

<b>2019 DISTRICT FACULTY &amp; STAFF MEETING MINUTES</b> <b>Associate in Science in Nursing</b>	
Meeting Date	Friday, January 10, 2020 Lee Campus Rm 221
Facilitators	Dr. Patricia Voelpel
Minutes	Jennifer Washburn
ASN Participants	Carrie Carty, Janice Cousino, June Davis, Gayle Dean, Debra Ebaugh, Julissa Gonzalez, Jenny Pappas-Ingle, Jennine Lambert, Nora Stadelmann, Judy Sweeney, Debra Weeks, Hope Goodwin, Lisa Cicconi, Lori Canty, Sandy Oestrike, Judy Orr, Kathy Blade, Susan Rednak, Vicki Herb, Sarah Gingrich, Beth Bess, Deb Selman, Hristo Kovatchki, Tess Yurko, Megan McNealy, Jan Richards[PV1]
BSN Participants	Margaret Kruger, Shawn Steiner, Marti Jenner, Marsha Weiner, Bobby Holbrook, Susan Torres, Barb Ward
Absent	Dr. Donna Johnson-Byrd, Angie Vitali, Edna Shields, Mary Knight Strong, Kellee Ratliff

Agenda Item	Topic for Discussion	Responsible Party
Call to Order	The meeting was called to order at 9:40 AM by Dr Voelpel	Dr Voelpel
Address the Faculty and Staff	Dr. Voelpel addresses the Faculty and Staff	D. Voelpel
Staff Introduction	The staff Introduces itself to Patty Voelpel[PV2]	

<p>Dr. Voelpel's first meeting with faculty. Her list of 17 <u>items</u> to review.</p>	<p><del>Every one</del><u>Everyone of you have</u> <u>has</u> a voice and I want <del>s</del> you to <del>feel</del> <u>be heard</u>.</p>	<p>Dr. Voelpel</p>
<p>Paper usage</p>	<p><b>If we are not in the presence of students my name is Patty.</b></p>	<p>Patty Voelpel [PV4]</p>
<p>Etiquette</p>	<p>1. Waste more paper than any department. Why are we using all of this paper? Let's try to cut down on our paper use.</p>	
<p>Presence</p>	<p>2. How <u>do</u> we treat one another?; <del>T</del><u>treat</u> others the way you want to be treated. The golden rule. Otherwise take it up with the person mistreating you. Empower yourself.</p>	
<p>Student Files</p>	<p>3. Faculty on-site 4 days a week, Directors 5 days a week, AS Faculty 10 hours of office hours per week, on-line 5 hrs. office hours per week. <del>Pattie</del>-Dr Voelpel will get back to everyone with the office hour requirements for the ANEW program.</p>	
<p>Support Staff Changes</p>	<p>4. Please do not keep Student files in your office. <del>†</del><u>T</u>hey are to be kept in a locked office at all times.</p>	
<p>Chain of Command</p>	<p>5. Student Assessment Forms – follow up meeting with Sarah Gingrich will <u>be discussed</u> at <u>the</u> next meeting.</p>	
<p>Clean up</p>	<p>6. Request has been made for second Administrative Assistant on Lee Campus.  a) Beth will become Admin Assistant for BSN program.  b) New Hire will be the Admin Assistant for the AS program.  c) As of today; Jennifer Washburn is the Office Assistant to the Associate Dean.</p>	
<p>Current Books</p>	<p>7. I would like to work with each of you to add each of you to the College website.</p>	
<p>Clinical Policy</p>	<p>8. Chain of command: if you have an issue please direct your issue to the person you report to, if that does not solve your issue please feel free to see me. You will then see Paula Tropello.</p>	
<p></p>	<p>9. Clean up your areas, both personal and public. Our environment shows our students what we deliver.</p>	
<p></p>	<p>10. Cleaning Schedule: All Faculty will have a rotation on each campus.</p>	
<p></p>	<p>11. Desk copy of our Books, please reach out if you need one.</p>	
<p></p>	<p>12. New policy for coverage for CA's they will be responsible for finding coverage for their own coverage. It will not be put on the Faculty or the Clinical Coordinator.</p>	

<p>Forming Committees</p> <p>Approval of the minutes</p>	<p>13. <del>Committee structure faculty committee?</del> Dr Voelpel will be establishing departmental committees. Faculty assembly, Full Faculty Senate can we do that. Lets work toward this before the end of spring. Bringing a voice of our own.</p> <p>14. Admissions committee, in the past program directors worked together. Fall 2019 Sarah Gingrich admitted students.</p> <p>15. Curriculum committee, <del>yes but not meeting regularly.</del></p> <p>16. ACEN standards 1-6</p> <p>17. Other committees to come as we move forward</p> <p>18. Admissions GPA 2.0 for college and 2.75 for ASN and 2.0 for BSN, consider going a little higher.</p> <p>19. Compare HESI and ATI from admitting to graduation. Cost?</p> <p>20. New student orientation split into 2 parts. Why? This really should be all at one time. Let's look at this more closely and improve our orientation.</p> <p>Motion to approve the minutes <del>my by</del> Judy Sweeney Second by Deb Ebaugh, Jenneine Lambert had an issue with the Leads not being added <del>to what?</del> Dr. Voelpel <del>that</del> asked for the approval to be tabled until Jenneine could review her issue with the minutes.</p> <p>Clarification on minutes from Edna on December's meeting.</p> <p>Motion to table the approval of minutes made by Judy Sweeney, <del>Deb</del>[PV3] Ebaugh second the motion.</p>	<p>Dr. Voelpel</p>
<p>Pinning</p>	<p>We will have one Pinning on Lee campus for all campuses at the same time. I will listen to you but would prefer to do just one as one program. Each campus's faculty will pin their students.</p>	<p>Dr. Voelpel</p>

Standard II	Deb[PV5] Selman to check with Edna to see if this was done.	Group discussion
Standard III	Update of policy handbook, Arrests, 48 hrs to report to nursing. Waiting for FSW to write policy on military reserve. Federal Policy checking on that.	Group discussion
Scheduling	Fall 2020 Courses should be set as blended courses. Still in the 800 series but set as blended to allow for room reservations.	Deb Selman
Curriculum Revision	Clarification on Teachout. See handout provides by June Davis <ul style="list-style-type: none"> <li>• 2092 Intro to Pharm (credit change)</li> <li>• 2424 Maternal Concepts</li> <li>• 2145 Pharm Nursing (credit change)</li> </ul>	June Davis
Discussion of Changing Curriculum	<p>1. Breaking apart the program was to work better with FGCU program.</p> <p>2. Open discussion about combining the courses to allow the students <del>to</del> and faculty to work smarter not harder.</p> <p>3. by combining all three components we <del>can team teach</del>. <u>decrease much of the gray area when it comes to students failing one portion of the course. If the student fails one portion (eg. Didactic) all portions of the course are failed.</u></p> <p>Faculty Agrees to Workshop to improve Curriculum</p> <p>Transition Improvement Team to be organized by the faculty.</p>	Dr. Voelpel and Faculty

Meeting adjourned	Undiscussed items 4-6 to be discussed at a later date (attached)	12:40pm
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