

2020 RN to BSN Program MEETING MINUTES	
Meeting Date:	11/13/20 1 pm
Facilitator:	Bobby Holbrook
Participants:	Marti Jenner; Susan Torres; Margaret Kruger; Shawn Steiner; Dr. Marsha Weiner, Dr. Julianne Settanni; Dr. Terrence Hays; Dr. Patricia Voelpel

Agenda Item	Accreditation Standard	Discussion	Action Due Date	Responsible Party
Old Business				
ACEN Standards	Topic			
1. Mission and Administrative Capacity	A. Associate Dean B. Sigma T. T.	Expressed Congratulations & Thank you to STT team for positive feedback from STT and being only S B) S. Torres reported STT consultant stated she has heard positive things about FSW's STT application. FSW Faculty team did a really great job of putting application together including supplemental items. Kudos to putting everything together during the Covid pandemic over the Summer. Went through Governance Committee (usually toughest	N/A B) Next FSW STT meeting Dec. 10, 2020. w/ consultant.	N/A B) S. Torres & STT FSW Committee

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	<p>C. RN to BSN Bylaws</p>	<p>critics) now in Sigma Board committee. Response expected approx. 12/10 – 12/16, 2020. Able to start planning initial induction. Greek letter will be after Alpha Alpha Mu</p> <p>C) Dr. M. Weiner lead review of RN to BSN bylaws. ASN Faculty Bylaws mirror RN to BSN bylaws (out for ASN Faculty vote). Thank you expressed to Dr. Weiner for volunteering with this project and so many others in the RN to BSN Program. 1) added Faculty Chair 2) updated revisions at bottom of pages 3) Staff was added as non-voting associate members 4) Added CNA date; contracts go to 2022 5) Assistants are now Administrative Assistant 6) Review bylaws once a year on Systematic Evaluation Plan (SEP) B. Holbrook to add 7) M. Jenner noted error in past revisions, original RN to BSN bylaws were approved in 2014 but typos on the bylaws reflected approved in 2000, corrected on bylaws document 8) Purposes updated to ACEN standards as currently written and include “ “ to indicate copied from ACEN standards 9) Dr. Weiner agreed to assure ‘purpose language’ between ASN & RN to BSN bylaws agree 10) Membership – RN to BSN Student Success Advisor II discussed but determined the position was covered under staff membership in article 5 near the</p>	<p>C) take appropriate language proposal to AS Faculty for vote; update SEP to reflect review of bylaws annually; purpose area of ASN & RN to BSN bylaws must match;</p>	<p>Dr. Voelpel will present</p> <p>B. Holbrook will update</p> <p>Dr. M. Weiner will update</p>

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		beginning 11) Program Director will cast a vote in event as only if there is a tie 12) Dr. Voelpel will present bylaws language to ASN Faculty & Staff so that bylaws are consistent between Programs.		
2. Faculty and Staff	A) Faculty Chair B) Faculty Profile Table	A) J. Davis has scheduling conflict, not able to attend this meeting. B) Dr. Weiner expressed Faculty Profile table is complete.	N/a	N/a
3. Students	A) Admission update B) Struggling Students and accessing database and advising plans on share drive.	A) Dr. Hays reported there were 125 applicants; 47 admitted to date B) Dr. Weiner discussed struggling students and wanted to know if there was a way to know if students were at risk early. Dr. Voelpel suggested that she could get together with Terrence and Sarah, Advisors to create a spreadsheet. B. Holbrook suggested putting an * by student names to identify who might be at risk. There needs to be a place for comments including early alerts. Could keep a separate list of students that are high risks for success. Terrence can create spreadsheet. If faculty can get desktop with tower, they can access share drive to see list of at risk students. C) B. Holbrook reported that early data collected on AS	N/A B) B. Holbrook will obtain desktop needs for RN to BSN Faculty and provide to Dr. Voelpel C) B. Holbrook will present	N/A B. Holbrook / Dr. Voelpel

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	C) Increasing RN to BSN students.	<p>graduates is showing about 25% of AS graduates are returning to FSW to complete BSN degrees. Study is not complete yet and he will report final data at next RN to BSN meeting. B. Holbrook will meet with Dr. Voelpel and Dr. Norman to present methods of increasing RN to BSN methods. Currently, Dr. Hays is visiting level 4 classes in ASN and providing information on the RN to BSN and providing student with “what if” report on readiness to start RN to BSN. Currently AS graduates with AA degrees are able to take 3 RN to BSN Program as non-degree seeking students until they pass NCLEX and qualify for admission to the RN to BSN Program. Program Director also allow students who are one to two gen ed classes away from having all BS required gen eds complete take some or all of these 3 courses as non-degree seeking students, while they are working on completing the last 2 needed gen ed course. B. Holbrook presented proposals on the following 2 measures to increase enrollment:</p> <p>1) creating an AA – RN to BN major at FSW – defined to faculty.</p> <p>2) admit students to RN to BSN Program if they have RN licenses allowing them to work in Florida and not waiting</p>	finding from % ASN grads who come to RN to BSN to complete BSN at Dec. BSN meeting	B. Holbrook B. Holbrook / Dr. Voelpel

