

SHP Leadership Meeting
March 26, 2019
Agenda

- I. Welcome
 - Dr. Tropello calls the meeting to order at 2:30 in A-137
 - Review and approval of previous meeting minutes
 - Draft of College Calendar

- II. Accreditation & Curriculum Changes
 - CVT Accreditation – Jeff Davis
 - Curriculum Changes for April 5th Meeting – Jean Newberry & Joe Washburn

- III. STEM Event – March 25th - Feedback
 - Thanks to all that participated – Joe Washburn
 - Take time off for the hours worked at event

- IV. Upcoming Summer STEM Camp – Joe Washburn

- V. IRB Representation

- VI. Low Enrollment Courses

- VII. Reorganization & Requests for Positions

- VIII. Initial Renewal Requests
 - Contracts
 - Faculty notifications

- IX. Open Discussion

SHP Leadership Meeting
March 26, 2019
Bldg. A Room 137

Dr. Tropello called the meeting to order at 2:05 pm. She stated that administrative assistants should share tasks such as taking meeting minutes, but she found that the job descriptions for each assistant do not match. For example, the administrative assistants in Nursing complete different tasks than those in the other allied health programs. However, they may cover each other when needed and agree to share the Dean's calendar.

Attendees

Dr. Paula Tropello – Dean, School of Health Professions
Deborah Howard – Director of HIT- Medical Billing & Coding
Bobby Holbrook – Program Director, Nursing
Terry McVannel-Erwin – Human Services - Department Chair/Faculty
Susan Davis – CE Coordinator for BLS, ACLS, and PALS
Jeff Davis – Cardiovascular Technology – Director
Sindee Karpel – Respiratory Care – Faculty, BS Cardiopulmonary – Dept. Chair & Faculty
Jean Newberry – Respiratory Care – Director, BS Cardiopulmonary Instructor
Jim Mayhew – Radiologic Technology – Director
Karen Molumby – Dental Hygiene – Director
Joe Washburn – EMT/Paramedic/Fire – Director

Leadership Meetings – Schedule & Attendees

- Dr. Tropello asked the attendees to review the meeting minutes and provide any feedback at a later date if necessary.
- Dr. Tropello requested that the previous meeting minutes be sent electronically prior to the next meeting for approval and store the final version on the shared drive.
- Dr. Tropello also referred the attendees to the college calendar that is include in the handouts. Jean Newberry and Sindee Karpel found it helpful in determining their summer plans with the inclusion of the school start date.
- Susan Davis introduced herself and explained that they work year round and with a 24-hour corporate client – Lee Health. She is working with Nursing to schedule BLS classes. Her department has courses in BLS, ACLS, and PALS. They integrate FSW students with Lee Health professionals in most of their classes and it provides a more professional learning environment for the students.
- Dr. Tropello inquired with the attendees if the advisors should attend the leadership meetings and who are the attendees that we are currently missing.
- Dr. Tropello stated that future meetings can be held once a month and additional meetings can be scheduled as needed. Dr. Selman motioned to approve and Jeff Davis seconded that motion.
- During the time slot of the second meeting each month, we will have working committee meetings for the new committees that are goaled to streamline policies for all SHP programs that cover situations with impaired students (possible attendees: Jean

Newberry, Pam Peters, Susan Torres, Joe Washburn, Karen Molumby, Bobby Holbrook) and background check/FDLE information in regards to clinical agencies (attendees: Jeff Davis, Joe Washburn, Bobby Holbrook).

- The first working committee meeting will be held on April 9th at 2pm in A-137.
- The next leadership meeting will be held on April 23rd at 2 pm in A-137.
- There will not be any leadership meetings in June or July.

Accreditation & Curriculum Changes

- Jeff Davis explained that the site visitors will be here Friday, March 29th. They will speak with Dr. Deluca, tour the labs and offices, review the files, and perform an exit interview with anyone who wishes to attend in A-137.
- Jeff Davis will pick them up from the airport on Thursday, March 28th and take them back to the airport after 5pm on March 29th.
- Joe Washburn stated that he has a site visit for EMS in 2020.
- Jean Newberry stated that she only has one correction to make for a course in her curriculum because it is listed incorrectly in Banner. She will attend the curriculum committee meeting to ensure that the correction is made.
- Joe Washburn has two lab courses that will be addressed at the curriculum review. They currently have skills labs that are scheduled to be taken during the capstone and that is not allowed. He has revised the curriculum to move the skill labs to the first semester of the program and create simulation labs to be taken at the end of the program.

