

**HEALTH PROFESSIONS DIVISION MEETING**

**Minutes  
May 4, 2010**

Present: EMS      Leaugeay Barnes  
                         Harvey Conner  
                         Bruce Farris  
                         Brent Stafford

OTA                Tom Kraft  
                         Recca 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  
Rosemary Klepper  
Judith Martin  
Valerie McCartney  
Deborah Myers  
Cindy Neely  
Beverly Schaeffer  
Karla Schenk  
Terri Walker  
Stephanie Wallace  
Jimmie Kay Wetmore

STAFF             Debbie Martinez  
                         Rodney Johnson  
                         Shelly Tevis  
                         Sheri Givens  
                         Claire Echols

Held office open: Martie Collin

Absent: Karen Jordan, Cynthia Williams, Jennifer Dodson, Jo Ann Cobble, Linda Boatright

### **1. Celebration!**

**Sarah Brown, 5/11**  
**Valerie McCartney, 5/25**  
**Terri Walker, 5/25**  
**Cindy Williams, 5/30**  
**Monica Holland, 6/18**  
**Debbie Myers, 6/20**  
**Beverly Schaeffer, 6/20**  
**Rosemary Klepper, 6/22**  
**Judy Martin, 6/24**  
**Martie Collin, 6/24**  
**Jennifer Halpin, 7/9**

The Division acknowledged and applauded for the birthdays of the month. Tom Kraft conducted the meeting in Jo Ann's behalf.

### **2. Graduation reminder, if you have to miss you must have permission from Dr. Aquino, send your request to your Program Director**

Tom reminded everyone that Friday May 7, 2010 is graduation. He emphasized that if you are unable to attend, as a policy of the institution, you need to have permission from Dr. Aquino. You will also need to make the Program Director aware of your absence. The caps and gowns for graduation are available if you have not yet picked yours up. Make sure to check that the tassel is included as well as checking to make sure the hat is the right size.

We are in a politically heated time right now. As a representative for Oklahoma City Community College you should defer from taking any political stand in the classroom.

### **3. Faculty Recognition luncheon, May 17<sup>th</sup>.**

The faculty recognition luncheon will be held on Monday May 17, 2010. You can also pick up an academic calendar. Adding to that, you will want to make sure that you have signed the drug, alcohol, and tobacco form.

**4. Thank you to EMS for cleaning up today.**

Tom thanked the EMS Program for helping with the cleanup for today.

**5. Remember to change all “I”s since they no longer default to an “F”.**

Tom reminded everyone that grade changes need to be filled out. Any incompletes need to be changed. In the fall, if you had registered an incomplete for a student, you will need to use the spring semester as a due date. A grade change needs to be filled out. An automatic conversion from an incomplete to an “F” will not occur. All grades are due on Tuesday May 18, 2010 at 12:00 p.m. for this semester. Your signed grade sheets, attendance, and grade books need to be turned into Debbie Martinez.

**6. Contact will be made this week about serving on Institutional Committees for the Fall.**

Contacts will be made this week for everyone who is serving on a committee this fall in terms of what those committees will be. If you are not able to serve on the committee, when they announce their schedule in the fall, please make sure you let Jo Ann know if you cannot make any of the committee meetings. This way replacements can be found.

**7. Committee Reports/Program Updates**

Tom reported that there is a response from Dr. Sechrist to the questions at the recent PAC meeting. This includes a question that came up about dress code for students and employees. There was also a statement on what needs to be done when there are rude and disruptive students in the hallway. The response from Dr. Sechrist is that if you have a situation where a student is being rude or threatening follow the student conduct code. If you feel threatened you will need to contact security.

Jennifer Ball reported that the PTA Program is now in compliance with all accrediting standards, and will be accredited through 2017.

Debbie Myers reported that the Online Learning Committee is progressing on creating the resource page and online orientation for the students. It will hopefully be piloted this summer and go live this fall. They have created bookmarks that they will be handing out this fall that have information about the resource page. The Datatel Committee is having some courses in May that will interest anyone who does any screen tap sequencing or data entry into Datatel. There will be a new look to Mine Online. There will also be new features in which an email will be sent out to all employees.

Rodney Johnson reported for the Emergency Task Force. There have been several recommendations made. He will find out when the report will be posted.

Tom reported that he attended the National Program Director's meeting on April 27, 2010. They had a representative speak about legal affairs and academic affairs and about nationwide issues impacting education. They reported that the federal government is cracking down on transparency especially with the accreditation agencies.

## **8. As May Occur**

The motion sensors in the new nursing offices were brought into discussion. There have been some problems with them turning off when the office is occupied because there is no movement being sensed. Shelly Tevis reported that Lloyd Kingsbury is still at Select Specialty in room 107. He is responsive, grasping with both hands and has movement in both of his feet. This was Bruce Farris' last division meeting before retiring. He has been here for 31 years since 1979.

After no more discussion or questions Tom adjourned the meeting.