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| AS Nursing Meeting 9:00 am to 11:00 am; Department of Nursing; School of Health Professions |
| Agenda and Meeting Minutes |
| Attendees |
| X | Janice Cousino (JC) | X | Mariel Goldrick (MG) | SIM | Dr. Jennifer Ortiz (JO) |  | Dr. Tami Such (TS) |
| X | Judith Sweeney, (JS) | PTO | Julissa Gonzalez (JG)  | X | Debra Ebaugh (DE) | X | Dr. Susan Holland (SH) |
| X | David Logan (DL) | X | Tiffany Thomas (TT) | X | Sandra Oestrike (SO) | X | Dr. Lisa Fox (LF) |
| X | Angela Marchionni (AM) | X | Nora Stadelmann (NS)  | X | Lorraine Canty (LC) | X | Michelle Sherman (MS) |
| PTO | Kelly Murphy (KM) | X | Cheyenne Brown (CB) | X | Samantha Patenaude (SP)  | X | Mary (Lulu) Mondello (MM) |
| X | Colleen Moore (CM) | X | Kathleen Hearn (KH)  | X | Jynell Kingsberry (JK) | X | Roxanne Riley (RR) |
| x | Sarah Hamula (SH) | X | Brett Clinton (BC) |  |  | X | Tiffany Hare (TH) |
|  | **PC (program coordinator)**  | X | Joanne Sabo (JS) |  |  | PTO | Mary Hartig (MH) |
|  | **CAs (Clinical Associates)**  |  |  |  |  |  |  |

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| Minutes for review and approval  |
|  **Meeting Minutes \_\_\_ approved \_\_\_ approved with edits \_\_\_ not approved; returned for edits - Martha Jenner approved/Judith Sweeney seconded** |
|  **YYYY/MM/DD Meeting Minutes \_\_\_ approved \_\_\_ approved with edits \_\_\_ not approved; returned for edits** |

|  | Agenda topic |  Presenter | Discussion/Minutes | Person Responsible/Due Date |
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| 1.
 | Open Meeting  | Dr. L. Fox  | Welcome * Introductions of new staff
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| 1. 2
 | ASN Kudos | All | * SO for helping out with Sims on Collier
* SH for all the hard work we are all doing
* CB to thank you to her mentors
* RR to all for patience while she is learning & to TH for all her hard work
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|  | Nursing Leadership Reports  | Dr. Susan Holland, Assoc Dean of Nursing  | * Pursue to hiring faculty for Collier
* Working with HR too help with the CA issue
* Cophem Event update
* FSW helping with Hodges students that were displaced
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|  | Campus Coordinator Updates 1. Charlotte
2. Collier
3. Lee
 | DProf. J. Sweeney | * Working on next semester open courses
* Increasing clinical to a 9 load for AD1 is hard to cover
* Major IT issues with the WIFI

All issues need to be reported to IT & Dr, Fox ASAP. Tickets need to be created to show our issues with IT. | ALL: Report any IT issues in classrooms to IT & Dr. Fox as it happens.  |
| Dr. J. Ortiz | * CB mentioned Preceptorship placement was an issue .
* No placement
* RR to meet with faculty to go over challenges & come up with some resolutions.
 |  RR to meet with faculty  |
|  Prof. M. Goldrick | * Spring Schedule has some openings
* Testing issues with WIFI
* GCMC turned away students due to COVID
* Adjunct moving exam without notice to rest to course lead or the other faculty who teach the subject
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| 5 | Advisor / Clinical Manager Updates |  S. Hamula | * SAP
* Early Alerts
* LF stated the more information instructors can give, the better. Provide feedback and suggestions. Recap what was said in your meeting with the students. Even document that meetings were requested and student didn’t show up or respond back to meet.
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|  J. Sabo/ J. Kingsberry | * Many withdrawals from classes coming in
* A lot of Early Alerts coming in a s well.
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| R. Riley  | * Getting ready for Spring
* Paperwork coming soon for Levels 1-3 for next semester.
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| 6 | Faculty Updates | Collen Moore, ACEN 4/5Janice Cousino, Nursing Chair | **Catalogue** * CM reported: While reviewing the ASN portion of the FSW Catalogue the committee was wanting to know if we wanted to change and be more specific on the number of attempts student can retake the general education course to get into the program.
* All felt the handbook and the catalogue should match
* LC brought up since our evening& weekend courses are blended, can they also be in person. Students are requesting this and most of the faculty agreed that it would be better for the students.

**Course Mapping*** JC reported that is it coming along nicely.
* Need: Fundamentals, Health Assessment, Adult Health 2 and Mental Health
* Reach out to JC, if you need assistance or have questions.
 |  LF to get with SH to update the course catalogue.LF to ask SH about having EW/Weekend Course in person.Deadline: November 3rd |
|  |  |  | **Testing Policy (TP)*** Start in Spring 2024
* Reviewed the testing policy (see handout)
* New Testing policy attached for review

 **VOTE**: JS motioned to approve the Testing policy as written. DE 2nd the motion. All typed vote in he zoom chat. Motion was passed . | SH to make changes to reflect new testing policy in DON Handbook  |
| 7. | Program Updates/Needs | Dr. Lisa Fox,Program Director, ASN | * Spring Retakes (Old Curriculum & Mental Health)
* Med Test failures
* ATI
* Quizzes
* Exams
* Proctored & Open Assignments
* Live Review
* Course Meeting Expectations
* Clinical Warning System
* Volunteer Hours
* Test/Sim Updates
 |  Most was tabled for next meeting, due to time. Live review staffing discussed MS to send sign up information to PC and expected faculty from each campus will come and help over the 3 days.LF sent draft of Clinical Warning System- all faculty to review and send changes/comments by 10/27 for vote at 11/17 meeting |
| Upcoming Events:  |  | 10/26: Withdraw date10/28: HEARTLAND STEM/STEAM CAMP, Lee Campus10/28 Rotary Event @ Laishley Park , Punta Gorda 11/1 & 11/2: FSWHC SoHP event, Lee Campus 11/10 & 11/11: College Closed11/17: ASN Meting on Charlotte Campus & DON11/20-11/22: ATI Live Review, Lee Campus12/11: Faculty Retreat & Pinning, Suncoast Arena  |  |

| Action Items / Unresolved Issues |
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| Item | Owner | Due | Status |
| Exit Surveys/Graduate Surveys-how do we administer them | LF | 11/17 | In progress |
| E/W classed blended allow in person?  | LF/SH | 11/17 |  |
| Catalog & Admissions changes reflect in handbook  | LF/SH | 11/17 |  |
| Adjourn – 11:05 am |  |  |  |