

## MEETING MINUTES

<b>Meeting/Project Name:</b>	ASN Leadership Meeting		
<b>Date of Meeting:</b>	Tuesday, February 22, 2022	<b>Time:</b>	9 am – 10:30 am
9 am – 10 am Zoom meeting Canvas Integration			
<b>Minutes Prepared By:</b>	Roseann Wecera	<b>Location:</b>	Zoom
<b>1. Meeting Objective</b>			
Address ASN issues			
<b>2. Attendees</b>			
Dr. Patricia Voelpel, Prof. June Davis, Prof. Judy Sweeney, Dr. Jennifer Ortiz, Dr. Angela Vitale, Ms. Sarah Gingrich			
<b>3. Excused</b>			
<b>4. Agenda and Notes, Decisions, Issues</b>			
<b>Topic</b>	<b>Discussion</b>		
Approval of minutes for 2/8/22	<ul style="list-style-type: none"> <li>Professor Sweeney had one change to the minutes – “Under online student records: Bring it up at the FTFSC meeting on Friday, please change to ASN Faculty meeting.”</li> <li>Motion to approve minutes for 2/8/22. All in favor, minutes approved.</li> </ul>		
Old Business – Summer 22/Fall 22 schedules	<ul style="list-style-type: none"> <li>Dr. Ortiz is looking for an instructor for the Fall schedule</li> </ul>		
Step out policy revision (Patty)	<ul style="list-style-type: none"> <li>Is on Dr. Such’s agenda for this afternoon’s meeting with Dr. Voelpel</li> <li>Dr. Voelpel will bring it to next week’s meeting</li> </ul>		
New Business – Making up assignments for clinical absence/lateness (Judy)	<ul style="list-style-type: none"> <li>Professor Sweeney said clinical absence make up time is not consistent between the policy and procedure’s manual and syllabi. The wording varies between course syllabi.</li> <li>Needs to be consistent</li> <li>Have a draft policy for discussion for the ASN Faculty meeting</li> <li>Call it Clinical Absence Policy. Professor Sweeney will lead discussion</li> <li>Want to complete it by the end of the semester and put it in the policy and procedure’s manual</li> </ul>		
Miscellaneous	<ul style="list-style-type: none"> <li>Professor Sweeney brought up re: changing the Practicum back to 3 hrs for 15 weeks instead of 4 ½ hrs for 10 weeks.</li> <li>Have to decide by February 28, deadline for Banner.</li> <li>Level 1 Faculty will make the decision.</li> <li>Professor Sweeney will have a level 1 meeting on Friday, February 25 at 11 am to decide.</li> </ul>		
HESI training for faculty re setting up exams (June)	<ul style="list-style-type: none"> <li>Faculty need to be reminded how to set up exams; they have lots of questions</li> <li>Dr. Voelpel will email Danielle Antonacci and Aaron Naverro re refresher course</li> </ul>		

Dr. Voelpel – updates/issues	<ul style="list-style-type: none"> <li>• None</li> </ul>
Parking Lot	<ul style="list-style-type: none"> <li>• Volunteer hours – revisit Fall 2022</li> </ul>
Future meetings	Tuesday, March 1, 2022

<b>Meeting Adjourned</b>	11:06 am
Approval Signature of Program Chair	Date
<i>Jane Davis</i>	3/1/2022