

Agenda - School of Health Professions
Program Directors and Department Chairs
August 28, 2018

Discussion Items:

1. FSW Foundation Annual Report – SoHP page. Ideas needed
2. Attendance Verification (email sent to you)
3. Reinstatement (handout)
4. Course deletions (handout)
5. Course success rates and grade distribution (handout)
6. Canvas course shells
 - a. “live” schedule
 - b. list of empty shells (handout)
 - c. Homepage for SoHP if empty
7. Dean of Health Professions search
 - a. Committee members
 - b. Myers/McRae search firm
 - c. Tentative schedule/advertising – Sept 30 deadline
8. Faculty evaluation process (handout)
9. New students Meta Majors list (dessert with the Deans, Meta majors list)
10. STEM Forum – potential date for Saturday program (3/23/19) and Summer Program
11. Others?

SHP Leadership Meeting
Minutes
August 28, 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
Sindee Karpel, Program Chair for Bachelors in Cardiopulmonary Science
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. FSW Foundation Annual Report

- a. Dr. Wright stated that he needs assistance with an idea that would speak well to potential funders.
- b. Sindee stated that we should showcase the Dental Hygiene clinic and the Sim hospital.
- c. Jim inquired on what was covered in the last annual report and mentioned that Terry's story about a student with HIV would be a touching story.

2. Attendance Verification

- a. Dr. Wright called it "the bane of our existence." He receives a report that is unusable due to the organization of instructors in alphabetical order rather than by department or school.
- b. Dr. Wright inquired on the provision of a simpler report, but making changes to the system is a tedious task. He stated that Bonnie Lawler makes the attempt to make it more useful by color coding the instructors according to the school in which they teach, but no other changes can be made.
- c. Dr. Wright requested that the directors take notice of the instructors who are repeat offenders of failing to complete attendance verifications in a timely manner and document it on their annual evaluations.

3. Reinstatement

- a. The petition of reinstatement requires the Dean's signature. It should also include a creation date at the bottom of the form.
- b. Dr. Wright inquired if the programs complete a lot of these forms. Joe stated that he only had two for this semester and one was due to the student being dropped from her courses. Others agreed that it is not used very often.
- c. Dr. Wright stated that it is a proven fact that students who register for classes early often have a higher GPA.

4. Course Deletions

- a. According to state statute, if a course is not offered for a period of 5 or more years, it should be deleted from the system.
- b. EMT and Nursing have courses that need to be deleted at this time.

5. Course Success Rates

- a. Documents were handed out to each program director for review.
- b. Dr. Wright inquired on how the information in the document is utilized.
- c. Joe stated that the program directors put the information in Compliance Assist, which contains a section on success rates and they also add in their future goals.
- d. Dr. Wright inquired on how the directors share the information with the faculty and gave an example of an instructor that has a class with a GPA of 2.0 or below and one with a GPA of 3.7. He stated that it was important to speak with both instructors to discuss the activities and assessments for their course. All of the directors stated that they go over the information with the faculty, but no one provided an example of those opportunities in which they do so.
- e. Dr. Wright acknowledged that it is more difficult to compare instructors when only one instructor teaches the course. It is not all about the numbers, but the information is important.
- f. Dr. Selman stated that Nursing uses the information from the SOS report of student evaluations for instructor evaluations.
- g. Jean stated that the Respiratory Care Program compares the success rates of the same students in different courses within the program to evaluate how the teaching methods differ and affect student outcomes.
- h. Dr. Wright stated that instructors need to be educated on how to properly grade the students without bias.

6. Canvas Course Shells

- a. Dr. Wright stated that he met with Rozalind Jester and she stated that the Canvas course shells go live at the beginning of each semester and many are empty.
- b. One of the most important requirements to be added to Canvas is the syllabi along with the gradebook.
- c. There were only a few empty Canvas shells for EMS and Nursing.

