RN-to-BSN Program Meeting

2022-12-09 RN-to-BSN Program; Department of Nursing; School of Health Professions
Agenda and Meeting Minutes
Attendees

☒	Martha Jenner	☒	Dr. Kathy Blades	☒	Bobby Holbrook, Prog. Director	☐	Guests
☒	Shawn Steiner	☒	Hope Goodwin	☒	Dr. Susan Holland, Asst. Dean	☐	
☒	Dr. Marsha Weiner	☒	Gayle Deane	☒	Dr. Tami Such, Dean, SoHP	☐	
☒	Dr. Julianne Settanni	☒	Sarah Hamula, Advisor	☒	Roseann Wecera	☐	

Minutes for review and approval
2022-09-09 Meeting Minutes ___ approved   ___ approved with edits ___ not approved; returned for edits
2022-10-14 Meeting Minutes ___ approved   ___ approved with edits ___ not approved; returned for edits

	ACEN Standard	Agenda topic	Discussion/Minutes	Person Responsible/Due Date
1.	**Administrative Capacity and Resources**	a. Associate Dean Address – Dr. S. Holland, Dr. Such	S. Holland – Two Faculty positions approved for Lee Campus AS – one of the positions is OB focus Dr. Such – Dr. Lisa Fox looking forward to all she will bring in her new role. Extreme partnership. 2 Position vacancies on Lee campus: Clinical coordinator manager position open- health care credentials, 12-month position; salary will be $70,000; there will be 2 assistants who will work with the manager salary will be around $40,000 don't have to be a nurse; clerical, tracking, communicating, documents that are gathered.	

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2.	**Faculty**	a. Grades, send final grades to Prog. Director -B. Holbrook	Send final grades to Program Director for the term so he can update database, advising plans and keep track of students and update our records. Faculty had questions re: H22 grades: Per Dr. Such – if faculty have students truly committed though out the course, those are students you will give the H22 grade. Faculty use your best judgment. Will give a final updated list to Dr. McClinton all H22, course repeating, and the term they are repeating.	Faculty – send end of term student grades to Program Director by 12/16/2022. Notify Dr. Such H-22 grades information by end of term, to forward to Dr. McClinton
		b. OVID discontinued in FSW library – H. Goodwin	Back in August Peter from Electronic Resource coordinator asking if we want to renew OVID 46 new editions for the e-books? $7,000 charge to renew titles with new edition. He ran a report on the usage and 96% have never been open. Faculty agree not to renew the subscription for the newer editions. H. Goodwin to inform library of Nursing Faculty decision.	Prof. H. Goodwin / 12/16/2022

| | | c. Nursing Research prerequisite for NUR 4827C Leadership in Nursing – B.Holbrook / M. Jenner | Bobby gave background of how NUR 4165 because a prerequisite to NUR 4827C. When Faculty put paperwork through to combine NUR 4827C Leadership… and NUR 4955 Nursing Capstone, Tim Maricle interpreted Informatics which was entered twice into the prerequisite box was suppose to be NUR 4870 Informatics and NUR 4165 Nursing Research and that it had never been put in the catalog or banner system and he did so for AY 2022-23. Tim Maricle relayed to B. Holbrook, that the only way we can get Registrar to stop NUR 4165 N. Research to be a prerequisite of NUR 4827C Leadership in Nursing Practice is for a BSN Faculty to present the argument to the FSW Curriculum Committee and say the Informatics being entered twice on the Curriculum change for was not intended to be NUR 3870 and NUR4165. Discussion that some Faculty feel NUR 4165 should be a prerequisite for NUR 4827C and perhaps NUR 4636C Community Health Nursing. B. Holbrook reminded faculty we are discussing what was intended on the submitted curriculum form by the NUR 3870 being entered twice. If Faculty would like to discuss prerequisites the needed to be brought up as a separate topic. Now we need a faculty to be on FSW Curriculum Committee agenda to say that entering informatics twice was not intended to say NUR 4165 as a prerequisite at that time.

B. Holbrook suggested putting NUR 4165 as a prerequisite of co-requisite for NUR 4827C. . – Discussions ensued.

Prof. M. Jenner - Recommendation we make NUR 4165 a co-requisite for NUR 4827C; and that NUR 4827C can only be taken in last term of the program, after clinical requirements are | Dr. M Weiner to enter into Curriculog. |

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			met by students (CastleBranch.com) and all gen ed must be completed to take the course.	
3.	**Students**	a. Student Petitions: SW / NM – S. Hamula	Sarah read the petition to continue in RN-to-BSN Program from student N. M. – Faculty discussed. Dr. J. Settanni made a motion to approve and Prof. H. Goodwin second it, all were in favor. B. Holbrook will send student an email that petition was approved.

