

HEALTH PROFESSIONS DIVISION MEETING
Minutes
March 2, 2010

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
Jackie Frock
Jen Halpin
Carol Heitkamper
Monica Holland
Mary Holter
Karen Jordan
Rosemary Klepper
Valerie McCartney
Robin McMurry
Deborah Myers
Beverley Schaeffer
Karla Schenk
Terri Walker
Stephanie Wallace
Jimmie Wetmore

STAFF Debby Martinez
 Shelly Tevis
 Sherri Givens
 Claire Echols
 Linda Boatright
 Jo Ann Cobble
 Jennifer Dodson
 Kristen McMurray

Held office open: Martie Collin

Absent: Gina Edwards, Judith Martin, Cindy Neely, Cynthia Williams

1. Celebration!

Karla Schenk, 2/7
Karen Jordan, 2/27
Robin McMurry, 3/2
Brent Stafford, 3/29
Shelly Tevis, 3/29

The Division acknowledged and applauded for the birthdays of the month. Jo Ann thanked everyone for their kind thoughts, cards and donations to the Edmond Senior Center in memory of her father.

2. Last Day of Attendance (U or F – provide date of last attendance)

The last date of attendance must be provided for all students that have either a U or F in MineOnline. They need that particular information for Achieving the Dream. Jo Ann added that if a student has a D it will not be necessary to provide the date.

3. Classroom phone list

During Dean's Council a decision to decline the request to put a list of contact numbers for the phones in each classroom was made.

Jo Ann announced that the phone in the Faculty Workroom (our shelter in place area) has now been installed.

4. Spring Break (9 working days away...)

Spring Break will begin March 15th and everyone is looking forward to it.

5. Attendance sheet review – for blue sheets

Jo Ann provided the Division with copies of the form to review. There are 17 weeks in some of the semesters because of the way the holidays fall so faculty needs to be aware for planning purposes. They wanted everyone to be aware that in week 14 that the holiday starts at 5:00pm on the 24th of November, 2010 so there will not be night classes on that date.

6. Summer faculty advising program – let Jac know if interested

Jo Ann asked if anyone was interested in working during the summer in the advising area to be paid a set salary per hour program to see her for the forms.

7. Faculty Recognition Luncheon

The luncheon is usually held either the Monday or Tuesday after the Spring semester. The information should be available by the first week of April and Jo Ann will forward the details when she receives them.

- Self studies/site visits
- Presentations
- Publications
- Retirement
- Conferences attended

Faculty will need to provide the names; dates and locations of any workshops from May 2009 to date that have been attended whether it was paid for by the individual or the college.

8. Change in deadlines for book orders:

New Federal legislation requires that students have available at the time of enrollment the list of required textbooks for that class. The deadlines for book orders will therefore be changed to an earlier date beginning Fall 2010 to accommodate this law. The schedule is noted below.

Fall/Mid-Fall, 3rd Monday of February
Summer, May and August Intercession, 3rd Monday of February
Spring/Mid-Spring and January Intercession, 2nd Monday of
September

If there is a late change due to a publisher's not meeting their promise to have the books ready at a certain date that would be an exception, and understood.

9. Visitors from Mexico

On campus March 27 – April 10
Each division will host the visitors for one day, HP Monday April 5th

We have been aware for a few weeks that faculty from Mexico will be arriving to visit our campus. Dr. Aquino had been invited and visited their campus earlier. The Leadership Council tentatively set an agenda to do a tour in the morning and view a demonstration of the Human Patient Simulator. They would like to take them to a couple of clinical sites. Jo Ann just wants everyone to be aware that there will be visitors coming by during these dates.

10. Course Completion Reports – draft for review and comment

Jo Ann stated that they have been asked to distribute the latest draft of the Course Completion Reports. If you have any suggestions or comments please have them to Jo Ann or Terry Walker by Friday, March 5th so they can forward to Susan VanShuyver.

11. Program Updates and Committee Reports

Reeca Young reported that part of the Global Education Conference will be at the Skirvin and part of the conference will be at Oklahoma City Community College from September 30th through October 1st, 2010. There are several good speakers lined up and should be very interesting.

Carol Heitkamper reported on Faculty Development. They will have a Webnaire on April 1st with an Infofest and will take suggestions for topics to help the adjuncts. They are also looking into a master teacher plan.

Debbie Myers reported on three (3) committees beginning with Datatel which she said she did not attend but Larry Robertson informed her that changes will occur that will affect the electronic workload but would orient the faculty when necessary.

The Online Learning committee discussed different formats to make the process more appealing and fun. They suggested that the website have more resources available to students to make it easier to access.

The Task Force for the Green Team has so many good ideas but there is no money to back them. They are working on developing a webpage and the recycle program is still in the beginning stages. They have discussed fundraising projects and the first one will be Arbor Day on March 24th in the general dining area where they will be distributing a Loblolly Pine free to each person that wants one. They will also be dedicating and planting a tree on the Oklahoma City Community Campus.

Linda Boatright and Jennifer Ball announced that the Make It Bake It Sale is being held on April 6th and encouraged everyone to participate. All proceeds will be going to student scholarships through the Faculty Association.

12. As May Occur

There was not a Division Meeting in February.

Dr. Sechrist will be holding a meeting on Tuesday, March 9th in the theatre for any questions and concerns addressing the Armed Intruder incident. Valerie McCartney said putting the calling tree in place during such an incident would be

very helpful for those that were not on campus. If the college closes for such an incident, students at clinical can complete the clinical.

Even though it was a stressful situation it allowed for a learning session. Tom Kraft suggested they change the phone message on the phone message which says exit the building or campus immediately or shelter in place. Follow up messages without the exit the building message would be safer.

After no more discussion or questions Jo Ann adjourned the meeting.

Minutes submitted by: Debby Martinez