TOPICS | DISCUSSIONS | ACTIONS
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1. Review Agenda  
November 10, 2014 minutes  
December 1, 2014 minutes | Agenda approved with minor revisions and addition of DSPS proctoring  
November 10, 2014 Minutes approved.  
December 1, 2015 Minutes approved | 

2. Nurs 11 grade submission | Per Dr. Bradshaw all classes must end at the same time so that grades are submitted in a timely manner. This affects Nurs11. | Nur 11 students that have not completed their clinical hours by the end of the semester will be given an incomplete as a grade in banner. Once students have completed the clinical hours the Professor entering the grades will need to submit a grade change. |

3. Academic Senate Representatives | The nursing department has 2 seats on Academic Senate. One seat is able to vote. We need attendance at all meetings to represent nursing. | Jaime will check her schedule to see if she can go. Billie will continue to go but needs back up due to the multiple meetings and |
| 4. ADN-BSN | Susie updated faculty on the progress of collaborating with a school for ADN-BSN. We will still collaborate with Cal State Fullerton but they only accept 50 units towards BSN. Other schools: **Azusa Pacific University**: will not pay leasing fee to have classes on MtSAC campus. **Vanguard**: pending information related to leasing fee. Does not accept as many units as other schools. **Mt. Saint Mary’s**: Accepts the most units from our students. Has a high success rate. Is very interested in working with us and will hire our faculty to work for them to teach here on campus. Has access to Kaiser. **University of Phoenix**: Will pay leasing fee and students will only need 30 units to complete BSN.

Administration would like Nursing faculty to consider working year round to get students through ADN faster and into BSN sooner.

Faculty support Mt. Saint Mary and University of Phoenix as collaborators towards BSN.

Susie to continue to obtain information and work to develop collaboration with universities to advance our students to BSN. |
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| 5. Major Curriculum revision: Considering parity, intersession scheduling and regular scheduling | Discussion regarding having nursing classes during the intersession.

Parity: N1A, N1B, N5, N6, N8 have parity
N7 pending parity paper work turned in
N3, N4, and N10 need parity

Faculty consensus that there will be no nursing classes during intersessions except N70.

Awaiting N7 parity results
N3, N4, and N10 encouraged to get parity submitted. |
Discussion ensued regarding curriculum redesign.

Sequencing of classes: Discussion ensued

Faculty consensus reached on the following:
Continue to use Betty Neuman as conceptual framework.
Plan to incorporate QSEN competencies into curriculum.
Test utilized in the program will reflect NCLEX test plan.
Curriculum will include core measures and preventable harm information.

Consensus reached that first and fourth semester classes will remain the same.
Faculty from second and third semester to discuss sequencing.
Carolyn will lead group and report on outcome at the March 9, 2015 meeting.

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<tr>
<th>6. Flexday activities</th>
<th>Carolyn reported on flexday information regarding PLO’s and the nursing program.</th>
<th>All faculty need to review PLO for the nursing program and review each classes SLOs.</th>
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<tr>
<td>7. DSPS proctoring</td>
<td>The nursing program now has students in first, second and third semester that require accommodations. A room and time has been set aside for faculty that need testing done on Monday. DSPS is not sending proctors for us due to our need for early morning testing.</td>
<td>67A-131 reserved on Mondays from 0630-0830. Signup sheet for proctors sent around. Faculty testing on Thursday to arrange own testing.</td>
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<td>8. Faculty reminders</td>
<td>Sarah reminded faculty to turn in their syllabus and office hours to division.</td>
<td>Faculty to turn in syllabus and office hours to division</td>
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<td>Continue to encourage Adjunct Faculty to come to meetings and the Adjunct Faculty Workshop on May 15</td>
<td>Faculty to continue to invite adjuncts to faculty meetings and Adjunct Faculty Workshop</td>
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