

**COURSE PREFIX and NUMBER: NURS 13**

**COURSE TITLE: Leadership, Delegation and Management**

**INSTRUCTIONAL AREA: HEALTH AND WELLNESS**

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**West Hills College Lemoore  
ADN Program Faculty/Staff Meeting Minutes**

**Partial Minutes**

**Date:** September 20, 2012

**Faculty Attendance:** Charles Freeman, RN, Director; Cindy Dolata, RN, Assistant Director; Faculty; Leslie Catron RN, Faculty; Theresa Costa, RN, Faculty; Marta Hendrickson, Health Careers Counselor; Allen Henning, RN, Adjunct Faculty

**Guests:** None

**Excused:** Geri Mahaffey, RN, Faculty

**Students Representatives:** Edward Collins IV (Class of 2013), Carlie Thompson (Class of 2013), Krystal Atkinson (Class 2014)

TOPIC	DISCUSSION	ACTION/FOLLOW UP	RESPONSIBLE PARTY	CLOSED/ OPEN
<b>1 Call to Order</b>	Cindy Dolata at 3:10 p.m.	None	None	None
<b>2 Changes in Agenda</b>	None	None	Cindy	Closed
<b>3 Approval of Minutes</b>	Minutes were sent to all participants by e-mail to be reviewed prior to the meeting.	Theresa made a motion to approve the minutes as corrected, Leslie seconded the motion. Minutes approved.	Leslie Cindy	Open
<b>4 Director's Update</b>	Advisory meeting will be scheduled in October 15, 2012		Charles	Open
	<b>4.1 Grants</b> <ul style="list-style-type: none"><li>Nursing enrollment grant has been awarded \$235,000 per year for 3 yrs.</li><li>Song Brown has been awarded but not funded- capitation &amp; special projects.</li><li>VTEA funding has been utilized.</li><li>C6: Psych-tech to RN, early enrollment CNA, LVN, and paramedic. At the point-of-service, remediation will be embedded into the curriculum.</li></ul>	Continue to monitor grants, spending. Faculty need to accurately report their time and effort; complete PAR forms on time.		
	<b>4.2 Foundation</b> <ul style="list-style-type: none"><li>A contract education code has been developed and money has been deposited from training that has been completed with service partners.</li></ul>			

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	<ul style="list-style-type: none"><li>The wine and wellness account is holding a padded sum of funds for this year's event development.</li></ul>			
<b>6.5 Assistant Director Update</b>	<ul style="list-style-type: none"><li>A health fair will be held on the West Hills Lemoore campus. Possible date: Monday December 3 Faculty need to be present as this is graded project for the first &amp; second year students.</li></ul>	Cindy is awaiting information from Jody Ruble.	Cindy	Open
	<b>6.5.1 – Curriculum</b> Nursing is on the TRC agenda for November 16 <sup>th</sup> . All forms for the second year of courses have been submitted.	Leslie will attend this meeting.	Faculty	Open
	<b>6.5.2 – BRN visit preparation</b> February 19-21, 2013 is the scheduled visit. The representatives will be visiting a clinical site. All students need to be sure they know and understand exit outcomes. Faculty will be meeting to gather data & prepare the documentation that is required. A meeting schedule will be set up and faculty will need to attend to complete the preparatory process for the BRN visit.		Faculty	Open

**West Hills College Lemoore  
ADN Program Faculty/Staff Meeting Minutes**

**Partial Minutes**

**Date:** October 18, 2012

**Faculty Attendance:** Charles Freeman, RN, Director; Cindy Dolata, RN, Assistant Director; Faculty; Leslie Catron RN, Faculty; Theresa Costa, RN, Faculty; Marta Hendrickson, Health Careers Counselor; Allen Henning, RN, Ralph Herrera, Faculty, George Miller, Adjunct Faculty

**Guests:** None

**Excused:** Geri Mahaffey, RN, Faculty

**Students Representatives:** Karin Olsen (Class of 2013), Teresa Baker (Class of 2013), Melian Johnson (Class 2014), Stephanie Ravy (Class 2014)

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TOPIC	DISCUSSION	ACTION/FOLLOW UP	RESPONSIBLE PARTY	CLOSED/ OPEN
<b>1 Call to Order</b>	Cindy Dolata at 3:20 p.m.	None	None	None
<b>2 Changes in Agenda</b>	None	None	Cindy	Closed
<b>3 Approval of Minutes</b>	Minutes were sent to all participants by e-mail to be reviewed prior to the meeting.	Geri made a motion to approve the minutes as corrected, Leslie seconded the motion. Minutes approved.	Leslie Cindy	Open
<b>4 Director's Update</b>	Advisory meeting will be scheduled in November 5, 2012		Charles	Open
	<p><b>4.1 Grants</b></p> <ul style="list-style-type: none"> <li>• Par forms – continue to complete for C6 grants – Mr. Freeman is available for help in completing these forms</li> <li>• Song-Brown – special projects – Cerner has been approved to provide an academic electronic medical record for learning the concepts of electronic charting. The first year, this grant provides funding. With subsequent enrolled classes, costs will be passed to the students.</li> <li>• Computers that will be used in simulation for the EMR that will be used by students in the skills lab must be purchased as a capital expense.</li> <li>• Intravenous access arms are being purchased for the paramedic program which will increase the availability of this equipment for Psych Tech-RN program students.</li> </ul>	Continue to monitor grants, spending. Faculty need to accurately report their time and effort; complete PAR forms on time.		
<b>6.5 Assistant Director Update</b>	<ul style="list-style-type: none"> <li>• College Health Fair has been scheduled for December 3, 2012.</li> <li>• A representative from Pearson will be coming to the November 15th faculty meeting to talk about new products to help students.</li> </ul> <p>-She will also help with new texts for obstetrics and pediatrics. -There is a new product "The Neighborhood" which brings students together for learning and support. Access may be available for six months as a trial.</p>	None	Cindy	Open

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	<b>6.5.1 – Curriculum</b> Nursing is on the TRC agenda for November 16th. All forms for the second year of courses have been submitted. Curriculum committee will do the second read November 30. Thank you to Ralph for submitting the Paramedic A&P in time for submittal to TRC.	Leslie will attend both meetings.	Faculty	Open
	<b>6.5.2 – BRN visit preparation</b> Next meeting is Friday October 19 Completion of the Study must be done December 1, 2012 Leslie will go over the program outcomes for students in NURS 14C with the second year students. November 1 and 29, 2012 will be the next two meetings.	None	Faculty	Open
	<b>6.5.2.1 – Survey tool for post graduation</b> 8 (2010), 11 (2011), 8 (2012) have responded	None	Faculty	Open
	<b>6.5.3 Electronic Health Record – noted in Director report</b>	None	Charles & Leslie	Open