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

April 27, 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. Anthony Valenti – Library Liaison – Library Services for Programs
2. Gayle Deane – Online course needs
3. Dr. Norman - Congratulations for a great year
4. HR Updates – Promotions, Dean & Director searches, and Administrative Assistant vacancies
5. New program development - Physical Therapy, Hub & Spoke
6. Continuing Education Update
7. Timesheet Justification Memos
8. Foundation Coordination
9. Donor Visits - Subletts & Agencies such as Fawcett & Millennium
10. Budgets & Funds Available

**SoHP Leadership Meeting**

**April 27, 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

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

Nicole Cobb – Cardiovascular Technology Director

Anthony Valenti – Library Liaison

Gayle Deane – Professor, Nursing & eLearning Liaison

Tamra Pacheco – Health Professions Support Specialist (scribe)

Library Services

* Tony Valenti provided updates on the library services. He stated that there are librarians that are assigned to each school in which faculty and staff can reach out to for assistance.
* They want to work directly with faculty for collection development (books, databases, etc.).
* They also want faculty and staff to inform them of their needs for accreditation and certifications.
* Tony will be happy to schedule meetings to discuss the program needs from the library.
* The library webpage has been updated since February.
* Library reference databases are now accessible with a single login, same as the banner login, not student ID.
* The catalog will be moved to a different system on July 13th. Books cannot be requested from other colleges from May 1st to July 13th.
* All colleges will be using the same system after July 13th.
* Karen asked who we can contact to have someone attend program orientation. Tony stated that he will take the scheduling request and refer it to someone who is available to present that day.

Online Course Needs

* Gayle Deane stated that they are there throughout the summer for training in Bloom & Zoom, Proctorio, and course development training – Dev 1 will be offered.
* Updates are occurring to Canvas courses to increase the number of tools available.
* Dr. Norman congratulated everyone on a successful year with e-learning and success through the pandemic. Some of the course modalities will continue to be used in the summer and fall.

Human Resource Updates

* We have been busy with HR updates in the School of Health Professions.
  + We welcome Nicole “Nikki” Cobb as the new Director of the Cardiovascular Technology Program
  + The Dean search will begin again this summer with at least 4 candidates.
  + Adriana will return from leave on May 3rd and will be on that search committee.
  + Tommy Mann has been promoted to Director of Simulation and is now a direct report to the Dean.
  + Tamra Pacheco has been promoted to Administrative Coordinator of Health Professions.
  + We will hold off on filling the Associate Dean position until after the new Dean is hired and can have a role in the hiring process.
  + We received an approval for 2 Administrative Assistants for Nursing.
  + Margaret Kruger, BSN professor, is retiring this week.
  + Susan Torres is retiring at the end of June.
  + Nancy Costello, Radiologic Technology Clinical Coordinator, is retiring on May 3rd. The position will be filled by a full-time faculty member.
  + Carol Chapman, Clinical Coordinator in Dental Hygiene, is retiring in June.

New Program Development

* A Physical Therapy Assistant program may be developed on the Charlotte campus and Fawcett Memorial wants to be involved in the development.
* We are also looking into developing a sonography program.
* We want to prioritize our development of new programs this summer.

Continuing Education Updates

* We are working with NCH and they are interested in having more of our phlebotomy courses scheduled for their employees.
* Karen asked if there is an interest in developing CE courses with topics that most of our programs would benefit to attend. Will there be a coordinator for CE?
* Dr. Norman stated that we want to identify areas of continuing education needs for programs first. We are not hiring a coordinator for CE at this time.
* CE programs must run on the funding of attendees.

Timesheet Justification Memos

* There were 25 late timesheets from SHP last month.
* We need to make sure that we get them in on time to help the finance department.

Foundation Coordination

* Donna Sublette’s visit came at short notice and everyone did a fabulous job with the tour.
* We have not heard from Millennium regarding their donation.

Budget & Funds Available

* Joe Washburn stated that budgets approved by the Board of Trustees have eliminated the program lab fees. Dt. Norman stated that he will have a closer eye on that.
* The Cares Act II funding is still on the table.
* Those on the SIP program are scheduled for retirement. Are replacements being scheduled? Dr. Norman stated that replacement will be immediate.
* Employees have until the end of May to decide on SIP.

Open Discussion - Vaccination

* Dr. Norman stated that he hopes to see everyone at commencement. He will represent the School of Health Professions by carrying the gonfalon. A total of over 1000 students will be at commencement for the 3 ceremonies.
* Karen asked if there will be a mandate for the vaccine on campus. Dr. Norman stated that there will not be a mandate.
* Joe Washburn stated that if hospitals require a vaccine, students will not be able to attend clinic if not vaccinated.
* Joe Washburn inquired if they can keep students out of the program if they are not vaccinated. Dr. Norman stated that we cannot prevent them from applying or acceptance.
* Deborah Howard stated that she places students in locations that do not require vaccines for her program.
* Dr. Norman stated that he will inquire with the Provost on vaccination requirements.

Meeting adjourned at 2:55 pm.