**Date: January 23, 2023 Facilitator: Dr. Lisa Fox** **Minutes: Michelle Sherman**

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| **Topic** | **Presenter** |
| Call to Order: | Dr. Fox |
| Attendance: | Lisa Fox, Judy Sweeney, Jen Ortiz, Mariel Godrick, Joanne Sabo, Sarah Hamula, Michelle Sherman |
| Minutes from: | No Minutes to approve |
| Campus Reports: | **Collier Campus:**   * CA coverage, still missing 4 CAs for Sundays for Nursing 1-3. Level 4 is coverage. * Missing Peds adjunct for March * Otherwise, things are good!   **Charlotte Campus:**   * CA coverage is set. Was creative in getting coverage. * Everything seems to be going well.   **Lee Campus**:   * CA coverage is set for this semester. Peds is set, as well. * Some complaints from students. Encouraging chain of command. |
| **Business:** |  |
| 1. **Mission and Administrative Capacity** | N/A |
| 1. **Faculty and Staff** 2. Faculty Updates 3. CA coverage? | 1. Have a few applicants for the Faculty position. Will start interview process. 2. Short in a few places. |
| 1. **Students** | N/A |
| 1. **Curriculum** 2. Clinical Schedules | * Dr. Fox would like a master clinical schedule for clinicals, please include her on updates. * Park Royal issue with another college on scheduling. M. Goldrick working on resolving the issue. |
| 1. **Resources**     1. Henke math?    2. Simulation trainings for CAs/Adjuncts? | 1. Reach out to touch base to see whom as paid for it. 2. Dr. Buhain would like to have all new CAs and adjuncts to have orientation to the SIM center before they operate the equipment. |
| 1. **Outcomes**   A. HESI Orientations | A. 30 students didn’t attend orientation.   * Email being sent to those who didn’t attend and email placed in their advising file. |
| **Other Business:**   1. Student Issues | 1. Handful of students that have not paid for HESI platform. Email being sent out to those. |
| Open Forum | * Dr. Fox will be reaching out to in the next week or so to talk about the Fall schedule. * Castle Branch Fingerprinting issue with limited locations. * Clinical Manager interview should start next week. Committee meeting this week to go over the applicants. |
| **Parking Lot:** |  |