

DIVISION OF HEALTH PROFESSIONS
SPRING 2004 DIVISION MEETING
February 3, 2004 – 12:30 P.M.

PRESENT: EMS: Bruce Farris, Romeo Opichka, Brent Stafford
 NUR: Nancy Cook, Carolyn Frye-Shegog, Carol Heitkamper,
 Connie Kuebeck, Lea Ann Loftis, Susan Mann, Judy
 Martin, Debbie Myers, Jane Nelson, Judy Ogans, Vicki
 Rankin, Beverly Schaeffer

 OTA: Tom Kraft
 PTA:
 STAFF: Dr. Jo Ann Cobble, Mary Ann Gundlach, Shelly Tevis
 LIBRARIAN:
 COUNSELOR:
 Held office open: Lloyd Kingsbury

I. Celebration: Division members and guests recognized Judy Organs' birthday for the month of February.

II. Reminders.

Hep B Forms: Turn in the form or documentation today or tomorrow.

Outside Employment Forms: Please be sure to have the forms on file if you plan to be employed outside of the college. There is a potential for random audits.

Appraisal Sign Up: If you have not signed up please do so.

SII's – Review and Initial: You should have received tallied sheets in your mailboxes. Please ask Shelly or Mary to pull the SII's for you to review. Initial the sheet I have attached to the round table in my office when you are finished. Please review them prior to your appraisal meeting.

Division Contact Roster: Mary Ann e-mailed an updated roster to all faculty and staff. Please be sure and review it and let her know of any changes.

III. Enrollment: Datatel reports HP Division enrollment is down for the first time in four semesters, 9.8%. However, that is due to decreases shown on the report from the Coop. Educ. Programs at the Technology Centers – just FYI. We are actually up a little due primarily to an increase in Medical Terminology.

IV. Winter Weather Reminder: In inclement weather/school closing Jo Ann calls Shelly and the Program Directors. Everyone will then call their people per their prearranged plan.

V. **Health and Safety Training:** Shelly sent out an e-mail regarding the third quarter training. You are only required to read one topic. Please sign and note on the completed form which topic you read and give to Shelly.

VI. **General Education Course Addition Procedure:** Bruce Farris reported that if you wish to request a course from your department be added to the list of approved general education electives the following procedure and forms should be used:

1. The program faculty agree the course should be added to the list of general education electives.
2. The program faculty submit the request to the Division Dean. The Division Dean may suggest revisions or additional supporting materials. The Division Dean's recommendation and the request are submitted to the Planning and Institutional Effectiveness office by October 1. The Dean of Planning and Institutional Effectiveness checks the accuracy and completeness of the forms and may suggest revisions or additional supporting materials.
3. The Dean of Planning and Institutional Effectiveness submits the request to the Chair of the General Education Committee who puts it on the committee's agenda for its consideration.
4. The General Education Committee returns the request and its recommendation to the General Education Committee Chair.
5. If the General Education Committee does not concur with the request, the General Education Committee Chair makes every attempt to resolve the issue by working with the program faculty, the Division Dean, and the Associate Vice President for Academic Affairs.
6. If approved the proposed addition is submitted to the Curriculum Committee to go through their approval process.

VII. **Committee Reports:**

- **Faculty Development Committee - Beverly Schaeffer:** A survey was done last fall. Dr. Sechrist will be putting together a task force to work on the problem areas. The committee suggested that the Development Plan be separate from the performance appraisals. They hope to implement the new plan in Fall 2004.
- **Global Education – Jo Ann Cobble:** The committee is currently looking at better ways to infuse global issues into the curriculum and to document it.
- **Leadership Council – Lea Ann Loftis:** JAACO is now requiring background checks on all students doing clinical requirements. Currently, there are no guidelines regarding this issue.

VIII. **As May Occur:**

- Jo Ann thanked Beverly, Connie and Lea Ann for cleanup after the December potluck. In the future the programs will rotate room cleanup after such events.

- The OACC Spring Conference will be held in Poteau on March 4-5, 2004.

Next meeting will be March 2, 2004 at 12:30p.m.

Respectfully submitted by: Mary Gundlach