

MEETING MINUTES

Meeting/Project Name:		ASN Leadership Meeting	
Date of Meeting:		Time:	Wednesday, Nov 3, 2021 1 pm – 3 pm
Minutes Prepared By:		Location:	Roseann Wecera Zoom
1. Meeting Objective			
ASN Program Issues			
2. Attendees			
Prof. June Davis, Prof. Judy Sweeney, Ms. Sarah Gingrich, Dr. Patricia Voelpel, Dr. Angela Vitale, Dr. Jennifer Ortiz, Ms. Roseann Wecera			
3. Excused			
4. Agenda and Notes, Decisions, Issues			
Topic	Discussion		
Webinar	<ul style="list-style-type: none"> From 1-2pm, Elsevier's Webinar, Student Outcomes with Strong Data, was attended by leadership team followed by our scheduled meeting. 		
Approval of minutes	<ul style="list-style-type: none"> Minutes from 10/27/21 pending. 		
Any campus issues	<ul style="list-style-type: none"> Castle Branch fingerprint expires tomorrow for some students on the Charlotte campus. Lisa Cicconi reminds students; emails and reminders were given. Dr. Voelpel wants emails and documentation forward to Sarah and put in folder and Academic Success Plans given to students ASAP. 		
Registration Concerns	<ul style="list-style-type: none"> Time Conflicts- Schedule can't be built to have time conflicts for a student who takes nursing course and gen ed course. Putting 2 clinicals on same day that is a time conflict. Leave buffer. Scheduling clinical courses for part of a semester, i.e. Jan – March 1, March 1 end of semester will mess with financial aid. We can run 6 am – 6 pm, 6 am – 2 pm, 2:05 pm – 6 pm as long as it works with faculty. Some already this semester required an override. Have been a lot of changes after registration opened. Critical to get the right student roster. Make sure faculty have right students in their canvas course roster. It may be possible to begin evening classes at 5pm rather than 6pm. For placeholder courses, like preceptorship, can be set up not to block time, but will need a date if testing is involved. Wendy will be a great resource for new staff. Dr. Voelpel will set up time with the new ASN IA to work with Wendy before Wendy leaves at the end of Spring. Each faculty should get a roster of their courses. A roster is available on share drive. Capacity: Making sure when setting CRNs to allow for enough student spots. We need to check roster carefully because students sometimes register for the wrong CRN. 		
Line in the sand date for spring 2022 admission changes	<ul style="list-style-type: none"> Looking to find out what date to no longer make changes to student roster for incoming students. If the cut off comes too late incoming students start the semester behind and have difficulty getting caught up. Also hate to leave empty spots if a student declines admission into the program at the last minute. All agree 		

	that December 17, 2021 will be the cutoff date for accepting new students into the program for Spring 2022.
Incomplete assignments	<ul style="list-style-type: none"> • Talk about incomplete assignments in Charlotte, student does very well on exams with mid to upper 80's. Prof. Logan met with her and developed a contract with her, she is still not complying and has broken the contract. In syllabus all assignments must be done by the end of the semester to pass a course. Student completed what she needed to in order to take the exam. Exam is 5% of grade. Module is pass/fail and she has not done them. If everyone did that faculty will have to grade a lot of assignments at the end of the semester. Prof. Sweeney requests that the syllabus wording be clarified. Dr. Voelpel wants to set up meeting to zoom with this student, Prof. Logan and Ms. Gingrich telling her that either she does what is required or she will be removed from the program. Prof. Logan has sent her an email requesting a face to face on campus meeting but she has not responded. • We will address syllabi and P& P wording regarding late/incomplete & pass/fail assignments at ASN meeting with all faculty
Pinning	<ul style="list-style-type: none"> • Since large auditoriums are not available, we can use two larger rooms on the Lee campus, but will need to hold a hybrid pinning allowing students to attend, but family and friends will need to attend virtually. Ms. Gingrich received emails from a student who wants to bring 4 - 5 people. Dr. Voelpel has also received emails from students complaining that family cannot attend. Not going to make all students happy. Suggest an anonymous vote for level 4 students to get a majority vote. Prof. Davis will put together questions and email it out to leadership to make sure everyone is okay with wording. Choices will be either a fully virtual pinning by campus, or hybrid pinning on Lee campus for students with family and friends virtual. We will consider the student majority vote, no 3rd option will be available. • Pins should not to be given out in case we do the ceremony live. Don't give any pins out until decision made.
Future meetings	<ul style="list-style-type: none"> • November 10, 2021, 1 pm - 3 pm

Meeting Adjourned	3:00 pm
Approval Signature of Program Chair	Date
<i>June Davis</i>	11/10/2021