

2018 NURSING STAFF MEETING MINUTES
Associate in Science in Nursing

Meeting Date	SKYPE Meeting, Thursday, Oct. 11, 2018 11:30 AM - 12:30 PM
Participants	Deb Selman, Edna Shields, Wendy Morris, Chris Renda, Tony Garcia, Wendy Ortiz

Agenda Item	Accreditation Standard	Discussion	Action Due Date	Responsible Party
Spring 2019 Admission Processing		Will process admissions: prepare tally sheet for 1 st , 2 nd check, and 3 rd final check		Wendy M, Edna, Chris, Wendy O.
Humanities requirement		When tallying points for admission, choose highest grade for Core or Writing Intensive course Core Writing Intensive Humanities -is currently required for graduation will change Fall 2019 to Humanities 3 credits		Wendy M, Edna, Chris, Wendy O.
Castle Branch		<ul style="list-style-type: none"> - Clinical Coordinators will place the “<i>Eligible for Placement</i>” when requirement is complete - Clinical Coordinators to do the “overrides” when needed - Clinical Coordinators will direct all Castle Branch - IA 's may re-classify names to place students in proper group 		Edna – prepare procedure chart process
Graduating Students, FL BON name submission		Each campus prepares the FLBON form -with student’s names and SSN –then send to Tony. Tony will send all names to FLBON <ul style="list-style-type: none"> - Procedure is in share drive 		Tony Garcia
Pinning Ceremony		<ul style="list-style-type: none"> - Each campus received the cords for SNA. Cords are ordered through the NSNA website. - Pins and lamps have been ordered by Chris from the bookstore The items will be sent to campus IA when order is received at Lee sometime in November - Lamps are ordered through vendor “Lamp?” 		Chris /Wendy /Edna

		<ul style="list-style-type: none"> - Spring Pinning Lee campus: April 30 already reserved at BBMann Collier –waiting for NCH available dates, will release in late Oct. Collier will request Monday, April 29 or May 1, May 2 Charlotte will select date after Collier date is secured. 		
Canvas Colloquium		<p>Students in the program should be put in groups. (Example: admitted students in Spring 2019 will be in “Spring 2019” group. Students admitted in Fall 2018 ANEW will be in “Fall 2018 ANEW”, etc.</p> <ul style="list-style-type: none"> - Students who’ve graduated need their names ‘deactivated’ in Colloquium. 		Wendy M, Edna, Chris,
P-Card		<p>Edna is P-Card Reconciler for Tony. Wendy Morris, will be back-up Reconciler Tony is the only P-Card holder; Chris will turn in his P-Card to P-Card office (Aida Mora) Banner 9 Reconciler Training – need to set up</p>		Wendy M, Edna, Chris, Tony
Degree Audit		<p>Level 3 students going into Level 4</p> <ul style="list-style-type: none"> - Several students have missing HUM credits (Core and/or WI) - Credit Review scheduled Oct-Nov - If denied, they need to take class - Not all are petition issues 		Wendy Ortiz Wendy M., Edna
Spring Courses		<p>IA ‘s to e-mail to students (Levels 2, 3, 4) the Spring Schedule on Monday Oct. 15. Spring registration begins Oct. 18</p>		Wendy M, Edna, Chris
IT Help Desk		<p>To request changes on website, e-mail the Help Desk and cc:</p> <ul style="list-style-type: none"> • Michael Longstreth, Coordinator, Web Application Dev. Michael.longstreth@fsw.edu • Theodore “Ted” Tramonte, Coordinator, Web Design and Content ttramonte@fsw.edu 		Wendy M, Edna, Chris, Tony
Silk Road Recruiting		<p>Meet (Skype) on Monday, Oct. 15 at 10:00</p> <ul style="list-style-type: none"> - to review the Instructional Assistant resumes - determine when the first interview date - Tony will be in Interview Committee 		Deb Selman will speak with Robert Taylor, HR

		- interview questions, what is in Hiring Packet		
Next IA Meeting		In Agenda, include the Humanities requirement Clarify in Selection-Acceptance Letter		Wendy M, Edna, Chris, Tony
Lap Top		Charlotte Campus needs 15 to replace old ones Collier campus –what are needs		Wendy M, Edna

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