

DATE: March 14, 2016 1-3pm, A-137

PURPOSE: SHP Leadership Standing Meeting Spring 2016

ATTENDEES: Program Directors, Associate Deans, Dean

GUESTS: None

1. Budget proposals – due March 15, 2016. Marie will meet with VPAA on Friday, March 18, 2016. He has already been reviewing and seeking additional information as we have submitted proposals.
2. Faculty Contract Recommendation Forms and Portfolios – due March 16, 2016 to VPAA
3. Simulation Education – Plan A new funds to establish an operational budget; Plan B SWFL Children’s Charities Fund.
4. Simulation Education - Lynne reports over 4000 hours of use on Lee campus. Increased use at Lee. She is not sure about use on Collier and Charlotte campuses. Scheduling seems to be working well for all programs represented today.
5. Perkins 2016-2017. Residual and Amended 2015-2016 Funds. New AS degrees so the competition for funds will increase. Quotes: what if over/under/a special in place at purchase time? Marie will ask John so we can avoid losing funds.
6. AS Designations - proposals presented in Curriculum meeting. Removing the AS designation will allow courses passed in our restricted majors to be used as electives should the student pursue an alternative career choice after success in a core health course(s).
7. Two AA Metamajors presented in Curriculum meeting. AA Focus areas may stay. Marie will meet with Registrar to make edits and make sure that our catalog language reflects accurately on the degree audits. We must avoid students taking unnecessary courses for the AS degree/application to limited access programs.
8. New CCC in HIT proposed – tabled for next meeting. Deborah/Marie: meet this week to discuss strategy with the variable credit course.
9. EPIC Facility Use Meeting with LMHS 3/16 9am – large upgrade over summer. Now is the time to build scenarios: Nursing (ClinDoc), HIT (HIM Modules), Resp Care (ClinDoc).
10. Simulation Facility Use Fees – for CE and other external uses; establish fees after operational budget decision.

11. Preceptorship Discussions with LMHS – resulting in new equipment for Simulation Labs.
12. Catalog page review (non-curriculum) completed by all program directors
13. J. Elsberry - BAS course proposals – Topic Outline will be need to be submitted to M. Fanslau
14. Bachelor degree completion, students should be advised to run AS and what if BS degree audits to get credit reviews completed early for GEE and SCI courses to be transferred in to MET categories.
15. Budget Process – Marie will discuss with VPAA to see if proposals can go through directors/assoc dean/dean for prioritization at each level.
16. Zach – admissions application workshop. To be scheduled. Mon/Wed/Thurs am are not good.
17. Criminal Background Check – Tamra will be added to help with verification. Not all done at the same time. DH can complete any time to prepare for next cycle.
18. Landmark interested in SHP programs – new Naples hospital. 3 stories. Dr. Elsberry discussed with Dr. Weiner and Barbara Ward.
19. Clinical Faculty – ideas discussed at VPAA/Dean/HR meeting. Next step is to see budget impact per position and review with supervisors/program directors. Then, if supervisors feel it is worthy of pursuit, share proposal with current clinical coordinators for their input and then submit to VPAA for his consideration during CNA negotiation. Several levels of approval are required so Marie asked that all program directors avoid circulating premature information on this topic until we have the details for a proposal. As soon as HR provides information, Marie will call a meeting of Program Directors.
20. BAS and BSN Catalog Meeting – Tuesday 3/15 at 11am in A-137. Other Program Directors are invited. Pam will join us. PURPOSE: ensure that our catalog language reflects accurately on the degree audits.
21. Designated Education Unit (DEU) meeting with LMHS coming up – 3/21 at 10am

NEXT MEETING: March 21, 2016 at 1pm, A-137. Please send Marie agenda items or suggestions for Guests.

DATE: February 22, 2016 1-3pm, A-137

PURPOSE: SHP Leadership Standing Meeting Spring 2016

ATTENDEES: Program Directors, Associate Deans, Dean

GUESTS: 2:15pm Computer Classroom Scheduling Process
2:45pm HR Talent Acquisition Robert Taylor introduction

