



RN-to-BSN Program Meeting Minutes
Nursing Department

Meeting Date: 10/14/22	Minutes by: Roseann Wecera
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. S. Holland, Assoc. Dean; B. Holbrook, Prog. Director; Sarah Hamula, Advisor; R. Wecera, Adm. Asst.

Agenda Item				
Call to order – (time)		9/9/22 RN-to-BSN Program Meeting Minutes will be reviewed at next meeting.		
ACEN Standards	Presenter	Discussion	Action Due Date	Responsible Party
1. Standard 1: Mission and Administrative Capacity A. Welcome to Dr. Susan Holland – open Forum second half of meeting B. Meeting with Dr. S. Holland on 10/20/2022 to review 2023 ACEN Outcomes	A. Dr. Susan Holland, Faculty & Staff B. Dr. M. Weiner / B. Holbrook	A. Bobby officially welcomed Dr. Holland and we will have an open forum second half of the meeting. B. Dr. Weiner and Bobby will be meeting with Dr. Holland on October 20. Has a 2-hour block set aside so they can review the SPE for RN-to-BSN program. Next meeting, we can talk about it.	A. N/A B. Oct. 10, 22	A. N/A B. Dr. Holland, Dr. M. Wiener & B. Holbrook
ACEN Standards	Presenter	Discussion	Action Due Date	Responsible Party
2. Standard 2: Faculty and Staff	A. Open discussion	A. Professor Deane asked to clarify H-22 grades; Dr. Such explained an H 22 grade does need to have a direct correlated to the need based on hurricane effects. Regarding H-22 & “I” grades faculty	A.	A.

<p>A. Grades H-22, incomplete, W, late withdraw with refund; and Fall A term extension</p>		<p>are the lead of making the best decision based on the student's performance in courses. H22 grade is for that student who really was actively attending up to the point of the hurricane and then life fell apart for the reasons we all understand. Or if the student who maybe had mediocre performance and now doesn't have the ability to get caught back up. They would have completed the course successfully but now they for sure can't. B. Holbrook mentioned if students receive an "I" grade, they have until February 6, 2023 to complete the work.</p> <p>Professor Jenner had a question re: 2 students and the H22. She has 1 student in El Paso and another student in NJ and they may want to use the H22 since they have home address in Florida. Dr. Such said to use your discretion as faculty. If it's truly hurricane effect then please freely issue it as you feel appropriate but if its not do not let they be a situation of manipulation. Keep documentation on H22 send to Sarah Hamula and she can put on the students' profile.</p> <p>Professor Steiner wanted to know how do we know which students get the H22 if they have not reached out to Faculty. Dr. Such said if you hear nothing from the student and they don't continue to progress in your course and they've fallen completely off from any communication, its in the student's best interest to receive the H22 grade because if for some reason they don't come back and never repeat that course that will turn to a W on their transcript. If you give them an I and they never come back that will eventually turn to an F. Send an email to the student and say you recommend an H22 grade and please get back to me if you feel otherwise and keep that documentation.</p>		
<p>ACEN Standards</p>	<p>Presenter</p>	<p>Discussion</p>	<p>Action Due Date</p>	<p>Responsible Party</p>

