

**OLC Nursing Department
Faculty Meeting
Date: 09/21/2015**

Members Present: Jessica Zephier- Chair, Michelle Bruns – Assistant Chair, Robin White

Agenda

Old Business

- Approval of August 2015 minutes
- Faculty Development Plans were due Sept 12

New Business

- BON visit
- Review schedules
- Add course objectives w/ Gen Ed outcomes

Chair Report

- Budget- Nicole
- IEP – courses to be assessed
- Co-Curricular activities: Student Org
- ATI: transitioned to bookstore
- Lab Day – faculty walk through

- Retention: Current issues/Early Alerts

Commenced at 12:20 p.m.

<u>Topic</u>	<u>Discussion</u>	<u>Actions</u>	<u>Person responsible</u>
Old Business 1. Approval of August 2015 minutes	Robin noted that her last name was spelled incorrectly – should be “White”	Name will be corrected for the record	Michelle
2. Faculty Development Plans	Jessica reminded faculty that these were due Sept. 12 th along with a current CV if you have not turned one in. She has received one so far.	Faculty will get these in ASAP	All
New Business 3. SD State Board of Nursing site visit	SD BON will be coming in the spring (May tentatively). Self-study will need to be completed and artifact/student products need to be collected from all classes. A room will need to be set up for the site visitors to review all class items.	Faculty will begin collected items from courses. Jessica will work on self-study. Michelle will send ACEN accreditation report to Jessica to be tweaked as self-study basis.	All Jessica Michelle
4. Review of schedules	Reviewed schedules to set date for next faculty meeting	Next meeting set for Oct. 19 th over lunch hour	All
5. Add Course objectives w/ Gen Ed outcomes	All faculty will need to add an addendum to their current syllabi that aligns their course with OLC’s Gen Ed outcomes.	Need to complete as soon as can get done	All

	May refer to course matrix created in Nursing Assessment binder to see where you originally aligned your courses in Fall 2013.		
Chair Report 6. Budget – Nicole will track & update	Nicole will be meeting with Julie Johnson to learn management of cuff accounts and keeping up Nursing accounts soon		Nicole
7. IEP – courses to be assessed	According to assessment schedule, the course set for assessment this semester is N312 – Pharmacology for Nursing I, and N223 – Holistic Mental Health Nursing for the Spring	Michelle will begin the process of collecting necessary data for the assessment of N312	Michelle
8. Co-Curricular – Student Org	Student Org has been unable to hold any meetings as of yet – been too busy so far. They have one scheduled for 9-28-15. Students have been made aware of future costs they will be incurring and amount of money they need to raise.		Students and Michelle as Level II rep Robin and Level I rep
9. ATI – transitioned to bookstore	Jessica noted that ATI costs have finally been transitioned to bookstore after many delays. Discussion held as to how ATI is billed, why the	We will continue running ATI through the bookstore to free up lab fees for other uses.	Jessica

	transition was made, and the “roadblocks” that were incurred along the way.		
10. Lab Day – faculty walk through	Walk through postponed at this time as no new items have been donated by outside sources		
11. Retention – current student issues/ early alerts Meeting Adjourned at 1:00 p.m.	Discussion held regarding number of students placed on “internal early alerts” for N317. Wendy stepped in briefly to note the number of students who will be placed on “internal early alerts”.	Michelle clarified Early Alert process with Staci Eagle Elk earlier – we do not need to submit them to her if we are handling the situation here first. Michelle explained our process of creating a “paper trail” for our files and our purposes, which she said was fine, but they do not need them out there.	All