



ANTELOPE VALLEY COLLEGE  
FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE  
REVISED AGENDA  
September 25, 2013  
2:00 p.m. – 3:30 p.m.  
A140

To conform to the open meeting act, the public may attend open sessions

1. CALL TO ORDER AND ROLL CALL
2. OPENING COMMENTS FROM THE CO-CHAIR
3. OPEN COMMENTS FROM THE PUBLIC
4. APPROVAL OF MINUTES
  - a. September 11, 2013 Minutes – to be provided
5. DISCUSSION ITEMS
  - a. FPD Training Procedures – Plans & Contracts – attachment
  - b. FPD Membership – Technical Trainer Position
  - c. Revised 2014-2015 FPD Proposal Form - attachment
  - d. President Ed Knudson (3:10 p.m.)
6. ACTION ITEMS
  - a. Faculty Professional Development (FPD) Membership – Technical Trainer Position
  - b. Approval Request for FPD Credit for Non-Shared Governance Committees
    - Associate Degree Curriculum Committee - attachment
    - Nursing Faculty - attachment
    - Kinesiology, Athletics and Dance Future Curriculum Committee – attachment
7. REPORTS
8. OTHER
  - Fall 2013 Welcome Back Day Overview – Jackie Lott
  - Review/Approve Flex Plans
9. ADJOURNMENT

NON-DISCRIMINATION POLICY

Antelope Valley College prohibits discrimination and harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. Upon request, we will consider reasonable accommodation to permit individuals with protected disabilities to (1) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.



ANTELOPE VALLEY COLLEGE  
FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE  
MINUTES

September 25, 2013  
2:00 p.m. – 3:30 p.m.  
A140

To conform to the open meeting act, the public may attend open sessions

1. CALL TO ORDER AND ROLL CALL

The Faculty Professional Development (FPD) meeting of September 25, 2013 was called to order at 2:00 p.m. by Dr. Irit Gat, Co-chair.

2. OPENING COMMENTS FROM THE CO-CHAIR

Dr. Irit Gat welcomed members and introduced the new Adjunct Faculty Representative, Cindy Walter.

Dr. Gat mentioned a full agenda, and asked members to stay on topic and curtail side discussions.

3. OPEN COMMENTS FROM THE PUBLIC

Mr. Harish Rao reported he had not yet met with Dr. Meeta Goel, Dean of Institutional Effectiveness, Research and Planning, regarding updates on FPD presentations from the online survey.

Ms. Jackie Lott welcomed guest Greg Krynen, Antelope Valley College (AVC) Technical Trainer. Ms. Lott told members she was pleased with the numerous FPD activities she attended, under Mr. Krynen's facilitation. Members agreed and discussed how valuable Mr. Krynen's technical training is to the district.

4. APPROVAL OF MINUTES

a. September 11, 2013 Minutes – to be provided

*A motion made and seconded to approve the September 11, 2013 FPD minutes with corrections. Motion carried with one (1) abstention.*

5. DISCUSSION ITEMS

a. FPD Training Procedures – Plans & Contracts – attachment

Dr. Gat reviewed procedures for approving FPD plans and contracts. She reminded members to ensure each plan or contract under review meets standard requirements. Activities prior to July 1, 2013 cannot count for credit in the 2013-2014 academic year. One-third of adjunct faculty obligation must be met in Standard #1. Dr. Gat reported the numerous plan and contracts submitted with problems. She directed members to discuss the process at their appropriate division meetings, and to enlist assistance from Deans to ensure plans and contracts are accurate.

Dr. Gat asked members to make time to review plans and contracts in the Senate office, and to bring FPD Handbook for reference.

b. FPD Membership – Technical Trainer Position

Dr. Gat discussed the significant need to streamline processes on the FPD committee. She suggested a new position for a technical advisor. Ms. Jackie Lott noted a possible conflict with non-faculty joining a faculty committee. Dr. Gat encouraged members to give her the opportunity to present the concept to the Senate for consideration. Members agreed to allow Dr. Gat to ask the Senate to approve a Technical Liaison seat on the FPD Committee.

c. Revised 2014-2015 FPD Proposal Form – attachment

Dr. Gat reviewed the revised 2014-2015 FPD Proposal form. She reported receiving numerous positive responses.

*Approved: October 9, 2013 Faculty Professional Development Meeting*

d. President Ed Knudson

President Ed Knudson addressed members to discuss the FPD program. He explained there are numerous ways to meet faculty professional development requirements at state level. Opportunities include:

- Emergency training: Antelope Valley College is in the process of an association with the National Emergency Training and State Emergency Training Institutes, which will qualify the district for emergency funding in the case of an emergency. Membership will reduce liability insurance premiums significantly. Faculty will be asked to complete one level of online emergency training that must be completed within 30 days. The training could meet a requirement for faculty professional development.
- Emergency Drills
- Sexual Harassment Law
- First Aide
- Financial Planning
- Collective Bargaining

Mr. Knudson discussed instructional staff improvement and student improvement, noting how we report and gather the information. Faculty would be directly involved in how the requirement is met. Examples: Schools without faculty professional development can meet outside of the calendar – including Saturdays. He explained generous flexibility as to how faculty professional development can be achieved: independently via workshops, presentations, graduate units, bowling leagues, basketball leagues. Mr. Knudson reiterated the numerous means to meet the state requirement and will provide state references.