STEM Event – March 25th - Feedback

- Joe Washburn and volunteers received a thank you card from SOHP for all of their work to run the event. He stated that 80 students from 6 different high schools attended, 60 were interested in health professions and 20 were interested in the sciences.
- Dr. McClinton took the 20 students who were interested in the science programs and the 60 students for health professions were divided in half. Joe Washburn conducted an overview of the programs for half of the group while the other half toured the departments.
- The students toured Respiratory Care, Cardiovascular Technology, and EMS. In the CVT lab, they had the opportunity to dawn gloves and gowns before placing stints in cow hearts. RC displayed pig lungs and the students had the opportunity to manually resuscitate the lungs and intubate a simulated patient. In the EMS department, the students had the opportunity to ride in an ambulance, learn basic CPR, and how to bandage and splint an injury.
- Joe Washburn provided lunch for all of the staff and faculty that worked the event. He stated that it was a big success.
- Jean Newberry stated that 2 students are interested in the Respiratory Care program.

Upcoming Summer STEM Camp – Joe Washburn

- Susan Davis stated that all of the students who attended the camp were CPR certified.

- Joe Washburn is in charge of the event again this year. He covered the events that took place for the 2-hour simulation in the ER and all of the other departments involved.
- The camp is scheduled for June 3-7 this year.
- Joe Washburn will recruit the most active participants to help out with the event
- The camp does not interfere with nursing or other classes in the sim lab.
- Susan Davis stated that the BLS classes are already scheduled for this year's camp.
- Susan Davis stated that they work with BLS Friend & Family for some of their events, but no other groups or agencies to bring in funding or participants.
- Joe Washburn stated that it is a shame that we do not have events like this for the local students as well. All of the students are bussed in from other parts of the state.

IRB Representation

- Sindee Karpel stated that she volunteers to continue as a representative of IRB for the School of Health Professions.
- Dr. Selman stated that Margaret Kruger also volunteered to be a representative for the School of Health Professions.

Open House

- Dr. Tropello will inform Dr. Van Gaalen that Cassie Steves will be attending the 4 info sessions on behalf of the BS Cardiopulmonary program on March 28 (Collier), April 1 (Charlotte), and April 2&3 (Lee).
- Dr. Selman is getting nursing representatives.

Low Enrollment Courses

- Courses with less than 12 enrolled students are considered "low enrollment." Deans are asked to submit a justification to the Provost's office for all courses that run with an enrollment below 12 (whether as an independent study or as a regular course-that is, one that counts towards load, overload, or as an adjunct assignment).
- The dean must submit a spreadsheet that includes all of the courses and complete the justification column for each course (spreadsheet included with minutes).
- This is due by March 29th for Spring B semester.
- Dr. Tropello also mentioned that Sarah Clouse will be filling in as Interim Registrar to replace Garnett Salmon, who is on leave.

Reorganization & Requests for Positions

- Dr. Tropello stated that resources are the biggest issue. She sees that SHP runs beautifully, but she is having a little difficulty understanding how the responsibilities are distributed amongst the administrative staff and how to get the funding for new positions in the programs that need them.

- Joe Washburn stated that he has 3 clerical staff in his department and he can help by providing job descriptions for each of them if necessary.
- Dr. Tropello stated she is not sure why the administrative staff are placed in their current locations. She stated that there might be a need for someone to be placed at the reception desk 5 days a week, rather than the 3 days in which we currently have a student assistant. Nursing has two administrative staff members in one office and the nursing office suite is difficult to locate without any proper direction. We can look at signage in the future throughout building A and AA.

Initial Renewal Requests

- Dr. Tropello stated that Adriana should receive all of the documents and they should be copied after they are signed by herself before they are sent to HR
- Jeff Davis has 1 initial renewal request, Jean Newberry has two, and Jim Mayhew has 1 renewal request.

