

FLORIDA
SOUTHWESTERN
STATE COLLEGE
SCHOOL OF HEALTH PROFESSIONS

DATE: Monday, April 24, 2017, 1-2:30pm, A-137

PURPOSE: SHP Leadership Standing Meeting

ATTENDEES: Program Directors, Program Coordinators, Director of Simulation Education, Associate Dean, Dean

ABSENT: Jeff Davis, Program Director

GUEST: Cassie Steves, Student Success Advisor II

NOTES:

1. Cassie Steves Welcome and Introduction – job description attached. Student Assistant for outside Cassie’s office, Marie will check with L. Antczak
2. CMT 2017 – Summer A graduates – we will need to verify in March annually for Fall, Spring, Summer graduates. Then, sometime after last day of class, Registrar works on official degree dates.
3. Fall/Spring – 15 weeks of instruction plus 1 week final.
4. Summer – 11 weeks of instruction, includes final exam week.
5. Registrar Site within 3-4 weeks for degree date to show on transcript: <https://www.fsw.edu/registrar/graduation>
6. Degree Evaluations: Run a ‘What If’ at admissions, check MET/NOT MET areas, check total hours in each section as sometimes MET will not have the correct number of hours needed. If hours are missing, check ‘Additional Information’ for courses not used. Instructional Assistants should help with this.
7. Brochure Inserts – Marie will send what is on our current academic program pages. PDs can update from there after laid out by printer.
8. Department Chair/Program Coordinator Draft – meeting today 4/24/17 and vote is tomorrow. May have to come up with another model that will work for SHP programs.
9. FSW Online Course Development – Fall 2017 no changes. Spring 2018?
10. Summer Camp: Sun June 5- Fri noon June 9. Volunteers are needed. Must be benefit eligible (FT) to earn stipend.
11. Summer meetings/vacations – Leave Request online form; will be available soon. All please check your ‘Team’ list [Direct Reports]. Let Marie know if edits are needed.

DATE: Monday, April 10, 2017, 1-3pm, A-137

PURPOSE: SHP Leadership Standing Meeting

ATTENDEES: Program Directors, Program Coordinators, Director of Simulation Education, Associate Dean, Dean

Absent: Joseph Washburn

GUESTS: None

NOTES:

1. Faculty Professional Development Funds (FPD) – request to add FT Instructional Staff. Myrtha coordinates travel with Faculty.
2. Additional Travel or Program Funds – see Dr. Collins
3. 2016-2017 Faculty Evaluations – all 29 completed + 2 Grandfathered Admin on Contract - 18 ASN, 5 BSN, 2 RESP, 1 CVT, 1 DH, 1 HIT, 1 HUS. NEXT STEPS: 2017-2018 Goals and Weights for discussion now and review in next Evaluation Cycle. Due before end of April to Supervisor for discussion. Supervisor, please Email to Marie. Part of the 2017-18 Annual Review. SOS version 2 updates not released yet.
4. Department Chair and Faculty Program Coordinator – in progress for 2016-2019 CNA agreement. Still use 2013-2016 until addendum added.
5. SHP Majors – next report planned for 4/15/2017.
6. Compliance Assist – meeting coming up for those who are new and need. 4/20/17 at 2pm.
7. Mass Casualty Incident (MCI) – lunch included for volunteers. Marie ask Joe to send message to all PDs. Make up at 6am.
8. Industry Certification Due April 14 – Summer 2016, Fall 2016, Spring 2017
9. Perkins Amendment 2016-17 and New Perkins 2017-18 – John drafted before he left 4/7/17.
10. Graduation Summer A. 2016 and 2017 grads will be listed. Moving forward, Summer A is part of academic year and will be listed.
11. EMT and Paramedic applications are in development. Go live is April 17. Nurse April 15 and Sept 15 cycle submitted.
12. Discussed student issue.
13. RN to BSN - 70 applications for Summer
14. Early Alert – now going to advisors. Early Alert Committee.
15. RESP and CVT – was not included on April Curriculum Committee Agenda

DATE: Monday, March 27, 2017, 1-3pm, A-137

PURPOSE: SHP Leadership Standing Meeting

ATTENDEES: Program Directors, Program Coordinators, Director of Simulation Education, Associate Dean, Dean

