

HEALTH PROFESSION DIVISION MEETING

August 16, 2006

9:00 a.m., 1N1

1. Welcome and Introductions

Dr. Cobble welcomed everyone to the first division meeting of the year.

After orientation week the first Tuesday of each month is the division meeting. On this campus there are no classes scheduled from 12:30 til 1:30 for full-time faculty on Tuesday and Thursday to make sure there are times for meetings.

Each person introduced themselves and stated their position.

Linda Boatright announced she had brought handouts for everyone.

2. August Celebration!

Tom Kraft, 4

Lloyd Kingsbury, 18

Others?

Jo Ann asked if there were any new faculty that were celebrating birthdays this month and there were no additions. She asked the new faculty to send their birthdays to Debby Martinez.

3. Updates

a. OSHRE Initiative

The funded State Regents Initiative was discussed. It provides for seven new positions in the HP Division. Five are nursing faculty positions. There are two positions that will hopefully be filled soon. One will be a clerical position for the office and the other one will be a student development counselor. The counselor will be housed in 1N16 which should allow for some privacy. This counselor is for the whole division. This position will be half funded by the Initiative and half funded by the Student Services. Four of the five nursing positions have been filled.

b. Resignations: Towana Ernst, Peggy Newman

Towanna Ernst resigned in July and wanted Jo Ann to tell everyone that she would miss us and she had enjoyed her time here. We certainly enjoyed having her as part of the division.

Peggy Newman resigned in July and started her new position yesterday as regional person for a set of rehab clinics.

- c. Vicky Davidson has graciously agreed to serve as Acting PTA Program Director for the fall semester.
- 4. Reminder: syllabus review this fall, one copy to Mary Gundlach and one copy to the Program Director by Friday, August 18th.

All faculty and adjuncts should turn one into the division office and also one in to their program directors.

Mary will keep a copy for the permanent record file and the program directors will fill out a syllabus check list and turn those into Jo Ann. The purpose is to try to get people more on the same page in terms of the college and program requirements for the course syllabi.

- 5. Travel requests: procedure, deadline to have requests to the Program Director is September 5th.

There have been no changes in the procedure. Copies were handed out. First preference will be given to those that were not awarded travel last year. Have these requests to your program director by the 5th of September and they will have those to Jo Ann later that week. She will try to get notification out as soon as possible. Debbie Myers suggested there be an exact procedure for what should be done once the travel request has been approved. Jo Ann will try to obtain this information and distribute it. Requests to the program director have to provide what information you have on the conference and why it would be helpful to you in your position here at the College. Dates, registration and projected travel expenses are needed when you are making a request for a specific amount. There has been an increase in funding for travel requests but that is only because we have more faculty.

- 6. Office hours:
 - a. Give a copy to Debby Martinez by August 21st.
 - b. Forms to request on-line office hours as allowed

Send an electronic or a hard copy of office hour schedules to Debby Martinez by August 21st. We are supposed to have the hours posted by Monday August 21st.

The forms for on-line office hours were provided in the handouts. The procedure allows full-time faculty to have two online hours per week. Give completed forms to your program director to sign and forward to Jo Ann.

7. Outside employment forms, turn in to Mary Gundlach by 8/21/06.

If you know that you are going to work at a particular job this year then fill one out. If you think you are going to do some consulting or book review or anything similar you may want to go ahead and fill one out.

8. Global Education Conference, October 5-6, OSU-OKC

Jo Ann encouraged participation in the Global Education Conference. Fees are paid by academic affairs. You can sign up for one day. It is open to adjuncts but it will not be paid for by the College, Jo Ann will verify this. Connie Kuebeck serves on the committee and said it truly prepares students for work in the global market.

- a. Opportunity for faculty development
- b. Thursday 12:30 – 5:30, Friday 8:30 – 1:30, lunch is included both days
- c. Registration is covered by Academic Affairs. If you wish to attend one or both days please e-mail Sandy Box, copied to me, by September 8th.

