

**MEETING: SoHP Meeting**

November 29<sup>th</sup>, 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**

- Welcome: Dr. Lisa Fox (Director, Nursing)
- New Hires: Dr. Susan Foster (Director, HIT), Deanna Day (Clinical Coordinator, Dental), Jaslyn Morgani (Office Assistant, Dental), Alexis Augustenborg (SoHP Advisor I), Megan Davis (Interim-EMS Program Manager)
- Vacancies: Clinical Coordinator- ASN Lee, Collier, and Charlotte Campuses; 2 ASN Faculty Positions (Search to fill one position underway); various CA openings across programs and campuses; Clinical Associate, Simulation Technicians
- Use of Maxient (Academic Misconduct Form) for all academic dishonesty issues
  - Expand to use for behavior concerns
- Elizabeth Whitmer - Curriculum Committee faculty representative (non-Nursing)
- H22 Grade Variance
- Volunteer representative for Textbook Affordability Committee for all SoHP
- Return of Lab/Simulation/Corporate Training Spaces on Lee Campus
- Continued remote work for Lee campus faculty and staff
- FSW Pearson View testing center usage
- Budget priorities, preliminary planning, salary adjustments from salary study
- Events in December 2022 that require VPAA attendance
- New program ideas (AS, Bachelors, Certificates, CE)
- Schultz Family Funding – Board Prep Expenses FY22-23
- Paid internships
- International Education experiences
- Simple Syllabus
- P-Card use for software purchases

- Heartland STEM Camp coming in February
- Textbook information
- Budget Training and Follow Up on Banner Access (Tamra)

### **Important Dates:**

- Textbook Information to Bookstore/in Follette at least 45 days prior to the course start
- State of the College- January 27<sup>th</sup>, 2023
- All School Meetings on the Lee campus- January 27<sup>th</sup>, 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-January 24<sup>th</sup>, 2p-4p, A-105
- Lee Health Francine Gomberg Research Conference
  - Rescheduled to February 9<sup>th</sup> and 10<sup>th</sup>

### **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  
November 29<sup>th</sup>, 2022 via Zoom**

Attendees:

Dr. Tami Such, Dean, School of Health Professions  
Tommy Mann – Sr. Director of Health Professions & Simulation Education, Acting Director HIM and HIM Programs  
Bobby Holbrook –Program Director RN to BSN  
June Davis – Interim Program Director ASN  
Carrie Carty – Program Coordinator ASN at Lee  
Dr. Susan Holland – Associate Dean of Nursing  
Dr. Buhain, Program Director of Continuing Education & Simulation  
Lena Scott – Program Director Cardiovascular Technology  
Heather O’Connell – Department Chair Cardiopulmonary Sciences  
Karen Molumby – Program Director Dental Hygiene  
Cristy Clark - Program Director Social & Human Services  
Jean Newberry – Program Director of Respiratory Care  
Jim Mayhew – Program Director Radiologic Technology  
Cassie Billian – Program Director of EMS  
Alexis Augustenborg – Academic Advisor II, HP at Lee  
Joann Sabo – Academic Advisor II, Nursing at Collier  
Sarah Hamula – Academic Advisor II, Nursing at Charlotte  
Dr. Lisa Fox – ASN Director  
DonnaMarie Rich – Administrative Assistant to the Dean, School of Health Professions (co-scribe)  
Tamra Pacheco – Health Professions Coordinator (scribe)

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

New Hires

- Dr. Susan Foster – Program Director, HIT (beginning January 3<sup>rd</sup>, 2023)
- Deanna Day – Clinical Coordinator, Dental
- Jaslyn Morgani – Office Assistant, Dental
- Alexis Augustenborg – SoHP Advisor I
- Megan Davis - Interim-EMS Program Manager (New Position, search for permanent hire ongoing)

Kudos

- Welcome: Dr. Lisa Fox (ASN Program Director, Nursing)
- Elizabeth Whitmer - Curriculum Committee faculty representative (non-Nursing)

## Agenda Items Discussed

### Vacancies

- Clinical Coordinator- ASN Lee, Collier, and Charlotte Campuses; reorganization of these positions currently underway
- 2 ASN Faculty Positions (Search to fill one position underway, other position remains frozen)
- various Clinical Associate openings across programs and campuses
- Clinical Associate, Simulation Technician positions Collier and Lee

### Use of Maxient (Academic Misconduct Form)

- Use requested for all academic dishonesty issues
- Expanded use now requested for behavior concerns
- Form can be accessed via Faculty Resources Tab in Portal
- Documentation using this form is essential so that other appropriate personnel across the college (i.e. student affairs) are informed, appropriate action can be taken, trends can be monitored, and necessary documentation is on file over time.

### H22 Grade Variance

- Need to track students planning H-22 and determine which semester planned for repeat. This information is needed to determine whether H-22 grades for courses that are not repeated should be changed to a “W” following summer 2023 vs. fall 2023.
- Repeat permitted in spring or summer 2023, variance to fall 2023 only if the particular course is offered only once per year, in Fall semester.
- The current list of students is needed now, please share the student name, ID number, class/s for which H-22 grade is anticipated, and planned semester of repeat with the appropriate academic advisor. A final/updated list will also need to be provided to the academic advisor after final grades are entered.

Volunteer representative for Textbook Affordability Committee for all SoHP -Cassie Billian volunteered to serve in this capacity. Tommy will share details with Cassie.

