



**2017 FACULTY & STAFF MEETING MINUTES**  
**Associate in Science in Nursing**

Meeting Date	Friday, November 17, 2017: Polycom: Lee – Room U102, Collier – Room A-103, Charlotte – Room J-118
Facilitator	Bobby Holbrook and Dr. Deborah Selman
Minutes	Chris Renda
Participants	Deborah Selman, Bobby Holbrook, Chris Renda, Debra Weeks, Nora Stadelmann, Angela Vitale, Pat Zebrook, Rima Stevens, Lorrie Stillwagon, Edna Shields, Debra Ebaugh, Pat Arcidiacono, Jenneine Lambert, Hope Goodwin, Gayle Wetzal, Hristo Kovatchki, Wendy Ortiz, Judith Sweeney, Barbara Ward, Barbara Kilbride, Wendy Morris, Kyle Hartman, Marti Jenner, Shawn Steiner, Margaret Kruger, Carrie Carty
Excused	Donna Johnson, Gayle Dean, Julissa Gonzalez, Colleen Moore, June Davis
Absent	Students invited none attended

Agenda Item	Accreditation Standards for AS -otherwise indicated	Discussion	Action Due Date	Responsible Reporting Party
Call to Order		Meeting Called to order at 9:30a		Deb Selman
Approval of Minutes from October 6 <sup>th</sup> , 2017		Pat A motioned to accept, Andrea Storrie seconded the motion all approved		Deb Selman
<b>Unfinished Business:</b>				
New Clinical Coordinator for Collier Campus- Hristo and Congratulations to Rima- MSN		Congratulations!		Deb Selman
Student compliance in Castle Branch and alignment with Affiliate Agency	Standard 1.4; 4.11	Faculty and Clinical Coordinators are responsible to keep Castle Branch non-compliant students out of clinical.		Bobby Holbrook

		All students must also be in compliance with the Health insurance requirement.		
Practicum Uniform policy description and change of color pants discussion	Standard 1.4	Some faculty suggested a change in pant color from White to Teal addressing issues experienced with white pants.  It was suggested that community partners should be involved relating to various college colors and expectations for FSW students. Will postpone until after Advisory Meetings in early Spring 2018.		Deb Selman
Faculty members for FSW Standard Committees Reports		Pat A reported on the Learning Assessment Committee. In the past the Committee asked for faculty to voluntarily submit a sample assessment of their student's work for whatever general education competency (based on the acronym CREATIVE) was selected that year. This year Research (R) and Investigate (I) are featured. The courses are no longer voluntary and are now selected by the committee. No courses in the AS program were featured, but a few in the RN-BSN program were.  Academic Standards report from Deb Selman- FSW Faculty Handbook coming soon		Faculty
Pinning Ceremony updates		Charlotte Pinning at Port Charlotte High School Auditorium Dec. 8 <sup>th</sup>  Collier Pinning at NCH Telford Auditorium Dec. 12 <sup>th</sup>  Lee Pinning at BB Mann Dec. 11 <sup>th</sup>  In addition to standard plaques, awards will be given in frames instead of just paper, Instructional Assistant's to order.		Campus Leaders
Foundation Update	Standard 5.2; 5.4	Received Donations for new Mannequins SWFL Donations must be spent within the year received. Can't roll it over.  Simulation excellence allowed us to purchase refurbished beds for Collier campus.  Donors give money for scholarships with specific requirements. Some requirements are too complicated and should be revisited.		Deb Selman
Canvas Portals Redesign add Alumni Colloquium	Standard 3.8; 6.3; 6.4	Deb Selman requested the Colloquium's to be combined across all campuses so there is only 1 and not 3 to improve student communication, planning for Fall 2018. IT is working on different Web Page designs coming in spring.  Deb Selman is coordinating an Alumni Colloquium in collaboration with FSW Alumni		Deb Selman

