

2023-03-10 RN-to-BSN Program Meeting Agenda & Minutes

Department of Nursing; School of Health Professions							
Attendees							
<input checked="" type="checkbox"/>	Martha Jenner	<input checked="" type="checkbox"/>	Dr. Kathy Blades	<input checked="" type="checkbox"/>	Bobby Holbrook, Prog. Director	<input checked="" type="checkbox"/>	Guest -T. Laguerre – BSN Student
<input checked="" type="checkbox"/>	Shawn Steiner	<input checked="" type="checkbox"/>	Hope Goodwin	<input checked="" type="checkbox"/>	Dr. Susan Holland, Asst. Dean	<input checked="" type="checkbox"/>	Guest – J. Laguerre – BSN Student
<input checked="" type="checkbox"/>	Dr. Marsha Weiner	<input checked="" type="checkbox"/>	Gayle Deane	<input type="checkbox"/>	Dr. Tami Such, Dean, SoHP	<input type="checkbox"/>	Guest – A. Johnston – BSN Student
<input type="checkbox"/>	Dr. Julianne Settanni	<input checked="" type="checkbox"/>	Sarah Hamula, Advisor	<input checked="" type="checkbox"/>	Roseann Wecera	<input checked="" type="checkbox"/>	Guest -K. Jenson - EBSCO

Zoom Meeting Link - Invite Link <https://fsw.zoom.us/j/8807637978?pwd=bktMODB0MmM4Z0svTINJSIhOa3hiQT09>

Minutes for review and approval
2023-02-10 Meeting Minutes X approved ___ approved with edits ___ not approved; returned for edits – motion to approve Dr. Weiner/second motion M. Jenner

	ACEN Standard	Agenda topic – (Presenter)	Discussion/Minutes	Person Responsible/Due Date
1.	Administrative Capacity and Resources	A. Kathy Jensen, EBSCO – Guest - to address faculty (12-12:15 pm)	Shared presentation called Dynamic Health CDS and Skills for Nursing Schools. Evidence-based tool. Site is reference based. All in one product - all clinical decisions, support, skills and drugs. Nursing database is used for faculty and students. Will get some pricing and follow-up with B. Holbrook.	
		B. Associate Dean Address – (Dr. S. Holland)	<p>University of Pittsburgh's 17th Annual Vanscoy Winter Academy conference was very professional and very well done.</p> <p>BSN Program on track with course review and submissions. B. Holbrook working with Sarah on RN-to-BSN advising. Nursing Leadership is working on the budget submission for 2023-24 AY. Faculty should send requests for educational material to Program Directors.</p> <p>Manager, Nursing Clinical Coordinator will be based on Ft. Myers, a day in Collier, a day in Charlotte, all different sites. Responsible for talking to all our partners, schedule completed before summer or right after summer to secure the sites. The 2 coordinator positions do not have to be a nurse, prior healthcare experience, organized, will assist the manager.</p>	<p>N/A</p> <p>N/A</p>