Mr. Knudson clarified that (Fall) Welcome Back Day belongs to the President. His vision for Welcome Back Day is a college wide event for all employees, with everyone acting together as a community. The gathering could be held in the gym or stadium. New employees could be recognized as well as longevity. The resident scholars program could be addressed, and employees could be recognized for outstanding work. A seminar or short workshop can be included. A campus barbeque lunch could include entertainment. His vision is to close the campus the Friday prior to the fall semester, and to include all employees, and to produce a positive mood in celebration together.

Mr. Knudson suggested an electronic data base for managing and reporting faculty professional development. He suggested making staff development opportunities available for all constituent groups, noting while faculty professional development is a contractual issue, inclusion of staff improvement and student improvement can be beneficial for all constituents on campus.

6. ACTION ITEMS

- a. Faculty Professional Development (FPD) Membership – Technical Liaison Position  
Discussion was made regarding the need for a Technical Liaison on the FPD Committee. Members agreed to adding the position, and to move the request forward to the Academic Senate for approval. *A motion made and seconded to add a Technical Liaison position to the FPD Committee. Motion carried.*
- b. Approval Request for FPD Credit for Non-Shared Governance Committees
- Associate Degree Curriculum Committee - attachment
  - Nursing Faculty - attachment
  - Kinesiology, Athletics and Dance Future Curriculum Committee – attachment
- Discussion was made and all three (3) requests were tabled for consideration at the next meeting.

7. REPORTS

8. OTHER

- Fall 2013 Welcome Back Day Overview – Jackie Lott  
Ms. Jackie Lott presented an overview of the Fall 2013 Welcome Back Day survey. It was agreed that Ms. Rona Bynin would into funding for a possible guest speaker for Fall 2014 Welcome Back Day.
- Review/Approve Flex Plans

9. ADJOURNMENT

*The Faculty Professional Development meeting of September 25, 2013 was adjourned at 3:26 p.m., by Dr. Irit Gat, Co-chair.*

MEMBERS PRESENT			
Dr. Irit Gat	Dr. Magdalena Caproiu	Jackie Lott	Harish Rao
Rae Agahari	Dr. Lee Grishman	Ty Mettler	Rick Shaw
Dr. Liette Bohler	Jack Halliday	Dr. Tom O'Neil	LaDonna Trimble
Rona Brynin	Mark Hoffer	Melanie Parker	Cindy Walter
MEMBERS ABSENT		GUESTS	
Rosa Fuller		President Ed Knudson	Greg Krynen

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*Approved: October 9, 2013 Faculty Professional Development Meeting*

## Faculty Professional Development Committee Training

### Review & Signing of Faculty FPD Plans & Contracts:

- Our signature means approval & is subject to the Chancellor's Office review.
- The Academic Senate office checks to make sure the hours match the faculty's load requirement.
- We need to check for the following prior to signing:
  1. Hours of Standard 1 & 2 credit are met for full-time; Standard 1 for adjunct varies (the general rule is 3 hours of St. 1).
  2. Planned or completed activities meet the particular standard's guidelines. This is especially important for Standards 3 & 4.
  3. No one activity claims more than the allowable hours (such as the 20 hour maximum for professional projects). The FPD book lists the allowable hours for specific committees.
  4. Hours for this academic year being JULY 1 - no sooner!

### Special Notes for Adjuncts:

- Adjunct faculty are allowed to carry-over hours from fall to spring (but not spring to fall).
- Office hours are not allowed to be claimed.
- Adjuncts are not paid to attend meetings or sit on committees, and therefore they may claim credit hours for attendance.

### Helpful Suggestions:

- Always ask if you are unsure.
- **Use the flex book for reference. - bring it to the meetings and Senate office when reviewing plans and final contracts**

**\*\* review adjunct first because their final contracts are due in November! Less time to notify them if there is an issue.**

**\*\*Make sure to put a sticky note and write CLEARLY the issue/problem and put on Nancy's desk so she can contact**



ANTELOPE VALLEY COLLEGE  
FACULTY PROFESSIONAL DEVELOPMENT PROGRAM  
PROPOSAL FORM GUIDELINES & DIRECTIONS

The Faculty Professional Development Committee thanks you for your proposals for the 2014 – 2015 academic year.

This year's proposals may be submitted electronically to [umasters@avc.edu](mailto:umasters@avc.edu). The deadline is February 28, 2014. **Proposals will not be accepted after this deadline.**

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**DIRECTIONS FOR COMPLETING THE PROPOSAL FORM**

- Descriptions should provide a **brief overview** of the proposed activity and its direct benefit to participants in relation to the requirements listed for Faculty Academy or College Colloquia activities.
- **Descriptions should be limited to 4-5 sentences and be NO LONGER than 150 words in length.**
- All proposed activities must allow a minimum of 20 participants to be considered in the approval process.
- **Programs will end April 2015.** *A date request after this will not be accepted since final contracts are due this day.*

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**\*STANDARD #1 – FACULTY ACADEMY ACTIVITIES**

Faculty Academy events are strictly designed to improve student learning outcomes and retention and enhance the quality of instruction and support services at Antelope Valley College. Academy activities should offer training in teaching and assessment methods, divergent learning styles, curriculum development, educational technology, and support the Antelope Valley College mission and institutional learning outcomes.

