MOUNT SAN ANTONIO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM
FACULTY COMMITTEE MEETING MINUTES
September 9, 2013 FINAL

**Present:** Arleen Fiorito, Denise Condra, Connie Kunkler, Billie Lynes, Lance Wilcher, Denise Condra, Susie Chen, Oscar Romero, Jondea Orr, Carolyn Perry, Michelle Boyer, Sarah Plesetz

**Students:** None

**Scribe:** Connie Kunkler

**Facilitator:** Genene Arvidson-Perkins

**Time Keeper:** Arleen Fiorito

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| 1. Review Meeting Agenda  
Review Minutes  
August 23, 2013 | Agenda & Minutes reviewed | Consensus reached by faculty agenda accepted. Agenda approved by faculty with minor revisions. Consensus reached by faculty August 23rd minutes approved with minor revisions. |
| 2. Student Report | No students present. The CNSA General Meeting was scheduled today due to the holiday last week. The CNSA Meetings are held on the first Monday of the month. | Faculty will continue to encourage the students to attend the faculty meetings. |
| 3. Director Report | The Chancellor’s Office has budgeted for $278,000. The Enrollment Growth Grant for 2013/2014 is $120,000. There are three staff development workshops available for the faculty to attend:  
*Simulation/Debriefing (9/17/13). If a faculty is unable to attend, Nancy Meggelin has agreed to attend and give one-on- |

Information |
| 4. Department Chair Report | Supplemental hours will be changed in our faculty contract to Requirement Service to College. It is highly recommended that the Disabled Students Program and Services (DSP&S) Statement be included in our syllabus, however; the statement is currently in our Nursing Student Handbook. Building 28 is being relocated instead of renovated. The new V.P., Dr. Irene Malmgren would like to visit our classroom. If we are interested, contact her. The Chair attended the COADN meeting on 9/6/13. The discussion focused on the changes in healthcare. *If we are interested in including ambulatory care in the curriculum and a new grad transition program, HWI will help budget. *With the new multi-criteria application process, application numbers have decreased. *The Director handbook will be mailed instead of handed out at |

| | Email Susie your CTA needs. |

| | Information |

| | Susie will invite the V.P, Dr. Irene Malmgren to the next faculty meeting. Information |
the meeting.

*If any major curriculum changes occur in the nursing program, it will cost $500.00; feasibility changes cost $5000.00 per the BRN.

*Assisted learning for all (ALFA) is a program for students to use as a resource. The program was free, but the program will be charging a $500.00 fee annually.

5. Admission Committee
A budget request has been submitted regarding using John Heneisse to in-service the faculty on the online application process. Division recommended that the Director check with the MTSAC IT department first to determine if they can provide the same service. In order for this process to work, we will need an URL link, which requires a license. Spring 2014, there are only 64 students on the wait list. The Director proposed that we include the LVN applicants in the generic track.

Division and IT are currently discussing this matter. The Director will update us on the progress. Consensus reached by the faculty to include LVN’s in the generic track.

6. Curriculum Committee
The next meeting is on 9/16/13. If you have any agenda items, email Connie. Denise has agreed to be co-chair of Curriculum.

No action

7. Program Evaluation Committee
5-year-plan: the 2012/2013 needs to be completed and presented at the next Program Evaluation Meeting (9/23/13).

Michelle will send out an email assigning each faculty member to a section of the plan.

8. Academic Senate
No action items. Sarah will remain as a representative.

Sarah will email the information to us.

9. Faculty Association
The next meeting is tomorrow (9/10/13). Lance Heard is the new President of the association. CTA membership cards were delivered.

Information

10. AFNS
Dates TBA.

Arleen will send an email to the faculty with dates, times, and location.
11. CNSA
The closet located in Room 150 is designated for CNSA to store supplies. The EZ-UP that was purchased for the CNSA has been stolen. The Advisors would like to have the lock changed and only a key given to the advisors and the department chairs.
The CNSA first general meeting is today. An agenda was passed around so the faculty could see what activities the students were involved in.
Puttin on the Hits: Money will be given to the top clubs for selling the most tickets. The faculty was encouraged to participate.
A report will be filed today about the theft. A copy of the report will be given to the Director and the Division. Once completed, a requisition will be submitted for a lock change. Information

12. Pinning Ceremony Committee
The Pinning Ceremony is scheduled for December 14th at 5pm in the gym. The guidelines are located in the Nursing Student Handbook. Information

13. Special Project Coordinator Report
Deborah not present at the meeting. Arleen will email Deborah to ask if the Psych Techs and LVN’s were invited to the “Back to School Night”

14. Faculty Handbook
The handbook was emailed to the faculty for reviewed. Email Michelle is you have any changes to the handbook.

15. Old Business SBAR form
Defer Will add to the Curriculum agenda.

16. Work on the BRN Self Study
One section of the BRN Self Study is still missing. The Director is drafting a 2014 BRN “cliff notes” for the upcoming BRN visit. Email Susie the information ASAP.

17. Close Session