Return of Lab/Simulation/Corporate Training Spaces on Lee Campus- no concerns/needs expressed by attendees regarding return to Lee campus for lab/simulation/corporate training courses. Dr. Such provided reminder of need for ongoing monitoring of space for any evident or potential damage as a result of the hurricane, and for timely notification of such issues to Facilities staff upon identification.

### Continued remote work for Lee campus faculty and staff

- Reminder provided that Lee Campus faculty and staff are to continue to remote work except for lab classes, anticipate return to campus for all on-campus operations/office space and classroom space use beginning January 3<sup>rd</sup>.
- Reminder was provided of need to continue to formally gain approval from Dr. Such to access office and/or spaces on the Lee campus beyond use for lab/simulation/corporate training courses for the rest of fall semester.
- Dr. Such is following up on the timeline for use of the J Building on Charlotte campus as it had fire and extensive water damage that may result in delayed access beyond 1/3/23.

### FSW Pearson View testing center usage

- Dr. Such inquired about current use and potential interest in Pearson View testing on FSW's campus for graduate board exams across our program. EMS shared they are already using this service on campus. Dr. Such shared that continued conversation with the VPAA/other Deans is anticipated and that additional steps will need to be taken and processes will be formalized in order for expanded use of this space on the Lee campus to be possible.
- Nursing, CVT, Dental Hygiene, and Radiology expressed interested in use if possible.
- Dr. Such will share interest of expansion of the Lee campus testing center with VPAA and other Deans and will provide an update in early spring semester.

### Budget priorities, preliminary planning, salary adjustments from salary study

- Dr. Such shared that salary study data continues to be reviewed by HR and Finance personnel, current focus on increasing salaries of the lowest paid individuals.
- Need for all Program Directors/Budget Administrators to share any major program budget needs during the January meeting. Specifically, any expenses or needs that are not otherwise already funded in existing budgets, large purchases, intermittent increased accreditation expenses, anticipated personnel changes- retirements/resignations, etc.

### Events in December 2022 that require VPAA attendance

- Please invite Dr. Bilsky, Whitney Rhyne (promotion to Interim, Associate Dean of Workforce Programs including oversight of Perkins funding) and Dr. McClinton to any December graduation and/or pinning celebrations for your programs.

### New program ideas (AS, Bachelors, Certificates, CE)

- Dr. Such asked for all to share any ideas for new program and/or CE offerings in each of our current program areas, particularly in areas of known industry needs. Explanation was provided regarding anticipated need for increased personnel in order for growth to occur and that efforts would focus on funding opportunities to allow for added personnel.
- Dr. Such shared example of earlier exploration of CNA program offering given a request from our industry partners; however, following discussion with local Technical College leadership, and determination that their programs are not yet at capacity and will work with local industry partners to better meet their needs, further exploration of this potential program offering did not occur.

### Schultz Family Funding

- Dr. Such provided update on use of Schultz Family funding for Board Prep Expenses for all SoHP programs during FY22-23. Total potential available funding is to be between \$100,000 and \$150,000, but we are still awaiting final approval on available funding. Dr. Such will share more detail with Program Directors who have December graduates as soon as confirmation of available funding is received.

### Paid internships

- Dr. Such shared that grant funding for paid internships for students may available and inquired about potential interest for our students. Future grants may also be written with this in mind.

- Dental, Respiratory and CVT Program Directors shared that their students cannot have paid internships due to their program accreditation requirements, but that a scholarship or stipend approach may be possible.
- Dr. Such will share this information with the VPAA and Interim, Associate Dean of Workforce Programs.

#### International Education experiences

- Study abroad is available, all were encouraged to remind students of international education experiences available for spring/summer semesters and to encourage their participation.
- Update provided on proposed School of Health Professions service learning experience in Belize, post-COVID restrictions in Belize have added challenge to resumption of health-related experiences and more time is needed to gain necessary approvals and formalize modified experiences.
- Dr. Such continues conversation with the Director of International Education regarding potential alternative locations, such as the UK or Costa Rica.

#### Simple Syllabus

- Training in the Spring Semester is anticipated, Simple Syllabus will be implemented in the Fall Semester and will be built into Canvas and auto-populate and be more user friendly. All faculty and instructional staff are encouraged to participate in upcoming training opportunities.

#### P-Card use for software purchases

- Must be approved by Jason Dudley on a BO-037, no matter how long you have been purchasing the item as this is the rule for ALL SOFTWARE PURCHASES.

#### Heartland STEM Camp coming in February

- STEM event will once again be taking place and is anticipated for a Saturday in February. Tommy Mann requested everyone to provide him with their availability once date is established. Updated information will be shared once the date is finalized.

#### Textbook information

- Reminder that all textbook information must be posted in Follett at least 45 days prior to course start. If any textbook information still needs to be posted for Spring semester, this must occur immediately as we have already exceeded this 45 day allowance.

#### Budget Training and Follow Up on Banner Access (Tamra)

- Tamra reminded everyone of follow-up information that was emailed to all budget administrators/those who attended the recent training
- Access to needed platforms has been facilitated, if anyone still needs assistance in this area, please reach out to Tamra.

#### Reminders

- The next meeting will be held in person on January 24<sup>th</sup> Room A 105 from 2 – 3:30pm
- The Presidents Address will be held on January 27<sup>th</sup> and we should mark the whole day on our calendars as we will also be having a SoHP-All School meeting on this day.

Meeting Adjourned at 3:03pm