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**\*STANDARD #2 – COLLEGE COLLOQUIA AND FIELD TRIPS**

College colloquia and field trips are designed to encourage faculty interaction through the exchange of ideas across various disciplines. Colloquia activities enhance lifelong learning skills and promote dialogue by examining culturally diverse perspectives in the arts, sciences, and humanities. Note: funds and transportation for field trips are unavailable at this time.

When considering topics to propose for the next academic year's FPD program, please review the following requests

faculty have made in the yearly evaluations:

- Workshop-structured presentations, where participants are able to have "hands-on" activities
- Latest technology information for
- Health-related fields
- Environmental topics
- Literary and historical based presentations
- Teaching strategies to motivate students
- Production of a web page
- Program outcomes
- Production of a web page
- Cultural presentations



## Approval Request for FPD Credit for Non-Shared Governance Committees

Faculty members who participate in committees that are not designated as shared governance committees (see Appendix A of the FPD Program Book for a list of approved shared-governance committees) may request FPD credit if the committee meets the required criteria: the committee is officially organized, with agendas and minutes that may be accessed by other campus employees, and it supports the college mission and/or enhances the internal governance of Antelope Valley College.

Committee chairs may request approval of the committee by submitting this form and appropriate documentation to the Academic Senate office by the 8<sup>th</sup> week of the semester. The FPD Committee will review the request and determine if the committee meets the criteria established by the committee and based on the State Chancellor's Office professional development requirements.

Date: 8/19/13

Committee: Nursing Faculty

Committee Chair: Dr. Karen Cowell Ext./phone: 6402

Frequency of Meetings: Monthly Length of Meetings: 1.5 hours

Committee's Purpose: To serve as the communicating agent regarding curricular and administrative issues between the Nursing Faculty and students. The Academic Senate, Dean, VP for Academic Affairs, President of the College, Adjunct Faculty, and Community agencies.

Current Member List: Victoria Beatty, Bonnell Curry, Debra Dickinson, Linda Harmon, Sandra Hughes, Sandra Robinson, Casey Suckmore, Susan Snyder, Marianne Stewart, Elizabeth Sundberg, Denise Walker, Candace Martin, Annette Jones

\*Please attach a copy of the most recent agenda and minutes.



**BRNAD NURSING FACULTY MEETING MINUTES**  
**ANTELOPE VALLEY COLLEGE**  
 Health Sciences

Present: K. Cowell, Hilda Barkate, Vickie Beatty, Yesenia Cota, Bonnie Curry, Debra Dickinson, Linda Hammon, Sandra Hughes, Sandy Robinson, Susie Snyder, Marianne Stewart, Liz Sundberg, Casey Scudmore (Recorder) Denise Walker.  
 Student representatives: Jason Barker

March 4, 2013 3:30pm

Start time: 1530 End time: 1720

Agenda Item	Presenter	Discussion	Action
Minutes of October 15, 2012		No discussion	Approved
2012/2013 attrition/retention grant-budget update	K Cowell	<p>balance \$1600 conference \$19876 equipment \$1064 supply</p> <ul style="list-style-type: none"> <li>Now 6th board member on BRN, still short 3 public members new computer system-BREEZE individuals can log application and complaint</li> <li>many students violating policy by calling and using cell phones during test break, Pearsonvue confiscates phone and student does not get results listed as violation and BRN disciplines-can't write for the exam for 1 year</li> <li>Traffic violation-increase from \$300 for reporting dui without aggravation-confess and write it up, will be able to submit application case by case basis</li> <li>Admission criteria and scoring: Feasibility study-new private programs may startup military experience-teach to the level of LVN, use for admission see handout for pre-screening enrollment criteria-give points for specific criteria based on certain criteria-successful in decreasing attrition according to Riverside and Saddleback TEAS alone has little effect on attrition very good indicator is science GPA-should be 3.0, ours is 2.5 also number of attempts at science-goal is state to track must be careful with disproportionate impact or not receiving transcript students would have to apply every semester for enrollment may take a random percentage from the pool to avoid disproportionate impact</li> </ul>	Faculty to identify needs for student success and communicate these to Liz
COADN conference	Liz	<p>readmitted students would need a different plan (Sandy) San Diego uses a checklist and students provide the</p>	Faculty to consider current and possible changes to admission criteria

