

SoHP Leadership Meeting
January 14, 2020 at 2:00 pm in A-137
Agenda

Dr. Trepello calls the meeting to order at 2:00 pm in A-137.

- I. Welcome back & Welcome to new staff & position changes
- II. Minute approvals for December
- III. Upcoming Events
 - Lee County Schools - A closer look at health professions – January 22nd
 - Interdisciplinary Simulation – February 24th
 - Student recruitment open houses
 - STEM camp – February 29th
- IV. New programs and fall schedule
- V. Simulation (committee, grant proposals, Perkins funds, vision)
- VI. Adjuncts
 - Support
 - Orientation
 - Observation
- VII. Safety officers
- VIII. Committee formation
 - Identify positions
 - Needs (if any)
 - Job Descriptions (changes to fit vision)
- IX. Criminal background check updates & other working committee reports
- X. Reorganizational Charts & brochure development for student recruitment –
discussion about website

**SoHP Leadership Meeting
January 14, 2020
Bldg. A Room 137**

Dr. Tropello called the meeting to order at 2:00 pm.

Attendees

Dr. Paula Tropello – Dean, School of Health Professions
Dr. Patty Voelpel _ Associate Dean of Nursing
Dr. Deborah Selman –Director, Nursing Accreditation and Simulation Education
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
Jean Newberry - Program Director, Respiratory Care
Sindee Karpel – Respiratory Care – Faculty, BS Cardiopulmonary – Chair & Faculty
Jim Mayhew – Radiologic Technology – Director
Deborah Howard – Health Information Technology – Director
Joe Washburn – EMT/Paramedic/Fire Science - Director
Karen Molumby – Dental Hygiene – Director
Cassie Steves - Student Success Advisor II, School of Health Professions
Hristo Kovatchki – Simulation Technology Specialist
Tamra Pacheco – Instructional Assistant (scribe)

Dr. Tropello requested that the attendees review the meeting minutes for November and December and contact Tamra with the changes at a later time.

Dr. Patty Voelpel introduced herself and her experience in the field. She has been a nurse for over 30 years in New York. She was also a director of undergraduate education.

Building Renovations

- Dr. Tropello stated that JR Sherman is prioritizing the room renovations that were requested.
- Dr. Tropello stated that the carpet in the simulation lab is in bad condition with stains on it and needs to be replaced. Nothing but water should be allowed in the lab.
- Rooms A-201 & 202 will be completely renovated – furniture and layout.
- Room A-105 will have new chairs, but the tables will remain.
- A-214 and A-141 will have the podiums replaced with ones that can be moved around.
- Dr. Tropello stated that Jason Dudley wants all classrooms to look the same, but the current renovations do not allow for that.
- Deborah Howard stated that movable podiums can cause issues with the video connections as it is in her classrooms – A-174 and 175.

- In A-207 JR Sherman wants all of the tables to match, Dr. Tropello stated that she did not tell him which table is preferred. Jeff Davis stated that they prefer to keep the adjustable tables.
- Dr. Tropello stated that JR Sherman also looked at the PTA room A-215. She also stated that Dr. Rath and Dr. Deluca stated that they would like to start our own PTA program on Lee and Charlotte campus, therefore the room may not be remodeled.
- We may include JR Sherman in the next meeting on the 28th.

Events

- January 22nd – Lee County Schools will be visiting our campus and the student interested in health professions will listen to presentations and tour the departments. The directors need to meet to make plans for that day.
- February 8th – Give Kids A Smile – annual event will take place in buildings A and AA. This year, Dental Hygiene has included EMS along with Nursing. EMS will have a fire truck, ambulance, along with coloring books to keep the kids entertained while they wait in line for their teeth cleaning. Nursing will perform health assessments that include tips on nutrition and exercise.
- February 24th – EMS, Respiratory Care, and Nursing are having a simulation event in the AA second-floor classrooms and the simulation lab. Joe Washburn stated that they had a meeting to finalize the plans. The event involves students, marketing, and General Counsel. There is a significant amount of nursing students, respiratory care students, and EMS students. There are also volunteers from the local moose lodge that will play the role of a standardized patient. Joe Washburn stated that it is better to use live patients and his accreditation requires live patients over simulators.
- February 24th is also the date for the open house on the Charlotte campus. Deborah Howard stated that she will be there to present her new coding certificate program that will be taught on that campus in the fall. Deborah Howard also stated that she has a meeting on the Charlotte campus this Friday, January 17th to view the classrooms that will be utilized for her 5 courses.
- Dr. Tropello mentioned that we could order a flag to advertise the coding certificate on the Charlotte campus or near the highway. Deborah Selman stated that she knows someone that lives near there and can put a flag in their yard.
- February 25th – Lee campus open house, EMS, Respiratory Care, Cardiovascular Tech, Nursing will attend.
- February 26th – Collier campus open house, Cassie Steves stated that they will need people there. Joe Washburn stated that he will have EMS representatives there.
- February 29th – STEM camp day on the Lee campus. Respiratory Care, Cardiovascular Technology, and EMS have already committed to participate. Joe Washburn requested an email from those who can participate in the presentation and tour. Dr. Tropello suggested that the plans could be discussed after tomorrow's simulation meeting.
- Joe Washburn mentioned that there is an event for Perkins grants. He stated that he wasn't informed of when he can bring people in from the community to promote the

EMS program. Dr. Tropello stated that the workforce meeting was cancelled and the Perkins meeting was for the impact of 2021, not 2020; therefore, it was not as important.