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		<p>*Regarding Minute Distribution and Approval</p> <p>C. SoHP meeting highlights / RN-to-BSN updates (B. Holbrook)</p>	<p>Dr. Weiner would like to know if we can add the online vote button with the minutes; Shared the agenda on the screen. We hired the Manager Nursing Clinical coordinator. 02/10/23 Department Minutes were approved</p> <p>For the RN-to-BSN program the Manager Nursing Clinical Coordinator position was offered and accepted. This position will look at all the CastleBranch.com student results for the NUR 4827C Leadership course.</p> <p>Heartland STEM event- high school students come in and expose them to respiratory, cardiovascular all of the healthcare programs. Very successful.</p> <p>Library Resources – Library did infer they wanted to cancel all Proquest search engines. They are cancelling Proquest Complete. There are 7 other types of Proquest. The library is happy to look at an individual service or magazine that we would like them to obtain if crucial to BS Nursing students.</p> <p>One Book, One College – Can the Faculty let Dr. Brandon Jett know in what way could Nursing use the one book and how can we integrate it into our program.</p> <p>Budget Process in effect: B. Holbrook requested funding for educational supplies / office supplies in BSN budget rather than all Nursing dollars being put in ASN budget. Requested money to support AACN & NLN membership. Requested money for Nurse Tim, Inc. Faculty educational materials database. Dr. Holland and Dr. Such supportive and approved.</p> <p>Workforce Programs Newsletter – created; asking for any articles of interest.</p> <p>Grades due & Commencement date reminders provided. B. Holbrook will email Dr. Van Gaalen how Faculty can change their time to attend the Commencement.</p> <p>Nursing position searches. 2 Faculty positions available – Dr. Fox will start the interviews when we get back from break. Two Clinical Coordinator positions available to fill.</p>	<p>B. Holbrook / when 3/10/23 minutes are distributed.</p> <p>N/A</p> <p>N/A</p> <p>Faculty to send request to Prof. H. Goodwin.</p> <p>Nursing Faculty / end Spring 2023 term</p> <p>Dr. Holland / Dr. Such approved and forwarded to Finance.</p> <p>Submit to W. Rhyne by cycle deadline</p> <p>B. Holbrook / March 24, 2023</p> <p>Dr. L. Fox / after Spring Break 2023/ & Dr. Holland will schedule interview once Manager, Clinical Coordinator starts.</p>
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		D. Proquest & Ovid Library – Nursing Journal FSW Library Database – (M. Jenner)	<p>H. Goodwin shared on the screen, Nursing Library Database - Journal Issue list is not current – will notify Library contact. The subscription seems to have stopped in 2020 and can't students can't get full text on new ones.</p> <p>M. Jenner - Need to get full access to Nursing Journals. Perhaps get Ovid back and keep Nursing and Allied Health Proquest. Full text is available on CINAHL.</p> <p>H. Goodwin asked Dr. Holland if we can put on the agenda for Dr. Hodges to attend our next Department of Nursing meeting.</p>	<p>H. Goodwin / 4-14-23</p> <p>Dr. Holland / 4-14-23</p>
2.	Faculty	A. RN-to-BSN Faculty Workshop - 3/10/2023 0900 – 11:30	<p>Today's Faculty workshop continued with RN-to-BSN Curriculum review – course outcomes aligned with EOP SLO – <i>Adv. Health Assessment / Nursing Research / Community Health Nursing</i> – Faculty to bring updated course objectives to meeting</p> <p>Continued Curriculum Review - review assessments in each of the courses. Faculty working on the assignments and that the assignments reflect the outcomes. Looking at the courses and the evaluating the credit and workload defining measuring status. Review how much time students are spending on assignments. Looking at templates and writing assignment down.</p>	<p>N/A</p> <p>RN-to-BSN Faculty / 4-14-23</p>
		B. Save the Date: FCNEA Meeting 6/8/23 & FCNEA / FOADN sponsored Faculty Conference 6/9/23 in person or Zoom – free to member school faculty (B. Holbrook)	<p>Next FCNEA Meeting Thursday, 6/8/23 and FCNEA / FOADN Faculty Conference Friday, 6/9/23 in person or Zoom – free to member school faculty will be held on site in the Orlando area or faculty can Zoom. Don't have agenda or topics yet.</p> <p>There was an excellent Florida Center for Nursing presentation at the 2/26/22 meeting on NCLEX strategies. Did ask for copy of the presentation from Florida Center for Nursing to be sent to us.</p>	<p>FCNEA / FOADN meeting 6-08-23; Faculty Conference on 6-09-23</p> <p>B.Holbrook / 4-14-23</p>