	<p>information for the criteria, many programs using points for admission have to provide an equivalent way for students to enter the program- can use points as a way to have minimum criteria can increase probability of success-document disproportionate impact and have a written action plan</p> <ul style="list-style-type: none"> <li>Rep from NO-ADN (national org) volunteer org to voice concerns from ADN programs-address no clinical sites to ADN and use of IOM to say BSN by 2020 and ADN needs voices heard-need chapter in CA-we could join \$400 college, conference in Reno in Nov-need a budget for this-current budget \$200 for surveymonkey, \$100 CO-ADN magazine teaching and learning magazine, networking opportunities, scholarships</li> </ul>		
Attrition	Continue to encourage students to work with Kaplan and come to class	K Cowell	K Cowell to look at impact of increasing probability of success
Self-study report	<p>Tips for self-study report-Fall 2015</p> <ul style="list-style-type: none"> <li>Summary of minutes at end of year-attrition etc what did we do, easier to refer back and review</li> <li>Need to look at report this Spring since last full visit do not understand standardized procedures with students, even staff RNs frequent turnover of directors</li> <li>Transfer model curriculum-change curriculum to the courses that are accepted by CSU to help students be successful in transfer</li> <li>*1:5 ratio update-wonderful in NS200 helpful to the LVNs time spent and bringing them forward to where they need to be.</li> <li>extra opportunities for skills, lack experience and don't know how to work in clinical, many graduated several years ago and have never been in a hospital, lacking a great deal to be successful-BP, Pulses, Respiratory, basic skills-lacking clinical judgment-have increased time in post-conference</li> <li>require much direction-need to increase clinical hours in transition course or admit into 2nd semester? Would have to offer a different course for the 30 unit option students-teach at the same time, require different number of clinical hours-can't require more than 2 semesters-has to be same for all</li> <li>Another grant for LVNs? consider this for 1:5 ratio in 4th Fall 2013? no comments from generic students that are in the 1:10 group</li> </ul>	Liz	Consider 1:5 ratio in 4 <sup>th</sup> semester for LVN transition students if obtain an additional grant

Computer access for students		<ul style="list-style-type: none"> <li>• HS213 computers have arrived-software is not working properly and then computers can be placed-additional laptops can be locked up</li> <li>• HS205 computer desks will be ordered-for IV simulators</li> </ul>	
CLOSED SESSION Course Reports		<ul style="list-style-type: none"> <li>• course reports- NS110-no exams 54 students NS 111-56 students-9 below 70, 3 in low 60s NS 120- 42 students, all passing NS 121-21 students, 2 not passing NS122-20 students, 35% not passing, 3 probably not make it NS 230- 40students, 2 low 60s NS 231-38 students, 8 Ds, 1F NS 232-27 students, all passing NS 240-no assignments yet NS241-average 65% on first quiz, first test today</li> </ul>	
Integrating VN faculty with NS faculty		<ul style="list-style-type: none"> <li>• 2 full time faculty need to be integrated into RN program simulation lab specialist tech position reviewed as a group-previously discussed to hire a classified person in-skills lab duties added</li> <li>• Annette agreed to take this position-will be able to add skills lab hours-to attend a level 1 simulation training in June setup and breakdown simulation equipment-see specialist list handout-no Sunday hours</li> <li>• Candi-Fall 2013 to be placed in 1st semester, move others to 4th who are willing</li> </ul>	A schedule to be discussed with Dr. Cowell and Liz

**ASSOCIATE DEGREE NURSING FACULTY MEETING MINUTES**  
**ANTELOPE VALLEY COLLEGE**

Health Sciences  
 April 15, 2013 3:30pm

Present: Stirtle Cox, Bonnie Curry (recorder), Debra Dickinson, Linda Harmon, Sandra Hughes, Sandy Robinson (entered 3:45), Casey Scudmore, Susie Snyder, Marianne Stewart, Liz Sundberg, Denise Walker, Dr. Karen Cowell (chair). Absent: Vickie Beatty due to conference.

Agenda Item	Presenter	Discussion	Action
1. Open Session Minutes of March 15 <sup>th</sup> deferred			
2. 2012-13 Attrition/retention grant-Budget update	Dr. Cowell	Attrition grant: there is no money for next year. There will be carry over money from this year. The actual amount is not yet determined but estimated \$20,000-\$22,000 to be carried through to next year. Discussed spending the money by continuing to offer 1 to 5 ratio of instructor to LVN transfer students in the med/surg portion of fourth semester clinical. The cost is estimated at \$16,500 so could fund for 2 sections of 5 weeks.	Faculty in favor of using the grant money in this manner.
3. Report from Psychiatric Nursing Conference	Denise Walker	Denise reported on the sessions she attended. She reported that the conference was very good and had a lot of updated and new information. One particular item is that there will be some changes in classification of some disorders.	Denise will compile a summary of some of the main points from the conference and have that available for the faculty.
4. Schedule	Liz Sundberg	Liz distributed the Fall 2013 schedule. Discussion regarding Annette's schedule as Skills lab coordinator/simulation technician. She will be non-instructional Faculty at 30 hrs/week contact with students, 1 hr planning, 5 hours office hours. Other discussion regarding which clinical units to use for which courses and what rotations to schedule the 1 to 5 ratio.	Liz will revise schedule based on discussion.
5. Other items a. PRMC Nurse's Day b. Student Success Advisor c. Perkins Outcome	Dr. Cowell	May 6 <sup>th</sup> 6pm at PRMC Jane Fry, Linda Lawson, Jeannie Reinsberger will present a panel discussion, the same topic presented in September at AVC. Students are asked to present projects also.  Stirtle Cox position as Student Success Advisor will no longer be funded after this semester. Dr. Zimmerman's office will continue to offer referrals to Kaiser to students with mental health issues.  There will be funding for a Counselor for Vocational Programs. The focus is on keeping students on track with general education requirements. The funding is at \$3,500.00 for one year.	

