

HEALTH PROFESSION DIVISION MEETING
February 6, 2007, 1N1
Minutes

PRESENT: EMS: Leaugeay Barnes, Bruce Farris, Brent Stafford,
Harvey Conner
NUR: Linda Cowan, Jackie Frock, Carol Heitkamper,
Monica Holland, Mary Holter, Rosemary Klepper, Connie
Kuebeck, Valerie, McCartney, Robin McMurry, Cindy
Neely, Terri Walker,
Susan Mann, Gina Edwards, Kay Wetmore, Debbie Myers,
Michele Cole, Dianna Spencer
OTA: Reeca Young
PTA: Vicky Davidson
STAFF: Dr. Jo Ann Cobble, Debbie Martinez, Shelly Tevis
COUNSELOR: Claire Echols
ABSENT: Tom Kraft, Lloyd Kingsbury
Held office open: Mary Gundlach

Jo Ann welcomed everyone to the meeting.

1. Celebration!

Gina Edwards, 11th

Jo Ann, as well as everyone present, congratulated Gina on her upcoming birthday. Gina shared that this would be her 40th birthday and would be celebrated this coming Saturday. Gina will e-mail all with the details of the celebration.

2. Happy Valentine's Month

Jo Ann reminded all that February is Valentines month. In recognition of this distinction, Jo Ann brought candy to share.

3. Congratulations! NISOD Award

Jo Ann announced that Terry Walker has been chosen as the recipient of the 2007 NISOD Award. As the award winner, Terry will be attending a conference in Austin, Texas over the Memorial Weekend. She was selected for excellence in teaching, her commitment to the Nursing Program and her dedication to students.

4. Thank you!

Martie Collin
Mary Gundlach
Lloyd Kingsbury
Debbie Martinez
Shelly Tevis

Jo Ann reminded all that the Health Professions Division office is required to remain open until 6pm during the week prior to and the first week of a new semester. She thanked those listed above for their assistance in meeting this requirement. Shelly Tevis also thanked Jo Ann Cobble for her assistance during this period.

Jo Ann also thanked Terri Walker and Mary Holter for volunteering during the Opening Day activities. She reminded all to include this information in their individual appraisal files.

5. Division Office Staff, task grid

Jo Ann announced that a new task grid has been issued for the Division Office Staff. Copies were available next to the sign in sheet. Jo Ann explained that this task grid was developed three to four years ago when Shelly Tevis first became a full time employee. The purpose of the grid is to allow everyone to know who to direct their questions to and to assure all duties are covered in the event of absences. The amount of work has increased and by assigning specific responsibilities and making sure all are cross trained the work load will flow more efficiently. The general work assignments are as follows: Nursing, Martie Collin, Debbie Martinez, EMS, OTA and PTA, and Mary Gundlach. general division paperwork, personnel documents and requisitions. Jo Ann reminded everyone that all requisitions require the Program Directors approval.

6. Committee/Task Force Reports

Jo Ann asked for reports for committee meetings and task force meetings. Because of foul weather and school closings the various meetings have been rescheduled and there were no reports to present.

7. Winter version OK state song

Jo Ann shared a “winter version” of the Oklahoma state song. Although Jo Ann declined to sing the song, she gave a moving recitation of the song which exemplifies our recent difficulties with the winter weather. All present agreed with and appreciated the rendition.

8. As May Occur

CLS 1001- College and Life Seminar - Jo Ann explained that Tom Kraft is serving on the task force for the new course. (The copies are available by the sign in sheet.) Tom was unable to attend today’s meeting due to the recent passing of his mother. Jo Ann further explained that the course is designed for new freshmen with no prior college experience. Jo Ann asked that all present review and offer suggestions to Tom Kraft. Rosemary Klepper questioned whether lab experience would be part of the course offerings. Jo Ann’s response was that study skills, note taking exercises, etc. were the course’s primary lab focus. Judy Martin asked about the number of credit hours for the course. Jo Ann’s response was 1 credit hour. Jo Ann also noted that the course would contain subjects such as critical thinking and technology. Vicky Davidson questioned whether this course would be a requirement. Jo Ann informed all that that determination had not been made as of yet. Judy Martin asked if this course would replace orientation. Jo Ann responded that as of today that is the current assumption.

Life Skills – (The copy of Life Skills explanation is available with the sign in sheet.) Jo Ann explained that the descriptor for the Life Skills requirements came from UCO. She

stated that the description was broad and covered a wide variety of areas. She asked for comments. The explanation sheet describes what courses will be included in the Life Skills requirement. Valerie McCartney asked how many credit hours would be required. Jo Ann's response was 1-3 credit hours.

Reminders - Jo Ann reminded the faculty to sign up for their appraisals.

Updates - Jo Ann gave the following updates:

New Faculty Positions:

PTA Program Director- the interview has been rescheduled due to the inclement weather.

HPS Coordinator- A recommendation has been made and sent to the Vice President for Academic Affairs and we are currently awaiting further action and salary information.

Strategic Plans-The Deans and the Office of Academic Affairs are currently working on the Strategic Plan and expect to have more information by the 3rd week of February.

SII's- Jo Ann informed all that every effort should be made to insure that the top portion of the forms is correct. Incorrect information on the forms has been estimated to cost over 400 man hours to correct. Judy Martin, Carol Heitkamper and Valerie McCarney all expressed difficulties with the SII forms. Jo Ann recommended that efforts are and will be made to help alleviate their concerns.

Attendance/Grade Sheets- Jo Ann brought to everyone's attention the change in the attendance/grade sheets. She explained that the sheets are now generated from Datatel. Although many are discontented with the changes, the new forms are to be in use until modifications are made this fall. Jo Ann also stated that in keeping attendance, the days missed could be noted rather than days present due to the size of the boxes on the form.

9. Points for Discussion

Vicky Davidson- Vicky voiced the problems she has encountered with the new web-site. Vicky approached the web-site from a student prospective attempting to enroll in the PTA program. Vicky found that the process was disjointed and confusing as well as containing incorrect dates. Vicky contacted Kathy Nix who is working to fix the problems Vicky encountered. Jo Ann recommended that the other programs review the web-site for further complications and to contact Kathy Nix to make changes.

Judy Martin – Judy mentioned making use of the lockers outside of the division office to assist students in eliminating clutter in the classrooms. Judy stated that most of the locks

were placed by former students and is no longer in use. It was suggested that nursing could pursue this subject.

Claire Echols- Claire requested an oval mirror for the area outside of her office door. The mirror would assist Claire in viewing incoming traffic to her office. Jo Ann replied that she will check the availability of such a mirror.

Submitted by:
Martie J. Collin