

## DIVISION OF HEALTH PROFESSIONS

### DIVISION MEETING

August 16, 2005, 9:00 a.m.

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**PRESENT:**    EMS:                    Leaugeay Barnes, Harvey Conner, Bruce Farris, Brent Stafford  
                  NUR:                    Nancy Cook, Linda Cowan, Gina Edwards, Cene' Gibson, Carol Heitkamper, Monica Holland, Rosemary Klepper, Connie Kuebeck, Susan Mann, Judy Martin, Valerie McCartney, Beverly Schaeffer, Debbie Myers, Terri Walker  
                  OTA:                    Tom Kraft, Reeca Young  
                  PTA:                    Peggy Newman, Vicky Davidson  
                  STAFF:                Dr. Jo Ann Cobble, Mary Ann Gundlach, Lloyd Kingsbury  
                  LIBRARIAN:        Linda Boatright

- I. Welcome back! Meet and Greet:** Jo Ann welcomed everyone back for the Fall 2005 semester.
- II. August Birthdays:** Jo Ann extended a happy birthday to Tom Kraft and Lloyd Kingsbury.
- III. New Faculty Introductions, In Order of Hire:** Jo Ann introduced Cene' Gibson who was hired and started in April as Professor of Nursing, Reeca Young was hired this summer as Professor of OTA, Leaugeay Barnes began this August as EMS Program Director and Valerie McCartney was hired as Professor of Nursing this summer as well.
- IV. Mentors:** Tom Kraft will be the mentor for Reeca Young, Susan Mann will be the mentor for Valerie McCartney, Debbie Myers will be the mentor for Cene' Gibson and Jo Ann will be the mentor for Leaugeay.
- V. HCA Facilities Update (OUMC, Edmond Hospital):** HCA Health Services of Oklahoma has implemented a new requirement for all students going to their hospitals for clinicals. Starting this fall the students will have to pay for an extensive seven year background investigation. OUMC will process these for our students this fall. Each student must fill out the proper paperwork and submit \$65.00 to OUMC. A copy of the completed background investigation report will be mailed to the student's home address. The students will bring the original of the Attestation Forms to the HP Division Office where a copy will be made and placed in their file. For Spring 2006 the Division will be responsible for the background investigations. The students will pay \$47.00. It may be possible for us to hire Group One to handle the investigations. They do it for the Dallas/Ft. Worth area. It is likely that other clinical agencies will be requiring more in the future. There may be a new position created to

handle these duties. The Division will pay for the faculty background investigation. If the adjunct or a student sits out a semester they will have to repeat the process.

- VI. College Committee Assignments:** Jo Ann provided faculty a list of their initial assignments. Please let Jo Ann know if you cannot attend the committee meetings due to time/day conflict and you will be replaced.
- VII. Faculty Development Plans:** The sign up sheets are posted on Jo Ann's door. The materials are due 48 hours, two working days prior to the meeting. You need to report on last years plan (FY '05) and provide the plan for the next year (FY '06). Please provide copies to Jo Ann and your Program Director.
- VIII. Travel Waiver Reminder:** Students must fill out the OKCCC Waiver of Liability form before attending any site with which we have no affiliation agreement. The form is available online.
- IX. OKCCC.**
  - a. A Competency Based Institution:** This is achieved through the use of criterion-referenced testing and grading.
  - b. Norm Referenced Verses Criteria Based:** Assessment experts generally agree that criterion-based techniques are preferable to norm-referenced criteria. A summary form developed by Dr. Jim DeChenne was distributed that discussed these two issues.
- X. Due Dates/Deadlines/Reminders.**
  - a. Travel Requests to Program Directors by September 16, 2005:** Include the goal on your development plan that ties to the request. The PD will review the request based on receipt by deadline, relevance to faculty teaching assignments and support for completion of the development plan goal. The PD will provide their review to the Jo Ann by September 23rd.
  - b. FY '05 Assessment Reports Due to Jo Ann Sept. 27, to Dr. Harrison Oct. 1:** New faculty need to review a copy of last years reports.
  - c. Five Year Assessment Plans, Due to Jo Ann Oct. 27, to Dr. Harrison Nov. 1.**
  - d. Turn in Copies of all Course Syllabi to Mary by August 22<sup>nd</sup>.**
  - e. Copier Usage:** Please use the Print Shop for multiple copies as it is free.
  - f. Outside Employment Form:** Please fill out and turn in to Mary if employed outside OKCCC.

**XI. As May Occur:**

Jo Ann reminded faculty and staff to be sure and turn off lamps, heaters, fans, etc. before leaving campus.

Please review the new division roster and let Mary know of any changes.

Last Spring our division had 975 students enrolled. We should get the numbers for Fall 2005 by the end of the first week.

Linda Boatright handed out “Medical Websites That Work!”

**Next meeting will be September 6, 2005.**

Respectfully submitted by:

Mary Ann Gundlach