

MEETING: **SoHP Meeting**
October 25th, 2022, 2:00 -3:30 pm
Zoom Meeting:

PURPOSE: Internal Department Meeting

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

AGENDA

KUDOS

- Jean Newberry- Respiratory Symposium
- Marti Jenner- Lee Health Francine Gomberg Research Conference
 - Rescheduled to February 9th and 10th
- AHA Training Center Designation & Licensed for Stroke Certification
- Update budget training date: TBD
- Balance of travel funds across SoHP budgets
- New Hires, Welcome: Dr. Holland, Associate Dean of Nursing; Student Success Advisors: Silvia Guerrero-Smith & Joann Sabo; Lena Scott- Program Director, CVT; DonnaMarie Rich, Administrative Assistant to the Dean; and Ariella VanHara- Program Coordinator HUS
- Vacancies: Program Director, HIT; Clinical Coordinator- ASN Lee Campus; ASN Program Director; 2 ASN Faculty Positions; various CA openings across programs and campuses; Clinical Coordinator, Dental; Dental Clinical Assistant; Clinical Associate, Simulation Technicians
- Spring Schedule Reminders
- Upcoming IT Updates/Changes
- Canvas- ePortfolio option
 - Adjunct faculty and instructional staff ePortfolio support and evaluation
- Textbook Information Entry & Student Communication for all Courses
- VPAA Shared Governance Forum- Janice Cousino, SoHP faculty representative
 - First meeting October 27th, 2022
- Use of Maxient (Academic Misconduct Form) for all academic dishonesty issues
 - Even if resolved at the instructor/student level

- Located in Faculty Portal
- Sharing Outlook calendar with DonnaMarie Rich
- Nominate Curriculum Committee faculty representative (non-Nursing)
- H22 Grade Variance
- Volunteer representative for Textbook Affordability Committee for all SoHP
- Recap of Return of Lab/Simulation/Corporate Training Spaces on Lee Campus
 - AA-173 and AA-175 testing rooms availability / reservation
- Continued remote work for Lee campus faculty and staff
- Reminder Program Reviews- Compliance Assist Deadline
 - 2022-23 goals by September 30th

Important Dates:

- Textbook Information to Bookstore/in Follette at least 45 days prior to the course start
- State of the College- January 27th, 2023
- All School Meetings on the Lee campus- January 27th, 2023, time TBD
- Agile Performance
 - Reminder for goal and objective development & Director approval
 - Minimum of 2 check-ins per year (IE: every 6 months)
 - Minimum quarterly feedback

Upcoming Meetings:

- Reminder of next SoHP monthly meeting in person-October 25th, 2p-4p, A-105

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
- Use of Testing Center for Student Testing Needs
- Study Abroad in Belize
- Castlebranch Update

**SHP Leadership Meeting
October 25, 2022 via Zoom**

Attendees:

Dr. Tami Such, Dean, School of Health Professions
Dr. Susan Holland – Associate Dean of Nursing
Tommy Mann – Sr. Director of Health Professions & Simulation Education
Bobby Holbrook – BS Nursing Program Director
June Davis – Interim Associate Dean of Nursing
Dr. Buhain, Director of Continuing Education & Simulation
Dr. Nicole Cobb – Cardiovascular Technology Director
Karen Molumby – Dental Hygiene Program Director
Cristy Clark - Social & Human Services Director
Jean Newberry – Director of Respiratory Care
Jim Mayhew – Radiologic Technology Program Director
Cassie Billian – Director of EMS
Silvia Guerrero-Smith – Academic Advisor II, HP at Lee
Joann Sabo – Academic Advisor II, Nursing at Collier
Sarah Hamula – Academic Advisor II, Nursing at Charlotte
DonnaMarie Rich – Administrative Assistant to the Dean
Tamra Pacheco – Health Professions Coordinator (scribe)

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

New Hires

- Dr. Susan Holland – Associate Dean of Nursing
- Silvia Guerrero-Smith – Academic Advisor for Health Professions – Lee
- DonnaMarie Rich – Administrative Assistant to the Dean
- Ariella Vanhara – Program Coordinator for Human Services

Kudos

- Jean Newberry lead the team for the Suncoast Pulmonary Symposium on September 20 – 23. Jean also thanked Tamra Pacheco for her assistance with the event.
- The Lee Health Gomberg Conference, supported by Martha Jenner, delayed due to the hurricane and will be rescheduled for February 9th & 10th on the Lee Campus.
- We have official gained certification as an AHA Training Center and will be expanding our AHA offerings in the coming months. Dr. Buhain stated that they will also have CAs who are certified in stroke in the near future. He will let the directors know when they are scheduling BLS classes for students.

- Budget training was delayed due to the Hurricane, will be rescheduled for the end of November via Zoom

Travel Budget

- Travel funding requests were submitted for each program area as provided by Program Directors; however, we received \$11,000 less than was requested.
- Dr. Such shared that we may need to move travel funds across school indexes (from one program to another) for fall semester or whenever funds are needed until all school funds are exhausted. Dr. Such will request additional funding if/when needed.
- Program Directors should anticipate movement of funds within the travel line of their budgets accordingly.

Vacancies

- HIT Director position – active search processes are underway, thanks to Jim Mayhew for leading the hiring committee.
- Clinical Coordinator, Nursing Lee campus– the search has failed multiple times, search efforts continue.
- ASN Program Director – the first interviews will take place this Friday.
- ASN Faculty – approval to hire 1 new faculty member for Lee campus, hiring process is in progress.
- Dental Clinical Coordinator – hiring process underway.
- Office Assistant, Dental – hiring process underway.

