

**MEETING: SoHP Meeting**

August 2<sup>nd</sup>, 2022 2:00 -3:00 pm

Zoom Meeting:

<https://fsw.zoom.us/j/84242378788?pwd=K1NCd0tqT2t5NEw2WDVLbmNGQm1pUT09>

**PURPOSE:** Internal Department Meeting

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

**AGENDA**

**KUDOS**

- Cassie Billian – Director, Emergency Services
- Dr. Joseph Buhain - Director, Corporate Training and Simulation Education – Welcome
- Frank Vilchez - Program Coordinator, Corporate Training and Simulation – Welcome
- Congratulations to now - Dr. Heather O’Connell
- Respiratory CoARC - President’s Award for Excellence in Credentialing Success
  
- Update budget approval process
- Budget training dates (Tamra & Mary)
- Agile Performance
  - Begin usage in July
  - Minimum of 2 check-ins per year (IE: every 6 months)
  - Minimum quarterly feedback
  - Input goals and objectives for review starting in September
- FJGG Update
- Shady Rest Foundation Donation update
- FDLE Applicant Notification & Acknowledgement Student Forms – Refer to email
- CA pay – data to present in the coming weeks
- Castlebranch Update
  - Preliminary search for new screening provider (Jean)
- Director monthly meetings-last 2 weeks of every month-Starting September
- Vacant and new position updates
  - New Hires: Clinical Coordinator, Nursing Lee; Administrative Assistant-Dean’s Office

- Committee interviews being conducted
  - Associate Dean of Nursing; Director, ASN Program; Director, HIT; Director, CVT; Advisor II SoHP; Advisor II ASN (Perkins Funded); Clinical Coordinator HUS; Clinical Coordinator, Dental (Dec. retirement); Clinical Associate, Simulation Technician
- Thank you to all committee members
- Update: Advising roles and responsibilities
- Guided Pathways Update (Cassie, Jean, Carrie, Sarah)
- Sharing Outlook calendar with Mary
- Fall Meetings – 2 – In person and 2 – Via Zoom
- Faculty Class Schedule & Office Hours document for Program Directors
- Course Syllabi changes for accessibility
- Program Reviews- Compliance Assist Deadlines
  - 2021-22 Wrap-up by August 31<sup>st</sup>
  - 2022-23 goals by September 30<sup>th</sup>
- Visible Body program
  - Originally purchased with HERFF funds for A&P during the pandemic
  - They are not renewing it as their profs did not utilize
  - We tagged along with that purchase and had a link for our classes to it, along with EMS
  - Is anyone interested in continuing?

**Important Dates:**

- First faculty duty day August 15th
- Fall semester starts August 22nd
- Adjunct Faculty Institute– August 12 – Must register by August 5<sup>th</sup> (see TLC email from 7/26)
- Convocation- anticipate required meetings across the day, August 17<sup>th</sup>

**Upcoming Meetings:**

- Monthly department meeting schedule
- Resume Dean/Director/Chair/Advisor/Program Coord. monthly meetings (Tuesday, September 27<sup>th</sup>, 1400-1600)

**Future Agenda Items:**

- Social media Marketing
- Website Development
- Proposed SoHP Student Progression & Concerns Committee
- Process Development for Student Concerns & Discipline
- Community Partnership Meeting Updates
- Program and other Fees
  - Application Fees
- Organizational Chart
- Charlotte Renovation Plans

**SHP Leadership Meeting  
August 2, 2022 via Zoom**

Attendees:

Dr. Tami Such, Dean, School of Health Professions  
Bobby Holbrook – BS Nursing Program Director  
Dr. Buhain – Director of Corporate Training & Education  
June Davis – Interim Associate Dean of Nursing  
Dr. Nicole Cobb – Cardiovascular Technology Director  
Jean Newberry – Director of Respiratory Care  
Jim Mayhew – Radiologic Technology Program Director  
Cristy Clark - Social & Human Services Director  
Tommy Mann – Director of Simulation  
Nicole Cobb – Cardiovascular Technology Director  
Cassie Billian – Director, Emergency Medical Services  
Judy Sweeney – Clinical Coordinator, Nursing  
Mary Font – Interim Administrative Assistant to the Dean  
Tamra Pacheco – Health Professions Coordinator (scribe)

Meeting was called to order by Dr. Such at 2 pm.