7. Search for the Dean of Health Professions

- a. The search committee is made up of: Karen Molumby, Joe Washburn, Debra Ebaugh, Patricia Zebrook, Deborah Selman, Judy Sweeney, and Wendy Ortiz.
- b. Dr. Wright states that the committee is going to move quickly and there is a wide range of applicants in regards to credentials and experience. The consulting firm continues to search for applicants and contacts those who qualify for the position.
- c. He hopes to close the posting on September 1st and have the top candidates on campus in October.
- d. **Dr. Wright stated that he will schedule time for the candidates to meet with each director and a separate time to meet with the students. There will also be a time for everyone in Health Professions to meet with the candidates.**

- e. Dr. Wright is motivated to complete this process in a timely manner due to his retirement in December.

8. Faculty Evaluation Process

- a. Dr. Wright inquired on the Dean's involvement in the evaluation process. He has heard complaints from the Deans regarding their lack of involvement in the process.
- b. Sindee stated that Dr. Collins observed her while teaching a class.
- c. Jeff Davis stated that he met with the faculty for their evaluation and shared the information with the Dean.
- d. Dr. Wright stated that the dean's involvement is more crucial when the faculty is performing poorly.
- e. Per Florida state law, we are not required to provide a reason for the non-renewal of a contract, but it is nice for the dean to provide the faculty with some insight on the reason for termination.
- f. Karen stated that the form is not set up to enter the issues with the faculty.
- g. The process is designed more for compliance over improvement.
- h. The timing of disclosing contract termination is crucial in order to safeguard against repercussions in the classroom that may hinder student performance.

9. New Student Meta Major List

- a. There are 900 students that have Meta Majors with a focus in Health Professions.
- b. Dr. Wright inquired if we should have an event for these students to introduce them to our programs.
- c. Jeff Davis stated that he reaches out via email to those who are interested in the Cardiovascular Technology and Respiratory Care Programs.
- d. Dr. Wright stated that we should send out a memo to all of those students.
- e. Jean stated that the Respiratory Care program has created a colloquium and have an orientation for interested students.
- f. Dr. Wright stated that 70-80 students who attended the dessert with the deans meeting had some idea of the healthcare profession they wish to pursue, but there were many others that have not narrowed down their career choices. He also stated that Cassie did a great job of answering the students' questions.
- g. Deborah Howard suggested that we need to get marketing involved in presenting our programs to the public.
- h. Jean stated that we should work with advising on the other side of campus to ensure they are providing accurate information and promoting our programs.
- i. Dr. Selman stated that Wendy Ortiz conducts information sessions a couple times a month for those who are interested in Nursing.

10. STEM Forum

- a. The potential date for the event is March 23, 2019 and there will be two groups of 75 students. The students who attend are very appreciative of the experience. Respiratory Care, Cardiovascular Technology, Health Information Technology, and EMS participated last year and will do so again this year.
- b. The summer program went well and the students loved the mass casualty day.

- c. Forty students attend the summer camp and stay at the residence hall for a week. No dates are set for this event, but June 2-7 is the most ideal time. **Dr. Wright will contact Martin to confirm the dates.**
- d. Dr. Wright stated that these students are the sharpest superstars that are selected and sponsored by the Superintendents from the 5 rural districts.

11. Oxygen Usage in the Programs

- a. Dr. Wright inquired if the programs use oxygen. Respiratory, Dental Hygiene, and Nursing use oxygen in their lab exercises. The tanks are rented and the oxygen is purchased from Southern Oxygen. The sim hospital uses air that is accessed from the wall in each room.
- b. Dr. Wright stated that the school is required to obtain permission via a form from the state and federal government before using oxygen in the classroom. **He will try to obtain permission for the entire school under one form to ensure that everyone is covered.**

12. Spring Scheduling

- a. A handout showing the scheduling timetable was handed out. It shows that the course schedule must be entered in Banner by September 25th and all additions and changes must be made before priority registration begins on October 15th.
- b. Dr. Wright inquired on who enters the schedule for all of the programs in the SHP. The schedulers are Tamra Pacheco, Wendy Morris, and Linda Welch. Dr. Selman mentioned that someone else will need to take that role when Wendy retires.
- c. Karen stated that Tamra enters the info promptly to get the preferred or required rooms assigned for each course.
- d. Jean mentioned that Adriana enters special room requests for classes or exams that are outside of the normal classroom.
- e. The deans have little involvement in the scheduling unless an explanation is required for student enrollment

