

HEALTH PROFESSIONS DIVISION MEETING
April 3, 2007 Minutes
1N1

PRESENT: EMS; Bruce Farris, Brent Stafford, Harvey Conner
NUR: Linda Cowan, Jackie Frock, Carol Heitkamper,
Monica Holland, Mary Holter, Valerie McCartney, Robin
McMurry, Cindy Neely, Terri Walker, Susan Mann, Gina
Edwards, Kay Wetmore, Debbie Myers, Beverly Schaeffer,
Dianna Spencer
OTA: Tom Kraft, Reeca Young
PTA: Jennifer Ball, Vicky Davidson
STAFF: Dr. Jo Ann Cobble, Shelly Tevis, Mary Gundlach, Sherri
Givens
LIBRARIAN: Linda Boatright
ABSENT: Leaugeay Barnes, Marti Collin, Rosemary Klepper, Judy
Martin, Michael Cole, Claire Echols
Held office open: Debby Martinez

1. Celebration!

Jo Ann and the division joined in to wish the following a happy birthday this month for:

Sherri Givens, 6th
Michael Cole, 27th
Debby Martinez, 27th
Linda Boatright, 30th
Jo Ann Cobble, 30th

2. Welcome

Jennifer Ball
PTA Program Director

Jo Ann introduced Jennifer Ball to the division as the new PTA Program Director.

3. Early Warning System, Pat Stowe

Pat Stowe reported that they have a new revised Early Warning form and she passed out copies. They have made it shorter with more checkboxes and dialoging. They are hoping to make the new Early Warning form more user friendly. Please send any feedback directly to her or Mary. Pat reported that previously the name of her office was Services to Students with Disabilities. They still service students with disabilities however the scope has broadened and they are now called Student Support Services and they have two new people. Mary Turner will keep the responsibilities that she had in

Counseling and Career Services as well as helping referred students focus on critical thinking, study skills, etc. She will conduct critical thinking skills workshops in a couple of weeks. Pat introduced Kari Workman who is the new Mental Health Counselor. She is a Licensed Professional Counselor. She has been employed in this field for eight years. Kari will refer students for outside help if needed and she will be offering mental health workshops. She will be the only such counselor on campus as the former counselors such as Student Development Counselors and Financial Aid Counselors will now become Student Development Advisors and Financial Aid Advisors.

4. New Statements for the Catalog and for Program mail outs

Background Checks: Due to clinical agency requirements, the Division of Health Professions requires an Oklahoma State Bureau of Investigation (OSBI) background check with both a criminal history search and a sex offender search. A more extensive nationwide Investigative Background Report (IBR) is also required. The student is responsible for the cost of both. Clinical agency representative(s) review the reports, without access to identifying information, that have criminal history. The facility alone can accept or deny clinical access to a student. If a student is denied access to clinical sites he/she will be unable to successfully complete the course or the program. Any break in continuous enrollment will require additional OSBI checks and Investigative Background Reports.

Drug Testing: Drug testing is required for all students in the Division of Health Professions. Each student must have a random drug test prior to the first clinical assignment. The fee will be paid with the tuition and other fees for the semester in the program where actual clinical assignments begin. Random drug tests will be done on a predetermined date. Any break in continuous enrollment will require an additional random test.

Approved by LC, 3/30/07

The drug testing will begin in fall of 2007. These statements will be included in the mail-outs, syllabi, handbooks, etc. Each Program Director will also make a statement regarding their credentialing agency. Tom Kraft read his which states "Licensure and the ability to sit for the National Certification Exam may be approved or denied based on the background check".

5. Moving reminder for those who office in the cubicles, May 22nd is the last day to occupy cubicles until work for new building completed.

Jo Ann will check May 1st to see if there will be a delay on starting the work for the new building. We were told that the move would only be for two to three weeks. There are boxes available for packing in 1N16. Rosemary is looking at the Nursing Campus Clinical Lab for temporary storage this summer.

6. Coffee Kiosk, Main Building

Carson's Catering will be opening and operating a coffee kiosk to be located in the main building by the stairs.

7. HireRight

Human Resources will start obtaining background checks on new employees in the summer.

8. May Meeting

The division voted to have pot luck at our next meeting.

9. Health and Safety Training Update

Starting in the fall we will begin tracking quarterly health and safety training for adjuncts. They must have two per year, one per semester of teaching. We will take what they have completed from work as long as it is approved by their Program Director. This is a state requirement.

10. HP Exposure Notification Procedure

The procedure has been revised and sent forward for review to Sherry Hendrix, Safety and Security and some clinical agencies. The Leadership Council approved it at our last meeting. Sherry was not aware that this was the final draft therefore she has some questions. It will be going into the handbooks for use at the clinical sites.

11. Committee Reports

Academic Outcomes Assessment, Leaugeay Barnes/Rosemary Klepper, Jac

The committee meets next week.

Benefits, Jac

The committee meets this week.

Curriculum Committee, Beverly Schaeffer, Debbie Myers

The committee approved many items of which there were too many to mention all of them. One was the approval of adding the one credit hour wellness course and all of the degree plans. They also approved of a new pre-allied health course.

Faculty Development Committee, Gina Edwards/Reeca Young

The committee did not meet. They will meet the 5th or the 10th.

Food Service, Brent Stafford, Carol Heitkamper

The committee has not met.

General Education, Carol Heitkamper

The committee had a meeting scheduled and it was canceled.

Global Education, Jo Ann Cobble/ replacement needed

The main topic of the committee has been on assessment. The assessment packets have arrived.

Instructional Administrative Procedures, Tom Kraft

The committee has been asked to take under advisement increasing the workload from 21.5 to 23. That is to accommodate faculty if they wish to teach the student success course.

PAC, Vicky Davidson/Claire Echols

The committee discussed the new computer policies and the leaks.

Student Retention, Linda Cowan

The meeting may have been canceled. Linda went to the room and no one was in the room.

Scholarship Committee, Harvey Conner

The committee met on March 26th and awarded seven (7) Regents scholarships, fifteen (15) Presidential scholarships with two alternates. There were approximately 50 applicants; therefore all others will receive freshman scholarships covering their first year of tuition. They may reapply for their second semester. OKC GO students were not included in these as they receive approximately \$350.00 a semester.

12. As May Occur

Everyone was unhappy with the grade/attendance sheets this semester. If you have any suggestions for changes please e-mail Jo Ann. Questions raised are if you would like to see phone numbers and space added for e-mail addresses. Definitely would like to see larger print and wider columns.

Jo Ann received an e-mail from Janet Perry regarding the assessment packets we received. They are:

- the global education assessment should be two-sided
- if the survey forms, global test, caap answer sheets, the survey directions or the caap directions are missing from packets there are extras in Sandy Box's area

Jo Ann suggested that faculty make notes about any concerns they have encountered on the testing. She will let the other deans know as well.

The network acceptable use policy was discussed at the Faculty Association. Send any concerns or comments to Vicky Davidson and she will forward. Dr. Felix Aquino came to the meeting and was willing to make any changes in the wording based on faculty input.

The Make-It-Bake-It Sale is tomorrow. Please bring your donations by 8:30 am. They desperately need volunteers for 30-minute intervals.

Lloyd announced that Purchasing is looking for a part-time employee.

Please make sure you meet the deadline for ordering your cap and gown so the college will not be penalized.

Please inform Linda Boatright of anything you would like to order as it is getting close to the end of the fiscal year. She also has a 20 hour per week part-time position open. The hours are 6:00 p.m. – 11:00 p.m. Monday – Thursday.

The meeting adjourned at 1:25 p.m.