



SPRING 2018 NOTES

- DATE:** Monday, April 2, 2018 1-3pm, A-137
- PURPOSE:** SHP Leadership Standing Meetings Spring 2018
- ATTENDEES:** Dr. Marie Collins (Dean, School of Health Professions)
Jeff Davis (Program Director, Cardiovascular Tech)
Dr. Jeff Elsberry (Associate Dean, Cardiopul. Sci. and EMS)
Deborah Howard (Program Director, Health Info Tech)
Sindee Karpel (Faculty Dept Chair, BS-Cardiopul. Sci.)
Jim Mayhew (Program Director, Radiologic Technology)
Karen Molumby (Program Director, Dental Hygiene)
Jean Newberry (Program Director, Respiratory Care)
Joe Washburn (Program Director, EMS Programs)
Dr. Deborah Selman (Interim Associate Dean, Nursing Programs)
Bobby Holbrook (Program Director, AS and BS Nursing Programs)
- ABSENT:** Dr. Terry McVannel-Erwin (Faculty Dept Chair, Human Services)
- GUESTS:** None

NOTES:

1. Faculty Evaluation – Forms 1, 2, and 3 and Fac Contract Rec Form.
2. Radiologic Technology Site Visit – Congratulations! Cassie also mentioned for her work.
3. Budget FY19 – request new budget. Ask for budget increases annually up to \$3K to handle increased costs, especially faculty/staff professional development
4. Academic Research Council Committee Member – Heather O’Connell nominated. Marie will ask her.
5. IRB Subcommittee – Sindee Karpel is serving
6. Faculty Professional Development Committee – Ray Lenius (serving another term? If not, new SHP rep needed)
7. Transition update – Human Services initial accreditation 2019. Terry may need mentors from other SHP programs to prepare for the site visit.
8. Office Space – ask and claim very early
9. In Progress – save all program agreements in PD files, note expiration dates, Paramedics students losing space in ER. How and where to query pre-majors? Ask Kelli Dunlap in Office of IR on how to query in Argos SHP majors reports.
10. Perkins – rollover. Resp and EMS told they got funded via mid-year. Marie ask Tom for estimated date on when we will hear back from Perkins roll over. New quotes for FY19.
11. EPIC – some discussions taking place regarding Lee Health facility use agreements
12. CVT Self Study – due Jan 2019 with site visit Spring 2019
13. EMS – Ambulance in shop. Jean will give Joe a Charlotte contact.
14. BS-CPS – will contact FGCU about BS-CPS articulation into PA.

DATE: Monday, February 5, 2018 1-3pm, A-137

PURPOSE: SHP Leadership Standing Meetings Spring 2018

ATTENDEES: Dr. Marie Collins (Dean, School of Health Professions)
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Jean Newberry (Program Director, Respiratory Care)
Joe Washburn (Program Director, EMS Programs)
Martha Jenner (Professor, BSN Programs) for Nursing

ABSENT: Dr. Deborah Selman (Interim Associate Dean, Nursing Programs)
Bobby Holbrook (Program Director, AS and BS Nursing Programs)

GUESTS: None

NOTES:

1. FY 19 Budget Process: New Positions, New Initiatives, Mandatory Increases, Retirements. Will be discussed in Provost/Deans meeting tomorrow Feb 6, 2018.
2. Clinical Coordinators – Salary equity discussed. Clinical Coordinators are counted as and considered full-time faculty by SACSCOC and by all program accreditors (except Nursing/ACEN). Making all 12-month Clinical Coordinator salary equitable with the annualized FT faculty duty day rate would require a substantial budget increase of \$268,112.93.

DATE: Monday, January 22, 2018 1-3pm, A-137

PURPOSE: SHP Leadership Standing Meetings Spring 2018

ATTENDEES: Dr. Marie Collins (Dean, School of Health Professions)
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Dr. Jeff Elsberry (Associate Dean, Cardiopul. Sci. and EMS)
Deborah Howard (Program Director, Health Info Tech)
Sindee Karpel (Faculty Dept Chair, BS-Cardiopul. Sci.)
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Joe Washburn (Program Director, EMS Programs)
Martha Jenner (Professor, BSN Programs) for Nursing

ABSENT: Dr. Terry McVannel-Erwin (Faculty Dept Chair, Human Services)
Dr. Deborah Selman (Interim Associate Dean, Nursing Programs)
Bobby Holbrook (Program Director, AS and BS Nursing Programs)

