

2020-2021 RN to BSN PROGRAM MEETING MINUTES	
Nursing Programs	
Meeting Date:	09-10-2021
Facilitator:	B. Holbrook
Participants:	<ul style="list-style-type: none"> • Faculty: M. Jenner; S. Steiner; Dr. M. Weiner; Dr. J. Settanni; Dr. K. Blades, H. Goodwin; G. Deane • Staff & Leadership: Dr. P. Voelpel, Assoc. Dean; J. Davis, Chair, B. Holbrook, Prog. Director. Dr. T. Hays, Advisor

Zoom Address: <https://fsw.zoom.us/rec/share/SUFcMf1mxtJTub3mGZnQikM0PDawUlpP0rabSJerSp2iUP4MkqfQW9Yg4JvIrab2.ND-n7t-NO6qeWszd> Passcode: Xl%ctbU6

Agenda Item	Presenter	Discussion	Action Due Date	Responsible Party
Call to Order – 12:00				
Approval of Minutes:				
1. Standard 1 Mission and Administrative Capacity	A.B Holbrook	A. Welcome to Dr. Kathy Blades, Professor Hope Goodwin and Professor Gayle Deane who transferred to RN-to-BSN from AS Nursing Program. Professor Margaret Kruger and Professor Susan Torres retired June 30, 2021.	Informational	N/A
A. New Faculty Welcome / Faculty Retirement				
B. Spring 2022 schedule	B.B Holbrook	B. Program Director (PD) has prepared a schedule		

Agenda Item				
C. Nursing Brochure	C.B Holbrook	<p>of courses for Spring 2020. Spring course list will be distributed starting with Prof. M. Jenner. The topic of how seniority fits into faculty order of choosing will be discussed later in this meeting. Faculty choose 5-7 credits each round by entering their name by the course they wish to teach and passing it on to the next faculty.</p> <p>C. All the brochure edits have been noted and were sent it back to faculty to review. No further edits were sent; brochure edits were forwarded to Dr. Voepel.</p>	<p>Oct. 1, 2021</p> <p>Marketing Dept deadline</p>	<p>Faculty</p> <p>Dr. Voepel</p>
<p>2. Standard 2 Faculty and Staff –</p> <p>A. Faculty Course Selection / Faculty Seniority</p>	A.M Jenner	<p>A. Faculty discussed how seniority would play a role in course selection by RN-to-BSN faculty each term. The current method in place previously decided by faculty about 4 years ago with seniority calculated by when faculty joined RN-to-BSN Program. Discussion was open so transferred and previous faculty have a voice in how course selection is done. Dr. Voepel had current list of date of faculty hire in Dept of Nursing. Prof. G. Dean suggested her date of hire should be 2017 rather than 2018. Dr. Voepel will let HR know. Faculty approved start date as Professor in Dept of Nursing and length of service was unanimous approved by</p>	<p>Policy established</p>	<p>Faculty</p>

Agenda Item				
<p>B. Lead for Courses / ACEN Standard Leads</p>	<p>B.M Jenner</p>	<p>faculty vote.</p> <p>B. Faculty Course Lead volunteers filled vacancies for 2021-22 A/Y. Health Assessment lead chosen by S. Steiner with Dr. Weiner as co-lead. Pathophysiology Lead – Dr. Weiner with Dr. Settanni volunteered as co-lead. Pharmacology and Alternative Therapeutics Lead - Dr. Blades with S. Steiner as co-lead. Multicultural Nursing Lead– H. Goodwin with Dr. Weiner & S. Steiner as co-leads. Professional Roles and Dimensions Lead– Dr. Settanni with Dr. Marsha as co-lead. Informatics for Health Professionals Lead– G. Deane with Dr. Settanni as co-lead. Nursing Research Lead– M. Jenner with Dr. Kathy as the co-lead. Community Health Nursing Lead – M. Jenner with S. Steiner as co-lead. Leadership in Nursing Practice Lead - Dr. Settanni with H. Goodwin and Dr. Blades as co-leads.</p> <p>ACEN Standards Leads:</p> <p>S1. Mission and Administrative Capacity Lead – J. Davis, Dr. Voelpel & B. Holbrook / S2. Faculty and Staff Leads – H. Goodwin & Dr. Settanni / S3. Students Leads – S. Steiner with Co-Lead Dr. Hays</p>	<p>Completed this meeting</p>	<p>Faculty</p>

Agenda Item				
C. Reassignment time requests Spring 2022	C.B. Holbrook	<p>/ S4. Curriculum Lead– M. Jenner, Co-leads are Dr. Blades & Dr. Weiner / S5. Resources – G. Deane / S6. Outcomes – Dr. Blades & M. Jenner</p> <p>C. Fall 2021 M. Jenner & G. Deane have reassignment time to work on Curriculum (Essentials 2021); Stipends equal to 3 credits were approved for Dr. M. Weiner & / Dr. K. Blades. Faculty who would like to apply for reassignment or stipends for Spring 2022 please email PD.</p>	Oct. 1, 2021	Faculty
D. RN-to-BSN Faculty Coach	D.B Holbrook	<p>D. Faculty support for a RN-to-BSN Faculty-Level Student Academic Coach – (Academic coach was suggested as a title). Discussion ensued about job duties & financing sources for this position such as program budget or seeking grants. Faculty are encouraged to create a duty list / hours needed and forward to B. Holbrook & Dr. Voelpel. Dr. Voelpel will include this topic in her budget meeting with Dr. Norman.</p>	October 1, 2021	Faculty

