



School of Health Sciences

Meeting Purpose:	SHP Leadership Council
-------------------------	------------------------

Date:	10/24/2012	Time	2-4 PM	Location	A-137
--------------	------------	-------------	--------	-----------------	-------

Attendees:	Dean - M. Collins, CPS/RES – J. Elsberry, CVT – J. Davis, DH – Karen Molumby, EMS/FIRE – D. DiSarro, HIT – D. Howard, HUS - S. Brown, NURS – B. Holbrook, S. Holland , M. Kruger, D. McNulty, C. Paul , OPT – R. McCoy, PTA – J. Gootkin, RAD – J. Mayhew
-------------------	---

AGENDA/DISCUSSION/ACTION Items	Process/Responsible
1. SHP Organizational Chart Updates – not clarified yet: associate dean & for department chair/director titles, faculty with educational administration duties (department chair & program directors); What's needed for programs? 9, 10, 11, 12 month contracts; Staff Reorg; Enrollment	Marie; CE programs in nursing,
2. Staff Organization – SHP Staff Council	Agreed
3. Sim Lab and Technician Roles within SHP	
4. CE Courses/Simulation Lab Use – proposed meeting Friday Nov 9 (create 'temporary' plan)	
5. Hiring Review – effective Oct 19; Budget council on Monday to discuss Mid-Year reclassification. If offer is not made by Monday, then affected.	Gina will confirm if this applies to adjuncts, clinical associates, student assistants
6. Nursing prereqs/coreqs – students re-entering; Intro to Nursing and Intro to Pharm;	Follow up with Michelle
7. DegreeWorks/Banner Presentation (M. Fanslau, J. Grasso, M. Ward)	Marie will forward all to programs CAPPs; Pre-PTA
8. Clinical Affiliations Presentation (M. Lupe): HCA, VA, Lee. Disqualifying offenses,	CE
9. Institutional Effectiveness Reports; General Education Sibert Model Discussion with J. Stewart	New Drafts Due 10/31
10. Criminal Background Check – updates (HUS needs); additional \$20 per year; \$35 unlimited plan beyond graduation; \$87 to \$128.	Margaret Kruger: will get some questions answered FDLE Program Code Programs
11. Requisition Approvals and Workflow Travel: PreAuth and Reimbursement Approvals	
12. Adjunct Credit Hours – Proposal to Increase Load up to 13 hrs	All Agreed

13. SHP Leadership Council Standing meetings through Dec 2012	
14. SHP Email Groups – IT does not have a way to create; Staff assignment to create and share	
15. Testing Center needs – Pearson Vue – and other testing Watson Glaser, HESI, NCLEX, Mobility Test	HIT, DH, Rad, Nursing, EMT/Paramedic, CVT
16. Use of Document Manager as Minutes Repository: for SHP, Program, Advisory	
<p>GUEST: Financial Aid – Gina Doeble - 12 credit hours – full time. Attendance Verification – must show they've attended one class before aid is released; As soon as verification is opened, faculty can report it. Processing time is still 3-4 days out before student receives money. Summer is 12 credit hours, considered 1 term but A & B aid is not distributed until enrolled</p> <p>Sometimes Program Directors do not know faculty has not completed attendance verification; AV supposed to be after FINAL drop/add but BH said that some students were dropped after initial AV done.</p>	

PROGRAM NEWS

Human Services – corrected error in catalog and now going to have a flood of courses offered to get HUS courses, learning assessment

Opticianry – recruiting for Jan 2013 semester

EMS/Fire – taking apps for spring 2013 semester

Nursing/AS/Evening - Spring 2013 - Accepted 16 student for AP 41 apps

Nursing/BS/ Denise – 10 registered for multicultural nursing; 2 new

CVT/RC/Pulmonary – Nov 10 J. Davis has organized a seminar with several distinguished speakers

HIT – enrollment okay, Nov 17 symposium, 2014 new coding system; Nov 10 Advisory meeting

RAD – doing great; **JUNE GRADUATION CERTIFICATION NEEDED**

DH – teaching first of 3 courses for local anesthesia

PTA – enrollment is up

NURS/Collier – Child Health & Safety Coalition participation; WINK news on campus today to highlight SIM LAB education (watch news tonight)