

HEALTH PROFESSION DIVISION MEETING

May 1, 2007

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, Beverly Schaeffer
OTA: Tom Kraft, Reeca Young
PTA: Jennifer Ball, Vicky Davidson
STAFF: Dr. Jo Ann Cobble, Debby Martinez, Shelly Tevis,
Martie Collin, Sherri Givens, Lloyd Kingsbury
ABSENT: none
COUNSELOR: Claire Echols
Held office open: Mary Gundlach

1. A. Celebration!

Jo Ann Cobble called the meeting to order at 12:44pm. Jo Ann announced the following upcoming birthdays.

May

Mary Gundlach, 2nd
Valerie McCartney, 25th
Terri Walker, 25th

June

Susan Mann, 13th
Monica Holland, 18th
Debbie Myers, 20th
Beverly Schaeffer, 20th
Rosemary Klepper, 22nd
Judy Martin, 24th
Martie Collin, 24th

July

Diana Spencer, 20th

B. Introduction

Jo Ann introduced a guest to the division meeting E.J. Warren, Director of Advising and Counseling.

2. Faculty Appreciation Luncheon, May 17th, 12:30

Jo Ann Cobble announced that the date and time for the luncheon has been confirmed.

3. Security

Jo Ann Cobble stated that because of the incident last week, the college is now reviewing security procedures and policies with a broader scope. There will be an increased security presence in the Division through the end of the semester. The side exit door will remain locked as well. Unfortunate events of the last few weeks have given Safety and Security the opportunity to practice procedures. Jo Ann made available a handout on the various alarms and responses. Tom Kraft questioned whether this information would be available to the evening personnel. Jo Ann replied that it would. Lloyd Kingsbury brought up the fact that there are different sounding alarms for the different responses in the HT Building. Jo Ann replied that she would check this out with Safety and Security.

4. Catalog Revisions

Jo Ann reminded all that the catalog revisions continue and will be finalized soon.

5. Grade sheet update

Jo Ann informed everyone that the new grade sheets will have larger print and will be bigger and have more space available. They will be using the new sheets this summer. She anticipated comments on the new sheets at the end of the summer semester.

6. E-mail changes

Jo Ann announced that they are anticipating changes in the system in late May. The new system may require changes in e-mail addresses. Jo Ann reminded all that the e-mail system is the campus main mode of communication. All are reminded to check their e-mail every day.

7. Committee reports/updates for those that have met

Benefits, Jo Ann Cobble, Leaugeay Barnes

A report will be available before the faculty leaves at the end of the semester.

Faculty Development Committee, Gina Edwards/Reeca Young

Gina Edwards reported that the committee is currently gathering input on two issues, faculty development and the appraisal process.

Global Education, Jo Ann Cobble/ replacement needed – Reeca Young

Jo Ann stated that they are looking at general information on the yearly upcoming convention in October that will be sponsored by Murray State College to be held in Ardmore. There are currently 100 surveys pending evaluation. Reece Young has agreed to serve on this committee next year.

Instructional Administrative Procedures, Tom Kraft

The committee will hold their meeting on Thursday, May 3, 2007.

PAC, Vicky Davidson/Claire Echols

Both are first year members of this committee. Vicky Davidson reported that they are reviewing IT policies and Security Policies. The minutes from their last meeting will be available Tuesday morning.

Student Retention, Linda Cowan

Linda Cowan reported that the committee is taking another look at Administrative Withdrawals and how to apply them in a more equitable manner. Jo Ann asked for comments. Kay Wetmore commented that we might be trying to protect students from themselves. Mary Holter questioned the warning time and notice given to students prior to being given an Administrative Withdrawal. The question was also asked, "Can we make students attend class?" The consensus was that as long as attendance is listed as a requirement in the class syllabus students could be required to attend class. College wide is a wide variety of approaches.

Other: Online Taskforce

Debbie Myers reported that the taskforce has recommended "Angel" as a new web based service for online classes. She stated that each division will be asked to create a pilot course for testing of the "Angel" system. These pilot courses will be for the fall semester. The use of "Angel" will help to standardize the look of online classes. There will also be campus wide training offered in the fall for "Angel". The anticipation is to switch to the new system in Spring 2008.

8. Committee openings for next year

Jo Ann will be contacting faculty members for volunteers for the following committees for next year.

Academic Outcomes Assessment Committee
ADA Support Services
Curriculum Committee
Faculty Development Committee
Food Service Advisory Committee
General Education Committee
Student Conduct Committee
Student Retention Committee

9. May Occur

- a.** Jo Ann announced that Diana Spencer would be leaving after the end of the current semester and said she would be missed.

- b.** Jo Ann announced that during the review of College Policy and Procedures certain changes have been initiated. The staff will be required to keep track of their work hours differently for a month on a trial basis. The Federal Law is very specific in regard to hours worked and overtime. There aren't any funds available for overtime. Jo Ann asked that all be understanding of the changes and accept the adjustments.
- c.** Jo Ann reminded all that as the next two weeks will be both intense and busy. She hopes everyone will take care of themselves. The grades are due by noon on May 22, 2007.
- d.** Linda Boatright reminded everyone that the Faculty Association will be having their garage/junk sale on Sept. 28, 2007. She asked that everyone save their trash/treasure for the sale.