

**OLC Nursing Department  
Faculty Meeting:  
Date: 12//10/15**

Members Present: Jessica Zephier, Chair, Michelle Bruns, Robin White, Darcie Forster, Wendy Jacobson, Jason Funk, Math and Science.

**Agenda:**  
**Old Business**  
 1. Approval of Minutes  
**New Business**  
 2. Advising Days: Schedule  
 3. Review Handbook  
**Chair report**  
 4. Budget  
 5. IEP  
 6. Co-curricular Activities  
 7. Retention  
 8. Other

**Commenced: 12:00pm**

<u>Topic</u>	<u>Discussion</u>	<u>Action</u>	<u>Person responsible</u>
1. Approval of minutes	No Discussion	Michelle moved, Robin seconded and all approved November minutes.	
2. Advising Days	We are scheduled to advise January 6-8; We will keep the same schedule we had last fall.	Plan on advising- same schedule	Faculty
3. Handbook revisions	Tightening admission criteria discussed.	No decisions made at this time. We will continue review next	Faculty

<p><b>4. Budget</b></p>	<p>No updates at this time.</p>	<p>semester Continue to manage budget.</p>	<p>Jessica</p>
<p><b>5. IEP/Assessment days/ course assessment</b></p>	<p>Course assessment was completed for Nurs 312. Jason Funk reported that the science department is working on restructuring courses to offer a pre-health profession degree. Jason will add more med term content to Anatomy. Students would benefit from utilizing a self-study med term course. Jessica informed us that Faculty are schedule for assessment activities Jan 11, 12, 2016</p>	<p>Jason will keep us updated regarding the new degree offering; We will look into providing an online medical terminology course to pre-nursing students for self-study. We will plan to attend January assessment meetings.</p>	<p>Faculty</p>
<p><b>6. Co-curricular activities</b></p>	<p>No updates at this time.</p>	<p>Continue same activities</p>	<p>Faculty</p>
<p><b>7. Retention</b></p>	<p>No updates at this time.</p>	<p>Continue retention efforts</p>	<p>Faculty</p>
<p><b>8. Other</b></p>	<p>Began review/revision of self-study in preparation for State Board of Nursing site visit in May.</p>	<p>Continue review spring semester</p>	<p>Faculty</p>
<p><b>Adjourned 3pm</b></p>			