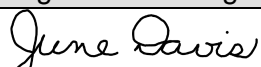


## MEETING MINUTES

<b>Meeting/Project Name:</b>		ASN Leadership Meeting	
<b>Date of Meeting:</b>		Tuesday, Jan 26, 2021	<b>Time:</b> 12:00 pm – 2:00 pm
<b>Minutes Prepared By:</b>		June Davis	<b>Location:</b> Zoom
<b>1. Meeting Objective</b>			
Program Issues remaining from 2/22/21 agenda			
<b>2. Attendees</b>			
Prof. June Davis, Dr. Patricia Voelpel, Prof. Judy Sweeney, Dr. Angela Vitale, Ms. Sarah Gingrich, Dr. Donna Johnson-Byrd, Ms Jennifer Washburn			
<b>3. Agenda and Notes, Decisions, Issues</b>			
<b>Topic</b>	<b>Discussion</b>		
Scheduling Fall 2021	<ul style="list-style-type: none"> <li>Jenn will send worksheet to campus Coordinators to work with faculty. They will send completed schedules back to Jenn</li> <li>Judy shared a draft schedule for Fall 2021 semester 1 with Didactic and lab being held weeks 1-10 followed by clinical/simulation being held weeks 11-15. Judy will present this to level 1 faculty</li> <li><b>Jenn needs levels 2, 3, and 4 to her by next Friday and when the new curriculum is approved, she will add those courses to Banner. Course enrollments begin March 25, 2021.</b></li> </ul>		
Clinical sites	<ul style="list-style-type: none"> <li>Patty has begun discussing a dedicated education unit with local hospitals. This would involve training staff RNs to teach our students</li> <li>Lee Health has a dedicated education unit, but this unit still requires CAs to work with students.</li> </ul>		
Evening/weekend courses	<ul style="list-style-type: none"> <li>Suggested to consider alternate scheduling and sites for evening/weekend courses because of the challenges we have. Possibly hold one cohort on Lee for the didactic course.</li> <li><b>Sarah will need to know of any changes to the evening/weekend schedule at least 1 year in advance</b></li> </ul>		
LPN Orientation	<ul style="list-style-type: none"> <li>Determined there was no need for a separate LPN orientation since the orientation for entering nursing students is sufficient for the LPNs as well.</li> </ul>		
Student Files	<ul style="list-style-type: none"> <li>Consider making online files for incoming Fall 2021 students</li> <li>Students already have admission folders on share drive – will use those</li> <li><b>Need training for all faculty on use of share drive and location of folders</b></li> </ul>		
Coordinator coverage on Lee campus	<ul style="list-style-type: none"> <li>Angie will be on medical leave beginning Feb 2<sup>nd</sup>. Susan Rednak will cover for her with any issues on the Lee campus.</li> </ul>		
<b>Meeting Adjourned</b>	2:00 pm		
<b>Approval Signature of Program Chair</b>			
		<b>Date</b>	
		2/28/2021	