Present: Arleen Fiorito, Jondea Orr, Denise Condra, Connie Kunkler, Oscar Romero, Billie Lynes, Carolyn Perry, Michelle Boyer, Genene Arvidson-Perkins, Sarah Plesetz, Jaime Hooper, Susie Chen  
Students: Mary Waters  
Scribe: Jondea Orr  
Facilitator: Sarah Plesetz  
Time-Keeper: Denise Condra

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>DISCUSSION</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Review meeting Agenda</td>
<td>• Discussion</td>
<td>• Agenda approved</td>
</tr>
<tr>
<td>2. Review minutes from October 13, 2014</td>
<td>• Discussion</td>
<td>• October minutes approved</td>
</tr>
</tbody>
</table>
| 3. Student Report | Mary Waters reported:  
• The 1st semester would like to be able to write comments on the Codes 2 & 6  
• Mary would like to be a Student speaker at the New Student Orientation in January 2015. | • Faculty will take this information to next meeting where we will be discussing our department evaluation forms. |
| 4. Director Report | A. Program Evaluation:  
• RN pass rate at 88.25% for 3rd quarter  
• Grad Survey- Fall 2013 class- #7 Employment setting-still a concern. | • Information given  
• Information given  
• Information given |
| | B. Annual Advisory Committee Meeting- Oct 23, 2014: | |
• Positive results from clinical partners

C. Reports and Grants:
• Chancellor’s Office Assessment Test and student progress report-Due Oct. 23 (done)
• Chancellor’s Office 14-179 Quarterly Report –Due Oct. 30 (done)
• Chancellor’s Office 14-180 Quarterly Report –Due Oct. 30 (done)
• Song Brown 13-15 Mid-Year progress report. (done)
• Song Brown 14-15 First semester certification. (done)
• BRN Annual report (done)

D. New grant application:
• Song Brown. Meeting will be held on Wednesday 11/12/14

E. SB850 (see attachment)
• E-mail and Memo received from CCCCO/ Jerry Brown on Oct. 27, 2014.
• 15 Community college’s to Pilot BS/BA programs.

F. ADN-BSN/ADN-MSN Collaboration

• Information given

• Information given for all Reports and Grants

• Information given

• College decision not to all programs
- Visited APU, Vanguard University and Western University.
- Met with UOPX
- Next Step:
  - Develop road map for each BSN program (see attached)
  - Visit California Baptist University
  - Conduct needs assessment survey—already started with N6 students.

G. Transition to Practice Program in collaboration with PVHMC
- Still Pending

H. Others:
- Break time/pass time: email from CCCCCO on 10/21/14 from BRN states we must work states clinical hours, no leaving early.
- Holiday time:
  An email from BRN on 10/24/14 – States “The BRN recognizes the college calendar”.

*Please see attached Director Report

- Information given
- UOPX- will to work with Mt. SAC ADN Program
- Faculty discussed writing a Policy for both these issues.
- Clinical objectives must be met.
| 5. Department Chair Report | - Chair Meeting this Thursday 11/13/14  
- Textbook request in our mailbox’s. Due to book store on 11/21/14.  
- Room scheduling (see attached) This is change is due to BRN Visit, we have to have more space for our student. Four classes will be held in Bld. 28B, room 210 or 212.  
- Portable Trailers will be in place for our classroom space needs in Fall 2015.  
- Division sent email with concerns of Adjunct using personal emails with students.  
- Building 67A will have Audio-Visual repairs/replacement work during next 2 weeks. Sarah and Nancy did a walking tour with Audio-Visual repair person  
- New doorknobs are in process of being replaced in all classrooms.  
- Faculty Inquiry Group (FIG) Workshop. Sarah, Connie, and Nancy Meggelin attended the | - Information given  
- Please complete and return to Sarah by 11/14/14  
- Faculty agreed to classroom schedule for this next semester  
- Information given  
- Susie & Sarah will keep us updated.  
- Division and or Nursing department will sent a email out to all Adjunct concerning this issue.  
- Information given  
- Information given  
- Consensus reached for the FIG |
The goal of the FIGs is to increase Student Success. Our FIG chose the problem of “Student Stress” and how it affects the students’ progress. A survey will be developed to find out the “perceived stress” our students are experiencing. We will start with the first semester students at the New Student Orientation, and again at the end of each semester.

