

**Advisory Committee Fall 2017 Annual Meeting Minutes**  
**Associate Degree Nursing**  
**Vernon College – Wednesday, October 25<sup>th</sup>, 2017 at 12:30 p.m.**  
**Chaparral Room, Vernon, Texas**

CHAIRPERSON: Connie Carter-Barnes		
MEETING DATE: October 25, 2017	MEETING TIME: 12:30 p.m.	MEETING PLACE: Vernon College Chaparral Room Vernon, Texas
RECORDER: Kathleen Williamson	Vice Chairperson: Andy Kumor	PREVIOUS MEETING: October 27,2016

**MEMBERS PRESENT:**

**MEMBERS ABSENT:**

**OTHERS PRESENT:**

Name, Title, Company	Name, Title, Company	Name, Title, Company
Andy Kumor, Training and Development Specialist, United Regional	Paula Parks, BSN Nurse Educator, J.S. Bridwell Simulation Center/MSU	Mary Rivard, PhD, RNC-OB; Director of Associate Degree Nursing, Vernon College
Sal DiGennaro, Learning and Development United Regional Health Care System proxy for Andrea Anderle	Andrea Anderle, MSN, RNC, Manager, Clinical Education, United Regional	Shana Drury, Associate Dean of Instructional Services, Vernon College
Connie Carter-Barnes, RN, Shepard AFB, Student Health Clinic	Melody Chandler, Director of Regional Simulation Center, J.S. Bridwell Simulation Center/MSU	Sabre Sharp, Nursing Administrative Assistant, Vernon College
Kathleen Williamson, Chair, and Associate Professor Wilson School of Nursing Midwestern State University	Gina Ross, Advanced Nurse Practitioner, NTSH	Karla Monson, Nursing Administrative Assistant, Vernon College
Lourdes (Lou) Cardenas, MSN, RN, FNP, Hillcrest Clinic	Linsay Marks, RN Jackson County Memorial Hospital	
Sam Whatley, RN, Integra Care Home Health Services	Sherrie Denham, MSN, RN, Director of Vocational Nursing	

**AGENDA**

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Mary Rivard
Purpose of Advisory Committee	Information	Shana Drury
Election of Chair, Vice Chair and Recorder	Action	Mary Rivard
Approval of Minutes from the Last Meeting	Action	Chair
Old Business:	None	Chair
Continuing Business:	None	Chair
New Business:		Chair
Review program outcomes, assessment methods/results, and workplace competency	Information	Chair

Approve program outcomes	Action	Chair/Members Present
Approval assessment methods and results	Action	Chair/Members Present
Approval of course/exam of workplace competencies	Action	Chair/Members Present
Review proposed new degree option	Information/Discussion	Chair
Approval of new degree option	Action	Chair/Members Present
Review program curriculum/courses/degree plans	Information/Discussion	Chair
Approve program revisions (if applicable)	Action	Members present
Review SCANS, Gen Ed, and Outcomes matrices	Information/Discussion	Chair
Approve SCANS, Gen Ed, and Outcomes matrices	Action	Members Present
Program statistics: Graduates, majors, enrollment	Information/Discussion	Chair
Local Demand	Information/Discussion	Chair/Members Present
Evaluation of facilities, equipment, and technology	Action	Members Present
Recommendations of selection and acquisition of new equipment and technology	Information/Discussion/Action	Members Present
External Learning experiences, employment and placement opportunities	Information	Chair
Professional development of faculty and recommendations (if applicable)	Information/Discussion/Action (if applicable)	Chair/Members Present
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Discussion/ Information	Chair
Serving students from special needs	Information	Chair
Program accreditation information and requirements	Information	Chair
Adjourn	Action	Chair/Members Present

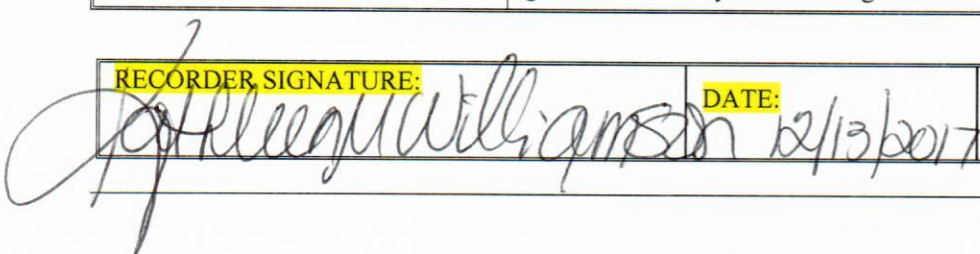
#### MINUTES

Key Discussion Points	Action, Discussion, or Information
Welcome & Introductions	Mary Rivard welcomed and thanked the advisory members for their willingness to serve. Everyone introduced themselves and stated their positions and the agency they represented. Note: Each committee member was emailed a packet which included all documents that would be reviewed and discussed.
Purpose of Advisory Committee	Shana Drury explained the purpose and importance of an advisory committee and how their input guarantees that the college is maintaining the most current practices, direction and equipment. The committee ensures that the skills knowledge and abilities taught are pertinent to the field to produce the graduates that employers would like to hire in the Associate Degree Nursing field.
Election of Chair, Vice Chair and	Mary Rivard explained the responsibility of each office and asked for

