

**HEALTH PROFESSIONS DIVISION MEETING  
MINUTES  
December 2nd, 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, Carol Heitkamper, Monica Holland, Peg Holleyman, Mary Holter, Karen Jordan, Rosemary Klepper, Judith Martin, Valerie McCartney, Robin McMurry, Debbie Myers, Cindy Neely, Beverly Schaeffer, Karla Schenk, Terri Walker, Kay Wetmore, Cindy Williams

OTA: Tom, Kraft, Reeca Young

PTA: Jennifer Ball, Vicky Davidson

STAFF: Dr. Jo Ann Cobble, Sherri Givens,  
Shelly Tevis, Mary Gundlach, Debby Martinez

LIBRARIAN: Linda Boatright

ABSENT: Stephanie Wallace

Held office open: Martie Collin

1. **Celebration!**  
**Kay Wetmore, 6<sup>th</sup>**  
**Claire Echols, 10<sup>th</sup>**  
**Reeca Young, 31<sup>st</sup>**

The division recognized the birthdays with applause.

**2. Welcome!**  
**Jennifer Dodson, Program Support Assistant**

Jo Ann introduced Jennifer Dodson, the new Program Support Assistant, who was welcomed by the division.

**3. Jenna Howard, job change, new mental health counselor**

Pat Stowe brought Jenna Howard by and introduced her as the new Mental Health Counselor. Jenna Howard was working as Advisor to Students with Disabilities. They are looking at sessions for the students that pertain to eating disorders, drug addiction and others. Jenna suggested that if students would receive extra credit for attending they may be more willing to come to the sessions.

**4. Code lock for adjunct work room**

Jo Ann stated that Safety had suggested a code lock for the work room but the cost was \$750. To \$900. and this would not be in our budget. The lock number is different from the division key A36 so there was a suggestion that the lock be changed to the division key. Shelly Tevis had the idea to remove the punch pad from Rosemary's old office and have it installed on the adjunct workroom door. Jo Ann will check on this.

The group was reminded that when they were finished with a class to be sure to secure the doors.

**5. HP Computer Lab update**

**a. 25 computers**

Academic Affairs had found funding for 24 of the 25 computers that are needed in the new computer lab. A requisition would be created to order them.

**b. Headsets**

It appears there will not be enough funding for the headsets and they will be ordered out of next year's budget.

**c. Student behavior and language**

The division was informed that there were a few incidents in the new HPC computer lab and they will be putting up signs as a reminder of the professional behavior that is required. Jo Ann asked if anyone observed bad language, unruliness or the students being loud to step into the room and remind them of the policy. The lab will not be opened unless Valerie Frederick is there to observe or if the faculty wants to be responsible for the students. Linda Boatright informed the division that the library was open Monday through Thursday until 11:00pm and until 9pm on Fridays, so there are other options for the students to access a computer.

**d. Printing**

Faculty suggested signs should be placed by the printers in the labs to limit the number of copies a student can print.

**e. Acceptable use policy**

The acceptable use policy in the computer labs apply to the students also.

**6. Textbook order process**

There was a committee formed to put the textbook order process in an electronic form. This change should only affect the program directors and office staff. The change is due to a Federal law that must be in affect by 2010, which states the students should have access to their textbook list when they enroll. The committee has previewed a program but there are some issues that need to be addressed.

**7. As May Occur**

Jo Ann shared with the division a very important positive thing, which was Reeca Young's NISOD award of 2008-09.

There will be a free college reception on December 11<sup>th</sup> from 1145am until 1:15pm.

At every pot luck luncheon a different division is appointed the cleanup duties and being in alphabetical the OTA division has the honors today.

There are several end caps from the new tables in the classrooms that have come off. Jo Ann collected them and was calling to have them fixed.

Tom Kraft suggested the faculty review the winter procedures with their students in case there was weather during the final week of school. Jo Ann informed everyone about the calling tree. It will be updated and put on the O drive.

## 8. **Committee/Program Updates**

Tom Kraft reported on the Administrative Instruction Committee, which its function is to look at the college's procedures that are brought up for review. The committee had met last week and it was interesting that the last time revisited was 1994, 95, and 97 where the classroom maintenance was the faculties responsibility.

Jackie Frock had attended the Curriculum Committee resulting in Accounting I which is a 2000 level class having the highest attrition rate. They had discussed before entering this class that the student have completed at least 12 hours of college credits and those could be general classes. Leaugeay Barnes added that the research had shown that the success rate was significantly greater than students that had less hours prior to taking a major class.

Rosemary Klepper stated that the Academic Outcomes Committee met and they had discussed how important assessment was since the data collected was used to make improvements. Debbie Myers said there was a lot of information that could be shared via emails.

Meeting was adjourned.

Debbie Myers asked that the following report be attached to the minutes.

IT Update:

- Vicki Gibson is now co-chairing this committee with Kathy Wullstein
- Dr. Riha's title is now Sr. IT consultant and reports directly to Dr. Sechrist. His job entails looking at new technologies currently being used in other academic settings
- Dept. is undergoing streamlining. Denny Myers, Dave Anderson, and Kathy Wullstein all report to Vicki
- Looking at hiring several new employees to include tech support personnel, programmers, and database personnel
- There will be several workshops scheduled in the spring to cover Photoshop, Camtasia, Podcasting, and Captivate – watch for the dates
- There will be no new products purchased for at least 1 year
- We will focus on looking at components to what we already have in place (i.e., ANGEL, Datatel, etc.)

Online Learning:

- The shells will be available 12/1/08 for the spring courses. Do not upload Master until they are ready to go (however I just checked and mine is not there yet)
- Felty Morgan has been hired as a support specialist (help desk) and will start 12/08/08
- ANGEL made a campus visit last month and spent a considerable amount of time talking with key faculty. There is a transcript being made from the Q & A's that will be made available to faculty at a later date.
- They are looking for volunteers to work with Bill and Monique on a podcast pilot group. If you are interested please let Bill know ASAP. Hope to have everything ready to go by 2/1/09.
- Denny Myers is currently looking at the ANGEL system problems (such as time-outs, uploading file and submission errors, memory issues, etc.). In the meantime, it would be helpful if faculty would make their assignment due dates during the week as opposed to Sunday evening.