**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](mailto:Allison.Reynolds@atitesting.com) Cell # 304-208-1256 * Rochelle Hughes presented an overview of ATI and how to set up an ATI account. |
| 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. |
| 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. |
| 1. **Students** |  |
| 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. |
| 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 |
| 1. **Outcomes** |  |
| **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 |
| Parking Lot: |  |
| Adjourn | Motion to adjourn by D Ebaugh and 2nd by J Sweeney  Adjourn @ 11:10 am |