

2020 FACULTY & STAFF MEETING MINUTES Associate in Science in Nursing	
Meeting Date	Collier Zoom Meeting Friday, Sept. 4, 2020 11:00 AM - 11:30 PM
Facilitator	Donna Johnson-Byrd
Minutes	Edna Shields
Participants	Debra Ebaugh, Hope Goodwin, Jenneine Lambert, Lori Canty, Sandy Oestrike, Kellee Ratlife, Edna Shields, Julie Draulans, Laura Cure, Patty Voelpel, Sarah Gingrich, Jennifer Washburn
Excused /Absent	Debra Forma, Betty Welliver, Amanda Fetchko

Agenda Item	Discussion	
1. Book Issue/Lippincott & Follet	<ul style="list-style-type: none"> - Temporary codes are available for students to access, Books are on backorder until September 14 - Sheffield Scholarship, Collier student issues with book purchase 	
2. Clinical update and CA's	<ul style="list-style-type: none"> - Study day is on Sept. 8 - College is open, but there should not be any class sessions - Clinical Associate needs and availability for Sims on Monday - Clinical Associate vs. Adjunct position, can't have two titles, have different pay grades. Need a form to fill out and approved - Clinical setting for all Level 3. Cannot send Level 3 (OB/Peds) 	

	<p>out to clinical sites at this time. We have to be consistent across campuses</p> <ul style="list-style-type: none"> - Clinical group (Level 4) 3 North NCH has no Clinical Instructor for Sim 	
3. Sim Requests	<ul style="list-style-type: none"> - Supplies and other requests to Sim Tech, must be made in advance - Be mindful of cleaning up after each class for the next session 	
4. Proctorio use with FLEX	<ul style="list-style-type: none"> - Proctorio testing will not work in classroom setting - Set up the exam first, an hour ahead of time; choose student names - Testing issues: spotty internet connections being experienced by some students, in places where they live/work. - Students may use Library for better wi-fi 	
5. ADA proctors & accommodations	<ul style="list-style-type: none"> - New counselor, Adaptive Services at Collier, name and office hours provided to Collier faculty. - Provide students with ADA accommodations, through the office of Campus Director, Dean Murphy - Students with accommodations -have longer quiz test times 	
6. Open Discussions	<ul style="list-style-type: none"> - Sigma membership – faculty encouraged to join please let Patty and Donna know - Spring scheduling, use of Collier N-103. Will be looking at room availability in N bldg. - Medication scanner in Bldg. E-207 only one is working. - We have four rolling cart laptops to use - Linens for Sim Lab beds being delivered to Collier. Linen service requested - Use of PPE, N95 masks, shields, gowns for students, clarify how many do we need to provide - Zoom issues with students are observed. certain expectations required of students. Use Academic Success Forms; revisit Zoom Etiquette presentation; be watchdog, use cameras 	

	<ul style="list-style-type: none">- Flex online is "working well", "making it work"- Early Alert is used for academic issues re: Low grades- Academic Success forms are used for other student issues- Preceptorship hours, maximum required for Level 4	
Meeting Adjourned 11:45		