



**Minutes**  
**NURSING & ALLIED HEALTH DEPARTMENT MEETING AGENDA**  
**Tuesday, September 21, 2010 - 3:00pm**

**Attendees:**

NAH: Craig Luoma, Rick Fitzsimmons, Becky Agundez, Jean Stroud, Rosalba Jepson, Aida Valdez, Sue Higgins, Donna Davis, Terrie Sullivan, Stella Orfanos Woo, Jack Williams  
 Classified: Laura Hartsock, Dolores Hartfield, Sara Wheat  
 Excused:  
 Absent: Al Meek, Diedre Pollock, Celeste Armenta  
 Students: Paul Nilson, Tony Salas, Abraham Vandiver, David Alma

1. Topic	Discussions	Actions/Decisions
2. Announcements/Recognition 3. Call to Order	Wow! Fall fill rate 106% with 9180 students campus wide; Suggestions for Faculty Recognition at Board Meeting (full & part time); Suggestion for Program Recognition at Board Meeting – EMS in Sept	No suggestions made for recognitions;
4. Pick Classes	See Draft Policy and make suggestions for changes.	Policy reviewed at a later time.
5. Faculty Evaluations	See List below.	Faculty to schedule w/Laura for dates and times – Lead instructors to alert Part-time instructors
6. Curriculum and Academic Senate Rep. Rprts	<b>Textbooks</b> orders and rental list options <b>VN 114</b> - prerequisite vs accepting NURS 100 as equivalent <b>All faculty</b> encouraged to review the equivalencies for their area and make recommendations	-Textbooks due 10/15; Laura will send titles to faculty - Recommend one prerequisite combining VN114 and NS100 for both programs, online course suggested - Equivalencies not reviewed at this time
7. Suggestions for 2010-11: a. Strategic Goals & b. EMP Goals	SG 1. Increase student success and completion SG 2. Decrease county unemployment EMP 1. Student Success - ... attain educational goals, including degrees and certificates, transfer, job placement and advancement,... EMP 2. Excellence in Education - ...environment that responds to the higher education needs of the students and community EMP 3. Develop Resources and Increase College Effectiveness - ... human, physical and financial resources to improve organizational processes and effectively support the learning environment	-SLO's must reflect what is really being taught for success; -EMP goals – define a good retention rate
8. Program Review	<b>Success and Retention Rates</b> – see below for course grids. Suggestions for improving low performing courses Required budget items	Shows more students failing upon admission while more pass 4 <sup>th</sup> ; look at trends though data is limited. Change in admission criteria may be contributing factor, too.
9. Faculty/Staff/Counselor/Student Input or Comment	<ul style="list-style-type: none"> <li>• Skills Lab/Clearance prior to Clinical</li> <li>• Spring 2011 Schedule and Budget</li> </ul>	-RN 1 clearances resulted in some flagged status;



	<ul style="list-style-type: none"><li>• Textbooks S2011</li><li>• Reorganization and Changes</li><li>• Other Communication</li></ul>	<p>required hospital input</p> <ul style="list-style-type: none"><li>-S2011 schedule in progress; finalization end of October</li><li>-Reorganization and BRN regs will move faculty to type and monitor own tests. Transition to S2011. Faculty can send tests to Mike Nichols in Reprographics.</li><li>-Faculty to schedule with Laura to inventory equipment in labs.</li><li>- Jean – look for better inventory system for returning supplies after use.</li><li>- Donna – eating and drinking in labs not tolerated. Students asked to take this back to their class. Also, charting room for students at PMH will be the new nurses’ station; needs new area for charting. Will ask Tina to look into this.</li><li>- Rebecca – ECRMC can donate supplies if instructors need; let her know.</li><li>-Aida – needs isolation technique supplies and dentures; also, CNA students not aware of lab fee; Laura to post on website.</li><li>-RN1 Rep/Tony – adding basic math as prerequisite needed; to research this in the future.</li><li>-College &amp; University Day on Oct. 4<sup>th</sup> – 4<sup>th</sup> Semester students and NLC to assist.</li><li>- Stella – Wintersession 2011 cancelled; S11 registration begins Jan 10. NS 204 needs to list VN license as prerequisite in catalog and crse outline.</li><li>- Rick F. to attend BRN Director’s Meeting in Monterey Oct 5-6<sup>th</sup>.</li></ul>
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10. Policies &/or Deadlines	<ul style="list-style-type: none"> <li>• SLOs due on 14th week - Prior to thanksgiving</li> <li>• Absences/Substitution Paperwork (ill, commencement, annual orientation)</li> <li>• Grade submittals expectations</li> </ul>	-Census and final rosters due by College timelines from faculty; deadlines posted on registration schedule.
11. Student Surveys	Actions to address results from spring 2010 Increasing compliance with eval/survey requirements	No discussion at this time.
12. Program Handbooks	Assignments for review of content	No discussion at this time.
13. Pharmacy Technician Internship		No discussion at this time.
14. Mission for each program and/or department		No discussion at this time.
15. Division central phone line		-Laura to explore use of one main phone # to Office; Dolores and Sara currently pick up calls.
16. Adjournment	Minutes will be posted within 2 weeks	4:45pm



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Department Minutes 9/21/10