

2017 FACULTY & STAFF MEETING MINUTES
Associate in Science in Nursing

Meeting Date	Friday, October 6, 2017 9:30 AM - 4:00 PM Thomas Edison Lee Campus, AA-222 <i>Meeting Agenda moved from September 8th due to Hurricane Irma</i>
Facilitator	Deborah Selman
Minutes	Edna Shields Timekeeper: Wendy Morris
Participants	D. Selman, B. Holbrook, P. Arcidiacono, C. Carty, L. Crandall, J. Davis, G. Dean, D. Ebaugh, K. Hartman,, M. Jenner, D. Johnson, B. Kilbride, M. Kruger, J. Lambert, C. Moore, N. Stadelmann, S. Steiner, L. Stillwagon, A. Storrie, J. Sweeney, S. Torres, A. Vitale, B. Ward, D. Weeks, G. Wetzal, P. Zebrook., M. Collazo, W. Morris, E. Shields; Wendy Ortiz
Excused	H. Goodwin; C. Renda
Absent	J. Gonzalez, R. Stevens, Students invited none attended

Agenda Item	Accreditation Standards for AS -otherwise indicated	Discussion	Action Due Date	Responsible Reporting Party
Call to Order		Meeting was called to order at 9:35 AM by Deb Selman		Deb Selman
Attendance		Attendees are listed above Attendance sign in sheet attached		Faculty and Staff
	Standard 2.6	Welcome and congratulations to new faculty assignments; Student Services Advisor, Sim team, New Position- FNA Regional Director congratulations to Susan Torres		Deb Selman

Approval of Minutes from Aug. 16, 2017 Faculty vote		Andrea Storrie made a motion to accept the 8/16/17 minutes. Minutes to be posted on Student Colloquiums June Davis seconded the motion	After Minutes are approved	Minute Taker
Unfinished Business:				
	Standard 5.1	<ul style="list-style-type: none"> Nursing dept. spent large amount of funds to pay for copies, which could be used for other student and faculty resources Be aware of copy expenses especially when making color copies. Use digital means when communicating, ie. e-mail and portal to share documents vs. making copies. 		Deb Selman
	Standard 2.7	<ul style="list-style-type: none"> Clinical Coordinator job description updated and distributed to CC's.–was revised according to feedback from all Clinical Coordinators and approved. BKilbride did not receive from HR. DSelman will contact HR. New Clinical Coordinator for Collier Campus interviews start next week 		
	Standard 4.10	<ul style="list-style-type: none"> Student compliance in Castle Branch and alignment with Affiliate Agency to be discussed next meeting. Remediation course will begin next week 	11/17/17 10/10/17	Nora Stadelmann
ASN Handbook Dress Code Update: Discussion Attached – Faculty Vote for Acceptance	Standard 3.1 and 3.3	<ul style="list-style-type: none"> <i>Practicum Uniform</i> policy description discussed and revised as agreed to by attendees. Faculty voted to make the uniform and dress code consistent and language clear. Final will be added to student handbook and posted on AS student Colloquium Part of revisions will be read in class and discussed with students. Students will have to wear their 		Judy S. and Pat A.

		<i>Clinical Badge</i> in class and in sim lab.		
Perkins Fund Update Foundation Donor Updates	Standard 5	Send requests for resource needs through Perkins Funds to Bobby Holbrook and Deb Selman		Bobby Holbrook Deb Selman
Simulation	Standard 2.8	News-Press published article dated 9-08-17 “ <i>Simulation training gives FSW healthcare edge</i> ” handouts shared with all. It showed picture of Kyle Hartman and Lynne Crandall in article –in connection with <i>National Healthcare Simulation Week Sept. 11-15, 2017</i> acknowledging the professionals who use simulation training to improve safety, efficiency and effectiveness of health care services in the community. <ul style="list-style-type: none"> • We have video we can put on Facebook to showcase what we do at FSW • Creating a new simulation video (multi-disciplinary) simulating a disaster with mannequins • Clinical Associate training in simulation for consistency among campuses –Kyle Hartman to evaluate 		Lynne Crandall
	Standard 5.4	Donations and funds for Simulation –DSelman is working with the Foundation for beds, equipment, and simulation needs.		Deb Selman
Angela Vitale’s Publication (AWOHN)		<ul style="list-style-type: none"> • In progress 		Angela Vitale
New Business:				
AS Nursing Policy <ul style="list-style-type: none"> • Duty Days, Times, Meetings Policy; Mentoring Success; 	Standard 1.10	- Discussed policy on faculty duty days, office hours, meetings. FSW form for taking sick time and		Bobby Holbrook

