

MINUTES

MEETING TYPE/TITLE:	Distance Learning Re-Entry Nursing Update Project Development Group Meeting	
LOCATION:	LeCroy Center for Educational Telecommunications STARLINK 9596 Walnut Street Dallas, TX 75243	
DATE:	Tuesday June 7, 2005	
TIME:	12:00 - 4:00 pm	
<p>FACILITATORS: Kirk White, RN, MSN Pam Stone, RN, BSN</p> <p>MEMBERS PRESENT: Beverly Prichard: Midland College Marta de la Fuente: El Paso Community College Nell Ard: Collin County Community College District Donna Carlin: Coordinating Board Advisor Henry Hartman: STARLINK</p> <p>MEMBERS ABSENT: Vivian Lilly: North Harris College Leslie Cannon: Collin County Community College District Mitzi Ressmann: Texas Hospital Association</p> <p>STAFF IN ATTENDANCE: Kirk White: Program Director Pam Stone: Program Coordinator</p>		
TOPIC	DISCUSSION	DECISION/ACTION

<p>I. Welcome and Introductions</p>	<p>Kirk welcomed everyone present. Packets were handed out with agenda and reimbursement forms. Kirk requested everyone to submit both their travel expense forms and In-Kind Donation forms as quickly as possible for reimbursement and end of year reporting.</p>	
<p>II. Budget Review</p>	<p>Additional Grant Funds - Kirk presented the approval of the additional grant funds in the amount of \$5,450.00. The additional funds are being used to conduct 6 Region Workshops around the state, increase payment to STARLINK to the level provided last year and pay for a web technician to create the Stand Alone CD.</p> <p>Expenditure of Grant Funds – Kirk reminded both El Paso Community College and North Harris College need to submit invoices for instructor reimbursement in the amount of \$570.00 each.</p> <p>It was discussed if there are funds available to assist Beverly & Marta in travel expenses to attend the last Region Workshop in Amarillo in July. Other suggestions for utilization of grant funds were: create Provider packets for all Project partner colleges, provide an extra desk set of textbooks, some student CDs and provide VHS tapes of the STARLINK broadcasts (year 1 & 2) to all Project partners.</p>	<p>Marta will notify her instructor to invoice ACC.</p> <p>Pam will contact Vivian regarding North Harris Montgomery Community College District.</p> <p>Kirk will investigate these possibilities.</p>
<p>III. Update on Enrollment</p>	<p>Pam reported on the current number of students who have enrolled in the course since the initial October 2004 offering. Five course sections have been offered to date. A total of 74 students have enrolled since October.</p> <ul style="list-style-type: none"> • The Oct., Nov. and Jan. course sections have been completed with 45 students passing the online didactic content. • There have been seven students who have dropped due to various life situations. • Currently, 2 course sections are in progress 	

	<p>with 23 students.</p> <ul style="list-style-type: none"> • There have been 34 ACC students and 40 VCT students to date. • Further information on student statistics will be gathered during the survey for the research component and by contacting the Host colleges to determine number of students passing the complete course (both didactic and preceptorship). 	<p>Pam will contact both the Host colleges and the Provider colleges.</p>
	<p>Host Colleges - Pam reported there are currently 6 Host colleges with 3 more preparing to Host beginning Spring 2006.</p> <ul style="list-style-type: none"> • The Host Colleges are: El Paso Community College, Midland College, Collin County Community College, Angelina College, South Plains College and Weatherford College. • Those preparing to Host are: Galveston College, Lee College and Alvin College. <p>Provider Colleges – Currently 3 Colleges are offering the course as Providers. They are: Austin Community College (state-wide through VCT), Vernon College (to their student area) and Montgomery College (piloting the course for the North Harris Montgomery Community College District).</p> <ul style="list-style-type: none"> • Collin County Community College District is preparing to become a Provider this Fall (for the North Texas student areas). • The Provider package has been sent to both South Texas College and Tarrant County Community College- South. South Texas is in the process of uploading the course to their server. Tarrant County is planning a hybrid offering in conjunction with their classroom based refresher course. <p>Provider Package – The first revision of the Provider</p>	

IV. Year Two Progress

package was completed in April. The final revision will be done by August once the two new modules are completed and added to the course the end of June. A Provider package was available for everyone to view. Contents consist of 3 CDs (Provider CD, Student CD, Student Art CD), the College Acknowledgement form , the Additional Resources and Disclaimer form, the Research Permission form and a Known Error Page (only 4 known errors on revised Provider CD).

