

Full Time Faculty and Staff Council Committee Meeting Minutes ASN and BSN	
Meeting Date	Friday, Sept. 11, 2020 10:00AM –12:00PM Zoom
Facilitator	Dr. Patricia Voelpel, June Davis
Minutes	Edna Shields
Participants	Kathy Blades, Lisa Cicconi, Janice Cousino, June Davis, Coleen Moore, Judy Sweeney, Arlene Williams, Lori Canty, Debra Ebaugh, Hope Goodwin, Dr. Donna Johnson-Byrd, Jenneine Lambert, Sandy Oestrike, Kellee Rattlife, Edna Shields, Gayle Deane, Sarah Gingrich, Julissa Gonzalez, Dr. Terrence Hays, Dr. Susan Rednak, Nora Stadelmann, Dr. Patty Voelpel, Jennifer Washburn, Dr. Debra Weeks, Bobby Holbrook, Marti Jenner, Dr. Julianne Settanni, Shawn Steiner, Susan Torres, Dr. Marsha Weiner
Excused /Absent	Carrie Carty, Margaret Kruger, Dr. Angie Vitale

Agenda Item	Discussion
	A moment of silence was observed to commemorate 9/11
I. Reading and Approval of Minutes from Aug. 19, 2020 meeting	<ul style="list-style-type: none"> ▪ Prof. June Davis made a motion to accept the 8/19/2020 meeting minutes. Dr. Donna Johnson-Byrd seconded the motion All in favor, minutes are accepted.
II. Report of Secretary	<ul style="list-style-type: none"> ▪ Nominations and approval of Secretary of the Full Time Faculty and Staff Council (FTFSC). ▪ Ms. Edna Shields was nominated, voted and named as Secretary of the FTFSCS, she will take the meeting minutes, archive files for the dept. as well as other duties, per the by-laws
III. Report of the Committee Co-Chair	<ul style="list-style-type: none"> ▪ Dr. Terrence Hays was nominated, voted, and named as the Co-Chair of the FT Faculty & Staff Council (FTFSC). ▪ Co-Chair will assist and work closely with the Chair. He will run the meetings if Chair is not available to attend the council meetings. He will perform other duties, per the by-laws.
IV. Report of the Committee Chair	<ul style="list-style-type: none"> ▪ Prof. June Davis is the Chair of the of the FTFSC. Beginning on Oct. 9, 2020 meeting, Prof. June Davis will take over and run the meetings. ▪ Prof. June Davis was named this year, but next year, everyone will vote for the Chair position ▪ Dr. Voelpel has put together the By-laws of the four committees.