d. Flipped Classroom	Liz Sundberg	The presentation will be held April 29 <sup>th</sup> at 3:30 in HS 217 for one hour. Afterwards Casey will offer information on using Blackboard for classroom testing.	
e. Advisory Meeting	Liz Sundberg	Discussed list of people to invite.	
5. Closed Session Course Reports	Faculty	<p>NS 110: Started with 54. All completed the course.</p> <p>NS 111: Started with 57. Three students have dropped. Currently 9 students are below 70%. 5 Students have OSD. All satisfactory clinic.</p> <p>NS 120: deferred</p> <p>NS 121: first 8 week 21 students all passed; currently have 20 students. Have piloted computer testing and clinical evaluations on Blackboard.</p> <p>Have implemented student leader role in OB.</p> <p>NS 230: 63 students all passed.</p> <p>NS 231: First 8 weeks 37 students all passed (range 87%-73%). Kaplan scores ranged from 13-18 out of 20 points. 9 students were OSD. There were 4 clinical groups with one 1:5 instructor to LVN ratio. Community: HDMG went well; AV Clinic not so well-students were assigned to medical assistants vs RNs. Pulled students from area. Plan to resolve problem for next rotation.</p> <p>NS 232: First 8 weeks 27 students all passed. Kaplan testing done everyone did greater than 50%.</p> <p>240: 3 students currently not passing.</p> <p>241: 24 students currently not passing after 2 tests.</p> <p>Adjourned at 1730.</p>	
Adjournment			

Associate Degree Nursing Faculty Meeting  
Monday, April 15, 2013; 3:30 pm in HS 217

1. Open Session (Student representatives can attend this portion of the meeting)
  - a. Minutes of April 15, 2013 meeting
  
2. 2012-13 attrition/retention grant—budget update
  
3. Report from Psychiatric Nursing Conference (Denise Walker)
  
4. Fall 2013 schedule (Liz)
  
5. Closed session
  - a. Course reports
  - b. Other items

Agenda sent 4/8/13

Associate Degree Nursing Faculty Meeting  
Monday, March 4, 2013; 3:30 pm in HS 217

1. Open Session (Student representatives can attend this portion of the meeting)
  - a. Minutes of October 15, 2012 meeting
  - b. Integrating VN faculty with NS faculty
  - c. Fall 2013 schedule (Liz)
2. 2012-13 attrition/retention grant—budget update
3. Other Items
4. Closed session
  - a. Course reports
  - b. Purchasing guidelines

Agenda sent 2/26/13

## Approval Request for FPD Credit for Non-Shared Governance Committees

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Committee chairs may request approval of the committee by submitting this form and appropriate documentation to the Academic Senate office by the 8<sup>th</sup> week of the semester. The FPD Committee will review the request and determine if the committee meets the criteria established by the committee and based on the State Chancellor's Office professional development requirements.

Date: 8/19/13

Committee: Associate Degree Curriculum Committee

Committee Chair: Elizabeth Sundberg Ext./phone: 6414

Frequency of Meetings: Monthly Length of Meetings: 2 hours

Committee's Purpose: Its duties are to plan, organize and evaluate the components of the nursing curriculum for ASN.

Current Member List: Victoria Beatty, Bonnell Curry, Debra Dickinson, Linda Harmon, Sandra Hughes, Sandy Robinson, Casey Scudmore, Susan Snyder, Marianne Stewart, Elizabeth Sundberg, Denise Walker, Candace Martin, Annette Jones

*\*Please attach a copy of the most recent agenda and minutes.*



ANTELOPE VALLEY COLLEGE  
ADN CURRICULUM MEETING  
AUGUST 26, 2013  
HS 205  
3:30 PM

**AGENDA**

1. APPROVAL OF MINUTES FROM MAY 20, 2013 (BONNIE)
2. CMAP WEBEX
3. PROGRAM REVIEW
4. CORS, COURSE PROPOSALS, SLOS AND FORMATIVE EVALUATIONS
5. CARE PLAN FORMAT (MARIANNE, BONNIE, DEBRA, CANDY, VICKIE)
6. LVN CURRICULUM
7. NCLEX (VICKIE)
8. NEXT MEETING – SEPTEMBER 23, 2013

ANTELOPE VALLEY COLLEGE  
ADN CURRICULUM MEETING  
MAY 20, 2013  
HS 194  
3:30 PM

**AGENDA**

1. APPROVAL OF MINUTES FROM APRIL 22, 2013 (DEBRA)
2. CORS, COURSE PROPOSALS, SLOS AND FORMATIVE EVALUATIONS
3. CARE PLAN FORMAT
4. KAPLAN - BENCHMARK
5. NEXT MEETING – AUGUST 26, 2013

## CURRICULUM MEETING MINUTES

ANTELOPE VALLEY COLLEGE

Health Sciences Room HS 194

April 22, 2013 3:30pm

Present: Vickie Beatty, Bonnie Curry, Debra Dickinson (recorder), Linda Harmon, Sandra Hughes, Sandy Robinson, Casey Scudmore, Susie Snyder, Marianne Stewart, Elizabeth Sundberg (Chair), Denise Walker

