

**2018 FACULTY & STAFF MEETING MINUTES  
ASN and BSN Faculty and Staff**

Meeting Date	Friday, March 16, 2018: Lee AA-165
Facilitator	Dr. Deborah Selman
Minutes	Wendy Morris
Participants	Bobby Holbrook, Pat Arcidiacono, Carrie Carty, Lynne Crandall, June Davis, Gayle Deane, Debra Ebaugh, Julissa Gonzalez, Hope Goodwin, Kyle Hartman, Marti Jenner, Donna Johnson, Hristo Kovatchki, Margaret Kruger, Jenneine Lambert, Nora Stadelmann, Rima Stevens, Andrea Storrie, Judy Sweeney, Susan Torres, Debra Weeks, Arlene Williams via Telephone, Patricia Zebrook, Myrtha Collazo, Wendy Morris, Wendy Ortiz, and Chris Renda
Excused	Colleen Moore, Shawn Steiner, Lorrie Stillwagon, Angela Vitale, Barbara Ward, Gayle Wetzel, Edna Shields
Student Guests	T Mobley, C Kramer, J Ruiz, S Diana, C Myers, S Libretto, Z Windfelder, N Brown, A Eicher, K Harris, S Flanagan, S Osgood, N Bulger and E Gonnering

Agenda Item	Accreditation Standards for AS -otherwise indicated	Discussion	Action Due Date	Responsible Reporting Party
<b>Call to Order</b>		Meeting Called to order at 9:40a		Deb Selman
<b>Approval of Minutes from Feb 9th, 2018 Meetings. First Skype meeting, second Lee Faculty meeting</b>		P Arcidiacono made a motion to accept the 2/9 minutes with the following corrections: replace the SCR initials with SER (student experience reports) in the Level 1 CBC wrap up line and spell Judy Sweeny's name – Sweeney. J Davis 2 <sup>nd</sup> the motion. The motion passed.		

		D Johnson made a motion to accept the 2/9 minutes of the Lee Faculty meeting with no corrections and P Zebrook 2 <sup>nd</sup> the motion. The motion passed.		
<b>Collier NSNA</b>		Congratulations to Jenneine Lambert, advisor, for starting the Collier chapter of NSNA		
<b>Position Updates</b>		B Ward will be joining BSN Faculty starting fall semester. G Wetzel is retiring at the end of this semester. Collier and Charlotte have FT Faculty positions open and the hiring committees are being formed- email B Holbrook if you are interested in being on the committees. Proposals for new ANEW Faculty positions have been sent to Dr. Stewart. D Selman hopes to hear back soon. FT Faculty may choose a mixture of traditional and ANEW courses to reach their 15 load. D Weeks expressed interest in developing a course if the opportunity arises. <i>D Weeks stated when the ANEW program was being developed the plan was for Faculty who developed the course to get the opportunity to teach that course.</i>		
<b>Business:</b>				
<b>1. Mission and Administrative Capacity</b>  <b>A. Advisory Meeting Results</b>  <b>B. LPN Gold Standard Pathway Changes – Admission Points</b>		<p>All 3 advisory meetings were successful with excellent feedback. The CEU credit was popular. E Shields is compiling the surveys.</p> <p>FSW will not be giving (10) articulation credits for general education courses. Some students will need to take summer courses in order to meet their Dec 2018 graduation requirements. Credit will not be given for Microbiology, Nutrition, Human Growth &amp; Development as previously thought. The college catalog, nursing webpage and nursing information power points will reflect the new information. D Selman is proposing curriculum changes that will offer LPN’s (receiving licensing with-in 3 years) 10 credits toward the Level 1 semester. D Selman would like to put together a 1 credit LPN Bridge Orientation (to be completed by LPN before the start of their 1<sup>st</sup> semester) and would like Faculty input and help asking existing LPN’s what information in Level I did they already learn in LPN School.</p>		

