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

February 23, 2021 2:00 -3:00pm,

 Zoom Meeting

<https://zoom.us/j/91917642689?pwd=UVZyM0NOaFBuaDRsZ3d6c0VtWDRhZz09>

**PURPOSE:** Internal Department Meeting

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

**AGENDA**

1. SACSCOC Accreditation Document
2. Civil Rights Review
3. Budgetary Needs for 2021
4. College Catalog Updates
5. New Programs Development for 2021-2022
6. College Catalog
7. Search Committee for Dean
8. Easy access posting on college website
9. Staffing Updates:
	1. Staffing Plans
	2. New Director for CVT
	3. Human Services Director Search
	4. Career Services Director Search
	5. Replacement Support Staff
	6. Radiology Faculty
10. Open House
11. STEM Camp
12. Brief Program Updates

SoHP Leadership Meeting

February 23, 2021 via Zoom

Dr. Norman called the meeting to order at 2:00 pm.

Attendees

Dr. Thomas Norman – Interim Dean, School of Health Professions

Dr. Patricia Voelpel – Associate Dean, Nursing

Bobby Holbrook – BS Nursing Program Director

Karen Molumby – Dental Hygiene Program Director

Leslie Yaniga – Clinical Coordinator/Interim CVT Program Director

Jim Mayhew – Radiologic Technology Program Director

Deborah Howard – Health Information Technology Director

Dr. Terry McVannel-Erwin – Social & Human Services Director

Susan Davis – CE Coordinator for BLS, ACLS, and PALS

Joe Washburn – EMT/Paramedic/Fire Science - Director

Tamra Pacheco – Health Professions Support Specialist (scribe)

SACSCOC Accreditation Document

Dr. Norman stated that the required documentation for SACS has been submitted for the college.

Civil Rights Review

It is important to remember the Jana Sabo is the Title IX Coordinator and the discrimination statement must be posted in all locations around campus

Budgetary Needs for 2021

* Budgets are due on March 12th.
* Susan Davis stated that she has submitted the budget for AHA
* Bobby Holbrook stated that the only changes that are made each year are done through the change request forms.
* Dr. Norman stated that he had a meeting with Esther regarding the annual budget process.
* Dr. Norman would like to see the budget for each department before they are submitted to finance. It will give him an opportunity to find ways to make adjustments that will prevent budgets from going into the red each year.
* We need to work with Kathleen Porter in Finance to receive all of the budgetary documents to review previous expenses for all programs. Dr. Norman requested Tamra Pacheco to set up a meeting with Kathleen, Jazmin, and Jennifer Washburn.

College Catalog Updates

* Dr. Voelpel stated that Jeffrey Peterman provided the catalog pages of other schools for a comparison and stated that we should make ours similar to the others.
* She noticed that we do not have a mission or vision statement and created a committee to create them. Once they are completed, Jeffrey and Joe Van Gaalen will receive the final copy.
* Dr. Norman stated the we need to create goals and budgets for new programs. Business and Technology have a few new programs and certificates.
* Dr. Norman requested everyone to send their new program ideas to Tamra Pacheco to consolidate.

Search Committee for Dean

The search committee is moving right along with the search for the new dean and they have selected a few candidates to interview.

Easy Access Posting on College Website

* Karen stated that students have difficulty locating the testing facility locations and times on the website for Proctorio exams.
* Where can we request changes to the college website for better access to the webpages student need on the spur of the moment?
* Dr. Norman stated that it is an ongoing process to improve the website as a whole and there is always room for improvement.
* Dr. Norman suggested that we create screenshots and include them with our change requests.
* We need to add videos to show the work we do in each program.
* Dr. Norman stated that he usually goes to Greg Turchetta for website design.
* Dr. Voelpel agrees that the testing center times should be accurate in all locations on the website and accommodate our students who have 8 am class times.
* Dr. Norman requested that Tamra Pacheco work with Trang Burney on website issues.