<p>Attendance per CNA 8.1D (see attached)</p> <ul style="list-style-type: none"> Faculty Handbook <p>Student Handbook</p> <ul style="list-style-type: none"> Add Disaster Planning 		<p>personal time if missing a District Meeting per the CNA –faculty to use the form as before.</p> <p>Meeting Attendance: Per CNA 8.1D <i>Faculty members shall attend all required scheduled college-wide meetings, campus-wide meetings, and discipline/department meetings unless on approved leave with authorization from the immediate supervisor. Every effort shall be made to limit contractually-mandatory meetings during a full-term semester final exam week.</i></p> <p>Develop a AS Nursing Faculty Policy and Procedure Manual including Adjuncts and Clinical Associates – align with BSN Need Volunteer as Lead</p> <p>Student Handbook was revised over the years and updated as necessary. Faculty participated and voted on revisions. Disaster Planning will be updated and aligned with FSW’s College Wide language</p>	<p>11/17/17</p> <p>When available</p>	
<p>One College- Work in Progress for Nursing</p> <p>ACEN – New Cycle, committee members</p>	<p>Standard 1.10</p> <p>Standard 5.3</p>	<p>E-learning course development with FSW TLC Org. chart shown on PowerPoint – a chart on the e-learning organizational design.</p> <p>Textbook adoption –discussed course design timeline. Faculty agreed no changes to textbooks for 2018</p> <p>Faculty reported that Pearson closely works with bookstore on updates</p> <p>Must work in unity between campuses to benefit students</p> <p>Faculty members for Standard Committees will choose through the Nursing Faculty Portal on Canvas prior to next</p>	<p>11/17/17</p>	<p>Deb Selman</p> <p>All Faculty</p>

		meeting		
Resources Nursing Faculty Portal AS Canvas Sites; Orientation	Standard 3.8	<ul style="list-style-type: none"> Request IT to help create a nursing web page, IT is working on a faculty webpage for 2018 Nursing faculty portal work in progress to archive the Round Table Alumni portal, AS and BSN Colloquiums, AS and BSN Canvas orientation's need to be updated- AS merge campus information. Will need a volunteer to spearhead, further discussion next meeting DSelman and Gina Thompson were instrumental in getting the crosslisting feature available again – starts in Spring 2018 	11/17/17	Deb Selman
Leadership Committee – Mission and Tasks (see attached); Faculty Vote for Campus Leaders	Standard 1.1	Faculty ballot by majority votes for a Leader from each Campus for the New Leadership Committee – will develop a mission statement for nursing Gayle Wetzel – Collier FINAL Deb Weeks – Lee FINAL Judith Sweeney – Charlotte FINAL		Deb Selman
Communication- Positive		Positive communication and team work between campuses is occurring and commended		Deb Selman
Students <ul style="list-style-type: none"> NSNA Update Collaboration between Campuses– Collier Planning Advising presence on each campus- SSA II update 	Standard 3.4	NSNA is present and active on each campus Wendy Ortiz is our new Student Services Advisor for AS and RN to BSN nursing. Electronic Technology will be used to communicate with student advisory issues. Currently part time, which is desired to become full time as position and needs evolve		Pat Z., Judy, and Jenneine Wendy Ortiz

Testing Evaluation Committee – Mission; Formation (include faculty from all campuses); Tasks (including NCLEX goals); Faculty Vote	Standard 4.7, 4.11, and 6.1	Discussed tasks and Committee approved by faculty - Develop mission statement - Develop consistent and efficient methodology to evaluate testing effectiveness to program outcomes - Time line goals - Professional development Next steps – Pat Z. will e-mail committee members on next steps.		Pat Zebrook
Lunch – 12:00 – 1:00 Faculty Decision for length of Time		LUNCH		
CNA 6.1B – Academic freedom – A faculty member has the right and responsibility to recommend teaching materials, but has the duty to choose materials that are among the best available, germane to the subject and relevant to the purpose of the course. Review benefits and challenges of resources ATI, MyNursing Lab, Team Teaching, and Nurse Tim Improvements Direction and Feedback – Evaluations – are students mastering the content? Ensure the process of valuable	Standard 3.6 Standard 3.4 and 3.7	Breakout group discussion on -ATI -My nursing lab -Team teaching -Nurse Tim Faculty Opinions will be posted in the Nursing Faculty Portal to be discussed next meeting. ATI Code on Loan is on hold for investigation and remediation, discussion by WMorris and BWard regarding helping students. DSelman responded that authorization must come from FSW and requirement of students repaying after/with funding and repercussions for not paying may not be in the best interest of the students or the college. Open discussion about flipping the classroom and students opinions. Some complaints from students -do not like or understand the purpose. Faculty will explain the benefits and positive outcomes to students for clarification and	 11/17/17 Indefinite	All Open for Discussion Breakout into Groups Deb Selman Deb Selman

