

**HEALTH PROFESSIONS DIVISION MEETING MINUTES  
AUGUST 19<sup>TH</sup>, 8:30AM HPC 223**

Present: EMS	Leaugeay Barnes Harvey Conner Bruce Farris Brent Stafford
OTA	Tom Kraft Reeca Young
PTA	Jennifer Ball Vickie Davidson
NURSING:	Traci Boren Sarah Brown Michaele Cole Linda Cowan Gina Edwards Jen Halpin Carol Heitkamper Monica Holland Mary Holter Karen Jordan Rosemary Klepper Judith Martin Valerie McCartney Robin McMurry Deborah Myers Cindy Neely Beverley Schaeffer Karla Schenk Terri Walker Stephanie Wallace Jimmie Wetmore Cynthia Williams
STAFF	Debby Martinez Shelly Tevis Sherri Givens Claire Echols Linda Boatright Jo Ann Cobble
Held office open:	Jennifer Dodson Martie Collin
Absent:	Jackie Frock

**1. Welcome Back!!! Celebration!**

Jo Ann welcomed everyone back and the division joined in wishing Happy Birthday to Tom Kraft, whose birthday is on the 4<sup>th</sup>.

The color coded academic calendar was provided to the entire faculty and they were informed that it was also available online. The faculty handbook had some changes in it and it was also provided to the group. Jo Ann informed the group that Lloyd Kingsbury had suffered a heart attack on Monday and was at Integris Southwest Hospital.

## 2. Changes/Congratulations

Carolyn Rouillard has retired and Rhonda Simpson will be her replacement.

Deborah Myers' title has changed to Associate Nursing Program Director and she has moved her office to the HPC room 218.

Terri Walker now has a split position as a faculty member and the Assistant Nursing Program Director

Traci Boren the new Nursing faculty has her office in the MB room 1M1B

Debby Martinez has been approved to be the Division Assistant.

Harvey Conner is the winner of the OK EMT Instructor of the Year, presented by the OEMTA

Shelly Tevis has completed her M.Ed.

Enrollment is up over 100 students head count in our division, Friday as a whole was up 23%. There were at least 50 sections added across campus. Three spaces were made into classrooms with media, black and white boards on rollers, etc. The work done in the summer to make more space available. The classroom situations are tighter this semester.

## 3. Announcements/Reminders

- **SII Pilot**

Not every section will be involved but they are choosing one or more from each program to participate in the SII Pilot.

- **Institutional Committees reminder – if you cannot attend meetings due to work schedule please notify Jo Ann**

The committee list is still not correct and again Jo Ann asked if anyone could not attend the meetings because of their work schedule to make sure they contact her so they can replace them on that committee.

- **Professional Development Plan – sign up sheet is on the counter behind Jennifer Dodson's old desk.**

Please have the development plans to Jo Ann 48 hours in advance and a copy to the program director as well.

- **Forms: Outside Employment, Online Office Hours – go to Program Director first, then to the Dean**

The forms were provided to the faculty.

- **Travel, no change in the procedures, funds have been decreased slightly. Have requests to your Program Director by September 9<sup>th</sup>.**

Travel has been cut by 10%.

- **Common area furniture**

Jo Ann had been provided with another catalog for more option to choose from to order the new furniture for the common areas. Jo Ann is unsure when the furniture will actually be delivered.

- **Schedule issues**

If you have a once a week Tuesday class remember that there are 17 Tuesdays in the fall semester. You only meet with once a week classes 16 times so choose which Tuesday you do not want to meet.

Thursday only classes/labs/clinical this fall only meets 14 times

The college will be open during fall break although there will not be any classes.

Brent had asked Jo Ann if they would still have clinical on those days and Jo Ann said she would check into the non preceptor clinicals.

The Test Center will be open since the college is open.

#### **4. Updates John Massey / John Glenn**

Chesapeake who is purchasing the Massey Center is having money issues and it appears it will be close to July before the deal is complete. They may even ask for another extension. Before Oklahoma City Community College can legally receive the John Glenn property it must first be given it to the City of Oklahoma City and they will in turn give it to Oklahoma City Community College.

