**MEETING: SoHP Monthly Meeting**

October 3rd, 2:00 -3:30 pm on Zoom

**PURPOSE:** SoHP Monthly Meeting (September, rescheduled from 9/26/23)

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

**Meeting Minutes**

* **Kudos:** - Mini Sun Laerdal Simulation Conference Success – 50 participants in attendance, in November a CAE Simulation conference will be occurring on Charlotte Campus; Vinyl Wall Shields- now hung upstairs adjacent to the main stairway in the A-Building, represent CVT, Resp, AHA programs- thanks to Jean, Tommy, Lena and all others involved in making these possible.
* **Welcome** – New Hires- Roxanne Riley, Manager, Nursing Clinical Coordination, Jason Ballard, Radiology from status change from full-time Faculty to Adjunct; Jynell Kingsberry- Collier ASN Student Success Advisor II (Perkins funded), Tiffany Hare- Coordinator, Department of Nursing (Clinical Coordination), Dr. Cynthia Vaccarino- PTA Consultant (from Hodges University), Markia Jackson, OPS Temp-Staff Assistant (moved from Collier to Charlotte) 3 days a week for ASN nursing at Charlotte.
* **Search Updates:** - ASN Faculty positions Collier x2, RN-to-BSN Faculty position, (Marti Jenner’s position), ASN Collier FT Administrative Assistant, EMS Program Coordinators x1, EMS OPS PT Temp Program Coordinator x2, Manager, Nursing Laboratory & Simulation Experiences, Radiologic Technology faculty, Simulation Operations Specialist I-Allied Health and Simulation Education (New position).
* **New Programs:** - *Advanced Medical Assisting- CCC and AS* – Multiple certifications imbedded within, such as medical assistant, phlebotomy and EKG technician making possible many different employment options upon program completion. Dr. Susan Foster, current Program Director for Health Information Technology, will be serving as the Program Director. This program will be first offered/initially based won Charlotte campus and will share classroom and lab spaces with nursing and other health professions programs offered at this location. Dr. Such explained that we are working to add programs on the Charlotte campus, particularly to suit the needs of the aging population. Active collaborative efforts have been underway for program planning, facilitated by Tommy Mann and Dr. Susan Foster, including Program Directors from Respiratory Care (Jean Newberry), Radiologic Technology (James Mayhew), Cardiovascular Technology (Lena Scott), Director of the Center for Healthcare Training and Simulation Excellence (Dr. Buhain), Tamra Pacheco, and select faculty anticipated to assist with instruction for this program. Dr. McClinton is underway with securing the necessary state level approval for this new program, and then the SACS COC new program proposal will be submitted to follow. We are on track to begin offering this program on the Charlotte campus in F24 pending necessary approvals.Dr. Such extended her thanks to all involved in moving this new program forward.
* *AS-PTA (Physical Therapy Assistant)* – Dr. Cynthia Vaccarino, PTA Program Director from Hodges is our PTA Consultant assisting us to transition the program to FSW from Hodges and to secure state, SACSCOC, and program accreditation (CAPTE) approvals. Dr. Such provided an update regarding these processes and associated timelines. Beginning January 2nd, 2024, Dr. Vaccarino will be officially employed as our PTA Program Director here at FSW. We will be marketing after SACS approval. It will be on the Charlotte Campus in the Library – B Building, potential program offerings on Collier and/or Lee Campus over time, and with additional approval from CAPTE. Goal to begin pre-PTA program enrollment next year and following CAPTE approval, 2nd year/program core courses to begin in Fall 2025 or earlier.
* **2023-24 Schultze funding proposal:** -
  + Dr. Such provided an overview of the various items included in the 2023-24 Schultze Foundation funding request for this year. Included SoHP programs were Radiologic Technology for Energized Lab space, proposed new programs-Non-Invasive CVT and Ultrasound Technology, PTA program, and ASN Nursing to match Copham donation and additional funding to enhance program quality and promote student success within the program and on board examination. Greater detail will be shared once we hear back on from the Schultze Foundation regarding this request.
* **SoHP Service Learning Update: Costa Rica:** - Dr. Such provided a summary of her recent exploratory trip to Costa Rica to plan and prepare for the May 2024 Global Perspectives in health Service Learning in Costa Rica experience.The trip is scheduled from May 4th through the 17th, 2024 and all SoHP students are welcome to participate. The in-country experience will include hands on health care/mobile clinics, health education and screenings, health professional presentations/lectures and tours, and various culture and adventure activities. Dr. Such will help to tailor the experiences to the group, depending upon the healthcare focus/major for each student participant. Total expenses for this trip exceed $4000, but with scholarships and student fee subsidy, the estimated student contribution/cost to participate is $2500 and will include airfare, transportation, housing, various culture and adventure activities, and select meals. Goal for this experience to include at least 12 participants, can accommodate 15 students or more if interested. Information sessions (flyer distributed) September 27th, October 12th and October 24th at 3pm on Lee Campus in Building AA, Room AA-172, and on Zoom held by Dr. Tami Such, Dean, School of Health Professions. All present were encouraged to help spread the word and encourage student participation.
