



MEETING: **SoHP Meeting Program Directors and Department Chairs**

December 10th, 2020 2:00 -3:30pm,

Zoom Meeting

<https://zoom.us/j/98331055260?pwd=YUphNGxpeFVmZTlnZWVKSjVFcW1Cdzo9>

PURPOSE: Internal Department Meeting

ATTENDEES: Program Directors, Department Chairs, Associate Deans and Dean

AGENDA

1. Current teaching modalities and the required online training- Karen Molumby
2. STEM event - Karen Molumby
3. All programs requirements and purchasing of PPEs for clinical/sim – James Mayhew
4. Cares Act funding – Jean Newberry
5. Obtaining PPE has been (still) a challenge – Jean Newberry
6. Career Source SWFL – Grant Funding for Targeted Occupations – Deborah Howard
7. Search progress to hire a new program director for the CVT program – Jeff Davis
8. Update on FSW Administration Strategic Planning and Directions Post-COVID – Dr. Norman

**SoHP Leadership Meeting
December 10, 2020 via Zoom**

Dr. Norman called the meeting to order at 2 pm.

Attendees

Dr. Thomas Norman – Interim Dean, School of Health Professions
Dr. Patricia Voelpel – Associate Dean, Nursing
Trang Burtney – Administrative Coordinator, External Affairs
Bobby Holbrook – Program Director, BS Nursing
Karen Molumby – Director of Dental Hygiene Program
Jeff Davis – Cardiovascular Technology – Director
Leslie Yaniga – Clinical Coordinator, future Interim CVT Program Director
Jean Newberry - Program Director, Respiratory Care, BS Cardiopulmonary Chair
Jim Mayhew – Radiologic Technology Program Director
Deborah Howard – Health Information Technology – Director
Susan Davis – CE Coordinator for BLS, ACLS, and PALS
Joe Washburn – EMT/Paramedic/Fire Science – Director
Dr. Terry McVannel-Erwin – Social & Human Services Director
June Davis – Director, Corporate Training and Services-Health Professions
Shawn Gilmartin – Simulation Technology Specialist
Tamra Pacheco – Instructional Assistant (scribe)

Online Training for New Hires

- Karen Molumby brought up the issue of hiring instructors without the appropriate online training before the first day of class due to lack of time and training availability. Can something be done for last-minutes hires to complete their training?
- Dr. Norman is concerned about the level of turnover in SHP and the hang-ups in the hiring process. **We need to include the training in the timetable for new hires.**
- **Dr. Norman requested a list of everyone that is retiring in the next 2 years to better prepare SHP for replacing those individuals.**
- Dr. Voelpel stated that we need a designated person to speak with Dr. Jester regarding online training. Dr. Voelpel feels that we will be in lockdown due to Covid in the spring.

STEM Events

- Karen Molumby inquired if there are plans for a STEM event in 2021.
- Joe Washburn stated that Heartland is setting up one-day event on Saturday, February 27th. They are flexible on the schedule, but want to plan it now and cancel it later if necessary.
- Heartland has procedures in place for Covid. Joe Washburn stated that he sent all of the information to Dr. Norman and Dr. Martin.
- Dr. Norman stated that Business & Technology may want to get involved and we should reach out to Dr. Psihountas.

- **Joe Washburn stated that he will follow up with Heartland on the final arrangements for the event.**

PPE for clinical sites

- Jean Newberry stated that she received her orders of N95 masks and is ordering gowns.
- Jean inquired on the status of the Cares Act funding. Dr. Norman stated that he thinks the funding may be depleted.
- Jean stated that items cannot be substituted and all PPE has to be approved by the hospital.
- Joe Washburn stated that we need a healthcare professional to head up ordering of supplies. Dr. Voelpel suggested that it could be a director or someone in the sim lab. By the end of the meeting, Shawn Gilmartin was assigned that role.
- Jim Mayhew stated that we should have a database that lists all of the PPE supplies that the programs have and need. Dr. Norman stated that each program needs to create their list of needs.
- Respiratory, EMS and Radiology perform their own mask fit tests on their students. CVT does not and Nursing may do so in the near future due to Covid.
- There is a machine for fit testing at Lee Health and it costs around \$15,000.
- Joe Washburn stated that EMS had a machine at one time and you must pierce the mask during the testing process and it is no longer good to use. One mask per student must be disposed of after testing.
- Joe stated that if we have access to more funds we can purchase a machine and still use it post Covid. It is portable and can be used on all 3 campuses. Children's Charities funds are all encumbered for other supplies.
- The only maintenance requirement is the use of alcohol for wicking after use.
- Each fit test should take 2 to 3 minutes with the machine, it takes 5 minutes with the saccharine test.
- The only alternative to the machine is the saccharine test, which is not as effective.
- Fit testing is done for the safety of the students.
- Jim Mayhew stated that we are restricted with the masks that are available instead of all the masks that were available before.
- Leslie Yaniga stated that CVT needs individually packaged sterile gowns that are AAMI Level 2 for one hospital. Shawn Gilmartin gave her 40 gowns to start with.

Grant Funding for Future Programs

- Job descriptions and salaries will need to be reviewed and new positions will need to be created for new programs and replacing future vacancies.
- **Dr. Norman requested ideas for new programs such as sonography, radiation therapy, and nuclear medicine.**
- We may want to start a Certified Nursing Program
- Michelle Groves is going to revisit all of our technical schools to obtain updates on CNA programs offered.
- Deborah Howard inquired if we could establish a Medical Assistant Program with Career Source.

- Technical colleges are interested in continuing their students' education by working with colleges who will accept their certificates towards a degree.
- Deborah Howard stated that we used to have an articulation agreement with Vocational Technical Institute in Cape Coral, Fort Myers, and Immokalee.
- Dr. Norman stated that billing and coding is a focus at NCH and they want to bring it onsite. **He may schedule a meeting with Deborah Howard and NCH to look into the possibilities.**
- There are no restrictions in funding for courses that are offered online.
- New programs can include programs at other schools or we can build a better program to be a good competitor with other schools that already offer the same program.

CVT Director Hiring Process

- Jeff Davis stated that there is a meeting today regarding the search for the CVT Director position. We have one candidate that may be available this spring.
- We have a group of people established for the screening committee.
- Jeff Davis is busy cleaning out his office. He will save the documents that must remain on file for 7 years.
- Jeff Davis has appointed Leslie Yaniga as the interim director.

Strategic Planning for Post Covid

- Dr. Norman stated that returning to the new normal may be difficult.
- Joe Washburn stated he discussed the plans for the spring semester and working remotely with his team.
- Dr. Norman stated that we have the plans for spring, but we are not sure about summer and fall. Fall 2021 may look the same as it does now. Companies are looking into changing to working remotely on a permanent basis.
- Dr. Norman stated that we can prepare for fall 2021 as we have for this fall in case the vaccine has a prolonged impact and effectiveness.
- The creativity in the course development of our programs during this time is remarkable.
- We need to plan on utilizing simulation for next fall and consider those budgetary needs now.

Accreditation and Advising

- Dr. Norman stated that they have begun the document review process for SACS accreditation and he is on the review committee.
- **We need to organize the meeting minutes so we can easily locate the topics of discussion within the minutes.**

- Dr. Norman stated that he spoke with Cassie Steves, Sarah Gingrich, and Dr. Hays and found it interesting how program changes can be communicated to advising and admissions.
- Susan Davis stated that we all need to work together and let advising know what we are doing.

Meeting adjourned at 3:15 pm