

# NORTHLAND

## COMMUNITY & TECHNICAL COLLEGE

### Nursing Advisory Committee Meeting

**TRF Campus**

**Date: 10/12/2010**

Attendees: Industry: Wendy Wagner (Oakland Park-TRF) , Sue Hibma (Altru), Roxanne Fabian (Life Care Roseau), LeeAnn Harwarth (Sanford, TRF), Laura Dunning (Karlstad Nursing Home)

Students: Feven Tewolde,, Michelle Stadstad,

BSN Program: Tracy Wright

Directors: Dorinda Sorvig, Barb Forrest, Sue Field

Faculty: Carmen Stinson, Karen Bierman, Nancy Carda, Mei Sather, Gayle Swanson, Jennie Olson

Topic	Responsible Party	Discussion/Outcome	Action
1. Introductions			
2. Advisory Committee Policy	Sue	See attachment	
3. Meetings	Sue	Fall: TRF campus Spring: EGF campus As needed: List Serv Email	
4. Election of Officers	Sue	Chair: Roxanne Fabian Co-Chair: LeeAnn Harwarth Secretary: Laura Dunning	Unanimous vote for Roxanne Fabian for Chair, LeeAnn Harwarth for co-chair, and Laura Dunning for Secretary.
5. Term Limits	Chair	3 year terms: Wendy Wagner, Sue Hibma, Roxanne Fabian, LeeAnn Harwarth, Tracy Wright, Kristi Stoltman (I spoke with Kristi and she would like to have a 3 year term).  (Terms to expire in Fall of 2013)	

		<p>2 year terms: Those not present will have 2 year terms: Merleen Knott, Bill Stock, Karla Bruce, (Lynnette Huot or Tracy Reamy), Florence Nelson, Barb Boguslawski, Carol Snortland (Terms to expire in Fall of 2012).</p> <p>Replacements will be made in 2012 and 2013.</p>	
6. Updates PN program	Dorinda Sorvig	<p>TRF Campus: New eligibility process started which includes a TEAS test. The TEAS test is a Test of Essential Academic Skills. There are 210 PN students on the TRF campus. Thirty seven PN students graduating this fall. NCLEX-PN pass rates are good for the 1<sup>st</sup> and 2<sup>nd</sup> quarters of 2010.</p> <p>Mahnomen PN program finishing this spring semester 2011. Then Roseau and TRF PN programs will remain.</p>	
7. Updates PN Program	Barb Forrest	EGF Campus: New eligibility process is interesting. TEAS test showing broad span of knowledge with scores ranging between 1% to 90% . Next year the PN program will have more information/graphs/trends to share regarding this new entrance procedure. There are 500 students in the EGF PN system on campus and distance ed. Of the distance education students, 50% are from EGF area, and 50% are from across the nation.	
8. Updates AD Program	Sue Field	<p>TRF/EGF campus: National accreditation obtained 7/2010. Review of strengths and weaknesses from NLNAC report. Needs are being actively worked on.</p>	
9. Approval of the AD student learner outcomes	Chair	<p>New framework explanation with NLN Education competencies model and Quality Safety Education and Nursing Professional Code of Ethics. Combined QSEN and Code of Ethics = new AD Nursing Outcomes Industry feels program is on track. Curriculum will be “tweeked” in accordance with the new outcomes.</p>	<b>Committee approved new framework and new student learner outcomes.</b>
10. Misc		New Federal background checks being mandated for nursing students who do clinical at Sanford. A committee is working on the procedure for the college.	

Minutes by Laura Dunning

## **NORTHLAND COMMUNITY & TECHNICAL COLLEGE 3330 ADVISORY COMMITTEE POLICY**

### **ADVISORY COMMITTEE DEFINITION**

A college program advisory committee provides guidance and advice on development, accountability, growth and closure of academic programs or related program clusters at the college or with related programs at high schools, colleges, and/or universities.

### **ADVISORY COMMITTEE PURPOSE**

A college program advisory committee provides guidance and advice on development, accountability, growth and closure of academic programs or related program clusters at the college or with related programs at high schools, colleges, and/or universities. A college program advisory committee includes employers, students, and faculty; others may be included. The primary purpose of this policy is to guide college occupational programs in establishing an advisory committee. Where applicable, this policy will guide an advisory committee for liberal arts education.

### **SIZE OF COMMITTEE**

The size and composition of an effective advisory committee should be appropriate to meet the educational, economic, social, and cultural obligations of the program and the college. The number of persons appointed to an advisory committee should be determined by the committee's functions, the size of the program, and the size of the community. It is recommended that the committee have a membership of between 6 and 12.

### **SELECTION OF MEMBERS**

Advisory committees should consist primarily of employers. To be effective, committee members should have a clear sense of trends in the field. They should be able to identify skills that will ensure the employability of program graduates, and they should be able to identify jobs that don't yet exist but are likely to in the near future.