Agenda Item	Presenter	Discussion	Action
Approval of minutes from March 25, 2013	Liz	Correction: change "Curriculum" from "AND" at heading. Change topic of "Kaplan" to "Skills Lab."	Linda moved to approve with corrections. Sandy seconded. All in favor.
Transfer Model Curriculum (TMC)	Liz	<p>Recommendation to change units in courses in the new curriculum to match the TMC units to avoid having to changes in the future. Need to change to have a total of 70 units.</p> <p>Change speech class back to Com 101.</p> <p>Philosophy 105 is acceptable (same as Philosophy 120).</p> <p>Need to change to a total of 36 nursing units from the current total of 40.5. Need to decrease 1.5 units in theory and 3 units in clinical.</p> <p>No change to NS 232 since it was already decreased in units from current curriculum. Reviewed all new curriculum units in lecture and clinic.</p> <p>TMC Conference call at 0900 on Thursday. Liz encouraged everyone to attend. Electronic mail was sent from Dr. Cowell regarding this.</p>	<p>1<sup>st</sup> semester lecture changed from 4.5 units to 4 units.</p> <p>2<sup>nd</sup> semester Medical Surgical I clinic changed from 4 units to 3 units and Obstetrics lecture from 2 units to 1.5 units.</p> <p>3<sup>rd</sup> semester Medical Surgical II clinic changed from 4 units to 3 units.</p> <p>4<sup>th</sup> semester Medical Surgical III clinic changed from 4 units to 3 units and Pediatrics lecture from 2.5 units to 2 units.</p> <p>Total now 18 lecture units and 18 clinical units.</p>
Course of Record (CORs), Course Proposals, SLOs and Formative Evaluations	Liz  Linda	<p>Everyone should have the new curriculum CORs on Curriculumet and write Student Learning Outcomes (SLOs). SLOs need to be checked to assure we are measuring what we intend to measure. Theory exams should be reflected in SLOs as well as clinical components.</p> <p>For the current curriculum Linda reviewed to SLOs for all professional courses.</p> <p>Regular courses will be released July 1 for review. Faculty should do a non-substantial update. Review and check with Linda.</p> <p>Linda stated the selections for prerequisites and drop down menus for Course Proposals should be: AAVAS, CSU only-vocational/occupational, no material fee, course repeatability, Category A &amp; I. Link objectives to the methods of evaluation.</p>	<p>Linda will put them into the form if we send the SLOs to her.</p> <p>Send Linda the updated book list for current courses and she will update the COR.</p>

	Liz	Formative Evaluations for new courses are categories of Roles of Practitioner, Manager, Teacher, and Scholar. A sample form was reviewed and it was decided to keep the format the same for each course and faculty will modify it to meet course objectives.	Vickie will reformat the current sample formative evaluation and send it out to everyone for faculty to adapt for each course and develop a summative evaluation as well.
New Curriculum Courses	Liz	Changes needed to be made to the new curriculum course numbers already suggested due to the use of those course numbers in the past.  Discussed if transfer students could be required to take the three Medical Surgical courses, Mental Health and Professional course.  Discussed the number of weeks for courses in clinic and keeping one instructor for the whole eight weeks.	New course numbers will have an "A" added. Such as NS 101A for Fundamentals.  Liz will investigate requirements and discuss at next meeting.  Further discussion will occur at next meeting.
Care Plan Format for new Curriculum	Liz	Discussed what format we be used in new curriculum instead of Orem's Self Care Theory. Needs to meld with the curriculum. Faculty agreed to a form of nursing process.	Vickie will bring ideas from concept curriculum.
Kaplan	Liz	Bench mark of 50 <sup>th</sup> percentile ranking for proficiency of Kaplan exam. Students not at the bench mark need to remediate. Need to assure faculty is consistent with remediation and points applied to clinical grade.	Liz will bring paperwork from last Kaplan meeting to next meeting for further discussion and clarity.
Informational items: Flipped classroom	Liz	Liz reminded faculty of The Flipped Classroom DVD webinar on April 29 <sup>th</sup> at 3:30 pm in room HS 217.	
Testing on Blackboard	Casey	Casey will present how to set up computerized testing on Blackboard for nursing courses. She has spearheaded this in NS 121 with about 50% of the students testing online with good results and positive feedback from students. Students may test on laptops or tablets.	Faculty may bring questions to set up sample exam.
Next meeting	Liz	May 20, 2013 at 3:30 p.m. Room HS 194.	Adjourned at 5:27 p.m.

**ADN NURSING CURRICULUM MEETING MINUTES**  
**ANTELOPE VALLEY COLLEGE**  
 Health Sciences

Present: Vickie Beatty, Bonnie Curry, Debra Dickinson, Linda Harmon, Sandra Hughes, Sandy Robinson, Susie Snyder, Marianne Stewart, Elizabeth Sundberg, Denise Walker (Recorder).  
 Student representatives: Jason Barker

