

**OLC Nursing Department  
Minutes  
April 10, 2018 – 3:15 pm**

**Members Present:** Jessica Zephier – Chairperson, Michelle Bruns – Asst. Chairperson, Robin White, Amy Hindman

**Agenda:**

Faculty Reports/Discussion

**Old Business**

- Approval of March 2018 minutes
- Licensing Policy – final draft

**New Business**

- Budget
- CNEA – executive summary due
- Testing services - Kaplan
- Background checks – VA & Been Verified
- IEP – Review Vision & Mission Statements
- Admissions - Essays
- Clinicals for Fall
- Co-Curricular Activities
  - Comprehensive Live ATI Review
  - HS Preview Day
  - Catholic Social Services
  - White Coat Ceremony
  - Mentoring Program
- Retention
- Other – Scholarship donation
  - RCRH “Program Review”
  - NEDDS

<u>Topic</u>	<u>Discussion/Conclusion</u>	<u>Actions</u>	<u>Responsibility</u>
<ul style="list-style-type: none"> <li>• Meeting called to order by Jessica at 3:10 p.m.</li> </ul> <p><b>Old Business</b></p> <ul style="list-style-type: none"> <li>• Approval of March minutes</li> <li>• Licensing Policy – final draft</li> </ul> <p><b>New Business</b></p> <ul style="list-style-type: none"> <li>• Budget</li> </ul>	<ul style="list-style-type: none"> <li>• March minutes posted and emailed for review</li> <li>• Jessica emailed out final draft of “Licensing Policy” earlier for faculty to review. Name changed to “Completion Requirements” and disclaimer added in regards to no guarantees of success of passing boards based on our recommendations.</li> <li>• Jessica reports that Phillip is not done with dorm renovations yet (overdue); however he still remains \$500 under budget. Jessica noted some of the desks are very unstable. Robin noted a Rapid City motel is selling all of their</li> </ul>	<ul style="list-style-type: none"> <li>• Approved unanimously</li> <li>• Policy approved unanimously</li> <li>• Robin will get Jessica the information in regards to the furniture to see if it is something we could use and afford for our dorm rooms.</li> </ul>	<ul style="list-style-type: none"> <li>• All faculty</li> <li>• All faculty</li> <li>• Robin/Jessica</li> </ul>



<ul style="list-style-type: none"> <li>• Background checks</li> <li>• IEP- Vision &amp; Mission</li> </ul>	<p>Level II's and the 23<sup>rd</sup> with the Level I's.</p> <ul style="list-style-type: none"> <li>• Jessica has looked into a company that conducts background checks if we need to have our students do this without using IHS background checks. The company is called Been Verified. Each layer of service provided has an increased cost. They will also provide an immunization tracking and housing service for an additional \$35. Students would have access to it for life. Jessica has also created a background check policy to be included in our student handbook. Amy is planning on continuing to utilize IHS Peds clinic – students are having a good experience.</li> <li>• Jessica stated that OLC in general is currently</li> </ul>	<ul style="list-style-type: none"> <li>• Are going to continue to have students cleared through IHS at present as it is needed for clinical rotations there. Will continue to keep Been Verified as an option if needed in the future.</li> <li>• Background Check policy approved unanimously for student handbook.</li> <li>• Suggestions were put forth for possible</li> </ul>	<ul style="list-style-type: none"> <li>• Jessica</li> <li>• Jessica</li> <li>• All faculty</li> </ul>
--	--	--	---