Other members should include:

- ☐ One or more college technical instructors
- ☐ Program students and graduates
- ☐ Different company types, sizes, and structures
- ☐ Community-based organizations, workforce development groups, and social service agencies
- ☐ Secondary and postsecondary educational institutions (represented on the committee by ex-officio, nonvoting members)
- ☐ The general population (which is diverse with respect to gender, physical disability, age, race, and ethnicity)

### **COMMITTEE OFFICERS**

The advisory committee elects officers from its membership. Suggested officers are a chair, a vice-chair (or co-chair), and a secretary. At the very least, a chair and secretary should be elected. **The chair should be from industry.** The committee chair may appoint subcommittees as necessary to facilitate committee business.

**Chair** - The two main roles of the chair are to set meeting agendas and conduct meetings.

**Secretary** – The secretary's responsibilities include:

- ☐ Ensuring that minutes are taken at meetings.

- ☐ Managing other administrative functions of the committee such as communication issues.
- ☐ Ensuring that the committee's work is recorded.

Copies of all agendas and past meeting minutes must be on record with the committee secretary, department, dean's assistant, and on the college's virtual office (advisory committees). The program faculty are responsible for assuring that minutes are recorded and shared with committee members and the academic dean's assistants.

### **Terms of Office**

Each advisory committee should establish its own criteria and guidelines for member recruitment, selection, appointment, and replacement. Following are guidelines.

- ☐ The suggested maximum term for members in three years. It is recommended that members not be appointed to successive terms and that at least a one-year absence be considered before reappointment. A rotational, three-year term of service allows for both continuity and change. One third of the total membership would change each year. New members should be appointed as terms expire.
- ☐ The suggested term of office for the chair is one or two years. The chair should be allowed to serve more than one term.

Committee membership should be reviewed and updated yearly to ensure broad-based representation of the industry and to ensure that the work of the committee continues.

### **Annual Work Plan**

For a full description of categories in the program of work, see the Program Advisory Committee Handbook. Priorities for the advisory committee's annual work plan usually fall into one of these categories:

- ☐ Curriculum
- ☐ Assessment, program review, and program sustainability
- ☐ Staff development
- ☐ Career development and work-based learning
- ☐ Marketing and advocacy
- ☐ Student recruitment, mentoring, and placement
- ☐ Program resources
- ☐ Evaluation (of the program and the advisory committee itself)

## **COMMUNICATION WITH MEMBERS**

Communication with members will occur in both formal and informal settings. Advisory committees should strive to streamline formal face-to-face meetings as much as possible. Providing materials for review in advance, either by email or regular mail can ensure that meeting time is reserved for interactive discussions and decision-making.

### **Frequency of Meetings**

The frequency of the committee's meetings will be dictated by the work plan. Most committees meet at least twice a year, in the fall and spring. However, if a committee has an especially intense work plan, it may need to meet monthly. In any case, meetings should NEVER be called simply for the sake of holding a meeting. There should always be a reason for a meeting. 3

**Meeting Agenda**

Organized meetings are one of the keys to a successful advisory committee. Meeting schedules should be established at the beginning of the academic year to allow committee members to plan their calendars accordingly. A reminder (including a proposed agenda) should be sent two weeks prior to the meeting.

**RECOMMENDATIONS AND FEEDBACK**

The end product of all advisory committee activities is a set of recommendations for continuous improvement of the program. Many advisory committees write a formal recommendation letter that is signed by the committee chair on behalf of the entire committee.

**ADVISORY COMMITTEE EVALUATION**

The advisory committee will evaluate its performance yearly related to accomplishments and progress on the annual work plan.

For complete advisory committee guidance see the Program Advisory Committee Handbook.

2/4/10

AASC 2/9/10 1<sup>st</sup> Read

AASC 3/3/10 2<sup>nd</sup> Read

Cabinet Approved 3/19/10

## NEW AD Nursing Outcomes with QSEN and Code of Ethics

***Human Flourishing:*** Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.

***QSEN: Patient Centered Care***

***Nurses Professional Code of Ethics Provisions 1, 2, 3***

***Nursing Judgment:*** Make judgments in practice, substantiated with evidence, that integrate Nursing science in the provision of safe, quality care and promote the health of patients within a family and community context.

***QSEN: Evidence Based Practice***

***QSEN: Safety***

***QSEN: Informatics***

***Professional Identity:*** Implement one's role as a Nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a Nurse committed to evidence-based practice, caring, advocacy and safe quality care for diverse patients within a family and community context.

***Nurses Professional Code of Ethics Provision 4, 5, 6, 8, 9***

***Spirit of Inquiry:*** Examine the evidence that underlies clinical Nursing practice to challenge the status quo, question underlying assumptions and offer new insights to improve the quality of care for patient/families and communities.

***QSEN: Teamwork and Collaboration,***

***QSEN: Quality Improvement***

***Professional Code of Ethics Provision 7***