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		C. Faculty Evaluations – deadlines (B. Holbrook)	C. Faculty Form 1 (Self – evaluation of goals made in 2021-22)– Due to Program Director ASAP / Form 2 Eval by Program Director – due to Dean March 31. Appts with each faculty need to be made starting after Spring Break but must be complete by March 30. Form 3 (Faculty goals for 2023-24 AY) to Program Director by end of March 30.	Faculty – submit Self-evaluation ASAP – make appt. with P.D. by 3/30/23 for evaluation session.
3.	Students	A. Advisor Address	Working through early alerts. Continuing with grad audits, catalog adjustments credit reviews. Working on Summer admissions. Participated in 3 open houses on Collier/Charlotte/Lee last week. Going to Instead Decision Days at some high schools. Haven't had students signed up yet for the BSN Information Sessions. Working with students with their advising plans, updating them; has ideas, will share with B. Holbrook. Letting students know they can register for Summer and Fall classes. Met with academic support office - looking for tutoring for the ASN students. Open to having peer tutors for nursing students. Applications are available on the website. \$12/hour, flexible schedule, open to the idea of having remote work; is it worth looking into for the BSN students?	N/A
		B. Admission Profile (B. Holbrook)	Shared on screen - ASN graduates who returned for BSN admissions, Spring 18 – Fall 2022. See 03-10-23 Handout 2. Discussed re-initiating visiting the 4 th level ASN classes, giving student BSN admission audit. H. Goodwin scheduling to speak to Collier Level 4 students before end of Spring Classes. Dr. Weiner - Can you add the timeline of the NCLEX, Pandemic and Gen Eds to ASN graduate to BSN table on Slide.	H. Goodwin / prior to 4/30/23. B.Holbrook / 4-14-2023
		C. Students starting in B term without NUR 3805 Professional Roles & Dimensions (Prof. M. Jenner)	M. Jenner -Sometimes it impacts their performance. M. Jenner shared onscreen – Excel document which is created every term with courses that student has taken. Bobby recommend to share this document with S. Hamula.	M. Jenner / 4-14-2023
		D. Leadership student & Liability Insurance - update (B. Holbrook)	B. Holbrook working on liability insurance. Students are currently obtaining photo badges for onsite NUR 4827C practice experience. R. Wecera obtaining from FSW BUCS card office and is mailing them to the students.	B.Holbrook / 4-14-23

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		E. Resume live synchronized RN-to-BSN Orientation Design (Prof. M. Jenner)	<p>Faculty decision was to with going back to live one. Start with what exact information do we want in it? How do we implement it? How do we communicate to the students that they need to do it before they start the program? B. Holbrook suggest it be in the admission letter the student gets once they are approved for admission.</p> <p>B. Holbrook – The exit survey we send out could have the question added: If the orientation was help on campus would students have come?</p> <p>M. Jenner - Quick survey would you attend Zoom or live session? What would you like to see? I can send it out after Spring break.</p>	M. Jenner / 4-14-2023
		F. SNAC organization update (S. Hamula)	Sad news, SNAC is sunsetting in six month and will no longer will be an organization.	N/A
		G. Review of RN-to-BSN database (B. Holbrook)	<p>Shared on screen - BSN Student Database; accurate students in program and the classes they have taken to date is now posted on the shared drive as the current database. Plan is to go through advising plans next. 212 students in the program. Color codes keys are printed at the bottom.</p> <p>Sarah and I can print an Argo report of any students who withdraws from classes. We can the follow -with students who withdraw to determine cause and look for trending.</p>	Informational
		H. Student Petitions	None	
4.	Curriculum	A. Nursing Research prerequisite for NUR 4827C Leadership in Nursing follow-up – (Dr. Weiner)	<p>History of NUR 4827C Leadership prerequisites: back in 2018, Research and Informatics were listed on FSW Curriculum Committee (CC), Nursing submitted paperwork for course changes. In 2019 NUR 4827C prereq was supposed to be changed that Informatics was the only prereq. A error in the form listed Informatics twice in the prerequisite area that was sent to FSW CC & picked up by the Registrar this year. The Assoc. Registrar made a correction in Banner only Informatics and Research were the prereqs. Dr. McClinton approved the correction after reading the documentation that we sent and spoke with S. Seelau and approved removing NUR 4165 based on the 2019 submission. This should stop students who are registering for NUR 4165 and NUR 4827C from needing an override by Program Advisor to register.</p>	No further action.

