

**OLC Nursing Department
Faculty Meeting:
Date: 8/20/2015**

Members Present: Jessica Zephier, Chair, Michelle Bruns Assistant Chair, Robin White, Darcie Forster, Wendy Jacobson

Agenda:

Old Business

1. Approve many minutes
2. Nursing Secretary

New Business

1. Review schedule
2. Add course objective that align with terminal outcomes
3. Scholarships:
4. Student IDs
5. Faculty representative for first year students
6. Faculty development plans due Sept 12

Chair report

1. Budget: requested increase in Supplies budget
2. IEP (Institutional Effectiveness Plan)
3. Co-curricular activities
4. Assessment Days
5. WEF forms:
6. ATI
7. Lab Day
8. Mandatory training
9. Retention

Commenced: 2:15

<u>Topic</u>	<u>Discusssion</u>	<u>Actions</u>	<u>Responsibility</u>
Old Business			
1. Approve May minutes	There was no discussion	Darcie moved and Wendy seconded to approve the May minutes	All
2. Nursing Secretary	Jessica announced that there are 3 applicants for the administrative assistant position.	Jessica will interview applicants this soon.	Jessica
New Business			
1. Review schedule	Will there be a need to keep the building open for pic-tel?	The need to keep the building open for other classes will be assessed as needed.	Jessica
2. Add course objective that align with terminal outcomes	Jessica want us to align the terminal outcomes with the objectives on the syllabi	Faculty will work on this.	All
3. Scholarships	Students have filled out applications for the SDS	Jessica will work with Billie to determine awards.	Jessica, Billie
4. Student IDs	We need to make the students their OLC Nursing ID	Pictures were taken last spring so hopefully they can be made soon	Jessica, Jennifer

<p>5. Faculty representative for first year students</p>	<p>Faculty responsibilities for the student organization were outlined. Robin agreed to assist with this duty.</p>	<p>Let 1st year students know when the best time for meetings in order to fit in Robin's schedule.</p>	<p>Robin or Jessica</p>
<p>6. Faculty development plans</p>	<p>Jessica announced that these plans are due Sept 12.</p>	<p>Faculty will submit plans by Sept 12.</p>	<p>All</p>
<p>Chair report 1. Budget: requested increase in Supplies budget 2. IEP (Institutional Effectiveness Plan) 3. Co-curricular activities 4. Assessment Days 5. WEF forms: 6. ATI 7. Lab 9. Retention</p> <p>Adjourned 3:07</p>	<p>Announcements: the budget for supplies will be increased, review the IEP prior the next meeting; include the student organization as a co-curricular activity; ATI is transitioning to bookstore, complete WEF forms and use early alerts to identify at risk students for retention purposes. Faculty checked lab for supplies that warranted disposal.</p>	<p>Faculty will review IEP, complete the WEF and utilize early alerts</p>	<p>All</p>

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