IT Updates

- A majority of the designated classrooms should be set up as flex rooms.
- All faculty and staff will have mobile workstations with laptops in the next couple years.
- We will be moving to Zoom phones instead of desk or cell phones in the near future.
- There will be links in Canvas to learning tech modules.
- Chatbot is available on some of the FSW webpages.
- Team Dynamix may be used for contracts in the near future.
- New resources are available on the IT webpage.
- Everyone can go to www.fsw.presence.io to create calendars for events or club activities for your program.
- Higher security of data and finance that resembles those required of financial institutions/banks will be put in place by the end of the year.
- Awareness training will be established for new employees.

- The portal will be enhanced and have a new look at the beginning of the year.

Canvas ePortfolios

- All instructional staff must complete eportfolios, not just adjuncts and faculty.
- Portfolios can now be created in Canvas instead of Portfolium.
- The portfolios are due each spring and notifications are sent out with due dates.
- Jean stated that these notifications are not always correct in regards to due dates.
- Adjuncts need to be observed in the first year and every 3 years by a mentor or director.
- Portfolios are do every 3 years for adjuncts and instructional staff while faculty continues to follow the requirements outlined in the CNA, currently once every 5 years.
- If clinical coordinators only teach clinic, they are not required to submit portfolios. Dr. Such will work with Karen to facilitate this for any staff who do not teach outside of the clinic setting.
- VPAA Shared Governance Forum- Janice Cousino, SoHP faculty representative. The first meeting is scheduled for October 27th, 2022 and ongoing meetings are anticipated 2-3 times/year.

Textbooks

- All textbook information for Spring semester courses needs to be in Follett now (required posting of textbook information 45 days prior to semester start).
- Need to enter textbook information for all courses, even if no textbook is used.
- Textbook Affordability Committee volunteer is needed to field action items for SHP. Tommy Mann requested 1 representative to volunteer via email or nominate someone for the committee.
 - Committee efforts will include formal process of requesting textbook changes, with justification of change, particularly if more often than every 5 years.
- Need to continue consideration of open educational resources (OER) as course materials
- It is recommended that programs only change their books every 5 years if possible.

Academic Misconduct

- Request for use of Maxient (Academic Misconduct Form) for all academic dishonesty issues
- The form should be used for every class in which the student misconduct occurs.
- It should be documented even if resolved at the instructor/student level

- The form is located in the within Faculty Resources tab of the Portal
- Sarah shared that Advisors continue to track all Early Alerts that are entered.
- Cristy stated that she is on the BUCS Care committee and students are tracked for issues in which students can be provided needed services, i.e. for mental health, life, and educational needs.

Curriculum Committee Nominations

- We need to nominate a curriculum committee member who is faculty and non-nursing.
- Elizabeth Whitmer, Ray Lenius, Heather O'Connell, Sindee Karpel, and Jason Ballard are the only non-nursing full-time faculty in Health Professions.
- Discussion was held including recommendation of Ray Lenius to serve in this capacity of he is interested/willing. Dr. Cobb will inquire with Ray.
- Need to have nominee selected by November 4th.

H22 Grade Variance

- H22 course repeat can be extended to next fall for the programs that do not offer the course before then.
- All students who have made the decision to withdraw with an H22 and need to delay the retake until fall semester (only for courses not offered prior to Fall semester) must be on a list to retake.
- The list of students must be sent to the advisors to keep on file.
- Karen stated that she has a student that withdrew with a H22 and copied all of the course information from Canvas to keep for next year since she still had access. Concern was expressed regarding the need to stop students from gaining access after withdrawing.
- Concern was also expressed that students may also go through the whole course and still receive an H22 at the end.
- Dr. Such will share above discussion and concerns with VPAA and other Deans and provide updates to follow.

Continued Remote Work- Lee Campus Only

- Labs will be open for lab/simulation/CE courses that are taught in those rooms after October 31st.
- There is still damage to the buildings that is being repaired such as: 9 roofs including building A & AA, 10,000 ceiling tiles, significant sheet rock replacement across campus

buildings, water damage in A-210 due to window leak, and damaged lights all over campus.

- Rooms AA-173 & 175 should be available for testing purposes and must be scheduled. Room requests should go to DonnaMarie who will send them to Amy Eddy in Auxiliary Services.
- Only essential personnel are allowed on campus and must have the approval of the Dean and be supervised by the Dean.
- The soonest date to return to campus for everyone is January, at this time.
- IT will go through every classroom in A & AA to make sure that the technology is working beginning on Monday, October 31st after the hurricane recovery contractor work is complete. If you need to utilize your lab spaces prior to IT technology review in this space, you will have to work with what you have available and be patient with this process.
- Most of our training equipment is not under IT's management, therefore it is up to us to make sure our equipment is functioning properly. All were asked to notify Dr. Such of any damage related to the hurricane that is identified for space or equipment as soon as it is identified.

Director Tasks

- Share your calendar with DonnaMarie
 - Check spring schedule on the O/C report to make sure everything is correct
 - Make sure you completed Compliance Assist FY22 reports and FY23 goals
 - Complete Agile feedback for your team twice a year
 - Send all manual timesheets through Adobe Sign
 - Complete Online training for Flex courses if necessary, we will have to speak with Dr. Jester to see if we can have that waived under certain circumstances.
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- Dr. Nicole Cobb said her farewell, since this is her last meeting as a Director of CVT.
 - The President's Address will be held on January 27th and we should make the whole day on our calendars.

The next meeting will be held via Zoom on November 29th 2 – 3:30.

Meeting adjourned at 3:24