

Agenda - School of Health Professions
Meeting with Dean and Program Directors/Department Chairs
April 23, 2019 - 2:00 -3:30 p.m.

Discussion Items:

- 1) Guest – Dr. Joseph F. Van Gaalen (Survey)
- 2) Minutes approval from February and March
- 3) Working Committee reports
- 4) Year-end Budget
- 5) Commencement Ceremony
- 6) Announcements:
 - a. Guamard COE Simulation Lab Plaque/Award.
 - b. Congrats CVT program. Positive reaccreditation visit.
 - c. Artwork for SOHP.
 - d. Report on UPOLI (The Delegation from Nicaragua).
 - e. Retirements and staff changes.
 - f. Sindee Karpel – Proposed articulation with Miami Dade College (BS Cardio Pulmonary).
 - g. Terry McVannel –Erwin – Human Services proposed pathway with FGCU and Mental Health Disaster Certification.
- 7) Hospital Systems
- 8) End of School Year Events

**SHP Leadership Meeting
April 23, 2019
Bldg. A Room 137**

Dr. Tropello called the meeting to order at 2:00 pm. The attendees reviewed the previous meeting minutes. Sindee Karpel requested a change under IRB representative from “BS in Cardiopulmonary” to “School of Health Professions.” Dr. Selman requested the same change for Margaret Kruger. She also requested to include “with a student consent form” on page 5 under her bullet point for driving an impaired student. Bobby Holbrook makes a motion to approve the minutes with the changes. Sindee Karpel second the motion and all attendees agreed.

Attendees

Dr. Paula Tropello – Dean, School of Health Professions
Dr. Joseph Van Gaalen - Assistant Vice President, Institutional Research, Assessment and Effectiveness
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
Cassie Steves - Student Success Advisor II, School of Health Professions
Wendy Ortiz - Student Success Advisor II, School of Health Professions
Tamra Pacheco – Instructional Assistant (scribe)

Graduate and Employer Surveys

- Dr. Van Gaalen introduced the matrix for the graduate and exit surveys his department has developed for the entire college to utilize.
- Dr. Van Gaalen stated that the SACS monitoring report was completed on April 1st.
- Dr. Van Gaalen provided an overview of the graduate survey and types of questions that are asked. He will email Dr. Tropello his presentation to distribute to the attendees.
- Dr. Van Gaalen stated that they can morph the questions they have in the survey with what we ask in SHP surveys.
- Dr. Tropello stated that the employer survey is the most difficult to receive feedback on specific students. This is due to the challenges of contacting their direct supervisor and maintaining anonymity.
- Dr. Van Gaalen stated that SOBT has a graduate survey which contains questions about internships and employment. Each degree within SOBT (Forensics, Paralegal, Engineering) would have different questions. The business degrees are way too broad to approach with employment surveys.

- Dr. Tropello inquired with Karen Molumby if the model presented would work for her. Karen Molumby stated that if the surveys are required at the course level it would not work for her clinical courses and students complain about having to complete the same survey multiple times.
- Karen Molumby stated that her accrediting board requires the graduate and employer survey and it would be more beneficial for the survey to come from the college and not from the program director. It is time consuming for the program director to manage the surveys and it would allow for more feedback if it is sent from someone outside of the program.
- Dr. Van Gaalen stated that his department can distribute the survey on our behalf and provide the results and analysis.
- Jeff Davis stated that accreditation boards require a certain number of responses and the outcomes of those responses.
- Dr. Van Gaalen stated that obtaining current email addresses is difficult for graduate surveys, but the college is collecting that information.
- Dr. Van Gaalen stated that he can sit down and create the survey for each program and help to eliminate any stress and bias.
- Dr. Tropello stated that graduate surveys must be sent out at specific times and inquired if those are done at 6 or 12 months from graduation.
- Karen Molumby stated that her graduate survey is distributed after 6 months.
- Jeff Davis stated that the CVT graduate surveys are sent out closer to 12 months after graduation.
- Bobby Holbrook stated that the nursing graduate surveys are distributed 9 months after graduation and the employer surveys are distributed after 12 months.
- Dr. Van Gaalen stated that programs with 10 students or less often do not show up well in reporting and are often represented with an asterisk
- Dr. Van Gaalen stated that a month after the report is run, they will send the results to the departments are open to changes and can send out the raw data if requested.
- Dr. Van Gaalen stated that SOBT has suffered from survey fatigue. Some programs have placed surveys in the capstone and that can bring in bias and students get upset and send emails to him or instructors requesting to be left alone.
- Dr. Tropello inquired if anyone has the survey as part of the course assignments. Most of the attendees said that they do not.
- Dr. Van Gaalen stated that it is more appropriate to have the survey is outside of Canvas and will receive more feedback.
- Dr. Selman stated that she is happy with the surveys and results they receive from Dr. Van Gaalen's department for nursing.
- Dr. Tropello stated that each program can work with Dr. Van Gaalen individually.
- Dr. Van Gaalen stated that the surveys produced and distributed by his team are anonymous and only he can see who completed the survey and will not report that information.
- Dr. Van Gaalen stated that he only teaches one class, but he has found that 75% of the students complete the survey if they are given 5 minutes of class time to do it.
- Dr. Selman stated that it has worked out well for nursing.

- Sindee Karpel stated that online students do not like completing the surveys. Dr. Van Gaalen responded by stating that those students need constant reminders to get them completed and his department sends out those reminders quite frequently.
- Dr. Tropello agreed the need for constant reminders and not having that task under the instructor's responsibilities is preferred.
- Dr. Van Gaalen stated that the option is still open to add a few program related questions to the existing survey.

