

HEALTH PROFESSIONS DIVISION MEETING
MINUTES
December 1, 2009
12:30 p.m., HPC 223

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

Jo Ann Cobble called the meeting to order at 12:45pm.

1. Celebration!

Kay Wetmore, 6th
Claire Echols, 10th
Reeca Young, 31st

Jo Ann congratulated all on their December birthdays. The members expressed their congratulations as well.

2. New Appraisal Procedure

Jo Ann provided handouts detailing the new appraisal procedure for all faculty and professional staff. She informed the group that the Health Professions would be transitioning closer to the models used by Arts and Humanities and Math and Science. The nursing program director, Rosemary Klepper and associate program director, Debby Myers, will take care of the nursing faculty appraisal meetings.

For EMS, OTA, and PTA, the program director and Jo Ann will still meet with the faculty member.

3. New Development Plan Procedure

Jo Ann also provided handouts for the division development plan procedure for all faculty and professional staff. She stated that we would still have two administrators in each faculty development plan meeting. Again, similar to Math and Science and Arts and Humanities, we will now be transitioning more of that load to the program directors. In nursing, Debby Myers will be the second administrator present and in EMS, OTA, and PTA, Jo Ann will be the second administrator present along with the program director.

Jo Ann stated that if we find we have issues with the process, we will adjust it. The division is only two faculty members short of where Math and Science was when they went to this type of model.

4. NISOD

Jo Ann announced that Leageay Barnes is the 2009-2010 recipient of the NISOD award. The members expressed their congratulations. Jo Ann explained that the NISOD award is something that allowed individual institutions decide on the criteria. It doesn't have to be a full time faculty member but someone who does some teaching and is interested in keeping things current, open to new ideas, who's looking to make things better and occasionally has the opportunity to be in the classroom. Leageay will be attending the NISOD conference in May.

5. Committee Reports/Program Updates

- a. Global Education Committee-** Reeca Young stated that they are working on planning the conference for 2010 which will be Sept 30-Oct1, 2010. The meetings will be held partially on the OCCC campus and partially in downtown OKC. Jo Ann reminded everyone to be thinking about whether or not you want to attend. Due to budget constraints it may have to come out of division travel dollars rather than Academic Affairs. Reeca also mentioned that if you know anyone who would like to present or is a great presenter to let her know.
- b. General Education Committee-** Robin McMurry announced that she needs math tests from each nursing process. In the other disciplines, taped presentations and reports are needed.
- c. PAC Meeting –** Terri Walker reminded everyone of the email that went out to staff that requested ideas for non-monetary ways that staff could be recognized. Tom Kraft asked that non-monetary be clarified.

- d. Instructional Technology-** Debbie Myers announced that they want to standardize the videos uploaded to ANGEL. There are many formats currently being used (media player, flash, quick time, etc.). Faculty are being asked if they have a preferred application. IT recommends flash because it is the most common due to the fact that it compresses better than others and has no copyright issues. It does not cache video onto the client machine, therefore no copy is retained. Harvey Conner commented that having the support needed from IT for these changes is very important to the success. Debbie stated they hope that all ANGEL problems have been fixed. The email crash in November affected about 550 email boxes. They are still working to recover lost emails.
- e. Datatel Users Committee –** Debbie Myers announced that the new User Interface is now available for all previous users. Contact Connie Drummond for assistance or problems with it. If you have any Datatel concerns, let Debbie know so she can relay those concerns to the committee.
- f. Faculty Association-** Vicky Davidson stated that Vicky Gibson came to their meeting and talked about ANGEL problems. Vicky Davidson stated that she had a great presentation and faculty should let them know if they are still having problems with ANGEL. Faculty voted to send forth a resolution that the data on retention would not be used for evaluative purposes. The biggest concern is that that piece of information would not be taken into consideration in isolation from other issues.
- g. Health and Wellness Committee-** Jennifer Ball stated they are beginning a new health push for 2010. On February 18, they will be hosting a health fair. If you know anyone that is willing to donate prizes, please let her know.
- h. Benefits Committee-** Jo Ann stated that the committee has a short timeline to review the insurance vendors. Everything must be ready to go to present to the board in February. Gallagher Associates, who worked with the 403b committee, has been hired again to assist with this process. Jo Ann is part of a new task force that has been formed to look at the feasibility of becoming self-insured. No public institution of higher education in the state of Oklahoma is self-insured. Jo Ann is waiting on a few more responses from a division based on the email she sent out regarding positive and negative experiences with AETNA. At this point, she has less than a dozen negative responses from about 75 responses, which is about half of the full time faculty. It has the opportunity to make money for the institution or save money but there is also great risk and responsibility. The committee was told by the experts that if we were going to self insure it should be done for 5 years. Jo Ann stated that if you have a complaint on a claim, you wouldn't be told to call AETNA. You would have to take it up with OCCC. Tom Kraft commented that he couldn't relate to the self-insured for health insurance but he could relate to the self-insured institution for loss of items. He reminded the group about a large flood a number of years ago on campus when the institution was self-insured and individuals were never able to recoup those

losses. Jo Ann stated she would send another email out requesting positive and negative experiences with self-insured institutions.

