# MEETING: SoHP Leadership Meeting

March 28th, 2:00 -3:30 pm Room A-105

**PURPOSE:** SoHP Monthly Meeting

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

# Meeting Minutes

* **Welcome:** Matt Rizzo- Manager, Nursing Clinical Coordination, building clinical coordination team on Lee for all ASN campuses.
* **New Hire/Search Updates:** Coordinator, Nursing x2 (clinical coordination support), ASN Faculty positions (Lee) x2, OPS temp-Office Assistant (Collier), Clinical Coordinator, Simulation Education
* **Kudos:** Dr. Fox- Publication on Sepsis; Karen Molumby – Give Kids a Smile & 100% Board Pass rate; Dr. Marsha Weiner published article with Cavanaugh, G., Condry, H. M., Afable, C. F., Morris, M., De, S., Madison, H. E., Marshall, J., Victor, C. P.on Immersive Learning and Participatory Engagement: Connecting in the Online Classroom through Virtual Reality . *International Journal of Distance Education Technologies, 21*(1), 1-19. <https://doi.org/10.4018/IJDET.317364>; Dr. Susan Foster – Assembly On Education Virtual Presentation (will be in July 2023): Teaching and Learning Using Artificial Intelligence in Education
* **Retirements:** - Sindee Karpel RES & Jenneine Lambert NUR
  + VPAA Celebration: April 20th at 4:30pm, location TBD
* **Dr. Terrence Hays:** - Buc Cares PowerPoint Presentation



* **Budget Planning Updates:** New position requests were put in, Deans met with VPAA and Assoc. VPAA to discuss and prioritize all position requests. Discussion regarding this process occurred. Salary increases for select positions based upon salary study results are proposed. Budget confirmation will not be finalized until mid-June and by July 1st you can look into the portal to see what you have been given in your budget. Confirm with Tommy to make sure that what you have added for simulation coincides with Dr. Buhain’s sheet. For travel, Dr. Such has moved funds to programs as necessary and we can request more funds as needed. Professional Development, Clinicals, In-State meeting travel are all expenses that require a budget for travel.
* **Course Fee Requests:** Spreadsheets with course fees will soon come from Finance, and justifications of any changes will be needed. What courses are fees attached to and whether or not there will be no change, increase or decrease fees will need to be reviewed and updated as needed.
* **Workforce Newsletter Submissions:** Reminder to continue to submit information to Whitney Rhyne for events, program highlights/successes/outcomes/features, etc., with a distribution to 10,000 + viewers. Give Kids a Smile should be in the next publication.
* **Pearson Vue Update:** Computers are still in boxes and staffing needs are still to be met, probably will not be ready for June. We need authorization for approvals to do exams on campus for CVT, RAD, DEN and NUR. Jose Palo Estrada is Director to reach out to for HIT and other programs once Pearson Vue testing is available.
* **Upcoming RFP for Program Expansion/New Program Development:** $23 million EDA grant to FutureMakers and FGCU to increase workforce pipeline focused on growth of employees across 4 pillars of focus, one of which is Healthcare. RFP process will be utilized for us to request funding for new program development or update of in-demand programs. Exact funding available is unknown at this time but will be shared when RFP process is initiated in the coming months, likely in May or June. FGCU has plans to utilize this funding for accelerated BSN and MSN-Nurse Educator programs. Dr. Such encouraged all to begin brainstorming ideas on potential ideas for proposals. We will need anticipated costs, enrollment, and staff/personnel required. Program ideas will need to be sustainable, following grant funding. Dr. Foster mentioned an open EHR project with this funding.

**Important Reminders:**

* Faculty Evaluations
  + ePortfolio/Mini-portfolio due: February 24th (done)
    - Program Director/Supervising Admin has until 1 week after Spring semester end to evaluate Adjunct Mini-ePortfolio
    - Adjunct/Instructional Staff Mentors- Mentor Checklist due to Dr. Jester by March 31st.
  + Form 1 (self-evaluation of goals) due to Program Director: 2nd Friday in February (done)
  + Form 2 (supervisor/Program Director evaluation) due: End of March (meetings for evaluation with Faculty to occur in March- required for all annual contract faculty and those undergoing 5-year Comprehensive Review)
    - Submit copy of all faculty evaluations (Form 2) to Dean
  + Form 3 (goals for next year) to Program Director due: End of March
* 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
* Commencement- May 5 (Workday – Mandatory Attendance)
  + 2 ceremonies: 10am Workforce Programs, 2pm AA and Collegiate HS
  + SoHP Gonfalon Bearer
    - Elizabeth Whitmer, both ceremonies
  + Mace Bearer- Sindee Karpel for 10am ceremony
  + Regalia to be rented from the Bookstore or purchased (i.e. Amazon) – Instructors must wear Regalia $8 at Amazon
  + Volunteer – Tell Tommy to hand out programs, seat people, etc.

# Upcoming Meetings:

* Reminder of next SoHP monthly meeting Zoom, April 25th at 2pm

# 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 Belize
* Castlebranch Update

##### **SoHP Leadership Meeting March 28th, 2023, Room A-105**

**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, Acting

(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

(A) 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)

\*\*Invited Guests – Dr. Terrence Hays, Director, Care Services

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

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