

# AGENDA

## School of Health Professions Leadership Meeting

February 11, 2020

2:00 PM – 3:30 PM

Location A-137

Meeting called by Dr. Paula Tropello

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Welcome to Gayle Dean, elearning

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### Item #1

Minutes Approval

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### Item #2

Organizational Updates/Hiring

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### Item #3

Budget Needs/Course Fees

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### Item #4

Perkins Grant-Local Needs Assessment Information from each area

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### Item #5

New Academic Calendar

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### Item #6

Upcoming Events

Open Houses, Trauma Day, STEM

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### Item #7

Evaluations

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### Item #8

Course Planning Fall

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### Item #9

Reports

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Next meeting TBA

**SoHP Leadership Meeting  
February 11, 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  
Gayle Dean – Nursing Professor/eLearning liaison  
Bobby Holbrook – Program Director, BS Nursing  
Terry McVannel-Erwin – Human Services - Department Chair/Faculty  
Jeff Davis – Cardiovascular Technology – Director  
Jean Newberry - Program Director, Respiratory Care  
Jim Mayhew – Radiologic Technology – Director  
Deborah Howard – Health Information Technology – Director  
Joe Washburn – EMT/Paramedic/Fire Science - 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, December, and January and contact Tamra with the changes at a later time.

Sindee Karpel and Karen Molumby were unable to attend due to illness.

**Elearning**

- Gayle Dean is the elearning coordinator that supports the School of Health Professions. She has been in the position for a year and is visiting each department.
- Gayle Dean stated that she has gained a real insight on quality matters through her training on how to develop courses to accommodate disabilities.
- Only the Human Services program is required to meet ADA standards for courses online.
- There are a lot of new processes in place for payment of course development. Any questions on course development stipend should be sent to Rosalind Jester. In the past, faculty and staff received stipends of \$2400 and soon it will be \$1000 for Dev 101 course creation and faculty will receive \$500 for courses that receive a QM certificate (info on handout provided).
- Gayle Dean stated that there is a training course for on the development of rubrics that is helpful.

**Budget Needs**

- Dr. Tropello stated that she submitted the program needs (budget requests) to Dr. Deluca for review.

- She requested that everyone needs to complete the Perkins form for each of the programs when requested.

## Events

- February 21<sup>st</sup> – Hristo Kovatchki stated that it is Education Day and there will be tours scheduled. Dr. Tropello stated that Karen has interviews scheduled on that day in A-137 & 138 and the dental clinic will be closed.
- February 24<sup>th</sup> – Save a Life Day - EMS, Respiratory Care, and Nursing are having a simulation event from 9 to 11 in AA – 222, sim hospital, ICU, and all of the sitting areas upstairs. EMS and RC will have tours from 12-3 and from 3 to 3:30 there will be a simulation demonstration with a manikin that bleeds when cut.
  - Joe Washburn stated that they have spent a couple hours working on the schedule and have more to do. They have 40 volunteers (students) and patients (volunteers from the community) who will move around each hour.
  - Dr. Tropello stated that the work-study students can participate in the event if needed. They are now at the main sim hospital desk 3 to 4 times a week.
  - Dr. Tropello stated that having a green belt person to come in and observe the simulation demonstration may be helpful. Joe Washburn stated that there will be two nurses in the room.
  - Joe Washburn stated that there are a lot of moving parts with 23 beds and 42 nurses. No one will know if something goes wrong since they do not know how it is supposed to be done.
  - Dr. Tropello inquired if everyone needs to sign the permission form for video recording/pictures taken at the event. Joe stated that most of the volunteers are students that have already signed waivers. They will be in their uniform-scrubs.
  - The Fort Myers Police Department will be there to perform mock interviews for sexual assault cases.
- February 24<sup>th</sup> is also the date for the open house on the Charlotte campus. Cassie Steves stated that Jean will be on the Charlotte campus to represent Respiratory Care. There will be info tables, info sessions, and tours. Dr. Tropello will be on the Hendry Glades campus for open house on that day.
- February 25<sup>th</sup> – Lee campus open house, EMS, Respiratory Care, Cardiovascular Tech, Nursing will attend. Tamra Pacheco will be at the info table in U-102. Joe Washburn, Jim Mayhew, and Jean Newberry will be available for department tours.
- February 26<sup>th</sup> – Collier campus open house, Dr. Tropello stated that Edna will be at the info table. Kellee Ratliffe or Melissa Hill may be available for the tours. Dr. Tropello stated that workforce day is the same day from 3 to 5 and the tour would be from 4 to 5.
- February 29<sup>th</sup> – STEM camp day on the Lee campus. Respiratory Care, Cardiovascular Technology, Dental Hygiene, Radiology, and EMS have already committed to participate. Joe Washburn stated that each department will have 45 minutes with the students for the tours.
  - Joe Washburn stated that he can prepare lunch (Chicago dogs or tacos) in the EMS department for the staff and faculty that participate.

- Dr. Tropello stated that she has funds available for food and can arrange for a simple breakfast with pastries and juice. Joe Washburn stated that he would only need \$100 for lunch.
- March 17<sup>th</sup> – Physicians Regional’s CEO wants to meet with SHP from 2 to 4:30 regarding our graduates.
- April 25<sup>th</sup> – Jeff Davis stated that Donna Sabat, the donor of .5 million to the CVT program, will be visiting the college for a tour on Tuesday. There will be a ceremony on the 25<sup>th</sup> with around 100 people, including President Allbritten and students.

### **Course Fees**

- Dr. Tropello stated that there should not be any changes (increases) in lab fees this year.
- Jean Newberry stated that her lab fees will be going down. Her clinical associates’ pay will come out of her salary account rather than her lab fee account.
- Dr. Tropello stated that Dental Hygiene has a different arrangement for their lab fees than the rest of the programs. The program is also going to be replacing 3 of their faculty when they retire within the next few years.
- If one program reduces their lab fees, then another is able to increase theirs with justification.
- Jeff Davis stated that his lab fees will need to go up \$100 for each course. Dr. Tropello questioned if the funds could come from the donation. Jeff Davis stated that he will discuss it with Susie from the foundation.
- Dr. Tropello suggested that any increases should include proper rationale for Esther.
- Jeff Davis stated that he is looking into purchasing 2 simulators and software with the donated funds. They will receive \$100,000 a year for the next 5 years and Jeff Davis wants to use the funds strictly for the lab since no one other than the CVT program uses it. However, the donor is slightly flexible with how the funds are used within SHP.

### **Reports**

- Joe Washburn stated that they received another ambulance which was donated from a Naples fire department. Now they have 4 ambulances that currently reside on the Lee campus where they get driven the most.
- They are putting a motorized door in the EMS building to replace the one that did not close properly.
- Dr. Tropello stated that door outside of the nursing office needs to be fixed to eliminate the wires that are hanging down. The Safety Committee is aware of the problem.
- Hristo has Gaumard training in March along with other new hires.

The next meeting will be scheduled on February 18th to finish the agenda.

Meeting adjourned at 3:00 pm