

**HEALTH PROFESSION DIVISION MEETING**  
**March 6, 2007, 1N1, Minutes**

**PRESENT:** EMS: Leaugeay Barnes, Bruce Farris, Brent Stafford,  
Harvey Conner  
NUR: Linda Cowan, Jackie Frock, Carol Heitkamper,  
Monica Holland, Mary Holter, Rosemary Klepper,  
Valerie McCartney, Robin McMurry, Cindy Neely,  
Terri Walker, Susan Mann, Gina Edwards, Kay  
Wetmore, Debbie Myers, Michele Cole, Dianna  
Spencer, Judy Martin,  
OTA: Tom Kraft, Reeca Young  
PTA: Vicky Davidson  
STAFF: Dr. Jo Ann Cobble, Debby Martinez, Shelly Tevis,  
Mary Gundlach, Sherri Givens  
COUNSELOR: Claire Echols  
ABSENT: Connie Kuebeck  
Held office open: Martie Collin

**1. Celebration!**

Jo Ann and the division joined in to wish the following a happy birthday this month for:

Robin McMurry, 2<sup>nd</sup>  
Brent Stafford, 29<sup>th</sup>  
Shelly Tevis, 29<sup>th</sup>

**2. Introduction**

**Sherri Givens**  
**HPS Coordinator**

Jo Ann introduced Sherri Givens to the division as the new HPS Coordinator.

**3. Health Job Fair, March 7<sup>th</sup>, 12:00 – 6:00**  
**See that all students get a reminder**

Signs have been posted campus wide to remind students of the job fair. There are approximately 50 healthcare facilities are being represented at the job fair, please remind your students. Lunch and dinner are being provided for the facility representatives that are working the job fair.

**4. New building update**

There has been quite a stir lately with the new site. They have encountered an underground spring and are trying to determine how to proceed. They are putting dirt back into the area now. The target completion date is fall 2008 with classes being scheduled, hopefully, in spring 2009.

## **5. Data storage**

The “O” drive was lost last week causing several problems. Most of the information has been restored but if there is anyone that has not located their files please let Joey Ware know the type of file and the name if possible and he will try to find it. This has brought up the need to backup your work in at least two locations and possibly a backup disk. The Par System was also affected and has not been reconstructed at this time.

## **6. Assessment week**

A handout was provided by Dr. Cobble. During the assessment week they are having a fair in the college union and the EMS students will be participating. Jo Ann Cobble will share with the program directors the e-mail that details the directions concerning the trifolds, posters and table top setups.

## **7. Network Acceptable Use Policy**

The network policy was emailed this week to all the employees and it will be beneficial to read through it. Students will have to log on to WebCT with their college email addresses and faculty can only respond to the students via their student addresses, due in part by the confidentiality process and then by keeping the college’s system secure.

## **8. Check It Out**

**April 9 – 11 for degree checks  
One representative needed**

The graduation office will have personnel available for three days to do degree checks for the students. Barbara Gowdy had asked each division to set aside one day for a two hour block to help with the process. Claire Echols has agreed to be our representative.

## **9. President’s Award for Excellence in Teaching Nominations are being accepted**

They have put the information on the employee’s website pertaining to the awards.

## **10. Compass – Accuplacer**

The use of the Accuplacer has been approved and will eventually take the place of the Compass test. There should be a time period where they overlap then go completely to the Accuplacer testing. Rosemary Klepper shared with the division that she had received an equivalency table for conversion of the two tests. Claire Echols added that she had attended a training session that involved the Accuplacer.

## **11. Drug Testing**

### **Students in the fall**

Drug testing for the students will begin for the fall 2007 semester. The fees for this will be included in the students' tuition and fees at an approximate cost of \$40.00. All students will be tested. The date of testing will be randomly selected. After the testing the urine will be frozen for a year in case the results are contested. The testing will be completed prior to clinical rotations. If a student has a non-negative test it will be cause for immediate dismissal from the program.

### **Campus/EAP**

At this time they are talking about testing security. An employee assistant program will have to be in effect before any campus employee testing can be implemented.

## **12. Institutional Committee Reports**

### **Academic Outcomes Assessment, Leaugeay Barnes/Rosemary Klepper**

Rosemary Klepper reported that during assessment week classes will be chosen to participate in an assessment process which will take approximately fifty minutes to complete. The details of the process were not available at this time.

### **Benefits, Jac**

Jo Ann informed the Division that the College Benefits Committee had a very short working time frame this year. They did review all questions that were brought to them. They are examining the process of reviewing the insurance providers every three years. A report will be distributed to all employees by the end of the semester.

### **Curriculum Committee, Beverly Schaeffer, Debbie Myers**

The committee meets this coming Thursday.

### **Faculty Development Committee, Gina Edwards/Reeca Young**

The committee has discussed appraisals and developmental plans.

### **General Education, Carol Heitkamper**

They discussed the assessment process from a different division and it seemed a broader spectrum.

### **Global Education, Jo Ann Cobble/ replacement needed**

Connie is no longer with the college and there is an opening for this committee if anyone is interested. The last meeting dealt primarily with the upcoming assessment week.

### **Instructional Administrative Procedures, Tom Kraft**

Tom had nothing to report.

### **PAC, Vicky Davidson/Claire Echols**

Vicky informed the division that the PAC is requesting input and will open their meeting Friday with concerns. Vicky volunteered to take our issues to the meeting if we will just e-mail her or Claire.

### **Student Retention, Linda Cowan**

New students will need to enroll in the Student Success class. A mental health professional is being hired as a service for the students.

### **Other, as needed**

## **13. As May Occur**

Susan Mann announced the upcoming Make It Bake It sale. She will post a list on Dr. Cobble's door for sign ups. She added that they are working on a silent auction and ideas to earn money other than the garage sale. Susan was also looking for any storage areas where they might store the garage sale material between sales.

The Program Directors, in one of their meetings, selected the outstanding adjunct for this year and it was Dr. Albert Harvey. He teaches Medical Terminology, sits on the EMS Advisory, and does clinical rotations with the EMS students at his clinic.

The Faculty Recognition luncheon will be May 21<sup>st</sup>.

Faculty Association discussed the Life Skills being set up as a one credit hour class.

Harvey Conner reported on the Academic Scholarships. The week after spring break the committee will be meeting to review the applicants. The deadline to apply for a scholarship is this Friday.

Susan Mann informed the new faculty that they will need to order their cap and gown early for graduation. Jo Ann added that last year there were so many people that did not order in time that it cost the college an additional \$1000.00, so please order early.

Tom Kraft thanked the division for their thoughts, cards and donations to the Diabetes Association concerning the recent death of his mother.