Absent:

GUESTS: Angie Carter, RN to BSN Student (RN at Florida Cancer Specialists and hopes to earn ARNP)

1. Faculty Evaluations – timeline discussed; SOS is in its 2nd version; supervisors may use the job description to add in other qualitative comments.
2. SoBT Update – J. Meyer resigning April 7
3. SoAHSS Update – Interviews in April 2017
4. Perkins – headphones (A. Storrie) order through Office Depot. P.A. – tables for Collier. Order through a different source (Edna/Myrtha work together). Joe and Lynne may have some large ticket items.
5. Electronic apps – EMT and Paramedic are in progress. Then, all SHP Limited Admissions programs will have one electronic cycle
6. Electronic apps – BS programs – enrollment reports are still questions. If not RN and does not have all prereq courses done – we need for application to be stopped. Now, Admissions will be taking on the BS admissions.
7. College calendar for 2017-18
8. Student Academic Grievance – College policy from Catalog reviewed. School process should parallel College process. Program Directors and Faculty are reminded. <http://catalog.fsw.edu/content.php?catoid=9&navoid=500#academic-grievance-procedure>
9. Radiologic Technology, Jim: Impaired student policy <http://catalog.fsw.edu/content.php?catoid=9&navoid=491>
10. What is the protocol for a student who comes to clinical site, campus, or classroom in an impaired state? Are students tested on site? If so, who is billed for the testing? If student refuses to be tested, can the student be automatically dismissed. Barbara has some samples from other colleges on these policies. Deborah (HIT) also wants to be sure that we include patient privacy, etc.
11. Deborah (HIT) – ADA Compliance for web enabled
12. ODEP web site reference from Barbara
- <https://www.dol.gov/odep/pubs/fact/jan.htm>
13. SHP Programs – listing of Technical Standards
14. Web Reference - https://www.eeoc.gov/facts/health_care_workers.html

15. Joe - April 12 Cadaver One Day Lab
16. Joe – April 20 – Mass Casualty Incident
17. Friday 3/24/17 – SHP Tours morning Goodwill Industries and afternoon Leadership group. Thank you Dr. E and Lynne for leading.

DATE: Monday, March 13, 2017, 1-3pm, A-137

PURPOSE: SHP Leadership Standing Meeting

ATTENDEES: Program Directors, Program Coordinators, Director of Simulation Education, Associate Dean, Dean

Absent: Karen Molumby

GUESTS: None

1. Tuesday, March 14 – deans submit FY18 budget requests to Provost. No forms to be submitted in portal yet.
2. Staffing Plans – due March 24 to budget. Sent Jim RAD TECH.
3. Coordinator for Student Success – update. Will need to fill FT position. SoBT and SoE admission process is moving quickly but not in SHP.
4. Perkins – Marie will send the items submitted for amendment 2016-17
5. Perkins – Start wish list for 2017-18
6. Residency requirements – waiting for college update to 2017-18 Catalog. 15 upper division requirements and 30 total FSW hours.
7. BS Admit Report 3/13/17 – still a high number of applicants vs admit for BSN. For BSCPS, 9/15 accepted. Okay. For BSN, see what summer looks like.
8. Commencement
9. Bobby – BSN Change of Catalog – some are not done. Marie will work with Bobby on resubmitting.
10. EMS – start electronic applications – due in 2 weeks
11. CastleBranch – update to forms for Program Director review. Some students are being told that they need to pay \$50 extra to have fingerprints done. Bobby Holbrook will have a conference call at 3pm today and will let us know what happened.
12. Jim – asked if there is a fraternization policy
13. Department updates – April 20 Mass Casualty Incident drill near S and U buildings – Respiratory Care Orientation (place next ones on FSW Calendar): TV screens, social media, campus event calendar. BSN Sigma Theta Tau (invitations have been sent; joint venture with FGCU; 1 FT position waiting to see if doctorate or masters needed. HIT – no updates. SIM EDUC – new recording equipment, all 20 rooms have capability to record, only had real time for past 3 years; EMS – April 20 MCI drill a go; new ambulance bill of sale rerouted, pick up on Wednesday; getting a wrap quote; based on Collier since that is where the money came. HUS – press release. CVT – students and faculty went to conference in Orlando with Prof Yaniga, new CVT Horizons. Also invited to a June meeting in Orlando; U-102 annual scholarship luncheon; ASN – Associate Nursing Evening Weekend Schedule application is up and running.

