

MEETING MINUTES

Meeting/Project Name:	ASN Leadership Meeting		
Date of Meeting:	Tuesday, January 11, 2022	Time:	9 am – 10:30 am
Minutes Prepared By:	Roseann Wecera	Location:	Zoom
1. Meeting Objective			
2. Attendees			
Dr. Patricia Voelpel, Prof. June Davis, Prof. Judy Sweeney, Dr. Jennifer Ortiz, Ms. Sarah Gingrich			
3. Excused			
Dr. Angela Vitale			
4. Agenda and Notes, Decisions, Issues			
Topic	Discussion		
Approval of minutes for 12/1/21 and 12/8/21	<ul style="list-style-type: none"> Motion to approve minutes for 12/1/21 and 12/8/21 by Dr. Ortiz. Minutes approved by unanimous vote. 		
FLAC	<ul style="list-style-type: none"> NUR 1050C change the didactic to 2 load not 3 Please resend FLAC with load and percentage amount. Dr. Voelpel is going to create an Excel chart where the percentage is calculated. 		
Tracking COVID results for clinicals (Judy)	<ul style="list-style-type: none"> Castlebranch not accepting vaccination records, proof of vaccination or declination Students try to submit to Castlebranch and it's a mess ShorePoint now going to use Castlebranch and do students have to buy it now? Keep vaccination of COVID and declination and its hard with all systems Suggestion to open Canvas course and have active students put in groups and upload declination form and vaccination record, fit test and also release form to release information to facilities related to COVID to track easier and keep separate files and share it with hospital Is it violating HIPPA laws? Castlebranch is secure not Canvas. Dr. Voelpel will send email to Brenda Knight in Registrar office for guidance Store it in Banner put files in Nursing doc where Clinical coordinator has access to it Students can't upload it to Banner; Staff and Faculty can upload it but in Canvas students can upload it Duration of student's program keep it uploaded on system Possibly IT can come up with an internal form or a platform 		
Clinical Associates transferring to another campus (June/Judy)	<ul style="list-style-type: none"> Leaves hardship on other campus Not easy to find one; need a Bachelor's degree Set up a policy communication between each campus. They need to give at least 4 week's notice and be respectful with each other and have common courtesy Discuss this more at next Tuesday's meeting when we are all together 		

AS Major (Sarah)	<ul style="list-style-type: none"> • New LPN going through new curriculum. Level 1 students don't have same major as LPN students entering in Level 2 • Can we get rid of LPN major and have regular major? • We put in database and identifies as LPN. As long as Registrar said it will work and that's okay
Saving syllabi to share drive (June)	<ul style="list-style-type: none"> • Most are missing or wrong semester • Set a policy that says you must complete syllabus and give date • Coordinator on your campus will load onto share drive • Roseann can check to make sure its on and let Dr. Voelpel know if its missing and she can send an email to say its missing • Put on top of list for Tuesday's meeting • Dr. Voelpel will send an email to all Faculty re: syllabus
Future meetings	Tuesday, January 18, 2022

Meeting Adjourned	10:28 am
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Approval Signature of Program Chair	Date
<i>June Davis</i>	1/18/2022