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**DATE:** December 16, 2015, 2-3pm, A-137

**PURPOSE:** Electronic Application Process

**ATTENDEES:** Program Directors, Instructional Assistant, Administrative Assistant

1. Overview of pilot ASN application
2. Distribution Report
3. Lessons Learned
4. Online Application Window for each Submission Deadline

**NEXT MEETING**

1. Catalog – Academic Policies and Procedures
2. Program handbook and course syllabus
3. Grading Scale and Requirement to progress
4. Late Drop and Late Withdrawal Forms
5. Change of Data Form – any student who stops out of the cohort; add catalog term/year to form
6. Curriculum sequence from start to finish with suggested courses
7. Printing of recruitment materials

**DATE:** November 23, 2015, 2-4pm, A-137

**PURPOSE:** SHP Leadership Meeting

**ATTENDEES:** Program Directors, Associate Deans, Dean

**GUESTS:** None

1. Student who continues to apply to SHP programs. Dr. Weiner will meet with him on Wednesday 11/25/15 at 9am. Afterwards, Marie will contact Dr. Davis on a future plan for guiding the student into appropriate majors. Student academic transcript reviewed.
2. Change of Data and Majors Report – Marie will send template and steps for analyzing reports. Primary/Secondary, Graduated, In Progress. If has 2 majors: AA to AS – Change to AS. Students will need to determine the 2nd major.
3. BAS in Sup Management – 2 courses will be offered Spring 2016. The 3rd course, HSA 3113, will be developed for online delivery summer 2016.
4. HR Neogov Referrals – as candidates are referred, Marie will send to program directors. HR or program directors will need to follow up with applicants who make the effort to apply.
5. Bobby shared: Online courses cannot have course fee; only online fee that goes to FSW Online, not program. What does fee cover?
6. Karen shared: possible new policies on retired/resigned FSW faculty release of CANVAS course. Marie will check with VPAA at deans meeting Tues 11/24/15. If Designer has course rights, how do we transfer course from faculty to faculty?
7. Perkins purchases – sole source letter; $1000 or more; DH only $300 so may not need 3 quotes
8. P-Card: Lee campus needs 1 more assistant with P-Card. Joe for EMS and Myrtha are the holders right now plus Wendy on the Charlotte campus.
9. Myrtha – reclassification, effective 11/16/15 from Senior Staff Asst to Administrative Asst. Now, we have more consistency with our staff positions when compared to other 4 Schools at FSW.
10. Course Fees and Lab Fees – Esther/Toby promised template by Thanksgiving
11. Dr. Elsberry reminded everyone of the President’s message, 1% or $500 bonus for all full-time faculty and staff.
12. Dr. Weiner – ACEN report. Needs institution data. Referred to <http://www.fsw.edu/rta/reports>

**DATE:** November 9, 2015: 2-4:30pm, A-137

**PURPOSE: SHP Leadership Meeting**

**ATTENDEES:** Program Directors, Associate Deans, Dean

**GUESTS:** 2-2:45pm: Dr. John Meyer, Dean School of Business and Technology. Kelley Eakins, Coordinator

3-4pm: Ms. Tara Marion, Finance, Travel

**BAS, Supervision and Management**

1. Reviewed 4 HSA courses: some will need to be broadened. Marie will discuss with Dr. Elsberry (BAS Cardiopulmonary)
2. AS or AA in any discipline is required to enroll BAS upper division
3. Recruiting strategies: program directors will coordinate a time for Kelly to speak with students
4. Speak with current students. They can start taking: ECO 2013, ECO 2023, MAN 2021. Not part of AS degree so financial aid may not pay.
5. AS students who hold an AA or BAC already – dual major with AS Primary and BAS Secondary
6. Bobby: BS Nursing is required by employers, BAS would not be a substitute but could be a dual BSN-BAS degree option
7. Marsha, could the Health Services Administration sequence a certificate? Reviewed Barry’s website. Marie will check on the info on the HSA certificate requirements and send state definition of Advanced Technical Certificate (like the new Computed Tomography post-AS certificate?)

