

HEALTH PROFESSIONS DIVISION MEETING MINUTES
August 15th, 1:30 p.m., 1N1-1N2

Present: EMS: Harvey Conner, Brent Stafford, Bruce Farris,
Leaugeay Barnes

NUR: Linda Cowan, Jackie Frock, Carol Heitkamper,
Monica Holland, Valerie McCartney, Robin McMurry,
Cindy Neely, Terri Walker, Susan Mann, Gina Edwards,
Kay Wetmore, Debbie Myers, Beverly Schaeffer, Karen
Jordan, Judy Martin, Cindy Williams, Stephanie Wallace,
Rosemary Klepper, Michael Cole, Chris Young

OTA: Tom Kraft, Reeca Young

PTA: Vicky Davidson, Jennifer Ball

STAFF: DR. Jo Ann Cobble, Shelly Tevis, Mary Gundlach,
Sherri Givens, Debby Martinez, Lloyd Kingsbury

ABSENT: Mary Holter

Held office open: Martie Collin

1. **Welcome back!!!**

Jo Ann Cobble welcomed everyone back. She stated that the Health Professions Division was growing and we had several new faculty join us this fall. Jo Ann Cobble then had everyone introduce themselves.

2. **Update of summer construction challenges and new building**

Jo Ann informed the faculty that were out for the summer about the adventures of the construction in the division office. The project was to take three weeks but lasted almost 12 weeks. Everyone was back in just prior to their orientation week. The new building construction is behind schedule at this point 44 days due to all the rain.

3. Introduction of new faculty:

Jo Ann introduced the new nursing faculty as follows:

Karen Jordan
Chris Young
Stephanie Wallace
Cindy Williams

4. Celebration!

The division joined in the birthday celebrations for this month.

Tom Kraft, 4th
Lloyd Kingsbury, 18th

5. Division growth and change, 2000 - 2007

a. faculty /staff

In 2000 there were 17 faculty and program directors in the whole division along with two classified employees and the Dean for approximately 500 students. To date the division has 31 faculty and program directors, four professionals and four classified staff with the student headcount is just over 1400.

b. office and lab space

Needless to say we have stretched the space we have available now. The new building should be completed in Fall 2008 and classes should be held in the new facility in Spring 2009.

c. enrollment

Jo Ann Cobble stated that the Division's enrollment was up 17% and was one of two divisions that actually showed a growth in enrollment for the Fall Semester.

6. Tuition waivers

The tuition waivers are due from the program directors by 4:00pm today.

7. Travel requests

Have requests to your Program Directors by 9/3/07.

These requests are to be turned in to the program directors by 9/3/07. Jo Ann informed the faculty that they should try to tie the travel with their development plan. She is unsure at this time the amount of money that will be available for travel.

These need to be given to Jac by 9/7/07.

The program directors should then turn the requests into Jo Ann Cobble by 9/7/07.

8. **Paperwork:**

Outside Employment Forms

All approvals for outside employment must first go through the program directors then passed on to Jo Ann Cobble to finalize. She explained that even if you do not have anything lined up but there may be a possibility of working on anything outside the college you should complete this form each year in general and keep on file. The form was provided for everyone in the meeting.

Online Office Hour Requests

Jo Ann Cobble referred to the handout and asked if anyone had any questions about online office hours. She stated that they were not a requirement.

Sign up/development plan meetings

The sign up sheet for the development plan meetings will be on the outside of Jo Ann Cobble's office door. These need to be turned in 48 hours or two working days prior to the actual meeting.

9. Employee References

There has been a revision in the process of employee references. Current or past employees must have a consent form on file with Human Resources before OCCC can provide references. Human Resources will then verify and approve before the reference from the said individual may be given. The consent form was provided in the meeting.

10. Committees

Linda Boatright reported for the Faculty Association and asked for volunteers at the Coke wagon. Stephanie Hayes will be in charge of this event and a free T-shirt will be given to all volunteers. All the proceeds will be for scholarships. The Faculty Association will be sponsoring another garage sale. The last sale doubled the last amount for scholarships. They have several spaces available for storage of the sales items this time. The sale will begin October 18th and run for two days and a Health Fair will be held on Saturday the 19th. For the students that participate this could be considered service learning. They will be holding the sale in College Union rooms CU1 through CU3.

11. As May Occur

The slab has been poured in the new building along with the installation of French drains. They still anticipate the possibility of flooding in the division office. They have pumps on site to help with the problem.

Linda Boatright passed around two handouts from the Library. There was a very informative document to share with students that will help navigating the Library online easier. The library has also created a My Space which is a new innovative way to connect with the students.

Debbie Myers shared with the division information regarding the online test task force. They have evaluated two platforms that would move the college away from the current WebCT to Angel. They plan to begin a migration this fall of a few online classes to the new platform. The migration should be well underway by Spring 2008. The task force will work with IT to train the faculty.

There are so many faculty who are not familiar with the current WebCT program that a suggestion was made that a workshop be held.

Susan Mann asked if the entire Health Professions was doing the drug testing. The testing would be a one time occurrence as long as the student is continuously enrolled. If a student leaves and re-enters at a later date then they would have to test again. All the Health Professions students are to be tested.

Harvey Conner advised everyone to backup their hard drives to their own server drive. He volunteered to guide them through the process.

Linda Boatright announced that they would be having two openings in her department and if anyone knew someone who might be interested to please send them her way.

Jo Ann Cobble informed the division that there was to be no special accommodations for students unless they had received an official letter from Student Support Services. The students would have to go through this process before it would be considered.

Jo Ann Cobble asked everyone to be considerate when using the work room since Gina Edwards and Carol Heitkamper are using it for temporary offices. The door does not always close properly so please pay special attention when using it and make sure it is locked.

Jo Ann Cobble informed the Program directors that the Academic Outcome Assessment report for last year was due to her by the 15th of October and that the plan for year 2008 was due on November 7th.

Jo Ann Cobble recognized Tom Kraft for being selected to the Achieving the Dream Leadership Team.

Jo Ann Cobble announced that opening day was this coming Saturday

Dr. Aquino joined the meeting and let everyone know how thrilled he was that we were all back and asked if there were any issues. Debbie Myers informed him of the difficulties of finding rooms for their classes and special clinicals, etc. Dr. Aquino then talked about our growth as a division and said he would look into the issue.

He then continued to inform the division that he was teaching the Success in College class this fall in the Center for Learning & Teaching.

Jo Ann Cobble let the faculty know that the print shop had requested that the print jobs be sent in batches and not all at one time. There were difficulties with the machines and this process would help them. Debby Martinez was asked to explain some of the issues and she told them that the print shop had to do a lot of things manually now plus the machines break downs were more frequent. She told them they could not request print job electronically anymore but could send their requests via e-mail. Shelly Tevis added that they would have to include all the pertinent information along with the email.

Jo Ann then showed a power point with the focus on team work.

Meeting was adjourned.