



2018 FACULTY & STAFF MEETING MINUTES
ASN Faculty and Staff

Meeting Date	Friday, September 14, 2018: Charlotte E-114
Facilitator	Pat Zebrook
Minutes	Wendy Morris
Participants	Pat Arcidiacono, Lori Canty, Carrie Carty, June Davis, Debra Ebaugh, Julissa Gonzalez, Jenny Ingle-Pappas, Hristo Kovatchki, Jenneine Lambert, Colleen Moore, Kellee Ratliffe, Nora Stadelmann, Andrea Storrie, Judy Sweeney, Angie Vitale, Debra Weeks, Arlene Williams, Patricia Zebrook, Janice Cousino, Wendy Morris, and Edna Shields
Excused	Deborah Selman, Bobby Holbrook, Lynne Crandall, Gayle Deane, Hope Goodwin, Kyle Hartman, Donna Johnson, Susan Torres, Barbara Ward, Tony Garcia, Wendy Ortiz and Chris Renda

Agenda Item	Accreditation Standards for AS -otherwise indicated	Discussion	Action Due Date	Responsible Reporting Party
Call to Order		Meeting Called to order at 9:30a		P. Zebrook
Approval of Minutes from August 24, 2018		D Weeks made a motion to accept the 8/24 minutes with no corrections – D Ebaugh 2 nd the motion. The motion passed.		
		Congratulations to Donna Johnson on her Wedding Day!		

Business:				
1. Mission and Administrative Capacity A. Advisory Meeting		<p>Advisory Board Meeting Reminders:</p> <p>Lee, September 18, 2018, 2pm-3pm, A-105 Collier, September 19, 2018, 2pm-3pm, N-148 Charlotte, September 20, 2018, 2pm-3pm, O-117</p>		
2. Faculty and Staff A. Mentoring – Adjuncts/ Toolkits/etc...		<p>P Arcidiacono described the current mentoring process, forms, timelines and checklist:</p> <ul style="list-style-type: none"> • ACEN Standard 2 committee members were asked to create a better version of the Nursing Faculty mentoring program • Using many of the College’s existing mentoring points, an updated version was completed for nursing Faculty – it will be uploaded on the Nursing Faculty Portal (includes a helpful checklist) • FSW’s New Faculty mentoring program material may be found in the Document Manager under VPAA>Faculty Mentoring>Adjunct and Full-Time Faculty Mentoring files • \$150 Stipend is received at the end of the mentoring process and completed paperwork is received by M Rizzuto • Mentors should attend a TLC Mentoring Workshop and be under continuous contract to mentor FT Faculty • Adjunct Observation forms are to be sent to Melissa Rizzuto <p>P Arcidiacono will check with D Selman about the updated mission statement voted on at the spring retreat to make sure it is the same on the Mentoring sheet.</p>		<p>P. Arcidiacono</p> <p>D. Selman</p>
3. Students A. Early Alert – Procedures- Academic Warning–new form/files			Topic Tabled until next meeting	W. Ortiz
4. Curriculum A. VATI		J Davis is researching what other college’s do for NCLEX review; but has not received much feedback. Our students are not completing		

		<p>100% of VATI before taking the NCLEX</p> <ul style="list-style-type: none"> • It seems SCF uses the ATI Capstone product and their students complete 100% of the VATI • Discussed what can be done to help our students have a better NCLEX success rate • Passed out the Virtual-ATI Review Process to Faculty • VATI is open for only 12 weeks unless students want to pay extra and is only available 30 days before graduation • Students are stressed in the final semester with all of the ATI & course testing (Level IV, Exit, Comprehensive) 	Topic Tabled bring ideas to the next meeting	J. Davis
5. Resources		<p>P Zebrook added on the Faculty Portal, under Files, Faculty Resource Sharing by Concept Level; All Concepts are listed and each concept has 4 Levels. Faculty can move items to the proper Concept and Level as time allows</p> <p>P Zebrook showed in the Faculty Portal, under People, Assessment Evaluation Committee-Files, Handbook-the committee has been working on the How to Book and this is where it is located. No general access until a later time.</p>		
6. Outcomes				
Other Business				
A. Clinical Coordinator Report		<p>A Williams indicated needed lab supplies have been ordered and should be arriving soon</p> <ul style="list-style-type: none"> • Coordinators would like to meet regularly with campus Faculty. Would like clarification on clinical site contacts and who initiates contact in order to secure clinical space for the students • Go over Job Descriptions, add addendum of Campus specific procedures • Meetings with D Selman with CC's and IA's have been scheduled for October 		
B. Instructional Assistant Report		<p>E Shields announced NCH will be touring N-115 on September 19th after the Advisory Meeting and she will need Faculty and Students to demonstrate a scenario. Also, meetings with D Selman/B Holbrook with CC's and IA's have been scheduled for October</p>		