GUESTS: 1:45pm Cassie Steves (Student Success Advisor II)
Wendy Ortiz, MA (Student Success Advisor II)
2pm Angela Hartsell, MS, CRC, Director, Office of Adaptive Services

NOTES:

1. Adriana gave permission for Dr. Collins to share baby photos with all. During her leave, please send items directly to Dr. Collins for processing and routing.
2. Spring 2018 Start Up – any issues or concerns

3. Attendance Verification – 1/22/18 8am report (3 SHP contacted to do/redo). HIT and HUS book issues, ordered in October but they order a % of what we request, BSN book listed as required but it was only required for a previous course.
4. GUEST: Judith Pultrio will attend as guest and update all on the new workflow process with Follett Discover. We will invite all Concierges for each program (staff who order books School of Health Professions (non-Nursing) Programs – Tamra Pacheco, Martha Meyer, Linda Welch, Michael Knoop). Bring questions, especially about software and all textbook supplements. 75-day State Statute.
From July 1/23/18 5:41pm: *I will be sending out a communication tomorrow to all the Concierges and the Deans. It will include information on the change, timelines and available training dates that the concierges can attend. I will schedule individual appointments with you and the other Deans.*
5. February 19, 2018 - GUEST Online Course Development – Dr. Rozalind Jester will attend and provide updates on the new process
6. CareerSource reporting – 2017 and 2018+ reporting. Spread work to students that this opportunity is available to those who qualify based on income or size of family. FSW report for % workforce funded.
7. CareerSource SWFL Home Page - <http://careersourcesouthwestflorida.com/>
8. Training Programs - <http://careersourcesouthwestflorida.com/occupations-in-demand/>
9. Who is FSW CareerSource contact person? Marilyn is the correct contact person. She is there on campus Monday – Wednesday, 8:30am – 4:30pm. Her information is below. Florida SouthWestern State College Career Services (CareerSource Southwest Florida) (Taeni Student Services Hall) Room S-250A 8099 College Parkway Fort Myers, Florida 33919 Direct: (239) 489-9394 Ext.11394 marilynn_smallwood@fsw.edu
msmallwood@careersourcesouthwestflorida.com
10. FSW IR Data and Reports – verify regularly and use this information in your program reporting for college-wide and program comparisons/trends.
11. SHP Programs Applicant Profile – Cassie announced that the applicate profile [created by Dr. Collins in Fall 2016 for Nursing and updated subsequently; posted on Nursing Academic Program page] has been very useful to advisors and prospective students. Advisors must not discourage from applying since the applicant pool will vary from cycle to cycle. Discussed several opinions about the usefulness, pros/cons of posting this information. Dr. Collins encourages all programs to consider posting a profile but it is NOT MANDATORY at this time.
12. Access to Majors Reports – some discrepancies in HUS and HIT, solution underway [update: HIT resolved 1.25.18]
13. CareerSource Report [completed Dec-Jan 2018], Baccalaureate Accountability Report [completed 1.25.18]

14. GUEST Ms. Angela Hartsell: Introductions, she is attending AHEAD Conference on managing students with disabilities, need to clarify extra time for testing – apply to written exam but not laboratory or skill testing where time is important. Must provide hearing impaired stethoscope if provided for all students. Publicize as often and post as many places as possible. Students who need adaptive services should ease into college and not start with high-demand classes/labs like Anatomy & Physiology. Tech school referrals. **Program Directors: Please Send Tech Standards to Angela Hartsell and copy Dr. Collins.** Based on PERT, students are still being advised to take remedial courses.
15. Cassie provided update **FROM REGISTRAR:** *I wanted to officially inform you that we will manually update students' degree records after graduation. As discussed in several meetings, students having a major (from which they have graduated) on their file, presents a lot of issues and complications. Until we have an automated solution, we are manually updating their records within the graduation cycle each term, and communicate this information to such students. The process includes:*
1. *Updating the degree they graduated from, to 'Non Degree'*
 2. *If they have a 'Secondary degree' on file, we will update it to 'Primary', keeping the catalog year.*
- Please note, we have completed this process for the Fall 2017 semester graduates, and will continue to do so hereafter.*

UPCOMING MEETINGS:

Monday, February 5, 2018, 1pm, A-137 Conference Room

Monday, February 19, 2018, 1pm, A-137 Conference Room: Guest Dr. Rozalind Jester, Online Course Development.