Recorder	nominations or volunteers. Connie Carter-Barnes moved up to the position of Chair, Andy Kumor volunteered for Vice Chair, and Kathleen Williamson volunteered for Recorder. The committee agreed unanimously.
Approval of Minutes from the Last Meeting	Connie Carter-Barnes, Chair, asked the committee to review the previous minutes and asked for any changes. Kathleen Williamson made a motion to approve the minutes as is. Sal DiGennaro seconded the motion. The committee agreed unanimously.
Old Business:	The Chair asked for any old business. There was no old business.
Continuing Business:	Connie Carter-Barnes, Chair, asked Mary Rivard for any continuing business. Mary Rivard stated there was one resignation of a staff member. There was no other continuing business.
New Business:	
Review program outcomes, assessment methods/results, and workplace competency	The Chair asked members to review the program outcomes, assessment methods/results and workplace competencies. Mary Rivard explained the outcomes and assessment methods for the program. Mary stated the Vernon College Associate Degree Nursing Program outcomes are based on the NCLEX-RN test requirements for licensure. The workplace competencies are based on NCLEX. There is a capstone requirement for the ADN Program of Community –Based Nursing. There is an exit exam, HESI, which has three chances to pass with a 900 or better or the highest HESI score plus Vernon College Comprehensive Final combined equal 950 or better. If not passed, re-education will occur in the summer semester. The committee made no recommendations.
Approve program outcomes	Connie Carter-Barnes, Chair, asked members to approve the program outcomes as is. Andy Kumor made a motion to approve the program outcomes as is. Sam Whatley seconded the motion. The committee agreed unanimously.
Approve assessment methods and results	Connie Carter-Barnes, Chair, asked members to approve the assessment methods and results as is. Sal DiGennaro made a motion to approve the assessment and results as is. Lourdes Cardenas seconded the motion. The committee agreed unanimously.
Approval of course/exam of workplace competencies	Connie Carter-Barnes, Chair, asked members to approve the workplace competencies as is. Andy Kumor made a motion to approve the workplace competencies as is. Sam Whatley seconded the motion. The committee agreed unanimously.
Review proposed new degree option	The Chair asked Mary Rivard to explain the new degree options. Mary stated the program is considering the addition of a Military to RN program and to the ADN program options. This would allow former military personnel who have training as medics or corpsmen to enter the program and use prior training to substitute in for some of the current courses.
Approve new degree option	Connie Carter-Barnes, Chair, asked members to approve the new degree option. Kathleen Williamson made a motion to approve the new degree option as discussed. Sal DiGennaro seconded the motion as discussed. The committee agreed unanimously.
Review program curriculum/courses/degree plans	The Chair asked the committee to review the program curriculum, courses, and degree plans. Mary Rivard stated there is a generic track and the LVN to RN transition track. Ms. Rivard reminded the committee that the syllabi was sent to them via email and that no major revisions have been made. The committee reviewed the course outline and degree plan for both Generic and LVN transition. Members had a discussion. The committee made no recommendation to change program outcomes at this time.
Approve program revisions (if applicable)	Connie Carter-Barnes, Chair, asked members to approve program revisions as is. Lourdes Cardenas made a motion to approve the program revision as is. Andy Kumor seconded the motion. The committee agreed unanimously.
Review SCANS and Gen Ed	The Chair asked members to review and discuss the matrices. Mary Rivard

