

Full Time Faculty and Staff Council Committee Meeting Minutes ASN and BSN	
Meeting Date	Friday, Nov. 13, 2020 10:00AM –12:00PM Zoom
Facilitator	Prof. June Davis
Minutes	Edna Shields
Participants	<p>Prof. Kathy Blades, Lisa Cicconi, Prof. Janice Cousino, Prof. June Davis, Prof. Colleen Moore, Prof. Judy Sweeney, Prof. Lori Canty, Prof. Debra Ebaugh, Prof. Hope Goodwin, Dr. Donna Johnson-Byrd, Prof. Jenneine Lambert, Prof. Sandy Oestrike, Kellee Ratliffe, Edna Shields, Tessa Bales, Prof. Carrie Carty, Shawn Gilmartin, Sarah Gingrich, Prof. Julissa Gonzalez, Dr. Terrence Hays, Dr. Angela Vitale, Dr. Patty Voelpel, Jennifer Washburn, Dr. Debra Weeks, Prof. Bobby Holbrook, Prof. Marti Jenner, Prof. Margaret Kruger, Dr. Julianne Settanni, Prof. Shawn Steiner, Dr. Marsha Weiner</p> <p>Guest: Mr. Steven Bianco, Electronic Information Technology Accessibility Specialist, FSW Office of Information Technology</p>
Excused /Absent	Arlene Williams, Tommy Mann, Prof. Susan Torres

Agenda Item	Discussion
	<p>Prof. June Davis, FTSC Chair, welcomed everyone, called the meeting to order at 10:00 AM.</p> <p>Blackboard Ally Mr. Steven Bianco, <i>Electronic Information Technology Accessibility Specialist</i> presented to the FTSC Committee the Blackboard Ally tool, how it works and the benefits to the nursing faculty.</p> <p>Mr. Bianco provided the link to the PowerPoint of the presentation. Link: https://fsw.teamdynamix.com/TDClient/2031/Portal/Requests/ServiceDet?ID=41560</p> <p>Blackboard Ally highlights:</p> <ul style="list-style-type: none"> - Already in FSW Canvas learning management system - Scans an entire course for common accessibility issues and gives feedback and easy tips to fix the issues - Utilizes alternative formats to provide improved content into the courses. - Submit an <i>Assistive Technology Services request form</i> to Steve Bianco (email: sbianco@fsw.edu) with the CRN's of courses (for sandboxes and other Canvas shells). - Anticipated wide release of Blackboard Ally to all Canvas courses is planned for the 2021-2022 academic year.

<p>I. Reading and Approval of Minutes from Oct. 9, 2020 meeting</p>	<ul style="list-style-type: none"> ▪ Prof. Judy Sweeney made a motion to accept the minutes. Prof. Debra Ebaugh seconded the motion. All in favor, the minutes were accepted.
<p>II. Report of Secretary</p>	<ul style="list-style-type: none"> • Funds are available (\$975) for <i>The Lynne Davis Nightingale Compassionate Award</i>. Award recipients will receive \$325 each for Collier, Charlotte, Lee. • Nomination forms were sent out with a due date of Nov. 30, 2020. • Fall 2020 survey links were sent to students. Results will be announced and will be filed in share drive: <i>Health Professions -Dept. of Nursing -ASN - Surveys</i>
<p>III. Report of the Committee Co-Chair</p>	<ul style="list-style-type: none"> ▪ No report by the Committee Co-Chair.
<p>IV. Report of the Committee Chair</p>	<ul style="list-style-type: none"> ▪ Prof. June Davis <ul style="list-style-type: none"> - Meetings will be scheduled as follows, going forward: <ul style="list-style-type: none"> ➤ ASN 9:00 am – 11:00 am ➤ RN to BSN 12:00 pm – 2:00 pm ➤ FTFSC 2:30 pm – 4:30 pm • Meeting time was rearranged to allow the Associate Dean (Dr. Voelpel) and Committee Chair (Prof. Davis) to attend both ASN and RN to BSN meetings • Meetings don't have to be 2 hrs. long, mtg. time will depend on agenda • FTSCF will not have bylaws. Only ASN and RN to BSN will have separate by-laws • There will be no sub-committees in FTFSC. The previous sub-committees have been dissolved • The presenter at the next FTFSC meeting, Dec. 11, 2020 is Angela Hartsell, Director, Adaptive Services. Adaptive Services is a valuable service and resource to help students' mental health issues especially during these challenging times.
<p>V. 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 RN to 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"> Three new staff members at Lee: <ul style="list-style-type: none"> ❖ Tommy Mann, <i>Clinical Coordinator, Nursing Simulation</i>, will direct overall Simulation program in all campuses ❖ Shawn Gilmartin, <i>Simulation Technology Specialist</i> will oversee Simulation technology issues, mannikin equipment, sim hospital beds in all campuses ❖ Tessa Bales, <i>Clinical Coordinator</i>, will manage Clinical placements at Lee area hospitals and facilities. Tessa will work closely with Lee campus Clinical Associates and with Clinical Coordinators on Collier and Charlotte campuses. • Shawn will be visiting the campuses, to look at and assess equipment needs in Sim labs. • Sim labs will be better equipped and maintained. We'll have numerous equipment coming courtesy of the generous donation from <i>Children's Charities</i> • Nursing Dept. received generous funding from <i>Perkins Funds</i> • Equipment and mannikin in all labs will be under Warranty. We plan to enter a contract with a company and agreement, to repair and fix

