

MEETING MINUTES

Meeting/Project Name:	ASN Leadership Meeting		
Date of Meeting:	Wednesday, May 20, 2020	Time:	1:00 pm – 3:00 pm
Minutes Prepared By:	June Davis	Location:	Zoom
1. Meeting Objective			
Unify ASN program across all campuses			
2. Attendees			
June Davis, Patricia Voelpel, Jennifer Washburn, Judy Sweeney, Angela Vitale, Donna Johnson,			
3. Agenda and Notes, Decisions, Issues			
Topic	Discussion		
NUR 2941L Preceptorship	<p>Discussion held regarding who will make student visits during Preceptorship and what the responsibilities of faculty are.</p> <p>One class for every 35 students (there cannot be less than 15 students in a class)</p> <p>For 2 load Faculty will:</p> <ul style="list-style-type: none"> Oversee all students in the class regarding the NCLEX prep & paperwork Monitor 16 students during their clinical hours <p>CAs will monitor the other students during their clinical hours (not to exceed 18 students per CA)</p> <p>All evaluations to be validated and signed by the faculty</p> <p>Site visits</p> <p>Two site visits will be made to the clinical sites by the faculty/CA.</p> <ul style="list-style-type: none"> One during the first week to touch base with the preceptor and answer any questions The other visit will be toward the end of their clinical hours A phone call will be made midway to check on student progress <p>There will be a standard form for faculty and CAs to complete documenting their visits</p> <p>Charlotte (North) – 25 students</p> <ul style="list-style-type: none"> One class; faculty will monitor 16 students for their clinical hours with a CA monitoring 9 students <p>Collier (South) – 30 students</p> <ul style="list-style-type: none"> One class; faculty will monitor 16 students for their clinical hours with a CA monitoring 14 students <p>Lee (Central) – 63 students</p> <ul style="list-style-type: none"> Two classes of 31-32 students, each faculty will monitor 16 students with CAs monitoring 15-16 students 		

Henke's Med-Math: Dosage Calculation, Preparation & Administration, Ninth Edition	<p>Dr. Voelpel discussed the possibility of adopting the Henke's Med-Math text to add to the Lippincott bundle for first semester students. The suggestion is that the students would be required to purchase it and work through chapters 1 and 2 prior to taking their entry math test. This text could be incorporated into each level.</p> <p>This text has been added to the Leadership committee's ThePoint account for review. Leadership will review the text for adoption.</p>
Adjunct application	<p>Judy reported that there are potential adjunct faculty on Charlotte who would like to apply but the online application is not available. Dr. Voelpel stated that Bobby Holbrook is responsible for online applications. Judy will reach out to him with the issue.</p>
Spring 2021 course Scheduling	<p>Jenn reported that the scheduler for Spring 2021 courses will open on _____ and roll out on Aug. 21st, 2020.</p>
Next ASN Leadership meeting	<p>Since there was not enough time during this meeting to address several topics, it was decided that the next ASN Leadership meeting would be held tomorrow, May 21, 2020 via Zoom.</p>

Meeting Adjourned	2:30 pm
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Program Faculty Chair	Date
<i>June Davis</i>	6/4/2020