**Tara Marion, Finance and Travel for all Campuses**

1. College administration is updating College Operating Procedures (COP) – international travel, athletics, faculty & staff travel, etc. All will be encompassed in a new 15 page COP.
2. Existing COP **04-0102** was last revised in May 2006
3. Mileage (45 cents per mile. If out of district, mileage map quest is not required)
4. Per Diem per state statute
5. Best practice: log travel report for entire month 1st-30th
6. Travel Authorization to supervisor, budget admin, then to Tara/Finance approver
7. Travel Reimbursement to supervisor, budget admin, then to Tara/Finance approver
8. Operational Travel Budgets – some are getting low due to increase in travel reimbursements; others are okay. Jim explained that the budgets were increased for a year some time ago but then decreased again.
9. Program Directors – no action required at this time but analyze reimbursement practices for in district travel as we prepare for new COP.
10. Marie will invite Tara back to SHP Leadership and Staff meeting after new COP is released.

**SHP Programs: In-District Travel Summary**

HIT (D. Howard) – Minimal in district travel

ASN Faculty (B. Ward): Program Director travel from home to any campus, reimbursed each time. Charlotte/Collier ASN faculty who travel to 1 monthly standing meetings on Lee campus are not getting reimbursed. Clinical Coordinators/Clinical Associates are not reimbursed for in-district travel. BSN faculty are getting reimbursed for 2 monthly standing meetings.

BSN (B. Holbrook) – Two of three BSN faculty (with home campuses not in Lee County) request reimbursement for mandatory meetings held every 2 weeks on the Lee Co campus.

EMS (J. Washburn) – Program Director travel from home to any campus and back home, no travel reimbursement. If Program Director travels to multiple campus sites within a day, then submits for travel reimbursement. Three Clinical Coordinators, reporting from home to any campus site for the day, no travel reimbursement. If they report to campus and then go to additional site same day, then that mileage is approved for reimbursement. From home to one site, regardless where, there is no reimbursement. Multiples sites in same day (2 per month), then reimbursement is approved for mileage between sites.

RAD TECH (J. Mayhew) – 2 Clinical Coordinators and 1 Clinical Associate travel from home to 1-3 clinical sites twice per week. Jim completes TA monthly for pre-planned CC and CA travel.

DH (K. Molumby) – no in-district travel by faculty or staff

RESP CARE (J. Davis) -

CVT (J. Davis) –

**QUESTIONS:**

Clarification on reimbursing from home to a clinical site that is in close vicinity to home. Is it necessary to come to campus first and then go to site?

Liability – is Travel Authorization required for recurring travel to clinical sites.

**AA, Health Sciences Metamajor Discussion**

1. Confusion this past year with AA Focus
2. Karen - suggested a video to explain majors and requirements
3. Deborah - If no focus tied to the AA degree, then how will we query those interest in our majors? “Do we need to” posed by Marie. Suggested that we use the broad Health Sciences Metamajor to send various program updates regarding orientation sessions.
4. Health Sciences Metamajor report – use to send blast emails for pre-scheduled Health Professions informational sessions. Deans, Associate Deans, and Program Directors and Staff could take turns staffing these sessions.
5. SLS1515 idea was mentioned to Marie by Eileen DeLuca; for students interested in health professions. This would target first time in college (FTIC) students but would miss those who are returning to college or second career students who are interested in SHP.
6. Some programs award a substantial amount of admission points per course completed (DH, NUR). Others would like students to apply as soon as the minimum number of courses are completed (RAD TECH). Marie, check with J. Davis for CVT and RESP CARE preference.

**Meeting Adjourned at 4:30pm**

**NEXT MEETING Monday 11/23/15**

1. E-Portfolio follow up
2. Change of Data Forms
3. Next Admissions Applications – Online Plans
4. Program Length vs Credit
5. Student Code of Conduct: COP 06-0802 Student Services and 2015-16 Catalog
6. Personnel Code of Conduct
7. Marie place Admission Criminal files in Marsha’s file
8. Marsha will meet with RH student with new final order info
9. Marie and Marsha will meet with SN re-applicant/accepted
10. Simulation Center Budget – Midyear proposal
11. Travel mileage rules – SHP Meeting, Myrtha Collazo
12. Abby Enrollment Reports – review all majors
13. AA-177 for LMHS – Susan Torres
14. ACEN Site Visitor Evaluation Recommendation
15. International Studies – ACEN accredited international programs

Observe PTA Teaching – 30 minutes

Student Volunteer Experiences and the College insurance issues – invite Office of General Counsel

Jim Rad Tech – Trajecsys. Service for student academic records. $150 per student for 2 years. Electronic time keeping; smart phone with GPS; Perkins

Computer classroom – Myrtha let us know when there is low utilization of campus computer classrooms. K-129 recently upgraded since many problems. Wireless bandwidth

A-209 Planning

LMHS EPIC – review for next year in light of campus building renovations and limited computer testing space.

