



## RN to BSN Nursing Program District Meeting Agenda Lee Campus

**Date:** Friday, January 10, 2020 9:30 am – 12:30 pm

**Facilitator:** Bobby Holbrook, RN to BSN Program Director

**Minute Taker:** Beth Bess

**Attendance:**

- **Faculty:** Marti Jenner, Margaret Kruger, Shawn Steiner, Susan Torres, Barbara Ward, and Marsha Weiner
- **Guest:** Dr. Patricia Voelpel, Associate Dean, Department of Nursing

Topic	Presenter	Discussion
<b>Call to Order – 11:00 am</b>		
<b>Approval of Minutes:</b>		Deferred –Need to locate missing fall meeting minutes.
<b>Old Business</b> <ul style="list-style-type: none"> <li>• Update on RN to BSN Database</li> <li>• RN to BSN Program Cost update</li> <li>• Faculty Profile Table</li> </ul>	B. Holbrook B. Holbrook B. Bess	<ul style="list-style-type: none"> <li>• RN to BSN database is now complete and is being re-reviewed by Dr. T. Hays before being posted on the Shared Drive: BSN/Advising/RN Database. Thank you to M. Kruger for volunteering to add to the database a column indicating whether or not students have completed the RN to BSN. Orientation on Canvas. At this time, there is no way to track this data. M. Kruger will help Dr. Hays with this project.</li> <li>• RN to BSN Program cost is complete and has been submitted for posting to the FSW website; updated for 2020. B. Holbrook to check whether or not PrepU and other supplemental online course supplements are included in the booklist posted on the Colloquium. BH</li> <li>• Faculty Profile Table is complete and has been sent to B. Bess.</li> </ul>
<b>New Business</b>		
1. Standard 1 Mission and Administrative Capacity A. Dr. Patricia Voelpel’s address to RN to BSN Faculty and Staff	Dr. Voelpel	<ul style="list-style-type: none"> <li>• Welcome to our new Associate Dean Dr. Patricia (Patty) Voelpel.</li> <li>• B. Bess will obtain copy of ASN/RN to BSN morning meeting agenda and meeting minutes to include on the Shared Drive along with our meeting agenda and minutes.</li> <li>• B. Holbrook provided RN to BSN overview for Dr. Voelpel’s benefit.               <ul style="list-style-type: none"> <li>○ Curriculum, scholarships and who receives them; cost of program; number of faculty and schedules (including two alternate schedules); admission numbers and why three admissions per year: 80-90 students</li> </ul> </li> </ul>

<p>B. 9:30 am - Combined ASN and RN to BSN Faculty and Staff Meeting - Room AA-221 facilitated by Dr. Voelpel</p>		<p>Fall, 40 students Spring, 20 students Summer; students' admissions are only done at "A" term; FSW's stand on pre-requisites and RN to BSN courses that have pre-requisites and reasons;</p> <ul style="list-style-type: none"> <li>• Issues raised/discussed by faculty: <ul style="list-style-type: none"> <li>○ Inequality of length of courses in each semester/mini-semester.</li> <li>○ Length of Summer semester is shorter making it difficult to complete grading and post final grades for mini terms.</li> <li>○ Students do not lock-step in the program (are not admitted as a cohort). This is being worked on and a schematic has been developed.</li> <li>○ Dr. Van Gaalen will be visiting and helping us develop ways of measuring our RN to BSN EOPSLOs and course outcomes.</li> </ul> </li> <li>• Questions asked by Dr. Voelpel: <ul style="list-style-type: none"> <li>○ Number of faculty with doctoral degrees or are working on them. Answer (A): 2 currently Dr. Weiner and Ward; M. Kruger enrolled in doctoral program.</li> <li>○ What type of curriculum the RN to BSN offers – A: 3 P's as own standing courses, content, not concept-based.</li> <li>○ Questioned why ASN is concept-based since many of our ASN graduates continue on to the RN to BSN which is content-based. This will be addressed by the new Associate Dean. Note: If curriculum is changed back to content-based, students in concept-based will have a teach-out.</li> <li>○ All BSN courses need to be evaluated on an annual basis. Need to develop some type of schedule to do this. Evaluation of courses and outcomes is necessary.</li> <li>○ Do standards drive our curriculum or does our curriculum use standards for development. Curriculum should be driving the program; important for accreditation. Noted that QSEN is not being used in our curriculum and needs to be added. Faculty reported that the RN to BSN Program has a matrix with outcomes matched to AACN Standards and IOM Core Competencies. As we evaluate each course syllabus, we will use this matrix and revise to add QSEN.</li> </ul> </li> </ul>
<p>2. Standard 2 Faculty and Staff – Lead: B. Ward</p> <ul style="list-style-type: none"> <li>A. AACN Essentials - Faculty Workshop</li> <li>B. FNA Advocacy Days</li> <li>C. Office Hours for Spring 2020</li> <li>D. Faculty CV's</li> </ul>	<p>M. Jenner S. Torres and M. Weiner</p> <p>B. Holbrook B. Holbrook</p>	<ul style="list-style-type: none"> <li>• M. Jenner discussed new AACN Essentials and whether we should have a workshop in March to address this. M. Jenner has entire BSN conference audios will place on portal for ASN and RN to BSN faculty can review.</li> <li>• S. Torres and M. Weiner will be attending FNA Advocacy Days in Tallahassee on January 22 (full day) and January 23 (one-half day). S. Torres has been sharing by email what is on the agenda.</li> <li>• B. Holbrook and Dr. Voelpel reviewed expectations for office hours.</li> </ul>

