

MEETING MINUTES

Meeting/Project Name:	ASN Leadership Meeting		
Date of Meeting:	Tuesday, February 8, 2022	Time:	9 am – 10:30 am
Minutes Prepared By:	Roseann Wecera	Location:	Zoom
1. Meeting Objective			
Address any 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 2/1/22	<ul style="list-style-type: none"> Motion to approve minutes for 2/1/22. All in favor, minutes approved. 		
Old Business – Summer 22/Fall 22 schedules	<ul style="list-style-type: none"> Level 3 summer, need to determine who will be teaching. Kelly Murphy interested in Simulation but can't go to hospital, not for a full day Colleen Moore not interested Dr. Vitale will do OB Margaret Pearce will do Didactic 		
Step out policy revision (Sarah)	<ul style="list-style-type: none"> Professor Davis put the language on the screen to share (see attached) and change wording to “preventing their enrollment in nursing courses” Will students need to be evaluated and have to take skills exam or update their skills? Need to check with college; putting a restriction to register for classes Dr. Voelpel will send an email to Dr. Such Revise the policy for the Fall pending approval for wording regarding “skills refresher” Will present this to ASN faculty at the next meeting 		
Nursing Lab kits – update on distribution (June)	<ul style="list-style-type: none"> Update on distribution - Michelle Sherman had a great point if they get the backpacks with their uniform it would not show the significance of the backpacks; give to the students on the first day of class Dr. Voelpel met with Shawn Gilmartin and the delivery of the backpacks will be mid-July Michelle Sherman will keep the form that the students sign when they receive the backpacks. It states on the form that the student is responsible to pay for a replacement 		
New Business – HESI Exams – instructor information	<ul style="list-style-type: none"> Questions re: how long is the exam Dr. Voelpel said to contact Aaron Navarro Professor Davis will follow-up with Aaron 		

(June)	
Online student records (June)	<ul style="list-style-type: none"> • Not all campuses have gone to full online student files • We voted on it a year ago but have not fully implemented it across campuses • Clinical evaluations and skill check off can be uploaded to canvas • Clinical evaluations the faculty can review on canvas and sign online in the comments section • Pull it up in Canvas, student and clinical faculty sign it electronically • Bring it up at the ASN meeting on Friday • Student will load the evaluations and skill check off in Canvas • We will implement this on all campuses by Fall 2022
Dr. Voelpel – updates/issues	
ACEN	<ul style="list-style-type: none"> • Dr. Voelpel had a meeting with Professor Weiner re: what the ACEN site visits look like • Meeting today with Professor Weiner, Bobby Holbrook, Professor Davis and Roseann Wecera • Need to upload documents, they look at last 2 years • Submit documents to ACEN 6 weeks prior • Bobby Holbrook came up with a calendar, ASN and RN to BSN will follow same calendar • Dr. Voelpel ordered ANA guides for the ASN and BSN program • Have support staff to take minutes; Standard 1 – Roseann Wecera, Standard 2, Michelle Sherman and Standard 3, Lulu Mondello
Charlotte Campus	<ul style="list-style-type: none"> • Dr. Voelpel had a good visit on the Charlotte campus last week evaluating the labs • Hope to get capital gains • Skills lab has 1 Juno mannikin • If money is available would like to get 5 brand new Juno mannikins for the Skills lab which will cost \$60,000 • Beds pricing out smaller ones (Striker) • Shawn Gilmartin having company to come and fix the broken beds • 11 offices for Nursing department if we get the capital gains
Budget	<ul style="list-style-type: none"> • Clinical Associate costs under budget going into next year • Looking to get a Clinical Associate on the Lee to help with clinical coordination 24 hrs a week and a Clinical Associate on the Collier campus to help in the sim lab for 24 hours a week • Tommy Mann has a SIM budget has to get approved
Cypress Living Visit	<ul style="list-style-type: none"> • The company came on Friday, February 4 to visit on Lee Campus • They are a Geriatric center with in patient, assistant living, Alzheimer unit and home care • They are moving forward with a contract for us • Students will get exposure for six weeks; Nursing 1 and 2 students and mental health • Took them on a tour and they were blown away by our SIM lab
Parking Lot	<ul style="list-style-type: none"> • Volunteer hours – revisit Fall 2022

Future meetings	Tuesday, February 22, 2022
-----------------	----------------------------

Meeting Adjourned	10:30 am
--------------------------	----------



Approval Signature of Program Chair	Date
-------------------------------------	------

<i>June Davis</i>	2/22/2022
-------------------	-----------

PENDING APPROVAL FOR WORDING REGARDING “SKILLS REFRESHER”

Stepping Out

Students in the ASN program are in a cohort. Students must progress as prescribed through the planned curriculum by term. Students may request to temporarily step out of the program due to extenuating circumstances preventing their enrollment in nursing courses.

A student enrolled in their first term of nursing coursework will not be permitted to step out. The student will need to drop, withdraw, or receive their earned grade for each course. The student will need to reapply for a future admission cycle. If the student is admitted to the program, the student will begin their nursing curriculum at the first term. If applicable, LPNs would begin in the second term.

A student who has successfully completed at least their first term of NUR coursework is eligible to request step out. The student must provide the Student Success Advisor written notification requesting to step out. A student requesting to step out for an additional consecutive term must submit their request to the Associate Dean of Nursing.

A student who is approved to step out must return to the nursing program the following term. In some cases, if deemed necessary by the Nursing Department, this may include a summer term. Due to curriculum changes, students that step out may have to purchase new materials and or uniforms, and may need to complete their course requirements through an individualized study. A student will not be permitted to step out for more than two consecutive terms. If a student does not reenter as expected from the approved step out, they will be dismissed from the program. The student will need to reapply for a future admission cycle. If the student is admitted to the program, the student will need to begin their nursing curriculum at the first term. If applicable, LPNs would begin in the second term.