**DATE:** October 26, 2015: 2-3pm A-105; 3-4pm AA-168

**PURPOSE: SHP Leadership Meeting**

**ATTENDEES:** Program Directors, Associate Deans, Dean, Instructional Assistants, Nursing (Sandy Krotov, Adriana Figueroa, Wendy Morris, Edna Shields), Instructional Assistant, SHP (Tamra Pacheco), Dental Hygiene Clinical Coordinator (Brenda Schwing)

**GUESTS:** 2-3pm, A-105: Records Disposition, Valerie Miller Compliance Assist & Program Review Data Entry, Dr. Eileen DeLuca and Dr. Joe Van Galeen

3-4pm, AA-168: Adjunct Faculty E-Portfolios (Rona Axelrod) and Full-Time E-Portfolios (Melissa Rizzuto)

**DATE:** October 12, 2015, 2-4pm, A-137

**PURPOSE: SHP Leadership Meeting**

**ATTENDEES:** Program Directors, Associate Deans, Dean

**GUESTS:** 2pm: Compliance Assist & Program Review Data Entry, Dr. Eileen DeLuca and Dr. Joe Van Galen

3:30pm: Adjunct Faculty Talent Acquisition: Anna Burrelli & Andrea Pizzi

1. Compliance Assist Program Review process.
2. Adjunct Faculty Process – post and keep open for a week after the semester starts. Close down for 2 weeks. New user name and password. Clinical Associate and Adjunct pools will only have SHP positions.
3. Degree, Program, Certificate Codes for reporting: Perkins, Industry Certification, Industry Funding
4. Barb/Abby/Compliance Assist – can we link necessary information to avoid redundant requests
5. Certified Background Check – Nursing will schedule meeting with Adam at CBC. Bobby has some questions for RN-BSN
6. Monitors out front of A Lobby – Jim asked when will the installation be completed.

**DATE:** September 28, 2015, 2-4pm, A-137

**PURPOSE: SHP Leadership Meeting**

**ATTENDEES:** Program Directors, Associate Deans, Dean

**GUEST:** Tamra Pacheco, Clinical Agreements Update

**AGENDA**

1. Sites requiring students to share results. Use recent student example. Drug Testing
2. Graduates students agreements – student teaching in programs
3. BSN – contracting with other colleges so our FSW students can have learning experiences.
4. Dr. Elsberry will check for CBC ability to check for alcohol
5. Two affiliation agreements created by Karen for 2 volunteer experienced. Vendor.
6. Congratulations to Barbara Ward: Leadership Charlotte & FSW/FGCU

Leadership Enrichment Program

1. New Position: Tamra Pacheco, Instructional Assistant, SHP
2. Vacant: Staff Assistant search in progress
3. ASN Evening Faculty Hire: S. Steiner, ASN Charlotte Faculty J. Sweeney
4. Clinical Coordinator, Charlotte: B. Kilbride
5. Other Vacancies Update: Dental Hygiene PT Dental Supervisor, Office of Admissions Advisor for SHP Programs
6. Western Michigan University – announced that they are about to sign an agreement with FSW and will be occupying half of E building for an aviation program. Recent article reads as if the deals are still in flux. Classrooms will need to be separated from Simulation rooms. 3 offices and 4 classrooms will be used by WMU.
7. Academic and Ad Hoc committees:
Curriculum Committee: S. Torres, G. Wetzel
General Education Committee: C. Moore
Academic Technology: S. Karpel
Science: R. Lenius, D. Selman