Open Discussion

Website issues

- Susan Davis states that she has an ongoing issue with the registration page for her BLS and ACLS courses and IT has not worked with her to find a resolution so far, as she has requested.
- Hospitals only use Internet Explorer and their employees are unable to complete the registration for the BLS at any of the Lee Health facilities.
- Jean states that the symposium website is no longer working properly. The links do not take viewers to the correct pages and they are also unable to register for the symposium in September.

ACLS for nursing students

Susan Davis will work with Dr. Selman to create an ACLS course for the nursing program, if they desire to do so.

Provost Forum

- Dr. Tropello stated that she would attend the Provost lunch interview on March 29th and will speak with Jason Dudley about the issues with the websites and registration pages.
- The third provost forum will be held on April 5th from 8:30 -9:30 in AA-177

Impaired & Injured Students

- Jean Newberry stated that all of the student policies between programs should be streamlined.
- Jean Newberry stated that a student exposed to TB was told to go to the ER and she would be responsible for the payment.

- Bobby Holbrook stated that we can only suggest for the student to go to the ER rather than requiring it.
- Joe Washburn stated that they refer all of the injured students to the ER. The policy for the EMS/Paramedic program states that the student's personal health insurance will be billed first and FSW/Hartford insurance will pay the balance.
- Dr. Tropello stated that soon we will not see TB testing since many hospitals will move to QuantiFERON blood testing to detect tuberculosis and that clinical contracts, plus student handbooks should stipulate that all students need personal health insurance and provide directions for a student who is ill, impaired or injured.
- Dr. Selman stated that the nursing policy, for impaired students, states that a faculty member would drive impaired students, with a student consent form, to the hospital or urgent care for immediate testing for drugs or alcohol.
- Jim Mayhew and Jeff Davis stated that the policy has changed and states that the student is responsible for getting a ride to a facility for testing.
- Jim Mayhew stated that the policy for impaired students is not available. The creation of the written policy has been requested and tabled many times over the past
- Jim Mayhew stated that legal should be involved in the policy development process
- Jean Newberry stated that she can use other corporate or college websites as a reference for student impairment policies

Background Check Policies

A discussion ensued regarding criminal background checks. A working committee will ensure a consistent and updated policy is applied throughout SHP. The results of the April 9th committee meeting will be attached to the meeting minutes before the final approval.

Hazardous Waste

- There is not an official training course or manual for the hazardous waste disposal process.
- Dr. Selman states that nursing does not have a binder to sign and the process is complicated.
- Joe Washburn stated that he has a binder and Jean stated that we do not have one and are not required to sign anything when the waste is picked up each month.
- Joe Washburn stated that it used to be \$4000 a year for hazardous waste until they moved to MWaste and it now costs \$500 a year.
- The receipts from MWaste are being emailed to Joe Washburn
- Dr. Selman received a receipt for the inspection and was not sure what it was for.
- Joe Washburn stated that she needs to print those receipts and put them in the binder
- Joe Washburn stated that we have permits on all 3 campuses for hazardous waste.

- We need to establish a point person on each campus to receive MWaste documents.

College Events

- Dr. Tropello stated that Western Michigan University is moving out of the Charlotte campus location.
- Susan Davis stated that they will have BLS classes for FSW staff in September.
- Sindee Karpel presented her book, Linz's Comprehensive Respiratory Diseases, that was published this month. It took her 3.5 years to create. She had to revise it a few times to keep it current. She is requiring it for her Pulmonary Studies course. The book is available on Amazon for \$90.25
- Dr. Selman stated that nursing will be recording a news report with Super Tory and include Respiratory Care to resuscitate a baby after drowning. This will take place in April and she was looking for assistance from the attendees.
- Dr. Selman stated that The SWFL Diabetes conference will take place on November 3rd. She wants to set up screenings and inquired if Dental Hygiene or Cardiovascular Technicians have screenings. Karen stated that dental hygienists do not perform diabetic screenings. CVT does not perform screenings either.
- Dr. Tropello stated that she would check with Tom Neff in Opticianry to see if he wants to get involved in the event.

Meeting adjourned at 4 pm