# MEETING: SoHP Leadership Meeting

April 25th, 2:00 -3:30 pm Zoom

**PURPOSE:** SoHP Monthly Meeting

**ATTENDEES:** Dean, Associate Dean, Directors, Department Chairs, Advisors, and ASN Campus Site Coordinators

# Meeting Minutes

* **New Hire** - Jessica Golda, BSN, Clinical Coordinator, Simulation Education (to start May 1st) is a pediatric RN and has worked with Tommy Mann in the past.
* **Search Updates:** Manager, Nursing Clinical Coordination Coordinator (vacant again), Nursing x2 (clinical coordination support), ASN Faculty positions (Lee) x3 (including retiree Jenneine Lambert’s position) , OPS temp-Office Assistant (Collier), Respiratory Care- Program Coordinator to replace Sindee Karpel who is retiring.
* **Kudos:**
	+ Paramedic Program expansion- satellite campus approval North Collier Fire & Rescue (NCFR) location. Currently there are 60 applicants for the paramedic program, 30 of which are for Lee campus. Anticipate 18 student cohort for this new NCFR location, to begin fall 23.
	+ Health Information Professionals Week 4/17-4/21 was celebrated with a table set up in the lobby with the help of Director Dr. Susan Foster and Faculty member Elizabeth Whitmer.
	+ Dave & Cheryl Copham made a $1M Donation to grow enrollment in ASN Nursing program. 5 new positions have been created and will be sustained as a result of this funding, including 3 full time faculty positions (1 to be hired for fall 23, 2 to be hired for spring 2025), a Student Success Advisor II (Lee campus), and a Manager, Simulation & Laboratory Experiences (all ASN campuses).
* **Retirements:** - Sindee Karpel RES – Retirement Party Ice Cream Social 5/2 12:30 to 2pm in AA -177
	+ Jenneine Lambert: AS NUR-Collier
	+ Martha (Marti) Jenner: RN-to-BSN program
* Nominations:- Adjunct Faculty Excellence Award is a $775 award for an Adjunct faculty member in each school. No formal process for nomination has been established as of yet, Dr. Such anticipates associated conversation and planning with other Deans in the near future. In the meantime, please send nominations to Dr. Such for any adjunct faculty member/s who you deem to be outstanding in teaching and instruction and would like to be considered for this award. One $775 award is available for our school.
* Program Accreditation Activities:
	+ HIT has a self-study due in September
	+ Paramedic on site visit is August 10th & 11th.
	+ Radiology self study is due in May and site visit will be late fall 23/early spring 24
	+ Dr. Such thanked all for their hard work and effort focused on the above accreditation activities.
* Simple Syllabus Feedback from Program Directors – Karen Molumby – There is a goal to have all syllabi in the software, but certain sections we don’t want part of it to be public. Class schedule is a concern along with learning outcomes. There is no pilot, as they are going live in the fall. Committee meetings are not occurring on a regular basis, but unique needs of SoHP programs relating to public vs. private information in our syllabi are under review and consideration. Training on Simple Syllabus is anticipated to begin in the next few months.
* ChatGPT/other AI software use- FSW Taskforce – “Turn It In” now has an AI feature added that will detect AI use for assignments submitted to Turn It In. A taskforce focused on AI will be formed to formalize policies focused on appropriate and inappropriate use of AI, and associated consequences for violations. Jean Newberry and Dr. Foster have volunteered to represent the SoHP for this taskforce.
* SACS/HLC Accreditation update – Dr. McClinton, Dr. Bilsky and Dr. Harris attended a conference regarding HLC accreditation. A consideration that has been raised relates to US DoE requirement that a change of accreditor (to HLC) must be voluntary rather than required through legislation. A positive outcome of attending the HLC conference was that the requirements of HLC are similar to SACS. It is estimated that once/if we begin the transition to HLC the anticipated timeline would be at least 18 months. Our SACS accreditation will be maintained in the meantime.
* Budget spend-down & Final Financial Year End Deadlines (Email from Tatsiana 4/7/23) – We received an email with deadlines to spend down our budget, as we need to spend down all of our funds or risk not receiving them next year. We do have extra travel funds that need to be spent or moved. Dr. Such, Dr. Holland and Tommy will be working with Program Directors to determine how best to spend down remaining funds.
* New Online Course Development Request Deadline- May 1st – New course development requests need to be submitted by this deadline in order for it to be considered and included in the 23-24 schedule for the instructional designers.
* Commencement Update- 10am ceremony all faculty and instruction staff seated together. All faculty and instructional staff must attend commencement. All other staff are welcome to attend or continue work as usual.
* Collective Negotiations Agreement Finalized- Dr. Such shared highlights and encouraged all Program Directors to review the updated contract that she recently emailed to them. Key change to note: any reference to Supervising Administrator in our school = Program Director. There are many additions to the responsibilities for Supervising Administrators/Program Directors so it will be important for all to read this document carefully.
* Clinical Agreement Folder in Shared Drive making it easier to find things. DonnaMarie is working on cleaning it up. There is one master spreadsheet that contains all of our clinical facilities. Discussion occurred regarding Program Director needs for access to information included in this folder, particularly given they have all had access to this folder in the past. In trajecsys, Jean loads the contracts along with dates, so that it sends out reminders when renewals are due. Access to this folder will now be restricted to Donna Marie and SoHP Administration. Please email DonnaMarie if you need the official clinical agreements as she will continue to maintain all of them, and the associated spreadsheet, in this folder.
* Adjunct Hire Fairs- Summer 23 – This will be taking place on each campus.
* CA Position Posting Changes – Position posting website needs to be condensed, and Adam Millis prefers that there be a link for each campus and then drop-down options to select the program behind that. Applications sit in the pool until it is a year old, then they are automatically deleted. You can gain access to different applicant pools by requesting it from your supervisor.
* IT Updates – The new portal will go active next week. Canvas will only be accessible in portal, no longer as a link on the main FSW webpage. This will allow for global announcements to Students and Faculty to be included within this single access point for Canvas. Students will be required in January to use the multifactor authentication process. Chatbot has been building up to answer questions for areas across the College.
* Office Moves- New Workflow coming. Moves will only be permitted once a month, on a specified move day. There will be a chargeback to department for move of furniture and equipment. Remote technology/mobile workstations transition for everyone who is fulltime and has a desktop computer to a laptop will occur in the coming months, all new hires will be setup with remote technology. Jean states that they do not have laptops available now, Dr. Such encouraged entering a help ticket to request the transition to a laptop whenever determined best for each program (now vs. to wait for IT to initiate the transition). The laptop you used for Hurricane Ian is different than what they are using for mobile workstations. Budget increases/funds for moving expenses will not automatically be added to the budget.
* Leadership Lee County Health Professions Visit- 5/19/23 – They will be here a few hours and programs of highlight with hands on activities (i.e. simulation demonstrations) will be needed/desired to highlight the success and opportunities within our programs.