- i. Debby Myers and Terri Walker have been selected to attend the Institute on Nursing Education in San Antonio.
- j. Tom Kraft thanked Cindy Neely for accommodating the OTA students in the Nursing lab for some specialized work. He also thanked Rodney Johnson for coming into the classroom and helping the students with blood pressure checks. One OTA student was identified as having elevated blood pressure, scheduled a visit to his physician and is now on medication and diet changes.
- k. Jennifer Ball thanked Cindy Neely for coming into the PTA classes to assist first and second year students with catheters and IVs and Rodney Johnson for coming in and presented various breath sounds.

6. As May Occur

- a. Jo Ann reminded everyone that the college will close on December 23rd at 6:00pm.
- b. The holiday reception will be Thursday, December 10th from 11:45 to 1:15pm.
- c. Harvey Conner announced that he would be organizing a CPR instructor course for those faculty and staff interested. He is hoping to put together a one day course during Planning and Prep Week.
- d. Linda Boatright announced that starting in the spring semester there will be a log in for the off campus access to the library website. It will be your ANGEL log-in. The first time you log in it will be your first name, middle initial, last name and then the password will be the last six digits of your social security number which you will then be prompted to change.
- e. Bruce Farris announced to the group that the spring semester would be his 31st year and he will be retiring in May.
- f. Jo Ann commented that this fall semester has been a challenging semester with moving, ANGEL issues, email issues, increased student numbers. She commented that she heard some great comments from students regarding their education, their instructors and programs. She appreciates what everyone does and how everyone takes care of the students.
- g. Jo Ann announced that there will also be no doors on either end of the office area hallway since no other area in the college has them. No bookcases or file cabinets will be allowed in the hallway. Jo Ann commented that the door to the workroom will be outside in the hallway instead of on the inside because of the HPS equipment.

h. It was decided it was PTA's turn to do clean-up.

Meeting Adjourned at 1:32pm.

College Committee Report

Debbie Myers

December 2009

Datatel Users Committee:

- The new User Interface is now available for all previous users. Several e-mails went out 11-30-09 explaining how to log on for the first time. If you have any problems please contact Connie Drummond.
- There will be “Fix It” training sessions scheduled for December 2009-March 2010 with representatives from Datatel. These will occur in all departments.

Green Task Force Committee:

- Logo has been developed and approved – green tree
- Carson’s presented the options that they have available for “greening of the student union”. The committee decided on the recyclable bamboo products to send forward to Dr. Steward for consideration. The goal is to remove all Styrofoam products from the campus. The program implementation will take several months to complete. We would use up all existing Styrofoam products and replace with the new “green” product as inventory dictates. There would be a slight increase in prices on cafeteria and catering food items to offset the green paper cost.
- Looking at assembling a green tool kit to sell to students and employees that would have a bpa free water bottle, a flash drive, and a earth friendly bag.
- Arbor day celebration is in the works – no specifics yet
- webpage is currently under construction and must be approved by Dr. Steward before it can be released.
- Paper retriever program is being presented to Dr. Steward. This is a repaper retrieval program with potential for a small profit as long as we produce 8 tons of paper per month. Will provide up to 50 small bins on campus and will be picked up twice per month.

Online Learning Committee:

- Still working on online student competencies for our distance learning webpage. Are close to having them ready for submission to the Dean’s Council.
- Looking at webpage design from various colleges across the nation. Putting together a template of what we want our distance learning site to look like.

ITAA Committee:

- Hope that the majority of ANGEL problems have been fixed. They discovered a bad switch that prevented the ANGEL application from “talking” to the ANGEL database. Once this switch was replaced, performance improved from 125 kbps to 150 mbps.

- The e-mail crash in November affected approximately 550 mailboxes. There are still some missing e-mails. They have purchased a new tool to try and extract the remaining e-mails. Not sure if it will be successful. This problem created more than 40 hours of extra work for IT and required constant surveillance of the server during those hours.
- They are wanting to standardize the videos uploaded to ANGEL. There are many formats currently being used (media player, flash, quick time, etc.). We are to ask faculty if they have a preferred application. IT recommends flash because it is the most common due to the following:
 - compresses better than others
 - no copyright issues – does not cache video onto client machine, therefore no copy is retained
- To keep in line with the Federal regulations for online content, we will need to supply a written transcript of any podcast that we upload. Most podcasts retrieved from external sources have this available. If you create your own, you will need to upload a written transcript as an option for download.

Wellness Task Force:

- New signage is being purchased for the indoor walking trail
- Looking at new promotions for the spring semester.
- Health Fair is being held February 18th. and will showcase many vendors. In the process of securing potential vendors at this time.