

## MEETING MINUTES

<b>Meeting /Project Name:</b>	Faculty and Staff Workshop		
<b>Date of Meeting:</b>	Friday, March 6, 2020	<b>Time:</b>	9:30 AM – 2:30 PM
<b>Minutes Prepared by:</b>	Edna Shields	<b>Location:</b>	Lee Campus, AA-116
<b>1. Meeting Objective</b>			
Faculty and Staff Workshop			
<b>2. Attendees</b>			
<p>Dr. Patricia Voelpel, Bobby Holbrook, Dr. Donna Johnson-Byrd, Sarah Gingrich, Dr. Terrence Hays, Mary Knight Strong, Edna Shields, Tess Yurko, Hristo Kovatchki, Carrie Carty, Gayle Deane, Julissa Gonzalez, Dr. Susan Rednak, Nora Stadelmann, Angie Vitale, Dr. Debra Weeks, Debra Ebaugh, Hope Goodwin, Sandra Oestrike, Janice Cousino, Kathy Blades, June Davis, Jenny Pappas, Coleen Moore, Judy Sweeney</p> <p><b>BSN Faculty:</b> Marti Jenner, Margaret Kruger, Shawn Steiner, Susan Torres, Marsha Weiner</p> <p><b>Absent/Excused:</b> Jennifer Washburn, Beth Bess, Vicki Herb, Kellee Ratliffe, Jenneine Lambert, Lori Canty</p>			
<b>3. Agenda and Notes, Decisions, Issues</b>			
<b>Topic</b>		<b>Discussion</b>	
Meeting called to order at 9:44 AM by Dr. Patricia Voelpel, Associate Dean, Nursing			
How do we best move forward		New proposed curriculum has a new target date: Fall 2021	
<b>Admission Process</b> <ul style="list-style-type: none"> <li>- Rubric</li> <li>- Increase entrance GPA</li> <li>- Interviews</li> </ul>		<ul style="list-style-type: none"> <li>➤ Current process of admitting ASN applicants will be tightened to ensure only the best students are admitted to the nursing program</li> <li>➤ ASN graduates affect BSN outcome</li> <li>➤ Admission Interview Committee: <ul style="list-style-type: none"> <li>- Sarah Gingrich, Student Success Advisor, Nursing</li> <li>- Dr. Donna Johnson-Byrd, Program Director, A.S. Nursing</li> <li>- Bobby Holbrook, Program Director, B.S. Nursing</li> <li>- Dr. Patricia Voelpel, Associate Dean, Nursing</li> </ul> </li> <li>➤ Faculty will not be involved in interview process, since they will be conducted after 6/1/2020.</li> <li>➤ Applicants will be graded based on math tests, writing samples and interview performance (Math &amp; writing are being piloted)</li> <li>➤ Will review science GPA and minimum TEAS scores</li> <li>➤ Applicant interviews are important for the expectation of professional behavior</li> <li>➤ Faculty and Staff should not tolerate any student disrespect, incivility was experienced and witnessed recently</li> <li>➤ Increase expectation of ANEW students. Describe ANEW program on the website in a way that is easy to understand. ANEW vs Weekend Evening</li> </ul>	

<p>New Student Orientation</p> <ul style="list-style-type: none"> <li>- One day orientation</li> <li>- Start agenda ASAP</li> <li>- What are important things to convey to new students</li> <li>- Professional Behavior and communication</li> <li>- Invited Guests</li> <li>- Uniform Orders</li> </ul>	<ul style="list-style-type: none"> <li>➤ Stress the importance of professional behavior and respectful communication</li> <li>➤ Invite guests: Lippincott will appear on stage for a 1 to 2-hour presentation and demonstration on testing, explain platform</li> <li>➤ Fifteen-minute presentation on civility and professional behavior</li> <li>➤ Uniforms: Use logo, i.e. EMS; price out how much polos and jackets cost. Bookstore price match with uniform vendors</li> <li>➤ Suggestions for orientation <ul style="list-style-type: none"> <li>- separate into groups: Trad and ANEW by campus</li> <li>- Perhaps 2 days of presentation</li> <li>- Faculty to meet with their students</li> <li>- Students will sign affidavit of understanding on training; HIPAA, castle branch, handbook</li> </ul> </li> </ul>