**Important Reminders:**

* Workforce Newsletter submissions
* Agile Performance
	+ Reminder for goal and objective development & Director approval
	+ Minimum of 2 check-ins per year (IE: every 6 months)
	+ Minimum quarterly feedback
	+ New Program Directors- Training per Melissa Rainey
* Grades Due:
	+ 5/3, noon- Full and Mini-B terms

# Upcoming Meetings:

* Reminder of next SoHP monthly meeting in early August or late August, as there is no meeting in June or July.

# Future Agenda Items:

* Social media Marketing
* Website Development
* Proposed SoHP Student Progression & Concerns Committee
* Process Development for Student Concerns & Discipline
* Community Partnership Meeting Updates
* Program and other Fees
	+ Application Fees
* Organizational Chart
* Charlotte Renovation Plans
* Use of Testing Center for Student Testing Needs
* Study Abroad in Costa Rica
* Castlebranch Update

##### **SoHP Leadership Meeting April 25th, 2023, Zoom**

**A**bsent or **P**resent Attendees:

(P) Dr. Tami Such, Dean, School of Health Professions

(P) Tommy Mann – Sr. Director of Health Professions & Simulation Education

(P) Dr. Susan Holland – Associate Dean of Nursing

(P) Bobby Holbrook –Program Director RN to BSN

(P) Dr. Lisa Fox – Program Director ASN

(A) Mariel Espinal – Program Coordinator ASN at Lee

(A) Judith Sweeney – Program Coordinator ASN at Charlotte

(A) Jennifer Ortiz – Program Coordinator ASN at Collier

(P) Joann Sabo – Academic Advisor II, Nursing at Collier

(P) Sarah Hamula – Academic Advisor II, Nursing at Charlotte

(P) Dr. Joseph Buhain, Program Director of Continuing Education & Simulation

(P) Lena Scott – Program Director Cardiovascular Technology

(A) Heather O’Connell – Department Chair Cardiopulmonary Sciences

(P) Karen Molumby – Program Director Dental Hygiene

(P) Dr. Susan Foster – Director HIT and HIM Programs

(P) Cristy Clark - Program Director Social & Human Services

(P) Jean Newberry – Program Director of Respiratory Care

(P) Jim Mayhew – Program Director Radiologic Technology

(P) Cassie Billian – Program Director of EMS

(P) Alexis Augustenborg – Academic Advisor II, HP at Lee

(P) DonnaMarie Rich – Administrative Assistant to the Dean, School of Health Professions (Scribe)

(P) Tamra Pacheco – Health Professions Support Specialist (co-scribe)

***Meeting is called to order at 2 pm by Dr. Such***

***Meeting was adjourned at 3:20pm by Dr. Such***