DATE: Friday, February 27, 2017, 1-3pm, A-137

PURPOSE: SHP Leadership Standing Meeting

ATTENDEES: Program Directors, Program Coordinators, Director of Simulation Education, Associate Dean, Dean

Absent: Joseph Washburn, Terry McVannel-Erwin, Lynne Crandall

GUESTS: None

1. Shared obituary of Dr. Suzanne Wells and updated on passing of Pam's husband Michael Comstock
2. Opticianry Site Coordinator – Thomas Neff – Part-Time for Now. Office space and FT or PT status to be determined.
3. Wendy Ortiz in A-106 Office – Advisor positioned in SHP for now. Future plans are not finalized yet. Please introduce yourself if you have not already.
4. Matt Holiday VIP Walk-Through Tour – Feb 28 at 10am – Marie will be in Provost/Deans meeting. Dr. Elsberry will lead the group. Meet at Dental Hygiene Clinic entrance.
5. Commencement – May 5 at 10am (AA) and 2pm (AS, BS, Certificates)
 - a. Student speakers still being sought – due March 3
 - b. Will AA and AS students be acknowledged?
 - c. One program printed or 2?
 - d. Can they announce degree program?
 - e. Will outside keynote speakers be added for 2018 commencement(s)?
 - f. Can we proofread student names before printing? Summer A (RAD TECH, CVT, RESP) grads were missing.
 - g. Will there be an overflow projection if filled?
6. Credit Hours Correction Project: Lecture, Lab, Other/Clinical. Next Step: all programs submit corrections to Marie (keep copy for your files)
7. CastleBranch: All forms review/update, New Fair Credit Reporting Act disclosure form under review by General Counsel
8. Faculty Evaluations – follow time line. Encourage faculty to keep e-Portfolios updated. Even if not up for review, all Faculty must have a Faculty Recommendation Form signed by faculty, program director, associate dean (if applicable), and dean.
9. Budget – Deans will present to Provost on Feb 28. Only 2 SHP submissions at this time: New SHUS full-time faculty due to dramatic increase in enrollment, Reclassification of Kyle Hart to Clinical Coordinator, Simulation Education Center. CVT, EMS – increase in accreditation fees will be addressed internally without new initiative request. SHUS – course fee for certification exam, plan B utilized instead of requesting new course fees.

10. Compliance Assist – review of 2 components – Program Review data (to Deans from Provost, Student Success data (Grades Distribution Data: % As, Bs, Cs, etc.) and Satisfaction data (SOS). Data received around **July** and due date for entering all into Compliance Assist is in **September**.
11. SOS data - Program Directors – confirm YES/NO if able to access SOS Data. The link for Student Opinion Survey (SOS) review as an administrator as quick reference so that you may save it to your bookmarks. <https://fsw.campuslabs.com/ce/> Once you click link you can **select the appropriate term**. Please read the Qualitative and Quantitative data for each faculty and address/document any issues.
12. Compliance Assist access for Sindee Karpel – Marie has requested with Heather Scott in Office of Institutional Research
13. Student Success Rate and Grade Distribution – distributed to Program Directors in last SHP Leadership meeting. Remember, this is only STUDENT success data and not a reflection of Faculty Evaluation. It is simply the % of A, B, C... that students received in a specific course. In SHP, we often only have 1 section of each course. Therefore, it is not possible for our SHP faculty to compare their section's student performance with another faculty's section.
14. Password Protect Folders on Share Drive – Marie will send process out to all
15. Personal H drive – best way to keep all important files backed up. No one has access to this file, except you [remember, that is never 100% true]
16. SHP Brochures – next step discussed - Program tabbed Inserts
17. Online Medical Assistant Flyer – SPAM per Dr. Elsberry. All posts in our SHP buildings and lab areas for employment or other services should be stamped APPROVED by FSW or they should be removed immediately.
18. Jodi – Broward PTA is sorting through about 800 PTA applications that did not have campus preference indicated.
19. SHP Electronic Applications – Rad Tech overdue, CVT/RESP complications, NUR ANEW due March 1. Apply Now buttons were moved to the TOP of the Academic Program Pages.
20. Deborah – HIT new adjunct faculty getting ready to teach Fall 2017
21. Karen – in discussion with St. Petersburg College for dual AS-BS dental hygiene student enrollment

