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| **ASN Director, Campus Coordinator and Advisor Meeting Minutes** |
| Meeting Date | Monday, July 25, 2022 via zoom  |
| Facilitator | June Davis, Interim ASN Program Director  |
| Minutes | Michelle Sherman |
| Attendance | June Davis, Judy Sweeney, Jennifer Ortiz, Carrie Carty, Sarah Hamula, Michelle Sherman |
|  | Purpose of this meeting is to go over things that to place over the summer and the agenda for the ASN Faculty & Staff Meeting on 8/16/22. |
| **Agenda Item** | **Discussion** |
| Call to Order | J. Davis called meeting to order |
| Minutes from 9/10/2021 Review and Approve | * Meeting note from last meeting were approved vis email over the summer.
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| Campus Updates | None @ this time |
| **Missions & Administrative Capacity**  | NA  |
| **Faculty and Staff** 1. New Hires
2. Associate Dean
3. ASN Director
4. Faculty
5. Adjunct Postings
6. Simulation CAs
7. ASN Program Director Orientation Checklist
8. Campus Coordinator Job Description
9. Assistant Admin Responsibility chart
10. Continuing contract
11. Julissa Gonzalez granted
12. Lori Canty submitted request for this year
13. Campus meetings
14. Clinical site visits by faculty
15. Mileage

 H. Webpage contacts  | **A. New Hires*** 3 candidates are being looked at and will have Meet and Greet on 7/29/22 for the Associate Dean position.
* June is staying on as the interim ASN Director until 10/31/22. The hiring committee are still looking for applicants to apply
* Was only able to hire on FT Faculty member for Lee, due to hiring freeze. Hoping to hire 1 more for the spring with an OB/Mental Health focus. Our faculty stepped up to help out with the needs for the ASN Program.
* Still have opening for adjuncts on Lee. J. Ortiz is interviewing for Collier adjuncts. Still have opening for clinical associates on all campuses.
* We have 2 part time CAs that are for Simulation on Lee. They will report to the director. Hoping to hire 2 for Collier as well. Discussion was had on the CAs pay and responsibilities. J. Sweeny commented that things are inconsistent across the campuses and suggested a committee be put together on getting things on track for the CAs. J. Davis wondered if that was something for the ACEN committee could look at.
* Much time was spent on going over the job description of the ASN Campus Program Coordinator. A working document was updated to reflect the outcome of this discussion. This document will be given to Dr. Such for review and them to HR for approval.
* J. Davis went over the Administrative Assistant Responsibility chart that she & the AAs created over the summer.
* Campus Meeting are encouraged to be held monthly with faculty and staff. As well as Course and Level meetings.
* Clinical sites should be visited regularly by faculty. Mileage is given for these visits. Mileage is also given for meetings if 3 or more carpool, training on other campuses and preceptorship visits.
* It was decided to remove the ASN Program Coordinator off the ASN Program webpage. This will save time as students emails all listed at once. We will be using the nursing@fsw.edu email for any questions to be sent to. Roseann and Michelle will review the Nursing email daily and forward the email to the approximate person to answer the email.
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| **Students**A. New admissions B. Summer failuresC. Any ongoing issues D. Lippincott CoursePoint/HESI Orientation E. Materials for CoursesF. Early AlertsG. Academic Success Plans  | * High School Admissions, S. Hamula asked if it’s meeting our vision? How many should we be excepting. This semester, we took 2 per cohort, for a total of 12. As the word gets out about this program, this will increase in numbers. J. Sweeney suggested we look at the interview questions to be more general.
* The summer course to catch up those held back, with the old curriculum, is complete. Only 1 failure from the Collier Campus. The student will be informed this week.
* M. Sherman set up the links for August 18, 2022.
* S. Hamula asked if there was anything needed for the new students to get for the Acceptance Email.
* S. Hamula said there seems to be confusion on Early Alerts vs ASP. She went over both and plans on going over this at the ASN

Faculty Staff Meeting. |
| **Curriculum**1. Clinical Evals
2. Sim outline for all levels
3. HESI/PassPoint Level 4/ 3 Day Live Review
 | * ACEN Committee will be visiting this topic
* C. Carty created a simulation scenario document. It listed what we could be using form the Sim Cloud. Great start of an outline the document can evolved. Each level across the campuses should be similar.
* J. Davis & Dr. Such have received reports from students that more than half of Charlotte Campus E/W failed the NCLEX
* HESI test #1 will be paid for by the student. If a second test is needed, then FSW will pay for it.
* 3 Day Live review will be paid for by FSW for the Fall 22 Level 4 students. This is not mandatory. Dates TBD
* C. Carty brought up doing a Capstone during Preceptorship.
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| **Resources** 1. Course Syllabi (consistency)
2. Updated ASN P&P (Student Handbook)
3. Michelle keeps official versions
4. Laundry
5. Alsco
6. Punta Gorda Laundry
7. Supplies (simulation/lab)
	1. Charlotte Sim equipment
 | * FSW adapted the course syllabi’s to ADA standards. While this semester they aren’t pretty, they will be fixed for the sprig.
* J. Davis is updating the Student Policy & Procedures manual for the ASN Program. M. Sherman will be the keeper of the official version.
* Looking to convert all laundry services to Punta Gorda Laundry. Alsco doesn’t do washcloths. Punta Gorda Laundry would service both Charlotte and Lee Campuses.
* Nursing Department is now responsible to purchase all supplies for simulation.
* Charlotte Campus received a few new items over the summer, beds and dividers.
* We need to create a wish of items for when grants come in and we have that informing together to give in a moment noticed.
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| **Outcomes**  |  |
| **Other Business**1. Collier computers
2. ASN Meeting Agenda 8/16/22

  | * Worked on the agenda items we wish to cover @ the All Faculty and staff ASN meeting
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|  **Open Forum** | * CAs: we have many openings on all 3 campuses
* What do we do?
* J. Davis is looking to see if it would be all right for AS Nurses to be CAs. According to the FBON they just have to be an RN. ACEN doesn’t have any restrictions.
* Discussion was had on why CAs are hard to get and how we can keep them.
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| **Future Meeting** | * August 30, 2022 @ 10 a.m.
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