13. Nursing Updates

- a. Charlotte's Sim hospital grant proposal is almost completed and they are looking for a committee to review it. The total amount for the grant is \$1.9 million.
- b. Dr. Selman provided a handout for the diabetes education event that will take place on Sunday, November 4th.
- c. Dr. Selman met with Lee Health and they have added FSW to their national website and we can add events and information.
- d. Nursing is celebrating their 50th anniversary on October 20th. They will have a DJ, photo booth that takes pictures of alumni with their graduate photo in the background, and Nursing archives will be available for viewing. There will also be goodie bags for the kids.
- e. Dr. Selman requested that anyone who is interested in assisting with the events to contact her.

Denis G. Wright

From: Sarah Clouse
Sent: Friday, August 24, 2018 11:27 AM
To: Martin A. McClinton; Deborah D. Teed; Debbie Psihountas; Deborah H. Selman; Larry J. Miller; Kathy Clark; Denis G. Wright
Cc: Garnett Salmon; Jeanne M. Cortes
Subject: Reinstatement Petitions
Attachments: Reinstatement_Form_FSW.pdf

Good morning,

As we are entering the new Fall term, I wanted to send out the reinstatement petition form in the event that you should need it.

A few reminders:

- The reinstatement period will begin on August 28, with the **final deadline** to submit forms on **September 4th at 4:30.**
- In the event that a physical signature is not possible, an email approval from the professor or Dean is sufficient, and should be stapled to the form upon submission.
- Students will need to attach a separate personal statement to the form to explain the reason for not meeting the registration deadline.
- The course CRN and Title should be printed at the top of the form – please have the student use a separate form for each course/CRN.
- Students are responsible payment of all tuition and fees for an approved reinstatement by the end of the business day on the date of reinstatement.

As always, feel free to reach out to me should you have any further questions or concerns about this process.

Sarah Clouse

Associate Registrar
Graduation and Registration
Office of the Registrar

Phone: 239-489-9047 (Ext. 11047)
Fax: 239-489-9040
8099 College Parkway
Fort Myers, FL 33919

FLORIDA
SOUTHWESTERN
STATE COLLEGE
OFFICE OF THE REGISTRAR

Intake by _____



Petition for Reinstatement to a Previously Registered Course

PETITIONS ARE REQUESTS FOR EXCEPTION TO POLICY. SUBMISSION OF A PETITION DOES NOT GUARANTEE APPROVAL.

College policy requires students to finalize registration by the end of the add period as published on the College's Academic Calendar. Reinstatement to a course after this date may be allowed under selected circumstances and is dependent upon:

- Student request and explanation of circumstances;
- Confirmation of class attendance by the instructor of record;
- Approval of the appropriate Academic Dean;
- Payment by the end of business on the day this form is received and processed by the Registrar's Office. (Financial Aid does not apply in instances of reinstatement. Students should be prepared to pay for the reinstatement on the day that it is submitted and processed.)

Student Name: _____

Student ID number: _____

Course Term (e.g. Spring 2014)	Course CRN (e.g. 14797)	Course Title (e.g. Composition I)	Credits (e.g. 3.0)	Instructor (e.g. Prof. Smith)

Student:

Explanation of circumstances:

Please attach a statement (neatly printed or typed) that explains the reason for not meeting the registration deadline.

Instructor :

Student has attended _____ class meetings. The last date that he/she attended class was: _____

Support Do not support Comments: _____

Instructor's Signature

Date

Dean:

Support Do not support Comments: _____

Dean's Signature

Date

In signing this form, I note that I acknowledge that I am responsible for all tuition and fees associated with this course. Additionally, since the final drop date has passed, I am financially liable for the course and am responsible for making full payment by the end of business today.