<p>Curriculum</p> <ul style="list-style-type: none"> <li>- AY 2020 - 2021</li> <li>- AY 2021 - 2022</li> </ul>	<ul style="list-style-type: none"> <li>➤ New ASN curriculum in Fall 2021</li> <li>➤ Prepare to present to curriculum committee</li> <li>➤ Let's be creative, email your thoughts to Associate Dean</li> <li>➤ Bulk of revision will be done during this summer</li> <li>➤ Dr. Voelpel requests input, updates and suggestions from everyone</li> <li>➤ Rewriting handbook for faculty to look over</li> <li>➤ New handbook with revisions to be in place for Fall 2020</li> <li>➤ Discussion on Lippincott books; concept-based curriculum</li> <li>➤ Teach the way you want to teach</li> </ul>
<p>New Full-time Faculty, Adjunct, Clinical Associates</p> <ul style="list-style-type: none"> <li>- Orientation</li> <li>- Mentoring</li> <li>- Support</li> <li>- Visibility</li> <li>- Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>➤ Adjunct faculty will be required to attend orientation <ul style="list-style-type: none"> <li>- Teach and show how to write student evaluation, provide an example</li> <li>- Lippincott staff will teach new full-time faculty, Adjunct, Clinical Associates platform</li> <li>- Faculty will orient Adjuncts and give them a strong presentation</li> </ul> </li> <li>➤ Faculty will be a mentor and leader to new Adjunct faculty, will teach them, and <i>"take them under your wings"</i></li> <li>➤ Faculty should support the new Adjunct. Based on survey, they felt they were not supported.</li> <li>➤ Faculty will visit and introduce themselves to the clinical sites. Be visible in the community.</li> <li>➤ The job of Clinical Coordinator is not to visit Clinical sites multiple times during the semester, nor is it their job to interview Clinical Associates.</li> <li>➤ Faculty need to evaluate the performance and level of teaching of Clinical Associates.</li> </ul>
<p>Exams</p> <ul style="list-style-type: none"> <li>- Prep U</li> <li>- NCLEX RN exam</li> <li>- ATI</li> <li>- HESI</li> </ul>	<ul style="list-style-type: none"> <li>➤ Exam questions should not be changed or revised by faculty</li> <li>➤ We give too many tests</li> <li>➤ Tests should be in conjunction with outcomes as measured by ACEN.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ You should be testing students based on what you're teaching, the bulk of tests should be coming from lecture</li> <li>➤ Use questions of ATI, Instructor can pull test questions from test banks.</li> <li>➤ Plan: Give students Incomplete "I" grade if they miss the threshold and have them take remediation to complete in the first 6 weeks.</li> <li>➤ Does ATI reflect what you're teaching</li> <li>➤ DocuCare will be used. New package includes: videos, Vsim, Health Assessments in Level1, will all be in the package together.</li> <li>➤ DocuCare should <b>not</b> be done at hospital nor clinical sites, but at home after rotation. Grade will be Pass /Fail.</li> </ul>
<p>Evaluation</p> <ul style="list-style-type: none"> <li>- Academic Warning and Academic Jeopardy</li> <li>- ACEN</li> <li>- Students /Faculty Evaluation</li> <li>- Programmatic Outcomes</li> <li>- Who do we want to be</li> </ul>	<ul style="list-style-type: none"> <li>➤ There is no process in place if students fail</li> <li>➤ Handbook will be updated and rewritten in time for Fall 2020 semester implementation</li> <li>➤ ACEN accreditation in 2025, they will look at 3-year timeline.</li> <li>➤ Faculty development will be in next academic year - how do we define ourselves?</li> <li>➤ Academic standards committee will be in place. Asst. Provost in agreement; students will be notified</li> <li>➤ Next year per budget, the right people will be in the right place.</li> <li>➤ We want to be, Number One!</li> <li>➤ We want our pass rate to be at 95% and above</li> <li>➤ We want our own "School of Nursing"</li> </ul>
