

ASN Faculty and Staff Meeting Minutes	
Meeting Date	Friday, February 12, 2021 9:00AM –11:00AM Zoom
Facilitator	Judy Sweeney
Minutes	Wendy Morris
Attendance (Chat sign-in)	Kathy Blades, Lorraine Canty, Carrie Carty, Lisa Cicconi, Janice Cousino, June Davis, Gayle Deane, Shawn Gilmartin, Sarah Gingrich, Terrence Hays, Donna Johnson-Byrd, Jenneine Lambert, David Logan, Tommy Mann, Colleen Moore, Sandra Oestrike, Susan Rednak, Nora Stadelmann, Judy Sweeney, Patty Voelpel, Jennifer Washburn, Debra Weeks, Arlene Williams, Cindi Coble, Julie Draulans, Judi Orr and Wendy Morris
Excused /Absent	Debra Ebaugh, Julissa Gonzalez, Hope Goodwin, Kellee Ratliffe, Angela Vitale
Agenda Item	Discussion
Call to Order	J Sweeney called the meeting to order and began recording at 9:08am.
Minutes from 12/11/2020 and 1/8/21 Review and Approve	K Blades made a motion to approve the minutes from the 12/11/2020 meeting and J Cousino seconded the motion. All were in favor and the motion passed. K Blades made a motion to approve the minutes from the 1/8/2021 meeting and J Cousino seconded the motion. All were in favor and the motion passed.
New Business:	
1. Mission and Administrative Capacity A. Finalization of ACEN Standard Committee Structure and Meetings B. New Course Development Committees	<ul style="list-style-type: none"> • P Voelpel sent out the final ACEN Committee structure with Faculty lead designations. The Leadership team members are not the committee leads. • Committee leads should schedule weekly times to meet; the standards will be sent out shortly. B Holbrook has offered to meet with any committee as he has experience with all standards. • Will be adding Standard committee reports to the agenda starting with the next meeting. • Kudo's to J Davis and S Gingrich for getting the new curriculum through the committee to start FA2021. • P Voelpel will send out Curriculum committee list next week so you may start developing the syllabi. Be innovative, look at what you want to teach and how you want to evaluate. • Reminded we have less than a year before we need to start putting the data together for the ACEN visit. • J Davis will resend to all the Curriculum information, course rollouts, student cohorts and Teachout plan.

<p>2. Faculty and Staff –</p> <p>A. Campus Updates</p> <p>B. Fall 2021 Course Schedules & Common Start Times</p> <p>C. Roles and Responsibilities Relating to Simulation and Skills Training.</p> <p>D. Nursing Kits for Future Students</p> <p>E. Live/Real Medications on Campuses</p> <p>F. Treatment/Usage of Manikins</p>	<ul style="list-style-type: none"> • J Sweeney reported Charlotte was doing fine except for losing several Clinical Associates at the last minute. Would like ideas on how to retain CA's for the long term. Covid-19 may be playing a part this semester as many Nurses are taking temporary positions up north. • Wants to establish a CA retention committee with Clinical Coordinators; K Blades and D Johnson-Byrd will join. D Weeks and G Deane will send J Sweeney the Clinical Associate training materials they have used. • D Johnson-Byrd reported the laundry situation has been resolved. They are working on replacing a CA and finding more Preceptors for the students. <ul style="list-style-type: none"> ➤ She brought up, on behalf of J Draulans, that the students in the Pharmacology course are not engaged, the class is held late in the day and there is now an issue of the students going into a zoom chat room during exams. Also, J Draulans would like to speak with the Pharm lead and other instructors about the test questions if you would reach out to her. ➤ Collier's Manikin Bob has a broken neck; not sure how it happened. S Gilmartin will try to repair the neck this summer. It is recommended to support the head/neck area when changing sheets and use the neck braces all manikins come with. The manikins are expensive to repair and there is no funding in the budget at this time. • S Rednak reported Lee down 1 CA for L1, she will give N Stadelmann assistance during skills testing and as needed to cover. There has been great feedback from the L3 students attending clinical in Collier and Charlotte counties so thank you for the collaboration and getting the Lee student spots. <ul style="list-style-type: none"> ➤ They are still actively seeking and interviewing for Lee CC's. • P Voelpel met with a CNO last week who expressed concern, along with other counterparts, that students, in general, were leaving college unprepared. • S Gilmartin expressed concern with the amount of equipment out of service for this semester. Among all campuses approximately \$250,000 worth not available to the students until fall.
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- T Mann has Charlotte on the schedule to replace 3 broken beds starting next month and will be getting the Collier Pyxis operational soon.
- T Mann, using last semester student feedback concerning the lack of med surg experiences; worked with leadership to acquire an unused Physical Therapy room and with help from EMS and others converted it to a 4-bed med surg unit. Patients are being brought through the ER and quickly being sent to the med surg unit for assessment and full scenarios in the med surg unit.
 - For the IDS this semester instead of mixing the level students they are breaking out L2's, L3's and L4's so the students are getting the appropriate scenarios for their skill level.
- P Voelpel and J Washburn created/made criteria-based cards for the L3 and L4 students outlining where their skill level should be at each level.
- T Mann confirmed that starting with the next week IDS any student who isn't present and in their assigned classroom by 8am will be sent home and they will need to schedule make up time with their instructor.
- T Mann proposed moving away from purchasing and storing lab supplies to transitioning the students into purchasing a *Nursing Kit* which will contain all supplies needed for L1 through L4 practice and test outs. He will send out by email the proposed Sample Kit Quote for necessary Faculty feedback. The current price of the kit is appx. \$210.00.
- T Mann and S Gilmartin has cleaned out the Lee Medication storeroom and disposed of all meds that aren't Demi Dose. Real medications are not allowed on any FSW campus. Take time to go through your medication storage cabinets/carts and remove any real meds you find. If you need a practice med you don't have, email them the request. They will either get you the medication or make up realistic labels for whatever you need. They will follow up with an on-site visit within 30 days.
- P Voelpel warned that the Campus Police may arrest anyone if found with schedule 3 narcotics on campus. Do not bring any real meds or equipment to campus for classroom use; you are putting the program in jeopardy. Keep any items you find locked up for proper disposal.