<ul style="list-style-type: none"> <li>• Admissions</li> <li>• Clinicals</li> </ul>	<p>reviewing and potentially revising its Vision and Mission statements and felt it may be time for us to do that same. A copy of our Vision and Mission statements were sent out earlier for review.</p> <ul style="list-style-type: none"> <li>• Due to the impending snow storm for 4/13 – we have rescheduled the TEAS test for the following dates; 18<sup>th</sup> at 0900 in Pine Ridge and the 19<sup>th</sup> at 1300 in both Pine Ridge and Rapid City. Interviews are scheduled for the 20<sup>th</sup> and 27<sup>th</sup> – beginning at 0900 and running approximately until 1400 each day. We currently have 34 applicants. Essays have been read and scored once and still need a second read and score.</li> <li>• The current plan for</li> </ul>	<p>consideration. Please take some time to possibly come up with ideas for our meeting in May.</p> <ul style="list-style-type: none"> <li>• Encourage faculty to take some time to read and score essays when you have a few extra minutes in the day.</li> <li>• Robin and Jessica will</li> </ul>	<ul style="list-style-type: none"> <li>• All faculty</li> <li>• Robin/Jessica</li> </ul>
---	---	---	--



<p>-Catholic Social Services</p>	<ul style="list-style-type: none"> <li>• Jessica contacted Catholic Social Services about the possibility of holding workshops in the early fall for our students (regarding stress or time management, etc). After contacting them members of Gunderson team also contacted Jessica and have reached out to offer similar services free of charge</li> </ul>	<ul style="list-style-type: none"> <li>• Need to consider going with one or the other (free one?) or perhaps somehow utilizing both of their services?</li> </ul>	
<p>-Mentoring program</p>	<ul style="list-style-type: none"> <li>• Jessica has been working on starting up a mentoring program for our students with our past grads (at least) as mentors. She is working on what the requirements of the mentors should be and some of the guidelines of the program should include. At a bare minimum, the mentor should be licensed. Brief discussion held over providing</li> </ul>	<ul style="list-style-type: none"> <li>• Jessica will continue to work on this program and the guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Jessica</li> </ul>

<p>-White Coat Ceremony</p> <ul style="list-style-type: none"> <li>• Retention</li> <li>• Other -scholarship</li> </ul>	<p>mileage, how much, how often, and limits to where.</p> <ul style="list-style-type: none"> <li>• Possibility of a White Coat Ceremony for the admitted first year students was proposed by Jessica to be held during the graduation ceremony. Her and Michelle had found some videos of other ceremonies including handing out of stethoscopes at that time – the process could however be time consuming. Jessica checked with our stethoscope company and they could be available by graduation.</li> <li>• Discussion held regarding current issues in both cohorts</li> <li>• Monetary donation received from Tony and Amy Hindman, earmarked as a scholarship in the name</li> </ul>	<ul style="list-style-type: none"> <li>• The process will require further investigation and approval by Tom Shortbull as it will take a fair amount of time during the graduation ceremony.</li> <li>• This scholarship will be awarded after grades have been turned in and during the graduation ceremony most likely.</li> </ul>	<ul style="list-style-type: none"> <li>• Jessica</li> <li>• All faculty</li> <li>• Jessica/Amy</li> </ul>
---	---	---	---



<p>-RCRH “Program Review”</p> <p>-NEDDS</p>	<p>of former student and RN Lynel Cash who recently passed away, to cover NCLEX costs- to be awarded to the graduating student with the highest GPA.</p> <ul style="list-style-type: none"> <li>• Jessica was contacted by Margo Brandt and Shaye Kercil of RCRH about wishing to have a “Program Review” meeting on June 15<sup>th</sup> from 2-3 p.m. They noted that they have heard we are in “trouble” (question over exactly what this means?) but have offered to help with instructors if they can. Jessica invited Tom and Dawn to this meeting as well –still waiting to hear if they will attend or not.</li> <li>• The official – unofficial date for the NEDDS meeting is now June 22<sup>nd</sup>.</li> </ul>	<ul style="list-style-type: none"> <li>• If you are interested in attending – notify Jessica. Meeting is June 15<sup>th</sup> from 2-3 p.m.</li> <li>• Let Jessica know if you are planning on attending.</li> </ul>	<ul style="list-style-type: none"> <li>• Jessica</li> </ul>
---	---	--	---