		Barbara Wells, to help us track where students go after they leave us. This is a work in progress for 2018.		
CE Professional Development-Ongoing	Standard 2.10	CE's will be offered during the first Spring meeting, will work with faculty and other presenters of CE offerings for Faculty.  Remedial course is in progress		Deb Selman
<b>New Business:</b>				
BSN Curriculum / Admission update  AS Student Learning Outcomes A) Benchmarks B) 2016-17 Outcomes C) Improving Survey Returns – grads / employers AS Program Outcomes A) What is measured per ACEN / SACSCOC B) Benchmarks C) 2016-17 Outcomes Tracking Graduates – employment D) BSN Student Learning Outcomes/Program Outcomes 2016-17	Standard 4 and 6	Currently we only take accredited program AS Degrees towards the BSN program. Working to allow non-accredited graduates to also apply Starting in Fall 2018.  SNAC Scholarships for BSN Students  PowerPoint presentation provided by Bobby		Bobby Holbrook
Draft – Entry level AS – BSN student plan	Standard 3.1	Wendy Ortiz has put together a sequence sheet to show students how to complete their AS to BSN in 4 years. Document sent to Provost, to be included in the Nursing web pages online and accessible to students for Spring		Wendy Ortiz / Bobby Holbrook
Testing Evaluation Committee -AEC Committee and ATI Pilot	Standard 4.7; 4.11; 5.3; and 6.1	Pat Z discussed the new AEC testing committee. Debra Weeks reported on the new pilot program offered by ATI. The ATI test pilot will cover levels 2 & 3 and is testing the concept based curriculum driven assessments (this is new for ATI).  Bobby & Deb are meeting with an ATI Rep later this month; report to follow in December		Pat Zebrook and Debra Weeks
Dedicated Units Canvas Progress	Standard 2.10	Debra Weeks reported working on a dedicated education unit to provide CEs. This can also be used to educate CAs. <ul style="list-style-type: none"> <li>• Proficiency Evaluation</li> <li>• How to set goals</li> </ul>		Debra Weeks

		<ul style="list-style-type: none"> <li>• What the Concept based curriculum is about</li> </ul>		
Handling Student Grievances/Procedures	Standard 3.7	There have been some informal complaints from students in regard to Pharmacology and CA's availability on sites. Clinical Coordinators and Faculty to follow up.		Deb Selman
Simulation Update	Standard 2.3; 2.4; 2.10; 3.8	Simulation can utilized be up to 50% of clinical time when clinical rotations are scarce. Lynne Crandall will be visiting each campus to evaluate and improve on the student's simulation experience for consistency. All faculty and adjunct faculty should complete the Canvas simulation training. CA's need to complete Simulation training before or during orientation.		Lynne Crandall and Deb Selman
FNSNA Disaster Relief Update		Funding monies gift cards and certificates for students needing Irma assistance to be distributed by IA's on each campus confidentially. Myrtha is contacting them.		Deb Selman
Course Lead Updates 1 – 4 and open discussion	Standard 4 and 6	<p>Level 1: Meeting 11/17/17 and should have syllabi ready.</p> <p>Level 2: Deb Weeks, Barbara Ward, Collen Moore, and Gayle Wetzel are currently working on level 2</p> <p>Level 3: Andrea Storrie, Donna Johnson, Debra Ebaugh, and Colleen Moore are currently working on Level 3</p>		Course Leads- All faculty
Clinical Coordinator Update - Meetings		Barbara Kilbride presented a brief discussion relating to the first monthly CC meeting. Orientation checklist draft is to be reevaluated by CC's for input, due within the next 2 weeks. Meeting minutes to be posted on the share drive.		Rima/Lorrie/Barbara K
Instructional Assistant Update – Admission Process and Results for Spring		Admission Process went smoothly we accepted a total of 168 new students. 96 on the Lee campus, 24 on Charlotte and 48 on Collier. We went down to 51 points.		Wendy Morris
Faculty ACEN Committees	Standard 1.10	All faculty have been assigned to ACEN Standard Committees. Posted on the Faculty Portal. Committees will begin to participate together in ad hoc meetings to report and track progress. First order of business is to review and focus on areas for improvement from self-study. Self-Study has been broken down by standards and published on the Canvas Faculty Portal for each committee. Nursing handbook and Policy and Procedure Manual need to be updated before Spring semester.		Deb Selman
Course Development Updates	Standard 1.11; 2.10	<p>Level 4 won't be a "C" course this Spring. It will retain the 3 separate courses. Barbara Ward reported on the success of NUR2033 ANEW, NUR2240 ANEW still in progress.</p> <p>Bobby will consult with faculty and the Provost to further evaluate the "C" course development and how it can effectively be implemented for financial aid, registration, and add/drop timings to meet our students' needs.</p>		Barbara Ward and Andrea Storrie Gayle Wetzel and Hope Goodwin
Breakout Group Discussion from Oct	Standard 5.3;	Review of Pro's and Con's relating to ATI, MNL, Nurse Tim and Team Teaching posted		Deb Selman

meeting	6.1	on the Faculty portal for review		
<b>Other Business</b>				
December 8 <sup>th</sup> Meeting Charlotte Campus- Plan		Pot Luck information posted on Canvas Planning course, please sign up for contributions.		All
Spring 2018 District Retreat		Currently in the progress, Myrtha is working on options		Deb Selman
<b>Open Discussion Other Business</b>				All
Adjourned – 12:30pm				
ANEW meeting to Follow -				ANEW Faculty / Clinical Coordinators / Interested Parties Myrtha - minutes