**AGENDA and MINUTES**

**ASN Faculty Work Day**

**November 17, 2023**

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| Department of Nursing; School of Health Professions | | | | | |
| Attendees | | | | | |
| Susan Holland | Mariel Goldrick | Lori Canty | Judith Sweeny | Roxanne Riley |  |
| Lisa Fox | Julissa Gonzalez | Sandy Oestrike | Janice Cousino | Tiffany Hare |  |
| Michelle Sherman | Tiffany Thomas | Samantha Patenaude | Angela Marchionni | Arlene Williams |  |
| Sarah Hamula | Nora Stadelmann | Debra Ebaugh | David Logan |  |  |
|  | Brett Clinton | Jennifer Ortiz | Collen Morrie |  |  |
|  | Joanne Sabo | Jynell Kingsberry | Kelly Murphy |  |  |
| **Zoom Meeting Link:** NA | | | | | |
| **Call to Order: 915 am Dr. Fox called the meeting to order** | | | | | |

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| Minutes for Review and Approval |
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| **FSW Resources**  1. [College Operating Procedures](about:blank) (COPs) - This is a great site to check to see if there is a COP for FSW information. There is a wealth of information on the website but you may have to do some searching in the left menu. You can also access the COPs in the left menu of the FSW 2023-2024 Catalog website.  2. FSW 2023-2024 Catalog: [Florida SouthWestern State College - Acalog ACMS™ (fsw.edu)](about:blank) – Another good resource for information on Programs of Study, Course Descriptions and Information, Admissions, Academics and Academic Polices, Technology Help Desk, Financial Aid, Student Records, Student Affairs, General Education Program Guide, etc.  3. FSW Job Descriptions**:** [Job Descriptions | Human Resources & Organizational Development | Florida SouthWestern State College (fsw.edu)](about:blank) |

| Agenda Topic & Presenter | Discussion/Minutes | Person Responsible/Due Date |
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| ACEN Coreference: Dr. Holland | Dr. Holland went over a few things regarding the upcoming ACEN visit.   * Spring 2025 will be the site visit * They will look at academic years 2022, 2023, 2024 * Program Outcomes * Look to see if our dev shells are aligned to classes * All meeting minutes * Syllabus for Spring 2025 * Faculty Profiles for Spring 2025 * Visit with faculty, staff, students, and Community Partners |  |
| ASN Business: Dr. Fox   * Clinical Performance Evaluations * Spring Test Dates * ATI Rubric * Cheating * Testing Center * Sim Schedule | Clinical Performance Evaluations   * All evaluations can only be signed by those with an MSN, this includes the Mid-term & final evaluations * Any CAs without an MSN cannot sign off on Checkoffs. They can help to oversee check-offs, however, the instructor of the course should be walking around overseeing check-offs. * CAs should not be doing Mid-term   Dr. Fox presented her Clinical Performance Policy and asked for comments back by 11/17/23  Testing Dates for Spring 24:   * We are scheduling testing rooms for the Evening Weekend Program to be part of the master schedule each semester. * Each level needs to submit dates to M. Sherman by the end of today’s meeting.   ATI Rubric:   * The rubric needs to be the same across the board in all courses. This includes the percentage and templates. * ATI recommends 65% per template * Discussion was had by all on the rubric * Faculty can work with students to combine templates   FACULTY VOTE:  J. Sweeney made a motion that if students score under 65% on ATI Templates A & B, they would need to complete all templates for that course, The Motion was 2nd by D. Ebaugh. *Motion passed by all*  Cheating:  Dr. Fox made the faculty aware of ways students can cheat on exams. And things to look out for before exams start.  FACULTY VOTE:  J. Sweeney made a motion to have students wear their lab uniform during all class times, including exams, and all FSW Nursing activities. The motion was 2nd by C. Moore. *Motion passed by all*  Spring 24: Instructors can post this in their course syllabi  Changes will be made in the handbook for Fall 24 | All Faculty comments by 11/17/23 |
|  | Testing Center:  Students with accommodations or those need to make up an exam, can take them at the testing center.  Things to do know when sending a student to the testing center:   * Schedule tests no earlier than 9 am * Online form needed for each exam * <https://www.fsw.edu/testing/locations> * Allow 24-48 hours for the testing center to contact the student to set up testing time. * ATI proctored exams can be done in the testing center   Sim Schedule:  Went over the new the Sim schedule for Spring 24 and going forward   * Each campus will have a day for sims (see attached schedule for days)   *Homework: Look when your course has sim and decide the topic you wish to cover in sim for that week.* | Faculty: give to Dr. Fox by Thanksgiving Break |
| Simple Syllabus: Janice Cousino | Only the department chair and program director can make changes to the syllabus for the Department of Nursing portion. JC will be meeting with each campus to go over changes that may need to be made. | JC on Lee Campus: 11/29  And on Collier Campus 12/4 |
| **Mapping: All Faculty** | Faculty worked on mapping course for the rest of the meeting. |  |
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