



**ILLINOIS NURSE ASSISTANT/AIDE
TRAINING COMPETENCY
EVALUATION PROGRAM**

2015 Illinois Certified Nurse Assistant/Aide (CNA) Task List Survey

Developed by:

SIUC Nurse Aide Testing Project

SIU Office of Workforce Innovation and Research

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Overview

This report outlines the 2015 results from the CNA Task List survey. Participants included a group of subject matter experts (to decrease the number of survey items for the main sample) as well as a representative sample of CNAs and their supervisors from healthcare institutions across the state. The first section highlights results from the subject matter experts, and the second section displays results from CNAs and their supervisors.

Section 1: Subject Matter Experts

The subject matter experts in the current report included 30 individuals employed as nursing educators, government officials, administrators, or nursing supervisors. The experts were asked to reply “Yes” to each of the 200 tasks they deemed essential for CNAs to perform under their supervision. Tasks for which 90% of the subject matter experts replied “Yes” were deemed essential tasks for all CNAs in Illinois. Since these tasks were deemed essential by at least 90% of experts, they are likely to be essential for CNAs across Illinois and **should be included** in the CNA Certification Exam. Thus, it was not necessary to ask participants statewide whether or not they perform/assign these essential tasks, as they will likely be on the certification exam regardless.

For 131 of the 200 tasks, at least 27 out of 30 experts agreed the task was essential for CNAs under their supervision. As a result, we reduced the 2013 CNA task survey to 69 non-essential tasks (see tasks highlighted in red in Tables 4-9). This is an item reduction of approximately 65% (i.e., from 200 tasks to 69 tasks).

Tasks in which at least 90% of the subject matter experts replied “Yes” were deemed essential and not included in the survey. Tables 1-6 show responses from Subject Matter Experts. Highlighted items indicate they were to be included on the survey of CNAs and CNA supervisors.

Table 1: *Duty Area A: Communicating Information (N = 30)*

Duty Area Tasks	Yes	No
1. Observe and report resident data (verbal).	96.7%	3.3%
2. Record subjective and objective resident data (written).	80.0%	20.0%
3. Communicate with resident, staff, and family within HIPPA guidelines.	96.7%	3.3%
4. Write reports concerning resident care and condition, accidents, and incidents.	70.0%	30.0%
5. Check current documentation of resident status and care.	80.0%	20.0%
6. Answer call signal.	86.7%	13.3%
7. Place and receive telephone calls.	56.7%	43.3%
8. Reinforce or assist with resident teaching.	90.0%	10.0%
9. Reinforce instructions from other health professional to resident and family.	90.0%	10.0%
10. Report pests.	86.7%	13.3%
11. Communicate with limited English proficient resident.	93.3%	6.7%
12. Communicate with alert resident impeded by mechanical/physical limitations.	96.7%	3.3%
13. Report service and repair needs for equipment.	93.3%	6.7%
14. Calculate, report, and record food and fluid intake.	86.7%	13.3%
15. Calculate, report, and record output.	86.7%	13.3%
16. Access the list of emergency telephone numbers for household or nursing unit.	80.0%	20.0%
17. Assist with unit admitting procedure.	80.0%	20.0%
18. Assist with unit discharge procedure.	73.3%	26.7%
19. Assist with transferring procedure.	80.0%	20.0%
20. Inventory and label personal property.	76.7%	23.3%
21. Carry out assignment from supervisor.	93.3%	6.7%
22. Communicate need for changes in care plan.	90.0%	10.0%
23. Instruct resident in use of body mechanics.	83.3%	16.7%
24. Communicate with resident with hearing-disorder.	100.0%	0.0%
25. Instruct visitors in isolation techniques.	83.3%	16.7%
26. Communicate with dementia residents.	100.0%	0.0%
27. Communicate successful techniques with nursing supervisor and staff members.	93.3%	6.7%
28. Attend meetings.	96.7%	3.3%
29. Communicate with sensory-impaired resident.	100.0%	0.0%
30. Report unsafe conditions.	96.7%	3.3%
31. Observe, report, and record changes in resident's behavior pattern.	96.7%	3.3%

Table 2: Duty Area B: Performing Basic Nursing Skills (N = 30)

