

<b>ASN Faculty and Staff Meeting Minutes</b>	
Meeting Date	Friday, December 11, 2020 9:00AM –11:00AM Zoom
Facilitator	Judy Sweeney
Minutes	Wendy Morris
Attendance (Chat sign-in)	<b>Judy Sweeney</b> (Facilitator), <b>Patricia Voelpel</b> , <b>Susan Rednak</b> , <b>Debra Ebaugh</b> , <b>June Davis</b> , <b>Kathy Blades</b> , <b>Lorraine Canty</b> , <b>Gayle Deane</b> , <b>Jenneine Lambert</b> , <b>Deb Weeks</b> , <b>Nora Stadelmann</b> , <b>Janice Cousino</b> , <b>Kellee Ratliffe</b> , <b>Sandra Oestrike</b> , <b>Tommy Mann</b> , <b>Shawn Gilmartin</b> , <b>Colleen Moore</b> , <b>Judi Orr</b> , <b>Hope Godwin</b> , <b>Carrie Carty</b> , <b>Angela Vitale</b> , <b>Julissa Roland</b> , <b>Julie Draulans</b> , <b>David Logan</b> , <b>Lisa Cicconi</b> , <b>Sarah Gingrich</b> , <b>Wendy Morris</b>
Excused /Absent	<b>Donna Johnson-Byrd-Excused</b>

<b>Agenda Item</b>	<b>Discussion</b>
Call to Order	J Sweeney called the meeting to order and began recording at 9:05am.
Minutes from 11/13/2020	Motion made by J Cousino, 2 <sup>nd</sup> by K Blades to accept the 11/13/20 meeting minutes with approved changes. Motion passed.
<b>New Business:</b>	
1. Mission and Administrative Capacity	<ul style="list-style-type: none"> <li>• Dr. P Voelpel took a moment to wish all a safe and peaceful holiday break. She appreciated all of your hard work this semester. Email, call or text her if you need anything over the break.</li> <li>• Dr. T Norman is collecting data for future planning; if you are thinking about retiring within the next 2-3 years, please email Dr. Voelpel today and she will pass along numbers only, no names.</li> </ul>
2. Faculty and Staff – A. By-Laws Approval	<ul style="list-style-type: none"> <li>• Dr. A Vitale had sent out the updated ASN By-Laws Proposal and through a survey monkey Faculty voted to allow the tie breaking vote to be the Associate Dean of Nursing (14 for and 1 against)</li> <li>• J Sweeney made a motion to accept the by-laws as amended to include the tie breaking vote to be made by the Associate Dean of Nursing and J Cousino 2<sup>nd</sup> the motion. The motion passed unanimously.</li> </ul>
B. Campus Updates	<ul style="list-style-type: none"> <li>• Dr. A Vitale announced T Bales, Clinical Coordinator, Lee resigned and they are working on filling that position as soon as possible. Dr. A Vitale will be temporarily taking on the hiring role for Clinical Associates and for student placements. She is diligently trying to fill the CA positions.</li> </ul>

	<ul style="list-style-type: none"> <li>• J Sweeney gave an update on the filled FT Faculty position on Charlotte. Charlotte Faculty has been busy closing out the semester and getting prepared for pinning.</li> <li>• Dr. P Voelpel announced the FT Faculty position on Charlotte has been filled by D Logan; congratulations.</li> </ul>
<p>3. Students –</p> <p>A. Admission update</p> <p>B. Standardizing Zoom Requirements (syllabus &amp; P &amp; P)</p>	<ul style="list-style-type: none"> <li>• S Gingrich reported 143 new accepted students for spring are making their way through the CastleBranch and Admissions process getting ready for spring.</li> <li>• Please send all Fall 2020 failure information to S Gingrich for processing as soon as you know their grades.</li> <li>• Faculty voiced concerns students were shutting off their cameras, muting and not participating in Zoom classes. Also, some students are holding their children and pets during class. An addendum needs to be added to the syllabi and zoom class requirements need to be posted on the colloquiums for spring. This will also be addressed in the Policy and Procedure Handbooks fall version.</li> <li>• K Blades made a motion to add an addendum with zoom class requirements and best practices to all SP21 syllabi and D Ebaugh 2<sup>nd</sup> it. Motion passed.</li> <li>• J Sweeney will send out new wording for the syllabi regarding Zoom classes for faculty review, discussion and adoption.</li> </ul>
<p>4. Curriculum</p> <p>A. Curriculum Update</p> <p>B. Spring Clinical Plan B update</p>	<ul style="list-style-type: none"> <li>• J Davis – the presentation of the new curriculum in December was postponed until the February meeting. Other changes being presented: Pharmacology number NUR 2145 to number NUR 2144 The Preceptorship 2941L course load will change from a 2 to 6 load course for Faculty (keeping it a 2-credit course for students) OB course to be 1-credit so NUR2033L will include the OB objectives.</li> <li>• Dr. A Vitale wants you to be aware that Lee health is concerned about COVID-19 and student clinicals may be suspended again; just be flexible and make sure you have a spring plan B and plan C for clinicals in place.</li> <li>• H Goodwin suggested using vSim ICU for the level 4's</li> <li>• Dr. P Voelpel will contact Christie Dowdy at Lippincott to see if she will donate 160 ICU vSims for the Level IV students.</li> </ul> <p>G Deane would like to have more Interdisciplinary time available for the ANEW program students if possible. A Vitale indicated the staffing is not available for more time in the evenings or on the weekends. One solution is to have the students voluntarily sign up for a time slot during a day Interdisciplinary Simulation. ANEW faculty will query the students going into L4 to see if the students would be willing to go to Lee campus during one of the scheduled day's next semester.</p>

