

DIVISION OF HEALTH PROFESSIONS
DIVISION MEETING
September 7, 2004

PRESENT:	<u>EMS:</u>	Romeo Opichka, Harvey Conner, Brent Stafford
	<u>NUR:</u>	Nancy Cook, Linda Cowan, Gina Edwards, Carol Heitkamper, Monica Holland, Connie Kuebeck, Susan Mann, Judy Martin, Debbie Myers, Beverly Schaeffer,
	<u>OTA:</u>	Tom Kraft, Fonda Scott
	<u>STAFF:</u>	Dr. Jo Ann Cobble, Mary Ann Gundlach, Lloyd Kingsbury
	<u>COUNSELOR:</u>	Claire Echols

- I. Celebration:** Vicky Davidson and Harvey Conner will celebrate birthdays during the month of September. Happy Birthday to both of you!
- II. Recognition:** Jo Ann presented Lloyd Kingsbury with an “Above and Beyond” Award in recognition of his performance and helpful attitude.
- III. Linda Fay, Update from Student Life:** Linda Fay, Employment Advisor updated faculty and staff on some of the activities and events now happening in Student Life. The Job Fair for fall is scheduled for Wednesday, October 6 from 10:00 a.m. to 2:00 p.m. and the spring is scheduled for March 2 from 10:00 a.m. to 2:00 p.m. We are trying to get faculty to let students out of clinical early to attend from 4:00 to 6:00 p.m. or 4:00 to 7:00 p.m. in the spring. Pre-employment workshops, job fairs, and individual assistance are scheduled throughout the year. Students may come by the office to obtain employment information handouts, website lists, or view VHS tapes on the interview process.
- IV. Updates:**
- a. WOW, Faculty/Staff Development:** Faculty and staff can use their participation in the WOW program as support for merit requests.
 - b. Appraisal Process:** Faculty will now meet with Jo Ann two times a year, one for the Development Plan (fall) and one for the appraisal (spring).
 - c. Faculty Development Plans:** The plans will be separate from the performance appraisal process. The forms will be placed online. Faculty may now carry over the current Development Plan to Fall of 2005. September 30, 2004 is the deadline for new development plans to be turned in to Jo Ann.

- d. **Merit Discussions (WOW):** Request a meeting with Jo Ann to discuss the Faculty Consideration of Merit by October 15, 2004. This is optional, not required. The same deadline applies to staff.
- V. **Classrooms:** The Board of Regents approved the new classrooms located on the second and third floors of the main building. The table and chairs have been ordered out of this year's budget. The moving of the classes into the new rooms should occur by the end of September.
- VI. **Early Warning Referrals:** Please look for the icon on your desktop. These are required by the college. If the icon is not on your desktop contact Jo Ann.
- VII. **Committee Reports:**
- a. **Faculty Development Committee – Beverly Schaeffer:** Beverly is the new chair of the committee. The committee is waiting on Dr. Sechrist to designate a task force on SII's.
 - b. **Instructional Administrative Procedures Committee – Tom Kraft:** The committee revisited workload and release time which was tabled last semester.
- IV. **As May Occur:**
- a. The EMS Site Visit is scheduled for September 30-October 1. Our EMS program is the first nationally accredited program and the only accredited program in Oklahoma.
 - b. The Nursing Site Visit is scheduled for November 8-9.
 - c. We are in the process of interviewing two Nursing Program Director candidates.
 - d. October 1, 2004 Terri Walker will start as the newest Professor of Nursing.
 - e. Claire Echols thanked Romeo for opening more Medical Terminology and Pharmacology classes for fall.
 - f. Harvey Conner pointed out that before students take Pharmacology they must take Math for Health Careers first, and Anatomy & Physiology I is recommended.
 - g. Romeo reported that the last EMS paramedic class had 14 graduates of which 13 took and passed the national exam.

Meeting adjourned

Next meeting will be October 5, 2004 at 12:30p.m.

Respectfully submitted by: Mary Ann Gundlach