2023-01-13 RN-to-BSN Program Meeting Agenda and Minutes

2023-1-13 **RN-to-BSN Program**; Department of Nursing; School of Health Professions
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 - excused	☐	Dr. Tami Such, Dean, SoHP	☐	
☐	Dr. Julianne Settanni - excused	☒	Sarah Hamula, Advisor	☒	Roseann Wecera	☐	

Minutes for review and approval
2022-09-09 Meeting Minutes ___ approved _X__ approved with edits ___ not approved; returned for edits
2022-10-14 Meeting Minutes ___ approved __X_ approved with edits ___ not approved; returned for edits
2022-12-09 Meeting Minutes ___ approved __X_ approved with edits ___ not approved; returned for edits

	ACEN Standard	Agenda topic – (Presenter)	Discussion/Minutes	Person Responsible/Due Date
1.	**Administrative Capacity and Resources**	A. Associate Dean Address – (Dr. S. Holland) B. Dean Address – (Dr. T. Such)	Thank you for inviting Dr. Holland to Curriculum meeting. Everyone is working well on the BSN curriculum with course outcome and have made a lot of progress. B. Holbrook announced the next workshop day for curriculum will be Feb. 10.	
2.	**Faculty**	A. Grades, send final grades to Prog. Director (B. Holbrook)	Send to Bobby for the Fall 2022 to keep on share drive	
		B. Bring updated syllabi to Meeting after updating similar to model syllabus sent by Dr. M. Weiner (course leads)	Would like it done and stored	February meeting
		C. Nursing Research prerequisite for NUR 4827C Leadership in Nursing follow-up – (B. Holbrook / M. Jenner)	Take it to Curriculum for information	
		D. Discussion Policy on student posting (Prof. G. Deane)	M. Jenner - Standardize the Rubric to make sure they can post their post and a reply on the same day and a reply another day so Rubric reflects they participated at least twice during that week for discussions. Standardize that across the discussions.	

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		E. Summary or 1/5/23 Workshop (B. Holbrook summary)	Summarizing, BSN determined the unified RN-to-BSN syllabus layout – mailed to Faculty 1/6 by Dr. M. Weiner. Decision made that course leads to update the syllabi for Program standardization and language. Dr. Weiner will email the standardized course layout to Program Faculty. 6 of 9 course has been evaluated for EOP SLO and course outcome alignment. NUR 4165 Nursing Research, NUR 4636C Community Health and NUR 3066C Adv. Health Assessment remain. We will continue to work on these in our next Department of Nursing workshop / on campus meeting day.	All Faculty / Feb 10, 2023
3.	**Students**	A. Student Petitions from 1/5/22: (B. Holbrook)	Student petitions: DP) petition to be readmitted after F&W grade in NUR 4636C.and being out of the program for >4 terms. Petition granted by Faculty on 1/5/23. MM petitioned Faculty to allow her to complete BSN Program in 2 terms even though prerequisites prevent a student from finishing program in less that 2 terms. Has a scholarship that was awarded to student for one year, F 22 – Su 23. Student decided to delay start until Spring for personal reasons and wants to finish program before scholarship expired. Petition was denied.	B. Holbrook notified students on 1/6/23 of Faculty decision via email to student FSW account.
		B. RN-to-BSN Student Handbook update (B. Holbrook)	Have to finish the edits in Handbook and post on the Forum	B Holbrook – Feb 10, 2023
		C. Admission Profile (B. Holbrook)	Postpone until next meeting	B Holbrook – Feb 10, 2023
		D. Students not starting in B term without NUR 3805 Professional Roles & Dimensions (Prof. M. Jenner)	Bobby working on retrospective audit.	B. Holbrook – Feb 10, 2023
		E. Liability Insurance - TX, VA, AR (B. Holbrook)	Liability insurance for all RN-to-BSN students. FSW e-Learning policy is that we are not allowed to charge the students except $15 e-learning fee. Communicated with Roz Jester and the Risk Manager both of them suggested there is a way to charge the e-Learning students to pay for mal-practice insurance has to be listed as a supply for the course and students will buy it there. College has been paying the $10 liability insurance for the RN-to-BSN students but the students have not been paying for it. M. Jenner – once she finishes the Student information survey she will send a list of where the students live and where they currently practice –	B. Holbrook – following up with Risk Manager, Feb 10, 2023 M. Jenner – Feb 10, 2023