March 25, 2013 3:30pm

Start time: 1550 End time: 1820

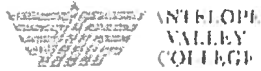
Agenda Item	Presenter	Discussion	Action
Minutes of: March 25, 2013		Edit – 1/29/13 – Med/Surg III reviewed by Liz Sundberg, Marianne Stewart and Casey Scudmore 2/25/13 – Above 50 <sup>th</sup> percentile (integrated) – Okay Predictor – 60 <sup>th</sup> percentile – Okay Okay as written	Approved with corrections
Old Courses	Linda Harmon	Non substantial and review text/materials may be put in new courses – Materials fee pending on old courses SLO'S must be reviewed at same time as course Send to SLO Committee SLO and COR should be on same schedule	SLO - Hard copy to be forwarded to SLO committee
New Course Numbers	Liz Sundberg	NS 101 - Fundamentals NS 102 - OB NS 103 – Med/Surg I NS 201 – Mental Health NS 202 – Med/Surg II NS 203 - Peds NS 204 – Med/Surg III NS 205 - Professional NS 200 - Transition Liz Sundberg to review hours for each course Pre-requisite - Math	Liz Sundberg to clarify if old course numbers can be repeated
Fundamentals	Instructors	Discussed concurrent enrollment of NS Clinic – Not a Co-requisite Discussed Transfer Model Curriculum course requirements Discussed adding Math as a pre-requisite.	Collective input on amendments/edits

OB – NS 102		Reviewed/edited/discussed collective course requisites/descriptions Course name, requisites, description, objectives, content Reviewed/discussed/edited - collectively	
Professional		Teaching to be added to Post-partum Professional nursing/Teaching – Methods of Evaluation On-line quizzing and case studies Delete proctor and unproctored Methods of Evaluation change – Broader Scope recommended versus specifics Kaplan – "keep simple approach.	
Med/Surg I		Amend "supervision of instructor" to "guidance of instructor". Professional role – End of Life – "supportive care" used Written assignments to be referenced in "written". Prepare for simulation to be listed under - "other" Methods of instruction – OK.	Amend as discussed
Mental Health	Liz Sundberg	Recommend – On-line quizzing and case studies to be used in lieu of Prep-U & Kaplan. Amendments to course name, requisites, description, objectives, content Application of theory to clinical practice – to be added Example forthcoming	
Med/Surg II	Linda Harmon	"In collaboration with instructor" – to be added to course objectives Discussed NCLEX content being threaded throughout program Professionalism – Add licensure and professionalism responsibilities Discussed self-study modules in each course – Methods of Evaluation – to be sent	
Peds	Linda Harmon	Amendments to course requisites, description, objectives, content "In collaboration" to be added. Scans competencies to be completed for each course	

<p>Professionalism</p>		<p>Reading/writing life skills for working</p> <p>*Application and professional licensure and responsibilities* to be added</p> <p>Reading/writing/at assignments and methods of evaluation to be reworked.</p> <p>Reviewed, edited, discussed course requisites, description, objectives, content collectively – corrections to be completed and resubmitted.</p> <p>Course: Requisites, description, objectives content, reviewed, discussed, edited collectively</p> <p>Corrections to be made and resubmitted</p> <p>Community/Theory added as own topic</p> <p>Assignments and methods of evaluation to be reworked.</p> <p>Re-workings to be completed and brought to next meeting.</p>	<p>Amend as collectively discussed</p>
<p>Formative Eval Template</p>		<p>Provided for review</p> <p>Exceeds expectations to be removed</p> <p>N/S/U to be utilized</p> <p>Comments encouraged</p>	
<p>Advisory Meeting</p>		<p>Meeting dates discussed – 5/28 or 5/30</p> <p>Date set for 5/30/13 – 0900 to 1100</p>	
<p>Program Evaluation &amp; Planning</p> <p>Keys</p>		<p>Date set for Mon. 5/6/13 AT 3:30 P</p> <p>DVD's</p> <p>Medroom</p> <p>Cabinets</p> <p>Thermometers</p>	<p>Bonnie Curry to send template</p> <p>Faculty to continue to work on these items</p>

<p>Golden ticket</p> <p>Skills Lab</p>		<p>Discussed adding to Summative Evals Students to be responsible Add to summative Evals (Golden Ticket – discussed and signed off)</p> <p>Discussed skills lab hours IV Push – 4<sup>th</sup> Semester IV Start – 2nd Semester</p> <p>Discussed PO Meds check-offs/self-study modules/syringe pumps/central line dressing changes/safety/communication</p> <p>Discussed Simulation hours/schedules</p>	<p>Amend as discussed</p> <p>Hours/schedules to be revisited</p>
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## Approval Request for FPD Credit for Non-Shared Governance Committees

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Glenn Haller <ghaller@avc.edu>

Mon, Sep 16, 2013 at 3:40 PM

To: igat@avc.edu

Cc: Nancy Masters <nmasters@avc.edu>, Newton Chelette <nchelette@avc.edu>, Julie Montana <jmontana1@avc.edu>

Please find attached the approval request for FPD Credit for non-shared governance committees as well as the attached minutes of our latest meeting for the Kinesiology, Athletics and Dance Future Curriculum Committee.

Our committee information can also be found at <http://www.avc.edu/administration/organizations/> - and updated information is being sent weekly to Stephen Burns for inclusion.

Please let me know if there is anything else that you require from me or the committee.