Duty Area Tasks	Yes	No
1. Assist with the set up and maintain supplies for an isolation unit.	70.0%	30.0%
2. Put on and remove gown, mask, and gloves to care for isolation resident.	83.3%	16.7%
3. Serve and remove diet tray for resident in isolation.	76.7%	23.3%
4. Dispose of soiled material from isolation room.	76.7%	23.3%
5. Provide personal care for resident using isolation techniques.	83.3%	16.7%
6. Collect specimen from resident in isolation.	76.7%	23.3%
7. Make occupied bed.	86.7%	13.3%
8. Make unoccupied bed.	86.7%	13.3%
9. Straighten unit.	86.7%	13.3%
10. Prepare soiled linen for laundry.	90.0%	10.0%
11. Report the need to adjust environmental factors in unit (heat).	90.0%	10.0%
12. Clean and maintain utility and linen rooms.	66.7%	33.3%
13. Distribute supplies and equipment to unit.	66.7%	33.3%
14. Stock and store equipment and supplies.	66.7%	33.3%
15. Provide for environmental safety.	96.7%	3.3%
16. Follow safety, emergency, and disaster procedures.	100.0%	0.0%
17. Position bed and place needed equipment within reach of resident.	96.7%	3.3%
18. Utilize geri-chair or merry walker safely.	80.0%	20.0%
19. Clean and disinfect unit.	66.7%	33.3%
20. Apply protective device.	83.3%	16.7%
21. Evaluate equipment for safe use and need for repair.	93.3%	6.7%
22. Wash hands aseptically.	96.7%	3.3%
23. Perform or provide catheter care.	86.7%	13.3%
24. Assist with catheters and drainage tubing care.	93.3%	6.7%
25. Empty closed urine drainage bags.	93.3%	6.7%
26. Adjust bed and side rails.	90.0%	10.0%
27. Change colostomy/ileostomy bag.	63.3%	36.7%
28. Care for resident with a colostomy/ileostomy bag.	96.7%	3.3%
29. Collect timed urine specimen.	83.3%	16.7%
30. Measure and record blood pressure.	96.7%	3.3%
31. Measure and record pulse.	96.7%	3.3%
32. Measure and record temperature.	96.7%	3.3%
33. Measure and record respiration.	96.7%	3.3%
34. Measure and record resident's height and weight.	93.3%	6.7%
35. Collect clean catch urine specimen.	80.0%	20.0%
36. Collect routine urine specimen.	90.0%	10.0%
37. Collect 24-hour urine specimen.	80.0%	20.0%
38. Collect sputum specimen.	76.7%	23.3%
39. Collect stool specimen.	83.3%	16.7%
40. Use standard precautions.	93.3%	6.7%

Table 2 Continued: *Duty Area B: Performing Basic Nursing Skills (N = 30)*

Duty Area Tasks	Yes	No
41. Give postmortem care.	83.3%	16.7%
42. Assist with care for decubitus ulcer.	80.0%	20.0%
43. Provide care for resident receiving oxygen treatment.	100.0%	0.0%
44. Follow licensed staff's instructions in an emergency situation.	100.0%	0.0%
45. Initiate CPR on resident (adult, child, infant).	80.0%	20.0%
46. Apply direct pressure to control bleeding.	93.3%	6.7%
47. Perform first-aid for choking resident.	93.3%	6.7%
48. Follow licensed staff's instructions for providing assistance to a resident who has fainted.	96.7%	3.3%
49. Follow licensed staff's instructions for providing assistance to a resident in shock.	96.7%	3.3%
50. Provide assistance to resident who has fallen.	96.7%	3.3%
51. Recognize and report abnormal signs and symptoms in common diseases and conditions.	96.7%	3.3%
52. Follow RACE guidelines to protect residents from fire (Remove resident, Activate alarm, Contain fire and Extinguish fire).	96.7%	3.3%
53. Follow licensed staff's instructions for providing assistance to a resident who has ingested a hazardous substance.	96.7%	3.3%
54. Provide assistance to hysterical or disorientated resident.	100.0%	0.0%
55. Provide assistance to a resident with seizures.	96.7%	3.3%
56. Follow licensed staff's instructions for providing assistance to a resident with burns.	86.7%	13.3%
57. Prioritize order of care for residents with various needs.	96.7%	3.3%
58. Assist in preparation of specimen for transfer to laboratory.	80.0%	20.0%
59. Use safety precautions with therapeutic and electrical equipment.	100.0%	0.0%

