

MEETING: **SHP Leadership Council**

February 14, 2013, 2-4pm, A-138

PURPOSE: **Standing Meeting**

ATTENDEES: **DEAN** - M. Collins

CPS/EMER – J. Elsberry (ASSOC DEAN/RESP), J. Davis (CVT), J. Washburn (EMS/FIRE)

DH – K. Molumby, **HIT** – D. Howard, **HUS** - S. Brown, **RAD** – J. Mayhew

NURS – D. McNulty (ASSOC DEAN/BSN), B. Holbrook (Lee, PM/Wkn), B. Ward (Lee, Day), M. Kruger (Collier), C. Paul (Charlotte)

OPT – R. McCoy, **PTA** – J. Gootkin

GUESTS: None

AGENDA & MINUTES

1. SHP Reorg Update – some changes have been approved for this fiscal year. Others will be proposed in next fiscal year.
 - a. Approved now: See 21Feb13 Org Chart attached. Please discard older versions.
 - b. Proposed for July 1, 2013 budget cycle:
 - i. Change Nursing Coordinators/10.5 months to Program Directors/12 months,
 - ii. Change title of Supervisor, Simulation Labs to Director, Simulation Education
 - iii. Change support for Director, Simulation Education to 25% hard money and 75% soft/course fees money. Allocate portion of EMS course fees to SIM LAB (Nursing & Respiratory Care already includes SIM LAB course fees)
 - iv. Reclassify staff positions: 1 senior staff assistant to administrative assistant, 2 staff assistants to senior staff assistants
2. HESI Testing Update – Dr. Collins waiting to hear back from Martin Peen, CEO of Testing Options. Business as usual with HESI testing until further notice. NOTE: possibility that Edison may expand to offer more exams. Dr. Collins and Susan Wilson will continue to work with Denise Swafford, ESC Director of Testing Services. Updates are forthcoming.
3. Program Accreditation Agencies – details will be placed in one comprehensive report for quick access
4. Vitae – Dr. Collins will distribute template for program director review and then send to all for completion and storage on share drive (NO PERSONAL INFORMATION, LICENSE NUMBERS, etc.)
5. SHP Directory – Gen Matz will send updates. Please keep her informed of changes.
6. Clinical Affiliations – routing process approved by Mark Lupe. All informed via 21Feb13 email. Please review new procedures carefully.

7. Budget Deadline – March 1, 2013
8. Curriculum Review – March 1 is due date for Catalog Revisions only. Dr. Collins has asked Drs. Stewart and Harrel for a 'special SHP review' to correct workload and related course change issues for the Fall 2013 implementation date.
9. Faculty Evaluations are underway with Program Directors/Associate Deans or Program Directors/Dean.
10. June Graduation – JRCERT site visit may expedite this process for our CVT, RAD TECH, and RESP CARE programs. Updates will be shared.
11. Hendry/Glades Center – LPN program. Discussed establishing informational sessions and possible pathways for these students into our ASN programs at Charlotte, Collier, and Lee campuses (advanced placement). Also discussed need to inform them of other program offerings in SHP.
12. Julie Clark/Teresa Morgenstern – Studio Edison State (marketing/communications) – Dr. Collins discussed the need for brochures. Invited them to Feb 28 meeting. In the meanwhile, Dr. Collins will send the brochures that we have to their office for review.
13. Budget – Dr. Collins will meet with Toby and discuss set up of SHP accounts. Course Fees meeting is planned for week of Feb 18. Various accounts for course fees in SHP will need clarity: Lab Equipment/Supplies, Insurance, Admissions Application Fees, Clinical Associates, Nursing ATI Testing
14. Budget – Dr. Collins will get clarification from Toby for food budgets, graduation ceremonies, petty cash policy, staff professional development/travel
15. Criminal Background Check – ad hoc committee to review policies will be led by Dr. Elsberry, Professor Kruger, and Professor Howard. They will report back to the Council.
16. Website updates are being planned. Submit ideas to Dr. Collins.
17. Program of Study updates for catalog – Based on information gleaned from meetings with each program, Dr. Collins will send word document with changes so all program administrators can confirm accuracy.

NEXT MEETING: Thursday, February 28, 2012, 2-4pm, Location to Be Announced

2-2:30pm: SHP Leadership Council

Guests, 2:30-3pm: SHP Support Staff. Staff Organization presentation by SHP Associate Deans.

Guests, 3-3:15pm: Edison State College, Studio Edison State (Marketing/Communications): Jessica Clark, Teresa Morgenstern

Guests, 3:15-3:45pm: Edison State College SHP Advisors: Ann Fritsch (Charlotte), Crystal Maldonado (Collier), Evelyn Gierbolini (Lee), Elisabeta Trail (Lee) & Pamela Comstock (SHP, Coordinator of Assessment and Student Success)

3:45-4pm: SHP Leadership Council