We try to keep centered on exemplars. We need to level the curriculum and it's not there right now.</p> <p>Glenn: Also, Josh was on campus Monday and based on what one 1<sup>st</sup> semester student had stated in our November meeting about purchasing an Elsevier product, you can take a test on the content from an assigned chapter. It provides student feedback. It will tie it to places in the ebook where they can reread the information. It also gives faculty information about how the students are doing. It gives us the top five questions that students struggle with. I</p>	

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	<p>played with it one day and it looks pretty interesting. I have asked Josh to give me prices. Roughly for three books (Potter, Iggy, Halter) it basically looks like it adds \$200 to their bundle. I'll send out an email with information. We're going to see, hopefully, and may pilot it with the 4<sup>th</sup> semester students to see what they think and maybe think about adding it to the packages for the new upcoming group of students. It gives them the tests for 3 years.</p> <p>McKinnon: Students need to test and test and test and this provides them with opportunities to improve.</p> <p>Glenn: I like that it is tied specifically to the textbook. Remediation is specific to the text book. Early in February, maybe I'll have Josh come to the meeting and demo the product or you can request a free 30-day trial. The new Iggy book comes out in February.</p> <p>Erin: Can't we just use the same book?</p> <p>McKinnon: Not really much is changed. Usually just color or they move a chapter around.</p> <p>Glenn: I'll have him send us a couple of new Iggy's to see what it is.</p> <p>Erin: I say no. These students can use the books then sell to the next incoming students. It doesn't seem like a good use of their money.</p> <p>Glenn: There is a new Jervis book coming out in February and the new Wong came out in October so I have one sample in my office.</p> <p>McKinnon: I want to let you guys know as a follow-up to admissions that we met with Dr. Laguerre on November 20. We discussed what we should be doing with the application window and when we would start accepting again. We ended up agreeing that we will open the applications in January 2016. This will give us adequate time to take all the actions we need to change the curriculum, look at our admissions policies, to change to multicriteria or stay with the Chancellor's model. We have to be committed to this and to doing the work, so that we can be done by January 2016. We didn't talk about how long to keep open. I recommend 4 weeks.</p>	

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	<p>We will draw from the wait list that we have. An announcement will be posted to be placed on the web site about when we will accept.</p> <p>Also, we talked about better preparing our students for coming in. We discussed the Summer Bridge program. Laguerre would like to see all our students take this. We have to think about requiring the students to take the class. We have to see.</p>	
<b>COMMITTEE REPORTS</b>		
<b>NEXT MEETING</b>	January 22, 2015 @ 1600 – 1730 room 807B (it was agreed that Thursdays at 16:00 worked best for the majority)	
<b>CLOSED SESSION</b>		
<b>ADJOURNMENT</b>		Time: 17:40