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		B. NUR 4827C Leadership in Nursing Practice – Practice Experience update (H. Goodwin & Dr. Weiner)	<p>Dr. Weiner- Finding some valuable information from teaching the course and will continue to work with course leads to tweak the course.</p> <p>H. Goodwin - Looking at the forms tied to evaluation. A lot of it is confusing terminology to students, will discuss corrections with course debrief at end of Spring term. 2 guest Leadership students who attended this 3/10/23 BSN Meeting enjoyed the experience and provided positive feedback.</p>	NUR 4827C Teaching Faculty to debrief at end of term.
		C. Gen Ed writing courses – APA rather than MLA (M. Jenner)	Got an email this morning from Dr. Dustin, Chair of the English Department. Not willing to change the English course to include APA because the state common course numbers specifies MLA.	B. Holbrook will report back to Dr. Such, Dean SoHP at next Nursing leadership meeting.
		D. Potential Writing Course – 1 cr. (Prof M. Jenner)	<p>Tried to optimize Roles and extend into Informatics. Wish to teach APA by making it into a game.</p> <p>Dr. Weiner - Make it into an Escape room game – I have put in the meeting chat the article links – The University of Kansas Health System Escape Room Guide; Duke University School of Nursing Virtual Escape Room; Ohio State University College of Nursing Virtual Escape Room.</p> <p>Dr. Holland – Make it into 2 groups. Flip it and have the other group check it. Professor Deane asked the visiting Leadership students on the meeting Zoom– They voiced liked the idea.</p>	M. Jenner / 4/14/23

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		E. Simple Syllabus Update and Mandatory Training (Prof. M. Jenner)	<p>All courses and all faculty will be required to use Simple Syllabus for the Fall 2023 semester.</p> <p>On Friday, March 31, 2023, at 1:00PM – 2:00PM, please plan to join a training for all faculty, department chairs, program directors, deans, and other staff that are integral to the syllabus process. Join the training by Zoom: https://us02web.zoom.us/j/87991613562?pwd=V2JnY1FLZ3lOV2xSKzFieVhqcXJjZz09. An Outlook Calendar invitation will follow.</p> <p>Additional, smaller-group trainings will be offered over the Summer and during Fall Duty Days.</p> <p>Have to have Canvas assignments completed in order for simple syllabus to pull them in. It will go live for everyone in the Fall. Looking for some people to pilot it in the Summer program.</p>	Faculty to attend training session 3/31/23 1-2 pm.
		F. APA exercise for beginning RN-to-BSN classes (Prof. G. Deane)	Shared document on screen- APA Style References Formatting Activity – this document might be a way to incorporate APA into the roles. Good activity near the beginning; can include it with orientation. 30 different references, 7 pages long.	H. Goodwin & Dr. J. Settanni to integrate in BSN orientation shell. 4-14-23.
		G. FSW courses vs. State-wide common course numbering system – Information update – (B. Holbrook)	FSW BSN is in line with the State-wide common course numbering system. The only one that is slightly different is NUR 4827C Leadership. The State has the NUR 4827C listed for 4 credits but should be listed for 5 . However, when you look at FL DOE description it says it can be 3 – 8 credits. Which is right in line with State guidelines.	B.Holbrook will follow-up with T. Maricle, Assoc. Registrar / 4-14-23
		H. Consistency of Syllabi – what to add and what to eliminate (Prof. S. Steiner)	Syllabi looks different from course to course with many inconsistencies. Need to review it and make sure assignment instructions to students is only located in one place. Separate the actual assignments from top part of the syllabus. Discussions took place. Will continue discussion at the 4/14/23 meeting.	Faculty / 4-14-23
		I. RN-to-BSN courses - Assignment Review vs Credit load (B. Holbrook)	Dr. Weiner is working on modifying the course end of term debriefing and will send to faculty. Assignment workload and reading should be determined by course faculty to use as the portion of measure course workload for students & faculty with determining if it matches course credits.	Faculty / bring information to 4-14-23 meeting.
5.	Outcomes	No items this meeting		

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	New business – guest opinion	The visiting NUR 4827C were asked what they like and what could be improved with RN-to-BSN program (B. Holbrook)	T. Laguerre - Research- learned how to find sources and put together a proper paper and how to use it in his current practice. J. Laguerre - Like that its online. Like that the teachers are very helpful. Offer resources and always willing to meet with you.	Informational
	New business – Vanscoy Winter Academy Conference (M. Jenner)	University of Pittsburgh's 17th Annual Vanscoy Winter Academy Conference 3/9/23 (M. Jenner)	Filled one table this time. Would like to fill 2 tables for the next one which will be on Friday, February 15, 2024. Will send the invite when she gets it. They will be continuing the brain matter theme. Discussions took place.	Feb. 24, 2024

Action Items / Unresolved Issues			
Item	Owner	Due	Status
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.			
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)			
Dr. van Gaalen for Q&A measuring SLOs assignments in Canvas Course Shells			
Adjourn – 2:07 pm			