Student's Signature

Date

Processed by Office of the Registrar: _____

Initial

Date

Approve

Deny

Third Friday in September	Conferences held for all New Faculty, Annual Faculty (years 2 – 4) and Continuing Contract Faculty Undergoing Comprehensive Review, and Continuing Contract Faculty; these conferences are voluntary for all groups except New Faculty.	Deans/Faculty
Third Friday in September	Subcommittees need to be finalized at the departmental level; the names shall be sent to the Continuing Contract Review Committee Chair. Training sessions will be held for the subcommittees through the TLC in September.	Department Chairs
Last Friday in September	All faculty up for initial granting of continuing contract need to submit FEP ePortfolio electronically.	Initial Granting Faculty

Spring 2019 Academic Schedule Calendar revised 7/30/18

Guiding Principles:

1. Courses will be scheduled at times, days, locations, and modalities that meet the needs of students.
2. Faculty have expertise and knowledge that guide and shape the curricular offerings.

August 1	Courses roll from previous spring (Master Scheduler & Registrar's Office).
	<ul style="list-style-type: none"> • Administrators and schedulers begin making adjustments based on program sequence, enrollment trends, and input from faculty. • Full-time faculty will have the opportunity to review the schedule before courses are assigned to full-time and adjunct faculty.
September 25	<ul style="list-style-type: none"> • All pre-assigned rooms and faculty assignments are entered in Banner by schedulers. • Schedule closes and no changes to Spring can be processed in Banner or 25Live until October 8.
September 26	All courses for Spring are imported from Banner to 25Admin (Information Technology).
September 27- October 7	Optimizer Run and all unassignable are arranged or discussed with the department Chairs and Deans (Master Scheduler).
October 8	<ul style="list-style-type: none"> • Banner and 25Live sync all events from this date forward (Information Technology). • Scheduling is reopened to Division and Schools for additional scheduling activities (<i>all day/time and room changes must go through the Master Scheduler</i>).
October 15	<ul style="list-style-type: none"> • Deadline for all room assignments, days, and time changes. • Schedule complete – Final Schedule Import to Banner (Auxiliary Services).
October 18	Priority registration begins
October 22	Deadline for space request changes for course-associated activities (i.e. testing dates, Academic Schedulers).
October 23	Academic spaces open to Auxiliary Services for outside events.



VON ARX FAMILY FOUNDATION
SOUTHWEST FLORIDA
DIABETES & WELLNESS CONFERENCE

A full-day public forum and conference on

**DIABETES EDUCATION, WELLNESS,
PREVENTION & RESEARCH**

Sunday, November 4th

10AM - 4PM at Florida SouthWestern State College - Collier Campus

Join us for the 4th Annual von Arx Family Foundation SWFL Diabetes and Wellness Conference. The event is open to the public and provides an educational and professional forum to further your knowledge on diabetes prevention, education and wellness.

Speakers

Research

Vendors

Demonstrations

CME Credits*

Support

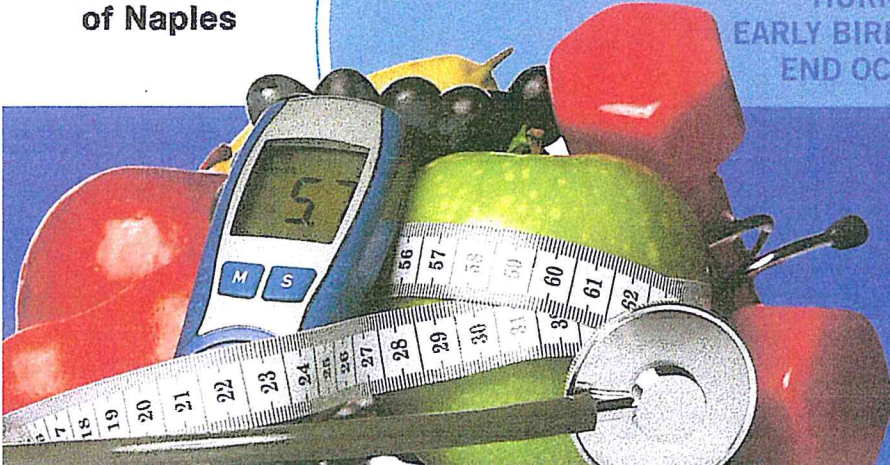
*for medical professionals only.
Requires separate registration and fee.

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EARLY BIRD RATES
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