

HEALTH PROFESSIONS DIVISION MEETING

Minutes

April 6, 2010, 12:30 p.m.

HPC 223

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

Jo Ann Cobble called the meeting to order at 12:31pm.

- 1. Celebration!**

Jo Ann announced, and the members joined in congratulating the following people on their birthdays.

Sherri Givens, 6th
Michaele Cole, 27th
Debby Martinez, 27th
Linda Boatright, 30th
Jo Ann Cobble, 30th
- 2. Course Completion Report Process**

Jo Ann informed the members that the third draft of the Course Completion Report has been emailed to the faculty. She asked the faculty for comments or suggestions. Jo Ann will report that the division approved the process as in the third draft.

3. Equipment Loan Form

Jo Ann reminded the members of her recent email with the new Equipment Loan Form attached. She stated that work began on the form and process last August. After much consideration the stated form has been implemented. She asked the members to please use the form when borrowing or loaning equipment between programs within the division. This process will allow the division to better track equipment and aid in the inventory process. She asked that all using the form to advise her of any problems that may arise in the process.

4. Two Policies/Procedures are being reviewed to ensure compliance with current legislation:

a. Academic Integrity, #4016

b. Student Appeal of a Grade, #4030

Jo Ann informed the members that the above policies/procedures are being reviewed at the request of the Student Leadership Council. The council expressed concerns over due process and the slow time frame for review. Jo Ann asked the members to review these polices and provide input.

5. Faculty Appreciate Luncheon, items due to Jac by 4/12/10

Jo Ann reminded the members that items for the luncheon need to be submitted to her before 4/12/10 as she must turn in on 4/15/10. She as the members to include self funded travel and activities. Faculty are to document activities with national organizations and faculty development. This information assists the college in accreditation and other reporting. The time period to be covered is from the last luncheon held mid May of 2009.

6. Special visits/special thanks to each of those who assisted/supported:

a. 3/30/10, went very well (high school)

Jo Ann thanked Leaugeay, Tom, Jennifer and Debbie for their assistance with the high school visitors. They were pleased with their visit.

b. 4/5/10, visiting faculty from Mexico, went well

Jo Ann informed the members that the recent visit, hosted by the Health Professions Division went very well. The guests spent time with each program in labs, class and a clinical site visit. The visitors commented that they believed they had picked up a few ideas that they could take back to their institution. Jo Ann shared the guest appreciation for the Division member's time and attention.

b. 4/12/10, "Club Med" (high school)

Jo Ann informed the members that students will be here to tour the facility. They will include a student panel to field questions.

7. May Division Meeting – potluck as usual?

Jo Ann requested and the members agreed; potluck for May!

8. Committee Reports/Program Updates

-Jennifer Ball reported on behalf of the Faculty Association Committee that the "Make It-Bake It" sale is going on today. The "Chili Cook-Off" is being held today as well. The activities include a silent auction for baskets, jewelry and other items. She encouraged the members to support these events.

-Reeca Young reported on behalf of the Global Education Committee. They are finishing plans for the Sept. 30-Oct. 1 conference. They plan to have displays on videogames around the world, epidemics and health issues. The conference will be held on Friday, Oct. 1st on the OCCC campus and at the Sheraton Hotel on Thursday, Sept. 30th.

-Tom Kraft reported on behalf of the Instructional Administrative Procedures Committee. They are looking at the policies and procedures on textbook adoption. The committee has asked for a copy of the law as written that covers text book adoption. They will be looking at what is actually required as stated in the law. They will be looking at the definitions in the law and how they will apply to OCCC policies and procedures.

-Rosemary Klepper reported for Debbie Myers who is out of town this week. She stated that in Angel the request has been made that faculty delay copy and pasting courses until after 4/15/10. She also stated that they are working on an online orientation system to be piloted this summer and implemented in SP11. After implementation, evaluations and revisions will occur.

-Rodney Johnson reported on behalf of the Emergency Communications Taskforce. He stated that they are reviewing the current polices and are requesting input from the members. He will provide more information as available.

-Leaugeay Barnes reported that Dr. Seachrist visited the EMS area to see how it works. She stated that he had a nice visit to the labs and other instructional areas.

-Jennifer Ball reminded the members that Wednesday, April 07, 2010 is the National Walking Day.

9. As May Occur

Jo Ann shared the following information:

-Faculty will need to submit grade changes when a student completes the course content. Changes will not occur automatically as they have in the past.

-Enrollment is up for the summer.

-Forty percent of students do not return for math placement tests once they learn that the test is required.

-There will be a Gaming Conference this Saturday on campus. They have experienced large attendance in the past and anticipate the same this Saturday.

-Her email is experiencing delivery delays.

-Jo Ann also commended Debbie Martinez for her work in tracking the Health and Safety Training compliance.

Claire Echols shared that enrollment is up for Health Professions prerequisites.

Judy Martin shared that she has tickets available for a Pancake Supper to benefit the Juvenile Diabetes Association.

Darby Johnsen talked with the members about Supplemental Instruction. (Handout attached.) She provided the following information:

- Supplemental Instructors can work in either the classroom or in outside assistance.
- The students working as supplemental instructors must be currently enrolled and for the summer semesters must have been enrolled in the previous semester.
- She asked the members to request what they think they will need.
- The deadline for fall requests is 6/1/10.
- There are funds available so please let Darby know what you will need.

Jo Ann adjourned the meeting at 1:20pm.