

<b>ASN Faculty and Staff Meeting Minutes</b>	
Meeting Date	Friday, January 8, 2021 9:00AM –11:00AM Zoom
Facilitator	Dr. P Voelpel
Minutes	W Morris
Attendance (Chat sign-in)	<p><b>Patricia</b> Voelpel (Facilitator), <b>Donna</b> Johnson-Byrd, <b>Susan</b> Rednak, <b>Debra</b> Ebaugh, <b>June</b> Davis, <b>Kathy</b> Blades, <b>Lorraine</b> Canty, <b>Gayle</b> Deane, <b>Jenneine</b> Lambert, <b>Debra</b> Weeks, <b>Nora</b> Stadelmann, <b>Janice</b> Cousino, <b>Kellee</b> Ratliffe, <b>Sandra</b> Oestrike, <b>Tommy</b> Mann, <b>Shawn</b> Gilmartin, <b>Colleen</b> Moore, <b>Hope</b> Goodwin, <b>Carrie</b> Carty, <b>Angela</b> Vitale, <b>Julissa</b> Roland, <b>Julie</b> Draulans, <b>David</b> Logan, <b>Lisa</b> Cicconi, <b>Arlene</b> Williams, <b>Jenn</b> Washburn, <b>Edna</b> Shields, <b>Sarah</b> Gingrich, <b>Wendy</b> Morris</p> <p>Special Presenter – <b>Bobby</b> Holbrook</p>
Excused /Absent	<b>Judy</b> Sweeney
<b>Agenda Item</b>	<b>Discussion</b>
Call to Order	P Voelpel called the meeting to order and began recording at 9:03am.
Minutes from 12/11/2020	Minutes from 12/11/20 and 1/8/21 will be reviewed at the 2/12/21 ASN Faculty and Staff Meeting
<b>New Business:</b>	
1. Mission and Administrative Capacity A. ACEN Committee Structure	<ul style="list-style-type: none"> <li>• Dr. P Voelpel took a moment to welcome new Faculty member David Logan. D Logan has lived in FL for 15 yrs. and has experience in oncology, research and population management.</li> <li>• Prof B Holbrook described in detail the 6 ACEN Standards. He noted the expectations and committee responsibilities for each standard and a tentative schedule for when items could be presented at future faculty meetings. He also proposed the minimum number of committee members needed for each standard in accordance with the work necessary to maintain and update the self-study and reporting requirements. He made suggestions for retaining current and adding new members. A copy of the 2017 Self Study, the ACEN 2017 Standards and the power point presentation was sent to each faculty member.</li> </ul>

	<ul style="list-style-type: none"> <li>• P Voelpel will send out a signup sheet, please respond as soon as possible so the Standard meetings and committee reports may be scheduled for the semester. The requests will be reviewed by P Voelpel and J Davis; with the committees being finalized by the end of January.</li> <li>• P Voelpel will start a calendar so ASN and BSN can report on the same Standards during the FTFSC meetings.</li> </ul>
<p>2. Faculty and Staff –</p> <p style="padding-left: 40px;">A. Campus Updates</p>	<ul style="list-style-type: none"> <li>• A Vitale is still working on hiring Lee Clinical Coordinator; if you know of any BSN qualified candidates with knowledge of excel spreadsheets, please have them apply.</li> <li>• J Davis spoke for J Sweeney; Charlotte Faculty is spending time settling back in and mentoring new faculty-FT and new Adjuncts.</li> <li>• D Johnson-Byrd; Collier is working on security issues and keys for door access.</li> <li>• K Ratliffe is still working on clinical paperwork for the Lee Level III students. A Vitale will help her gather the information from the students.</li> </ul>
<p>3. Students –</p> <p style="padding-left: 40px;">A. Clinical Experiences for Spring 2021</p> <p style="padding-left: 40px;">B. Covid-19 vaccine student experience</p>	<ul style="list-style-type: none"> <li>• P Voelpel is working with Disability Services regarding student clinical hours. All students must meet the state mandated clinical hour requirements. A student may step out of the program for a semester if too many clinical hours will be missed and if there are not enough weeks/hours available to make-up the time necessary. This will be discussed further during this afternoons FTFSC scheduled meeting.</li> <li>• J Davis relayed the students at Fawcett Memorial Hospital, due to Covid-19 and Nursing shortages, will mainly be answering call bells and taking vital signs. She would like to schedule additional Sims and have more scheduled Interdisciplinary time to make up for the lack of more advanced clinical experiences for Level III and IV's students.</li> <li>• Faculty on each campus will reach out to community partners to see if students could volunteer to assist with local Covid-19 vaccinations. Upper Levels (2-4) to administer the shot and Level I's to help with registrations.</li> </ul>

<p>4. Curriculum A. Curriculum Update</p>	<ul style="list-style-type: none"> <li>• J Davis – still fine tuning the submission for Feb 5<sup>th</sup> curriculum meeting. Should know the results at the end of that same day. Once approved, the work will begin starting with Fundamentals for Fall 2021; everyone will have a voice.</li> <li>• J Davis will send out the new course list. Faculty may send her their 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choices for the course committee's they feel are the best fit for them. The committees will present at future ASNFS meetings for all Faculty review, discussion and approval of course content.</li> </ul>
<p>5. Resources -</p>	<ul style="list-style-type: none"> <li>• No report at this time.</li> </ul>
<p>6. Outcomes – A. In-Program Surveys</p>	<ul style="list-style-type: none"> <li>• P Voelpel will meet in the near future with B Holbrook, J Davis and 1 or 2 S6 Committee members to look at the ASN and BSN Outcomes to see if we can crosswalk those outcomes.</li> <li>• E Shields sent ASN Faculty the Level I, II, III In-Program Survey results (23% student participation) for FA20 and sent the Level IV Simulation Evaluation Survey results (31% student participation) for FA20. Responses and low return rates were discussed.</li> <li>• J van Gaalen from Institutional Research and Reporting will help with all of the surveys; Faculty need to let him know what they want.</li> </ul>
<p><b>Other Business:</b></p>	
<p>A. Student Uniforms</p>	<ul style="list-style-type: none"> <li>• The fleece jackets purchased as part of the student nurse uniform are approved to be worn anywhere on campus; in class, practicum labs and simulations. They are not to be worn at clinical sites in patient areas; they may be worn to and from the sites. Students should refrain from wearing the uniform fleece jackets while out to bars.</li> </ul>
<p>B. Student Files</p>	<ul style="list-style-type: none"> <li>• P Voelpel reminded faculty to continue to bring all student records/files from their offices (except current semester correspondence and action plans) to the Dean's office for filing in the secure student files.</li> </ul>

<p style="text-align: center;">C. Summer Independent Study</p>	<ul style="list-style-type: none"> <li>• J Lambert suggested holding some summer IS courses to help students graduate with their class instead of being a semester behind. We can look at having non-clinical courses; such as Pharmacology run during the summer. Once a need is identified the instructors will be chosen by seniority with the Dean having the final say.</li> <li>• This will be put on the next agenda for further discussion.</li> </ul>
<p><b>Future Zoom meetings: 9:00 am-11:00 am</b></p> <p><b>February 12, 2021</b> <b>March 12, 2021</b> <b>April 9, 2021</b></p>	<ul style="list-style-type: none"> <li>• The zoom meeting was adjourned at 10:50am</li> </ul>