

Faculty Meeting Minutes

April 2, 2020 10:00 – 11:15 p.m.

Attendees: Karen Molumby, Carol Chapman, Clori Atkins, Yessenia Iglesias, Nancy Schuette, Richard Olitsky, Deb Lux, Magdaline Britto and Brenda Schwing.

Excused: Natalie Schmidt and Jami Ware

Zoom: <https://fsw.zoom.us/j/608766846> , Meeting ID: 608-766-846

1. Front Office

- a. Family Inactivation Form – Class of 2020 will complete this form so Nancy can inactivate their family members
- b. Phone calls – Very few phone calls from patients. If they do call it is to cancel and to call back when we are in session.
 - i. College is looking into the phone system so students can communicate with live people from all departments.

2. **Computer Desktop passwords** – Update compute passwords prior to expiring. This can be done from any computer. However, this task should not be done while you are remotely in your desktop.

3. Spring course updates

- a. Spring Semester Updates – Faculty reported on progress for
- b. Spring Final examination – Manage test bank option should be used for spring and summer examinations. This feature allows you to have the questions scrambled as well as you can include to shuffle the answers.
- c. Final Grades entry: Final grades can be entered starting April 21-27. The absolute last day is 4:30 p.m. on April 29, 2020.
- d. Final Grade Analysis – You can tie an outcome to each test question entered in the “manage test bank” option. The icon should be located on the right side of the screen when in the manage test bank screen.
- e. Zoom testing update for summer – Zoom should be used when administering examinations. This permits you to watch the students during their examination. A second camera can be used to show student’s desktop.

4. **Faculty Evaluations and SOS** - Spring faculty instructors should remind students to complete the SOS. Clinical Faculty Surveys were released for the Freshman on April 1, 2020. The evaluations are due on April 28, 2020.

5. **Dr. Deluca** – Program Director’s Meeting – April 1st

- a. TLC Trainings- <https://www.fsw.edu/tlc>

- b. HIPAA – Jason Dudley provided information on what to do, and not to do when emailing or on zoom. Many platforms are not HIPAA compliant.
 - c. FSW’s home page will have easy access features for faculty, staff and general information links to access departments. By next week, a “Chat” feature will be added for students to communicate with other FSW students.
6. **Advisory Meeting rescheduled -May 12, 2020** – Announcements went out yesterday by email to the Advisory Board Committee members. An agenda and the previous meeting minutes will be sent in a zoom meeting notification on May 5, 2020.
7. **Clinical Advising** – Freshman remote access?
- a. Taleval – Brenda, Clori, Carol and Yessenia will complete the clinical advising for the sophomores. Carol, Clori and Yessenia will do the clinical advising for freshman. The freshman should have this form uploaded by April 20, 2020.
8. **Summer and fall textbooks**
- a. Class of 2020/2021- The class of 2020 will make their textbooks available for the freshman to use for the summer courses.
 - b. Fall adoptions -
 - i. JB Learning - sconcetti@jblearning.com Faculty can request JB Learning to mail them textbooks for summer and fall.
 - ii. Oral Pathology and Community will not be adopting any new textbooks.
 - c. Webinars - Ultrasonic and Sharpening webinars for Hu-Friedy will take place in May. The sharpening may need to be delayed to the end of summer due to the student’s instruments being at school.
9. **Table Clinic Presentations – The Table Clinic Presentations is an assignment for summer** that may be presented as a CE course using zoom to the West Coast Dental Hygiene Association. Kate McCormack will look into this possibility.
10. **Orientation** - Incoming freshman will have an orientation on June 12, 2020. It is scheduled to be conducted on Zoom.
- a. Gulf Coast Uniforms – formerly known as Hamilton’s uniform. They will be creating a link on their website for the incoming freshman to order their uniforms.
11. Two male students will be entering this fall. The color for the Class of 2022 will be black.

Respectfully submitted, Karen Molumby 4/2/2020