beds if needed, assess the beds if they break down, to be repaired or replaced.

- Sim labs will have the supplies needed.
- Charlotte Campus Sim Lab
 - Plan to move forward with redoing sim lab and nursing office spaces on the Charlotte Campus. Dr. Thomas Norman is keenly aware of the plan and is following this closely.
- Dr. Thomas Norman is now Interim Dean of The School of Health Professions. He is overseeing the Nursing Dept. with the resignation of Dr. Paula Tropello.
 - Search for new Dean of School of Health Professions will begin in Dec, /January time frame.
 - Job description is being worked on and will ask for volunteers, nominations for a search committee
- A large donor plans to give a substantial amount of money to SoHP. The SoHP will be named after the group donor for their generous donation to the school. Thank you to FSW staff who participated and prepare the sim lab when we hosted the donor's recent visit to campus.
- *Chair of Nursing program*
 - the ASN program curriculum change has been submitted and presented to the Curriculum committee. On the Dec. 4, 2020 meeting the committee will review, make a change or approve it.
 - Met with Registrar's Office and went over the curriculum changes
 - Thank you to Prof. June Davis and Sarah Gingrich for a phenomenal job they're doing. To Prof. Davis for her leadership as Nursing Chair and to Sarah for her dedication in the curriculum program changes and admissions of Spring students.
 - use the default global address list when sending emails. There is a pre-set email list for staff, faculty, adjuncts, ASN and RN to BSN global address list groups.
 - Recommend to **not** "Reply all" when responding to email, unless necessary.
 - Continuing the contract process for Carrie. Shawn is all set for Spring.
 - Prof. Jenny Pappas resigned as Full time Faculty on Charlotte campus. We'll be looking to replace her position before spring.
- *Director of RN to BSN*
 - Reviewing ACEN standards, updating systematic evaluation plan
 - Each standard has a *lead faculty*; each faculty are on every committee
 - We're doing a review of curriculums comparing state college curriculums, what other schools are teaching. Review will be done by February, 2021
 - We're Increasing our RN to BSN admissions. Summer admissions are up 200%; 102 admissions in Fall which is up 37% from last Fall. Currently up 35% in Spring and we're still early in admissions process.
 - Doing a study looking at graduating ASN students, what % went on to the RN to BSN program,
- Program Coordinator (Charlotte)
 - Looking for a replacement for Prof. Jenny Pappas.
 - Job posted; we have good candidates; hopefully in place for spring

	<ul style="list-style-type: none"> - Getting spring ready; Adjunct faculty are coming back. ▪ Program Coordinator (Lee) <ul style="list-style-type: none"> - We're doing great, getting ready for spring ▪ Program Coordinator (Collier) <ul style="list-style-type: none"> - Moving along as well, getting ready for spring - Started the laundry service for Sim Lab. It's working very well.
VI. Old Business - By-Laws	<ul style="list-style-type: none"> - By-laws were discussed previously, we already have one for ASN program - When committees meet (ACEN Standards committees), be sure to take meeting minutes, and minutes filed in share drive for ACEN, - We want to show how often committees meet, what was discussed, curriculum, faculty/dept. discussions are well documented, <p>Shawn Gilmartin</p> <ul style="list-style-type: none"> - Putting together a wish list of our needs (equipment/supplies, etc.) for Perkins for all campuses - Send your vital needs/ wants/ wishes to Shawn – be specific and give the quotes, if possible, by Dec. 1st. - We want to provide a nice organized request form for the Perkin's staff. - Presenters at our meetings are welcome. If you have someone at the college you think will be helpful, let Prof. Davis know. We can add them to agenda.
VII. New Business • Blackboard Ally	Presented earlier.
Meeting Adjourned at 12:15 pm	Motion to adjourn meeting was made by Dr. Patty Voelpel. Prof. Judy Sweeney seconded the motion. Meeting was adjourned.

Approved by: June Davis Date: 12/18/2020