

WV Center for Nursing  
Data Management Subcommittee  
June 21, 2006  
3:00 to 4:00 p.m.  
WV Higher Education Policy Commission  
5<sup>th</sup> Floor Conference Room  
**Minutes**

Members Present: Dr. Cynthia Persily and Cheryl Basham, via  
Teleconference, Duane Napier  
Members Absent: Melissa Aguilar  
Guests: None

I. Call to order

The meeting was called to order by Dr. Persily.

II. Approval of Minutes

The minutes of the May 11, 2006 meeting were reviewed. With no additions or corrections, approval of the minutes was unanimous.

III. Executive Director's Report

The Executive Director had no items for discussion.

IV. Old Business

A. Annual Report – recommendations added.

Dr. Persily and Mr. Napier reviewed their edits and corrections for the report. Dr. Persily asked that the recommendations be reorganized into three sections, with the recommendations under each heading: Heading Title "Data": include #9, #10 and #7; Heading Title "Recruitment": include #1, #6 and #8; Heading Title "Retention": include #2, #4, #5 and #6; and create a #11 "Continue to evaluate and refine the WVCN Scholarship Program". Also, the recognition program is not listed and should be added as #12 under Retention heading, and on page 15.

Dr. Persily noted that #3 wasn't included, as it not a recommendation. Also, reference to advisory committee should be deleted, as will appear in the work plan.

This section will be re-edited, once these changes have been

completed, and Ms. Basham has an opportunity to review the report. Once all changes have been made, the report will be presented to the full Board at the July 28<sup>th</sup> meeting.

Mr. Napier reviewed the qualified applicants chart. As at least two programs conduct a “rolling” admission, it is hard to arrive at a fixed number of students who’ve applied and were not admitted to a BSN program. Dr. Persily suggested that the report be updated until it is ready to print; the data will have to be listed “as of” the last date information was supplied, or that the Executive Director re-contact these programs and change the request to the number of students who applied for Fall 2006 and were not admitted.

Dr. Persily stated that the data on the number of RN grads is not yet available. Also, on the chart on page 22, Ages per WIA, chart is busy, but asked that a line be placed to show the national salary median for both RNs and LPNs.

The mailing list for the annual report was also reviewed.

Action Item:

1. Executive Director to complete edits and supply updated report to subcommittee members.
2. Executive Director to contact schools with rolling admission to gather new Fall 2006 data.
3. Add website calendar development to list of accomplishments.
4. Executive Director will have cost estimate for printing, binding, and mailing annual report for next subcommittee meeting.
5. Report will be placed on agenda for the July 28<sup>th</sup> WVCN Board meeting.
6. Dr. Persily will check on when the report maybe requested for presentation at legislative interims.

V. New Business

A. Future data collection recommendations: minimum data set.

Dr. Persily discussed possible recommendations for a minimum data set for both RNs and LPNs to gather from their re-licensure cycle, to attempt to answer some of the nursing workforce questions. Dr. Persily and Mr. Napier presented this idea at the joint June meeting of the RN/LPN Boards. The RN board can make changes by mid-July for their December renewals. If the Data Subcommittee can decide on what items/questions are needed; will have better and complimentary data for next year. Mr. Napier has compared the two disciplines renewal forms to the

Colleagues in Caring information. Items that are missing: advanced practice, unemployed seeking work as a nurse. Also needed is a question about checking where they are practicing. Mr. Napier also discussed the differences between the RN and LPN questions, namely military service and clinical practice questions were the different. Dr. Persily suggested that maybe the subcommittee's recommendation should be that all of the Colleagues in Caring information should be included on both the RN and LPN re-licensure forms. Dr. Persily asked the Executive Director develop a template of all information before the July 28<sup>th</sup> Board meeting and the Data Management Subcommittee will meet and review before that date.

Action Item:

1. Executive Director will develop a template of all information for a minimum data set for both RN/LPN for next subcommittee meeting.
2. Executive Director will place this item for discussion on the next subcommittee agenda.

VI. Strategic Plan

Data Management issues are being addressed and are in line with the plan.

VII. Announcements

Dr. Persily asked that Board members be requested to review the website prior to the July 28<sup>th</sup> meeting.

VIII. Next Meeting Date and Adjournment

With no further business, the next meeting was scheduled for July 26<sup>th</sup> at 3:30 p.m. The meeting was adjourned.

**Signatures:**

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**Chair**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Executive Director**

\_\_\_\_\_  
**Date**