- All faculty are encouraged to join and give their input.

<table>
<thead>
<tr>
<th>6. Committee Report – Admission</th>
<th>Fall 2014</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>All Re-admits approved New Application Process</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ken contacted to make changes with the IT.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>IT will be creating a new program</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Administrative changes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Add new template with box for Accepted or Rejected</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>New Student Orientation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jan. 12-15</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Skills workshop Jan. 12</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Information given
- Michelle will share more in next Faulty Meeting
- Information shared
- Information shared

<table>
<thead>
<tr>
<th>7. Committee Report – Curriculum</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Holiday Time</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Discussed in Directors Report
<table>
<thead>
<tr>
<th>ATI</th>
<th>Waiting for ATI to give me a visitor/evaluator code. N1A &amp; N1B in need of new videos for classroom use.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSPS</td>
<td>Contacted with concerns of Student test proctoring, can they sent someone to help proctor all our DSPS students.</td>
</tr>
<tr>
<td>Kaplan Evaluation</td>
<td>Do we want to keep them or try new program</td>
</tr>
<tr>
<td>Content Experts: Carolyn: Psych</td>
<td>New DSM 5 is out, all faculty need to have this new revised edition. Very different from previous editions.</td>
</tr>
<tr>
<td>Billie: M/S</td>
<td>No changes at this time</td>
</tr>
<tr>
<td>Connie: Peds</td>
<td>No changes at this time</td>
</tr>
<tr>
<td>Arleen: Geriatrics</td>
<td>No changes at this time</td>
</tr>
<tr>
<td>ADHOC committee for: How to drop question on tests/quizzes/exams</td>
<td></td>
</tr>
<tr>
<td>Jondea is working with ATI Representative</td>
<td></td>
</tr>
<tr>
<td>Jondea contacted Mrs. Bradley at DSPS. Waiting for Mrs. Bradley to call back.</td>
<td></td>
</tr>
<tr>
<td>Susie will help Jondea in this evaluation process</td>
<td></td>
</tr>
<tr>
<td>Information shared</td>
<td></td>
</tr>
</tbody>
</table>

8. Committee Report – Program Evaluation

At our last meeting we reviewed:
• Code 2 & 6 - work in progress, waiting for HCRC input
• Information given and consensus reached

Lance will lead the ADHOC committee
- Other codes have been discussed and revised.
- When reporting on Codes for any negative score below 25%, you must add a comment.
  - Class Representatives
  - 5 Year Plan (see attached)

- Discussion for the need of a drop box form students issues to be placed in. Will re-visit this issue
- Will be reviewed again at Program Evaluation Committee
- 5 year plan has been emailed to all faculty

| 9. Academic Senate Report | • Uyen Mai, Marketing Director, ext. 5448 wants all news for our program sent to her. Email will be sent to all of us about Conflict of Interest Policy
• Task Force: Department Chair Role
• Task Forces: AB 7120, Regarding Faculty issues | • Information given |

| 10. Faculty Association | • Faculty Association handouts emailed to all faculty
• Conflict of Interest Policy will be sent out to all faculty soon
• Faculty Hiring: 60 positions submitted, took top 30, President said only top 10. And this was clearly stated at Faculty | • Information given
• Nursing on list for New Hire |
| 11. CNSA | • Nominations for new officers, President will be the same  
• “Good things are happening” in CSNA  
• Food Drive-“Angels Who Care” has been started the week before Thanksgiving. Boxes have been delivered to each classroom. | • Information shared |
| --- | --- | --- |
| 12. Pinning Ceremony | • Date: Sat. 12/13/14 time 4pm, Location: Gym  
• Invitation being sent out to faculty and staff | • All Faculty encouraged to attend |
| 13. Policy re. content missed during Holidays | • Missed content and hours due to holidays  
• Need to discuss a policy for this issue | • Faculty discussion: General rule: All course objective must be met, not hours. Lead instructor may need to make the decision for their class. |
| 14. Closed session | • Student Conduct in our program | • Information given and Discussion of this issue |