Agenda Item				
3. Standard 3 Students – A. Student Orientation / Form B. RN-to-BSN Policy and Procedure Manual	A.B Holbrook B. Holbrook / Dr. Weiner / S. Steiner	A. B Holbrook has trained M Mondello to determine and record newly admitted students who complete orientation and submit required forms to the nursing office on a spreadsheet. M. Mondello will report students who have not finished the orientation or forms to Dr. Hays or PD. A faculty update will be provided in monthly program meetings. B. Dr. Weiner forwarded last ys Policy and Procedure Manual to PD. PD edited and highlighted / tracked changes to 2020-21 Manual for A/Y 2021-22. Manual was emailed to Faculty, Leadership and Staff with edits. Due to time constraint workshop on reviewing Manual during the meeting was not possible. Faculty / Leadership / Staff are asked to review and send edits to B. Holbrook.	Immediately Oct. 1, 2021	M. Mondello, Dr. Hays, PD Faculty, Leadership & Staff
4. Standard 4: Curriculum A. Textbooks pilot – Pay at same time as tuition	A.B. Holbrook.	A. FSW Bookstore Manager, Mike, requested PD to ask faculty if they are still interested in investigating a pilot program which has the student purchase the textbook when paying course tuition. After the faculty discussion the following summary points were made: 1) Request the Bookstore Manager investigate the cost of textbooks for NUR 3805	October 7, 2021	PD

Agenda Item				
<p>B. Curriculum Committee – curriculum review updates</p>	<p>B.M. Jenner</p>	<p>Professional Roles and Dimensions and NUR 3870 Informatics for the Health care Professional if these two courses were to pilot the student paying for the textbook at the same time as tuition. 2) price online and hard copy textbooks for these two classes. 3) Does Jones & Bartlett Publisher participate in this program 4) If the student has to repeat the course will then have to purchase the textbook again? 5) Can the student opt out of this program? Suggestion that this type of program will require the students purchase the 7th ed. of APA Manual (7th ed.).</p> <p>B. Professor M. Jenner, RN-to-BSN Committee Lead, provided an overview of committee member meeting earlier today. The committee started working on aligning the end of the program student learning outcome (EOPSLO) with the <i>Essentials</i> 2021. Committee discussed 3-4 EOPSLO, some may be combined and will be discussed at the Oct. 8 Program Meeting. Faculty will receive RN-to-BSN Curriculum Committee minutes at future Program Meetings via a handout.</p>	<p>Oct. 8, 2021</p>	<p>Prof. M. Jenner or delegate</p>

Agenda Item				
C. Leadership in Nursing Practice Experiences Spring / Summer 2022	C.B. Holbrook / Faculty	C. Discussed direct and non-direct student practice experiences. The college doesn't require the students to be vaccinated for COVID but practice site may. Some practice sites are checking for vaccinations via students' CastleBranch.com account with student permission. A Covid portal needs to be established in CastleBranch.com for the RN-to-BSN Program Students. Discussion on Capstone Practice Project and what experiences are students receiving. Can this be accomplished by specific assignments that students complete that may include interviewing or working with nursing leaders on specific topics without needed a clinical contract. Discussion ensued regarding students who are traveling nurses or residing out of state for onsite practice requirements to meet the requirement. Will an on-site practice experience be required during Spring and Summer 2022 with COVID pandemic continuing? Will continue this discussion at the next meeting once faculty teaching NUR 4827C have a chance to review course.	Oct. 8, 2021	NUR 4827C teaching Faculty
5. Standard 5: Resources A. Online Course Design	A.G Deane	A. The RN-to-BSN courses need to be reviewed and selected for updating content. Many of the RN to BSN courses are over five years old since last	G. Deane, project lead, Faculty	End of Fall 2021

Agenda Item				
<p>B. Ovid Book list from Library</p>	<p>B.H Goodwin</p>	<p>reviewed internally through eLearning.</p> <p>Gayle needs a list of courses that have been redesigning and used for a minimum of two semesters to see if they meet our internal QM certification for quality online delivery. Then we can then use them for official QM reviews and begin the process for our program to be nationally recognized.</p> <p>Gayle's third request is for the list of courses that need a redesign due to significant changes in content (not curriculum changes). This list should be in order of immediate need, so we can set an agenda for review.</p> <p>B. Faculty have reviewed the OVID book usage forwarded by P. Van Leeuwen, reference librarian to see if Faculty feel the subscription should be renewed for 2021-22 at a cost of nearly \$11K. Faculty recommended purchasing the books used by students and not renew a rental lease. Check with library to inquire the purchase price of these OVID books that were used.</p>	<p>H. Goodwin / G. Deane</p>	<p>10/8/21 or earlier if emailed to faculty</p>

Agenda Item				
C. E-Reserve Books	C. H Goodwin	C. A Student can check out the E-Reserve book(s) a for 3 hours at a time. Prof. H. Goodwin and PD are obtaining and sending E-Reference Librarian RN-to-BSN textbooks for E-Reference checkout. Eight of eleven textbooks have been sent to library and remaining are on order from Publisher to be sent to PD who will forward to e-Reference librarian.	H. Goodwin / G. Deane	Currently working on this project.
6. Standard 6: Outcomes – no business				
Other Business				
Meeting Adjourned: 14:05				