C. Course changes in Banner	<ul style="list-style-type: none"> <li>• J Sweeney – the banner schedule deadlines are set by the college and they must be followed; after classes open for registration only the instructor names can be changed. Days or times may not be changed. The Fall schedule is getting ready to roll so if you want to change your course level schedules make that decision during your level meetings and contact your program coordinator as soon as possible with the suggested changes. It may be helpful to include your clinical coordinator in these meetings. Also, keep in mind the new C courses will be starting in the fall.</li> </ul>
5. Resources – A. Perkins grant	<ul style="list-style-type: none"> <li>• T Mann - The Perkins Grant for this year will be finalized in the end of January. Jill V. will start processing requests and you should start seeing product this summer. Requests for the upcoming grant need to be finalized in Feb. He will send out a form shortly for the Clinical Coordinators to submit the new requests on.</li> </ul>
6. Outcomes – A. Evaluations       B. End of course evaluations	<ul style="list-style-type: none"> <li>• H Goodwin along with B Holbrook worked on the ACEN Standard 6.1 (Student Learning Outcomes). The October 2020 return results for the 9-month survey from 2019 Dec Grads increased from 8 (the previous yr.) to 14%. An action plan is needed today to improve survey results, increasing returns up to 35-45%.</li> <li>• H Goodwin reviewed question results from the Dec 2019 Graduates. Further discussion is needed on how SLO's are measured.</li> <li>• To help improve survey results, a near graduation survey should be given during Preceptorship and followed up with a 6-9 month survey. The 9-month surveys will go to Non-FSW emails and can be followed-up by a telephone call if low response.</li> <li>• H Goodwin will contact J van Gaalen for a link to the near graduation survey and the L4 instructors will give it out to those students as soon as possible.</li> <li>• H Goodwin made a motion and J Davis 2<sup>nd</sup> that Level IV instructors will administer the near graduation survey during the ATI comprehensive predictor exam in the Preceptorship course in SP21.</li> <li>• E Shields sent out end of course evaluations via email. Those and the evaluations in the courses will be reviewed next semester.</li> </ul>
Other Business	<ul style="list-style-type: none"> <li>• L Canty has been attending conference where NCLEX Director – Phil Dickenson indicated they will start giving partial credit for all that apply questions. P Voelpel wants FSW to hold off on grading revisions until the change comes in 2023.</li> </ul>

	<p>Note of interest-50% of new grads make errors; only 20% of employers are satisfied with clinical decision making; NCLEX is all clinical so schools need to incorporate in all classes and labs.</p> <ul style="list-style-type: none"> <li>• J Davis said the students loved the ATI live review.</li> </ul> <p>NCLEX is putting pretest items back in 60 – 130 questions, and allow 5 hours for the test. The exam will be the same for the May class except for the addition of the pretest items.</p> <ul style="list-style-type: none"> <li>• Dr. P Voelpel has been working on a 60-page report for ACEN which is due the second week of January. This is a comprehensive report on faculty and the students in response to FSW’s NCLEX low pass rate.</li> <li>• J Lambert suggests as a supplement to the DocuCare product to have at least 2 major care plans due in level 4. Faculty shared what they do in each level; they all use concept care plans or clinical narrative notes.</li> <li>• Dr. P Voelpel would like everyone to look at using care plans/narrative notes as a tool along with DocuCare and send suggestions, along with the frequency suggested, to the leadership team. They will meet at the beginning of next semester. P Voelpel volunteered to make a Head to Toe narrative template to post on the colloquium to be used on all campuses and in all levels.</li> </ul>
<p><b>Future meetings: 9:00 am-11:00 am January 8, 2021 February 12, 2021 March 12, 2021 April 9, 2021</b></p>	<ul style="list-style-type: none"> <li>• J Sweeney will be the Facilitator for the spring 2021 ASN meetings, in the fall semester another Campus Coordinator will be the Facilitator. Please send all agenda items for any of the spring meetings to J Sweeney at least a week prior to the scheduled meeting.</li> <li>• J Davis made a motion to adjourn the meeting and P Voelpel 2<sup>nd</sup> it. The meeting was adjourned at 11:03am</li> </ul>