9. Training to prevent Sexual Harassment

- a. Must be completed by everyone on campus, including work study students.
- b. There is a presentation Friday at 8:30.
- c. There will be multiple presentations through the WOW series through the fall.
- d. Faculty (adjunct and full-time) are considered supervisors and must complete this training once a year.
- e. There are no exceptions.
- f. When you attend send an e-mail to the Program Director.

Campus wide participation is required. This includes adjunct, work studies, anyone part-time as well as all full time employees. The College must be compliant with regulations. After the first year the faculty can take it online and at this time the adjuncts can take it online. They also have the Bloodborne Pathogen online which everyone is also required to do. This will tie into their Health & Safety quarterly training also so they need to contact Debby when they attend. The faculty that attend is to inform their program director and in turn let Debby know.

10. Opening Day, August 19th, thanks to Tom Kraft

Campus sent invitations to 1200 students; unsure how many will attend along with their friends or family. Tables are to be set up with all our program information ready to hand out to the students. Tom Kraft will be assisting with this activity.

11. Office Schedule, open to 6:00 p.m. this week and next week, thanks to Mary Gundlach, Lloyd Kingsbury, Debby Martinez and Shelly Tevis

Jo Ann recognized those listed above.

12. Informational:

- a. Starting in January 2007 RCS will be offering courses for credit.
- b. Starting in January 2007 OCCC will be offering general education courses at 10 partnership sites ranging from Francis Tuttle to Mid-American at Wayne using OCCC full-time and adjunct faculty.
- c. All 1N rooms have been reconfigured and had multimedia updates. No one can use the multimedia equipment in these rooms without training. One training sessions is scheduled for Thursday at 10:00 in 1N1.

Each of the above was discussed. The big change is in the campus funded Equipment; now the computers can run separately or both projectors from the same computer. 1N1 and 1N2 will hold 40 each for a total of 80. 1N4 and 1N5 will each hold 44 for a total of 88.

Connie said several faculty were going to make changes in the way they were going to do their classroom and asked if they were to make sure the room is put back the way it was originally. That was confirmed.

No one can use the equipment until they have had the training.

13. Institutional Committees, need replacement on the Food Service Advisory Committee.

There will be an opening on the Food Service Committee created by Peggy Newman's departure. Anyone interested in this opening is to e-mail Jo Ann. Brent Stafford who sets on this committee commented that the quality of the food has improved since Carson's had taken over, but there was a price increase.

14. As May Occur

Enrollment update. The campus as a whole is down 10% in terms of head count and 9 % in terms of SCHE. The Division is up 9 % head count and up 8% in semester credit hours only division up as of this week.

The \$1.4 million equity funds are not yet assigned. The deans were asked to make requests for the use of that money. The HP requests were primarily composed of non-funded requests from the last strategic plan.

Development plans. The sign up sheet is on Jac's door. Meetings are schedule for September. The Program Director's will be included in each meeting as they were last year. At least 48 hours, two working days, prior to the meeting give copies of the paperwork to both your program director and the dean. You will turn in last year's plan with the last two categories completed showing the result for the last fiscal year. You will also turn in your new plan for FY '07. For FY '07 you will need new goals activities, remember three to four goals in at least two of the three areas are expected.

New Department Chairs reorganization concept will be going to math and science in about a year. In part, these job descriptions are keyed to our program director descriptions. Nursing, because of accreditation requirements, has done appraisal meetings for the last few years in a manner similar to the development plan meetings. The dean, program director, and faculty meet together. The decision was made by the program directors over the summer to use the same process across all four programs. Copies of the procedure will be available at the next Division Meeting.

Rosemary shared that the campus was closed on Saturday and was denied access. Entry 1 is the only door allowed entrance on Saturday. Wants to get the official policy in writing so everyone will have a copy.

15. Memento, with special thanks to Shelly Tevis

Jo Ann thanked Shelly for her help with this project. Jac emphasized the importance of the programs in the community and that quality patient care begins with quality education and that is our responsibility. The beginning of the year is a chance to start over and a chance to do things better. Jac read the plaque and wished every one a positive new year.