

<b>ASN Faculty and Staff Meeting Minutes</b>	
Meeting Date	Friday, April 9, 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, Debra Ebaugh, Shawn Gilmartin, Sarah Gingrich, Julissa Gonzalez, Hope Goodwin, Donna Johnson-Byrd, David Logan, Tommy Mann, Colleen Moore, Sandra Oestrike, Kellee Ratliffe, Susan Rednak, Nora Stadelmann, Judy Sweeney, Angela Vitale, Patty Voelpel, Jennifer Washburn, Debra Weeks, Arlene Williams, Judi Orr and Wendy Morris
Excused /Absent	Gayle Deane, Terrence Hays and Jenneine Lambert
Agenda Item	Discussion
Call to Order	J Sweeney called the meeting to order and began recording at 9:06am.
Minutes from 3/12/2021 Review and Approve	K Blades made a motion to approve the minutes from the 3/12/2021 meeting and J Cousino seconded the motion. No changes made; all were in favor and the motion passed.
<b>Ongoing Business:</b>	
1. Mission and Administrative Capacity A. Administrative Report	<ul style="list-style-type: none"> <li>• P Voelpel thanked everyone for a wonderful year, even though it was a difficult with Covid-19, a lot was accomplished.</li> <li>• P Voelpel is working on the ACEN report about the significant curriculum changes made to the program. It is due in June; so please respond if she reaches out to you for information.</li> </ul>
2. Faculty and Staff –  A. Campus Update Reports	<ul style="list-style-type: none"> <li>• A Vitale indicated all is going well. A Lee Clinical Coordinator was chosen so hopefully the hiring process will go smoothly. All paperwork was submitted to HR.</li> <li>• D Johnson-Byrd reported preceptorship was finally sorted out with just one more preceptor to be contacted. Now Collier is getting ready for the end of the semester.</li> <li>• J Sweeney has filled the fall 21 Adjunct positions they are now working on hiring the clinical associates and securing clinical facilities.</li> </ul>
3. Students	<ul style="list-style-type: none"> <li>• S Gingrich reported there are 328 applicants to date for the</li> </ul>

<p>A. Admission Update Report</p> <p>B. Student Drops/Withdrawals and Failures</p> <p>C. Student Lab Kits</p>	<p>fall start; 9 are high school students so the word is starting to get out. She will be making substantial updates to the website next week about the admission process requirements.</p> <ul style="list-style-type: none"> <li>• S Gingrich requests if Faculty know or hear a student is withdrawing from a class or leaving the program to please contact her with the students name and banner ID. Not all students communicate with her. When she knows a student is leaving or needs to repeat a course she will notify the campus coordinators, faculty, clinical associates and staff so they may update their rosters or schedules.</li> <li>• Notify S Gingrich as grades are being finalized of any D's or F's by students so she may pull them from the next semester cohort and get them registered for the needed courses. Due to the curriculum changes summer courses will be offered for didactic and Pharmacology for L1 and L3 OB courses.</li> <li>• T Mann reviewed the contents and cost of the Health Assessment Kits for Level I and the Student Lab Kits for Level II.</li> <li>• The Vendors have active website links to the kits so ordering may start at any time. They will be bulk shipped to Lee campus to save students shipping charges.</li> <li>• T Mann will email Faculty the lists for both kits and the vendor links for review.</li> <li>• P Voelpel may have end of year funds to purchase the needed kits for the entering students as this is a pilot program. P Voelpel, T Mann and J Washburn will meet next week to confirm.</li> <li>• Semester One and Two committees will meet today and decide if the kits are necessary and during which semester they should be purchased. J Sweeney will notify P Voelpel of their decision.</li> </ul>
<p>4. Curriculum</p> <p>A. Curriculum Update Report – Textbooks</p> <p>B. Curriculum Workshop Update for 4/23</p>	<ul style="list-style-type: none"> <li>• J Davis reported the Health Assessment and Fundamental committees are hard at work to have a full plan in place by the end of this semester for the fall term.</li> <li>• Textbook adoptions are due 4/15. Each course committee is selecting the text for that class so decisions need to be made by 4/14 so Leadership can finalize and submit adoptions for fall.</li> <li>• P Voelpel met with C Dowdy, Lippincott about the fall books</li> </ul>