	<ul style="list-style-type: none"> • Lee has a role deficit; setting up and taking down skills labs is being left to Sim staff and Faculty. • A Williams takes care of all Lab and Simulation set up and breakdown and/or leaves on carts for Faculty. She maintains supplies as much as she can. • D Johnson-Byrd relayed that she and Melissa, a Clinical Associate, help out in Collier when they can. There is no lab support on the weekends and take down of labs is usually done by the professors. • P Voelpel reminded all that FT & PT support staff are part of the team and report to her. Emails and communications need to be respectful and non-abusive. Please be aware of the way you treat others. • The program Coordinators and the campus Clinical Coordinators have been working on the fall clinical schedules L2-L4. Level I will be meeting about their schedule next week. If you want to pick up a course or want to cross/co teach let your coordinator know as soon as possible as schedules need to be completed. • J Washburn explained about the common start time grid and the options available to Faculty. Dr. McClinton will need to approve any 1- or 2-hour courses required to be added. Course days/hours can't be changed once students start registering. <ul style="list-style-type: none"> ➤ If you are Faculty teaching Day Blended send the dates/times you will be on campus to both your program coordinator and her before 2/19. She needs this information in order to get you a room. ➤ For night/weekend Faculty, those with 900 series, you may not make it mandatory the students meet on campus; you may only bring them on campus for extra sessions. ➤ J Washburn will send the grid to all Faculty. • If Faculty has any questions about their FLAC report please copy J Washburn along with your program coordinator as she will probably be able to answer your question.
3. Students	<ul style="list-style-type: none"> • No report at this time.
4. Curriculum A. Syllapaloosa	<ul style="list-style-type: none"> • • C Moore sent a template, put together by M Kruger, to ASN

<p>B. Fall 2021 Curriculum Changes/Approval/Committees</p>	<p>course leads. Please go through your syllabus and in the template please pick out the gen ed competencies you feel apply to your course and any artifact which could be used to tie back to that competency.</p> <ul style="list-style-type: none"> • C Moore will review the information received and lead a Faculty discussion to possibly minimize the number of gen-ed competencies being used. You can find the current information in section IV of the syllabi: CREATIVE • This data was requested by Dr. J van Gaalen for the end of March so please send C Moore the template for your courses so she can compile the information in time to discuss with Faculty at the next meeting. Faculty will need to agree/decide on gen ed competencies to use moving forward. • J Davis explained in FA21 NUR2941L Preceptorship the load will be 6. The reasoning is since it is an “L” course (clinical 1:3) and is 2 credits it will be a total load of six for Faculty. Keep that in mind when you are requesting to teach this course. • J Sweeney indicated another change for FA21 is OB. Maternal 2440 was 3 credits/load and 2440L was 2 credits/6 load. In fall it will be just a maternity course for 1 credit/1 load and the clinical portion will be absorbed by the Alterations course (9 load) to be split 7-load for Alterations of 105 hours and a 2 load for Maternity of 30 hours. <ul style="list-style-type: none"> ➤ This curriculum change was passed by the committee last year so it will be in effect until the old curriculum Teachout is complete. • J Davis also sent to curriculum committee the changes to Level III prerequisites (pharmacology) <ul style="list-style-type: none"> ➤ The pharmacology course was officially changed from NUR2145 to NUR2144.
<p>5. Resources</p>	<ul style="list-style-type: none"> • No report at this time, see above <i>nursing kits</i> for future students.
<p>6. Outcomes</p>	<ul style="list-style-type: none"> • No report at this time.
<p>Other Business:</p>	
<p>A. Old Business – Independent Study Courses Over Summer Discussed Last Month</p>	<ul style="list-style-type: none"> • Will consider courses as needed, especially if the required courses will not be taught in the fall due to new curriculum and teach out. J Lambert is available for pharmacology and perhaps others.

B. Adjunct E Portfolios	<ul style="list-style-type: none">• J Davis reminded Faculty who are mentoring Adjuncts that the e portfolios are due Friday, Feb 25; please work with them to stay on track and complete them.
Future Zoom meetings: 9:00 am-11:00 am March 12, 2021 April 9, 2021	<ul style="list-style-type: none">• The zoom meeting was adjourned at 11:03 am.