

**Full Time Faculty and Staff Council Committee Meeting Minutes  
ASN and BSN**

Meeting Date	Friday, February 12, 2021 2:30 PM – 4:30 PM Zoom
Facilitator	Prof. June Davis
Minutes	Wendy Morris
Participants	<p>Prof. Lori Carty, Prof. Carrie Carty, Lisa Cicconi, Prof. Janice Cousino, Prof. June Davis, Prof. Gayle Deane, Shawn Gilmartin, Sarah Gingrich, Dr. Terrence Hays, Dir. Bobby Holbrook, Prof. Marti Jenner, Dr. Donna Johnson-Byrd, Prof. Jenneine Lambert, Prof. David Logan, Prof. Tommy Mann, Prof. Colleen Moore, Prof. Sandy Oestrike, Dr. Susan Rednak, Dr. Julianne Settanni, Prof. Nora Stadelmann, Prof. Shawn Steiner, Prof. Judy Sweeney, Prof. Susan Torres, Dr. Patty Voelpel, Jennifer Washburn, Dr. Debra Weeks, Dr. Marsha Weiner, Arlene Williams</p> <p>Guest: Professor William Tucker, EAP</p>
Excused /Absent	Prof. Kathy Blades, Prof. Debra Ebaugh, Prof. Margaret Kruger, Prof. Julissa Gonzalez, Prof. Hope Goodwin, Dr. Angela Vitale and Kellee Ratliffe.

Agenda Item	Discussions
Welcome and Introductions	Nursing discussion: Action Items:
I. Reading and Approval of Minutes from Jan. 8, 2021 mtg.	<ul style="list-style-type: none"> <li>Dr. D Johnson-Byrd made a motion to accept the minutes. Dr. D Weeks seconded the motion. All in favor, the minutes from 1/8/2021 meeting were approved.</li> </ul>
II. Report of Secretary	<ul style="list-style-type: none"> <li>No report of Secretary – E Shields has retired and W Morris will type out the minutes from the video recording. The position of Secretary will remain open until staff positions have been filled.</li> </ul>
III. Report of the Committee Co-Chair	<ul style="list-style-type: none"> <li>Dr. T Hays indicated that the search for the new Dean of Health Professions is going well and they will start telephone interviews in early March.</li> <li>Dr. Rayna Letourneau who is an Assistant Professor at the University of South Florida's College of Nursing has agreed to come speak with us during our March meeting. Thanks to philanthropists David Kotok and Christine Schlesinger, USF has been able to offer a four-part educational webinar series designed to provide frontline nurses with the tools needed to empower them to advocate for their safety and well-being during the COVID-19 pandemic. The webinar is offered for free, and nurses can</li> </ul>

