



**MEETING:**           **SoHP Meeting**

February 22, 2022 2:00 -3:00 pm,

Zoom Meeting:

<https://fsw.zoom.us/j/81720774873?pwd=cTdiUXE2OVU1bnFBc3JacXJwMXV5dz09>

**PURPOSE:**           Internal Department Meeting

**ATTENDEES:**       Dean, Associate Dean, Directors, Department Chairs, Advisors and  
ASN Campus Site Coordinators

**AGENDA**

- E-learning Updates: Gayle Dean
- Budget & Fee Review Process
  - Budget Review
  - Course Fee Review
  - Program and other Fees
    - Lab fees
    - Application Fees
  - CA hourly rate of pay
- Dental Accreditation Site Visit Highlights & Lessons Learned
- Community Partnership Meeting Updates
  - FSW AHA Training Center
  - NCH (CVT, Phlebotomy, AHA)
  - Cypress Living
  - HCA Healthcare Center for Clinical Advancement - West Florida Division
- Space Updates- AHA, Phlebotomy, EMS, K-Building Relocations
- Support for ESL Students
- Process Development for Student Concerns & Discipline

- Proposed SoHP Student Progression & Concerns Committee
- Program Brochure Development Updates
- Website Development Planning
- General & Social Media Marketing
- Athletic Event Teambuilding Event- Saturday March 19<sup>th</sup> 7:00 pm
- Faculty Evaluations

**Important Dates:**

- **Curriculum Committee Meetings:**
  - 03/4/2022 - All AS Program Changes will be reviewed
  - 04/1/2022 - All BS Program Changes will be reviewed
  - (All who have proposals need to attend)
- **Open House Events:**
  - Charlotte & Collier March 1<sup>st</sup> (3:30 pm - 6:30 pm)
  - Lee March 2<sup>nd</sup> (3:30 pm - 6:30 pm)
  - Hendry Glades March 3<sup>rd</sup> (3:30 pm - 6:30 pm)
- **Heartland STEM Forum:**
  - March 26<sup>th</sup> (8:00 am - 4:00 pm)

## **SHP Leadership Meeting**

**2/22/22 via Zoom**

### **Attendees:**

Dr. Tami Such, Dean, School of Health Professions  
Dr. Patricia Voelpel – Associate Dean, Nursing  
Bobby Holbrook – BS Nursing Program Director  
Karen Molumby – Dental Hygiene Program Director  
Jean Newberry – Director of Respiratory Care  
Jim Mayhew – Radiologic Technology Program Director  
Deborah Howard – Health Information Technology Director  
Christy Clark - Social & Human Services Director  
Tommy Mann – Director of Simulation  
Dr. Terrance Hays – Academic Advisor II, Nursing  
Sarah Gingrich – Academic Advisor II, Nursing  
Cassie Steves – Academic Advisor II, Health Professions  
Nicole Cobb – Cardiovascular Technology Director  
Heather O’Connell – BS Cardiopulmonary Chair  
Gayle Dean – Professor, Nursing  
Adriana Figueroa – Administrative Assistant to the Dean  
Tamra Pacheco – Health Professions Support Specialist (scribe)

Dr. Such called the meeting to order at 2 pm.

### eLearning Updates

- Bobby Holbrook shared information he received from Gayle Dean: She is working with Nursing faculty to establish a plan to move toward Quality Matters certification for all online RN-to-BSN courses.
- Gayle also offered her support and assistance as our SoHP e-Learning Coordinator to other programs in the SoHP who need assistance with course development and/or course redesign of their online courses.

### Budget Review Process

- Tommy Mann stated that we had some much needed discussions on lab fees and budgets to be transparent with finance to understand what we do and need.
- Finance is working with us to formalize justified budget requests that align with our budget needs, and in some cases may result in budget increase requests.
- We are currently reviewing application fees and CA rates of pay, including history behind how they were established and are working to determine what these rates should be. This may extend in to summer 2022 as detailed exploration is underway.

### Dental Accreditation Site Visit

- Thanks to Karen and her Dental Hygiene team for their hard work in the Dental Hygiene re-accreditation process.
- Karen offered highlights of her experiences to the group as follow:
  - She shared that it was her 4<sup>th</sup> time facilitating this process and encouraged others to start preparing/planning as early as possible.
  - The Office of Institutional Effectiveness and the supporting documentation they provided was extremely helpful.
  - The most difficult part was setting up the visit for both onsite and virtual. The final self-study document submitted to CODA was 4,000 pages long and it was taxing working with IT to get it uploaded.
  - The new faculty were a target for the visitors. She set up a mock site visit with Ray and Jim to prepare them.
  - Karen was grateful to Dr. Norman, Dr. Such, and Dr. Deluca for their ability to answer the site visitors' questions.