Sarah read the petition from S. Watt to be allowed to continue in RN-to-BSN Program after recent illness – Prof. H. Goodwin motioned to approve, and S. Steiner seconded, vote was all in favor.   B. Holbrook will send student an email that petition was approved. | B. Holbrook to email student result of petition approvals by Monday, close of business. |
| | | b.   Student Handbook 202-23/ Merging Student Handbooks – Dr. M. Weiner | Dr. M. Wiener with Prof. J. Cousino on the preceding Wednesday to work on combining ASN and RN-to-BSN Student Nurse handbooks looked and how they were organized. Department of Nursing common policies and separated out our ASN and RN-to-BSN. Will be in same order and titled the same. Draft it and go to committee and they can give input.

Dr. Such – goal will be to adopt it for Fall 2023 use it for the year make any emergency policy changes and updates by communicating with the students. Have a draft document started from the Fall in the share drive and all 3 committees will contribute editing particular sections. Once handbook is done determine which ACEN Committee takes the lead on each of the sections. Each Fall Department of Nursing put out a new updated version. | For adopting for use in Fall 2022. |
| | | c.   Colloquium Name Change to RN-to-BSN Forum – M. Jenner | RN-to-BSN Student Colloquium name was changed to RN-to-BSN Student Forum. Sent an announcement to all students. | M. Jenner to present to Faculty / Staff at Department of Nursing 12/09/23 Meeting. |

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3.	**Students**	d. Admission Profile – B. Holbrook	At this point admitted 81 students for Spring 2023. Admissions had entered more potential students to evaluate.	No further action.
		e. Resume live synchronized RN-to-BSN Orientation Design Lead – B. Holbrook	Orientation modules need to be updated and live orientations need to be discussed. Prof. H. Goodwin and Dr. J. Settanni will be co-leads on this Project.	Prof. H. Goodwin & Dr. J. Settanni update at next Program Meeting.
		f. Notice in Handbook regarding out-of-state students and Practice Experience / Student acknowledgement of need to register for FSW alerts / Student Colloquium (Form) – B . Holbrook	Prepare a form that students sign saying they are aware of the need to investigate and present to Faculty / Prog. Director, the State requirements for students and faculty to be able to perform NUR 4827C practice experience in a desired State other than FL. Dr. Weiner stated to add to the manual a generic not a detailed description	B. Holbrook / Fall 2023 Student Nurse Handbook deadline.
		g. FDLE / FBI VECHS Waiver Agreement and Statement Form and the Application Notification & Acknowledgement Form – B. Holbrook	Have student sign form at Waiver form on admission and submit for filing. Keep background checks for 5 years, in a locked cabinet or file. Currently located in Program Director's office.	B. Holbrook / Fall 2023 Student Nurse Handbook deadline.
		h. NUR 4827C student preparation for practice experience update – B. Holbrook	B. Holbrook reviewed CastleBranch.com requirements. Will review student records and report periodically to NUR 4827C course Faculty for completion of requirements.	B. Holbrook / Spring 2023 / before students can begin practice experience.

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4.	**Curriculum**	a. Workshop Summation 9:30 a – 11:00; SLOs introduced, reinforced and mastery – Dr. Settanni	We reviewed six of nine of our courses for SLO, what they are now and what we proposed to change them to, and submit it to curriculum. Map them to our EOP SLO. Faculty approved the 6 courses outcomes and then the 3 remaining courses to finish. Goal to finish at January 5 RN-to-BSN Faculty Workshop Day. Dr. Such – recommended sending an email to Sheila and let her know what is coming. Dr. M. Weiner will e-mail Sheila (Curriculum Committee) and explain the situation. If we change the course outcome as informational only it may not match up. In Curriculog input information and not launch it and put it outcomes now and build on it.	Faculty, January 5, 2023
		b. NUR 4827C Leadership in Nursing – Practice Experience Student – Mentor Handbook - B	Will finish it this weekend and will email it to course Faculty	B. Holbrook, Jan. 5, 2023
		c. Syllabi consistency across program	M. Jenner - after Section 6 –Suggests make it consistent in all syllabi; do it at the workshop in January since we will be in-person together Dr. Weiner – it would be nice if we had the same syllabi order as ASN.	RN-to-BSN to review January 23 workshop day.
		d. Late submission policy - M. Jenner	Discussion assignments - if students don't submit reply's by due date they get a zero. Do we want to make it consistent or is the due date the due date? Discussions were made. We need to be consistent and decide.	To continue discussion January 2023 meeting
		e. Credit vs competency for practice hours and measurement- Many has practice hours dictated by DOE and / or BON	Dr. Such – Dr. McClinton, AVP just came back from SACSCOC conference they bought this up and will look at this. Look at the Matrix that was shared with online evaluation tool. Once faculty perform this initial review; Faulty will then review annually and update it as part of course review process. Form is in course review template.	Faculty Jan. 5, 2023
		f. Discussion of background checks / clinical agreements	Discussed early with another topic	See above 3.g & 3.h.

