

	2019 DISTRICT FACULTY & STAFF MEETING MINUTES Associate in Science in Nursing
Meeting Date	Friday, January 11, 2018 9:00 AM – 3:00 PM Lee Campus, AA172
Facilitators	Dr. Selman, Bobby Holbrook, Pat Zebrook
Minutes	Wendy Morris
Participants	D Selman, B Holbrook, C Carty, J Cousino, J Davis, G Deane, D Ebaugh, H Goodwin, J Pappas, D Johnson-Byrd, J Lambert, C Moore, N Stadelmann, J Sweeney, A Vitale, D Weeks, P Zebrook, W Ortiz
Excused	L Canty, J Gonzalez, A Storrie, L Crandall, K Hartman, K Ratliffe, A Williams, H Kovatchki, T Garcia, S Biamonte, E Shields

Agenda Item	Accreditation	Discussion	Action	Responsible
	Standard		Due Date	Party
Call to Order		Meeting called to order at 9:15am		
Attendance – Welcome		Welcomed B Holbrook back from leave and announced Susan Torres as full time Program Director.  New Dean of Health Professions will be starting February 18 <sup>th</sup>		D Selman
Approval of Minutes from November 9, 2018 Meeting at Edison Lee Campus December 7th, 2018 Meeting at Collier Campus New Business:		Motion made to accept the November 9 <sup>th</sup> Minutes, Minutes Accepted.  Motion made to accept the December 7 <sup>th</sup> Minutes, Minutes Accepted.		
Mission and Administrative		Systematic Evaluation Plan – January Standard 2.1 – 2.10; 6.2 – 6.3 The ACEN Self Study and other documentation may be found on		D Selman

	the Share Drive: Health Professions > DEPT OF NURSING > ACEN ASN and BSN > ACEN	
2. Faculty and Staff	<ul> <li>Faculty Profiles for Standard 2- due January 11 to Edna Shields – sample sheet handed out – resend to Faculty if necessary</li> <li>D Selman presented a Faculty projection worksheet to be used to justify an increase of faculty, request to be submitted to the BOT by the Dean for fall semester.</li> <li>Proposed 2 FT Faculty for Edison Lee Campus, 1 FT for Collier and 1 FT for Charlotte to start in Fall 2019</li> <li>The Charlotte Renovation Grant funds should include more</li> </ul>	D Selman
	<ul> <li>office space for Faculty. Have not heard any new information yet.</li> <li>On-line Faculty Office Hours clarification per Dr. Wright: 5 hours on-line and 5 hours in-office hours over 2 days.</li> </ul>	B Holbrook
3. Students	ARC Process; will establish set meeting times. Committee is J Sweeney, Chair; A Vitale; H Goodwin; D Ebaugh; W Ortiz. Documentation is held the Share Drive for review by members. Students are allowed and may follow the FSW Appeal Process.	J Sweeney/ W. Ortiz
	<ul> <li>While discussing Incomplete vs a D grade, W Ortiz explained students can't register with an "I" grade and they can with a "D". It is better for the student to give the grade they earned and change it later if needed.</li> </ul>	
	Student Handbook policies must align with statements in the college catalog. Syllabi should contain a link to the Student Handbook policies to assure consistency.	
	D Ebaugh made a motion that the Standard 3 committee be responsible to make sure the Catalog, Handbooks, web pages and other published materials align. C Moore seconded the motion and the motion passed.	
	<ul> <li>The committee will receive a copy of all materials and B Holbrook will assist them with the revisions</li> <li>D Weeks reminded all the Vision and Mission statements were revised last year. Would like some visual signs, stickers, posters to promote and display.</li> </ul>	D Selman

	<ul> <li>C Carty will establish a twitter feed #FSWNURSING</li> <li>D Selman will frame and display accreditation letter</li> <li>Faculty want to "color code" the student Levels as follows: L1 Teal, L2 Purple, L3 Metallic Silver, L4 Metallic Gold</li> </ul>	
4. Curriculum	<ul> <li>Community-based Clinical Training. FL laws were reviewed, Faculty need to check to see if the student experiences fit and align with outcomes. Send site suggestions to the clinical coordinator.</li> <li>New Pharmacology Roll Out in the fall – NUR2095-Level I (FA19) and NUR2145-Level II (SP20) will each be 1 credit. D Selman indicated Faculty load for these Pharmacology courses would be at 2 each.</li> <li>Fall Scheduling Options: (A) is for Lee campus to accept 2 traditional cohorts of 30 and 1 ANEW cohort of 24 or (B) to accept 1 traditional cohort of 30 and 1 ANEW cohort of 24. Faculty voted unanimously to accept option B as the preferred option.</li> <li>NUR2941L Contact Load hours should be 6 since L courses are 3 contact hours per 1 credit hour. However, the course is D Term and 3 weeks. Various options were discussed and topic tabled until next meeting.</li> <li>After reviewing student comments from SOS and receiving other student feedback; Faculty discussed moving some of the concepts/exemplars in Level 3 into Level's 1 and 2 for better distribution of content and to meet the needs of the students. Faculty will start Level I in the fall with the added materials.</li> <li>The new 2019 RN test plan is available now to use.</li> <li>Fall 2019 Project: CBC Phase II-the Library is Available from Lippincott. Planning calendar: Feb. meeting – bring ideas, Mar meeting – make any changes, Apr meeting Finalize.</li> </ul>	J Lambert/ P Zebrook
5. Resources	Student fees were increased to afford more Clinical     Instructors; CA budget is now up to \$900,000      LAB supply budget has doubled so students/Faculty will receive needed supplies	B Holbrook

		Students still ask if purchased materials are necessary; vSims	
		and DocuCare. Make sure you are using materials required in	
		the syllabus.	
6. Outcomes		J Lambert shared a Lethal Medication Error Scenario with the	J Lambert/
		group as a learning opportunity. Red Tape/Safety/Go Slow;	Faculty
		Read the Computer Screen/Read the Medication – note	discussion
		difference	
		Committee updates – no reports at this time	
Other Business		Instructional Assistant Report, Clinical Coordinator Report –	IA's, CC's
		no reports at this time	
Afternoon (1:15-3pm)		Fall Schedule Planning – each campus met in groups to	Campus
		choose fall 2019 courses. W Morris will use that information	Groups
		when entering the fall schedule in banner which is due	
		1/28/2019.	
	Motions	Motion made to accept the November 9 <sup>th</sup> Minutes, Minutes	
Meeting Adjourned – 3pm	Voted On	Accepted.	
		Motion made to accept the December 7 <sup>th</sup> Minutes, Minutes	
		Accepted.	
		Motion made that Standard 3 committee will be responsible to	
		make sure the Catalog, Handbooks, web pages and other	
		published materials align. Motion passed.	