

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

Agenda Item	Accreditation Standard	Discussion	Action Due Date	Responsible Party
<b>Old Business</b>	➤ Approval Minutes	<ul style="list-style-type: none"> <li><b>Motion:</b> Minutes from 8/14/19 will be sent by email and voted on next meeting.</li> <li>Minutes from May 10, 2019 meeting were approved</li> </ul>		Faculty
<b>ACEN Standards</b>	<b>Substandard</b>			

<b>1) Mission and Administrative</b>	<ul style="list-style-type: none"> <li>➤ Web Page / program literature congruent</li> <li>➤ Update on vacant positions</li> <li>➤ Minutes edits</li> <li>➤ Meeting dates for 2019-20</li> </ul>	<ul style="list-style-type: none"> <li>➤ Once annually; faculty need to compare webpage / College catalog /any RN to BSN literature to assure it is congruent. Marsha and Shawn volunteer to compare website and catalog</li> <li>➤ Ongoing search for Clinical Coordinator, Advisor I, Advisor II, Associate Dean; Jenn Washburn accepted Office Assistant position.</li> <li>➤ If edits are provided to minutes, please initial by the location of the change</li> <li>➤ 11/8, 12/6, 1/10, 2/7, 3/20 &amp; 4/10</li> </ul>	<ul style="list-style-type: none"> <li>➤ Marsha and Shawn</li> <li>➤ FYI</li> <li>➤ Faculty / Staff</li> <li>➤ FYI</li> </ul>	<p>October meeting</p>    <ul style="list-style-type: none"> <li>➤ immediately</li> </ul>
<b>2) Faculty and Staff</b>	<ul style="list-style-type: none"> <li>➤ Textbook review</li> <li>➤ Syllabi</li> <li>➤ Meeting minute storage</li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>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.</b></li> <li>➤ Submit your Fall syllabi to Beth for posting on the Share Drive, need to be Word, not pdf copy.</li> <li>➤ Discussion to create file on Share Drive for agenda meeting notes storage</li> </ul>	<ul style="list-style-type: none"> <li>➤ Faculty</li> <li>➤ Faculty</li> <li>➤ Bobby</li> </ul>	<p>N/A</p>    <ul style="list-style-type: none"> <li>➤ First day of classes</li> <li>➤ October meeting</li> </ul>

		<ul style="list-style-type: none"> <li>➤ Professional Development           <ul style="list-style-type: none"> <li>○ NLN Summit – September 26 – 28. S. Steiner and M. Weiner will be attending</li> <li>○ AACN Baccalaureate Education Conference – November 21 – 23. M. Jenner and B. Ward will be attending</li> </ul> </li> </ul>		
<b>3) Students</b>	➤ 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



		Manager under Oct. 2019 Curriculum Committee meeting on Documents Manger.		
<b>5) Resources</b>	<ul style="list-style-type: none"> <li>➤ Resources</li> <li>➤ OER Committee</li> </ul>	Marti review OER Committee recommendations to evaluate using free resources for Nursing courses instead of buying textbook if possible to save student finances. Faculty to review their courses for OER possibilities.	M. Jenner	
<b>6) Outcomes</b>	<ul style="list-style-type: none"> <li>➤ SACSCOC compliance assist entry</li> </ul>	<ul style="list-style-type: none"> <li>➤ Dr. Selman complete the SACSCOC compliance assist 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</li> </ul>	Dr. Selman Margaret	October Meeting if in attendance.
<b>Other Business</b>				
<b>Announcements:</b>				
None				
<b>Agenda for Next Meetings:</b>				
<b>Meeting Adjourned: 1500 PM</b>				