



2017 FACULTY & STAFF MEETING MINUTES
Associate in Science in Nursing

Meeting Date	Friday, December 8, 2017: Charlotte – Room E-114
Facilitator	Bobby Holbrook and Dr. Deborah Selman
Minutes	Wendy Morris, Chris Renda (ASN); Myrtha Collazo, Wendy Ortiz (BSN/ANEW)
Participants	Deborah Selman, Bobby Holbrook, Pat Arcidiacono, Carrie Carty, Lynne Crandall, June Davis, Gayle Deane, Debra Ebaugh, Julissa Gonzalez, Hope Goodwin, Marti Jenner, Donna Johnson, Barbara Kilbride, Hristo Kovatchki, Margaret Kruger, Jenneine Lambert, Colleen Moore, Nora Stadelmann, Shawn Steiner, Andrea Storrie, Judy Sweeney, Angie Vitale, Barbara Ward, Debra Weeks, Gayle Wetzel, Myrtha Collazo, Wendy Morris, Wendy Ortiz, Chris Renda, Edna Shields
Excused	Kyle Hartman, Rima Stevens, Lorrie Stillwagon, Susan Torres, Pat Zebrook

Agenda Item	Accreditation Standards for AS - otherwise indicated	Discussion	Action Due Date	Responsible Reporting Party
Call to Order		Meeting Called to order at 9:30am		Deb Selman
Approval of Minutes from November 17th, 2017		D Ebaugh motioned to accept with corrections discussed, A Vitale seconded the motion; all approved		Deb Selman
Business:				
A. ACEN Nurse Administrator Meeting Report	1. Mission and Administrative Capacity	<ul style="list-style-type: none"> ACEN developing a new tool for reporting to allow better tracking for self study Communication we are “accredited” – do not use term “fully accredited” Public Access to accreditation outcomes on website update for 2017 in Jan 2018 New Faculty and Staff need to understand ACEN process and Standards; will develop training criteria for all new faculty and staff (Standard 1 Committee to assist with development) 		Deb Selman

- Suggests to bookmark ACEN site on computers (accessing all resources for the self-study) and save to desk top the ACEN “Glossary” – for best reference <http://www.acenursing.net/manuals/Glossary.pdf>
- ACEN standard committees need to meet consistently and continuously update the Accreditation Modules on the Faculty Portal. Always be visit ready. If it isn’t documented, it didn’t happen

Points of Interest from ACEN meeting for each FSW Nursing Standard Committee

1. Standard 1
 - a. Annual Community Advisory Meetings – 2/2/18, 2/9/18, 2/16/18 – Calendar invite and letters will be sent
 - b. Review Mission and Philosophy Statements – do they still apply – must document that it has been reviewed yearly and reflects in minute notes
 - c. Invite students to join committee’s - use colloquiums – must have students on Standard committees – show in committee minute’s invitation.
 - d. By Laws and specific theorist model are not required. If used all must know.
2. Standard 2
 - a. Faculty, CA’s and Preceptors – need a process to keep data up to date on Share Drive (degrees/dates conferred-CV’s, transcripts)
3. Standard 3
 - a. Published Data and Outcomes; completion rates, NCLEX pass rates and job placement. Updated information for website required in Jan 2018
4. Standard 4
 - a. POS catalog review-include all program options, evaluation studies must be mapped to ELO’s
 - b. Assignments need to meet the course objectives, course objectives must meet ELO’s
 - c. Blueprinting is best practice (Not required) but if used must follow
5. Standard 5
 - a. Physical space – we will have the space for growth
 - b. Charlotte campus Simulation space needed
 - c. Library – updated textbooks on hand – checked/verified annually and documented in minute notes – all campuses
 - d. Review Foundation contracts for expiration of named rooms/buildings
6. Standard 6