	<p>D Ebaugh made a motion to move forward on the proposal for the 10 LPN articulation credits to be given for the Level I courses. D Weeks 2<sup>nd</sup> the motion. The motion passed.</p> <p>J Davis will help with the curriculum change paperwork but she won't be able to present it to the committee. The deadline is March 30, 2018. J Sweeney offered to help with the bridge orientation and D Ebaugh will present <i>the proposal to change the catalog</i> to the curriculum committee.</p>		
<p><b>2. Faculty and Staff</b> <b>A. Course Leads for ANEW</b></p> <p><b>B. Faculty</b></p>	<p>Course Leads: Level I ANEW Hope Goodwin (also developer) Level II ANEW Gayle Deane Level III ANEW Andrea Storrie Level IV ANEW Julissa Gonzalez and Jenneine Lambert – Level IV on line course has not been developed yet (H Goodwin is in the process of developing it)</p> <p>H Goodwin suggests ANEW leads also attend/be part of the traditional/ground course meetings.</p> <p>The ANEW program is a Hybrid/Blended program consisting of ground and on-line courses.</p> <p>If the ANEW program didactic courses (NUR1020, 1034, 2033, 2440, 2244) can be designated as 100% on-line courses, all of the testing may be conducted through the campus testing centers.</p> <p>D Ebaugh made a motion to designate the ANEW didactic courses as on-line courses and J Davis 2<sup>nd</sup> the motion. The motion passed.</p> <p>D Ebaugh made a motion to accept the ANEW course leads. J Davis 2<sup>nd</sup> motion. The motion passed.</p> <p>Faculty Evaluations are due in April. Send Form I &amp; II to D Selman as soon as possible. If you also want to send the e-portfolio you may and if you haven't started one, you should.</p>		

<p><b>Evaluations</b></p>		<p>SOS – survey responses are very low (below 20%), difficult to evaluate faculty, encourage your students to fill out the anonymous survey each semester. Give time before starting lecture for them to fill out the SOS.</p>		
<p><b>4. Curriculum</b>  <b>A. Vote to change ATI grid points in the grid on proficiency level. (See Attached Options)</b>   <b>B. Vote Pharmacology Course changes for Fall</b>   <b>C. Preceptorship</b></p>		<p>Using A. Vitale’s ATI Grading Rubric Option sheet faculty discussed the various grading options. <i>Revisit remediation leveling at next meeting.</i></p> <p>D Weeks made a motion to accept ATI Grading Rubric Option #1 starting fall 2018 semester. J Davis 2<sup>nd</sup> the motion. The motion passed.</p> <p>J Davis made a motion for ATI Remediation to be consistent through all levels at 77% or less. D Ebaugh 2<sup>nd</sup> the motion. The motion passed.</p> <p>C Carty explained the course committee’s vision of dividing the existing Pharmacology Course into two courses. In Level I a 1 credit blended Pharm class which meets more frequently in the classroom and in Level II a 1 credit Pharm class (math calculations, safety and administration). Keeps the ATI modules and Pharm made Easy, removing the My Nursing Lab assignments. Bring the ATI proctored Pharm Exam back in at the end of Pharm course II, taking it out of Level III. The Pharm committee will develop the 2 pharm courses and then show to Level 1 and Level II Faculty for review of alignment with the other courses.</p> <p>J Davis made a motion to accept the proposal to divide the Level 1 Pharmacology 2 credit course into 2 courses; Level I, 1 cr. and Level II, 1 cr. to roll out in the fall of 2019. Deb Ebaugh 2<sup>nd</sup> the motion. The motion passed.</p> <p>The proposal will need to go to the curriculum committee and when approved be entered into the fall 2019 college catalog.</p> <p>A Storrie started the discussion on the new NUR2941L Preceptorship</p>	<p>Topic tabled until Next</p>	

