

| | 09-13-19 RN to BSN PROGRAM MEETING MINUTES Nursing Programs | | | |
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| | | | | |
| Meeting Date: | 9/13/19 09:40 | | | |
| Facilitator: | Bobby Holbrook | | | |
| Participants: | Dr. Marsha Weiner, Margaret Kruger, S. Steiner, M. Jenner | | | |
| Absent Participants: | | | | |
| Excused: | Dr. Barb Ward, Susan Torres. | | | |
| Guest: | None | | | |

| Agenda Item | Accreditation Standard | Discussion | Action Due Date | Responsible Party |
|----------------|---------------------------|--|--------------------|----------------------|
| Old Business | ➤ Approval Minutes | Motion: Minutes from 8/14/19 will be sent by email and voted on next meeting. Minutes from May 10, 2019 meeting were approved | | Faculty |
| ACEN Standards | Substandard | | | |



| 1) Mission and | > Web Page / | Once annually; faculty need to compare webpage / | \succ | Marsha | October |
|----------------------------------|--|--|------------------|-----------------------------|--|
| 1) Mission and Administrative | program literature | College catalog /any RN to BSN literature to assure it is congruent. Marsha and Shawn volunteer to compare website and catalog | | and Shawn | meeting |
| | Update on vacant positions | Ongoing search for Clinical Coordinator, Advisor I, Advisor II, Associate Dean; Jenn Washburn accepted Office Assistant positon. | > | FYI | |
| | Minutes edits | If edits are provided to minutes, please initial by the location of the change | \triangleright | Faculty / Staff | > immediately |
| | Meeting dates for | | | | |
| | 2019-20 | > 11/8, 12/6, 1/10, 2/7, 3/20 & 4/10 | | FYI | |
| 2) Faculty and Staff | Textbook review | If Faculty are requesting textbook to review and don't know the salesperson, contact Beth and let her know the publisher and name of textbook and Beth can request from the salesperson. | | ➢ Faculty | N/A |
| | ≻ Syllabi | Submit your Fall syllabi to Beth for posting on the Share Drive, need to be Word, not pdf copy. | | Faculty | First day of classes |
| | Meeting minute storage | Discussion to create file on Share Drive for agenda meeting notes storage | | > Bobby | October meeting |



| | | Professional Development NLN Summit – September 26 – 28. S. Steiner and M. Weiner will be attending AACN Baccalaureate Education Conference – November 21 – 23. M. Jenner and B. Ward will be attending | | |
|-------------|---------------------------|---|-------------------|--------------------|
| 3) Students | Student Nurse Handbook | Combined student handbook for AS & BSN or separate book? Marsha proposed keeping the policies in the current hand book and wait until Fall 2020 to have a major change like combining handbooks with AS / BSN; suggests keeping wording consistent throughout (such as Department of Nursing throughout rather than variations of the Department name). | Shawn | Fall 2020 |
| | BSN student cost | Bobby and Beth have started working on the updated cost list for AS and RN to BSN to update the version that is currently on the webpages. | Bobby and Beth | October meeting |
| | BSN Advising Plans | Discussion regarding advising plan; decided a 4 semester plan would be intended plan allowing for a 3 semester modified version for those students who needed full time load for financial aid distribution. | Bobby | October meeting |



| | NUR 3805 course review | Faculty discussed appropriate class progression. Model was worked out on the white board. Bobby will put create sample versions and bring to next meeting for faculty vote for possible approval. M. Kruger reviewed course with RN to BSN Faculty peers. Discussion on several points ensued. M. Kruger made changes in course syllabi suggested by | M. Kruger | |
|---------------|--|---|---------------|---|
| | | faculty peers. | | |
| 4) Curriculum | ➢ APA 7 th ed. | Marsha presented a summary of the changes that are in the APA 7th edition. Discussion on when to implement new edition. (Handout included with BSN minutes) | > Faculty | Update October |
| | Syllabi update | Deferred to October meeting | Dr. M. Weiner | |
| | Standard 4 Curriculum meeting summary 8/23/19 | Summary handout included with minutes. See handout. | | |
| | Leadership in Nursing / Capstone curriculum update | M. Jenner is preparing documents for Curriculum submission. Will include language to allow teach out to be NUR 4827C / NUR 4955 or NUR 4827C (5 cr) to substitute for Graduation Audit. See College Curriculum Committee change proposal in Document | M. Jenner | October Curriculum submission deadline |



| Agenda for Next Meetings: | | | | | |
|---------------------------|--|--|------------|---------------------------|--|
| None | otinge | | | | |
| Announcements: | | | | | |
|)ther Business | | | | | |
| | compliance assist entry | outcomes for RN to BSN 208-2019. Will ask her to summary at the next meeting she can attend. Margaret has been consulting with Dr. van Gaalen about RN to BSN outcomes; will ask Margaret to present update next meeting | Margaret | Meeting if in attendance. | |
|) Outcomes | SACSCOC | of buying textbook if possible to save student finances. Faculty to review their courses for OER possibilities. Dr. Selman complete the SACSCOC compliance assist | Dr. Selman | October | |
| 5) Resources | Resources OER Committee | Marti review OER Committee recommendations to evaluate using free resources for Nursing courses instead | M. Jenner | | |
| | | meeting on Documents Manger. | | | |