Kudos

- Welcome Cassie to new role as Director of EMS.
- Welcome Dr. Buhain to our new Director of Corporate Training and Simulation Education.
- Frank Vilchez is the new Coordinator who will work with Dr. Buhain.
- Heather O'Connell has completed her Doctorate degree.
- We formally gave congratulations for the President's Designation for Respiratory Care in the last meeting and wanted to mention it again with Jean's presence in this meeting. Shawn Gilmartin went to the conference in California to represent the program and receive the award.

Budget

- We plan to formalize training for all budget administrators to occur in the coming months. We need to review the increases and decreases in our FY 23 budgets and see what we can do and plan accordingly. Meeting with Tommy and Dr. Such if there are issues.
- All of our course fees were approved, thanks to for providing detailed fee justifications.
- Due to delay in Board of Trustees approval of the fee increases the increased fee amounts for fall will be covered by the college. Important to remember that all budgets are based upon planned enrollment and that decreases may occur later in the semester if enrollment is not as anticipated; therefore, we must monitor our enrollment and the funds available accordingly.
- All students will be charged the new/increased course fee amounts in the spring.
- Travel between campuses and meetings will be reimbursed. The funds should be in the budget for each program, but only certain programs were provided funding despite a detailed needs list

provided to the Provost. Talk to Tommy and Dr. Such if there are not enough funds for program as funds may need to be reallocated if particular budgets are short in travel funds.

- We are still trying to establish a date for training, but it will probably be in the beginning of September.

### Agile Performance

- We are receiving email reminders from HR to use the platform for all staff. If you have not had training, make sure you get it from HR.
- August is a busy time and all meetings for directors are removed from the calendar. Instead, you are tasked with putting in the goals in Agile to review them with Dr. Such in September.

### FJGG Update

- Dr. Such appreciates Karen and Tommy's efforts in preparation of the FJGG grant focusing on dental hygiene program expansion and clinic, classroom, and lab space renovation.
- FSW Facilities and Operations are at capacity for building projects, particularly with the K-Building renovation on the Lee campus, and they are asking that we delay submitting the grant application until they complete other building projects.

### Shady Rest Foundation

- A donation of \$300K was received from the Shady Rest Foundation.
- \$100K is for RN-to-BSN scholarships that are available immediately.
- The rest of the \$200K is an endowment and funds will be available annually on a percentage of the interest the endowment gains. Half of the endowment funding is designated for RN-to-BSN scholarships, and the rest is undesignated for scholarships for the SoHP.

### FDLE

- Everyone received an email regarding the updated process for processing background checks. It was a finding by the auditor that we needed to include documentation for students to acknowledge that they are having background checks done and reviewed.
- We need to have them completed by all students who were accepted into the program this year and completing rechecks.
- We will need to have all students who are requested to do a background check for admissions next year (*we don't need to ask those who were not accepted this year*).
- Students must include the social security number so they can reference it.
- We need to date the form with the date that we complete the background check.
- This authorization allows us to share the background check information with the students if requested.

### CA Pay Rates

- We are working on CA pay and reviewing all of the hourly rate of pay per program and comparing this to other academic institutions and industry salaries.
- We are working on a plan to make some adjustments and Tommy will provide information from the data gathered in the next 30 to 45 days.

- We will also look at the potential for increases for the next fiscal year, within the next budget cycle.

### Castlebranch

- We are still experiencing challenges with use of Castlebranch, and are looking into other providers for background checks. Jean and Tommy are working on that. We may have some alternative vendor demonstrations. This would probably start next fall with a new vendor if one is identified and desired across programs.
- If we have clinical sites that use Castlebranch, it is not the dictator for what we must use for the school and will work through new procedures with those sites. This decision to move to a new provider is based on the input of the directors.
- Jean has only one site that has responded to our request for information and Jean will provide the link and info from that vendor to all Program Directors for those that use Castlebranch.

### Director Monthly Meetings

All existing meetings on the calendar for directors will be removed. Mary will review meetings previously scheduled for September and forward and will change the dates according to your needs and availability.

