

| | 2018 DISTRICT FACULTY & STAFF MEETING MINUTES Associate in Science in Nursing |
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| Meeting Date | Friday, November 9, 2018 9:00 AM - 3:30 PM Edison/LEE Campus, AA-222 |
| Facilitators | Pat Zebrook and Dr. Deborah Selman |
| Minutes | Wendy Morris |
| Participants | Pat Arcidiacono, Lori Canty, Carrie Carty, June Davis, Gayle Deane, Debra Ebaugh, Julissa Gonzalez, Hope Goodwin, Donna Johnson-Byrd, Nora Stadelmann, Judy Sweeney, Angie Vitale, Debra Weeks, Hristo Kovatchki, Joseph Barry, Janice Cousino, Tony Garcia, Wendy Ortiz, Edna Shields. <i>Attendees are listed on attached sign-in sheet</i> |
| Excused | Andrea Storrie, Jenny Pappas, Jenneine Lambert, Colleen Moore, Arlene Williams, Kellee Ratliffe |

| Agenda Item | Accreditation Standard | Discussion | Action Due Date | Responsible Party |
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| Call to Order | | Meeting was called to order at 9:05 AM | | P Zebrook |
| Attendance – Adjunct Faculty Welcome | | All Faculty and Staff, Welcome: Janice Cousino, Clinical Associate | | P Zebrook |
| Approval of Minutes from October 12, 2018 Meeting at Collier | | Debra Ebaugh made a motion to accept the 10/12/18 minutes with minor corrections. Judy Sweeney 2 nd the motion. Motion passed. | | |
| Old Business: Exam Policy and Blueprint | | Discussion tabled until next meeting | | P Arcidiacono |

| Mission and Administrative 50 th Anniversary Celebration | Write Up and Photos from Dr. Eileen DeLuca's Newsletter The event was a good recruiting effort 15 Alumni attended and 3 Awards given out Big Thank You to Tony Garcia for planning the event | P Zebrook |
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| November 4 th – Diabetes Conference in Naples | Forum was very well attended with 25+ vendors, Doctors and community partners Students demonstrated a Simulation and did glucose testing Possible Diabetic Pump donation to the nursing program The conference is expected to be even larger next year S Torres will be assisting with BSN duties P Zebrook will be assisting D Selman with ASN Administrative duties including assisting with CBC Phase II - the Lippincott transition | D Johnson- Byrd |
| Faculty and Staff Faculty Credentialing | - Update credentials on the Grid for Standard 2-sheet will be sent out to Faculty | P Arcidiacono |
| Professional Development – "True Colors" | Finding your True Colors Presentation Norwegian Entrance Exam – Ice Breaker Individual Color Selection – Orange, gold, blue or green Group Project to better understand another's tendencies when working together | Rebecca Gubitti, Professor of Mathematic s |
| 3. Students Student Nursing Orientations | The nursing orientation has been updated The LPN Orientation has been updated | C Carty H Goodwin, C Carty, W Ortiz |
| Colloquium Sections vs. Groups | - By putting the students into sections instead of groups allows more flexibility in usage. | E Shields, W Morris |