- Dr. Tropello inquired on who is in charge of the event calendar and suggested that it should be a part of the safety leaders' role. Cassie Steves stated that outside events are handled by Auxiliary Services and inside events are handled by Student Engagement.

Scheduling

- Dr. Tropello stated that Tamra completes the scheduling for the allied health programs. Edna, Mary, and Jen complete the scheduling for Nursing.
- Joe Washburn wants to move EMS to a D term. He wants to go back to the 15 weeks of instruction and have the 16th week for final exams. He stated that they need more time to take the two-part final exam (didactic & psychomotor) 2 times. Once at the beginning of the week and a second time at the end of the week if the student does not pass the first exam. If the students do not pass the final, they do not earn the certificate required to start their career.
- Dr. Tropello inquired if the students pursuing the EMT certificate can receive funding from financial aid. Joe Washburn stated that Paramedic students do, but not EMT students. Paramedics have a minimum of 1100 clinical hours, unlike EMT. Deborah Howard stated that there are other schools that offer financial aid for certificates.
- Dr. Tropello mentioned the 20 minutes break for students to attend campus events. The schedule of classes can change to 7 am to accommodate that break that would take place around lunch time.

Simulation

- Deborah Selman is now in her new role as the Director of Nursing Accreditation and Simulation Education.
- Hristo Kovatchki is now in Kyle Hartman's old position. Dr. Tropello is reviewing job description for his position and other leadership positions in Nursing and simulation.
- Dr. Tropello stated that she foundation is requesting a proposal and she requested funds for a head of simulation that would cover all 3 campuses.
- Dr. Tropello also requested funds to renovate the Charlotte simulation lab and the space that was previously occupied by West Michigan University.
- Dr. Tropello also put in requests for more Gaumard simulators, but is trying to move away from requesting equipment and focus on funding for more student engagement and make all simulation labs look the same. She has not received a response from the foundation yet.
- Dr. Tropello stated that Perkins may not be looking ahead at our vision and funding may need to come from other sources.
- Hristo Kovatchki receives the schedule for Respiratory for simulation lab usage. Nursing has a massive schedule that is handled by Dr. Selman.
- Lynne Crandall's position is still vacant and will be filled once the vision is set.
- The nursing simulation coordinators take care of simulation scheduling.

- Hristo Kovatchki will go for training to earn certificates for the simulators used, such as Gaumard.
- Dr. Tropello stated that we need standardized patients for the simulation lab instead of only using simulators for clinical.
- Dr. Tropello inquired with Joe Washburn if he has a survey tool for simulation. Joe Washburn stated that he has a survey, but it is not used for simulation.
- Jean Newberry stated that Respiratory Care students cannot use simulation to replace clinical time. They must be in a clinical environment and they have been using standardized patients in the simulation lab for over 15 years.

Committees

Simulation

- Dr. Selman stated that it would be best to have a simulation committee meeting on a quarterly basis.
- Dr. Selman has the agenda from the previous meeting. The agenda includes the vision and mission for simulation.
- Jean and Sindee stated that Tuesday and Thursday afternoons work for them.
- Dr. Selman stated that the next meeting is already scheduled for Monday, February 10th in the afternoon.

Safety Leaders & Building Issues

- Joe Washburn and Jim Mayhew were appointed as the safety leaders for building A and B.
- Deborah Howard stated that all 4 lights are out in the front entry way and it is really dark when she leaves around 9 pm after class. Jim states a request like that goes through the safety committee to get the issue resolved. He also mentioned that Elizabeth Whitmer along with himself are on that committee.
- Dr. Tropello stated that she has not received any updates on the swipe card reader for the building.
- Joe Washburn mentioned that his garage door does not lock and he is waiting for a motorized door to be installed.
- Bobby stated that Charlotte nursing does not have good lighting or any public safety around at night.

Background Checks

- Jeff Davis completed the LASO training required for those who review the FDLE files and it is good for another year. He reviews them for Dental Hygiene, Respiratory Care, Cardiovascular Technology, and Radiologic Technology students. during the admissions process and their second year in the programs.
- Joe Washburn completes the background checks for his programs.
- Dr. Selman, Bobby Holbrook, and Donna Johnson have access and are certified to complete the background checks for Nursing.

Impaired Students

- Jim Mayhew stated that Mark Lupe provided suggestions for changes to the policy the committee created for impaired students, but they have not completed the revisions yet.
- Dr. Tropello stated that 9 out of 10 of our agencies are under federal regulations and marijuana usage is not allowed. She requested that we keep our ears open for any changes in regulations of the agencies

SHP Brochure

We have a sample brochure from Business & Technology and Dr. Tropello finds their layout to be appealing.

Adjuncts

- Dr. Tropello advised the attendees that if they have adjuncts they need to review the SACS guidelines to ensure that they are properly supported, oriented, and observed before they start the position.
- Dr. Selman stated that they assigned a mentor to each adjunct and provided them with a handbook.

Reorganization

- Jeff Davis agreed to head the search committee for his replacement.
- Deborah Howard stated that she will put in a request for additional faculty.
- Dr. Tropello stated that the School of Health Professions should work with workforce to determine if we really need another associate dean.

The next meeting will be scheduled on January 28th to include JR Sherman. The meeting with Dr. Deluca will be postponed since we will not be ready to address our faculty and staff needs.

Meeting adjourned at 3:42 pm