<p><b>Discussion</b></p>	<p>Syllabus and showed the new Preceptorship Evaluation Tool (shorter and more to the point). Faculty discussed the outcomes and delivery system. Should the Evaluation be put into an electronic (Qualtrics) survey or a hard copy? The final should be done on paper for signatures and filing in the students file. Evaluation is given at the mid-point and final vs. 3rd day and 6<sup>th</sup> day. The Syllabus has been sent to Faculty for use this semester. The Evaluation tool will be piloted by C Carrie, J Davis, D Johnson, D Weeks and P Zebrook. A Storrie will compile all suggestions and present the new Tool at the next meeting.</p> <p>A Storrie would like Faculty to consider piloting NUR2941L in canvas. It is new course and it should have a canvas shell, perhaps 1 per campus. A Storrie requested a shell and has been trying some things with it. Information and paperwork will be available to students. Pinning and graduation information can be found there. Will be able to capture information such as non FSW email – employment data – use shell as attendance verification using assignments. Add the word <i><b>EVALUATION</b></i> to: <i>The Final Evaluation should be done on paper...</i></p> <p>D Selman ordered books on transition to practice that she will be giving to students and Faculty.</p> <p>B Holbrook clarified that Faculty will evaluate and sign whether a student passes or fails the course, not the preceptors. What was being discussed electronically was whether the evaluation could be put on the canvas course so students and faculty could see it. Also, if you want Preceptor input on the student performance; that tool can be sent to the preceptor electronically in a Qualtrics Survey.</p> <p>The evaluation tabulation for Standard 6 are the 5-6 end of program outcomes that Faculty established students should meet upon graduation. If you wanted to survey the preceptors on those same outcomes, you could and compare with the 9-month student survey that asks the same questions. You could also ask your Community Advisory Committee and graduate employers the same questions for comparison. BSN tracks their outcomes this way.</p>	<p>Faculty Meeting</p>	
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<p><b>D. Ad hoc group formed for the immediate purpose to address issues with the CBC and design some improvements</b></p>		<p>D Weeks asked for volunteers to form an Ad hoc (informal) group to gather data to review and assess with the goal of making program improvement. To begin, the group will include D Weeks, C Carty, J Lambert and J Davis.</p> <p>To gather the data, Dr. Joe van Gaalen has agreed to conduct focus groups with the Level IV students on all campuses. He will focus on 5 questions/topics. Level IV Faculty will send some dates to D Weeks for scheduling the focus groups. Please submit all questions to D Weeks today, Dr. van Gaalen will reword them as needed.</p>		
<p><b>E. Vote Level I Meeting-Nursing Process</b></p>		<p>P Arcidiacono discussed some changes Level 1 committee met about:</p> <ul style="list-style-type: none"> <li>• There is a suggestion to move a part of the nursing process to Level I. Although Clinical Decision Making (exemplar: Nursing Process) is not one of Level I's concepts/modules, it was felt that since we teach the concept of assessment in Level I it is realistic to think that we could add an explanation of what the nursing process is and the phases. The suggestion is to add pages 2328-2333 (2nd ed) to the concept of Assessment's reading assignment.</li> </ul>		
<p><b>F. Syllabus Reduction Discussion</b></p>		<p>J Davis and P Arcidiacono made a motion to accept adding the introduction to the Nursing Process in Level I to implement in Fall 2018 under/with assessment and J Sweeney 2<sup>nd</sup> the motion. The motion passed.</p> <p>P Zebrook presented the Syllabus format and gave ideas on how to consolidate duplicated information found in course syllabi such as adding a column to an existing chart. Add information which will be helpful for blueprinting (<i>exams</i>). Faculty will send suggestions to P Zebrook and will revisit at the next meeting.</p>	<p>Topic tabled until Next Faculty Meeting</p>	
<p><b>G. Curriculum drop box submissions – Catalog Revision</b></p>		<p>D Selman discussed items for the curriculum drop box: Proposal to update the Pharmacology Course (2 1 credit classes) for Fall 2019 and to replace NUR2244C with NUR2244, NUR2244L and NUR2941L. Some added concepts to NUR2033 and some other AS and BS catalog changes requested.</p>	<p>Topic tabled until Next</p>	