ARC: A. Vitale, M. Collins

IRB: Sindee Karpel

Professional Development Fund: Ray Lenius

Library Committee: Marilyn Herlin

TIDOL Committee: Marti Jenner

1. ARC Committee and SHP Representatives – Web Site – Applications Due Oct 9
2. Work Study – normally not qualified if student has a bachelor’s degree. Student can appeal if they have an extenuating circumstance.
3. Application Fee money – ideas for use: student level professional memberships, brochures, recruiting materials
4. Perkins 2015-2016 update – per Dr. John Meyer, the release of funding is different this year. At this time, only software purchases are being asked for processing. John will let us know when we can make other purchases on the 2015-16 funded list.
5. Admissions Application Electronic Conversion – reviewed nursing application, going live October 2, 2015. Concerns raised about sharing of preliminary Criminal and Disciplinary History. Marie explained that we can control what fields are distributed from the applications.
6. FSW Cares Workshop (BIRT, Early Alert, Code of Conduct, Title IX): workshop attended by Dr. Weiner and Collins on 9/23/15. Requested that the college establish lines of communication based on current organizational structure. Currently, reports are going from faculty per CRN through CANVAS to external campus offices, without Program Director/Associate Dean/Dean notification. College procedures will override Program Handbooks. Need clarity college-wide.
7. Bobby: need process for online students. Marie discuss with Susan DiNicola in FSW Online and she will follow up with Dr. Myers and get back to us.
8. General Education Ad Hoc Committee – Don Ransford, forms are on Portal: Document Manager
9. Curriculum Committee Proposal Calendar & new ACALOG Catalog Review
10. Records Disposition – Office of General Counsel Valerie Miller 10/26 2-2:50pm A-105
11. Faculty Evaluation Process & E-Portfolios – Office of Faculty Development – Melissa Rizzuto 10/26 3-4pm AA-168.
12. SHP Brochure and Newsletter or Kudos Web Site – Jennifer Young
13. Faculty Profiles and CVs on SHP Shared Drive – reminders to update and date quarterly or more often as needed
14. AS Nursing – pilot of electronic Admissions Application & Payment
15. SHP Searches and Vacancies
16. Grade Change Reports – updated approvers list sent to Registrar.
17. Late Withdrawal Form
18. Incomplete Grade Form – new form being drafted by VPAA/Deans
19. Credential Manager – verify that everyone can access list of all FT/PT SHP faculty
20. FSW Online Certification List
21. OESC Program Review and New Curriculum Frameworks
22. VPAA Meeting Updates and Minutes
23. Gainful Employment Reporting – Catherine Morgan
24. Limited Admissions Student Admissions Profile
25. Compliance Assist
26. Faculty and Staff Training – FSW Calendar, Any Special Health Prof sessions needed for faculty, for staff
27. Access to daily reports restored - O/C and Faculty Load

**DATE:** September 14, 2015, 2-4pm, A-137

**PURPOSE: SHP Leadership Meeting**

**ATTENDEES:** Program Directors, Associate Deans, Dean

**GUEST:** **2-2:30pm:** Dr. Jeff Stewart – Vice President, Office of Institutional Research and Accountability

**AGENDA**

1. Myrtha: Records Disposition, Financial Aid, Student Employment
2. Faculty Evaluation: Spreadsheet from HR and 2015-2016 Process.
3. Nov 3 – Faculty Portfolio session
4. Clinical Agreements – reminder, only Gina Doeble can enter into College agreements, after General Counsel reviews
5. 2015-2016 Curriculum Proposal Calendar: Grades of C or Better, others:
6. New Catalog software
7. Incomplete Grades, Grade Change Forms, Late Withdrawal after Drop/Add, Reinstatement into Class after Drop/Add
8. SHP Newsletter, Faculty Bios
9. Program of Study Pages – add program outcomes
10. Applications – conversion to electronic, uploads, payment, criminal questions. AS Nursing October 2015 pilot.
11. Admission Profile of Past 2 years of Accepted Students
12. FQF review – only documents in Credentialing matrix are needed. Proofread dates and numbers carefully.
13. ARC – research committee. A. Vitale SHP Rep, S. Karpel IRB Member. M. Collins dean member.
14. Scheduling Process – encourage students to register and pay early to avoid course drops. 1-6 students CANCEL or Independent Study if extenuating circumstance. 7-12 low but okay. 13+ is ideal for a course to run. COP on enrollment
15. Barbara Ward – Community Volunteer hours change for Nursing