### Community Partnership Meeting Updates

- Our Lee Health AHA contract will end in March. We are working to establish our own AHA program for our students and community partners.
- We are working on the steps to become an AHA approved/designated Training Center so we can offer our own AHA courses. We anticipate that it will be late summer/early fall before this process will be completed.
- NCH wants to work with us to put their employees through our phlebotomy program.
- NCH is also interested in exploring a potential partnership for AHA courses and have expressed interest in hiring our CVT students.
- Cypress Living reached out to us and they have multiple opportunities for our students across many of our program areas. We are currently working on formalizing an Affiliation Agreement with Cypress Living for clinical experiences for all SoHP programs.
- Adriana will send out a list of current affiliations and welcomed everyone to let her know if there are any additional agreements we should begin pursuing now or in the future.

### Space Updates

- K-Building renovation will start in the fall and transition of many employees from this building for office and classroom space will occur across the summer. For space currently utilized primarily by the SoHP, we anticipate SoBT will be using the computer labs – AA-173 – 175 for a year until the renovations are complete.
- AHA will be moving to A-215 and will eventually expand to Charlotte and Collier.
- Phlebotomy will be held in AA-216 and will also be held in Collier if approved.
- EMS will take over the existing AHA classroom space and offices in the B-building.
- We will need to formally request use of AA-173 through 175 for our testing needs as early as possible as this space will be assigned on a request basis.

- The Center for Teaching and Learning is moving to AA-166 and AA-168.

### ESL Students

- Cristy asked how we are assisting these students within our programs.
- Sarah stated that Adaptive Services is not the place to send these students and she has some other resources that she shared in the chat.
- Clinical settings are the most challenging for these students.
- We have EAP courses, but once students take English Composition they don't go back to take those courses.

### Process for Student Concerns & Discipline

- Discussion was held regarding the desire for a formal process and appeals committee to formalize and thoughtfully consider the area of concern; particularly before concerns are presented to the Dean.
- Also discussed the ideal for this committee to review progression issues and concerns as well.
- Tommy has been working with Nicole to create associated policies and procedures for progression and appeal for the CVT program to present in draft as a proposal for adoption for all SoHP programs.
- Discussed a proposed idea for a committee of 5 people across the SoHP.
- The appeals process would begin with a formal written request on a designated form by the student. If the student does not complete the form, the process would not start. This would allow for a more formal approach and tracking process for all appeals and concerns.
- Karen expressed concern regarding the potential for students to fill out the form needlessly.
- Dr. Such stated that this process and form would be encouraged for use for issues that move beyond the instructor level to resolve.
- We will work to ensure our internal SoHP process aligns with all established college procedures.
- Dr. Such stated that the flow chart of our process will be helpful to share.
- Nursing has a process in which they go by the syllabi, then the faculty meets with the student, then it is forwarded on to the Associate Dean if necessary.
- Anticipate that the draft proposal will be shared with everyone once it is finalized for the CVT program.

### Program Brochure Development Updates

- Brochures have been printed for each program and are available for open houses and events.
- We are working on a one-page brochure with all of the programs with brief bullet points/highlights and a QR code for each program.
- Adriana will email the final versions of the brochures for electronic sharing/use and will be the contact person moving forward for any corrections if needed.

### Website Development Planning

- The verbiage and pictures used in our brochures will be incorporated into the webpages.
- Tommy is working with Jason and Greg to find ways to get front page exposure and to enhance/redevelop our school and program webpages.

### General & Social Media Marketing

- Tommy will meet with Greg regarding social media promotion.
- We are looking for alumni to speak up about the programs and send them to Greg.

### Athletic Engagement/Team-Building Event

It looks like we need to find a different event since many cannot attend the softball game during spring break.

### Faculty Evaluations

- Tommy inquired how he can help with the faculty evaluation process currently underway by all Program Directors.
- Jean stated that she has 2 faculty and the evaluations are ready.
- Jim stated that he has one faculty member and he has only been here a couple months. Jim will meet with Tommy to go over the evaluation process.
- Nursing is 80% done with their faculty evaluations.
- There is no additional feedback provided by HR as of yet on the new staff evaluation system and process.

### Open Discussion

- Upcoming Curriculum Committee meetings for March and April will be 3 hours with all of the changes that need to be covered.
- The Open Houses are scheduled for the first week of March and there will be tables set up in U building and lab tours for Respiratory Care, CVT, Dental Hygiene, and the Simulation Hospital.
- The Cardiopulmonary Symposium will take place September 20 – 23 at the Hyatt Regency Coconut Point.
- Lee Health Nursing Event will take place at FSW this year.

Meeting adjourned at 3:30 pm.