### Vacant Positions

- Clinical Coordinator, Lee campus search continues.
- Donnamarie Rich was hired as the Administrative Assistant to the Dean, and will start September 1<sup>st</sup>. Dr. Such feels that she is a good fit and Donnamarie will have some overlap time with Mary for training before she leaves.
- The Associate Dean of Nursing search is in process and there are 3 good candidates so far.
- The ASN Program Director in Nursing search is still underway. June Davis has graciously accepted to extend her interim role with us through October to support the new director.
- Bobby Holbrook, RN-to-BSN Program Director has been an exceptional support with the vacancies in Nursing.
- The CVT Director search is in process and the HIT Director position will post on Friday, August 5th.
- We are in the final stage of selecting the Nursing advisor for the Collier campus.
- We have posted the Advising position for Lee Campus and established a search committee lead by Cassie. She is still helping out in the role, while working in her new role in EMS.
- Advising questions should be deferred to the directors until the new advisor is hired.
- Clinical Associates are still needed in nursing and for simulation.
- Clinical Coordinator for Dental Hygiene, Clorinda Matro-Atkins position will be posted in the near future since she will be retiring.
- Clinical Coordinator position for Simulation will also be established when funding is approved.

### Advising Role Changes

- We are planning to formalize general knowledge of all 3 of the advisors across our SoHP programs so they can represent all programs at a recruitment event or cover for those on vacation.

- Sarah Hamula will transition to advising RN-to-BSN students and select ASN students. Sarah will continue to take the lead on ASN program admissions processes but additional support will be extended to her in doing so.
- Upon approval, we plan to hire a new administrative assistant that is part time to support the advisors and help with admissions.

### Pathways Initiative Update

- A program awareness video was completed in EMS.
- They are working on recording other programs in Health Professions.
- The videos may lead to less requirements for recruitment event participation.

### Fall Meetings

Will have 2 meetings in person and 2 via zoom for the fall.

### Faculty Course Schedules/Office Hours

- Dr. Such would like to formalize how the office hours are displayed. For a Director, it should be 8:30 to 4:30 and class time should be the only times that you are not in the office.
- There should not be days that have nothing on the calendar since you have office hours every day. Directors should be available to meet with students when in the office.
- Put clinic visits on the office hours and schedule meetings with students around that time.
- If there are teaching hours added to the Director contracts, then they are accepted during the day as part of your workday. If you do not have teaching hours in your contract, you will need to add administrative hours to your schedule to make up for the time missing while in class.

### Course Syllabi

- Mary Font is here to answer questions regarding the syllabi. The format must be accessible and certain characteristics on the syllabi have been modified to meet the standards for accessibility.
- You need to review the syllabi to find errors and report them to Mary.
- Cristy has already identified errors on her syllabi and Mary is making the corrections.
- After fall, we are hoping that they will look the same as they used to and still be accessible with the adoption of a new software, Simple Syllabus.
- Make sure you have all of your course syllabi in the document manager.
- Make sure that everyone is using the syllabi in document manager as this is the officially approved version.

### Program Reviews – Compliance Assist

- Dr. Such and Tommy have attended various meetings with Dr. Van Gaalen and Program Directors for annual Program Reviews, Compliance Assist FY22 reports must be entered into Compliance Assist by August 31<sup>st</sup> and goals for FY 23 by September 31<sup>st</sup>.
- If you are a new director, you may work with Dr. Van Gaalen and D'ariel to get the program data entered in the system.

### Visible Body Program

- Inquiry about program interest in use of Visible Body software by Dr. Buhain.
- Jean stated that Respiratory Care used it as a reference. It was not beneficial to RC since they were more advanced.
- Nursing did not use it per June Davis.
- Matt stated that they were not using it in EMS, per Cassie.
- Nikki Cobb stated that it is really neat and the student would use it, but it needs to be applied to the coursework and lectures.
- We would have to look into funding if we wish to continue and that will take some time.

### Upcoming Events

- Monday, August 15<sup>th</sup>, faculty development. Dr. Such inquired if a meeting with adjuncts for our programs would be beneficial. This would be a separate meeting from the adjunct institute. She will come up with an agenda, if necessary.
  - Nicole stated that it is not necessary and the directors should have the meeting with their adjuncts. Other directors shared their agreement.
  - Share a welcome to all of the adjuncts from Dr. Such.
- Many classrooms may have changed to include flex technology and instructors should attend the training before class.
- Convocation is at 8:30 am at the Barbara B Mann on August 17<sup>th</sup>. There are school and department meetings that follow. Every program has a designated room for their department meeting to meet if needed. We are hoping to do a team building activity that afternoon (2:30 to 4:30). We should get an email with the event schedule next week.
- The next leadership meeting is Tuesday, September 27<sup>th</sup> at 2pm.

Meeting adjourned at 3:12.