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| **ASN Director, Campus Coordinator and Advisor Meeting Minutes** |
| Meeting Date | August 30, 2022  |
| Facilitator | June Davis, Interim ASN Program Director  |
| Minutes | Michelle Sherman |
| Attendance | June Davis, Judy Sweeney, Jennifer Ortiz, Sarah Hamula, Michelle Sherman |
| Excused /Absent | Carrie Carty/Sim Event  |
| **Agenda Item** | **Discussion** |
| Call to Order |  |
| Minutes from Review and Approve | 7/25 Minutes to be approved next meeting |
| 1. **Mission and Administrative Capacity**

A. | N/A |
| 1. **Faculty and Staff**
2. Lee Clinical Coordinator
3. Clinical Associates
 | * Susan DiMatto is not taking the job. June is still the point of contact for anything clinical coordinating.
* There is still a need for CAs on all campuses
* An Idea was shared that maybe it is offered hourly to faculty and add load to adjunct faculty.
* J. Davis stated we just need to keep working on this.
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| 1. **Students**

A. Admissions B. PinningC. Volunteer Hours   | * **Admissions**: S. Hamula shared the numbers for those who dropped out of the program in Nursing I. Normally, it isn’t a concern, because it tis spread-out over-all campuses. However, this semester, 5 from the Charlotte E/W program dropped and 1 from the Collier E/W program. This has a potential of students getting upset that they couldn’t get in and the other is that the college maybe start getting upset over our low numbers.
* She has 3 suggestions to help with the issue.
1. Have our “Line in the sand” date moved closer to the start of the new semester.
2. Overbook: Just like an airline does for flights, we could take 2-3 more over than we do to help out this issue.
3. See if the Foundation/College would be willing to pay for the bottom 5-10 students for their background check, drug testing and CastleBreanch. Cost: $200 per student.
* Discussion was had on all suggestions and it was decided that we extended the our “Line in the sand” date extended for Spring 23 to January 4th.
* Faculty will be informed of this decision at the ASN Faculty meeting on 9/9/22.
* **Pinning**: M. Sherman shared the challenges for finding a place to hold the Pinning in one location that is not too costly. The Arena estimate is $7800. Dr. Such asked her to look @ some outside venues as well as places on each of the campuses to have the ceremony at. Here is the outsomce of this research:
1. Arena Cost $7800, BB Mann only has December 5htg available.
2. The local churches near I75, most do not rent to outside visitors and if they do, the timeframe we need doesn’t work out.
3. Having it on all 3 campuses. However, they will be identical and run by one person.
4. South Fort Myers High School, is willing to host our event.
* It was decided to take this to faculty for their input.
* Volunteer Hours: J. Davis asked of we are ready to bring this back. J. Sweeney suggested that we bring it back for Fall 23, however, start to notify students now.
* Administrative assistants would track the hours.
* J. Sweeney offer to update the volunteer requirements for the handbook.
* This will be taken to faculty for a vote.
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| 1. **Curriculum**
2. HESI Payments
3. Senior Seminar/Nursing II & III Refresher
4. Book Request from HESI for Faculty
5. AS NAAP AS Nursing (LPN Transition)
 | * **HESI:** Nursing I student payments going well. Only 4 that have not paid. Will extend it for those who asked for hardship to Oct 15th.
* Level 4 will be ready and set up by the end of the following week.
* Will be setting up a Senior Seminar for the Level 4 students.
* Those faculty who wish to have a refresher done during their class times, should reach out to HESI to set up.
* M. Sherman shared a book that the Nursing Faculty would like to have as a resource. It was determined to get 2 sets per campus.
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| 1. **Resources**
2. Simulation Schedules
 | * Forms need to be filled out as requested.
* Sim Dates need to be given at least 2 weeks-month in advanced
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| * **Outcomes**

A.  |  |
| **Other Business**1. ASN Meeting Agenda 9/9/22
 | * Went over agenda items for the ASN Faculty & Staff Meeting.
* M. Sherman will type up the agenda for review before it is sent out to all.
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|  **Open Forum** | * **Spring Schedule:** Needs to be to R. Wecera by September 19, 2022
* Anything the was ground before Covid needs to go back to ground starting Soring 23. This is college wide
* Some course, like Pharm I & II, OB and Mental Health may need to be online still due to not having enough faculty.
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|  **Adjournment &**  **Future Meeting** | * It was decided to this meeting will take place every other week.
* Next meeting date is September 13, 2022
* Meting was adjourned
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