<p>B. Florida Board of Nursing Update Multi-State Compact</p> <p>C. ANEW Hybrid Vs Online</p>		<p>a. Nursing Outcomes – data collection – Surveys – job placement important</p> <p>b. Need better plan to collect data – low survey response - Alumni site may help</p> <p>c. Disaggregate assessments by campus; Aggregate the outcome data for the program as a whole</p> <p>d. No need to collect student and employer satisfaction surveys – ACEN no longer requires (unless regulatory agencies do)</p> <p>July 12th – 14th the 1st Annual ACEN conference will be held at the Omni in Atlanta (Not a self-study) Includes a pre-conference on Academic Assessment. Let Deb Selman know who is interested in attending.</p> <p>January 19, 2018; FBON will have a Multi-State License application available; approximately \$100. Faculty will notify graduates of the change as some may want to wait and apply for their license after the January 19th date. Please post to the Colloquium Sites and email information to student graduates.</p> <p>ACEN Policy 15 speaks about the difference of On-line/Distance Ed/Hybrid program delivery. The ANEW program is considered a Hybrid program with on-line and on-campus/ground components. The traditional program contains all ground courses. The BSN is considered an On-line program.</p> <ul style="list-style-type: none"> Faculty need to consider, with the on-line portion of all courses, how will they know if it is the student who is actually doing the course work and assignments. 		
<p>A. Unscheduled students at Clinical Site</p> <p>B. Admission Growth Five Year Plan Draft need for additional Faculty</p> <p>C. Supplies, Inventory, and</p>	<p>2. Faculty and Staff</p>	<p>When developing Clinical Associate training and orientations stress that when students need to make up clinical hours the request will come from the lead Faculty usually in advance of the make-up day. CA's are not allowed to accept additional students into their groups without prior communication from Faculty.</p> <p>B Holbrook explained a Draft of a Five Year Admission Growth Plan for all campuses. It included offering the ANEW program on the Charlotte campuses, growing the enrollment numbers for existing programs and starting a program at the Henry/Glades Center. The plan includes provisions for increased Faculty and Staff as the programs grow; including Simulation support. He will share the draft with Faculty and invites all questions, suggestions and feedback.</p>		<p>Bobby Holbrook</p>

<p>future needs</p> <p>D. ARC recipient presentation Marti and Margaret</p>		<p>Clinical Coordinators are inventorying supplies and gathering Faculty needs for the upcoming semester. Orders will be placed so supplies are received before the start of next year.</p> <p>Angie Vitale’s seat is up on the ARC if anyone is interested in joining. This committee awards the grants.</p> <p>ARC grant was awarded for M Kruger and M Jenner’s proposal to study: Effectiveness of Online Virtual Nursing Learning Experiences – Comparative Analysis</p> <p>The last course (Leadership) of the On-line BSN program is being changed to a Virtual Simulation Practice Experience including videos, a virtual hospital and other online learning experiences. The students will not need to repeat background checks, gather additional immunizations or partake in hospital orientations in order to complete their final BSN course.</p> <p>Received the grant money to test the theory that this experience is equal to or better than shadowing a nurse leader around in person.</p> <p>M Kruger outlined what process they will be using. They will be tracking down 62 alumni who completed the original course and compare with those completing the new course.</p> <p>Funds pay for the \$30 (ea.) student inventory used in the analysis and for 20 hours for student (Intern) helpers to help with the data aggregation</p>		<p>Marti Jenner and Margaret Kruger</p>
<p>A. Use of Early Alert</p> <p>B. Admission Update AS & BSN / Information sessions / Student recruiting events</p> <p>C. Simulation technology</p>	<p>3. Students</p>	<ul style="list-style-type: none"> • Faculty should continue to use the Early Alert System. They now go to Wendy Ortiz, she will monitor and follow up with the student and Faculty member. If students miss a day or fail an exam – send in an early alert. • W Ortiz gave admission stats on BSN: 108 applicants are at various stages of processing • ASN spring start: 48 ANEW, 49 Traditional at LEE, 24 ANEW, 24 Traditional at COLLIER, 24 (2 pending) at CHARLOTTE • W Ortiz wants to recruit more at high schools, organize a field trip to the Simulation Labs for 12th graders 		<p>Deb Selman</p> <p>Wendy Ortiz</p>