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		F. Resume live synchronized RN-to-BSN Orientation Design (Prof. M. Jenner)	H. Goodwin and Dr. Settanni re: doing orientation modules postpone it for now. Summer orientation start it 2 weeks before summer starts and do multiple times. Bobby will email to Faculty a Schedule and discuss again at our next meeting. H. Goodwin will record on Zoom how to access the Nursing database and how to find an article. Sarah and Bobby will have list of names for Summer. Email students to sign up for orientation. Dr. Holland - important students meet and come to campus and can go to library and let the students know the date in advance.	H. Goodwin & M. Jenner – update report- Feb 10, 2023
		G. Advisor Address – Sarah Hamula	Transitioning over to BSN. Working with students needing catalog adjustments with Civic Literacy requirements. Working with students re: Financial Aid academic plans. Working with students to do credit reviews.	No due date
4.	**Curriculum**	A. Revisit each course outcomes and assignments / mastery assignments (Course Leads)	How are we measuring? Look at mastery assignments. NUR 4165, NUR 4636C and NUR 3066C to bring updated course objectives to meeting) S. Steiner suggesting pick a date in the afternoon or evening to discuss. Continued discussion took place.	Feb 2023 RN-to-BSN Workshop - Faculty
		B. NUR 4827C Leadership in Nursing Practice – Practice Experience Handbooks (Dr. M. Weiner / Prof. H. Goodwin)	Have been revised for January 2023. Approved by faculty teach course for Spring 2023 – Prof. H. Goodwin & Dr. M. Weiner. Posted in NUR 4827C Canvas Course shell for student / mentor use.	Complete.
		C. Syllabi consistency across program (Dr. M. Weiner)	Met on January 5 sent out to Faculty and review the syllabus and made revisions for consistency across all courses. M. Jenner – Research course have 70 students – Will do a survey at the end of the course which way would student prefer it - one document or two. Student feedback how to present the syllabus.	Dr. M. Weiner – end of course student survey regarding syllabi layout. May 1, 2023
		D. Late submission policy (Prof. M. Jenner)	Changed for assignments to 5% versus points agreed to it during January meeting. Work on the discussion Rubric consistency. Submit reply after due date is zero points. Faculty approved.	Faculty to add to Fall 2023 syllabi.
		E. Simple Syllabus (Prof. M. Jenner) 1. Simple Syllabus Committee 2.Simple Syllabus Process – sections II – IV content	Simple Syllabus various points will transfer into Canvas to the syllabus page and document you can print. Assignments will merge in. Don't know when it will happen. Think about Section I - Lab and Clinical courses have clinical and lab hours in the course description. Discussion at committee meeting - on General Course Information putting course outcomes recommend 6-18 outcomes per course. Discussion with doing away with topic outline. Syllabi published 45 days before the start of the course state law only for General Education core courses. Task force working on Section 2, 3 and 4. Automatically go to into canvas. Course lead will be responsible for doing syllabus piece. Going to pilot it this Summer. Implemented across the college for Fall of 23. There will be Education sessions throughout Spring and Summer.	Prof. M. Jenner will update as further committee action continues.

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		F. Potential Writing Course – 1 cr. (Prof M. Jenner)	Reached out Dr. Ortolano about having Comp 1 and Comp 2 with technical APA with the framework. When M. Jenner finds out more information she will let us know. Discussions took place.	Prof. M. Jenner update – Feb 2023 meeting
5.	**Outcomes**	No items this meeting		
6.	**Announcement**	Vanscoy Winter Academy event on Thursday, March 9, 23 (M. Jenner)	At the Tiburon Golf Club in Naples; $50 to attend, will serve lunch. Topics include Ophthalmology, Neurology and Psychology. Is on the host committee. Will email you the information.	Informational

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			Will invite him to the March meeting
Measure workload against each course student workload and credit assignment			
Liability insurance for TX, VA, AR	B. Holbrook	January 2023 meeting	In Progress
Notice in Combined Nursing Student Handbook regarding out-of-state students and Practice Experience / Student acknowledgement of need to register for FSW alerts / Student Colloquium (Form)			
Kathy Jensen – EBSCO to address faculty (15 min – Feb 23 meeting)			Talk at beginning of meeting
Adjourn – 1:45 pm			