

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 Standard	Discussion	Action Due Date	Responsible 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 th		D Selman
Approval of Minutes from November 9, 2018 Meeting at Edison Lee Campus December 7th, 2018 Meeting at Collier Campus		Motion made to accept the November 9 th Minutes, Minutes Accepted. Motion made to accept the December 7 th Minutes, Minutes Accepted.		
New Business:				
1. 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

		<ul style="list-style-type: none"> Students still ask if purchased materials are necessary; vSims and DocuCare. Make sure you are using materials required in the syllabus. 		
6. Outcomes		<ul style="list-style-type: none"> J Lambert shared a Lethal Medication Error Scenario with the group as a learning opportunity. Red Tape/Safety/Go Slow; Read the Computer Screen/Read the Medication – note difference Committee updates – no reports at this time 		J Lambert/ Faculty discussion
Other Business		<ul style="list-style-type: none"> Instructional Assistant Report, Clinical Coordinator Report – no reports at this time 		IA's, CC's
Afternoon (1:15-3pm)		<ul style="list-style-type: none"> Fall Schedule Planning – each campus met in groups to choose fall 2019 courses. W Morris will use that information when entering the fall schedule in banner which is due 1/28/2019. 		Campus Groups
Meeting Adjourned – 3pm	Motions Voted On	<p>Motion made to accept the November 9th Minutes, Minutes Accepted.</p> <p>Motion made to accept the December 7th Minutes, Minutes Accepted.</p> <p>Motion made that Standard 3 committee will be responsible to make sure the Catalog, Handbooks, web pages and other published materials align. Motion passed.</p>		