Potluck lunch at 12:00	
Afternoon Session	
<ul style="list-style-type: none"> <li>- Academic Warning /Jeopardy Form Letter</li> </ul>	<ul style="list-style-type: none"> <li>➤ Form letter will be sent to students via email and a certified letter with receipt by mail</li> <li>➤ Notify Jennifer Washburn if an academic warning letter needs to be sent. She will prepare and send the letter on behalf of the Office of the Associate Dean of Nursing</li> <li>➤ Follow up letter will be sent as necessary.</li> <li>➤ Policy &amp; Procedure Manual will be re-written to include the academic warning process.</li> </ul>
<ul style="list-style-type: none"> <li>- Curriculum Plan</li> </ul>	<ul style="list-style-type: none"> <li>➤ Combine course in AY Fall 2021</li> <li>➤ Course NUR 1022C (<i>C means 'Combined' didactic and clinical</i>)</li> <li>➤ Identify top performing and weak students in Level 4.</li> <li>➤ Students must pass both didactic and clinical to pass. One grade, one course. Example: NUR 1020/1020L. If student failed NUR 1020L, the student will also fail 1020.</li> <li>➤ DocuCare is Pass/Fail</li> </ul>
<ul style="list-style-type: none"> <li>- Clinical Credit Breakdown</li> </ul>	<ul style="list-style-type: none"> <li>➤ Course/credit grid was shown on PowerPoint slide with program level schedule breakdown: by course, clinical hours, and semester (see attached)</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Have a consensus by Oct. 2020</li> <li>➤ Every campus has different resources when it comes to clinical facilities</li> <li>➤ Student clinical facilities availability on Collier, Charlotte, Lee for student accommodation for mental health and OB-Peds students.</li> <li>➤ Preceptorship: There will be 2 CRNs; 2 faculty with 6 loads.</li> <li>➤ Levels 1 and 2 will need 2 to 4 faculty</li> </ul>
<p>- Pinning</p>	<ul style="list-style-type: none"> <li>➤ Pinning ceremony is on Wednesday, April 29, 2020 at 1:00PM in the BB Mann Performing Arts Hall, Ft. Myers</li> <li>➤ We'll have full use of the facility, reserved from 8AM to 4PM</li> <li>➤ Color theme is silver and black, hall will be decorated</li> <li>➤ Auxiliary Services is a resource that will print the program brochures</li> <li>➤ We need to put together the names of graduates, faculty, adjuncts, staff, etc.</li> <li>➤ MC is not yet determined</li> <li>➤ One student will represent each campus</li> <li>➤ Scholarship donors will be recognized and listed in brochure.</li> <li>➤ Student award recipients will be recognized in Colloquium</li> <li>➤ Every student who receive an award will be acknowledged in the program brochure.</li> <li>➤ A page dedicated to student who died from Collier will be included in brochure</li> <li>➤ Faculty will pin the students. Family member may pin student as long as they're a nurse.</li> <li>➤ Uniform at pinning will be their current top and bottom purple pants uniform, <i>Students do not need to buy a new outfit or dress.</i></li> <li>➤ Faculty and staff will be in business attire</li> <li>➤ Volunteers are Level 3 students</li> <li>➤ There will be a photographer. Photos will be taken of the entire graduating class as one Dept. of Nursing, Class of Spring 2020 and a photo by campus.</li> <li>➤ Graduating class will provide 20 photos taken from their clinicals, sim lab, classrooms.</li> </ul>
<p>Next meeting will be on Friday, April 3, 2020 at 9:30, Lee Campus</p>	<p>Dr. Voepel will send invites on March 27<sup>th</sup> for the April 3<sup>rd</sup> meeting. We'll discuss all four levels; will break into Levels 1, 2, 3, 4</p>
<p>Meeting Adjourned at 2:35 PM Happy Spring Break!</p>	