* **Alex Schimel- Director of Academic Advising Introduction & Updates:** - Introduction and general overview of Academic Advising vision and initiatives provided by new Director, Alex Schimel. He expressed how he enjoyed coming to advisory board meetings, which keeps them informed so that they can provide more effective advisement to pre-Health Professions students. They are currently working on program specific maps/guides to better equip the advisors and students with more detailed information and guidance. He recently had site visits to see our SoHP Simulation spaces to get a better understanding of what we offer in these aspects and to share greater detail and explanations to students during advisement. He looks forward to receiving more invitations to whatever advisory board meetings or site visits you can so that he can give the students a better perspective and welcomes partnership with all program advisors and directors ongoing to enhance advisement to Health Professions program intent students.
* **Board Prep Expenses- no Schultze funding this year:** - last year we received $141K Schulze Foundation funding for board prep expenses across most of our SoHP programs. Dr. Such shared that unfortunately, this will not be funded within Schultze for this year. Program Directors are encouraged to explore alternative funding options vs. student out-of-pocket expense moving forward.
* **Automatic Attendance Verification- Spring Semester Start:** - Dr. Such shared that conversation is underway that the VPAA/Dean level and now with IT and others to potentially move toward automatic attendance verification within Canvas for all FSW courses (all modalities). For all students there will be an activity assigned in Canvas, with a warning that they will be dropped from the course if they do not complete this required activity. Reports will be generated based upon completion of this activity and then results applied toward attendance verification. Additional information will be provided and training for faculty and instructional staff is anticipated to occur later this fall/prior to official launch.
* **CA Hiring Process- Checklist to be created by HR:** - Dr. Such, Tommy Mann, and Dr. Holland recently met with HR to discuss various challenges with the CA hiring processes. A CA hiring checklist will soon be created and disseminated by HR outlining all of the required steps. It is critical that each Program Director take the lead on facilitating completion of all items included in the checklist, and officially sign-off on checklist completion prior to allowing the CA to begin working. Anticipate formalization and sharing of this CA hiring checklist via email in the near future. A copy of the completed checklist should be routed to HR.
* **Foundation Funding Process and Required *Request for Funding* Form:** - The FSW Foundation *Request for Funding* form must be completed by the budget administrator/Program Director and then sent to the Foundation in the same Fiscal Year of the associated purchases, with the correct Donor Account Index. Multiple invoices can be attached to a single request form. In the event that the requestor and the budget administrator are the same person, the dean must sign the form. Contact Lindsey England, from the Foundation for questions and to obtain the current version of the form whenever needed.
* **AI Taskforce Update- Jean/Dr. Foster:** - Dr. Foster provided an update, all faculty and instructional staff should be including your AI policy in your syllabus. There is an AI toolkit for Students in Canvas, and a message in Canvas will once again be sent out to students about academic integrity and use of AI for the Spring 2024 semester, TURNITIN is known to have false positives in AI detection, which may lead to issues with liability.
* **FQF License/Certification Renewals- full approval process/new form:** -
  + IQF/PSAV’s- License/Certification Renewals upon expiration- require update form (newly created-Instructional Qualification Form-Updating Expiring Credentials). This form was emailed to all Program Directors by Jessica Goodwin, Team AASPIRE.
* **HLC Accreditation Timeline- 18 months:** - We have now officially initiated the path to HLC Accreditation and are anticipated to fast-track this process as we are the first College or University in FL to initiate this process. We will be the first in the state so are anticipated to be asked to share our experiences and findings along the way with others across the state. Please make sure all meeting minutes are up to date and uploaded within Document Manager so they can be included when needed in the accreditation process. Also, Program Directors have been asked to gather all official correspondence from their respective program accreditor for the past 5 years to be included in the HLC accreditation application.
* **Effectiveness Coordinator – Updates on Effectiveness Plans, Dr. Susan Foster:** - ‘22-’23 Compliance Assist Reporting was due 8/31. For academic year ’23-’24 EP plans were due September 30th, now extended to 10/3. Please continue to reach out to Dr. Foster for assistance with creating and entering (in Compliance Assist) your plans for the year.
* **Virtual Adjunct Hiring Fair October 19th 4-7p & SilkRoad Applicant Pools:** - Let Dr. Such know your hiring needs for adjunct faculty so she can ensure you/your needs are included in the upcoming hiring fair.
* **Hurricane Closure Plan- Class modality/needs with closure (Dr. McClinton Email 9/18):** - Dr. Such reminded all Program Directors of their need to respond to the email request sent by Dr. McClinton if they have not already done so.
* **Common SoHP clinical documentation software- i.e. EHRGo- workgroup to be formed:** - Tommy Mann is taking the lead on formulating a workgroup to further explore this need to standardize EHR use and documentation across the SoHP within a single EHR software if possible.
* **Licensure/Registry Results Reporting Accuracy:** - What gets reported to Barb Perrine is very important as it is reported to the state for funding and decision-making purposes. Dr. Such reminded all Program Directors to ensure detail and accuracy when providing Barb with requested information.
* **Hurricane Short-duration Remote not Closures- course level planning:** -