outcomes matrices	explained the matrices and how they relate to the courses and outcomes for the students. Shana Drury explained the purpose of each of the matrix, federal, state, and local requirements. The committee had no recommendations.
Approve SCANS and Gen Ed outcomes matrices	Connie Carter-Barnes, Chair, asked members to approve the SCANS, GenEd, and outcomes matrices as is. Kathleen Williamson made a motion to approve the SCANS, GenEd, and outcomes matrices as is. Sam Whatley seconded the motion. The committee agreed unanimously.
Program statistics: Graduates, majors, enrollment	Mary Rivard explained the current statistics. Ms. Rivard stated there are 361 declared ADN majors and 313 in the pre-nursing program. In the beginning class, which started this semester there were originally 75 students. The numbers dropped to 72 due to various reasons. In our senior group, who will graduate in May, there are 49 students. There are 51 students in the LVN program which will transition to the RN program for a total of 100 seniors and 72 juniors in the program.
Local Demand	Connie Carter-Barnes, Chair, asked the members of the committee to discuss the local demand for the program. Shana Drury explained the representatives of the committee need to explain the need for the program and who is hiring students from the program. Andy Kumor stated URHCS needs staff and has over 40 openings at this time. The committee members agreed there is a need for the program and the students will be hired at various locations.
Evaluation of facilities, equipment, and technology	The Chair asked Mary Rivard to expound on the evaluation, equipment and technology. Mary Rivard updated the committee on the Century City Center and Vernon College Campus labs listing the new equipment purchased from Perkins Grants. Ms. Rivard stated sim pads, IV arms, cervical exam simulator, geriatric simulators, and sequential compression systems were obtained. Mary explained the program has obtained an interactive baby with bassinets. There have been able to procure an ophthalmoscope, an aspirator, a chest drainage unit and infusion pump, a drainage/suction reservoir, IV poles, and wound drainage systems. Ms. Rivard also purchased some printers and webcams.
Recommendations of selection and acquisition of new equipment and technology	Connie Carter-Barnes, Chair, asked for any recommendations of selection and acquisition of new equipment and technology. Mary Rivard stated Jennifer Hatley has written a proposed grant for the program to be used at the Vernon campus. The grant is for the purpose of upgrades on the simulation lab similar to a hospital setting. There was no further recommendations.
External Learning Experiences, employment and placement opportunities	Connie Carter-Barnes, Chair, asked Mary Rivard to expound on the External Learning Experiences, employment and placement opportunities. Mary Rivard stated Kell West Hospital has been added this fall and will be used in the Spring for the junior clinicals. The committee had no further recommendations.
Professional development of faculty and recommendations (if applicable)	The Chair asked Mary Rivard to inform the members of any professional development opportunities that she or her staff has taken advantage of. Mary Rivard stated she and Beth Arnold have gone to the Texas Association of Deans and Directors of Professional Nursing Programs. Several went to the national conference and the state conference. Mary attended Nurse's Day at the Capitol. Ms. Rivard attended Nurses on Boards training. Jennifer Hatley went to the simulator conference and a national conference in January. Mary is hopeful all 11 faculty members will be able to attend the Dallas conference this year.
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Connie Carter-Barnes, Chair, asked Mary Rivard to update the committee on promotion and publicity of the program. Mary provided members with a list of the program recruitment and advertisement which included school tours, GenTX, Career Expo at MPEC, flyers, VC preview day, LVN students. The program participated in the Sophomore Roundup and had Rider High School

	<p>tour, we also participated in the 8<sup>th</sup> grade career expo. Andy Kumor stated there is a school board program and tuition reimbursement at URHCS. Mr. Kumor stated he can hand out materials from the program to URHCS staff.</p>
Serving students from special needs	<p>Connie Carter-Barnes, Chair, read the definition of special needs and asked Mary Rivard to update the committee on serving students from special needs in the program and she did. Mary stated there are currently four students who receive special accommodations with quiet testing and extra time for testing. Ms. Rivard stated there is a hearing impaired student in the class with a service animal. The service animal is not allowed at clinical. The student brings a transcriptionist to class and has special equipment to compensate for the disability. There are 17 males in the program and 158 females. There is an ADA program in place. The members had no further discussion on the topic.</p> <p>The definition of "special populations" as outlined by Perkins:</p> <ul style="list-style-type: none"> <li>• In referencing "special populations" in the Local Plan and in any other applicable sections of the Application, the Applicant shall use the term to mean:</li> <li>• 1. individuals with disabilities;</li> <li>• 2. individuals from economically disadvantaged families, including foster children;</li> <li>• 3. individuals preparing for non-traditional fields;</li> <li>• 4. single parents, including single pregnant women;</li> <li>• 5. displaced homemakers; and</li> <li>• 6. individuals with limited English proficiency.</li> </ul>
Program accreditation information and requirements	<p>Connie Carter-Barnes, Chair, asked Mary Rivard to cover the program accreditation. Mary Rivard stated the program is fully accreditation and the program is at a 93.4% pass rate.</p>
Adjourn	<p>The Chair, Connie Carter-Barnes, made a motion to adjourn. The committee agreed unanimously. The meeting ended at 1:49 P.M.</p>

<p><b>RECORDER SIGNATURE:</b></p> 	<p><b>DATE:</b> 12/13/2017</p>	<p><b>NEXT MEETING:</b></p>
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