

Imperial Valley College
Division of Nursing Education and Health Technologies
Unadopted Minutes of 8/20/2009

Present:		
Donna Davis	Tina Aguirre	Al Meek
Pam Hansink	Rebecca Agundez (PT)	Rick Fitzsimmons
Laura Hartsock, Recorder	Sue Higgins	Rosalba Jepson
Jack Williams	Eva Lapena (PT)	
Terrie Sullivan (PT)	Rebeca Solache	

Approval of Minutes: Minutes of 5/12/2009 were approved as presented – M/S/C L. Hartsock/J. Stroud.

Areas of Discussion:

1. **Marylynn Carlson:** Tina said she will put resolution together for the Board of Trustees and a plaque will be prepared for her brother, Jim Carlson. She said she sent an email informing everyone about the memorial service for Friday, 9/18/09, at 6:00pm at the College Center and if anyone is interested in sending a written note. A scholarship fund will also be set up through the IVC Foundation.
2. **Board Improvement Plan:** Tina informed everyone that the Board does plan on visiting IVC for an official accreditation visit but she hasn't received official notice. She said there's a lot to get done to ahead of time and will need everyone's assistance. When the Board contacts her, she will alert staff. At this time, NCLEX Board scores must improve to keep in compliance.
3. **Student/Faculty Handbook:** Tina said she emailed the Student and Faculty Handbooks to everyone and would like their input. She said the Board does require for the program to have both available. A more comprehensive Faculty Handbook that includes policies and procedures is also available on Tina's counter for review. Discussion was held on the admission criteria for the program. Tina said currently admission criteria does not include higher level English which changed the GPA on a student who was not eligible and she found this to be important for future criteria. Science prerequisites were also discussed, and Rosalba felt that students should update in both areas, Anatomy and Physiology, and not just one class to get the higher grade. Tina said a repeat or withdrawal in Science does count against the students.

Student Handbook - Reduction of Student Counts: Tina mentioned that the nursing grant to increase enrollment is expected to be cut by 32% and student counts will be affected by district cuts. She said 3rd semester RN was reduced and some re-entry students could not return when they expected, and 4th semester did re-enroll everyone. She said there were 3 students who failed Psych in the summer and will need to repeat it during Spring 2010 as Fall counts are full. which will affect student counts.

Student Handbook - Cheating: The same wording found in Ed Code on cheating was added to the Student Handbook. Tina said the interpretation may need to be clarified and may lean toward student rights. Faculty wanted wording that does not encourage that cheating will be tolerated in any manner. The policy from Saddleback College was well written as it discussed student behavior about cheating, and faculty agreed to have it applicable for IVC.

- Student Handbook – Prioritization for Placement: Tina said a prioritization for placement of applicants in the program was added to the handbook to identify which students should be allowed in the program. Other colleges had similar lists. The list begins with the generic student continuing in the program to foreign nurses applying. The 30-Unit Option was 2nd to the last which faculty felt should be the last priority.
4. Nominations for Assistant Director: Rick Fitzsimmons was voted up by faculty to serve as Assistant Director for 2009-10. Tina said the BRN requires the program to have someone on staff fully qualified. There is 3 units of release time. Laura will submit the paperwork for approval.
 5. Uniforms: Red pants and white scrub top will be the official uniform effective this Fall for all students. This was the majority vote from students and staff. Tina said some students are not happy and have expressed their opinion in writing. Al said he encourages student expression to relieve frustrations but it usually settles down.
 6. Simulations/Jack Williams: Tina said Jack is not scheduled for his own skills group in 2nd or 3rd this semester but will be assisting in 1st, 2nd, and 3rd due to the high volume of students. She said Nicole Castaneda's schedule is still tentative for fall and does not know if she can assist.
 7. Clinical Sites: Tina said Indio Oasis Rehabilitation Center has been added to accommodate Psych students this fall and plans are to request Alvarado Parking again in the Spring. We were not able to attend API this fall due to scheduling conflicts. Tina asked faculty to let her know of new sites they'd like to include.
 8. SLOs: Student learning outcomes must now be on each course syllabus according to new requirements this fall. Tina said that IVC is trying to figure out the number of SLOs required by the State and there's an SLO presentation today at 1:00pm for anyone interested.
 9. Etudes Update: Adding nursing test questions on Etudes was discussed. Faculty felt this is a great option but concern was test security. Tina said we may be able to drop test questions into Etudes without having to retype them. Tina said she would like to have this option in case students cannot be on campus for any reason.
 10. Tenure: Celeste, Rick, and Steve are still in the process of completing tenure and Tina said an orientation will be held soon to give them more information.
 11. Subcommittees: Tina discussed several options of subcommittees faculty may be able to assist if their schedule conflicts with regularly scheduled committees on campus:
 - a. RN or VN Club
 - b. Graduation/Pinning RN and VN
 - c. Policy and Procedures
 - d. Handbooks – Student and Faculty – RN and VN
 - e. Student Progression
 - f. Course and Program Evaluation (NCLEX pass rates, Surveys, Student interviews)
 - g. Curriculum and Course Placement (Outlines, Textbooks, and CurricNet)
 - h. Tenure