<b>H. Other Level Reporting Updates</b>		None reported due to time constraints.	Faculty Meeting	
<b>6. Outcomes</b> <b>A. CBC Outcomes ARC Update</b>		J Davis reported she is still collecting and processing data and will give a detailed report at one of the fall Faculty meetings.	Topic Tabled until a fall Faculty Meeting	
<b>5. Resources</b> <b>A. Textbook adoption discussion and Vote</b>  <b>B. Perkins</b>  <b>C. Budget – Nurse Tim</b>  <b>D. eLearning Update and Changes</b>		<p>D Selman asked Faculty opinion of the Pearson products and discussion about a possible Lippincott product. Fall semester will be reviewing the 2ed of the Pearson Concepts Bundle-Adoptions needed to be in by March 2<sup>nd</sup>.</p> <p>If approved by faculty C Renda will ensure the bundle contains the 2<sup>nd</sup> edition at the bookstore and check on revised version of the CBC books.</p> <p>B Holbrook discussed campus Band Width and Perkins Funding. Perkins may not be used for renovations. New or upgraded computers have been requested for all campuses. Faculty will send Perkins wish lists to Clinical Coordinators. K Hartman has submitted for some new manikins for Charlotte and new beds for Collier are in process.</p> <p>W Morris asked Faculty and students their opinion about NurseTim’s ThinkNote’s eBook. Not all Faculty and students have used or seen the product, but those that have, indicated it was very helpful and useful for studying. Faculty will share and review the product for comment at the next Faculty meeting.</p> <p>Rozalind Jester, Director of eLearning, discussed the new contract process with a fillable form for course developers. (\$2400 Stipend) FSW owns any course Faculty develops. To update a master course you would also go through the contract process, starting with the request.</p> <p>The instructional designers are no longer school specific; in the past</p>	Textbook discussion and vote tabled until next Faculty Meeting	

		<p>nursing's was Gina Thompson. Now when you request to develop a course you will be assigned a qualified designer by availability. On line courses must meet certain standards of <i>Quality Matters</i> (detailed review and rubric process) and must be accessible by everyone. eLearning has a template in canvas to use for all of the planning and the different stages of the process.</p> <p>R Jester suggested looking at other models since HP course change/updates are time sensitive and must be accomplished quickly. She has offered to meet again at another time, just let her know.</p> <p>Courses being developed (the Master) are put in Canvas <i>commons</i> so other faculty can see it (after they are added to a group). Currently FSW does not share access to <i>commons</i> with other colleges.</p> <p>They are working on Faculty course trainings and Development Workshops and exploring certifications. Email <a href="mailto:elearning@fsw.edu">elearning@fsw.edu</a> with any questions or call X1102-#2.</p>		
<p><b>3. Students</b></p> <p><b>A. Student Advising Update</b></p> <p><b>B. Amount of work in Pharmacology discussion</b></p> <p><b>C. Other open discussion</b></p>		<p>W Ortiz indicated degree audits have been completed for all Level 1-4 students. A spreadsheet of outstanding courses needed by level will be sent to Faculty. Students needing catalog changes or credit reviews are being processed.</p> <p>A successful solution to the Pharmacology course assignments and delivery was found using Faculty and Student feedback.</p> <p>W Ortiz is returning student inquiry emails as soon as she is able and is responding to all Early Alerts as necessary.</p> <p>Preceptorship, NUR2941L has Instructor Approval attached to the course starting Fall 2018. Level IV faculty need to send a list of qualified students (with Banner ID) to W Ortiz so she may remove the Instructor Approval and allow the students to register for the class.</p>	As soon as possible	Wendy Ortiz
<p><b>Other Business</b></p> <p><b>A. Simulation Evaluations</b></p>		Based on electronic discussions L Crandall drafted a Simulation Survey for review. Faculty suggested adding an open ended question	Revise and discuss at next	Lynne Crandall