	<ul style="list-style-type: none"> ▪ She read and explained the purpose of the by-laws of the committees, and will send a copy of the by-laws to everyone – to provide input, recommendations, suggestions. By-laws should be followed. ▪ Committee By-laws of will be part of the ACEN accreditation ▪ Each member will serve for one year. Any full-time faculty and staff may have a role in the committees and will be a voting member. The Chair will be ex-officio and not have a vote ▪ Send email to Patty and June if you would like to be in the committee ▪ There are four committees: <ul style="list-style-type: none"> - FT Faculty and Staff Council: (June, Chair; Dr. Hays, Co-Chair) - Admissions and Academic Standards (Donna, Chair, /Sarah, Co-Chair) - Curriculum (Angie, Chair/ TBD Co-Chair) - Evaluations and Outcome (Judy, Chair; Bobby, Co-Chair) ▪ Full time staff position, Clinical Coordinator, Admin. Staff will have a voting voice in a committee
<p>V. Reports of Standing Committees (Pre-approved committee report, report only as needed)</p> <ul style="list-style-type: none"> - Admissions and Academic Standards (ASS) - Curriculum Committee (CC) - Evaluation and Outcome (EOC) 	<ul style="list-style-type: none"> ▪ Everyone has received the list of Committees and their members ▪ Committee Chairs will send the Zoom invitations for their committee mtgs. ▪ The committees will present a report once a month ▪ Report what was accomplished by your committee one week prior to the committee meeting ▪ Submit the report to Secretary of FTFSC, Edna. ▪ Identify a strong student and invite him/her to participate in committee meetings ▪ The student will have a vote in the committee.
<p>VI. Report of the Associate Dean and Nursing Leadership</p> <ul style="list-style-type: none"> ▪ Report of the Assoc. Dean ▪ Chair of Nursing ▪ Director of BSN ▪ Program Coordinator (Charlotte) ▪ Program Coordinator (Lee) ▪ Program Coordinator (Collier) 	<ul style="list-style-type: none"> • Report of the Associate Dean <ul style="list-style-type: none"> - Finance is tightening the process of timely submission of CA paperwork. There should be no paper time sheets, it should be done on-time per Payroll schedule. - If you sign off on PAF /time sheets for Clinical Associates, it is Imperative that they get their paperwork submitted in a timely manner. - clarification on Adjunct/Overload pay email received by faculty. It is simply a notification of pay schedule, there is no action item to do. ▪ Chair of Nursing <ul style="list-style-type: none"> - No report at this time. ▪ Director of BSN – No report on BSN program, ▪ Program Coordinator (Charlotte) – No report from Charlotte ▪ Program Coordinator (Lee) - Angie is excused from this meeting, she's working with interdisciplinary sim experiences and scenarios with Level 4 students; Send Angie or Carrie an email if you want to volunteer; any number of hours to volunteer is welcome. Impressive collaboration with EMS, Respiratory and Cardiopulmonary departments. ▪ Program Coordinator (Collier) – Still have issues with books, temporary codes were issued to students. Follow-up with Collier bookstore on when the books will be available.

	<ul style="list-style-type: none"> ▪ There are no issues with books on Lee and Charlotte campuses. Students have received their books and have access ▪ Collier is getting ready to store supplies for Covid, for Level 4 students' clinical. ▪ Sim supplies being delivered Monday, 9/14 and Tuesday 9/15 to Collier and Charlotte. There are items still on back order.
<p>VII. Old Business</p>	<ul style="list-style-type: none"> ▪ No old business
<p>VIII. New Business</p> <ul style="list-style-type: none"> - Mission and Vision - Staff Reporting - Early Alert/Academic Success Plans/Warning Letter - Flex Faculty Changes - Spring 2021 Schedule - Prep U Quizzes - New curriculum roll out for Fall 2021 	<ul style="list-style-type: none"> ▪ <i>Mission and Vision</i> <ul style="list-style-type: none"> - Review the Mission and Vision of Nursing Dept. Read it on the policy and procedure manual and make suggestions, and we will revise as needed. Determine where we see ourselves going forward. - Mission and Vision for BSN and ASN should be the same for the entire Nursing Dept. - Dr. Voelpel will share the AS policy and procedure mission and vision - Prof. Holbrook will share the BSN policy and procedure mission and vision - The Mission and Vision will be presented at the next meeting on Oct. 9th - There should be one policy and procedure manual. We have two books that need to be incorporated into one. Dr. Hays, Dr. Voelpel, and Ms. Sarah Gingrich will work on it. The policy and procedure manual format will look similar to the By-laws so it will be easy for everyone to refer to, especially with students. - It was thought there was a change made in the Mission and Vision, but no changes were made yet. ▪ <i>Staff Reporting</i> <ul style="list-style-type: none"> - Discussion on who should report for Staff Reporting. Their voice needs to be heard, they're important members of the Nursing Dept. - Choose representative each from: One staff will report for Clinical Coordinator One staff for Admin. Staff, One staff for Advisor report - All staff members can report issues to Chair or Co-Chair. - Suggestion for Staff to submit report to Campus Coordinator, instead. ▪ <i>Early Alert/Academic Success Plans/Warning Letter</i> <ul style="list-style-type: none"> - Clarification on the use of <i>Early Alert Forms</i> and <i>Academic Success Forms</i> - Faculty are using both forms, some do not – both should be used, hand in hand, so we are all consistent with what we're doing. - Early Alert form is college-wide; ASP form is nursing dept. form - Moving forward, we need to do both, faculty need to submit both forms. We will follow this order: 1) Early Alert – this form is electronically submitted by faculty. Sarah/Terrence receive the form instantly. They follow-up with the student regarding the Alert. Faculty should complete the Early Alert

first, for any student who is failing the course or have behavior that will bring them to failure. Do not do the ASP yet.