1. Nadine Niforos Office of Academic Admissions – Andrea Jones - AS students in SHP and Pre-BSN and Pre-BAS. Filling in for Jessica Barnett for a month. School of Education – AA to Pre-Bacc
2. Marie – send DRAFT of catalog pages to Andrae for advisors: EMT, Paramedic, HUS, BSN, BAS. ASN was sent Friday 2/19/16.
3. BAS – degree change proposal to BS
4. CoARC – progression to entry bachelor’s degree Jan 2018
5. March 14 – Program Directors send Catalog Page edits. Due to Registrar March 16.
6. Electronic Admission Application – working workshop, invite Zach
7. Sequencing of Application, Background Screening
8. CE Payments – still CashNet upgraded. Registration for Local
9. Faculty Evaluation and Portfolio Process – VPAA discussion on 2/17/16 and Updated timeline from HR on 2/18/16. MARIE: send portfolio links to PD.
10. SEIs – all Program Directors should be able to see results. Hoping for better response rates in Spring 2016 compared to Fall 2015.
11. Anatomy and Physiology & Advisors – want admission information
12. March 4 Curriculum Committee – BAS, ASN, Paramedic, 2 AA Metamajors, HIT new CCC, HUS Discontinuation of old AS and CCC and replace with new AS and new CCC, EMT Discontinuation of old 11 credit program and replace with new 12 credit program, Removal of AS Designations
13. Budget Kick-Off and Deadlines: SHP Priorities – Simulation Lab
14. Follett Discover – Textbook Adoption – March 1
15. Staff Vacancy – C. Mincheff, S. Krotov
16. PhysAssist Scribes - \$8-9 per hour. EMT students has done this in the past and enjoyed it. “My name is Holly Kennedy and I am one of the Florida state recruiters for PhysAssist Scribes. I wanted to follow up regarding the voice mail I left you this morning. We hire pre-health students to work side by side with Emergency Department Physicians and helping with documentation all the while gaining valuable clinical experience for their future careers. We have hired several FSW students in the past and we are hoping to be able to connect with any pre health/allied health student who is looking to gain experience before during their undergrad/certificate program. I would like to discuss with you

further about how this opportunity can benefit your students. Would there be a time then you might be available to schedule a call or meet? I am in the Fort Lauderdale area but I am typically in Naples once or twice a week”. –Holly

17. Sharing Job Opportunities – Email, FaceBook (RadTech/EMS/HUS), Nursing College

DATE: February 8, 2016 1-3pm, A-137

PURPOSE: SHP Leadership Standing Meeting Spring 2016

ATTENDEES: Program Directors, Associate Deans, Dean

GUESTS: 2:30pm Office of Financial Services. Ester and Toby will join us to address questions for the Feb 28 Course Fees submission deadline

1. AS Designations – message sent to Interim VPAA (per Feb 2015 committee) to have AS designations removed for 2016-2017 College Catalog.
2. Financial Aid Notes – Vanessa Mayse
3. Marie ask Garnett for deadline and expected publication date: Send all Word versions to PD. Don't rename. Please track changes. Catalog – Academic Policies and Procedures. Catalog Submissions for 2016-2017. Catalog pages review.
4. Program handbook and course syllabus. Grading Scale and Requirement to progress. Make sure the scale and explanation for progression matches. Do not use the college scale if that is not what your program has agreed to do.
5. Feb Majors Report: Late Drop and Late Withdrawal and Forms and Process
6. Change of Data Form – any student who stops out of the cohort; add catalog term/year to form
7. Two AA Metamajors – fall informational sessions for Health Sciences Majors
8. Curriculum sequence from start to finish with suggested courses
9. Printing of recruitment materials
10. General Education Notation; AA Degree Notation
11. Clinical Faculty – further discussion *no decisions have been made; only discussions now.
12. Karen - Repeated coursework in admission decisions. Some colleges may record the top score only and that is what FSW calculates. Easier this year.
13. Student communication – BUCS email only, state that in application.
14. Perkins – residual funds. Next fiscal cycle. Warranties, software, travel – more complicated than equipment but can be arranged.
15. SWFL Children's Charity – two funds. Jim asked when we can request funding. Can some funds be applied towards warranty.

NEXT MEETING: February 22, 2016

2:45pm Guest: Robert Taylor, HR Talent Acquisition – Intro to Group

DATE: February 1, 2016 1-3pm, A-137

PURPOSE: SHP Leadership Standing Meeting Spring 2016

ATTENDEES: Program Directors, Associate Deans, Dean

1. Course Fees/Budget, Union Renegotiation, Faculty Evaluation/Portfolio process
2. Faculty Evaluation Process/Evaluation – LOG/Learning Outcome Goals – Mandatory or Not?
3. Standing Meeting Dates: Feb 1, 8, 22; March 14, 21; April 4, 11, 18
4. Feb 5 – DropBox deadline: BAS Cardiopulmonary Change to BS degree & 2 Change of Course, HIT New CCC & ASN Change of Program. AS EMS.
5. Human Services – home still to be decided
6. Faculty Evaluation and Electronic Portfolio Process (L.O.G discontinued)
7. Success Rate and Grade Distribution by Course – discussed purpose and how to use the report. No definitive information at this time. Faculty can use it as they wish for now. Not mandatory to use in portfolio right now.
8. February 5 – final deadline for 2016-2017 Catalog implementation
9. SEI – Student Evaluation Instrument – directors can view them now. Response rate lower. Idea discussed to use POP UPS.
10. EMS Site Visit and Reorganization
11. Respiratory Care – upcoming site visit Feb 15-16
12. Respiratory Care – AS to BS mandate by National Organization and Accreditation (CoARC). Certification exam and written exam are merged. Two cut scores. CRT are fading out.
13. RHIA
14. Budget – Course Fees Worksheets; Simulation Education Fees – NEXT MEETING, discouraging increases
15. Clinical Faculty Proposal – Collective Negotiation Agreement
16. Electronic Admissions Application – lessons learned from AS Nursing – SEND APPLICATION FOR TRACKING TO PD
17. Online Application Window for each Submission Deadline