#### **5. Early Warning System changes**

The warning will now go to more than one person, such as Mary Turner, Mental Health Person, or Financial Aid or others, dependent on the need of the student. There will be an electronic trail and availability for feedback. Training will be in room 215 at 10:45am

#### **6. Cinahl Plus with Full Text, Linda Boatright/Debbie Myers**

They have made their selection of a new librarian and are waiting on HR to finish the process. Debbie Myer's has been working with Dana Williams to create a tutorial for library searches. There is a streaming video on Angel showing a comprehensive library search. The evidence care sheets were purchased. How to utilize these have been put on a podcast and can be accessed through Angel.

Linda Boatright told the faculty that if they wanted to put their textbooks on reserve to contact her. The students would then be able to use them for a maximum of two hours at a time. She also welcomed the instructors that wanted to bring their classes over for orientations of how to use the library or she will come to their classrooms if necessary.

The garage sale will be on the 28<sup>th</sup> and 29<sup>th</sup> of October this year and anyone wanting to help or contribute can contact either Linda Boatright or Jennifer Ball.

## **7. Opening Day**

Saturday August 22, Jo Ann thanked Jennifer Ball and Mary Holter for hosting the HP table this fall. Other volunteers are needed to assist students in finding classroom locations.

### **As May Occur**

There will be a shelter in place drill on September 1<sup>st</sup> from 9:10am until 9:20am and again at 7:50pm until 8:00pm. They will put the message across the phone system then an all clear will be sounded. The general office and faculty will go to the pre-determined areas.

Dr. Aquino arrived at the meeting and updated the division that enrollment was up 20% Nationwide due to President Obama's incentives. The budget is down and the projections for the tax receipts continue to be low.

Greg Gardner shared with the group that there was a staff opening since Monique Smith has taken a position in Washington D.C.

Jo Ann continued after Dr. Aquino and Greg Gardner left. She informed the division that until the Health Professions Lab Assistant position was filled faculty would need to contact, Jennifer Dodson, Martie Collin or Debby Martinez with any concerns such as opening of the lab, paper, or printing issues.

The subject of Sexual Harassment was reviewed. This is a mandatory training for all employees and is required every other year, this year being the renewal year.

There are some changes in the syllabus review.

Debbie Myers talked about the Online Task Force which met on August 18<sup>th</sup> with a long list of things to be discussed. The two main discussions were the creation of Student Orientation for all students and they revisited course standard concerns. The committee was to look at these and send suggestions to Debbie.

It was announced that Angel had been bought by Blackboard and would be approximately two years before it would be integrated into their products. Blackboard has also bought WebCT which was the system used prior to Angel. There could be several benefits from the merger. Harvey Conner added but the consensus was Angel would stay the same for the next three years.

Vicky Davidson spoke about the Coke Wagon at the Arts Festival and how they needed volunteers. She also added that the proceeds were helpful with the Scholarships.

Carol Heitkamper said that IRB met on Friday with an informational meeting and it was agreed that all research for publication had to go through IRB first.

Rosemary Klepper reported on the nursing program and opened with the information of the Fun Run 5K race. The upcoming visit from the Oklahoma Board of Nursing will be on October 26<sup>th</sup> and 27<sup>th</sup>. Rosemary also informed the group that Barb Brancroft, a national speaker will be at Oklahoma City Community College on September 4<sup>th</sup> conducting a seminar called Pharmacology Simplified. Rosemary continued with announcing that Jimmie Wetmore had completed her Master's degree. Then she ended with the NET (Nursing Entrance Test) being replaced with TEAS testing. If the NET is taken through 2010 it should cover Spring 2010 and Spring 2011, but no longer than that.

Jo Ann announced that the National EMS site visit would be occurring on September 28<sup>th</sup> and 29<sup>th</sup>. Since Jo Ann has been employed at the college, completing the EMS and Nursing will make 11 site visits she has done.

Claire Echols stated that there was not a NET test study guide anywhere on campus.

Leaugeay Barnes reported that the EMS Program's pass rate was at 94% and they were rated first in the state. They have the largest number of students in their program this semester due partly to adding several new Medical Terminology classes but the Basic EMT classes are all at the maximum also. Then the Paramedic Care I class had to be divided because of the amount of students.

Tom Kraft asked if anyone was aware of the cost for dependent coverage on insurance now. He had found it to be \$777.64 per month.

After this discussion the meeting was adjourned.

Submitted by: Debby Martinez