<p>3. Standard 3: Students</p> <p>A. Proposed Colloquium name change to RN-to-BSN Forum</p> <p>B. Review of 2022-23 RN-to-BSN Student Handbook</p> <p>C. Fall / Spring Admission Profile</p> <p>D. State Authorization Reciprocity Agreements (SARA) manual emailed. Begin obtaining driver license / state photo IDs on current students and new admitted students.</p> <p>E. Review of 2022-23 RN-to-BSN Student Handbook – edits from 9/9/22 being made</p>	<p>A. B. Holbrook</p> <p>B. B. Holbrook</p> <p>C. B. Holbrook</p> <p>D. B. Holbrook</p> <p>E. B. Holbrook</p>	<p>A. Dr. Settanni and Professor Goodwin will bring that up to the Student and Faculty committee and you can bring it forward to us and let us know the outcome of that next time or if your committee agrees with it maybe we can talk about it in the next department of nursing meeting.</p> <p>B. Bobby will be done with the edits and send that out in a few days to all faculty.</p> <p>C. Bobby updated total number of admissions Fall 2022 now 142 students that we admitted. Spring we have 37 applications.</p> <p>D. Bobby sent the SARA manual yesterday. 49 states that are SARA states. Board of Nursing for that state may require that the faculty be licensed in that state to have students there in that course. We want to collect license or official photo ID. Roseann will start collecting those on the students that are in the program and then on the profile sheet that we do for admissions the admitted students we will add the driver’s license and get copy of that official state ID so that we have for our records and we have proof of residents for where the persons are. Having students sign a form that says if they are out of state and they want to do the practice experience they need to check with the Board of Nursing. Dr. Such had given us great words on that and Bobby will type that into the meeting notes and we can create that form.</p> <p>E. Student surveys that they acknowledge that they need to use the current handbook and the policies are enforced and they check a box that means they understand and acknowledge that responsibility for the students.</p>	<p>A.</p>	<p>A.</p>
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<p>F. Advisor Report</p> <p>G. Student Writing / APA issues</p>	<p>F. S. Hamula</p> <p>G. Prof. M. Jenner</p>	<p>Dr. Such - We know we have traveling nurses. It's just where are they considering their residents. They come back periodically. But if they truly are residing in another state. That's where we have to make sure we're diligent on all of this consideration.</p> <p>Dr. Weiner wanted to know does the professor who is teaching the course need to have a multi-state license? Dr. Such - if they're in a state that requires licenser for didactic, and South Dakota, for example, is one that I can confidently say yes. If we had a student from South Dakota on ground, or living there on their in their state. And we wanted even just to offer our online didactic classes to them faculty have to be licensed multi-state license. South Dakota is part of the compact but if you don't have a multi-state license you would not be able to teach that student legally. We can get significant fines if we are not compliant.</p> <p>F. Your early alerts send them to Sarah Hamula. Putting stuff on the colloquium and some students are emailing Sarah directly. Making sure they are aware of resources that are available to them.</p> <p>G. Professor Jenner – has students going to the writing center and they tell them APA this is the way to do and its totally wrong. Students are bringing back report and we know it's the wrong information. We need to invite Monica back and we have specific examples of the reports and we could put it together to show where the errors were. Seeing students buying the APA made easy products couple of errors in that. APA is a required resource.</p> <p>Can we have certain English courses offered that to an APA format since we have so many schools? Dr. Such thinks it's a great idea. Engage with the faculty and have them funnel it up</p>		
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<p>H. Resume live synchronized RN-to-BSN Orientation</p>	<p>H. Prof. M. Jenner</p>	<p>through the Deans with their recommendation and she can help support it too.</p> <p>Dr. Weiner – will every BSN student have had Civic Literacy before coming into our program? Bobby – its about half and half. Sarah – it’s a requirement for ASN. Its going to take a couple of years to fully cycle through but most will. Professor</p> <p>Professor Jenner – Students who are out for three semesters who are petitioning for readmission come in under the current catalog? Sarah – There is a five-year period that they could choose the catalog from that time and it’s a request and its not guarantee. They are requesting the Registrar’s office to review their request and decide if they can be approved or not.</p> <p>H. When we had live in person orientation we had less issues with students in terms of knowing the expectations in the program and how to progress through the courses and what were the resources. I would like us to consider we can do it on Zoom. Bobby – I think you have a great idea. Pick a subcommittee of a couple of faculty and I will sit with you on that and lets design it. Dr. Such – suggest both on campus and a Zoom. Library do a demonstration APA workshop Bobby - We can do it once or twice a month</p> <p>Roseann does a spreadsheet that looks at whether the students are registered for classes, paid for the application evaluation fee, completed orientation, joined the colloquium. We have emails that are prewritten to students who have not done those things.</p>		
<p>I. Notice in Handbook regarding out-of-state students and Practice Experience / Student acknowledgement of need</p>	<p>I. Holbrook / M. Jenner</p>			

to register for FSW alerts / Student Colloquium (Form)		I. Bobby- I already spoke about the students out of state to acknowledge they need to find out from the Board of Nursing whether or not they need any special things to be able to have an education session in that state and whether faculty needs to be license. Dr. Such – Formalize that it exists and then I can share the form that I have and you can adopt the form and have the student get it completed. The onus should be on the student but we need to identify the need for it and provide the form.		
ACEN Standards	Presenter	Discussion	Action Due Date	Responsible Party
4. Standard 4: Curriculum A. NUR 4827C Leadership in Nursing Practice / Return to Practice Experience Spring 2023 1. Update 2. Posting information for RN-to-BSN Students to prepare for Spring 2023 NUR 4827C Leadership in Nursing	A. Dr. J. Settanni	A1. Dr. Settanni - Revisions are on my desk. Will get it to TLC in the next few weeks. A2. Bobby – Wanted to get the syllabi from you so that we can put on the Colloquium. Dr. Weiner – Dr. Settanni can you please share the syllabi with Dr. Holland and Bobby and I.	A.	A.
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5. Standard 5: Outcomes A. No business			A.	A.
Other Business- Parking Lot - FSW Gen Ed proposal to offer pre-nursing gen ed		Discussed the parking lot list earlier this meeting.		

<p>courses in APA for writing intensive</p> <p>FSW Curriculum Proposal: NUR 4827C Leadership in Nursing Practice, 5 credits to 4 credits; NUR 3066C Adv. Health Assessment from 3 credit to 4 credits.</p> <p>Inviting Dr. Joe van Gaalen to RN-to-BSN Meeting to discuss SLO measurement with Faculty</p>				
<p>Open Forum with Dr. Holland</p>		<p>Dr. Holland spoke about herself and her expectations. So glad to be here and we are all learning together.</p> <p>Everyone introduced themselves and gave a short bio.</p>		
<p>Meeting Adjourned:</p>	<p>1:57 pm</p>			