Table 3: *Duty Area C: Performing Personal Care Skills (N = 30)*

Duty Area Tasks	Yes	No
1. Assess body alignment of a resident.	90.0%	10.0%
2. Give resident a bed bath.	93.3%	6.7%
3. Place alternating pressure mattress on bed.	76.7%	23.3%
4. Apply heel and elbow protectors/hand rolls.	90.0%	10.0%
5. Assist resident in care of dentures.	96.7%	3.3%
6. Give backrub to resident.	86.7%	13.3%
7. Provide skin care to resident.	93.3%	6.7%
8. Assist resident in performing oral hygiene.	96.7%	3.3%
9. Administer oral hygiene for unconscious resident.	86.7%	13.3%
10. Assist resident in using toilet.	96.7%	3.3%
11. Assist resident in using bedside commode.	96.7%	3.3%
12. Assist resident in using urinal.	96.7%	3.3%
13. Assist resident in using bedpan.	93.3%	6.7%
14. Assist resident with shaving.	96.7%	3.3%
15. Shave resident.	96.7%	3.3%
16. Shampoo hair.	96.7%	3.3%
17. Assist resident in grooming hair.	96.7%	3.3%
18. Provide appropriate care for toenails and fingernails.	90.0%	10.0%
19. Assist resident with bath or shower.	96.7%	3.3%
20. Give resident bath or shower.	93.3%	6.7%
21. Assist resident with other personal grooming.	96.7%	3.3%
22. Give a.m. care.	96.7%	3.3%
23. Give p.m. care.	90.0%	10.0%
24. Assist resident with eating.	93.3%	6.7%
25. Feed adult resident.	86.7%	13.3%
26. Identify general/therapeutic diet.	96.7%	3.3%
27. Distribute nourishment.	90.0%	10.0%
28. Check food tray against diet list.	90.0%	10.0%
29. Serve and collect tray.	86.7%	13.3%
30. Assist resident in dressing and undressing.	96.7%	3.3%
31. Care for incontinent resident.	96.7%	3.3%
32. Distribute drinking water.	86.7%	13.3%
33. Encourage fluid intake.	100.0%	0.0%
34. Administer perineal care.	96.7%	3.3%
35. Take resident to appointment within facility or accompany resident to an appointment outside the facility.	66.7%	33.3%
36. Implement nursing measures to promote comfort, rest, and sleep.	100.0%	0.0%
37. Provide care for hearing aid.	93.3%	6.7%
38. Provide assistance to visually impaired resident.	96.7%	3.3%
39. Provide care for eye glasses/contacts.	90.0%	10.0%
40. Provide care to resident's cast or splint.	90.0%	10.0%
41. Provide care for resident with fever.	96.7%	3.3%
42. Provide care for terminally ill resident.	96.7%	3.3%
43. Assist with preoperative and postoperative care.	80.0%	20.0%

