

2018 DISTRICT FACULTY & STAFF MEETING MINUTES
Associate in Science in Nursing

Meeting Date	Friday, Oct. 12, 2018 9:30 AM - 3:30 PM Collier Campus, N-103
Facilitator	Dr. Deborah Selman
Minutes	Edna Shields
Participants	Pat Arcidiacono, Lori Canty, Carrie Carty, Gayle Deane, Debra Ebaugh, Hope Goodwin, Jenneine Lambert, Colleen Moore, Kellee Ratliffe, Debra Weeks, Pat Zebrook, Beatrice Jean-Baptiste (student); Erika Juan (student); Joseph Barry, TA (EMS student). <i>Attendees are listed on attached sign-in sheet</i>
Excused	June Davis, Donna Johnson, Andrea Storrie, Angie Vitale, Wendy Morris
Absent	Susan Torres, Lynne Crandall, Julissa Gonzalez, Christo Kovatchki, Jenny Pappas, Nora Stadelmann, Judy Sweeney, Arlene Williams, Tony Garcia, Wendy Ortiz, Chris Renda

Agenda Item	Accreditation Standard	Discussion	Action Due Date	Responsible Party
Call to Order		Meeting was called to order at 9:45 AM		Dr. Deb Selman
Attendance – Adjunct Faculty Welcome Congratulatory to Edna Shields –Nursing Support Specialist		All Faculty and Staff, Welcome: Students, Adjuncts, Clinical Associates Brief introductions		Dr. Deb Selman
Approval of Minutes from Sept. 14, 2018 Charlotte campus meeting		Debra Ebaugh made a motion to accept the 9/14/18 minutes with corrections. Pat Zebrook 2 nd the motion. Motion passed.		

Business:				
<p>October 20th - 50th Anniversary Celebration Update</p> <p>November 4th – Diabetes Conference</p>		<p>50th Anniversary Celebration, Nursing Program</p> <ul style="list-style-type: none"> - Tony Garcia is heading the event -Sat, 10/20/18, Lee Campus, AA Bldg. - SNA participation, will sit at tables to help with sign-in; graduates' names and year they graduated - T-shirts were ordered; use 50th Logo; - Nursing faculty may arrive between 9 and 10am - Photo shoot of the whole group is at 12:30 Be There! <p>Diabetes Conference, Nov. 4, 2018 Sunday at Collier campus</p> <ul style="list-style-type: none"> - Full day public forum and conference on diabetes education, wellness, prevention, and research: - Diabetes Awareness Month, it is a community event - Website has speaker list: www.swfidiabetes.com - Prof. Donna Johnson will be a speaker - Hope Goodwin 's class will participate, in Sim Lab; take blood sugar 		<p>Dr. Deb Selman</p>
<p>1. Mission and Administrative Spring Schedule – Completion, Cohorts, ANEW Spring, Focus Group Planning, ANEW Level 1 Failures</p> <p>Address to Faculty: 10: 30 am Dr. de Luca</p>		<ul style="list-style-type: none"> - Spring 2019 schedule, working on updates; send to students before course registration 10/19/18. - No ANEW Level 1 for Spring; Options, if failures: attend day program or wait for fall semester, or attend Independent study - <i>Faculty requests that if there is a transfer student to another campus, copy the faculty who is getting the new transferred student"</i> <p>Dr. Eileen DeLuca spoke to meeting attendees; Introductions</p> <ul style="list-style-type: none"> - You all can effect change - What are obstacles we can help you with - Safety concerns, have a drill; need locking doors in classroom - IT Help desk, help with IT issues during evenings and weekends - We don't have enough faculty, Faculty requests 		<p>Dr. Deb Selman</p> <p>Dr. Eileen DeLuca</p>