Staffing Updates

* Dr. Norman requested that all director review the staffing plan for their programs to make sure that everyone is on the list and provide him with feedback before submitting them to finance.
* We hired a new director for the CVT program. She is Nicole Cobb and has both clinical and educational experience from Piedmont College. She will start April 5th. Thanks to Leslie Yaniga for her work in chairing the committee. We will work on an orientation to provide her with a warm welcome.
* Dr. Terry McVannel-Erwin is creating a search committee for the Director of Social & Human Services.
* Dr. Norman stated that he can assist if any advertising is needed.
* Dr. Terry McVannel-Erwin is also searching for an adjunct and has not found someone that qualifies for the position.
* Dr. Norman stated that we may need to utilize LinkedIn or similar platforms to post job positions.
* They were not able to find a qualifying candidate in their external search for the Career Services Director; therefore, they posted the position internally and 9 people are interested. This position will benefit everyone with internships when needed.
* Dr. Norman thanked Jen Washburn and Dr. Voelpel for taking on 3 jobs in Nursing due to a shortage in staff.
* James Mayhew has requested to convert a coordinator position to a faculty position since Nancy is leaving and Coleen will take on all of the clinical coordination.
* Dr. Norman stated that staffing requests will be worked on once all of the SACS documents are submitted.
* Joe Washburn stated that he did not receive his staffing plan for this year.

Open House

 We need volunteers from all departments. Nursing has already sent a list.

STEM Camp

* STEM camp is this Saturday, February 27th. Ems will practice bandaging. Respiratory Care has a lung demonstration using pig lungs, Cardiovascular Tech displays the parts of a heart using a cow heart, and Dental Hygiene demonstrates X-rays of the teeth.
* Dr. Norman stated that he will attend the event.
* He stated that he will check with Business and Technology and Crime Scene Technology to see if they want to participate next year.
* Dr. Norman thanked Joe Washburn for his efforts in leading the organization for this event. Joe thanked all the others for their efforts as well.

Brief Program Updates

* Radiologic Technology – James Mayhew
	+ Program is doing well this semester
	+ Nancy Costello is leaving in May
	+ The summer semester will be tough we just two people
	+ Hoping to get Nancy’s positon reclassified and filled by summer, but it will more likely be filled by the fall semester.
* Dental Hygiene – Karen Molumby
* The board exams are scheduled, in March, a month earlier this year
* They are taking the exams at Miami-Dade college and there is one each week for 3 weeks in a row.
* They are focused on getting students through the exams and have reduced the time in class in March.
* Health Information Technology – Deborah Howard
	+ - We were able to round up adjuncts for the fall semester
		- We are using Cares Act funds to pay for certification exams
		- There are many students inquiring on the certificate program’
		- Students like the live online courses.
		- Dr. Norman stated that Bob Jones at NCH is interested in the billing and coding and will work with Adrian Karr on the certificate and possibly CE courses.
* AHA – Susan Davis
	+ - Since July 6th they have renewed 5,133 BLS certifications and 4,100 were completed on campus.
		- They have more space to offer classes thanks to EMS and Forensics
		- They are fitting in FSW students with Lee Health employees in the current classes.
		- They are developing a phlebotomy program and they have an affiliation agreement with an agency.
		- We may have a Lee Health site for phlebotomy at an inpatient lab.
* BSN – Bobby Holbrook
	+ - * No recent changes in BSN
			* He explained the experience he had while attending the first evening of Imagine Solutions and recommended it to everyone. There were various speakers that provided intuitive and uplifting messages.
* Cardiovascular Technology – Leslie Yaniga
	+ - * All of the students are doing well in clinic
			* Some students already have jobs waiting for them
			* 10 students will graduate this year
			* 13 students will complete their first year
* Social & Human Services

 Already have one student hired and there may be another one soon.

* EMS – Joe Washburn
	+ - * Running ambulances 8 hours a day, 4 days a week.
			* All of the staff is exhausted and are all over campus at 3 campuses.
			* There are 68 EMTs
			* There are 24 Paramedics and 22 are in the second semester
			* There are 40 students at the fire academy
			* Susan Davis will speak with the Director of Education at Lee Health regarding increasing the number of students at their facilities. Currently there are only 8 students.
			* Lee Health is looking into scheduling for all of the students that complete rotations there.
* AS Nursing – Dr. Voelpel
	+ - * We will be having our charter inauguration on April 20th for Sigma Theta Tao.
			* She thanked Joe, Tommy, and Shawn for keeping up with the clinical hours in simulation for Nursing and others.
			* Nursing will have a new curriculum in the fall. Thanks to June Davis and Sarah Gingrich for their assistance with the course documentation.
			* They are waiting on the approval from the state and then they will have to submit a 50-page document to ACEN explaining the new curriculum.

Commencement

* There are no final decisions on the ceremony
* They were thinking of how it would be to have 2 schools at a time
* They discussed combining the ceremony with program pinnings, but decided that was not a good idea
* Dr. Norman will check into the status of the decision making process for Commencement with Michele Yovanovich.

Dr. Norman will continue to complete faculty evaluations for all programs under him.

Meeting was adjourned at 3 pm.