



2022-09-09 RN-to-BSN Program Workshop Minutes
Nursing Department

Meeting Date:	Minutes by: B. Holbrook
Facilitator	B. Holbrook
Participants	<ul style="list-style-type: none"> • Faculty: M. Jenner; S. Steiner; Dr. M. Weiner; Dr. J. Settanni; Dr. K. Blades, H. Goodwin; G. Deane • Staff & Leadership: Dr. T. Such, Dean SoHP; Dr. P. Voelpel, Assoc. Dean; J. Davis, Chair; B. Holbrook, Prog. Director; Sarah Hamula, Advisor; R. Wecera, Adm. Asst.

Agenda Item				
Call to order – (time)		1200		
ACEN Standards	Presenter	Discussion	Action Due Date	Responsible Party
1. Standard 1: Mission and Administrative Capacity No business				
ACEN Standards	Presenter	Discussion	Action Due Date	Responsible Party
2. Standard 2: Faculty and Staff – no business				
ACEN Standards	Presenter	Discussion	Action Due Date	Responsible Party
3. Standard 3: Students A. ST – student petition	A. B. Holbrook	A. ST – petition to be readmitted to the RN-to-BSN Program. She needs to complete NUR 4636C Community Health, the. An Individualized Study section (which may become a	A. 9/9/2022	A. B. Holbrook

<p>B. Propose change from RN-to-BSN Student Colloquium to RN-to-BSN Student Forum</p>	<p>B. B Holbrook for Dr. Weiner</p>	<p>regular section) is available for Fall 22, taught by Prof. Jenner. Faculty voted to allow student to be readmitted to complete NUR 4636C in order to graduate. B. Holbrook will notify student to reapply.</p> <p>B. Discussion ensued. Faculty approved. Dr. Settanni and H. Goodwin will bring forward at the next ACEN Student Admissions, Progression, and Faculty Committee (AAP&F) Meeting to suggest renaming ASN Student Colloquium, ASN Student Forum.</p>	<p>B. Next SAP&F Meeting</p>	<p>B. Dr. Settanni & H. Goodwin</p>
<p>C. Fall Admission Profile</p>	<p>C. B. Holbrook</p>	<p>C. B. Holbrook explained changes for Spring 2023 Admission to RN-to-BSN students, would be changed from what Faculty intended for the Fall 2022 catalog. The intention was for students not to need to complete all gen ed courses to qualify for RN-to-BSN Admission so RN-to-BSN Advisor could advise the students on gen ed course needed for BSN degree. All students transferring to FSW and applying to RN-to-BSN, starting Spring 2023, per Dr. Gilford will need to have a combined FSW and transferred credits equal to 60 credits to fulfill the 2+2 Florida plan. This cannot count the 30 block credits allowed for RN FL or multi-state licensure since these credits are not awarded on student transcripts until the term before graduation for BSN degree. Fall has seen 135 admitted students to-date. About 95 of these students have registered for Fall 2022 courses. B. Holbrook is requesting approval from Faculty that we continue to admit students for Fall B 2022, especially the students who will not meet the Spring 2023 criteria for RN-to-BSN admission (video 23.00 min). Advising plans included gen ed and RN-to-BSN classes. Dr. Weiner was asked if she would teach a B-term course on Professional Roles in Fall B if we get 15 students to run a course. Opened for Faculty</p>	<p>C. Fall 2022 admissions</p>	<p>C. B. Holbrook / Faculty</p>

