

**DIVISION OF HEALTH PROFESSIONS
DIVISION MEETING**

October 4, 2005, 12:30 p.m.

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: Reeca Young, Tom Kraft
 PTA: Peggy Newman, Vicky Davidson
 STAFF: Dr. Jo Ann Cobble, Shelly Tevis, Mary Ann Gundlach
 COUNSELOR Claire Echols

 Held office open: Lloyd Kingbury

I. Celebration:

Leaugeay Barnes birthday was September 15th. Linda Cowan and Carol Heitkamper both share October the 9th birthdays. Happy Birthday to all of you!

II. Global Education Survey:

Jo Ann handed out the survey to faculty to complete and return to her. It appears the goal for next year will be for 30% of the general education courses to have a global component.

III. Linda Fay, Coordinator of Employment Services:

Linda informed the division of the many opportunities for career exploration that employment services offer. They have an interactive CD available free of charge on how to prepare to search for a job such as writing résumé's, interviewing, etc. Pre-employment workshops, job fairs, and individual assistance are scheduled throughout the year. Faculty may contact the office to schedule classroom presentations on employment topics of interest to their students.

Dates to remember:

Brown Bag Lunch Seminars

Tuesday, February 21, CU 2, 12:30 - Job Applications and Resumes

Tuesday, February 28, CU 2, 12:30 – Interviewing to Win

Job Fair

Wednesday, March 8, CU1, CU2 & CU3

IV. Investigative Background Check Update, Shelly Tevis:

Procedures have been developed but have not had the final approval to be distributed yet. Students pay \$47.00 to the Bursar's office and then bring the receipt to Shelly. The students then complete and sign the "Group One Application/Disclosure/Release – Students" form and return to her. Shelly will then have the background investigation performed. If approved the student will be issued the Attestation Letter. If not approved another clinical site will be sought for the student. If there are no other available clinical sites the student will not be able to complete the course. If the student has a subsequent break in enrollment in the program they will be required to repeat the background investigation.

V. Division Secretary Update:

The job description has been forwarded. Hopefully they will begin to advertise soon.

VI. Mission Statement, Continued Review:

Approved unanimously as revised. A copy with the change is attached.

VII. New Building Update:

Walt Joyce is in the process of measuring for the different programs needs. Jo Ann met with Ann Ackerman, Stu Harvey, and Dr. Brenda Harrison to discuss possible changes to the large classroom.

VIII. Faculty Development Plan Wrap Up:

The meetings are complete. The plans were very solid.

IX. Committee Reports:

Academic Outcomes Assessment Committee – Judy Martin

The committee is currently working on a brochure to help students get involved.

Faculty Association – Vicky Davidson

The FA meets the 4th Tuesday of the month from 12:30 – 1:30 in 3N0. The cost to join is \$10.00 for full-time faculty and \$5.00 for part-time faculty. They are currently discussing reviving the Benefits Committee and the Scholarship Committee fundraising is also under discussion.

Food Service Committee – Peggy Newman

Committee is looking for a time to meet.

Faculty Development Committee – Peggy Newman/Gina Edwards

Currently looking at the appraisal process. Some faculty share concerns in having to “sell yourself” in order to receive merit. Committee will meet in two weeks.

Global Education Committee – Connie Kuebeck

Discussed the surveys that were distributed.

Instructional Administrative Procedures Committee – Tom Kraft

A Dr. Todd Celebration Committee has been created. If anyone has any ideas please bring them to Tom.

X. As May Occur:

Claire Echols announced that through the end of October, OKCCC students have a chance to win a \$50 Wal-Mart gift certificate. To be eligible for the contest, students need to declare their major in Student Development.

Meeting adjourned at 1:28 p.m.

Next meeting will be November 1, 2005 at 12:30p.m.

Respectfully submitted by:

Mary Ann Gundlach

HP Division Mission Statement
Approved 10/4/05

The Oklahoma City Community College Division of Health Professions serves the people of Oklahoma by providing competent entry-level health care professionals through quality education. Graduates are prepared to demonstrate compassion in providing patient or client care, to be responsive to the health and wellness needs of a diverse global community, and to recognize the importance of professional development, accountability, and lifelong learning.