

DIVISION OF HEALTH PROFESSIONS
DIVISION MEETING
March 1, 2005, 12:30 p.m.

PRESENT: EMS: Harvey Conner, Bruce Farris, Romeo Opichka, Brent Stafford
 NUR: Nancy Cook, Linda Cowan, Gina Edwards, Carol Heitkamper, Monica Holland, Rosemary Klepper, Connie Kuebeck, Susan Mann, Judy Martin, Judy Ogans, Beverly Schaeffer, Debbie Myers, Terri Walker
 OTA: Tom Kraft, Fonda Scott
 PTA: Peggy Newman, Vicky Davidson
 STAFF: Dr. Jo Ann Cobble, Mary Ann Gundlach, Lloyd Kingsbury
 LIBRARIAN: Linda Boatright

ABSENT: Shelly Tevis – held Division office open

I. Celebration:

Happy Birthday to Shelly Tevis and Brent Stafford. They both celebrate March 29th birthdays. Romeo will be celebrating because he will be retiring the end of July.

II. Exposure Notification Procedure: The Program Directors and Jo Ann put together the procedure which would be consistent throughout the Division and can go into the student handbooks, syllabi, etc. Copies distributed for discussion.

III. CPR: Leadership Council had lengthy discussions about the type of CPR required. In the past nursing has required the American Heart Association Health Care Provider while EMS accepted either the AHA course or the American Red Cross Professional Rescuer. The consensus among the Program Directors is that it should list either/or meaning that either CPR training is acceptable. Note: Red Cross cards are good for one year; AHA cards are good for two years.

IV. Tom Kraft was asked to participate in the writing and development of NBCOT's Official Study Guide for the Certified Occupational Therapy Assistant (COTA) Certification Examination. That task was successfully completed and the Guide is now available for U.S. graduates and out-of-country candidates.

In addition he assisted in the writing and development of the Official Study Guide for the Occupational Therapist Registered (OTR) Certification Examination.

V. Question of Raises – No Figures at this Time: This question came up during appraisal meetings. It has been estimated that our AETNA health coverage will increase 13% to 15%. Since the college covers employees 100% at this time this will only affect those with dependent coverage.

VI. Appraisal Debriefing:

- **View of separate Appraisals and Faculty Development Plan discussions:** Faculty were pleased to have the faculty development separate from the appraisal this year. It helped remove much of the time crunch.
- **New discipline specific learning:** Expectations are that faculty need to participate in any some discipline specific development opportunities by next February. These may be off-campus, on-campus, or through regularly read journals. There are a whole variety of options.
- **On-campus faculty development activities:** The expectation is that all faculty will participate in some on-campus faculty development opportunities that are not discipline specific.
- **Service Learning and Global Education:** Discussed during appraisal meetings. Faculty have been asked to think of activities and assignments related to these two important issues.

VII. Faculty Development Plans – Fall: The committee set the time for the plan so that after faculty complete their appraisal/evaluation they can think over the summer about what they want to do in the future. Reminder to faculty as they complete things to put them away in a folder so they will be easily accessible for next year's evaluation.

VIII. Health and Safety Training: Exposure Notification Procedure: Faculty reviewed the Exposure Notification Procedure. This completes the third quarter training.

IX. Committee Reports:

- **Faculty Development Committee – Beverly Schaeffer:** The committee was informed that there would be an online subscription available to assist faculty. Will bring more information to our next division meeting.
- Peggy Newman announced that Martha George is resigning her position as Director of Center for Learning and Teaching and will be moving to Washington State.
- **Academic Scholarship Committee – Harvey Conner:** The committee will meet Tuesday, March 29, 2005.
- **Student Retention Committee – Judy Ogans:** The committee made a recommendation to Dr. Sechrist to offer a one credit hour orientation class for first time, full time students who have to take at least one zero level course based on initial college assessment.
- **Faculty Association – Vicky Davidson:** The proposed Service Learning Center or Center for Community-Based Learning, to be housed in the Office of Student Life, is designed to assist faculty in providing opportunities for student service-learning.

- Linda Boatright passed around a signup sheet for the Faculty Association Make It Bake It Fundraiser to be held on Wednesday, April 13 in the Main Building.
- **PAC – Connie Kuebeck:** Marion Paden reported on the demographics at the college. She will bring the results to the next meeting.

X. As May Occur:

- Peggy Newman reminded faculty that she was collecting donations for a basket of fruit she will deliver to Dr. Todd's house.
- The Human Patient Simulator Dedication, a "Celebration of Simulation," will be in 1N1 on Tuesday, March 29, 2005 at 2:00 p.m. The Advisory Committee members, Regents and several dignitaries have been invited to attend. The President of METI will be here to present scholarship monies.

Meeting adjourned at 1:18 pm.

Next meeting will be April 5th at 12:30p.m.

Respectfully submitted by: Mary Ann Gundlach