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4	**Curriculum**	g. Essentials – RN-to-BSN task force has been working with AACN and will issue a document / statement that if RN-to-BSN students pass NCLEX exam aligned with essentials then no need to repeat ASN content. Role will be to build on what they already know and expand in areas like research, community health and leadership.	Prof. M. Jenner – RN-to-BSN task force that worked with AACN on the Essentials sent out Excel template it showed where it was met in the ASN programs in general. Used several different states paralleling to what Florida does. Where it was met, partially met and not met at all. Sent it out early November as we do our course reviews then it will all become one big Matrix document. Will go to next meeting in January.	Professor M. Jenner Jan. 2023 meeting
		h. 2-year course review – split courses – Dr. Settanni	Leadership is next on list. Looking at that over break with Hope, Dr. Weiner and Marti to get it ready for January. Gayle Deane – Informatics came back to adjust didn't meet their standards. Discussions were made. Dr. Settanni – send to her what they kicked back for Informatics. M. Jenner - Sent out a revised schedule and asked for feedback and only got response from back from one person. B. Holbrook – Gayle, if you can put it together and present at the January 5 workshop.	Dr. J. Settanni, Dr. Weiner & Prof. M. Jenner to work on NUR 4827C over winter break to ready course for January 2023. Prof. G. Deane present RN-to-BSN course development timeline at January 2023 workshop.
		i. QSEN video	M. Jenner – QSEN website talked about how QSEN competencies are integrated into the essentials.	No further action
		j. IPEC competencies	Dr. Such - Choose to align your curriculum to	No further action
		k. Holding out of state student responsible to research state they are physically in to see what that states BON requires for a student to do a practice experience in that state – responsibility for student to research and report back to program.	Discussed above 3. f.	RN-to-BSN Student Handbook by Fall 2023

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		I. Update on Leadership, Multicultural and Informatics for redevelopment- Hope Goodwin, Dr. Settanni	Informatics will work on it on break. Multicultural – Hope, Gayle, Shawn worked on. Two more modules left and sent to eLearning. Leadership changed the course outcomes and now adding in Capstone and going back to clinicals. All assignments completely change and happen over the next couple of weeks. When we are back everyone can review it. Need help with Course point get rid of and bring clinical portion. Paperwork with clinical rotation what is the process? – B. Holbrook is looking at Castlebranch pre-clearance. Posted requirements. How many hours: 24 leadership shadowing experience, submit mentor form signed do not use charge nurse. Can use chief nurse. Mentor submit resume. Student submit all papers on canvas course so ACEN site visitors can see it.	Workshop Jan 5, 2023
5.	**Outcomes**	a. Faculty to define on-time completion for student with no gen eds needed; on-time completion for students who need gen eds. (present history)	Document shared on screen. Discussions were ensued. Prof. G. Deane – suggested Benchmarks – On-time completion for RN-to-BSN Program will be defined as 4 term if no gen ed courses are needed with goal of 60% of student completing program on-time; students don't have any prerequisites will complete 150% length of program within 6 terms with goal being 70% or above and students that complete the program regardless of the length of time set at 80%. Those students that have pre reqs; On-time will be define as 6 terms with a benchmark of 60%; 150% will be 9 terms with 70% benchmark and completion at any length will have a 80 benchmark. Motion to put to the group – seconded by Prof. M. Jenner. Motion passed.	B. Holbrook for annual summary of student completion statistics.

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Action Items / Unresolved Issues			
Item	Owner	Due	Status
FSW Gen Ed proposal to offer pre-nursing gen ed courses in APA for writing intensive			
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.			
Inviting Dr. Joe van Gaalen to RN-to-BSN Meeting to discuss SLO measurement with Faculty			
Measure workload against each course student workload and credit assignment			
Liability insurance for TX, VA, AR	B. Holbrook	January 2023 meeting	In Progress
Adjourn - 2:13 pm			