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| 2/21/2023 Director Meeting Agenda; Department of Nursing; School of Health Professions | | | | | | | |
| Agenda and Meeting Minutes | | | | | | | |
| Attendees | | | | | | | |
| X | Dr. Lisa Fox, P. Director, ASN |  | Matthew Rizzo, CCM | X | Sarah Hamula, Advisor | X | Michelle Sherman, Adm. Asst |
| X | Dr. Jennifer Ortiz, Collier Program Coordinator | X | Judy Sweeney, Charlotte Program Coordinator | X | Mariel Goldrick, Lee Program Coordinator | X | Joanne Sabo, Advisor |

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| Minutes for review and approval |
| **2023/ Meeting Minutes \_\_\_ approved \_\_\_ approved with edits \_\_\_ not approved; returned for edits** |
| **YYYY/MM/DD Meeting Minutes \_\_\_ approved \_\_\_ approved with edits \_\_\_ not approved; returned for edits** |

|  | Agenda topic |  | Discussion/Minutes | Person Responsible/Due Date |
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|  | Open Meeting | Dr. Lisa Fox |  |  |
|  | Campus Updates | Charlotte | * Test Grades are getting better. * Fall Schedule coverage looks good, just needs OB Didactic Instructor and 3 labs need coverage. |  |
| Collier | * Things going well * Reported that Nursing 1 & 2 maybe losing a few students due to withdrawals. |  |
| Lee | * Lee will also have a few withdrawing from the program before the end of the semester. * Students state exams are challenging them. * Fall Schedule on hold until we see who is hired. |  |
|  | Advisor Updates | Sarah | Change of Major Form/Process for students leaving or being dismissed from ASN, needs go through the proper process. Advisors will give students a link for them to complete this process. |  |
| Joanne |  |  |
|  | Items for Fall Term | Fall Schedule | Updated schedules will not be seen in banner, until the curriculum proposal is approved by the curriculum committee. |  |
| Fall Adjuncts | There are also no Adjuncts listed currently, due to reviews being completed. |  |
| CAs for Fall | * The current faculty have had their contracts extended to help getting the CCM up and running in his position. * Current list of CAs, schedules and anything else that he might need should be forwarded to Matt for him to start getting things ready for the fall. |  |
|  | ATI | ATI Student  Workshop | * Level 3 & 4 students will receive an additional sessions of test strategies for student s to attend one of the two to help with NCLEX prep. Offer one on a Friday & on a Saturday, is being considered currently. * ATI will be doing a faculty training from Noon-1 pm this Friday, March 24, 2023. |  |
|  | Misc | Faculty Work Day  Pinning | * Dr. Fox would like to have a faculty work day on the calendar before the summer break. * The first duty day for the Fall is August 14th. * Convocation is August 16th & Maybe a SoHP meeting. * Once those dates are confirmed, schedule will be planned. * Pinning is May 6th, as planned. * Faculty are strongly encouraged to attend. |  |

| Action Items / Unresolved Issues | | | |
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| Item | Owner | Due | Status |
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