		<ul style="list-style-type: none"> • Customized, tailored concepts, Faculty choose content • Tech Support and Advisors Available, On site Orientation Training for Students • PrepU – Adaptive Learning – Data Analysis – Custom Quizzes • Concept Library, Journal Articles, eBooks • Interactive and Evidence-Based Resources • Lippincott Advisor for Education (used in hospitals) • Free Apps for use on all electronic devices <p>C Dowdy will give Faculty access again to review the product attributes if a list of Faculty is given to her</p> <p>Faculty will discuss Lippincott’s product in course meetings and at the next District Meeting discuss and vote whether or not to adopt for Fall 2019.</p>	<p>Agenda Item Next Meeting</p>	<p>D Selman</p>
<p>Afternoon Groups A. Open Discussion</p> <p>B. Identify All Members and Course Leads*</p>		<p>P Zebrook announced Modules/Files on the Faculty Portal are available by Level’s for Faculty Sharing of information</p> <p>Level 1:</p> <ul style="list-style-type: none"> • Pharm – C Carty*, J Davis, J Lambert, A Vitale, J Pappas • Practicum – N Stadelmann* • Didactic/Clinical – P Arcidiacono*, P Zebrook, J Sweeney, N Stadelmann, Clinical – J Sweeney* <p>Level 1 ANEW:</p> <ul style="list-style-type: none"> • Pharm – J Gonzalez*, J Pappas • Practicum • Didactic/Clinical – H Goodwin*, J Gonzalez, G Deane, J Pappas <p>Level II:</p> <ul style="list-style-type: none"> • Practicum – N Stadelmann* • Didactic/Clinical – D Weeks*, C Moore, L Canty <p>Level II ANEW:</p> <ul style="list-style-type: none"> • Practicum 	<p>Needs review, perhaps course and member consolidation, add Faculty names not at meeting</p>	<p>D Selman</p>

<p>C. Identify ACEN Standard Members for 2018/2019</p> <p>D. Course Level Meetings</p> <p>E. Assessment Evaluation Committee</p>	<ul style="list-style-type: none"> • Didactic/Clinical – J Gonzalez* <p>Level III: Children & Women</p> <ul style="list-style-type: none"> • Didactic/Clinical – A Vitale* <p>Alterations</p> <ul style="list-style-type: none"> • Didactic/Clinical – D Ebaugh*, C Moore, D Johnson <p>Level III ANEW: Children & Women</p> <ul style="list-style-type: none"> • Didactic/Clinical <p>Alterations</p> <ul style="list-style-type: none"> • Didactic/Clinical <p>Level IV:</p> <ul style="list-style-type: none"> • Didactic/Clinical – J Davis*, J Lambert, C Carty, J Gonzalez • Preceptorship – A Storrie*, J Davis, J Lambert, J Gonzalez <p>Level IV ANEW</p> <ul style="list-style-type: none"> • Didactic/Clinical – J Gonzalez* • Preceptorship – J Gonzalez* <p>S1: D Weeks, J Sweeney S2: P Arcidiacono*, A Vitale S3: J Lambert*, N Stadelmann, C Carty S4: H Goodwin, J Davis, D Ebaugh S5: G Deane, J Pappas, J Gonzalez, S6: P Zebrook, L Canty, A Storrie, C Moore</p> <p>Faculty met in course level groups</p> <p>P Arcidiacono revealed the Exam Blueprint for FA18 NUR1020 Exam 1. The template was cut and pasted from Modules, Exemplars and the Syllabus Outcomes. Includes columns for time spent on teaching topic, BLOOMS and current 2016 NCLEX TESTPLAN (full</p>	<p>Need 2018/2019 BSN and Admin members added</p>	<p>D Selman</p>
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	<p>sample attached). <i>Note new test plan will be available in March 2019.</i></p> <p>The blueprint will help Faculty analyze the exams given and show where improvements may be made</p> <p>The committee is working on blue printing and testing portion of the “How to Handbook.” J Lambert suggested in order to preserve test integrity, 3 versions of each test should be available. More discussion is needed</p>	<p>Tabled until next Meeting</p>	<p>P Zebrook</p>
	<p>Meeting adjourned at 3:15pm</p>		