My thanks

Glenn

Chair - Kinesiology, Athletics and Dance Future Curriculum Committee

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**Dr. G. Austin Haller, JD**

"But just call me 'Glenn'"


Professor - Kinesiology and Recreation

Antelope Valley College

661-722-6445 • [ghaller@avc.edu](mailto:ghaller@avc.edu)

2 attachments

 Approval Request for FPD Credit for.docx  
92K

 KFC Minutes 090913.doc  
754K

## Approval Request for FPD Credit for Non-Shared Governance Committees

*Faculty members who participate in committees that are not designated as shared governance committees (see Appendix A of the FPD Program Book for a list of approved shared-governance committees) may request FPD credit if the committee meets the required criteria: the committee is officially organized, with agendas and minutes that may be accessed by other campus employees, and it supports the college mission and/or enhances the internal governance of Antelope Valley College.*

Committee chairs may request approval of the committee by **submitting this form and appropriate documentation to the Academic Senate office by the 8th week of the semester**. The FPD Committee will review the request and determine if the committee meets the criteria established by the committee and based on the State Chancellor's Office professional development requirements.

Date: Sept. 16, 2013

Committee: Kinesiology, Athletics and Dance Future Curriculum Committee

Committee Chair: Dr. Glenn Haller

Ext./phone: 6445

Frequency of Meetings: Weekly

Length of Meetings: One hour

Committee's Purpose: To update and create Certificate and Degree programs in Kinesiology, Athletics and Dance to better serve our students and the Community, as well as, provide appropriate and accessible methods of communication, effectiveness, and evaluation of these programs.

Current Member List: Kathy Bingham, Frank Blua, Dr. Glenn Haller, Perry Jehlicka, Jerry Lewis, Cindy Littlefield, Mike Rios, Cindy Vargas, Joe Watts

*\*Please attach a copy of the most recent agenda and minutes.*



KINESIOLOGY, ATHLETICS AND DANCE

KAD FUTURE CURRICULUM MEETING (KFC)

MINUTES

September 6, 2013

1:00 pm

In Attendance:

Dr. Glenn Haller	Cindy Littlefield
Cindy Vargas	Mike Rios
Kathy Bingham	

*Note Taker: Brianna Weitz*

MEETING CALLED TO ORDER AT 1:05 PM

NEW BUSINESS

I. Flex Committee:

- A. Website is up and running with nothing yet posted. We are waiting on the previous Committee Minutes to be posted. Minutes were verified during meeting and approved. Julie Montana, Athletics Admin. Assistant, is going to email the webmaster for posting.
- B. Still to be done for Flex Committee Approval is to have a Committee description. That was looked over and approved by attending members. It reads as follows:

“To update and create Certificate and Degree programs in Kinesiology, Athletics and Dance to better serve our students and the Community, as well as, provide appropriate and accessible methods of communication, effectiveness, and evaluation of these programs.”

- C. Committee needs a list of all Representatives and Subcommittees and speak to school administration.
- D. Committee need to keep Agendas. Remembering Max of 10 hours for Flex.

II. TMC- Transfer Model Curriculum:

- A. First Aid classes need to be restructured in its objectives. It should be retailored to fit the CID System to be universal. The course was changed but the system for approval was not accepting it. Cindy Littlefield was facilitating the process for the change so committee can submit for approval. Will discuss next meeting. KIN 100 was restructured and SLO's were updated and will possibly be up by end of the day, 9/9/13.

- B. Discussion of other courses needing to have updated standards but three were not in our department. Chemistry, Anatomy and Physiology need to be restructured but we have to wait for that department. These courses may be placed in our Certificate/Degree programs and for transfers.

### III. Certificate Programs:

- A. Committee was looking into working out what should be encompassed in Fitness and Athletics Certificate. One thing discussed was the ACE test being taken after 2 quarters at UCSD. It is \$175.00 for cost of testing. This is a model that might be considered.
- B. Yoga is another certificate that was discussed. Yoga Alliance offers a standard of objectives and requirements. Many of the courses would be transferable to UC and CSU. Kathy Bingham found some courses that would prepare for the ACE test. It would be a draw to the college because it would be financially available to most students because of low unit certification. Will do more research into what is necessary for completion of adequate training and certification.
- C. List of guidelines for Approved Certificates of Proficiency was handed out. There were 3 guidelines that must be met in order to try and receive approval. They are as follows:
  1. The certificate is narrow in scope and duration.
  2. The certificate consists of a sequence of credit courses ranging from 6-17.5 units.
  3. The certificate must clearly relate to a specific occupation or local need.

This is the basis of the set up for outside community meetings so that the committee can establish whether they would benefit a community need. The list of courses that we want to offer, whether existing or newly created, with each certificate must be clearly stated and firmly denoted so committee can take them to AP&P. The Recreation certificate is completed. There are possibly three more courses to look over and finalize. Two that are still being worked on are Strength and Conditioning; Fitness Trainer.

- D. KIN 199 was discussed again. It is the work study component of the certificates. We need to set up certain justifications as to why they are needed and how they are beneficial. It needs to be limited to a certain number of students so that maintenance of students can be monitored. Will check on viability of this need.
- E. Certificates that have greater than 16 units must be approved by the State. Certificates that have fewer than 16 units need only be approved by the Board.

## Closing

- A. Kathy Bingham and Cindy Vargas will be working on Fitness/Trainer Cert.
- B. Frank Blua, possibly working on Strength and Conditioning Cert.
- C. Jerry Lewis to work on Coaching Cert. Next week we will discuss this in detail

Opened up for Questions but no Questions were asked.

Meeting Adjourned at 2:00pm

Next KFC Meeting: September 14, 2013