

**SoHP Leadership Meeting Agenda
November 10, 2020 via Zoom**

SHP Directors and Staff meeting

1. Introduction
2. Use this opportunity to identify major tasks ahead of us.
3. Each department must describe the status of their programs.
4. Follow up on the immediate tasks to be addressed, issues, and concerns.
5. SHP Programs near-term goals and objectives.
6. A summary of HR requests currently in process.
7. Scheduling one-on-one meetings throughout November and into December with
Directors and Staffs.

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Dr. Norman called the meeting to order at 2 pm.

Attendees

Dr. Thomas Norman – Interim Dean, School of Health Professions
Dr. Patricia Voelpel – Associate Dean, Nursing
Trang Burtney – Administrative Coordinator, External Affairs
Bobby Holbrook – Program Director, BS Nursing
Karen Molumby – Director of Dental Hygiene Program
Terry McVannel-Erwin – Director, Social & Human Services
Jeff Davis – Cardiovascular Technology – Director
Jean Newberry - Program Director, Respiratory Care, BS Cardiopulmonary Chair
Jim Mayhew – Radiologic Technology Program Director
Deborah Howard – Health Information Technology – Director
Cassie Steves - Student Success Advisor II, School of Health Professions
Dr. Terrance Hays – Student Success Advisor II, SOHP Nursing
Sarah Gingrich - Student Success Advisor II, SOHP Nursing
Susan Davis – CE Coordinator for BLS, ACLS, and PALS
Joe Washburn – EMT/Paramedic/Fire Science - Director
June Davis – Director, Corporate Training and Services-Health Professions
Angela Vitale - Program Coordinator, Lee Nursing
Shawn Gilmartin – Simulation Technology Specialist
Tommy Mann – Clinical Coordinator, Nursing Simulation Education
Tessa Bales – Clinical Coordinator, Nursing
Gayle Dean – Professor, Nursing
Susan Torres - Professor, Nursing
Jazmin Gonzalez – Staff Assistant, Health Professions
Adriana Figueroa – Administrative Assistant, Health Professions
Tamra Pacheco – Instructional Assistant (scribe)

Dr. Norman thanked everyone who was involved in the tour for the representatives from Millennium. Dr. Norman introduced himself and provided a little background.

Current Tasks

- Dr. Norman is working on the job description for the Dean position. Dr. Tropello is working remotely for him until December 18th.
- Dr. Norman will reach out to establish a search committee for the dean.

- Jean Newberry stated that filling the vacancy upon Jeff Davis' retirement on December 18th must take priority. Dr. Norman stated that the job description is in the Provost's office for approval.
- Directors will work with Adriana and Trang to coordinate meetings with Dr. Norman to introduce their programs and possibilities for CE.
- We need to make sure that we are communicating the programs' financial needs to the college. The budget development for the school is a daunting task that must be started this month and be completed before the February deadline.
- The next tour for Millennium will not be next week and it has not been confirmed yet.
- Jim Mayhew stated that there is a big issue with receiving PPE. The N95 masks that we received from facilities will work for some students but not others. Dr. Norman stated that he can meet with Jim and Matt to discuss the issue.
- Jim Mayhew inquired if we should create a unified task force for working with the hospitals regarding student access to complete their clinical rotations. Dr. Norman stated that it is a good idea and he is already working with facilities on other issues. Dr. Voelpel stated that we should meet with the hospitals to get answers before winter break
- Tommy Mann is looking for the status of Perkins and Children's Charities funds. Dr. Norman stated that he can check with Jill DeValk on Perkins funds. Adriana Figueroa stated that she can check on the Children's Charities funds. Jean Newberry stated that she has worked with Jill DeValk directly regarding the status and adding items to the wish list.
- Dr. Norman stated that we should take the necessary steps to improve the program websites to include recent events and videos with student interactions in simulation.

Enrollment Management

- Dr. Norman stated that we can see that the programs have a good number of applicants each year.
- They are proposing to move to a 29 cap for maximum enrollment in online courses for spring.
- Dr. Norman is impressed with the simulation hospital and sees opportunities for it to grow.
- Dr. Norman is interested in the accreditation process and is aware that Dental Hygiene is at the midpoint review. He is also on the QA review committee for the SACS accreditation for the college.