	<p>receive 4 CEUs for attending. She will share ideas and feedback so perhaps we could offer something similar.</p>
<p>IV. Report of the Committee Chair</p>	<ul style="list-style-type: none"> <li>• J Davis reminded the adjuncts who started in the fall have an e portfolio due Feb. 26. If you are mentoring someone please work with them on the portfolio process for a timely submission.</li> <li>• The new curriculum for the ASN program was approved to start FA2021.</li> <li>• BSN curriculum changes will now be worked on; B Holbrook, M Weiner, M Jenner and J Davis will be meeting so those changes can be submitted. Also invited to be on the committee are S Gingrich and Dr. T Hays.</li> </ul>
<p><b>V. Report of the Associate Dean and Nursing Leadership</b></p> <ul style="list-style-type: none"> <li>• Report of the Assoc. Dean</li> <li>• Chair of Nursing</li> <li>• Director of RN-to-BSN</li> <li>• Program Coordinator (Charlotte/North)</li> <li>• Program Coordinator (Lee/Central)</li> <li>• Program Coordinator (Collier/South)</li> </ul>	<ul style="list-style-type: none"> <li>❖ <i>Report of the Associate Dean</i> <ul style="list-style-type: none"> <li>○ J Washburn is working on the fall scheduling which should be completed in the next few weeks. She sent out the common start time grid for Faculty to choose slots.</li> <li>○ P Voelpel is actively looking for a Lee Campus Clinical Coordinator.</li> <li>○ A Vitale is on FMLA for another two weeks.</li> <li>○ We probably will not be getting approval to replace B Bess nor E Shields until after the new budget year.</li> <li>○ Dr. P Voelpel has scheduled 3 town halls for the students next week. The power point will include the policy manual, how to speak respectfully, explanation of the 77% Exam policy. Send in any topics you want her to include in the presentation.</li> <li>○ Faculty discussed when would be a good time to invite students to meetings, it was suggested to invite selected students to each standard committee meetings.</li> </ul> </li> <li>❖ <i>Chair of Nursing Program</i> <ul style="list-style-type: none"> <li>○ J Davis will send out a poll for student participation in committees with options which can be discussed and finalized for the March meeting.</li> </ul> </li> <li>❖ <i>Director of RN-to-BSN</i> <ul style="list-style-type: none"> <li>○ BSN faculty are supporting two changes that will be submitted to the College Curriculum Committee in Fall 2021 to go into effect Fall 2022 if approved. <ul style="list-style-type: none"> <li>• Changing RN-to-BSN admission criteria to holding an RN license. Dr. T Hays &amp; Dir. B Holbrook will create advising plans for students to assist in completing gen ed courses while taking NUR 3000-4000 level courses.</li> <li>• Create a major called AA to RN-to-BSN that would accept AS Nursing students into the major if they hold an AA degree or higher degree in Florida; has passed Term 1 in the ASN Program and have a 3.0 GPA in NUR courses. The advantage is these students can take RN-to-BSN courses (Pathophysiology, Pharmacology and Adv. Health Assessment) while enrolled in the AS Nursing Program and if eligible for federal financial aid the courses would be covered.</li> </ul> </li> <li>○ Dr. T Hays offered to take on the tracking of these "new degree" students. S Gingrich already advises approximately 600 students.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>❖ Program Coordinator (Charlotte) J Sweeney indicated T Mann will be replacing 3 beds in the lab and sending needed supplies; 3 CA's resigned and L Cicconi is working on replacing them. Soliciting retention ideas; will form a retention committee with CC's and K Blades. Let J Sweeney know if you want to join. Purpose will be to help the CA's acclimate to the position resulting in increased retention. Working on Fall scheduling, new curriculum and common start time enforcement.</li> <li>❖ Program Coordinator (Collier) Dr. D Johnson-Byrd has CA's leaving and is looking for coverage; also notes a lack of preceptors and is working with the facility nurse educators. Continued manikin issues and schedule conflicts being resolved. Collier did receive a new pyxis machine.</li> <li>❖ Program Coordinator (Lee) S Rednak said they are down 1 CA and is working with CHA and COL to schedule clinical space for the Lee students.</li> </ul> <p>Discussions:</p> <ul style="list-style-type: none"> <li>• Dr. P Voelpel received some photos of the Sim Lab, RM222. It was left in a mess; trash and linens; reminded all to please have the students clean up the equipment, beds and labs before they leave the classroom. Keep in mind potential donor tours are constantly being given in the Simulation Labs.</li> </ul>
<p>VI. Old Business</p>	<ul style="list-style-type: none"> <li>• J Davis asked if you emailed her earlier but haven't had a response, please email or text her again. With curriculum committee business she is a little behind in her emails.</li> </ul>
<p>VII. New Business</p> <ul style="list-style-type: none"> <li>• Guidance with ESL Students</li> </ul>	<p>Professor William "Troy" Tucker is a Professor in the EAP programs at FSW.</p> <ul style="list-style-type: none"> <li>○ Testing is a challenge and faculty feel something is missing in the student's translation of the exam question to their primary language. Currently English comp is required to graduate; in the near future completion of ENC1101 will be part of the admission criteria.</li> <li>○ Prof. Tucker said they encourage students to use an English to English dictionary; which is more helpful to the student in the long run.</li> <li>○ He suggests to add, as part of the admission criteria, a score of 110 or higher on the college's free Accuplacer ELS test. Dr. P Voelpel will look into this. Those students scoring below 110 can be directed to take courses which will improve their skills for future admission attempts.</li> <li>○ Could consider successful completion of Level 6 EAP course sequence.</li> <li>○ Some issues with oral communication in the clinical setting include trouble understanding accents. Some accent difficulties can be overcome by asking the student to slow down when speaking.</li> <li>○ BSN program is not seeing an issue with ESL students; perhaps due to the on-line format.</li> <li>○ If students are struggling with papers; suggest they go to the writing center for assistance.</li> <li>○ Prof. Tucker would like to see some nursing materials; it may help him better prepare the students. J Davis will make the arrangements.</li> </ul>

<ul style="list-style-type: none"> <li>• ACEN Site Review</li>   <li>• SIGMA</li> </ul>	<ul style="list-style-type: none"> <li>○ Dr. M Weiner conducted a virtual site visit, the ACEN room was a canvas course and needed documents were uploaded to the course. She must write a report using the ACEN style guidelines. They are using RN-to-BSN and our wording should be consistent with ACEN's. The point of the peer review is to verify everything in the Self Study Report. Suggests keeping track of all documentation needed to support each statement written in the report. Dr. M Weiner noted we may not post on-line, or in a public place, our job placement outcomes based on self-reporting. We may use the information collected internally.</li> <li>○ M Jenner will submit your information for induction if you give her your information by early next week, you already meet the criteria for nurse educator. You may be a new member or you may be a dual member; \$113 are the dues. 4/20 @ 4pm will be the virtual induction. Email your name, as you want it printed on the certificate, home address and personal email to M Jenner.</li> </ul>
<p>Meeting Adjourned at 4:00 pm</p>	<p>Motion to adjourn meeting was made by Prof. Gayle Deane; Prof. Judy Sweeney seconded the motion. Meeting was adjourned at 4:00 PM.</p>

Approved by: *Jane Davis* Date: 3/12/20