



**MEETING: SHP Spring 2015 Assembly**

January 6, 2015 12-4pm, AA-105

**PURPOSE:** Spring School-Wide Meeting

**ATTENDEES:** Faculty, Clinical Coordinators, Support Staff, Associate Deans, Dean

**AGENDA**

- 12-1pm      Networking Lunch
- 1-2pm      State of the School Update – Dr. Collins
- 2-2:30pm    Departmental Report/Goals & New Employee Introductions – Dr. Elsberry, Barbara Ward, Bobby Holbrook
- Program Report/Goals & New Employee Introductions – Program Directors
- 2:30-4pm    Department & Program Meetings – AA177 (Nursing), A137, A138

**MINUTES**

- S25 – Presentation by Senior Staff Assistant, Myrtha Collazo: Major learning curves with the implementation of S25. After initial scheduling and the optimizer (check for efficiency) has been run, it is critical that we submit ALL changes through Myrtha and NOT directly to classroom services as this causes duplicate efforts and confusion.
- Low enrollment & Independent study: on VPAA radar. Program Directors: please make sure that ALL exceptions are discussed/approved by Dr. Collins prior to promising courses to students/faculty. Please see most recent versions of COP 03-0601 Cancellation of Classes Due to Low Enrollment (06/27/14) and COP 03-0603 Class Scheduling (06/27/14)
- FLAC (Faculty Load and Compensation) – emails sent from HR discussed in this morning VPAA meeting. Deans were not on the distribution list. Dr. Collins will

forward to all when she receives from VPAA office. Email forwarded to all 1/6/15 4:54pm.

- Faculty Content Management System – faculty photos and bios. Faculty Photos/Bios – Monique Ward will be the point of contact. Dr. Collins will send those collected to her for posting on our web site. Gen leading this SHP effort for Jan 30 submission for posting on our web site. Thank you all for reviewing your bios and for your patience. If and when the planned Faculty Content Management System rolls out for the College, we will adapt.
- Directory and Organization Update – Thank you to Staff Assistant Gen Matz for doing such a wonderful job keeping our directory up to date. Spring 2015 updates have been posted on our school site at <http://www.fsw.edu/sohp> Also, please note that we have submitted 10 new photos of actual students/faculty in action, visibly from a variety of disciplines. These photos will be refreshed periodically.
- Criminal Background Check process – effective January 2015 application cycles, ANNUAL FLDE background check is required. More updates to come from the committee.
- Student Health Insurance – meeting with College offices (general counsel, financial aid, budget) and Dr. Collins on January 8, 2015 at 9:30am. Updates will follow. As of 1/27/15, the College direction on this has yet to be determined.
- VPAA memo – process for approval of syllabi. This has not been an issue in SHP programs. Please contact Dr. Collins if you hear of any issues.
- Submission of FSW conferred graduates to national examination agencies: a slight glitch in nursing Fall 2014 but overall, the process is working well. Only the Registrar's office can OFFICIALLY confirm graduation status.
- Faculty load max = 21 load hours. Adjunct load max = 12 load hours. VPAA distributed list showing two SHP faculty with 22 load hours. Dr. Wright approved 2 exceptions for Spring 2015 but will not approve future exceptions. See email sent on 1/26/15 12:39pm with COP 03-1110 Faculty Teaching Loads/Overload Hours (01/08/15) clarifying Fall/Spring and Summer load.
- VPAA update on CE and Polycom IT issues: Many issues discussed in the meeting. Dr. Collins forwarded VPAA response to all SHP 1/6/15 5:47pm and email from Jason Dudley on 1/23/15 8:55am to College
- Marketing Brochures Decision: Most programs agree with simplicity in printing and utilize the web site as their primary recruiting tool

## **Departmental Reports**

Human Services (S. Brown) - six courses developed and running as online courses on canvas. Another course is currently in development and will be ready for students by Summer 2015. Two more courses are in the planning stage and may be ready for students by Fall 2015.

Nursing, RN-BSN (B. Holbrook) - program has representation on Lee, Collier, Charlotte and Hendry Glades Center. Bobby presented as Key Note Speaker with Shadow Health National Winter Webinar, who provides virtual clients for Health Profession Programs, Susan Torres presented at national EPIC user group conference. John Brewer, BSN 13, also presented at same meeting. 8 current and grad BSN students had posters/ presentations at the Francine Gomberg lecture Fall 14. Fall 14 BSN graduates + ~55.

Department of Cardio/Emergency Services (Dr. Elsberry) - Introduction of Susan Davis for AHA CE Course Coordination, EMS Self Study for reaccreditation is due in May 2014, Respiratory Care Self Study for reaccreditation is due in June 2014. Both Programs will work collaboratively on common issues, "The Sun will come up tomorrow".

Physical Therapist Assistant (J. Gootkin) - PTA Program successful CAPTE Site Visit with Reaffirmation of Accreditation and next site visit in 2024. Complete renovation of A215 Compressed Video System enhancing delivery of the 100% distance learning program.

Health Information Technology (D. Howard) – no updates

Dental Hygiene (K. Molumby) – graduated 20<sup>th</sup> Class. Dr. Anthony Contino will retire May 2015. He will be greatly missed but we wish him the BEST!