Tina shared that these committees are just as critical for the nursing programs and College as a whole to function and would more than suffice the requirement to serve on a committee. Adjunct instructors are also invited to participate.

Emailing Faculty: Tina said the best option she can maintain to keep faculty informed of what's going on and any communication issues is by email and she would like to continue this if everyone agrees this is helpful. She said she can add personal emails to her list as well.

Medical Response Corp: The IC EMS Office is accepting applications for disaster service worker volunteers and Tina said students, staff, and anyone interested can complete the application. She said volunteers are covered by Workman's Comp and hospital liability. Ryan Kelley, IC EMS Director, will discuss this further at IVC's orientation.

Evidence Based Practice and BSN Students: Tina said she will invite Helena Hoyt to discuss this further with faculty.

Transition Course NURS 204: After discussing how often this class should be offered, instructors agreed to offer it once a year possibly in summer only.

Fall Nursing Enrollment: With 2 sections of 2nd, 3rd, and 4th semesters, Tina said students tend to wait and crash a class that's already closed. She asked faculty to please make sure their classes balance out equally in numbers of students for success of the student and instructor.

Switching Labs: Switching activities in Labs 2 and 3 was discussed. Lab 2 has the space to conduct simulations. The NLC tutors said Labs 1 and 2 are open to students while Labs 3 and 4 are locked down. After discussing, Tina said we can slowly progress to switching labs as needed.

Workshops: Mosby's Development Workshop and an ATI Educator Enrichment Conference were announced and are being held in November if faculty is interested.

Spring Point-Of-Care Competency Testing: Tina said first semester will be the only semester we would need to test in February. 2nd semester said they get this testing done at ECRMC and Donna said she has asked to include pregnancy testing.

New Dean of Applied Sciences: Tina announced that Efrain Silva, the current Dean of Extended Campus will become the new Dean of Applied Sciences. Mr. Gonzalo Huerta will move over to Dean of Green Technology.

Acting V/P Coverage: Tina announced that she will be covering for Kathy for the next few months until Kathy is able to return from back surgery. She said Program Review and College accreditation are a few projects that she will need to oversee while keeping her focus on BRN accreditation.

A/V Equipment Requests: Audiovisual will not longer have evening coverage. Tina said requests will be honored until 5:30pm.

ECRMC Externship: Sarahi Marcial and Esmeralda Castro, 3rd semester students, have finished their externships at ECRMC completing over 300 hours in summer. Tina said the hospital was very pleased with their performance and will recognize them at orientation.

Virtual ATI Update: Two of the recent RN graduates completed the Virtual ATI and passed boards on schedule. Tina said they felt the questions from ATI were more difficult than what they had on the test, and that they were not aware the NLC had resources on how to take tests. Al said the review modules from ATI have the same sample questions so students should be studying these.

Adjournment:

Meeting came to a close at 10:30am Noon