Director Reports

Nursing

- Dr. Voelpel stated that there were over 200 applications for Nursing this time and they took in 130.
- Dr. Voelpel stated that they have ordered uniforms for those accepted.

- The BSN program is doing well with 100 students
- The new curriculum has been submitted for review
- Edna Shields is moving on to retirement in February.
- Jennie Pappas has resigned due to child care issues. She will adjunct for the program.
- Dr. Voelpel thanked all the departments for working with Nursing in the sim hospital.
- Susan Torres stated that she will be notified if the program has been confirmed as a chapter of Sigma Theta Tau in the beginning of December. We will be the only community college to have a chapter. April 6th will be the chaptering celebration.

Dental Hygiene

- Karen Molumby stated that they have enough PPE to get them through the semester.
- The program is on schedule to complete the semester.
- 5 sophomores enrolled in the BS at St. Petersburg College.
- A 2019 graduate is completing her BS capstone with us.
- Applications for new students are coming in until December 15th.
- We are hoping to be on track for the spring semester.

Respiratory Care

- Jean Newberry stated that they are not in clinic this semester and may not be in the spring either. She met with the medical director of education at Lee Health.
- Heather O'Connell is out for 2 weeks due to Covid-19 exposure, but has no symptoms.
- The BS Cardiopulmonary Program is running smoothly, but we are working to increase enrollment. We will eventually apply for accreditation when we have the time.

Cardiovascular Technology

- Jeff Davis stated that the CVT program has until 2028 until their next accreditation site visit. The annual report is due in December.
- They have the new simulators set up in the lab and the hospitals are stating that the students are able to work at a higher level after being in simulation during the summer and beginning of the fall semester.
- Waiting for changes in PPE requirements to be sure our students have what they need for clinic.

Radiologic Technology

- Jim Mayhew stated that they are doing as well as expected.
- We have all but one clinical site for our students.
- We have a mid-term self-study for accreditation next year.

AHA- BLS/ACLS/PALS

- Susan Davis stated they have instructor based courses on Fridays.
- They have a blended online course
- They have submitted 800 course completions
- Jessica Beyreis is now an ACE coach for BLS & ACLS.
- Susan Davis stated that they have classes reserved for students and one is this Thursday.
- They no longer mix students with healthcare workers in their classes.

EMS/Paramedic/Fire

- Joe Washburn stated that EMS is finishing up their interdisciplinary sims.
- They have 5 working ambulances
- They met with Nursing to establish a contingency plan and find funding if they are not in the hospitals for the spring semester.
- They have over 60 students for FIRE
- There are 22 paramedics due to graduate in June and 20 will be in their second term in spring.
- EMS only has one baby pod ambulance.
- They are looking for better communication equipment for the students in different locations on campus.
- They set up the timing of the exercises to resemble that at the hospitals.

Social and Human Services

- Dr. Terry McVannel-Erwin stated that the program is running smoothly since 75 – 80% of the courses were already online before the pandemic.
- The enrollment numbers are looking very good for Spring 2021
- Pamela Peters stated that 66 out of the 100 registered attended the Trauma Impact webinar. The third conference will be held next year and a survey will be sent out to the attendees to aid in the topic selection.
- Dr. Norman stated it would be interesting to follow up with the impact of trauma with those on the front line.
- Dr. Voelpel recommends the creation of a CE course on trauma.
- Dr. Terry McVannel-Erwin stated that the speaker at the conference is now her adjunct instructor and she specializes in trauma.

Health Information Technology

- Deborah Howard stated that it has been a jump start to remote learning for the program.
- Working on the PPE courses that require sites for clinical rotations.
- Enrollment is good. Doing Live Online courses now and in the spring.

- Elizabeth will be presenting the changes in the evaluation and management of CPT codes at an HMA luncheon tomorrow. These changes will take place in January 1, 2021.

Simulation Lab

- Tommy Mann stated that they are working on curriculum developments.
- They are working with facilities and vendors on equipment. They are seeking new vendors for additional equipment.
- Dr. Norman wants to meet with Tommy Mann and Dr. Voelpel on curriculum development from a previous college.

The next meeting is scheduled for December 8th.

Meeting adjourned at 3:15 pm