DATE: Friday, February 13, 2017, 1:30-3pm, A-137

PURPOSE: SHP Leadership Standing Meeting

ATTENDEES: Program Directors, Associate Deans, Dean

GUESTS: None

1. Faculty Evaluation process.
2. Send 2016-17 list back out to all for review. Perkins roll forward \$70K.
3. Budget Meeting appointment resent to all: Feb 22 in AA-177. Budget proposed cut?
4. Opticianry Update – more details to come. Old agreement needs recommitment and renewal (dated 2000). HCC is sending a FT instructor to replace Richard.
5. Admissions – last communication 2/6/17. Marie will contact Dr. J. Stewart.
6. Academic Program; Update Quick Facts – still in progress as College hires new webmaster.
7. Late Withdrawal and Late Drop from a Course - Admin removal from major. FA implications if taking other courses. **Inquire about how programs/dean is notified. Is there an appeals process?**
8. Handbooks: don't duplicate what is in CNA or in College Catalog. Student appeal process.
9. Academic Progression: Catalog, Syllabi, and Faculty/Student Handbooks must match. Please link to current college catalog language. Define dismissal. Reapply? Auto admit? How many times can student be re-admitted?
CVT/RESP – if fails Semester 1, must reapply as a new student and start following year. If fail Semester 2+, then they must demonstrate previously learned competency [must retake all finals] and also based on available clinical space. Must notify program in writing of their intention. Check on rules for Auditing.
10. Program Policies – make sure there is a Student Acknowledgement signed/dated on file for each version of the Program Policy.
11. Syllabi Review Process: Curriculum Chair Sign/Date, Provost Sign/Date and send to Registrar. Registrar places in Curriculum Committee Folder on Document Manager. Edits now occur at Dean's level (Marie/Tamra have access and will share with other IAs/PDs).
12. Directory & faculty profile; M. Rizzuto photos?
13. Laura A. – Advising Update. Evelyn and Pam.
14. Change of Major Forms – must go along with College calendar.
15. Varady Heartlands Camp – summer camp. PD check to see if FT. July 9-14 would be our first choice now. Second Choice July 16-21 or Third Choice July 23-28

16. Commencement – 10am AA and 2pm SHP/SoE/SoBT – have students been notified? No tickets but they must register. Will registration form ask for Number of Guests. Regalia for students/faculty.
17. Bobby – advising and admissions. Students who are not FSW students cannot make an appointment with an Advisor.
18. Transcript Evaluation on hold if student is still enrolled in a course –
19. Schultze Scholarship for RN to BSN students –
20. Common Prerequisite 51 Committee
21. BS-CPS and BS-RN: Florida license = 30 block credits for RN. Institutional accreditation. Send draft out again for faculty/PD to review. Polk State College can be inquiry.
22. Faculty Evaluation - Deborah Howard and Karen Molumby attended *Faculty Evaluation Process Update* TLC Workshop and Provided Update:
 - a. Plan – Do – Check
 - b. August 2016 – faculty set goals
 - c. February 13, 2016 – Faculty Self-Evaluation Form #1. SAMPLE form should be completed by Faculty and February 2016 through February 12, 2017. Overall points are multiplied by % selected.
 - d. March 27 - Supervision Evaluation #2 due – Faculty should mention SOS and Student Success Data.
 - e. Page 26 of Union agreement – additional list of artifacts. Classroom observation is optional but if done must be done at a mutually agreed up.
 - f. SOS response rate has been low across college. Can programs complete their own.
 - g. Program Evaluations – better rate of return. Be prepared to add to Program Review Data.
 - h. April – Form #3 set goals for next academic year