

**Full Time Faculty and Staff Council Committee Meeting Minutes
ASN and BSN**

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| Meeting Date | Friday, November 12, 2021 2:30 PM – 3:40 PM Zoom |
| Facilitator | Prof. June Davis |
| Minutes | Wendy Morris |
| Participants | See Attached Attendance Sheet |
| Excused / Absent | Dr. Margaret Pearce, Prof. David Logan, Prof. Kelly Murphy, Arlene Williams, Lisa Cicconi, Mary Louise Mondello, Michelle Sherman and Roseann Wecera |

| Agenda Item | Discussions |
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| Welcome and Introductions | Nursing discussion: Action Items: |
| I. Reading and Approval of Minutes from October 8, 2021 mtg. | <ul style="list-style-type: none"> • J Davis called the meeting to order at 2:30pm. • D Ebaugh made a motion to accept the minutes with no changes. K Blades seconded the motion. All in favor, the minutes from 10/8/2021 meeting were approved. |
| II. Report of Secretary | <ul style="list-style-type: none"> • No report of Secretary until further notice. |
| III. Report of the Committee Co-Chair | <ul style="list-style-type: none"> • T Hays has nothing new to report at this time. |
| IV. Report of the Committee Chair | <ul style="list-style-type: none"> • J Davis has nothing to report as committee chair at this time. |
| V. Report of the Associate Dean and Nursing Leadership <ul style="list-style-type: none"> • Chair of Nursing • Director of RN-to-BSN • Program Coordinator (Charlotte/North) • Program Coordinator (Lee/Central) • Program Coordinator (Collier/South) | <ul style="list-style-type: none"> ❖ P Voelpel indicated it was a good month and wishes everyone a nice weekend. ❖ B Holbrook reported they are still working on the essential for the Baccalaureate program with M Jenner heading up that committee. They are trying to match the Student Learning Outcomes with the 10 domains. He thanked M Weiner for her participation in ACEN site visits; her knowledge will assist the programs be organized for the self-studies and help us get used to the things we need to do. ❖ J Davis reported the FSW curriculum committee is encouraging more Faculty involvement in the process and to submit proposals. She thanked the Nursing Team for their assistance with the latest proposals. J Davis spoke about the \$100 Faculty Professional Development Funds available; |

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| | <p>can be used for texts, certifications and association fees. The final FTFSC meeting for the semester will be December 10, 2021.</p> <ul style="list-style-type: none"> ❖ <i>Program Coordinator (Charlotte/North)</i> – J Sweeney reported Charlotte is still working on filling CA positions for spring and finalizing the clinical schedules. Just received an email from Fawcett Memorial Hospital indicating students and CA's need to be vaccinated (COVID-19) 1st dose by December 5th with the second one due January 4th. Fawcett has their own portal which the information will need to be uploaded to. J Sweeney will work with L Cicconi to notify the students and CA's impacted. ❖ <i>Program Coordinator (Lee/Central)</i> A Vitale announced and welcomed the new ASN Administrative Assistant, Michelle Sherman to the team-she started this week and last week Rosann Wecera joined the team as Administrative Assistant to the Associate Dean. Please stop by and introduce yourself to them when you have the opportunity. ❖ <i>Program Coordinator (Collier/South)</i> – J Ortiz reported while things are going well on Collier they are still struggling with filling the spring CA positions. Faculty will meet in 3 weeks to brainstorm how we can enrich the pool of CA's and of preceptors as well. |
| <p>VI. Old Business</p> | <ul style="list-style-type: none"> • None at this time. |
| <p>VII. New Business</p> <p>A. New Florida Laws re: Core GE and Civic Literacy Courses</p> <p>B. Clinical Associate and Clinical Site Evaluations by Students</p> <p>C. RN-to-BSN Standards Chart; ACEN Tips</p> <p>D. <i>The Essentials</i>-competency expectations and collaboration</p> <p>E. Preceptor Recruitment and Alumni Communication</p> | <ul style="list-style-type: none"> • J Davis showed the changes in the states Core and Civic Literacy courses and how ASN changes may affect the RN-to-BSN program. The students may not have completed the required PSY or SYG pre-requisite. Another challenge is the RN-to-BSN requires 12 credits of writing intensive classes and the civic literacy, PSY, or SYG courses are not writing intensive. Students and Advisors need to be very careful when making out the education plans to choose the correct courses. M Weiner indicated this requirement change may affect transfer/out of state students the most. Another challenge is the civic literacy exam must be taken in state, on campus. Dr. T Hays will follow up on this requirement to see if accommodations can be made for out of state RN-to-BSN applicants. • C Carty expressed interest in having student clinical evaluations sent out this semester. She hasn't seen any for the past two semesters. D Weeks explained E Shields, retired, was the person who sent faculty the Qualtrics links previously. J Davis will follow up with J Van Gaalen about the surveys. • Dr. M Weiner shared the RN-to-BSN Standards chart and reminded all that 3 years of data is needed for the 2025 site visit. She explained how the chart with each standard broken down will be helpful when writing the Self-Study and when locating data to show ACEN site visitors the documentation required. She will be happy to create one for the ASN program if you want and to share their meeting minutes template. • Dr. M Weiner suggested with all of the new Faculty hired this year that the ACEN Faculty Profile table section be updated as soon as possible. There is also a newer requirement regarding Faculty qualifications and professional development which will need to be included and/or updated. She also suggested Faculty complete an end-of-course review to use as course documentation for ACEN. Dr. P. Voelpel will look for a form to send out for Faculty to possibly use this semester. • J Davis will follow up with agenda and meeting minute templates to include Standards Categories. |