Preceptor Training Module - This generic module was posted to the Project website & is being utilized by several colleges.

Project Website – Leslie updated the website with the Year 1 STARLINK broadcast and packet and a listing of the Region workshop dates and locations. Further updates will include the aggregate results of the research survey and posting of the Year 2 STARLINK broadcast and packet.

Maintenance of website will be managed by Austin Community College (as the grant managing college) once the Project grant is completed. Prior to August there will be some clean- up and re-organization of the informational materials to make it more user friendly for students, the colleges and the public. Pam spoke with Leslie prior to this meeting and reported that Leslie has some suggestions for re-organizing the students area.

Marketing – Kirk reported marketing has continued through out Year 2 with presentations at NCCET, TACTE, TCCTA and TACE. Updates and announcements have been sent through the TACTE, TACE and VCT listserves. Texas Hospitals magazine published an article about the Project. A second STARLINK broadcast with packet will be completed June 8th and posted to the Project later this summer.

Pam will continue to review the website for clean-up.

Pam will follow-up with Leslie.

V. Region Workshops	<p>Four of the six region workshops have been presented with a total of 84 participants thus far. Evaluations indicate the colleges attending have benefited from the information, flexible options, group problem solving and explanation of VCT for CE courses. Several colleges have indicated interest in becoming either Host or Provider colleges. Four colleges in the southeast coastal area have created a consortium to determine the feasibility of sharing resources in order to become Host colleges beginning spring of 2006. The last two workshops are scheduled for June 16th at Angelina College (East Region) and July 28th at Amarillo College (West Region).</p>	<p>Henry will provide a Beta tape of the STARLINK broadcast to be converted to streaming video. Pam will arrange for the Beta tape conversion and when completed Leslie will post to the website along with the packet.</p>
VI. New Modules	<p>Kirk demonstrated the medical Spanish module and the student support module. Both modules will be completed this month and sent out for peer review prior to being finalized for the course and Provider packet. Both modules will be available by the end of August and conclusion of the grant period. The Stand Alone CD was also demonstrated.</p> <p>The Stand Alone CD is in development and will also be available by August. The CD will contain four units from the Re-entry course which are: Professional Nursing Practice, Pharmacology Review, IV Therapy and Communication and Documentation. These units may be used as independent studies for nurses requiring remediation. The medical Spanish unit will also be added to the Stand Alone CD and can be used for nursing continuing education if a college decides to use it and has a providership. It has been discussed some changes will need to be made to the four units being pulled from the Re-Entry course content in order to have only one text book attached to each unit. The number of contact hours is being determined for each unit by surveying some of the current Re-entry</p>	<p>Pam will send the workshop Power Point presentation and outline to the Development group.</p>

<p>VII. Research component</p>	<p>students. The time per unit is ranging from 4-16 hours depending on content.</p> <p>Pam reported on the feed back regarding the student survey. Changes will be made to include ethnicity of students and adding an “Other “ box to both the work area and employment field checklist options. The survey will be sent out this month. Discussion followed regarding the best way to reach students from both traditional classroom courses (both ACC and other colleges) and the online course. It was decided to create a web PDF file which can be downloaded and printed out for students to return via US mail.</p>	<p>Pam is reviewing each unit to consolidate the reading assignments in hopes of getting down to one text per unit.</p> <p>Pam will continue to work with the web technician in developing the completed Stand Alone CD.</p>
<p>VIII. STARLINK broadcast</p>	<p>Kirk, Bev and Pam rehearsed this morning. Plans are to pre-record each of their parts in the morning prior to broadcast and do only the Q & A session live. Only one student testimonial was video taped due to schedule conflicts for one student. It was decided Beverly will read four other student comments which have been received during the year in order to capture the success stories. Some new questions raised during today’s meeting will also be added to the Q&A session of the broadcast.</p>	<p>Pam will contact participating colleges and ask for their help in surveying their students.</p>
<p>IX. New Business</p>	<p>Kirk reported we are entering the Project for an NCCET Exemplary Program award having received numerous comments on how this project could be used as a model for future grant projects. The application is due June 15th.</p> <p>The third quarter report is also due June 15th. Kirk will send the draft for review this week.</p> <p>One final deliverable of the grant project is to create some marketing tools for use by other colleges. It was</p>	

	<p>suggested to create a template for brochures and tri-fold handouts which would be posted to the Project website.</p>	<p>Kirk will design the marketing tools.</p>
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