

**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"> • Meeting called to order by Jessica at 3:10 p.m. <p>Old Business</p> <ul style="list-style-type: none"> • Approval of March minutes • Licensing Policy – final draft <p>New Business</p> <ul style="list-style-type: none"> • Budget 	<ul style="list-style-type: none"> • March minutes posted and emailed for review • 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. • 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 	<ul style="list-style-type: none"> • Approved unanimously • Policy approved unanimously • Modifications made to wording regarding licensing procedure– faculty approved via email • 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. 	<ul style="list-style-type: none"> • All faculty • All faculty • All faculty • Robin/Jessica

<ul style="list-style-type: none"> • CNEA • Testing Services 	<p>furniture from a remodel which includes desks at a discount on Craig's List.</p> <ul style="list-style-type: none"> • Jessica noted that she has pushed back the due date for which she would like everyone to have their portions of the standards done for the Executive Summary – She would like the Final Draft done by May 17th – Faculty's last day. • The transition to Kaplan will begin with Kaplan wishing to do a webinar orientation with the 2019 grads on April 30th, so that they can become familiar with the products over the summer. A face-to-face 1 hour orientation with each class will be conducted in the Fall during our orientation. Tentatively on the 22nd with the 	<ul style="list-style-type: none"> • Please complete your portion of the standards for the Executive Summary prior to May 17th for the completion of the final draft. Keep in mind the final draft is limited to 10 pages total. 	<ul style="list-style-type: none"> • All Faculty • Jessica
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<ul style="list-style-type: none"> • Background checks • IEP- Vision & Mission 	<p>Level II's and the 23rd with the Level I's.</p> <ul style="list-style-type: none"> • 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. • Jessica stated that OLC in general is currently 	<ul style="list-style-type: none"> • 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. • Background Check policy approved unanimously for student handbook. • Suggestions were put 	<ul style="list-style-type: none"> • Jessica • Jessica • All faculty
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<ul style="list-style-type: none"> • Admissions • Clinicals 	<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"> • Due to the impending snow storm for 4/13 – we have rescheduled the TEAS test for the following dates; 18th at 0900 in Pine Ridge and the 19th at 1300 in both Pine Ridge and Rapid City. Interviews are scheduled for the 20th and 27th – 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. • The current plan for 	<p>forth for possible consideration. Please take some time to possibly come up with ideas for our meeting in May.</p> <ul style="list-style-type: none"> • Encourage faculty to take some time to read and score essays when you have a few extra minutes in the day. 	<ul style="list-style-type: none"> • All faculty
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<ul style="list-style-type: none"> • Co-curricular -Comprehensive Review ATI <p>-HS Preview day</p>	<p>fall clinicals will be to substitute Chadron for IHS for the Level I and take the Level II students to Ft. Meade VA in Sturgis instead of Chadron, as they will provide free housing for the students. This will mean that we will need to begin the background clearance process this spring in preparation for the fall clinicals for the VA.</p> <ul style="list-style-type: none"> • We have received the review books for the Level II 3-day Live ATI review. We have 2 extra if we know of others who may be interested. • The high school preview day is scheduled for Wednesday 4/18 from 10 am-2pm at Piya Wiconi. Jessica is planning on attending this for the department. 	<ul style="list-style-type: none"> • Robin and Jessica will check into the needs of the background requirements and immunizations and notify the students of starting this process this semester. Michelle has contacted Darcie Forster as a possible clinical instructor for the Fall semester for the Level I students. This meeting will take place 4/25 with her and Jessica. • Refer others who may need a review, as we have the 2 extra books and seats available. 	<ul style="list-style-type: none"> • Robin/Jessica • Jessica/Michelle <p>• Jessica</p>
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<p>-Catholic Social Services</p>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Need to consider going with one or the other (free one?) or perhaps somehow utilizing both of their services? 	
<p>-Mentoring program</p>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Jessica will continue to work on this program and the guidelines 	<ul style="list-style-type: none"> • Jessica

<p>-White Coat Ceremony</p> <ul style="list-style-type: none"> • Retention • Other -scholarship 	<p>mileage, how much, how often, and limits to where.</p> <ul style="list-style-type: none"> • 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. • Discussion held regarding current issues in both cohorts • Monetary donation received from Tony and Amy Hindman, earmarked as a scholarship in the name 	<ul style="list-style-type: none"> • The process will require further investigation and approval by Tom Shortbull as it will take a fair amount of time during the graduation ceremony. • This scholarship will be awarded after grades have been turned in and during the graduation 	<ul style="list-style-type: none"> • Jessica • All faculty • Jessica/Amy
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<p>-RCRH “Program Review”</p> <p>-NEDDS</p> <p>-Regional Health</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"> • Jessica was contacted by Margo Brandt and Shaye Kercil of RCRH about wishing to have a “Program Review” meeting on June 15th 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. • The official – unofficial date for the NEDDS meeting is now June 22nd. • Jessica received a flyer 	<p>ceremony most likely.</p> <ul style="list-style-type: none"> • If you are interested in attending – notify Jessica. Meeting is June 15th from 2-3 p.m. • Let Jessica know if you are planning on attending. • No faculty will be able 	<ul style="list-style-type: none"> • Jessica • Jessica
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Education Fair	from Michelle May today in regards to an education fair that RCRH is hosting on Monday April 30 th – asked if we might be able to attend. This is the same day as our classes as well as the Kaplan webinar for our Level I students.	to attend from the Nursing Dept. Jessica may ask Lynn Cuny if she would be interested in attending on our behalf.	
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