

2021-2022 RN to BSN PROGRAM Staff MEETING MINUTES	
Department of Nursing	
Meeting Date:	10/31/2021
Facilitator & Minutes:	B. Holbrook
Participants:	Mary L Mondello, Dr. Terrence Hays

Agenda Item	Accreditation Standard	Discussion	Action Due Date	Responsible Party
Old Business		none		
Orientation forms for 2019-2021		<p>B. Holbrook will make spreadsheet of data Faculty want Dr. Hays and M. Mondello to capture.</p> <p>Admission Process. Dr. Hays admits student with help of FSW Admission Office, the Admission Office sends a congratulation, welcome and informational letter (designed by Dr. Hays and Program Director, to the admitted student. The letter explains how to go access the RN-to-BSN Orientation Modules and how to register for the Colloquium.</p>	<p>2021-08-31</p> <p>Begin with Fall 2021 admitted students and go back to Spring 2019 and continue in</p>	<p>B. Holbrook</p> <p>M Mondello, Dr. T. Hays,</p>

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		<p>M. Mondello or PD will print out an Argo Report and forward to Dr. Hays each Monday or sooner as new term start day nears. Dr. Hays will verify the admitted student on the list and forward the list to PD & M. Mondello. M. Mondello will look in the Portal, under Faculty Academics, to see if students have registered for classes in admitted term, review if student completed program orientation and submitted forms. Student will be notified if orientation and forms have not been submitted. This will be repeated until students have registered for courses, orientation is complete and all forms have been submitted.</p> <p>Completed term spreadsheets will be kept on share drive:</p> <p>School of Health Professions>Dept. of Nursing>BSN>Admission and Graduation>Admission</p>	future.	B. Holbrook
Other Business				
Meeting Adjourned: 10:33 AM				