2) Academic Success form –Submit the form to Sarah only after the student signs off on it and after you've met with the student again. Sarah files this electronically into the student files in the share drive.

3) Every Friday, Terrence and Sarah will submit to Patty any student with Early Alert. Patty will send an academic warning letter. The letter will include specific situation regarding the academic issue and steps the student needs to follow with a deadline.

- Patty will work on algorithm and include this in the policy and procedure manual. June will email to Patty the form to review the wording to use to prepare the algorithm.

- *Flex Faculty Changes*

- Spring 2021 scheduling is next week
- Modalities are still available to faculty in Spring
- Flex online course (only applies to Didactic course) – allows faculty to teach face to face as well as online at the same time.
- Faculty chooses how many students will be face to face and how many online.
- There will be one course with two sections
- Face-to-face students have different tuition with online students.
- Students chooses the modality
- Flex course is not for Practicum, not for Clinical
- Description (table grid) of the Live online courses and other modalities are available for review college-wide

- *Spring 2021 Schedule*

- All didactic courses must be taught by Full time faculty (not adjunct)
- PowerPoint shown to everyone at the meeting. The course descriptions, number of credits and the five levels were sent out to faculty and staff previously.
- Every Didactic course should be taught on the same day of the week for the three campuses, for consistency. The purpose of this is for test integrity. It is important to protect the tests. It cuts down on cheating on the exams and re-creating the exams.

Therefore, faculty schedule will change in Fall

- For Clinical the schedule is based on the need of the campuses.
- For ANEW program, schedule depends the modality of the course
- Refer to the 800 and 900 course modalities descriptions
- No course in ASN or BSN at 800 level should be delivered online with textbook printed PowerPoints and telling students what they should be reading. The 800 courses should be online developed by the faculty themselves, with the content and objectives you're teaching. PowerPoints should be modified for 800 course you're teaching,
- Decide on how the schedule is going to be set up in Fall. Bring the issue to your Campus Coordinator and meet by Level to include all the faculty teaching that level

- Prep U Quizzes – not discussed

	<ul style="list-style-type: none"> ▪ New curriculum rollout for Fall 2021 <ul style="list-style-type: none"> - PowerPoint shown on curriculum changes - Will be Traditional vs. Concept teaching. Will be teaching Fundamentals, not Health to Illness - Pre-req courses are added in - AS Nursing will be 5 semesters - Students will be full time and will get their financial aid required min. credits to be eligible - New curriculum will be prepared in October and presented in November 2020 - Add the pre-req wording on Core and writing intensive HUM and other gen. ed. requirements - Catalog and syllabi changes needed to reflect curriculum
	<ul style="list-style-type: none"> ▪ <i>Discussions</i> <ul style="list-style-type: none"> - Keep meetings on time, start on time and end on time - Actively recruiting for Lee Campus Clinical Coordinator - Agenda and Minutes will be reviewed ahead of time so that it can be voted on at the meeting. - Practicum is on-campus course, not a flex course. It is 3 hours and is consistent across campus - Maximum number of students in a classroom is based on 3 feet social distancing guidelines; and the size of the available classroom - Breaktime is up to the faculty, but the schedule of the course is a full hour required for the course. - We have one scheduler, Jennifer Washburn for the nursing dept. - In Sim and Practicum, student wear masks, they wash hands frequently, and follow social distancing. Gowns are not required. - In a classroom, didactic setting, it is 3 ft. apart. Six ft. apart is not mandated.
Meeting Adjourned at 12:37pm	