Dr. Such reminded everyone of the associated email recently sent by Dr. Bilsky. Reinforced that, at a minimum, adjustment of due dates for anything that is graded should occur during short duration hurricane related remote class days but that all faculty and instructional staff should formalize a plan for remote not closure within each of their courses in anticipation of the potential need to quickly pivot to remote in the event of a hurricane.

* **All rooms/spaces needed must be formally booked, room changes after semester start- formalized with Bonnie Lawler:** - Switching of classroom locations or use of any room/space without formalization and approval from Bonnie Lawler or via email confirmation with Event Services will not be permitted. This applies to all situations, including temporary changes due to maintenance, or other unforeseen needs.
* **Email autoreplies:** -

Discussion was held regarding appropriate use of automated out-of-office email replies with specific share of examples and desired wording.

* **Major designation monthly reports (noreply sender address, check other/junk folders):** -
  + Program Director and specific Student Success Advisor to facilitate change of Major process for any who aren’t accepted to the major/shouldn’t be designated as enrolled in their respective program.
* **AHA- Free BLS and Stop the Bleed trainings available for staff and faculty (email sent by HR 9/19):**  - Basic Life Support Course October 13, 9am & October 18th, 1:00pm; Stop the Bleed Course October 24th, 1pm & October 31st , 9am.
* **SoHP Background Check common policy (in development- workgroup meeting in Oct. or Nov)**
* **SoHP Huddles 2x/month starting end of Oct. (Directors, Admin Support, and Advisors):** - 8am for 15 minutes; zoom link suggested for those who can’t attend

**Important Reminders**

* Workforce Newsletter submissions –please continue to contribute to Whitney’s newsletter.
* 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

**Upcoming Meetings:**

* Reminder of next SoHP monthly meeting: Tuesday October 31st, 2-3:30pm in person Room A-105.
  + Ongoing monthly meetings 4th Tuesday of every month, 2-3:30pm

**Future Agenda Items:**

* Social media Marketing- program specific
* Website Development
* Proposed SoHP Student Progression & Concerns Committee
* Process Development for Student Concerns & Discipline
* Community Partnership Meeting Updates
* Castlebranch Update

**SoHP Monthly**

**Meeting:**

**September 2023 (rescheduled for October 3rd)**

**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

(A) 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

(P) Karen Molumby – Program Director Dental Hygiene

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

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

(P) Jean Newberry – Program Director of Respiratory Care

(P) James Mayhew – Program Director Radiologic Technology

(P) Cassie Billian – Program Director of EMS

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

(P) Jynell Kingsberry – Academic Advisor Collier ASN Advisor II (Perkins Funded)

(A) Janice Cousino – Nursing Chairperson

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

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

(P) Alex Schimel (Guest Speaker)– Director of Academic Advising

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

***Meeting was adjourned at 3:50 pm by Dr. Such***