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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.
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| Collier | * Things going well
* Reported that Nursing 1 & 2 maybe losing a few students due to withdrawals.
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| 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.
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|  | 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.

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|  | 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.
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|  | Misc | Faculty Work DayPinning | * 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.
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| Action Items / Unresolved Issues |
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| Item | Owner | Due | Status |
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