

**HEALTH PROFESSIONS DIVISION MEETING**  
**Minutes**  
**February 3rd, 12:30 p.m., HPC 223**

- Present: EMS:** Harvey Conner, Bruce Farris, Brent Stafford
- NUR:** Sarah Brown, Michaele Cole, Linda Cowan, Gina Edwards, Jackie Frock, Jen Halpin, Carol Heitkamper, Monica Holland, Peg Holleyman, Mary Holter, Karen Jordan, Rosemary Klepper Valerie McCartney, Robin McMurry, Debbie Myers, Cindy Neely, Beverly Schaeffer, Karla Schenk, Terri Walker, Cindy Williams,.
- OTA:** Reeca Young
- PTA:** Jennifer Ball, Vicky Davidson
- STAFF:** Dr. Jo Ann Cobble, Martie Collin, Claire Echols, Sherri Givens, Shelly Tevis, Debbie Martinez
- OTHER:** Linda Boatright
- ABSENT:** Leaugeay Barnes, Tom Kraft, Judith Martin, Stephanie Wallace, Kay Wetmore

**Held office open:** Mary Gundlach

Jo Ann Cobble called the meeting to order at 12:35pm

1. **Celebration!**  
Jo Ann announced, and the members joined in congratulating the following people on their birthdays.  
Karla Schenk, 7<sup>th</sup>  
Gina Edwards, 11<sup>th</sup>  
Karen Jordan, 27<sup>th</sup>
2. **Online course discussion: proctored exams**  
Jo Ann informed the members that there have been complaints, college wide, concerning the requirement of proctored exams for online classes. The students taking online classes do not like having to come to campus to take proctored exams. There has been discussion of making changes in the listing of the classes in future catalogs and schedules to reflect this requirement. Jo Ann will let the members know when the changes are determined and take effect.
3. **Appraisal schedule**  
Jo Ann reminded the members of the upcoming appraisal time. She also reminded the members to turn in their paperwork at least 48 hours prior to their scheduled appointment to their program directors and to the Dean.

4. **Drill Notice: March 24 – 26, 2009, day and evening, may be fire, tornado, or shelter in place**

Jo Ann informed the members that there will be two college wide drills held during the week of March 24 through March 26, 2009. The drill may be of any of the three types. There will be one day and evening drill. She also reminded the members of the process for responding to each type of drill.

5. **Personal Assessment of the College Environment Survey**

Jo Ann brought to the member's attention the email from President Sechrist concerning the PAC survey. She encouraged the members to look at the survey in specific the comments section. She encouraged the members to participate in college surveys.

6. **Strategic Initiatives/Budget**

Jo Ann informed the members that the budget outlook for the coming year is dreary. According to current information education may be hit lightly even though Oklahoma is facing a budget deficit. We as a division may be able to acquire the items needed through the Strategic Initiative. The Dean's Council will meet tomorrow and Jo Ann anticipates budget concerns to be one of the topics of discussion.

7. **Committee reports and Program updates**

- Rosemary Klepper reported that the Nursing program recently received the licensure exam results for the OCCC Nursing Program. The program obtained a 92.78% pass rate for the NCLEX-RN exams taken by 2008 graduates. The statewide rate is 85% and the national rate is 86%.

- Jennifer Ball reported on behalf of the Gen Ed Committee. She passed out a handout with specific information concerning what type of work and assignments the committee is looking for from faculty.

- Reesa Young reported on behalf of the Faculty Development Committee. She stated that the committee is trying to develop new questions for the SII's. They are also looking at webinars and learning and teaching centers. They are looking closely at communication with adjunct faculty and revisions in the InfoFest sessions.

- Jennifer Ball reminded the members on behalf of the Faculty Association Scholarship Committee of the upcoming Make It – Bake It Sale. Linda Boatright added that the availability of scholarship funds affects all students. She encouraged the members to volunteer for what can be an enjoyable experience.

- Linda Boatright spoke on behalf of the Library. They are sending out a survey today via email. She asked the members to please take time to respond. The library is currently looking at obtaining audio books. Harvey Conner asked Linda about the availability of online electronic versions of books currently in the library. Linda responded that she will check and let Harvey know what information she can find.

Mary Holter asked Linda what is being done to present new materials when received.

Linda responded that new materials are showcased on a table in the library. Rosemary Klepper asked about the policy for removing dated materials. For nursing the guideline has been five years. Linda responded that she is continually reviewing existing materials to remove dated information, however in nursing; she will need assistance from the program members. Rosemary responded that she will assist Linda in evaluating dated material for nursing.

-Jo Ann reported on behalf of the Global Education Committee. The committee met last fall. A new chairperson, Julie Corff, has been appointed. The committee has voted to submit a monthly article to the Pioneer concerning global education issues.

-Jo Ann reported on behalf of the Wellness Taskforce. They were asked to submit a gradual proposal for implementation. The information will be released next week. They are partnering with the American Heart Association. They have identified and measured an indoor walking route in the college and it is 1.04 miles in length. The route is to be marked soon. Rhonda Simpson has volunteered to be the coordinator with Lisa Vaughn and Roxanne Butler assisting.

- Jo Ann reported that the Benefits Committee will be listening to four presentations from Insurance Providers in the coming weeks. The biggest factor where insurance is concerned is the cost because the College wants to continue to provide insurance for all employees.

- Jo Ann reported that the Investment Committee will review the changes that have occurred since the fall. This committee will meet twice a year.

**8. As May Occur**

- Jo Ann made the following announcements:

- The dedication of the VPAC building will be on Feb. 26<sup>th</sup> at 2:00pm.

- The backdoor to the adjunct workroom is getting a punch pad lock for easier access.

- Facilities management is looking at the light timing situation in the HPC Division Office. Please email Jo Ann if you experience lighting problems when working after hours.

- Jennifer Ball has Girl Scout Cookies.

- The SII summary sheets will be passed out this afternoon. If you wish to view individual responses please do so in Jo Ann's office and do not remove.

- Faculty, please inform students who smoke, to dispose of trash properly and to smoke more than 30 feet from the building entrances..

- The tables in the classrooms will be repaired the week of May 18<sup>th</sup>. If you find any table parts please place them on the tray of the dry erase boards.

Jo Ann adjourned the meeting at 1:25pm.