

HEALTH PROFESSIONS DIVISION MEETING

Minutes

March 4, 2008, 12:30 a.m., 1N1-1N2

- Present: EMS:** Harvey Conner, Brent Stafford, Bruce Farris,
Leaugeay Barnes
- NUR:** Linda Cowan, Michael Cole, Gina Edwards, Jackie Frock, Carol
Heitkamper, Mary Holter, Susan Huffstutler, Karen Jordan, Susan
Mann, Judith Martin, Robin McMurry, Valerie McCartney,
Deborah Myers, Cindy Neely, Beverly Schaeffer, Terri Walker,
Karla Schenk, Terri Walker, Stephanie Wallace, Kay Wetmore,
Cindy Williams, Chris Young, Rosemary Klepper
- OTA:** Tom Kraft, Reeca Young, Fonda Scott
- PTA:** Jennifer Ball, Vickie Davidson
- STAFF:** Dr. Jo Ann Cobble, Shelly Tevis, Martie Collin
Sherri Givens, Lloyd Kingsbury, Debbie Martinez
- ADVISOR:** Claire Echols
- LIBRARIAN:** Linda Boatright
- ABSENT:** Monica Holland
- Held office
open:** Mary Gundlach

Jo Ann Cobble called the meeting to order at 12:38pm.

- 1. Celebration**
Jo Ann reminded the members of the following birthdays to be celebrated
this month.
Robin McMurry, 2nd
Brent Stafford, 29th
Shelly Tevis, 29th
- 2. Appraisal update**
Jo Ann reported that the appraisal process is almost completed. The meetings
are finished, leaving only the paperwork.

3. **New College Drug Testing Procedure**

Jo Ann reminded the members of the recent e-mail from Lisa Vaughn:

By email dated January 7, 2008, I notified you that Procedure No. 2011, Drug Testing, had been revised and that the revised procedure would be effective March 1, 2008. The revised Procedure No. 2011, Drug Testing, is now in effect. The revised procedure may be found at <http://www.occc.edu/policy/2011.pdf> All employees are to read this procedure. Any supervisor who has employees who do not have access to the internet must print this email and the referenced policy for distribution to those employees. Thank you.

Nancy M. Gerrity
General Counsel

She asked the members to follow the directive. Jo Ann also clarified that the College will cover the costs. Also all future new employees will be required to submit to drug testing and that their employment will be contingent upon passing. Random testing will also be required for all full-time and part-time faculty. Tom Kraft questioned the tone of this and other e-mails regarding new policies. Jo Ann agreed with Tom and assured the members that this subject has been discussed at Deans Council.

4. **IVS: Multi-Media Committee Report, new projectors, Tim Whisenhunt**

Tim Whisenhunt distributed and explained an Equipment Survey to the members. This survey will help to determine future equipment needs. Tim also explained a new project to replace the oldest projectors in the classrooms. The new projectors will be quiet and have a brighter display. These projectors will also have CCTV decoders installed in their software. Tim anticipates the replacements to begin after spring break.

5. **HP Armed Intruder Procedure Draft**

Jo Ann requested that the members review the handout, "Draft #3, Health Professions Division Armed Intruder Procedure." Jo Ann noted that the phones in the classrooms are not backlighted which effects the ability to read the messages. She stressed that in the event of an armed intruder that everyone get to a secure space, out of sight and remain quiet. She asked the members to check their areas and make any recommendations to help secure their areas.

6. **Program Updates/Committee Reports**

-Linda Boatright reported that there is a new link on the Library web-page for the Health Professions articles. This is a change from numerous links to one convenient link. There are also tips on evaluating health web-sites in the Trusted Sites area.

-Jennifer Ball reported that the General Education Committee is talking of assessments and of using current tests to evaluate performance.

-Rosemary Klepper reported that the Outcomes Committee has discussed various prospectives on program assessments.

-Susan Mann reminded the members of the “Make It, Bake It Sale.” She asked for volunteers for time and baked goods. The sale will be held on 4/8/08 from 9am-4pm.

-Reeca Young reported that the Faculty Development Committee is looking at ways to deal effectively with student behavior. She also reported that they are looking at having a speaker on economic issues and gender differences at the fall orientation. They are also looking at weekly chats.

-Reeca Young reported that the Global Education Committee is trying to bring in speakers. They are also trying to encourage participation. The committee is also reviewing the inclusion of a non-Western class requirement.

-Jackie Frock reported that the College Curriculum Committee has stricken the “permission by instructor” requirement on OTA and EMS classes. This brings them into compliance with the College standard. They have also revised the writing and film curriculums.

-Jackie Frock shared that the Nursing Student Association will be having an Easter basket sale on Tuesday, March 11.

-Debbie Myers reported that the Multimedia Task force needs input on audio video needs.

-Tom Kraft reported that the “Achieving the Dream” program is progressing nicely. He will have more detailed updates in April.

-Mary Holter reported that the Copywrite Committee is looking at models of excellence on policies.

7. Student Awards Ceremony

Jo Ann shared that the Student Awards Ceremony will be held April 18, 2008.

8. Outstanding Adjunct

Jo Ann reminded the members to begin thinking of nominations.

9. As May Occur

Jo Ann reminded the members that the college computers are for college use only.

10. Adjournment

Jo Ann adjourned the meeting at 1:27pm.