

**SHP Leadership Meeting**  
**Minutes**  
**September 11, 2018**  
**Thomas Edison Campus: Building A, Room 137**

Present: Dr. Denis Wright, Interim Dean of the School of Health Professions  
Dr. Deborah Selman, Associate Dean of Nursing  
Jean Newberry, Director of Respiratory Care Program  
Deborah Howard, Director of Health Information Technology Program  
Jeff Davis, Director of Cardiovascular Technology Program  
Terry McVannel-Erwin, Program Chair for Social and Human Services Program  
Joseph Washburn, Director of EMS/Paramedic Programs  
Karen Molumby, Director of Dental Hygiene Program  
Jim Mayhew, Director of Radiologic Technology Program  
Tamra Pacheco (Scribe)

1. Meeting Minutes from August
  - a. Dr. Wright inquired if the minutes from the previous meeting were acceptable and accurate.
  - b. Dr. Wright stated that if any corrections need to be made, the directors must contact the scribe to make the changes.
  
2. Dean of Health Professions (Update)
  - a. Dr. Wright stated that there are currently 15 applicants in the applicant pool and the committee have agreed on 4 to give close consideration.
  - b. It is a diverse group of applicants. Some were professionals in Nursing for a long period of time and moved to academia. Others were in Nursing for a short period of time before moving to academia. There was one applicant that was overqualified for the position due to their accomplishments and previous income over 6 figures.
  - c. The deadline to apply for the position is September 30<sup>th</sup>.
  - d. The next meeting to review the applications is scheduled for October 2<sup>nd</sup>.
  - e. The Skype interviews of the selected candidates will take place on October 9<sup>th</sup> and campus visits will follow (the date has not been selected yet).
  
3. Faculty Evaluation Process
  - a. Dr. Wright stated that there are only two faculty members that require a 5- year review at this time and they are in Nursing.
  - b. They will require a peer review committee and a college-wide committee. This is similar to the process that takes place at the universities.
  - c. Annual faculty evaluations should require a conference to be scheduled to go over their goals
  - d. Adjunct faculty have a different process for their evaluations.
  - e. In the faculty evaluation process there are 3 potential ratings (listed on handout).

- f. The biggest question asked by the deans was: “What do the numbers mean?” The numbers do not make a difference in an evaluation, it is about improvement.
  - g. Dr. Wright stated that some deans believe that we should get rid of non-quantification and he believes that it would be detrimental to the evaluation process to do so. Some faculty are upset when they are given a 2 on their evaluation and he believes that the 1s are reserved for those who did not know what they were getting into as instructors or just lost it in the last year of teaching.
  - h. Dr. Wright stated that in his experience as a vice president there were at least 25 faculty members that struggled in their first year of teaching, but had long successful careers in academia.
  - i. Dr. Wright stated that he struggled with the change in students. He took traditional lessons and made them apply to life today and it worked to engage the students.
4. Spring Schedule
- a. Dr. Wright has reviewed the spring schedule and suggested that we look for ways to reduce expenditures by reducing the number of sections (if appropriate) and increasing the enrollment in each course to cover the cost of instruction.
  - b. Health Profession programs are the most expensive programs at the college and it would be advantageous for all programs to use a minimal amount of resources without affecting the quality of the program.
  - c. Dr. Wright stated that courses with 9 or less students barely earn the revenue to cover the course expenses, but he will continue to make the exceptions to run the course if necessary.
5. Program Assessments
- a. Dr. Wright reviewed Compliance Assist and stated that it should no longer have that name because it is not about having the correct number of “Xs” and “Ys” in order to be compliant.
  - b. North Central Association started quality education out of Japan and evaluated under a new system that focuses on goals. These goals included the completion of 3 projects for the institution, which were selected by each department. An example he participated in was the transition of faculty to a new evaluation system.
  - c. Dr. Wright believes in the effectiveness of Accreditation since it is about improvement and not compliance. They focus on student outcomes rather than operational outcomes.
  - d. SACS 3.3.1.1 focuses on three actions taken with student outcomes – how they were measured, methods for sharing the results, and actions taken to rectify any shortcomings in course materials or instruction.
  - e. Good methods of measurement are assessments, focus groups, and certification exams. In health professions, the programs require the exam as the primary source of assessment for employment.
  - f. Results of assessments are often shared in faculty meetings, but we must ask ourselves if they shared and discussed with the students.

- g. What are we doing to make improvements? We often make curriculum changes and we must document those changes and reasons for those changes. Employers also provide their feedback in surveys and would also like to see the actions taken as a result.
  - h. Dr. Wright explained that the offsite SACS reviewer only looks at what is in writing and provides a firm evaluation. The on-site group then has areas to focus on during their site visit. On many occasions, the site visitors find more information to close the loop on the areas reported to be incomplete according to the off-site reviewer. The institutions need to provide better documentation.
  - i. Dr. Wright stated that this institution has come so far in the last 6 years. After he was hired as Provost at FSW, he felt that this college was behind in doing assessment work. Now we are on the other side of many other institutions in the state.
  - j. Dr. Wright gave the Learning Assessment Committee some of the credit for the improvements. The committee members were given a stipend of \$1500 a year to do an annual evaluation of the college. The institution is now able to teach others how to properly assess the college operations and student outcomes.
  - k. Dr. Wright stated that the liberal arts department were in greater need of these annual assessments to determine and document where improvements are needed; but have made great progress.
  - l. We need to stay up to date with our information and share it with others. Hiring Joe Van Gaalen allows for additional assistance in measuring student outcomes and visual representation of the data. Joe is passionate about the material.
6. Program Updates
- a. The Radiology Program was awarded another 8 years of accreditation.
  - b. The Pulmonary Symposium went well with over 100 attendees, 13 speakers, and 26 vendors. Jean thanked Dr. Wright for allowing Tamra to assist at the conference.
    - i. Most of the attendees were Respiratory Therapists, some were from Nursing, and others were EMTs.
    - ii. Most of the attendees were from the central Florida area and 50% of them came for the first time.
    - iii. Jean explained that they increased the amount of CEUs that could be completed online, but that did not have a big impact on the attendance.
  - c. Adjunct Portfolios were uploaded into a Canvas shell that was created in 2016. The same Canvas shell is accessible but the old information remains and it is not being revitalized with the new information.

Meeting was adjourned at 3 pm.