| Student Uniforms | Ctudents and Easylty would like to revisit the white | |
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| Student Officials | - Students and Faculty would like to revisit the white | C Carty & J |
| | uniform bottoms-order ones with thicker material | ' |
| | - Have alternate vendors available who can embroider | Sweeney |
| | logos | |
| | - J Barry explained about EMS's uniform process | |
| Academic Report | 42 students were siven and soils sweets also | W Ortiz |
| | - 43 students were given academic success plans | 11 011.2 |
| | - 31 students were submitted for early alerts | |
| | - The ARC has 57 students on file – need volunteers – | |
| | - J Sweeney will chair, D Ebaugh, A Vitale, H Goodwin, | |
| | and W Ortiz will be on the committee | |
| | - Possibly 7-11 failures this term | |
| 4. Curriculum | - Short update was read from J Lambert, Chair of | |
| | "Project: CBC Phase II". She will be meeting with C | D Selman |
| Plans for Lippincott | Dowdy and hopes to have a proposal by January | |
| implementation Fall 2019 | Meeting. A Vitale suggested forming a committee: | |
| | Suggested Level course leads and C Carty(Pharm), D | |
| | Ebaugh(Psy), plus someone from each campus | |
| | - Christie Dowdy is waiting for Faculty to decide on a | |
| | platform, need a poll sent out immediately | |
| | - C Carty has been trying to review the Lippincott text | |
| | to begin working on splitting NUR2410 | |
| | Pharmacology into Pharm 1 and 2 for a fall rollout. | |
| | - Suggest C Dowdy attend a working retreat with | |
| | , , | |
| | Faculty in January | |
| | - D Selman will consider a venue such as "the Pink | |
| | Shell" in February | |
| NUR2244 ANEW Level IV | - H Goodwin designed Level IV ANEW to have 12 | |
| | modules which was completed before students went | |
| | · | |
| | into Preceptorship (summer 2244/fall 2941L) | |
| NUR2244 student failures and | - Proposal shared with Faculty | |
| preceptorship | | |
| preceptorship | | |

| | - Students have to pass Clinical before entering | |
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| | - To pass Preceptorship students have to complete 4 modules | |
| | Several suggestions were discussed, schedule exams (1-4) so completed before beginning preceptorship. Syllabi wording change for make-up exams and criteria for passing and moving into final course. Adjustments will be made for the spring 2019 term and J Davis will send out the email to Level IV members, H Goodwin and W Morris | J Davis |
| NEW eLearning | - G Deane is the School of Health Professions e- learning representative | |
| | - Ensures the program on line course delivery meets the college Quality Matters criteria | |
| ANEW Program & eLearning | Course shells will be opened up for changes/updates Using the level IV focus group information how will the ANEW committee amend the courses. Recommendation was to thin out the materials, too | H Goodwin |
| 5. Resources | much content, revise discussions, rubrics - No committee updates at this time | |
| | | |
| Continue to add your resources to | | |
| ASN-BSN Resource file | | |
| Assessment Eval Committee-Plan to have your Handbook assignment ready early next semester for faculty training | | |
| 6. Outcomes | - Add Janice Cousino to Standard 4 and add Donna Johnson-Byrd to Standard 6 | P Zebrook |
| ACEN Standard Groups 1-6 | - Convene in groups and take minutes for posting on the | |
| | Portal – keep minute notes up to date - D Selman will take all of the Standards and Post them by academic Years | D Selman |

| | Faculty Portal Files need to be condensed, create Folders and drag applicable files into the folders | |
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| Other Business | and drag applicable lifes into the folders | |
| No Call/No Show Policy | Handbook and Syllabus doesn't match, changes made to one not showing on the other Referral to ARC must be made before dismissal Handbook needs to be updated, put link to the handbook policy in the syllabi (include late policy) EMS has clear and concise policies, tardy once warrants a write up, tardy twice equals a missed clinical day | P Arcidiacono A Vitale |
| Clinical Coordinator Report- Clinical Coverage status and plan | Working to hire several more clinical associates. Traditional all set, need a few more for ANEW Need some Adjuncts, not sure how to address Clinical Coordinator position has been posted. Exploring the possibility of 2 CC's per campus. Simulation expert. | H Kovatchki |
| Instructional Assistant Report (budget, application cycle, scheduling) | Approximately 285 applications have been processed 66 did not qualify, 65 accepted at LEE, 31 accepted at COL and 30 accepted at CHA Will send in cross list request one more time Will work on combining Clinical CRN's to 1 section for fall 19 schedule | W Morris |
| Afternoon Groups Course Level Meetings Minute takers | - Fall 2018 Status/Prep for Spring 2019: staffing needs, syllabus changes, etc. (Course Leads or designee responsible for minutes) | |
| Meeting Adjourned – 3:40 PM | | |