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| | <ul style="list-style-type: none"> • M Jenner explained the American Association of Colleges of Nursing released a series of documents that outline competency expectations. <i>The Essentials of Nursing Education</i> is divided into Level I-pre-licensure and Level II-advanced practice. Working collaboratively the nursing department should be able to show where in the program, ASN or RN-to-BSN, those competencies are met and where we can build up the programs. • J Lambert wanted to get support for an idea to keep in touch and/or recruit FSW graduates to become preceptors when they become eligible for that position at their employment facilities. She is looking for creative ways to communicate, generate interest, invite outstanding graduates to look into becoming preceptors and to establish a plan for retaining preceptors for more than one semester. B. Holbrook and T. Hays do send graduate lists to the campus clinical coordinators and M Jenner does a survey each semester to find out where the RN-to-BSN students are working. • J Settanni suggested asking Hospital Directors if their Nurses would be interested in participating as some are not aware of the opportunities. • J Lambert suggested Alumni gatherings, or due to COVID-19 restrictions maybe more correspondence and acknowledgement of the nurses/student's achievements. • C Carty suggested some type of Alumni social media page (Instagram, Facebook) may generate some interest or following and foster a connection. It needs to be a positive, meaningful and organized communication space. The SIGMA group may be able to communicate our needs to members and spread the word that way. • M Weiner suggested sending out a newsletter to Alumni and RN-to-BSN to include preceptor and clinical associate details. • J Lambert will lead a committee to come up with a plan for Alumni communication and outreach. • C Carty wanted to get Faculty input on how some of the 186 clinical hours in the final semester can be used for an on-campus, interdisciplinary simulation or community outreach project to relieve some of the hospital clinical burden. This discussion was tabled for the FTFC. A Vitale will add this topic to the next ASN meeting agenda for discussion. |
| Adjournment | Meeting was adjourned at 3:40 PM. |

Approved by: June Davis Date: 12/13/2021

Full Time Faculty and Staff Council Meeting

Friday, November 12, 2021 2:30 PM - 3:45 PM Zoom

Attendance Sheet

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| 1 | Dr. Patricia Voelpel | PRESENT |
| 2 | Dr. Angela Vitale | PRESENT |
| 3 | Dr. Debra Weeks | PRESENT |
| 4 | Dr. Jennifer Ortiz | PRESENT |
| 5 | Dr. Julianne Settanni | PRESENT |
| 6 | Dr. Kathy Blades | PRESENT |
| 7 | Dr. Margaret Pearce | ABSENT-Excused |
| 8 | Dr. Marsha Weiner | PRESENT |
| 9 | Dr. Terrence Hays | PRESENT |
| 10 | Prof. Angela Marchionni | PRESENT |
| 11 | Prof. Bobby Holbrook | PRESENT |
| 12 | Prof. Carrie Carty | PRESENT |
| 13 | Prof. Colleen Moore | PRESENT |
| 14 | Prof. David Logan | ABSENT-Excused |
| 15 | Prof. Debra Ebaugh | PRESENT |
| 16 | Prof. Gayle Deane | PRESENT |
| 17 | Prof. Hope Goodwin | PRESENT |
| 18 | Prof. Janice Cousino | PRESENT |
| 19 | Prof. Jenneine Lambert | PRESENT |
| 20 | Prof. Judith Sweeney | PRESENT |
| 21 | Prof. Julissa Gonzalez | PRESENT |
| 22 | Prof. June Davis | PRESENT |
| 23 | Prof. Kelly Murphy | ABSENT-Excused |
| 24 | Prof. Lorraine Canty | PRESENT |
| 25 | Prof. Mariel Espinal | PRESENT |
| 26 | Prof. Marti Jenner | PRESENT |
| 27 | Prof. Nora Stadelmann | PRESENT |
| 28 | Prof. Sandra Oestrike | PRESENT |
| 29 | Prof. Shawn Steiner | PRESENT |
| 30 | Sarah Gingrich | PRESENT |
| 31 | Arlene Williams | ABSENT-Excused |
| 32 | Gale Lewis-Jacobs | PRESENT |
| 33 | Kellee Ratliffe | PRESENT |
| 34 | Lisa Cicconi | ABSENT |
| 35 | Mary Louise Mondello | ABSENT-Excused |
| 36 | Michelle Sherman | ABSENT-Excused |

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| 37 | Roseann Wecera | ABSENT-Excused |