

MEETING MINUTES

Meeting/Project Name:	ASN Leadership Meeting		
Date of Meeting:	Tuesday, January 18, 2022	Time:	9 am – 10:30 am
Minutes Prepared By:	Roseann Wecera	Location:	Zoom
1. Meeting Objective			
Address ASN program issues			
2. Attendees			
Dr. Patricia Voelpel, Prof. June Davis, Prof. Judy Sweeney, Dr. Jennifer Ortiz, Dr. Angela Vitale, Ms. Sarah Gingrich			
3. Excused			
4. Agenda and Notes, Decisions, Issues			
Topic	Discussion		
Approval of minutes for 1/1/22	<ul style="list-style-type: none"> Motion to approve minutes for 1/11/22 by Judy Sweeney. All in favor, minutes approved. 		
Process of saving syllabi to share drive	<ul style="list-style-type: none"> Who is responsible for collecting them? Send to Instructional Assistant they will send to Michelle Sherman, starting Fall 2022. It will be due the close of business 1st day of classes Michelle Sherman will confirm it and load it and Dr. Voelpel and Roseann Wecera will check it to verify that all have been submitted. Need syllabi for each CRN and submit syllabi with lead faculty on that course Roseann Wecera will set up a meeting for 90 minutes with Dr. Voelpel, Sarah, Wendy and Michelle to discuss share drive 		
Tracking COVID results for clinicals	<ul style="list-style-type: none"> Dr. Voelpel contacted Brenda Knight regarding any potential HIPAA violations with tracking covid vaccine information outside of castlebranch. Brenda said to check with your Dean. Dr. Voelpel will ask Dr. Such when she meets with her today. 		
Clinical Associates transferring to another campus	<ul style="list-style-type: none"> Discussed communicating among us when Clinical Associates request to switch campuses. CAs don't always mention that they currently work at FSW Suggested that during the interview we ask have you worked for FSW and what did you do? When was the last time on that campus? Is there a reason for leaving the campus or issue on Clinical Associate part or did something happen at hospital? To fill the desperate need for CAs right now, is there an exception to do more hours? Dr. Voelpel will reach out to HR and ask. A lot of other schools going to full time positions for Clinical Associates 		
Future meetings	Tuesday, January 25, 2022		
Meeting Adjourned	10:43 am		
Approval Signature of Program Chair		Date	
<i>June Davis</i>		1/25/2022	