Table 4: *Duty Area D: Performing Basic Restorative Skills (N = 30)*

Duty Area Tasks	Yes	No
1. Orient visually impaired resident to environment.	100.0%	0.0%
2. Assist resident to sitting position.	96.7%	3.3%
3. Apply cold compress.	80.0%	20.0%
4. Administer hot soak.	53.3%	46.7%
5. Apply warm compress.	76.7%	23.3%
6. Apply ice bag.	80.0%	20.0%
7. Assist with whirlpool treatment/therapeutic bath (If not medicated).	70.0%	30.0%
8. Administer tepid bath.	86.7%	13.3%
9. Assist with dressing change.	90.0%	10.0%
10. Use a transfer/safety belt properly.	96.7%	3.3%
11. Assist resident with ambulation using a transfer/safety belt.	96.7%	3.3%
12. Apply lotion (If not medicated).	93.3%	6.7%
13. Apply antiembolism elastic stockings (Ted Hose).	93.3%	6.7%
14. Observe resident for adequate circulation after application of supportive device (Ted Hose).	90.0%	10.0%
15. Assist resident with standing.	96.7%	3.3%
16. Assist resident with dangling.	90.0%	10.0%
17. Assist resident with walking.	96.7%	3.3%
18. Assist resident with using cane.	93.3%	6.7%
19. Assist resident with quad cane.	93.3%	6.7%
20. Assist resident with using walker.	96.7%	3.3%
21. Assist resident in using wheelchair.	96.7%	3.3%
22. Transfer resident to bedside commode.	96.7%	3.3%
23. Transfer resident from bed to shower chair.	90.0%	10.0%
24. Apply brace.	83.3%	16.7%
25. Apply splint.	80.0%	20.0%
26. Transfer resident who can stand to and from wheelchair (example: 1 person transfer).	93.3%	6.7%
27. Transfer resident who cannot stand to and from wheelchair (example: 2 person transfer).	86.7%	13.3%
28. Transport resident by wheelchair.	96.7%	3.3%
29. Transport resident by stretcher.	73.3%	26.7%
30. Transport resident using mechanical lift.	83.3%	16.7%
31. Move resident in bed using lift sheet.	86.7%	13.3%
32. Assist resident in remaining mobile with exercise.	96.7%	3.3%
33. Assist resident with active range of motion exercises.	93.3%	6.7%
34. Assist resident with active assistive range of motion exercises.	93.3%	6.7%
35. Assist resident with passive range of motion exercises.	93.3%	6.7%
36. Place footboard or overbed cradle on bed.	76.7%	23.3%
37. Position the resident.	93.3%	6.7%
38. Turn and position the resident.	93.3%	6.7%
39. Move resident between stretcher and bed using three-person lift.	76.7%	23.3%
40. Assist resident in bladder and bowel retraining.	90.0%	10.0%
41. Logroll resident.	90.0%	10.0%
42. Apply arm sling.	86.7%	13.3%

Table 5: *Duty Area E: Providing Mental Health and Social Services Needs (N = 30)*

Duty Area Tasks	Yes	No
1. Observe and report resident's level of orientation.	96.7%	3.3%
2. Provide emotional and spiritual support for resident and family.	96.7%	3.3%
3. Respond to emotional needs of dying resident and family.	96.7%	3.3%
4. Apply reality orientation technique.	96.6%	3.4%
5. Direct resident to recreational activities.	96.7%	3.3%
6. Follow resident's recreation/activity plan.	90.0%	10.0%
7. Orient resident and family to facility and room.	86.7%	13.3%
8. React to resident's emotional needs.	96.7%	3.3%
9. Assist dying resident and resident's family.	100.0%	0.0%
10. Assist resident in group and individual activities.	80.0%	20.0%
11. Work with resident to maintain their thinking abilities.	100.0%	0.0%

Table 6: *Duty Area F: Providing Resident's Rights (N = 30)*

Duty Area Tasks	Yes	No
1. Maintain confidentiality of resident information according to HIPPA guidelines.	100.0%	0.0%
2. Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.	96.7%	3.3%
3. Provide an environment in which resident can maintain privacy and personal belongings.	100.0%	0.0%
4. Care for personal belongings of resident.	93.3%	6.7%
5. Assist dementia resident with validation (affirmation).	100.0%	0.0%
6. Identify and report suspected resident abuse or neglect.	100.0%	0.0%
7. Maintain resident's right to quality care.	100.0%	0.0%
8. Assist resident in making personal choices (individual needs).	93.3%	6.7%
9. Address the resident by the name of his/her choice.	96.7%	3.3%
10. Provide abuse free (mistreatment and neglect) care.	100.0%	0.0%
11. Report neglect or abuse of resident's property.	100.0%	0.0%
12. Assist resident in personal communication (letter writing, phone calls, etc.).	86.7%	13.3%
13. Assist resident in exercising citizenship rights.	76.7%	23.3%
14. Demonstrate professional ethics.	100.0%	0.0%

Section 2: CNAs and CNA Supervisors

The shortened 69 item survey was used for the statewide assessment of individuals from 1,495 healthcare facilities. With such a large sample, some participants skipped survey items. The last column in each table indicates the percentage of missing responses. The tables below reflect the combined responses of all participants (e.g., both CNAs and CNA supervisors). Table 7 shows results for Duty Areas A and B, and Table 8 shows results for Duty Areas C, D, and E. All participants were asked whether or not they perform the given task in their current job position.