<ul style="list-style-type: none"> <li>• <b>Collier Simulation</b></li> </ul> <p><b>Rubric Enhancement</b></p> <p><b>B. ATI Capstone Discussion and CBC Interview for Publishing Survey Questions – Attached</b></p> <p><b>C. ACEN updates/minutes in Faculty Portal</b></p> <p><b>D. Office Hours (See attached)</b></p>		<p>for comments and whether it should be given twice a semester, at midterm and at final. Purpose is to measure satisfaction and confidence level and suggestion was made to use numbers instead of words to evaluate. Satisfaction survey should tie in with program outcomes for all HP programs. Next Simulation Committee meeting is Friday, 3/23, faculty will send L Crandall more suggestions.</p> <p>J Lambert and Collier Students put on a successful simulation demonstration for Mrs. Marla Weiss and foundation supporters</p> <p>More Faculty training and Simulation education is being discussed to support simulation excellence.</p> <p><i>Gayle Deane will head a committee, comprised of ANEW program course leads, to develop a content Rubric which will be used for all ANEW level courses.</i></p> <p><i>D Selman requested and Faculty agreed to view the on line TLC course: Rubric 101: Understanding, Designing, and Implementing Rubrics</i></p> <p>ATI has requested Faculty fill out a questionnaire on CBC Assessments for a book they are writing. D Selman will be sending out the survey for Faculty to respond to.</p> <p>Due to time constraints C, D, E – no discussion.</p>	<p>meeting</p> <p>As soon as possible</p> <p>Tabled until next Faculty meeting</p>	<p>Deb Selman</p>
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<p><b>E. Student Incident Reporting and Communication</b></p> <p><b>F. Pinning Ceremony Discussion and Vote</b></p>		<p>D Selman reviewed minutes from the pinning meeting held on 2/2/18:</p> <ul style="list-style-type: none"> <li>• Campuses will standardize pinning invitations and programs. The words <i>Dress: Business Attire</i> will be added to the invitations and card stock will be used</li> <li>• Bookmarks with the pledge and logo will be purchased for all campuses</li> <li>• Depending on cost, lamps may be purchased with FSW logo for the students to keep</li> <li>• A photo backdrop is being purchased for use at all pinning's with logo and 50<sup>th</sup> anniversary</li> <li>• Flowers were discussed-if donated, not an issue</li> <li>• Students may purchase and wear caps if they choose</li> <li>• Thank you tribute will be limited to approximately 50 words</li> <li>• Students must wear their white uniforms or may purchase a traditional uniform dress (doesn't need the FSW logo); next pinning, fall semester – no uniform dresses</li> <li>• Keynote speaker should be an Alumni since we are celebrating 50<sup>th</sup> anniversary of the nursing program this year</li> <li>• A Photographer will be provided at each pinning ceremony</li> <li>• Students pay for class portraits and framing of the traditional class gift picture</li> <li>• D Selman will let B Holbrook know the budget amount for reception items and he will pass it along to the pinning coordinators, the reception should reflect 50<sup>th</sup> anniversary</li> <li>• A Nursing Faculty member should pin the nursing graduates</li> </ul> <p>Discussion about who will be pinning the graduates:</p> <p>Students asked if a special family member could pin the graduates. Past classes were allowed this tradition and the students enrolled in</p>		
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<p><b>G. Fall Planning – 50<sup>th</sup> Anniversary Tailgate?</b></p> <p><b>H. April Meeting Date, Time, Location</b></p> <p><b>I. ACEN Conference</b></p>		<p>the program feel they should also be allowed a special pinner. Not knowing there might be a change in policy, many have already asked and made special arrangements for their chosen pinner. It was agreed the students enrolled in the program currently may have 1 special pinner on stage to pin them; if a younger person needs to have an adult accompany them, it will be just one, not the entire family.</p> <p>The current students in Level I – IV will follow the above 1 special pinner protocol.</p> <p>C Carty made a motion that the new classes, starting in the Fall 2018 semester, will follow a new policy of the student graduates being pinned by Nursing Faculty. J Sweeney 2<sup>nd</sup> the motion. The motion passed. C Carty and the handbook committee will update the policy and procedure manual 2018-2019 to reflect a traditional pinning plan which will include pinning protocols regarding ceremony flow and the Nursing Faculty pinner.</p> <p>D Selman would like suggestions for the 50<sup>th</sup> anniversary celebration to take place on the Thomas Edison campus. Perhaps a tailgate party theme in October.</p> <p>Possible 50<sup>th</sup> pins for ASN and BSN students. Printed bags or other giveaways</p> <p>The next Faculty &amp; Staff Meeting will be held on Collier campus, April 13, 2018 9:30a-2:30p</p> <p>Email D Selman if you are interested in attending the ACEN 2018 Nursing Education Accreditation Conference in Atlanta GA, July 12 – 14 2018</p> <p>Please join Professor C Carty at the Digital Pedagogy Open House,</p>	<p>Due before the end of spring 2018 semester</p>	<p>Carrie Carty</p>
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<b>J. Digital Pedagogy Open House</b>		April 20 <sup>th</sup> for 9:30a-11:30a, AA-168		
		Meeting adjourned at 4:25pm		