DIVISION OF HEALTH PROFESSIONS SPRING 2004 DIVISION MEETING

January 14, 2004 – 9:00 A.M.

PRESENT: EMS: Bruce Farris, Romeo Opichka, Harvey Conner,

Brent Stafford

NUR: Nancy Cook, Connie Kuebeck, Lea Ann Loftis, Susan

Mann, Judy Martin, Jane Nelson, Judy Ogans, Vicki Rankin, Beverly Schaeffer, Debbie Myers, Monica

Holland

OTA: Tom Kraft
PTA: Peggy Newman

STAFF: Dr. Jo Ann Cobble, Mary Ann Gundlach, Lloyd

Kingsbury

LIBRARIAN: Linda Boatright

Held office open: Shelly Tevis

- I. Celebration: Division members and guests recognized Peggy Newman and Bruce Farris' birthdays for the month of January. Jo Ann provided Krispy Kreme donuts for all.
- II. Linda Faye, College Employment Services. Students may come to the office located in Student Life and get help on interview skills, use a resume disk to aid in writing a resume, etc. Linda is here on Mondays, Tuesdays and Thursdays. The College Employment Services will be hosting a Job Fair on Wednesday, March 3 from 10:00 am to 2:00 pm.
- III. Hep B requirements: Required to be kept centrally located in the Health Professions Division Office and in Human Resources for each faculty employed in the division. Turn in the form or documentation by January 30, 2004.
- IV. Vision of the Future: Jo Ann handed out the booklets which were approved by the Board of Regents.
- V. NISOD Recipient for 2004: Dr. Sechrist states that we will announce at a later date.
- VI. Appraisal Process: The yearly appraisal dates have been modified. Jo Ann will have a signup sheet posted on her door by the end of this week. The evaluations will begin January 26. The documentation is due to Jo Ann two working days (48 hours) prior to the appraisal.
- VII. On-line Office Hours: The maximum is two hours on-line per week. Please give Shelly your signed contract for on-line hours, as well as regular office hours by Friday.

VIII. CTE Coordinator: Molly Henderson is the new Director of Cooperative Technical Education. They are looking for a new Coordinator.

IX. As May Occur:

- If employed outside the college please fill out a Request for Approval of Outside Employment form and turn in to Jo Ann.
- The final contract for the NCED has not been signed. Classes planned for next fall.
- The Declaration of Major form sent by John Hocket does not affect our division.
- It was suggested that faculty attend a Global Education Presentation by Anita Phillips today at 2:00 pm in CU I and CU 2.
- President's Advisory Committee Connie Kuebeck: Discussed the 5-year projection the student population will drive everything. We are the 5th largest student population in the state.
- Outcomes Assessment Romeo Opichka: The Health Professions Division is in good standing as we have been doing this for years.
- Lea Ann announced that we need money for coffee from coffee drinkers.
- The Student Nurses' Association will be holding a Silent Auction on March 1 from 8:00 am to 8:00 pm in CU1 and CU2. They need volunteers.
- The new campus video was shown.

Next meeting will be February 3, 2004 at 12:30p.m.

Respectfully submitted by: Mary Gundlach