**Date: March 10, 2023 Facilitator: Dr. Lisa Fox** **Minutes: Michelle Sherman**

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| **Topic** | **Minutes** |
| Call to Order: | Dr. Fox |
| Attendance | Dr. S Holland, Dr. L Fox, Dr. J Ortiz, J Sweeney, M Goldrick, S Hamula, J Sabo, M Sherman, M Mondello, S Oestrike, D Ebaugh, T Thomas, R Wecera, A Williams, J Cousino, C Moore, D Logan, N Stadelmann, J Lambert, L Canty, S Patenaude, S Harris, H Poland, J Gonzalez, A Marchionni *Special guests:* Thompson Laguerre, Joann Laguerre |
| Approval of minutes: February Minutes  | Motion to approve minutes by D. Ebaugh, Second by J. Cousino. Minutes were approved by all |
| Special Presentation by ATI | * Allison Reynolds Allison.Reynolds@atitesting.com Cell # 304-208-1256
* Rochelle Hughes presented an overview of ATI and how to set up an ATI account.
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| 1. **Mission and Administrative Capacity**
2. Dr. Holland updates
3. Dr. Fox updates
4. Campus updates
 | **Dr. Holland Updates:** * ATI Trainings coming for faculty
* Students have concerns about testing strategies. Offering a test strategy session from ATI for Nursing 3 &4 students.
* Curriculum changes have been submitted, waiting to hear approval.

**Program Coordinators/Clinical Coordinators:** **Charlotte:*** Things going well.
* Fall Schedule needs OB didactic courses and lab openings

**Collier:** * Things going nicely
* Fall Schedule needs, Adult Health 2, Pharm and Preceptorship and Peds.

**Lee:** * Thank you to those who have step up to cover Professor Matula course.
* If you have to cancel a class, please contact the lead.
* Have a few open spots in the EW for preceptorship, if other campuses need them.
* Preceptorship/Clinical over weeks the college are closed, are they allowed? Discussion was had on the subject.
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| 1. **Faculty and Staff**
2. Course Workdays
3. Course Lead Process
 | **Course Workday:*** March 31, 9am-4pm course workday - course leaders coming & all other welcome as well. ATI learning from 12-2 with working lunch. Please RSVP to the ATI Training Invite to Michelle so we can count numbers for lunch.
* More Course workdays coming over the summer, stipends will be given. Please let Dr. Fox know if you wish to be part of these workdays.

**Faculty/Staff Needs:** * Welcome Matt Rizzo, Clinical Manager
* Looking for 2 coordinators to help with Clinical Manager.
* Focus after break is hiring 2 Full Time Faculty.

**Course Lead Process:*** ACEN will need something in writing that shows how course leads are chosen.
* Start thinking about this process and we discuss at our next meeting, in April.

**Needs for the Department:*** We need a Department Chair, will start in Fall
* Right now, looking for a curriculum coordinator for the rest of this semester. No job description just yet. There will be a stipend for this person.
* Anyone interested, reach put to Dr. Fox, so we can vote on this in our April meeting.
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| 1. **Students**
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| 1. **Curriculum**
2. Teach Out Plan (Curriculum)
3. HESI Live Review
 | **Teach Out Program:*** Will be sending out for faculty review
* It will show per level what the plan is for them, with the new curriculum

**HESI Live Review:*** Dates have been set and sent out
* Faculty need to work on a schedule to have presence there during the Live Review, for all 3 days.
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| 1. **Resources**
2. Library Recourses
3. Student Tutoring
 | **Library Resources:*** If you use a recourse, from the library in any course, please send Dr. Fox that information.

**Student Tutoring:*** Peer tutoring is accepting Nursing Students to help Nursing Students
* Paid job, up to 25 hours a week
* Application on the FSW Jobs page
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| 1. **Outcomes**
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| **Other Business:**  | * Book Changes need to be submitted April 16th, will take more on March 31st.
* Registration will open when we get back from Spring Break.
* Simply Syllabus Training coming on the Training Page
* HESI Specialty exams are now timing 21 hours & 10 mins
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| Parking Lot: |  |
|  Adjourn | Motion to adjourn by D Ebaugh and 2nd by J Sweeney Adjourn @ 11:10 am |