Table 7: Supervisor and CNA Combined - Duty Areas A and B (N = 466)

Duty Area A: Communicating Information	Yes	No	Missing
2. Record subjective & objective resident data (written).	72.7%	26.4%	0.9%
4. Write reports concerning resident care and condition, accidents, and incidents.	65.2%	34.1%	0.6%
5. Check current documentation of resident status and care.	73.0%	26.2%	0.9%
6. Answer call signal.	77.9%	21.7%	0.4%
7. Place and receive telephone calls.	79.8%	19.1%	1.1%
10. Report pests.	81.1%	18.0%	0.9%
14. Calculate, report, and record food and fluid intake.	75.3%	24.7%	0.0%
15. Calculate, report, and record output.	74.9%	24.7%	0.4%
16. Access the list of emergency telephone numbers for household or nursing unit.	76.4%	23.2%	0.4%
17. Assist with unit admitting procedure.	60.7%	38.8%	0.4%
18. Assist with unit discharge procedure.	59.4%	39.9%	0.6%
19. Assist with transferring procedure.	73.6%	26.2%	0.2%
20. Inventory and label personal property.	62.9%	36.1%	1.1%
23. Instruct resident in use of body mechanics.	79.8%	19.3%	0.9%
25. Instruct visitors in isolation techniques.	60.7%	38.2%	1.1%
Duty Area B: Performing Basic Nursing Skills	Yes	No	Missing
1. Assist with the set up and maintain supplies for an isolation unit.	64.8%	35.2%	0.0%
2. Put on and remove gown, mask, and gloves to care for isolation resident.	80.7%	19.3%	0.0%
3. Serve and remove diet tray for resident in isolation.	68.7%	31.1%	0.2%
4. Dispose of soiled material from isolation room.	69.1%	30.5%	0.4%
5. Provide personal care for resident using isolation techniques.	78.5%	21.2%	0.2%
6. Collect specimen from resident in isolation.	63.5%	36.3%	0.2%
7. Make occupied bed.	84.1%	15.9%	0.0%
8. Make unoccupied bed.	89.5%	10.5%	0.0%
9. Straighten unit.	91.8%	8.2%	0.0%
12. Clean and maintain utility and linen rooms.	72.1%	27.9%	0.0%
13. Distribute supplies and equipment to unit.	65.5%	34.3%	0.2%
14. Stock and store equipment and supplies.	67.4%	32.6%	0.0%
18. Utilize geri-chair or merry walker safely.	61.8%	38.2%	0.0%
19. Clean and disinfect unit.	70.8%	29.0%	0.2%
20. Apply protective device.	78.3%	21.5%	0.2%
23. Perform or provide catheter care.	74.0%	26.0%	0.0%
27. Change colostomy/ileostomy bag.	44.4%	55.4%	0.2%
29. Collect timed urine specimen.	67.0%	32.8%	0.2%
35. Collect clean catch urine specimen.	68.9%	30.9%	0.2%
37. Collect 24-hour urine specimen.	63.9%	35.8%	0.2%
38. Collect sputum specimen.	50.2%	49.6%	0.2%
39. Collect stool specimen.	69.5%	30.5%	0.0%
41. Give postmortem care.	63.9%	35.6%	0.4%
42. Assist with care for decubitus ulcer.	60.7%	39.3%	0.0%
45. Initiate CPR on resident (adult, child, infant).	83.0%	17.0%	0.0%
56. Follow licensed staff's instructions for providing assistance to a resident with burns.	48.5%	51.1%	0.4%
58. Assist in preparation of specimen for transfer to laboratory.	70.8%	29.0%	0.2%

Note: The results above represent the task percentages for CNA Supervisors (N = 225) and CNAs (N = 241) combined.

Breakdown of Task Percentages for Duty Areas A and B

Duty Area A: 100% - 90% = 0 tasks; 89.9% - 80% = 1 task; 79.9% - 70% = 9 tasks; 69.9% - 60% = 4 tasks; 59.9% - 50% = 1 tasks; 49.9% - 40% = 0 tasks; 39.9% - 30% = 0 tasks; 29.9% - 20% = 0 tasks.

Duty Area B: 100% - 90% = 1 task; 89.9% - 80% = 4 tasks; 79.9% - 70% = 6 tasks; 69.9% - 60% = 13 tasks; 59.9% - 50% = 1 task; 49.9% - 40% = 2 tasks; 39.9% - 30% = 0 tasks; 29.9% - 20% = 0 tasks.