		<ul style="list-style-type: none"> <li>•Reminder to faculty to submit current updated CVs to B. Bess.</li> <li>•B. Holbrook announced that FCNEA meetings are February 13 and June 11 – 12 (Conference in June 12 - \$50 cost). All meetings in Orlando area (second Thursday).</li> </ul>
<p>3. Standard 3 Students – Lead: S. Steiner</p> <p>A. Admission GPA 2.0 to 2.5 to align more closely to other RN to BSN programs in Florida</p> <p>B. Spring admission numbers</p> <p>C. Discussion of student email received by B. Holbrook</p>	<p>M. Jenner</p> <p>Dr. T. Hays</p> <p>B. Holbrook</p>	<ul style="list-style-type: none"> <li>•M. Jenner raised the question as to whether or not we should raise our admission GPA from 2.0 to 2.5. ASN admission GPA is 2.75. This will need further evaluation through retrospective study and looking at evidence as to whether or not GPA is a predictor of success. Suggestion to add admission GPA to database. B Holbrook will obtain a report on GPA</li> <li>•Spring admission numbers – 51 admitted with 41 signing up for classes. Dr. T. Hays is following these students. B. Holbrook reminded us that Dr. T. Hays also has responsibility for Collier ASN students.</li> <li>•Email from student regarding being non – employed during program and expectations of coursework. Faculty will be more aware of verbiage in assignments.</li> </ul>
<p>4. Standard 4 Curriculum - Lead: M. Jenner</p> <p>A. APA 7<sup>th</sup> edition transition</p> <p>B. Syllabi project update</p> <p>C. Review of Course Development and Faculty approval process</p> <p>D. Spring Vacation – March 8 – 14 and due dates for assignments</p> <p>E. Revision of review of courses timetable</p> <p>F. Policy for textbook changes, including changes in edition</p> <p>G. Spring 2020 Course Syllabi: Reminder to post Word document only to the Shared Drive – No pdf</p>	<p>M. Kruger</p> <p>M. Weiner</p> <p>B. Holbrook</p>	<ul style="list-style-type: none"> <li>•APA 7<sup>th</sup> edition transition – Deferred to Standard 6 discussion.</li> <li>•Syllabi project – M. Weiner put together a draft syllabus from compiling information from all course syllabi. Faculty are to review (two-week timeframe), make comments/edits/revisions, and return to M. Weiner who will add these to the draft. Faculty will then come to consensus for a final syllabus format to ensure consistency from course to course. Also given to faculty was a list of “Items for Discussion” which came about from reviewing syllabi.</li> <li>•Discussion of course development and faculty approval process. Courses should not be changed until fall term each year. M. Weiner will contact R. Jester, Director, eLearning, to meet with RN to BSN Faculty at 9:30am at our next meeting (January 31) to discuss master courses, who owns these courses, and a process for ensuring they are updated and current.</li> <li>•Reminder to check syllabus(i) and Canvas for accuracy of spelling and grammar.</li> <li>•Be aware that spring vacation is March 8 to 14 (Sunday to Saturday). Students are not required to do any coursework or submit assignments during this time.</li> <li>•Review of courses timetable also deferred to Standard 6 discussion.</li> <li>•Faculty to send B. Bess a copy of Spring syllabus(i) and she will post on Shared Drive.</li> </ul>
<p>5. Standard 5 Resources – Lead: S. Steiner</p>		
<p>6. Standard 6 Outcomes – Lead: M. Kruger &amp; S. Torres</p>	<p>M. Kruger</p>	<ul style="list-style-type: none"> <li>•M. Kruger will contact Dr. van Gaalen to see if he is available for facilitating a meeting on January 31 for developing rubrics to measure course outcomes. Course discussions/assignments will be reviewed at the same time.</li> </ul>

<p>A. Update on our follow-up with Dr. Joseph (Joe) Van Gaalen, Assistant Vice President, Institutional Research, Assessment and Effectiveness re: Measuring Course Outcomes</p>		
<p><b>Other Business</b></p>		<ul style="list-style-type: none"> <li>• M. Kruger presented her DNP project on APA which requires 7<sup>th</sup> edition. Separate Canvas course available to students in NUR 3805 Professional Roles and Dimensions and NUR 3870 Informatics for the Health Professional. Would like to begin her project in Summer 2020. Needs two semesters. Would like faculty to review course prior to going live. APA course will be mandatory for all students and they will need to consent to participate. M. Kruger presented changes that will be expected with transition from 6<sup>th</sup> edition to 7<sup>th</sup> edition.</li> <li>• Decision was made to hold February meeting on January 31, 9:30 am to 12:30 pm due to conflicts with dates in February. An invitation to attend at 9:30 am will be sent to R. Jester and 10:30 am to Dr. van Gaalen. The Dean of School of Health Professions Dr. Paula Trepello and Dr. Voelpel will also be invited.</li> </ul>
<p><b>Meeting Adjourned - 2:15 pm</b></p>		