

## DIVISION OF HEALTH PROFESSIONS

### DIVISION MEETING

December 7, 2004

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<b>PRESENT:</b>	<u>EMS:</u>	Romeo Opichka, Harvey Conner, Bruce Farris, Brent Stafford
	<u>NUR:</u>	Nancy Cook, Linda Cowan, Gina Edwards, Carol Heitkamper, Monica Holland, Rosemary Klepper, Connie Kuebeck, Susan Mann, Judy Martin, Deborah Myers, Judy Ogans, Beverly Schaeffer, Terri Walker
	<u>OTA:</u>	Tom Kraft, Fonda Scott
	<u>STAFF:</u>	Dr. Jo Ann Cobble, Mary Ann Gundlach, Lloyd Kingsbury
	<u>Librarian:</u>	Linda Boatright

- I. Celebration:** Claire Echols will celebrate her birthday this Friday. Happy Birthday to Claire.
- II. Recognition:** Jo Ann presented Teah Ousmus with an “Exceptional Service Award” in recognition of her performance and helpful attitude to the Division.
- III. NISOD Recipient:** Jo Ann announced that Connie Kuebeck is this year’s recipient. Congratulations to Connie!
- IV. OBN Site Visit – Rosemary Klepper:** Gail McNish was very impressed and gave four areas of commendations: a) Multiple channels of communication exist to ensure that information is relayed clearly and that program/division issues and concerns have an opportunity to be addressed; b) The faculty work as a cohesive team to ensure that the learning needs of the students are met; c) Current and ample learning resources, including library resources, audiovisuals, computer-assisted instructional material, and laboratory equipment are readily accessible to students and faculty; d) An effective planning process supports updates of the curriculum and ensures that it is based upon the mission, philosophy and objectives of the program and supported by a logical rationale for organizing and sequencing the content. Only two recommendations: faculty organization committee needs to hold regular committee meetings and provide methodical documentation of evaluation activities carried out as a part of the program evaluation plan.
- V. Safety Training – Jo Ann Cobble:** In the event of a tornado security will sound bull horns and faculty, staff and students will proceed to a designated Safe Area. We have none in this area so our designated area is the PTA dressing room or the Science and Math underground area. When the fire alarm sounds everyone who hears the alarm must exit the building. When the alarm stops you may reenter the building. In the event of bad weather if the school is open then classes will proceed. If the college is

closed Jo Ann will call the Program Directors who will call their Team Leaders who will then call their faculty and adjuncts.

## **VI. Committee Reports:**

**PAC – Connie Kuebeck:** Connie handed out two flyers. The first dealt with the College Vision of the Future for needs by 2014 while the other one deals with facility needs to meet the demands of the student growth and community access.

**Disability Accommodations Advisory Committee – Nancy Cook:** The committee met while Nancy was in clinical. Will report at the next Division Meeting.

**Curriculum Committee – Vicky Davidson:** PTA students will now have to take cadaver A & P I prior to starting the PTA classes.

**Instructional Administrative Procedures Committee – Tom Kraft:** Working on changes to the College Student Handbook dealing with student integrity. Asked by Administration to draft procedures that are more comprehensive with submission by Mid-Spring.

**Student Retention Committee – Judy Ogans:** Two subcommittees appointed. One will be looking at retention of minorities and the second will be looking at non-traditional course delivery methods.

**Faculty Development Committee – Beverly Schaeffer:** Requesting input on LTC in the new Science, Engineering and Math Center.

**Food Service – Brent Stafford:** The ice cream machine is broke and will cost \$5,000 to fix. Sales are low therefore it will not be repaired due to the cost.

Concern expressed over food handlers not wearing gloves and long lines to check out. Food service management says that washing hands works better and that they may remove taking personal checks to decrease waiting.

## **V. As May Occur:**

Grades must be entered online no later than 12:00 noon on Tuesday, December 21, 2004. You must print out a copy of the grades submitted and sign the hard copy to be turned in to Mary Ann with your blue attendance sheets by the same deadline.

Decision was made by administration to pilot Smarthinking in the Spring. It is a new online tutoring service which will be available to students. It provides live one-on-one online tutoring support in Math, Statistics, Accounting, Economics, Chemistry, Biology, etc. Orientation for the program will be available on Thursday of the Spring Orientation week.

Enrollment for the Spring semester is up 6.2%. The HP Division is up 59% including Coop Educ and up 20% without Coop Educ.

Connie Kuebeck reported that there will be a story published on the Human Patient Simulator in the Metro Section of the Daily Oklahoman at some point in time.

Jo Ann thanked OTA for today's clean up

Meeting adjourned at 1:30 p.m.

Respectfully submitted by: Mary Ann Gundlach