

**OLC Nursing Department
Minutes
May 16-17, 2018**

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

Agenda:

Assessment Day #1

Organize/Aggregate/Discuss Date Related to:

- Individual Course Assessment – Capstone Nursing
- 2017-18 Annual Department Report
- 2017-18 Annual IER
- NurseTim Webinar (2)
- Finalize 2017-18 Annual Department Report
- Finalize 2017-18 Annual IER (due May 25, 2018)
- 2018-19 IEP/ATI analysis (curriculum updates)

Assessment Day #2

- Nursing Applicant interviews (2)
- Discuss/finalize applicant admissions for fall,2018
- Student handbook updates
- Dismissal letters
- NurseTim Webinars (2)
- CNEA Pre-Accreditation application

<u>Topic</u>	<u>Discussion/Conclusion</u>	<u>Actions</u>	<u>Responsibility</u>
<ul style="list-style-type: none"> • Called to order at 0900 by Jessica Zephier • Individual Course Assessment – 	<ul style="list-style-type: none"> • N324 Capstone Nursing course 	<ul style="list-style-type: none"> • Recommendations taken into account for directed 	<ul style="list-style-type: none"> • Jessica/Michelle

<p>Capstone</p> <ul style="list-style-type: none"> • 2017-18 Annual Department Report • 2017-18 Annual IER • NurseTim Webinar (2) • 2018-19 IEP/ATI analysis (curriculum updates) ~Break for Day~ • Called to order at 0830 • Discuss/finalize applicant admissions for fall,2018 	<p>assessed as this course is currently being archived and absorbed into the Adult Holistic Health II course to become N339.</p> <ul style="list-style-type: none"> • Made preliminary revision of our vision statement • discussed possibilities if students do not meet benchmark predictor • discussed CNEA Survey for Faculty & student tracking tool • Reviewed and discussed qualifications of all 	<p>study for next spring's N339 course</p> <ul style="list-style-type: none"> • Worked on as a group • Worked on as a group • Viewed 2 NurseTim webinars in regards to Simulation required for accreditation of the program • Worked on IEP as a group • Completed one interview /one no show • Finalized applicant list based on those meeting qualifications 	<ul style="list-style-type: none"> • faculty • faculty • faculty • faculty • faculty • faculty /Jessica
---	--	--	---

<ul style="list-style-type: none"> • Student handbook updates • Dismissal letters • NurseTim Webinars (2) • CNEA Pre-Accreditation application 	<p>complete applicants to nursing program</p> <ul style="list-style-type: none"> • Discussed social media policy • Discussed dismissal letters for students not progressing in the Nursing program • Discussed the portions each faculty is responsible for completing. Jessica noted that Dawn and Tom approved for the CNEA accreditation fees on Tuesday. Submission needs to be in by August 15th. Jessica will include these fees in the new budget: initial fee ~\$3280, and licensure fee of ~7000. 	<ul style="list-style-type: none"> • Updated immunization requirements, entrance GPA, background check and graduation policies • These will be sent out based on the Nursing Student Handbook • Viewed 2 more NurseTim webinars • Jessica will finalize the pre-accreditation application when she returns in July – most likely ask for a contract extension and return early to complete this. Please make sure your section is completed. 	<ul style="list-style-type: none"> • faculty • faculty/Jessica • faculty • faculty/Jessica
--	--	--	--