student's orientation		<ul style="list-style-type: none"> • L Crandall explained the (DASH) Debriefing Assessment for Simulation in Healthcare which consists of six elements of self-assessment for Instructors to rate their performance of the simulation experience. • Statistics indicate 2 hours of Simulation equals 1 hour of clinical experience • When scheduling clinical hours, 35% to 50% of those hours should be simulation • Be mindful that 8 hours scheduled simulation should last the full 8 hours • Faculty will continue with their certification 		Lynne Crandall
<p>A. ATI Representative Report</p> <p>B. Course Lead Level Updates</p> <p>C. Discussion for terms of Course Leads and responsibilities</p> <p>NUR 2140 Pharmacology for Nurses</p>	4. Curriculum	<ul style="list-style-type: none"> • ATI is transitioning testing to be more aligned with concept based curriculum • Graphs handed out showing each campus Outcomes by Proctored Assessments. • Compares Above and Below State Means • Reserve 1/19-1/20/18 for a Faculty retreat at the Pink Shell Resort: <ul style="list-style-type: none"> a. ATI will provide lunch and Present information about the TEAS and a Capstone course b. Faculty will work on strengthening the curriculum. • Discussed whether Faculty should rotate course leads yearly and receive monetary or other compensation • Faculty will discuss / choose course leads at next course meeting / will vote on term length next semester • The Pharm course committee have been making modifications to the Pharmacology course for two years and it is still a work in progress • Committee believes it is too much content for a 2 credit class and they would like to propose moving NUR2140 to Level II semester and giving the ATI Pharmacology Proctored Exam in Level III. • It was noted that all students have been passing the Pharmacology course. 	Table until Spring Semester	<p>Deb Selman</p> <p>Faculty Leads</p> <p>All Faculty</p> <p>Carrie Carty</p>
A. Budget Report	5. Resources	<ul style="list-style-type: none"> • NURASN contains the general operating budget funded by the college • NURLAB contains the Clinical Associate salaries and lab supplies which are funded by student lab fees 		Deb Selman

<p>B. Travel award distribution of funds</p> <p>C. Canvas – Doc Viewer</p>		<ul style="list-style-type: none"> • Continue to apply for Grants, FEE or Professional Development funds for any travel. If you want to attend a conference notify B Holbrook or D Selman with the details and cost. • H Goodwin demonstrated how Faculty are unable to easily grade assignments in Canvas. APA format doesn't show appropriately in canvas. The document must now be downloaded to a Word Doc and graded. 		<p>Hope Goodwin</p>
<p>A. AEC Committee Update</p> <p>B. ATI Pilot CBC</p> <p>C. Review of AS & BS Nursing outcomes</p>	<p>6. Outcomes</p>	<ul style="list-style-type: none"> • D Weeks and A Storrie were able to have their Level II and Level III students participate in pilot concept tests • B Holbrook reviewed Program Outcomes for past 3 years. The outcomes are NCLEX pass rate, program completion, graduate employment in 9 months and achievement of end of program Student Learning Outcomes. • Shared BSN action plan for improved survey return percentage. <p>For ASN: How are outcomes measured? How can we get a higher graduate participation rate for surveys and find out where graduates are working?</p>	<p>Tabled until Spring Semester</p>	<p>Pat Zebrook</p> <p>Debra Weeks</p> <p>Bobby Holbrook</p>
<p>Other Business</p> <p>A. Spring start open discussion</p> <p>B. 11:00 am RN to BSN meeting Room E-113</p> <p>C. 11:30 ANEW Meeting Room E-106 (changed)</p>			<p>Tabled until Spring Semester</p>	<p>Deb Selman All Faculty</p>

from E-102)				
		Meeting Adjourned 11:50 am		