	<p>and students will be purchasing semester by semester with no new books to buy in the 4<sup>th</sup> semester.</p> <ul style="list-style-type: none"> <li>• The 4/23 meeting workshop on Lee campus is in room AA177 from 9:00am to 3:00pm. There will be a potluck lunch. A google sign up doc will be sent out.</li> <li>• P Voelpel reminded Faculty <i>Nursing One and Two</i> should be really formulated and laid out so Faculty feel good going into the first semester. She has spoken with several CNO's and they are on board for opening up clinicals for fall.</li> </ul>
5. Resources	<ul style="list-style-type: none"> <li>• No report at this time, see above <i>nursing kits</i> for students.</li> </ul>
6. Outcomes	<ul style="list-style-type: none"> <li>• No report at this time.</li> </ul>
<b>New Business:</b>	
<ul style="list-style-type: none"> <li>A. Analyzing Exams &amp; Make up exam policy</li> <li>B. Future Exams Fall 2021</li> <li>C. Test taking strategies</li> <li>D. Pinning</li> <li>E. ANEW Teaching Modalities for Spring 2022</li> <li>F. Fall 2021 Clinical/Sim Hours – Plan A/B per Level</li> </ul>	<ul style="list-style-type: none"> <li>• J Davis reviewed how to analyze their exams on canvas. Under Quiz Summary you can find the average score, High and Low scores and the Standard Deviation.</li> <li>• J Davis will send to Faculty the Point Biserial Chart used to help in reviewing and eliminating question items. This should be used by all faculty at all levels.</li> <li>• J Davis demonstrated how to give a question back on an exam. When in quiz, click on edit for that question and a drop down will give you the option “give everyone full credit for this question”; click and update. It will automatically give credit and update the gradebook.</li> <li>• J Sweeney and J Davis will put together a ZOOM Workshop on the “how to” of canvas exams. Email them with specific topics or questions you want covered.</li> <li>• J Davis wanted to revisit the make up exam policy. Currently a day during finals week is chosen for make up; but if it is the first exam which is missed and they take it the last week of school they won't know if they are going to pass or fail. This affects the students who could WD earlier without penalization. Be aware the policy says at the discretion of the instructor; so, having the student make up the exam sooner is acceptable.</li> <li>• J Davis lead discussion with Faculty about the 3-exam policy. If students have a bad exam they don't have great opportunity to bring their overall grade up. Perhaps it can be 3 or 4 exams depending on the course.</li> </ul>

- J Davis made a motion that course teams can determine if they are going to have 3 or 4 exams; no more, no less. D Ebaugh seconded the motion. All were in favor and the motion passed.
- S Rednak shared a helpful power point presentation with tips she uses to help students with studying and test taking strategies. She will email it to Faculty.
- P Voelpel reminded members to hold onto approximately 10% of grading scores for outside testing such as ATI or HESI.
- J Davis announced that each campus will hold a combined virtual pinning for Traditional and ANEW students. There will be Academic Achievement, Clinical excellence and Outstanding student awards for each cohort. The campus coordinators will work with Faculty on voting and determining who the recipients are. The academic award will be based on the first 3 semesters only. Level 4 Faculty will be announcing the names. Collier is 4/27, Lee is 4/28 and Charlotte is 4/29 – all will be a 6PM. There will be a student speaker and slide show from each cohort.
- P Voelpel explained each student will receive a printed program, copy of the pledge and their pin to have before the pinning ceremony.
- J Davis wanted to start the conversation on the ANEW teaching Modalities for SP22. Currently the didactic courses are online and some Faculty would like to meet with the classes in a blended type course. Faculty decided to keep as is for now.
- S Gingrich advised any changes would need to be for Fall 2022 because advisors have been counseling students for spring with the ANEW schedule having on line courses.
- J Sweeney discussed fall clinical schedules. Course leads filled out a planning template for spring semester and with their level committee, will make one out for the fall-to include Plan A with clinical and Plan B without clinical sites.
- Work with your campus clinical coordinator and try and get as many clinical hours as possible, 30-35% simulations, some vSims and other activities.
- Send a copy of the completed form to J Davis and P Voelpel to be stored on the share drive ACEN folder.
- T Mann and S Gilmartin are putting together Simulation Binders full of the available scenarios Faculty may choose

	<p>from. They should be available to look at 4/23. All levels on all campuses should be using the same scenarios per course.</p> <ul style="list-style-type: none"><li>• S Gilmartin posted in the chat the sign on for the scenario cloud and the password. Look through the folder labeled my scenarios; if you have other suggestions email T Mann and S Gilmartin.</li></ul>
<b>Future Meetings: 9am-11am Fall 2021 Dates TBD</b>	<ul style="list-style-type: none"><li>• The zoom meeting was adjourned at 11:45 am.</li></ul>