

<b>2017 RN to BSN Program MEETING MINUTES</b> <b>Nursing Programs</b>	
<b>Meeting Date:</b>	1/20/18 12pm Pink Shell Resort
<b>Chairman:</b>	Bobby Holbrook
<b>Participants:</b>	Marti Jenner, Susan Torres, Shawn Steiner, , Bobby Holbrook, Margaret Kruger
<b>Absent Participants:</b>	
<b>Excused:</b>	
<b>Guest:</b>	

Agenda Item	Accreditation Standard	Discussion	Responsible Party	Action Due Date
<b>Old Business</b>	Oct., Dec. & meeting notes  not transcribed		Bobby Holbrook	
<b>ACEN Standards</b>	<b>Substandard</b>			

<b>1) Mission and Administrative</b>	A, Committee Leads / Course Leads	A. Start thinking about what Committee each of you would like to head for next academic year, once we get to full staff. Each RN to BSN faculty are on all 6 committees.	Faculty	Fall 2018
	B. Tasks – review catalog pages and website for consistency and accuracy	B. W. Ortiz, B. Holbrook and Dr. Selman will work on catalog changes for Fall 2018 and assure webpages are updated. Updates will be needed in Student Nurse Handbook. Faculty will need to review.	B. Holbrook, W. Ortiz, D. Selman	Fall 2018
	C. Review mission, vision, bylaws for BSN with Time Table	C. Tabled until Fall 2018	Standard I committee	Fall 2018
	ACEN systematic BSN plan	D. Tabled until Fall 2018	Faculty / Staff	Fall 2018
<b>2) Faculty and Staff</b>	A. Staffing update	A. Cathy Bogar’s replacement will be advertised this month. Dr. Selman’s position will not be filled at this point.	B Holbrook	Fall 2018
	B. Schedule of classes / assignment and load Summer and Fall	B. Faculty reviewed schedule and assignment of classes including choosing desired courses based on seniority. Will continue until start of semester.	Faculty	Summer / Fall 2018
	C. Book choice for Fall 2018 for courses	C. Discussed FSW textbook policy and deadline for next textbooks for Fall 2019 in February.	Faculty	Feb 2018

	<p>D. Create printed list of Course Lead responsibilities.</p> <p>E. Leadership in Nursing Practicum Experience</p>	<p>D. Tabled until Fall with new Faculty hired.</p> <p>E. Margaret and Marti provided update to Practicum video case studies on Leadership. Pilot for 1 year, will work with Joe van Gaalen to compare effectiveness, measuring tools to be determined</p>	<p>Faculty</p> <p>M. Kruger, M. Jenner</p>	<p>Fall 2018</p> <p>Fall 2019</p>
<b>3) Students</b>	<p>A. Student course information / homework / time dedication per student request.</p>	<p>A. C. Bogar will review project completed by graduate student, R. Cameron for description, homework and projected faculty expectation for time devoted to courses as final project. Will email results to faculty on completion for approval.</p>	<p>H. Bogar</p>	<p>Feb 2018</p>
	<p>B. STTI candidates</p>	<p>B. Myrtha and Chris will assist Marti and Susan in review BSN student GPAs to determine eligibility. Ceremony April 5.</p>	<p>S. Torres, M. Jenner</p>	<p>April 2018</p>
	<p>C. Student Nurse Handbook</p>	<p>C. Shawn will head the Student Nurse Handbook updates for Fall 2018, Will work with AS committee.</p>	<p>Shawn Steiner</p>	<p>Fall 2018</p>

	<p>D. Review Orientation materials and welcome letter</p> <p>E. 2 semester track workload</p> <p>F. Instructor approval for NUR 4955</p> <p>G. GPA for BSN entry</p>	<p>D. W. Ortiz and B. Holbrook will work on updating materials over the Summer for faculty approval first meeting of Fall 2018</p> <p>E. Faculty expressed concern that students were not able to keep up the pace of the assignments in the two semester track. B. Holbrook reported preliminary review of student completion showed that all student choosing 2 semester track since F 2016 had completed program within 150% length of program. Student needs to be completed. Once completed results will be presented.</p> <p>F. M. Jenner suggested Faculty approval for NUR 4955 be included for Summer and Fall 2018. B. Holbrook will let W. Morris know to include this in Summer and Fall 2018 classes for the college Banner system. W. Ortiz will provide students with overrides.</p> <p>G. Discussion ensued regarding GPA for qualifying for admission for BSN program from 2.0 to 2.5. Topic tabled for later discussion.</p>	<p>W. Ortiz, B. Holbrook</p> <p>Faculty / B. Holbrook</p> <p>M. Jenner / B. Holbrook / W. Ortiz</p> <p>Faculty</p>	<p>Fall 2018</p> <p>Fall 2018</p> <p>Summer and Fall 2018 registration</p> <p>TBD</p>
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<b>4) Curriculum</b>	A. Standardizing BSN title page for assignments with example in Student Nursing Handbook	A. Discussion on creating standardized APA title page for FSW BSN. Discussion tabled until larger APA discussion could take place.	M. Kruger	Fall 2018
	B. Course syllabi available for others to download	B. Course syllabi are due to be posted to the Share drive one day before the start of semester. Faculty may send to the nursing office for posting if more convenient.	Faculty	Each semester
	C. Syllabi: are changes permitted during the academic year?	C. No syllabi changes are able to be made except for Fall of each year.	Faculty	FYI
	D. Create calendar time-table for curriculum review for Faculty for 2018-19	D. Faculty need to create a time line for review of BSN curriculum (update to systematic review plan) tabled until Fall 2018	Faculty	Fall 2018
	E. Leadership / Community pre-requisite discussion	E. M. Jenner discussed if Leadership and Community needed pre-reqs to be put in place. B. Holbrook discussed pre-requisites would prevent 2 semester track option to be possible and the 4 year BSN track developed by W. Ortiz and B. Holbrook. No change at this time in pre-requisites.	Faculty / B. Holbrook / W. Ortiz	No further follow up at this time.

	F. Portfolio Capstone “D term rather than B term?”	F. Topic tabled for future discussion.		TBD
<b>5) Resources</b>	No items			
<b>6) Outcomes</b>	No items	-		
<b>Other Business</b>				
<b>Meeting Adjourned:</b> Meeting was adjourned at 2:45 pm.				