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	<p>D) RN to BSN P&P Student Manual</p>	<p>until all required gen ed are completed.</p> <p>Faculty expressed support for these two proposals being presented to Dr. Norman. Faculty can re-evaluate RN to BSN course sequences for advising plans and orientation if these admission policies are approved. Dr. J. Settanni suggested having an GPA requirement. M. Jenner suggested setting a hard line of when AA – RN to BSN would need to have their RN license. Dr. Hays said at Polk they got the best students in this RN to BSN. M. Kruger presented past students had BS/BS, MS, doctoral degree in other fields who start AS Nursing.</p> <p>D) Dr. Weiner reviewed P&P Manual with faculty and staff. Grammar corrections. P&P congruent with college catalog. M. Kruger, Dr. Settanni, M. Jenner, B. Holbrook offered suggestions for wording, grammar, accuracy. Discussed initial. Dr. Weiner made corrections in the manual real time with discussions. Motion to approve RN to BSN Policy & Procedure Manual as is by B. Holbrook. Seconded by Dr. J. Settanni. Motion approved.</p>	<p>D) P&P Manual to be posted on RN to BSN Colloquium and shared with ASN for consistency between Programs</p>	<p>D)Dr. M. Weiner</p>

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	E) Advisor messages on Colloquium	E) Dr. Hays will be posting a message to students on the Colloquium each 2-3 weeks to keep program students line of communication open.	E) starts now	E) Dr. T. Hays
4. Curriculum	A)RN to BSN Curriculum Review Schedule	A)NUR 4636 Community Health – being reviewed by M. Jenner, S. Steiner & M. Kruger. Will be ready for presentation at Dec. Meeting. M. Jenner reported that NUR 3125 Pathophysiology has been reviewed by faculty at previous meeting. M. Jenner stated NUR 3805 Prof. Roles would be next and then review in order that students take the course. Dr. M. Weiner brought forward that Dr. Norman explained that online course max students will be increased to 29 and suggest a review of writing assignments across the RN to BSN curriculum while faculty are reviewing curriculum and assess other measure of SLO that allow for less time grading assignments. Discussion regarding writing vs. other measures of SLO. S. Torres, Dr. Weiner, Dr. Settanni, M. Jenner, B. Holbrook engaged in discussion.	M. Jenner will plan course review dates; Community Health will be reviewed at Dec. meeting	M. Jenner
	B) FL State College Curriculum comparison	B. Holbrook shared that curriculum plans were coming in and he will share early drafts as he creates the	Compile State College curriculum	B. Holbrook

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		spreadsheets.	plans	
5. Resources	A)Desktops for RN to BSN faculty	A)Director will compile list of which faculty need desktops in FSW offices so they can access all areas and submit to Dr. Voelpel. Needed Dr. M. Weiner; M. Jenner; M. Kruger; S. Torres. Check with Shawn if she needs a desktop.		
6. Outcomes				
Student Learning Outcomes				
Program Outcomes	A)Student survey results. B) other outcomes	B. Holbrook reported that Dr. van Gaalen stated we have had a 24% return rate from Dec. 19 graduates; send names of students who did not respond. B. Holbrook will distribute names to faculty to contact graduates to ask them to fill out survey and return. Goal is 35-45% return. B. Holbrook is tabulating data to present to Faculty on: -% of AS graduates who return to FSW RN to BSN Program to complete BSN degree -length of time to graduate	Names of non-responders to be sent to faculty to assist with contacts. Dec. 11 meeting	All Faculty B. Holbrook

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		-GPA averages for 2, 4, 6 semester tracks -% survey returns. -% of students admitted for Spring who register for RN to BSN classes.		
Other Business	Standard 3: Students Review of Standards sub-Standards for SEP	S. Steiner presented overview of a review of sub-Standards of Standard 3: Students. Faculty and Staff reviewed, discussed and update documentation of meeting standards. Documentation of Standard 3 workshop is supplement to the meeting minutes.	Next Review Nov. 2021	
Meeting Adjourned: 15:30				