

DIVISION OF HEALTH PROFESSIONS

DIVISION MEETING

January 17, 2007, 9:00 a.m.

1N1

PRESENT: EMS: Leaugeay Barnes, Bruce Farris, Brent Stafford, Harvey Conner
NUR: Linda Cowan, Jackie Frock, Carol Heitkamper, Monica Holland, Mary Holter, Rosemary Klepper, Connie Kuebeck, Judy Martin, Valerie McCartney, Beverly Schaeffer, Robin McMurry, Cindy Neely, Terri Walker, Kay Wetmore, Michael Cole, Diana Spencer, Gina Edwards, Susan Mann, Deborah Myers
OTA: Reeca Young, Tom Kraft
PTA: Vicky Davidson
STAFF: Dr. Jo Ann Cobble, Marti Collin, Mary Ann Gundlach, Debby Martinez, Shelly Tevis
LIBRARIAN: Linda Boatright
ABSENT: Claire Echols (student appointment), Lloyd Kingsbury (held office open)

I. Celebration!

HAPPY NEW YEAR!

Congratulations to Jackie Frock and Cindy Neely for completion of their Master's Degree in nursing. Congratulations!

Happy Birthday to the following:

Mary Holter, Jan. 3rd
Bruce Farris, Jan. 29th

II. Opening Day, 1/20/07

Connie Kuebeck and Terri Walker volunteered to help, as did Mary Holter. Others are welcome to volunteer.

III. Performance Appraisals

- Everyone should have received their packets in September, and I have met with everyone new regarding the process.

- Sign up sheet is on my door – please check calendars carefully before signing up, rescheduling is very difficult; remember to verify date with your program director because they attend as well.
- Your materials (self-appraisal, requests for merit, documentation related to performance and merit) need to be delivered to your program director and I two working days (48 hours) prior to your scheduled conference.

It is recommended that you keep an appraisal folder for the things that you have completed over the past year.

IV. Health and Safety Training

This is a state requirement. We are going to try to do two per year in the division meetings, perhaps August and January. The college is going to start to track adjuncts on the health and safety training. They will be able to bring in their training from their work place.

Today's training is on the components of wellness. They are physical, mental and emotional health. Discussion covered nutrition, stress management, exercise and fitness, sleep/rest, and the importance of time management and prioritizing.

V. Prevention of Sexual Harassment, Respectful Work Environment Training

If you did not do an in-class session in the fall, you must attend one this spring. Full-time faculty and staff must do the in-class sessions. Those available are:

- Friday, Jan. 19, 3:30-5:00, CU2
- Wednesday, Jan. 24, 3:30-5:00, CU1
- Friday, Mar. 9, 1:00-2:30, CU1
- Tuesday, Mar. 13, 9:30-11:00, CU1
- Wednesday, April 4, 3:00-4:30, CU1
- Friday, April 20, 9:30-11:00, 401 LB
- Wednesday, May 16, 3:00-4:30, 401 LB

Be sure an e-mail Jo Ann to let her know that you have attended. This will serve as a backup for attendance.

VI. Announcements/Information/Updates

- Interviews this Friday for the PTA Program Director and HPS Coordinator positions
- New Director of Curriculum and Assessment: Catherine Kinyon
- Assessment reminders
 - **Need Assessment statement in syllabi**

- **Need Assessment week** listed in schedule, April 2-7, 2007
- New voice mail system coming in the spring for full-time faculty, later for adjuncts
- New e-mail system for adjuncts started in the fall. That is to become the primary source of contact. They will need to have access to a computer or come to the campus once or twice a week to check their messages.

VII. Committee/Task Force Reports

PAC – Vicky Davidson: They have met already.

VIII. As May Occur:

OACC – Jo Ann Cobble: The Oklahoma Association of Community Colleges meeting is scheduled for March 1 and 2, 2007. The location will be in Midwest City. This is paid for by the college.

Office Hours/Syllabi: Send your office hours to Debby Martinez by this Friday. Also, Mary needs a copy of all syllabi from faculty and adjuncts.

Spring Enrollment: College enrollment is up 7.6% for spring. Health Professions is up 13%.

Library – Linda Boatright: The Library website has been updated with a new homepage. The second floor has new carpet installed.

Now is the time of year that Linda will be ordering new materials. Please let her know of any you would like her to order.

Spring Nursing Pinning Ceremony – Connie Kuebeck: The traditional ceremony will be held on Thursday, May 17, 2007 at 6:00 pm and the CLP ceremony will follow at 7:30 pm.

New Vice President for Academic Affairs: Dr. Felix Aquino joined the meeting and introduced himself to all.

Meeting adjourned at 1:20 p.m.

Respectfully submitted by:

Mary Ann Gundlach