

MEETING MINUTES

Meeting/Project Name:	ASN Leadership Meeting		
Date of Meeting:	Thurs, June 4, 2020	Time:	2:00 pm – 4:45 pm
Minutes Prepared By:	June Davis	Location:	Zoom
1. Meeting Objective			
Unify ASN program across all campuses			
2. Attendees			
Prof. June Davis, Dr. Patricia Voelpel, Ms. Jennifer Washburn, Prof. Judy Sweeney, Prof. Angela Vitale, Dr. Donna Johnson, Prof. Carrie Carty, Ms. Teresa Yurko			
3. Agenda and Notes, Decisions, Issues			
Topic	Discussion		
Student transfer of campus	Charlotte campus student, LB, requests to transfer to the central (Lee) campus due to financial hardship related to the pandemic. She lives closer to the central campus. There are 5 available spots on the central (Lee) campus for level 2 traditional students. Judy verified that this student was in good standing and supported the transfer. All agreed to the exception of allowing LB to transfer to the central campus.		
ASN Length of Completion	Dr. Voelpel discussed that, with our current curriculum, pre-reqs must be completed prior to entering the ASN program. Because of this, it is taking students at least 4 years to complete our ASN degree and 6 years to complete our RN to BSN. She feels that, since most nursing programs allow pre-reqs to be taken with nursing courses, we need to reconsider allowing this in our program. Taking general education requirements with nursing courses will also provide students with the opportunity to receive full financial aid. The leadership team voiced their support of this; Dr. Voelpel will discuss this issue further with administration once the new Vice Provost is in place.		
Access for Leadership team	It was determined that the leadership team, June, Judy, Angie, and Donna, should be receiving the open and close reports. Regarding Banner access, June will need full access as chair and the coordinators will have partial access. Jenn will check with Bobby regarding the type of access the campus coordinators will need for Banner. Jenn will be the only person managing the schedule in Banner. The leadership team will not need access to the faculty load report. Only Dr. Voelpel and Jenn will have access to this. Once schedules are set, Jenn will adjust FLAC to match the open/close report.		
Effectiveness Plan	Donna discussed the ASN effectiveness plan and the due date of 6/30/20. The low student response to the simulation survey was discussed and will need to be addressed further. Dr. Voelpel encouraged working with Dr. Joe VanGalen when setting our new goals. Dr. Voelpel will ask for an extension of the due date to Sept 15, 2020 and will plan for a one day working meeting with the leadership team to complete this.		

Uniforms	<p>Jenn states that Hamilton's is no longer available to provide uniforms for the students and suggests using the same uniform company that EMS uses. They will come to campus and measure students then deliver everything to students. Financial aid would be an issue because it would not be purchased through the college, but that was the same for Hamilton's. Jenn will email uniform choices to the leadership team for further discussion regarding the choices to offer students. Shoes can be included, but some students may require specialized shoes and should be allowed to purchase them from another store. Tan scrubs would be a good option to replace the khaki pants to wear with the polo shirts for lab.</p> <p>We will need permission to hold a uniform fitting day on campus.</p> <p>The decision for uniforms will be determined by June 25th. This decision will need to be presented to auxiliary before going further with it.</p>
Clinical DocuCare assignments	<p>Clinical Associates will submit their completed weekly report sheets to the course faculty with 24 hours of the clinical day so that faculty can use the information to review student work in DocuCare</p> <p>Students will be required to complete their DocuCare charting within 48 hours of the clinical day to allow faculty to provide feedback on their work prior to their next clinical day.</p> <p>Level 3 students will have 72 hours to complete their DocuCare assignments because they will have two clinical courses.</p>
Clinical Associate Guidelines	<p>Donna presented the Clinical Associate Guidelines for review. Corrections were suggested. Dr. Voelpel suggests reaching out to clinical coordinators and including specific orientation requirements for each clinical facility. Dr. Voelpel plans for a clinical associate orientation prior to the Fall semester.</p>
FSW Student Incident report	<p>Angie stated that the process has changed for reporting student incidents. She will forward the information.</p> <p>*The AG Claim Form was shared by Angie post meeting. Valerie Miller, FSW Legal and Risk Coordinator, should be contacted with any student incidents</p>
Clinical student remediation	<p>It was decided that Academic Success Plans (ASPs) will only be completed by the course faculty.</p> <p>Student Remediation Plan to be developed. Students who need more clinical practice in the lab will be referred to Tess Yurko on the Central (Lee) campus. Tess will work with students and report back to faculty on their progress.</p>
Communication of program changes	<p>Dr. Voelpel stated that a list of changes for the Fall semester will need to be developed and presented to faculty the first week of the semester. Binders will be put together containing the new forms.</p>
Course Syllabi	<p>Objectives are repetitive within the syllabi. The unit objectives and the course schedule can be removed from the syllabi and be posted in the canvas course separately. The program and course outcomes chart must remain in the syllabi. Not every course outcome can be linked to a program outcome, depending on the course.</p>

	<p>The program outcomes are threaded throughout the semesters. Topic outlines will need to be condensed.</p> <p>Wording regarding the new requirement of a 77% average on exams in order to pass a course will be discussed further</p> <p>For the Fall 2020 semester, all syllabi will be reviewed by Dr. Voelpel and June prior to use in the course. Faculty should not be sharing the course syllabus with students prior to the semester.</p>
Preceptorship	<p>Carrie discussed the use of the ATI Comprehensive Predictor again in Preceptorship and the passing score required. Should we continue with the high stakes passing score and VATI? This is very stressful for students and most students do not continue with VATI once the course requirement is completed.</p> <p>It was discussed that the use of Lippincott's PassPoint during the Spring 2020 semester was very favorable with students. Dr. Voelpel will reach out to Christy Dowdy to see if they can work out something so that PassPoint can be provided to the Fall students as well as the following two semesters as they reach level 4. Beginning with the Spring 2020 incoming students, PassPoint will be part of the program package.</p> <p>Carrie also requested that we need an outline with estimated dates of when students will be given their preceptor's name. This has been a problem in the past where students were only given a short amount of time to set up their preceptorship schedule.</p> <p>Discussion was held regarding clinical sites and the process of setting them up. Suggestion was made by Jenneine Lambert prior to this meeting that the request for sites be done in person between the clinical coordinators and hospital educators.</p>
Clinical issues	<p>Judy presented several clinical issues that, due to lack of time, will need to be discussed further at another meeting:</p> <ol style="list-style-type: none"> 1. Long-term care – we need to have a plan for students that we share with the long term care facilities regarding testing, do our students go to other facilities as well, screening prior to arrival (temp, questions) 2. The use of clinical associates in simulation – criteria so that each campus is similar 3. If simulation and clinical days are the same for a course, how will faculty conduct site visits? 4. Clarification of clinical associate hiring, who will be responsible? Dr. Voelpel states the clinical coordinators can gather applications and set up appointments with faculty. Faculty will conduct the interviews. June and Dr. Voelpel will manage the hiring process for all adjunct faculty.
Job Descriptions	<p>The leadership team will meet sometime in the next month via a 2 hour zoom meeting to develop job descriptions for the campus coordinator as well as the program chair</p>
Chain of Command	<p>Dr. Voelpel discussed the chain of command with the new positions in place. Any campus issues should first be brought to the Campus Coordinator. If it is not resolved it would go to the Program Chair; then to the Associate Dean if still unresolved.</p>

Meeting Adjourned	4:45 pm
Program Faculty Chair	Date
<i>June Davis</i>	6/12/2020