Table 8: *Supervisor and CNA Combined - Duty Areas C, D, E, and F (N = 466)*

Duty Area C: Performing Personal Care Skills	Yes	No	Missing
3. Place alternating pressure mattress on bed.	56.7%	43.3%	0.0%
6. Give backrub to resident.	81.5%	18.5%	0.0%
9. Administer oral hygiene for unconscious resident.	69.7%	30.3%	0.0%
25. Feed adult resident.	76.8%	23.0%	0.2%
29. Serve and collect tray.	82.4%	17.6%	0.0%
32. Distribute drinking water.	85.4%	14.4%	0.2%
35. Take resident to appointment within facility or accompany resident to an appointment outside the facility.	44.0%	56.0%	0.0%
43. Assist with preoperative and postoperative care.	57.3%	42.5%	0.2%
Duty Area D: Performing Basic Restorative Skills	Yes	No	Missing
3. Apply cold compress.	73.0%	26.6%	0.4%
4. Administer hot soak.	44.6%	54.7%	0.6%
5. Apply warm compress.	71.5%	28.1%	0.4%
6. Apply ice bag.	78.1%	21.5%	0.4%
7. Assist with whirlpool treatment/therapeutic bath (If not medicated).	29.4%	70.0%	0.6%
8. Administer tepid bath.	47.4%	51.7%	0.9%
24. Apply brace.	68.7%	30.5%	0.9%
25. Apply splint.	57.9%	41.2%	0.9%
27. Transfer resident who cannot stand to and from wheelchair (example: 2 person transfer).	83.7%	15.7%	0.6%
29. Transport resident by stretcher.	44.8%	54.5%	0.6%
30. Transport resident using mechanical lift.	72.3%	27.5%	0.2%
31. Move resident in bed using lift sheet.	80.7%	18.9%	0.4%
36. Place footboard or overbed cradle on bed.	53.2%	45.9%	0.9%
39. Move resident between stretcher and bed using three-person lift.	57.9%	41.8%	0.2%
42. Apply arm sling.	65.0%	34.5%	0.4%
Duty Area E: Providing Mental Health and Social Services Needs	Yes	No	Missing
7. Orient resident and family to facility and room.	75.8%	24.0%	0.2%
10. Assist resident in group and individual activities.	65.2%	34.3%	0.4%
Duty Area F: Providing Resident's Rights	Yes	No	Missing
12. Assist resident in personal communication (letter writing, phone calls, etc.).	80.9%	18.9%	0.2%
13. Assist resident in exercising citizenship rights.	51.7%	47.6%	0.6%

Note: The results above represent the task percentages for CNA Supervisors (N = 225) and CNAs (N = 241) combined.

Breakdown of Task Percentages for Duty Areas C, D, and E

Duty Area C: 100% - 90% = 0 tasks; 89.9% - 80% = 3 tasks; 79.9% - 70% = 1 task; 69.9% - 60% = 1 task; 59.9% - 50% = 2 tasks; 49.9% - 40% = 1 task; 39.9% - 30% = 0 tasks; 29.9% - 20% = 0 tasks.

Duty Area D: 100% - 90% = 0 tasks; 89.9% - 80% = 2 tasks; 79.9% - 70% = 4 tasks; 69.9% - 60% = 2 tasks; 59.9% - 50% = 3 tasks; 49.9% - 40% = 3 tasks; 39.9% - 30% = 0 tasks; 29.9% - 20% = 1 task.

Duty Area E: 100% - 90% = 0 tasks; 89.9% - 80% = 0 tasks; 79.9% - 70% = 1 task; 69.9% - 60% = 1 task; 59.9% - 50% = 0 tasks; 49.9% - 40% = 0 tasks; 39.9% - 30% = 0 tasks; 29.9% - 20% = 0 tasks.

Duty Area F: 100% - 90% = 0 tasks; 89.9% - 80% = 1 task; 79.9% - 70% = 0 tasks; 69.9% - 60% = 0 tasks; 59.9% - 50% = 1 task; 49.9% - 40% = 0 tasks; 39.9% - 30% = 0 tasks; 29.9% - 20% = 0 tasks.

For more information or to see a full report, including sampling methods, demographics, and data breakdowns based on position or institution type (e.g., hospitals versus assisted living) please contact Dr. Tom Hovatter (cobra7@siu.edu) or Emily Neuhoff (eneuhoff@siu.edu).