Working Committee Reports

Impaired & Injured Students

- Bobby Holbrook stated that he contacted Valerie Miller in legal and has not received a response.
- Bobby Holbrook also stated that the college does not have any contracts with UBER or any other transportation and they prefer not to.
- A majority of the attendees agree that the student should be responsible for transportation, testing for drugs or alcohol, and all the expenses.
- Deborah Howard stated that other universities have checklists for situations with impaired students.
- Cassie Steves stated that it is important to obtain the report from EMS on the student's condition and that is difficult to do in most cases.

Background Check Policies

- Jeff Davis stated that the committee created a grid with a list of polices utilized by the departments
- Jeff Davis stated that the committee needs to contact Mark Lupe and review what Lee Health has for background check policies.
- Dr. Selman stated that Lee Health has random drug screenings and we should add that requirement to our policies. Jim Mayhew stated that this would be a legal issue.
- Deborah Howard stated that there are universities that already require random drug screenings and the students complete a consent form upon enrollment.
- Cassie Steves stated that Kelly Campbell, in admissions, would be the person to contact in admissions to find out what policies are in place for admission to the college.
- Dr. Tropello stated that it would be best to have a working committee meeting for subcommittees in May

Year End Budget

- Dr. Tropello stated that each program should use up all of the funds in their budget to prevent them from being removed in the next fiscal year.
- Jim Mayhew stated that he does not have that concern since the funds are already low for the Radiologic Technology program.

Commencement Ceremony

- Dr. Tropello stated that the commencement ceremony starts at 10:00 am on May 3rd.
- Ray Lenius will be carrying the gonfalon for the School of Health Professions
- Dr. Tropello stated that Cassie assisted with ensuring that our students' names were added to the commencement program.
- Cassie Steves stated that the names will be added to an insert since the programs are already printed.
- The registrar has been responsible for the list of graduates and they have not listed all of our graduates every year.
- Dr. Tropello stated that in her experience it has happened every year and there is always an insert.
- Dr. Tropello inquired if it is only those who graduate in August or current students as well. Cassie Steves responded by stating that even current students are left off the list.
- Bobby Holbrook stated that the list he receives has past graduates and they have to do degree evaluations on every one of them to check their status.
- Cassie Steves stated that students need to be registered for their final classes in the summer before they will show up in the commencement program.
- **Dr. Tropello stated that we need to work with the registrar in advance to ensure that all names are listed in the commencement program.

Announcements

- Kyle Hartman and Dr. Selman received a plaque from Guamard for the Simulation lab. The award also comes with free training, increase in tours, and a segment in the news report. The simulation lab will also be publicized on Guamard's website.
- Dr. Tropello congratulated Jeff Davis and his team for a successful site visit without a single suggestion for improvement. She also stated that the site visitors were a great and easy going team.
- Dr. Tropello acknowledged Dental Hygiene as being the next program to have a site visit along with EMS.
- Dr. Tropello stated that we will be getting new artwork on the walls of the office suite and benches will be placed in the hallway for the students.
- Dr. Tropello mentioned the visit from the Nicaraguan doctors and instructors
- Dr. Tropello mentioned the retirement of Wendy Morris and Bobby Holbrook stated that they already have a qualified replacement who Wendy is training.

- Dr. Tropello also mentioned that Susan Torres is going back to a full time faculty position.
- Dr. Tropello briefly mentioned that Sindee Karpel is proposing an articulation agreement with Miami Dade for their licensed respiratory and cardiovascular students to complete their BS in Cardiopulmonary Science online through FSW.
- Dr. Tropello mentioned Terry McVannel-Erwin's proposal for a pathway for her AS Social and Human Services students to have a pathway to FGCU and to add a Mental Health Disaster Certification.

Hospital Systems

- Dr. Tropello inquired on the EPIC training that occurs on campus and if anyone instructs those course. Deborah stated that she is certified to teach EPIC but does not instruct the Lee Health classes. She is unable to gain access or instruct Clindoc since she does not have a clinical background.
- Annette Windland is the instructor for the Lee Health students and they use our classrooms: AA-173 – 175, and A-209. Deborah pointed out that our classes have priority and Dr. Selman stated that we have reduced the number of classrooms available to them over the last couple years.
- Dr. Tropello stated that we have a lot to keep up with in regards to disruptive technology at hospitals. It is all about the updated record system.
- Susan Davis stated that RQI is a new system that hospitals are using and she does not favor it because it takes away from hands-on patient care.
- Dr. Tropello stated that the Coconut Point Healthy Life Center utilizes healthcare technicians in all areas including the kitchen to ensure that dietary needs are being met.
- Dr. Tropello stated that special service hospitals may not be the best option since they limit the number of services available – no ER. The special services are also geared for the wealthy.
- Susan Davis stated that our AHA program for BLS is the only instructor-led program and the 3rd largest in the U.S. Most of the programs are only available online.

End of School Year Events

- Jean Newberry stated that we have program pinning ceremonies: Respiratory Care – June 13th, Cardiovascular and Radiology – June 14th.
- Deborah Howard stated that we will be hosting a student from St Petersburg who she will be mentoring. Her name is Mia.
- Deborah also stated that the HIT certificate has been approved to be listed on the AAPC (American Academy of Professional Coders) website and designated as a CVC-I course.

Meeting adjourned at 3:48 pm