

HEALTH PROFESSIONS DIVISION MEETING

Minutes

November 4, 2008

12:30 p.m., HPC 223

- Present: EMS:** Leaugeay Barnes, Harvey Conner, Bruce Farris, Brent Stafford.
- NUR:** Sarah Brown, Michaele Cole, Linda Cowan, Gina Edwards, Jackie Frock, Jen Halpin, Monica Holland, Peg Holleyman, Mary Holter, Karen Jordan, Rosemary Klepper, Judith Martin, Valerie McCartney, Debbie Myers, Cindy Neely, Beverly Schaeffer, Karla Schenk, Terri Walker, Stephanie Wallace, Cindy Williams.
- OTA:** Tom Kraft
- PTA:** Jennifer Ball, Vicky Davidson.
- STAFF:** Dr. Jo Ann Cobble, Martie Collin, Claire Echols, Valerie Frederick, Shelly Tevis.
- ABSENT:** Sheri Givens, Mary Gundlach, Carol Heitkamper, Robin McMurry, Kay Wetmore, and Recca Young.
- Held office open:** Debbie Martinez

Jo Ann Cobble called the meeting to order at 12:37pm.

- Celebration!**
Jackie Frock, 14th
Jennifer Ball, 24th
Jo Ann congratulated both Jackie and Jennifer on their November birthdays. The members expressed their congratulations as well.
- Congratulations PTA! Final paperwork will arrive in November. They have been awarded full ten year reaccreditation!**
Jo Ann shared with the members that the PTA program recently received notification that the program has received a full ten year reaccreditation. The different programs each have different accreditation terms. For the PTA program to receive a full 10 year reaccreditation says good things about the program and its faculty. The group joined Jo Ann in congratulating the PTA program on their accomplishment.
- Introduction: Valerie Frederick, HP Lab Assistant**
Jo Ann introduced the new HP Lab Assistant, Valerie Frederick, to the members. Valerie's office is located next to the EMS Lab. Also, the new printers are in and have been installed. Several members mentioned issues with the new printers being installed for their computers. Jo Ann directed those with issues to forward that information to technical support.

4. **December 11th, College Reception**

Jo Ann informed the members that the college holiday reception will be held on December 11, 2008 this year. The exact time has not been announced. The reception will most likely be held during an extended lunch hour.

5. **Reminders**

a. **Appraisal meetings will begin the last week of January**

Jo Ann reminded the members that the appraisals will begin in January. She also advised the members that they will be receiving updated appraisal forms from Greg Gardner. She asked the members to begin working on their appraisal documents. The sign-up sheet will be available after the January Division Meeting. She asked the members to sign up as soon as the sheet becomes available.

b. **Faculty Development Grants due November 7**

Jo Ann asked the members who and what grants they were planning to apply for. Debbie Myers responded that she would be applying for an internal grant, Faculty Development, Technology. Jo Ann replied that Debbie may have to adjust her grant request as the grant amounts available this year may be low. Debbie agreed to review her grant request accordingly.

6. **ADL Lab**

a. **Furniture to be delivered today!**

Jo Ann announced that the furniture for the ADL has been delivered. There is living, dining and bedroom furniture to complete the lab. One piece of furniture may not be exactly as ordered and Jo Ann will verify before accepting the order as complete.

b. **Must be scheduled on Datatel through Office Staff before it can be used.**

Jo Ann informed the members that the use of the ADL lab will need to be scheduled on Datatel. This can be accomplished by contacting any of the office staff.

c. **No students are to be there unattended. HP Lab Assistant has access.**

Jo Ann also shared with the members that the ADL Lab usage is to be supervised.

7. **SII forms, issues, 11/11/08**

Jo Ann informed the members that the classes chosen for the SII's are predetermined. The forms were printed and were determined to be incorrect and unusable. They are being reprinted and the earliest we can expect to receive them is November 11th.

8. **December meeting**

Jo Ann asked the members if they would like to have a pot-luck at the December division meeting. The response from the members was positive. The December Division Meeting will be held on Dec. 2, 2008 and will be a pot-luck event.

9. **Committee and Program Updates**

- Leaugeay Barnes informed the members on behalf of the College Curriculum Committee that the PTA curriculum has passed.
- Debbie Myers reported on behalf of the College IT Committee that the new version of Angel is currently on hold. She also asked the members on behalf of

the committee to try and make the deadlines for assignments on either a Friday or Saturday. There have been crashes on Angel due to heavy activity on Sundays.

- Jennifer Ball reported on behalf of the General Education Committee that they are currently working on outcomes and gathering assignments from faculty.
- Jo Ann reported on behalf of the Benefits Committee that they are looking at healthcare insurance providers. There also has been some discussion of employees possibly picking up some or part of the cost of healthcare insurance. She also stated that the Wellness Taskforce has been resurrected. The taskforce has come up with an incentive plan that may affect employee health insurance costs. Nothing is definite yet. One thing is certain, insurance costs are rising. The committee is also planning to discuss the mandatory coverage requirement.
- Tom Kraft reported on behalf of Recca Young for the Faculty Development Committee. He shared the committee's frustrations with the Quarterly Health and Safety Training requirements and methods.
- Jennifer Ball reported on behalf of the Faculty Association Scholarship Committee. She stated that the scholarship applications were now available. She also shared that the Faculty Association Garage Sale netted \$2800 for the scholarship fund.
- Linda Boatright, Circulation/Reference Librarian shared that the library has a new tutorial on site information. The tutorial takes about 5 minutes and will be a valuable tool for students.
- Vickie Davidson reported on behalf of the Faculty Association that they will be sending out a survey today on the early alert system. She asked the members to please provide input. She also reported that a "fall break" has been approved. She notified the members that the OACC Conference will be held March 12, 2009. The Print Shop has found funds for a walkup copier. She asked the members to please avoid the printing rush as the end of the semester by making their print requests early. Vickie also encouraged the members to join the faculty association, stating that the cost is \$10 per year and one meeting is held each month on the 4th Tuesday.

As May Occur

- Jo Ann asked the members to consider their program requirements for next year, specifically printers and other equipment.
- Jo Ann announced that the college has decided on a Fall Break. The new schedule will take effect next year and will be on Oct. 15th and Oct. 16th. The new break will affect the Thanksgiving Holliday. In the new schedule, the college will be open and classes held on Monday and Tuesday of Thanksgiving week instead of the previously held schedule of Monday only on this week.