<p>evaluations for efficiency, constant student feedback, and sharing of information.</p>		<p>feedback</p>		
<p>FSW Academic Standing Committee Updates from Faculty Leads</p>	<p>Standard 4.3</p>	<p>Discussion and updates shared by committee faculty leads: Learning outcomes committee: worked on rubrics on assessment outcomes; faculty are communicating with committees via email, and Canvas Groups. Need names and committees participating in.</p> <p>Curriculum Committee dropbox due date 10/16/17- Marti Jenner to present BSN curriculum updates. AS Gen Ed and end of program outcomes to be updated and added to Section I-V for all syllabi in 2018</p> <p>Textbook committee report: book bundles are cost effective.</p> <p>Updates on Course Levels 1 - 4 will be presented and open for discussion at each District Meeting</p>	<p>10/16/17</p> <p>ongoing</p>	<p>Faculty Leads</p> <p>Marti Jenner</p> <p>Faculty</p>
<p>Future Meetings</p> <ul style="list-style-type: none"> • Combining Program Meetings • Separate Staff Meetings; CC's, IA's... • Set Dates for future Meetings – Faculty Vote 	<p>Standard 2.10</p>	<ul style="list-style-type: none"> • BSN and ASN meetings All Faculty present agreed to: <ul style="list-style-type: none"> • First hour of meeting: all BSN and ASN together for one hour; then separate mtgs. for BSN & ASN • Adding Professional Development session with CE opportunities • Rotate every other month: rotate campus and polycom meetings • Clinical Coordinators and Instructional Assistants will have separate meetings to align duties and needs. One representative from each will attend District meetings to report out 		

		<ul style="list-style-type: none"> Ad hoc meetings; consider use of skype/ adobe connect /phone conference –in between District meetings. DSelman will check with IT related to Adobe licenses and access. Future meetings: Nov. 17 Friday is a ‘polycom’ meeting begins at 9:30 Dec. 8 Friday is a ‘campus’ meeting @Charlotte, also a holiday potluck event 9:30. Discuss this planning on the Canvas 	11/17/17	Deb Selman
Other Business				
FNSNA Donation for Irma		DSelman obtained a \$3K grant from FNSNA for students impacted by Hurricane Irma –Distribution of funds will be for uniforms and school supplies. Faculty will request and send names of students in need to DSelman as soon as possible	10/9/17	Deb Selman
Utilization of simulation - inter-professional collaboration.		Respiratory and nursing will be sharing simulation in October on the Charlotte Campus. Planning should be arranged with SoHP on each campus	10/20 & 10/27	Charlotte Faculty
Students switching classes		Brief open faculty discussion about course schedules and student requests for switching classes		Donna Johnson
R & R	Standard 4.3	Will plan for Spring 2018 District Meeting regarding curriculum development, goals, and evaluation- Offsite preferred by faculty		Deb Selman
Long Range Goals		<p>Future Pinning ceremonies:</p> <ul style="list-style-type: none"> Consider having a <i>combined</i> pinning ceremony for Lee-Charlotte-Collier together to be held at Barbara B Mann, addressed cost efficiency, one college concept, and demographic travel for families Discussion ensued on preference to do it separately. Faculty at Collier and Charlotte would 		Deb Selman

		<p>like to have a separate pinning ceremonies because of unique community involvement specific to Naples and Port Charlotte areas.</p> <p>Agreed that Pinning Ceremonies will remain by location</p>		
Open Discussion Other Business		<p>Agenda's and meeting minutes are placed on the Nursing Faculty Portal at least one week prior. Faculty can send agenda requests to DSelman at any time</p> <p>Discussion on ANEW program for Spring 2018</p> <ul style="list-style-type: none"> - Lee campus plans to have 48 students - Collier campus plans to have 24 students - Charlotte campus –will not have ANEW spring 2018 students <p>Independent Study: re: Spring Adult 2 accommodation (some students are requiring due to withdrawals...)</p> <ul style="list-style-type: none"> -Carrie Carty –plan on Didactic -Jenneine Lambert – plan on Clinical <p>DSelman had discussion with BKilbride and LStillwagon regarding orienting Collier CC, keeping an inventory of supplies, and planning for ordering supplies aligning all campuses. Will discuss further at CC meeting.</p>	-	
Adjourned – 4:00 PM				