

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

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
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

<p>1. Mission and Administrative</p> <p>50th Anniversary Celebration</p> <p>November 4th – Diabetes Conference in Naples</p>		<ul style="list-style-type: none"> - 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 <ul style="list-style-type: none"> - 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 <p>S Torres will be assisting with BSN duties</p> <p>P Zebrook will be assisting D Selman with ASN Administrative duties including assisting with CBC Phase II - the Lippincott transition</p>		<p>P Zebrook</p> <p>D Johnson-Byrd</p>
<p>2. Faculty and Staff</p> <p>Faculty Credentialing</p> <p>Professional Development – “True Colors”</p>		<ul style="list-style-type: none"> - Update credentials on the Grid for Standard 2-sheet will be sent out to Faculty - 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 		<p>P Arcidiacono</p> <p>Rebecca Gubitti, Professor of Mathematics</p>
<p>3. Students</p> <p>Student Nursing Orientations</p> <p>Colloquium Sections vs. Groups</p>		<ul style="list-style-type: none"> - The nursing orientation has been updated - The LPN Orientation has been updated <ul style="list-style-type: none"> - By putting the students into sections instead of groups allows more flexibility in usage. 		<p>C Carty H Goodwin, C Carty, W Ortiz</p> <p>E Shields, W Morris</p>

<p>NEW eLearning</p> <p>ANEW Program & eLearning</p>		<ul style="list-style-type: none"> - Students have to pass Clinical before entering - 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 - G Deane is the School of Health Professions e-learning representative - Ensures the program on line course delivery meets the college Quality Matters criteria - 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 much content, revise discussions, rubrics 		<p>J Davis</p> <p>H Goodwin</p>
<p>5. Resources</p> <p>Continue to add your resources to ASN-BSN Resource file</p> <p>Assessment Eval Committee-Plan to have your Handbook assignment ready early next semester for faculty training</p>		<ul style="list-style-type: none"> - No committee updates at this time 		
<p>6. Outcomes</p> <p>ACEN Standard Groups 1-6</p>		<ul style="list-style-type: none"> - Add Janice Cousino to Standard 4 and add Donna Johnson-Byrd to Standard 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 		<p>P Zebrook</p> <p>D Selman</p>

		<ul style="list-style-type: none"> - Faculty Portal Files need to be condensed, create Folders and drag applicable files into the folders 		
Other Business				
No Call/No Show Policy		<ul style="list-style-type: none"> - 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
Clinical Coordinator Report- Clinical Coverage status and plan		<ul style="list-style-type: none"> - 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)		<ul style="list-style-type: none"> - 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		<ul style="list-style-type: none"> - Fall 2018 Status/Prep for Spring 2019: staffing needs, syllabus changes, etc. (Course Leads or designee responsible for minutes) 		
Meeting Adjourned – 3:40 PM				