		<p>additional personnel</p> <ul style="list-style-type: none"> - If we increase our enrollment numbers, faculty is concerned about the size of students: not enough computers, seats in the room - Faculty is concerned on putting a lot of students on a floor of clinical sites; i.e. we don't want to lose Lee Health - Faculty/Admin, look at what is equitable and continue the conversation. - Adjuncts are not ideal for nursing, don't have 'ownership', no office hours; it's usually their 2nd job; some have no teaching experience; they need to be oriented to Canvas, etc. - Clinical Associates are part time, they have limited hours 25 max.; there is a lot of oversight needed to orient Clinical Associates to get them up to speed; faculty is stretched with guiding them with paper work, training them especially SIM. - Need direct communication from Admin. - Communication regarding 'testing'; academic integrity - Revisit the possibility of having a Program Coordinator for each campus. - Look at having a Dept. Chair –leader in bargaining, for structure, and coordination, oversees curriculum integrity. 		
2. Faculty and Staff Adjuncts orientation and mentoring		<ul style="list-style-type: none"> - Current Vision updated. - Mentoring meeting scheduled on Oct. 25, 2018 See the TLC, Melissa Rizzuto, Dir. Teaching and Learning Center 		Dr. Deb Selman
3. Students A. Academic Success evaluation, new Academic Warning Form?		Academic Warning: follow the process on 2 nd failures		Dr. Deb Selman
4. Curriculum		<ul style="list-style-type: none"> - It is ideal to begin the Pearson migration to 		

<p>A. ASN Faculty: recommendation for progression/ changes to Concept Curriculum.</p> <p>B. Proctorio issues/update</p>		<p>Lippincott in the Summer 2019.</p> <ul style="list-style-type: none"> - We have now until fall to meet and decide, it is time to change the textbooks - Initiate with a feedback from Level 1 in Spring 2019, get a commitment to support the new product from the representative - Students are not confident with MNL resources; faculty not happy with MNL - End of Program outcome is most important; we can adjust outcome - Level 1 Fall 2019 – rollout of Lippincott - Level 2 Spring 2020 – rollout of Lippincott - Motion to adopt Lippincott as next textbook, Ten Faculty members present voted. We’re moving forward - Lippincott will be the new material, new textbooks; Prep U; docucare and ATI will be the same - Have Christie Dowdy allocate an hour at monthly meeting to show, build the curriculum. - Jenneine Lambert will be Chair, will lead the initiative. It will be called “Project: CBC Phase II” - Level 2 ANEW issues –do a focus group at end of semester; testing-what is acceptable vs. Traditional - Testing Center, adaptive services – Deb Weeks will be part of Committee. Send concerns to Deb Weeks. 		
<p>5. Resources</p> <p>Pearson Test Bank</p> <p>FBON Testing Rules Adoption for FSW Nursing</p> <p>Vote on new Text for Fall 2019</p>		<ul style="list-style-type: none"> - Discussion on test banks that are available on website; - Handed out Exam /Quiz Policy and Procedures - Students to adhere to exam rules on personal items (mobile phones, smart watches, etc.); confidentiality; test administration; break procedures; grounds for dismissal or cancellation of results. 		<p>Lori Canty Pat Arcidiacono All</p>

<p>6. Outcomes Compliance Assist 3 Questions for Compliance Assist</p>		<ul style="list-style-type: none"> - Evaluate your outcomes - Institutional Research Dept. helping with Compliance Assist - We can add 3 questions in SOS - Send questions to Dr. Selman, deadline is approx. Nov. 1st 		<p>Dr. Deb Selman</p>
<p>Other Business A. Clinical Coordinator Report B. Instructional Assistant Report C. Assessment Evaluation Committee D. Summer Test Bank Workshop</p>		<ul style="list-style-type: none"> - Clinical Coordinator meeting will be held on Fri. 10/19/18 at Lee Campus, 10AM; Clin. Coordinator should cross train with other campus CC - Pinning ceremony for Spring: April 30, 2019 Lee Pinning; TBD for Collier and Charlotte; Requested dates: April 29, May 1, or May 2, 2019 - Clinical Associates job link should be ‘open’ at all times in HR web link so candidates can apply 		<p>A. Kellee Ratliffe B. Edna Shields C. Pat Zebrook D. Jenneine Lambert</p>
		<p>Communication</p> <ul style="list-style-type: none"> - Lee Health, software will be available, coming soon - Simulation, utilize maximum time 50% at Simulation. We’re only using 20-30%; Using max time at SIM, will take away time burden on Clinical Associates. - Lynne Crandall working on process, - recommendations. - Cost of SIM will increase, Admin. need to support the price increase 		
<p>Adjourn Lunch – 12:30</p>		<p>LUNCH</p>		
<p>Afternoon Groups A. Open Discussion ACEN Conference Update B. ACEN Group breakouts – Update standards/planning/Faculty portal minutes’ upload</p>				

C. Course Level Meetings Minute takers				
Meeting Adjourned – 3:30 PM				