<p>D. Collecting Driver's license of state ID with photo on admission to RN-to-BSN Program.</p>	<p>D. B. Holbrook</p>	<p>discussion. G. Deane committed that this seems doable. B. Holbrook asked if any faculty were opposed, no faculty spoke. B. Holbrook explained he had not updated the FSW Nursing, BSN web page as to not confuse students with admission requirements for Fall 2022. Approx. 25 students applying for Fall 2022 were not admitted because they have not submitted transcripts to date to FSW.</p> <p>D. Roseann Wecera to start collecting Drivers Licenses or State issue photo ID cards on current students and newly admitted students to identify state of residence of students to ensure our students reside in Florida or a SARA state FSW is permitted to have online students. Roseann maintains a spreadsheet of students who are admitted to determine if the students have registered for classes, done the RN-to-BSN orientation, joined the RN-to-BSN Student Colloquium, have advising plans on file and paid the BSN application evaluation fee. We need to add assuring student RN licensure is active throughout program and collect driver's licenses / state photo ID cards as proof of student residence. Dr. Such added that we include in our Dept. of Nursing Handbook that students have to notify the Nursing Office within a set amount of time if the student relocates out-of-state. We need to also determine if a RN-to-BSN student needs to do a practice experience out-of-state. We may need to check the state Board of Nursing education rules. Some states may require that faculty need to be licensed to work in that state to oversee students in a practice experience rotation. Dr. Such's experience was that students had to sign a form that they had to find out the rules of the state they wish to do the practice experience in, the student needed to research the requirements of that state and let the faculty know. B. Holbrook to send a copy of the SARA states to Faculty / Staff.</p>	<p>D. Immediately</p>	<p>D. R. Wecera / B. Holbrook</p>
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<p>E. FDLE VECHS Policy changes</p>	<p>E. B. Holbrook</p>	<p>E. Vechs Policy Changes Summarized: -Students must sign a VECHS Waiver and Acknowledgement form before they are fingerprinted and background check is ordered. -Students may request a copy of the background check but we must use the FDLE VECHS log form to record a copy is given to student. FDLE VECHS log must be retained for 4 years. -Student records (background report) stay on the FDLE site for 6 months and vanish. We print a copy of the background report, retain it for 5 years, stored in a locked cabinet in my office. Administrative Assistant helps assists me to run and file reports.</p>	<p>E. Informational only</p>	<p>E. Faculty / Staff</p>
<p>F. RN-to-BSN Student Handbook 2022-23 Review</p>	<p>F. B. Holbrook / Dr. M. Weiner</p>	<p>F. Cover page photo of FSW nursing pin missing; fixed link to student catalog (should be student's catalog); student need to sign a new handbook page – Marti says the student information survey has a statement that says the student is aware the policies may have changed in the current handbook and are acknowledging electronically; students may need to sign a form stating, "I acknowledge I am held to the policies as written in the current Handbook" Marti will add to the RN-to-BSN term surveys. Roseann will assist to keep track of which students responded to survey to assure students acknowledge new handbook each year; Students who may work as agency employees are considered students, not employees during the practice experience and must meet student requirements and conduct themselves as FSW students; statement should be added to Handbook that exemptions are not allowed by most clinical agencies for practice site; if student does not meet the agency requirement student may not attend that</p>	<p>F. Update Term student survey by next survey date / Assure all students acknowledged Handbook each year.</p>	<p>F. M. Jenner / R. Wecera</p>

<p>G. Review of 2023 RN-to-BSN Student Handbook</p>	<p>B. Holbrook</p>	<p>clinical agency site; change Colloquium to Forum is approved by ACEN committee; page 6-8 margins; add accreditation (SPE has a link); Jan update hyperlinks to Jan addendum to Fall 22 catalog; discussion ensued about</p> <p>G. Faculty Reviewed 2023 RN-to-BSN Handbook with Faculty. Edits suggested by Faculty and Staff are noted. B. Holbrook will revise the edits and bring back to Faculty to review.</p>	<p>G. 10/14/22</p>	<p>G. B Holbrook</p>
ACEN Standards	Presenter	Discussion	Action Due Date	Responsible Party
<p>4. Standard 4: Curriculum</p> <p>A&B. RN-to-BSN Workshop – applying EOP SLO to course outcomes – Sep 16 & 18</p> <p>C. Gen-ed proposal to Gen ed committee to offer APA writing in W/I courses</p> <p>D. NUR 4827C Leadership in Nursing Practice Experience to resume</p>	<p>A. Faculty</p> <p>C. B. Holbrook</p> <p>D. B. Holbrook</p>	<p>A. Workshop held, all faculty in attendance, Review EOP SLO, cross walk of all courses, decided to start with NUR 4827C and work backwards, identifying Course Outcomes and if assignments / learning activities identified introduction of concept, reinforcement or mastery of concept.</p> <p>C. B. Holbrook asked faculty to consider presenting at general education committee requesting APA writing style be offer in some writing intensive courses requirement for Nursing / School of Health Professions required w/l courses. Discuss ensued, to be continued.</p> <p>D. Faculty discuss resuming Practice experience for NUR 4827C in Spring. B. Holbrook will post announcement on Colloquium with instructions for CastleBranch.com</p>	<p>A. 11/11/22</p> <p>C. Discussion to be continued on 10/14/22 meeting</p> <p>D. 10/14/2202</p>	<p>A. Faculty / Leadership</p> <p>C. Faculty / Leadership</p> <p>D. Faculty / B/ Holbrook</p>

		requirements. Faculty will continue to prepare syllabus in preparation.		
ACEN Standards	Presenter	Discussion	Action Due Date	Responsible Party
E. Standard 5: Outcomes A. Admission Profile	A. B. Holbrook	A. 60 students have applied to date; 55 accepted 5 not qualified for admission. B. Holbrook to continue to cover advising for RN-to-BSN students until Sarah ready to transfer fully to RN-to-BSN	A. N/A	A. N/A
Other	Presenter	Discussion	Action Due Date	Responsible Party
Other Business None				
Meeting Adjourned:	14:10			