

**West Texas Nursing Education Consortium
NIG Grant Meeting
Minutes
February 6, 2008**

ATTENDANCE: PRESENT: Sharon Cannon, Lori Lieck, Jennifer Askew, Cathy Bolton, Susie Sportsman, Lynda Billings, Carmen Edwards, Gail Meagher, Kris Robinson, Pat Allen, Paulinea Ballesteros, Josefina Lujan, Kim Bezinque

ABSENT: P. Balles, Becky Hammack, Budge Mabry, Dr. Helen Reyes, Heidi Taylor, J. Morgan, Leslie Mayrand, Linda Ross, Marla Cottneoir, R. Landers

CALL TO ORDER: Dr. Sharon Cannon called the meeting to order at 10:20AM.

INTRODUCTION: Introductions were made by all members present. Dr. Cannon introduced Jennifer Askew as the new Project Coordinator for the Grant.

BUSINESS

GRANT

OVERVIEW: Dr. Pat Allen gave an overview of the grant. All members were given a copy of the grant application. The purpose of the grant is to fill spots within nursing schools in West Texas and maintain retention of nursing students in the West Texas area. Area schools are losing students to other states or they are unable to fill all spots. Students will have the option to pick from three schools in the beginning. The portal will be tweaked as the project moves ahead. Pat discussed the goals for both of the portal projects; the retention portal and the centralized application database portal.

The idea was mentioned on whether there should be an inclusion of private schools, i.e., LCU, ACU into the consortium but not the grant. It was stated that there would be research as to what schools to include and the logistics of inviting them into the consortium.

Kris Robinson mentioned the E-value system. She will send out information on a contact person for this.

There was discussion on the name of the portal. It was decided that it should be Texas Nursing Application Portal (TNAP).

AUSTIN MEETING
UPDATE:

Dr. Cannon discussed the Austin Grant Meeting that she attended with the Coordinating Board. This meeting was for universities, etc. that were awarded grants. Dr. Cannon gave a review of what was expected of the grant winners and a timeline of due dates for reports/meetings that were required. Dr. Cannon will send everyone a copy of these due dates once the timeline has been revised. Partner schools asked that there be sufficient time given to them if a deadline is approaching, an email notice perhaps with the specific request and due date in the 'subject line' of the email.

GROUP/
INDIVIDUAL

RESPONSIBILITIES Discussion was held on all responsibilities at the present time for all of the group members. Dr. Cannon and Jennifer Askew will contact Budge Mabry, who will be back in his office on February 20, to set up a meeting with him regarding the portal. Dr. Cannon and Jennifer will meet with our Lubbock IT contact, Joe Ferrar, to discuss setting up a website.

Dr. Josie Lujan asked what her duties would be as the diversity consultant for the grant. Dr. Lujan stated she would speak with Dr. Pat Allen, Dr. Sharon Cannon, and Lynda Billings regarding her duties.

Dr. Pat Allen has a copy of all partner school admission requirements and will forward to Lori Lieck who will then send back to each school for verification that all requirements stated are reflected accurately and no additions need to be made before this information is presented to Budge Mabry for inclusion into the portal. Jennifer will be getting an email address as soon as possible. It was suggested that Jennifer try to incorporate on the Website a place where the schools could go directly and make any additions or amendments to their admissions criteria.

Jennifer will send emails to each member regarding due dates of items for the grant.

MOU's (memorandum of understanding) will need to be developed for the University of Texas Systems Administration (Budge Mabry), Dr. Josie Lujan, and Dr. Susie Sportsman.

Dr. Susie Sportsman asked that talking points be given to each partner school for their IT, Office of Admissions, and Office of the Registrar departments so these people know what is expected from them and understand the reasoning and process for the portal. Suggestion was to see how this process works with the School of Medicine. The website to review this is <http://www.utsystem.edu/tmdsas/>

**CONTACT
PERSON:**

Dr. Cannon requested that all members give Jennifer and Lori a name of a contact person so that they will be able to send information regarding the grant to this person. Dr. Cannon also asked that everyone give a contact person within their IT department. The partner schools decided that they would need to return to their schools and discuss this project with their IT departments so that they could decide who this contact person would be. Jennifer will send out a request for this information after she gets her email account.

**PRESS
TEMPLATE:**

Dr. Cannon included a template in the handouts that the press used to announce the grant award in the Odessa/Midland area. Dr. Cannon stated that if anyone was interested in using this template for the press in their area, they were welcome to. Several agreed that they would like to use this template. Lori Lieck will email the templates to each of the members.

ADJOURNMENT: The meeting adjourned at 2:35PM.

Respectfully submitted
Lori Lieck
Secretarial Support Staff