**AGENDA and MINUTES**

**ASN Faculty Meetings**

**December 8, 2023**

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| Department of Nursing; School of Health Professions |
| Attendees |
| X | Dr. Lisa Fox (LF) |  | Jennifer Ortiz (JO) | X | Mariel Goldrick (MG) | X | Judy Sweeney (JSw) |
| X | Dr. Susan Holland (SH) | X | Samantha Patenaude (SP) | X | Tiffany Thomas (TT) | X | Ang Marchionni (AM)  |
| X | Michelle Sherman (MS) | X | Lori Canty (LC) | X | Julissa Gonzalez (JG) | X | Janice Cousino (JC)  |
|  | Mary Mondello (MM) | X | Debra Ebaugh (DE) | X | Nora Stadelmann (NS) | X | David Logan (DL) |
| X | Joanne Sabo (JS) | X | Sandy Oestrike (SO) | X | Cheyenne Brown (CB) | X | Collen Moore (CM) |
| X | Tiffany Hare(TH) | X | Jynell Kingsberry (JK) | X | Brett Clinton (BC) | X | Kelly Murphy (KM) |
| X | Arlene Williams )AW) |  |  | X | Kathi Hearn (KH) |  | Sarah Hamula (SH) |

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| Minutes for Review and Approval  |
| **FSW Resources**1. College Operating Procedures (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) – 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 |

| Agenda Topic & Presenter | Discussion/Minutes | Person Responsible/Due Date |
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| **Dr. Holland*** Student Learning Outcomes
 | **Student Learning Outcomes:**Dr. Holland presented new wording for student outcomes #3 & #5. See Attachments. **FACULTY VOTE**: DE motion to change the wording for EPSLO #5 JC second the motion. ***The motion was passed by all.*** Wording changes to: |  |
| **Dr. Holland*** Admission Changes
* Clinical Associates Evaluations
 | **Admission Changes:*** A vote will be needed in January for any changes for Fall 2025
* Change in language
* Discourage D, F & withdrawals
* Rubric to measure
* Add a Math course before entering the program as a requirement

FACULTY VOTE: JC motioned to adopt higher standards to get into the program. JS second. *The motion was passed by all***Clinical Associates Evaluations:*** Need a tool to evaluate our CAs.
* DE will find the language used in the past
* DL LC, SH agreed to work on the tool together
* LF will work on updating the CA handbook
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| **J. Cousino*** Simple Syllabus
 | **Simple Syllabus:*** JC made changes/edits after she met with all in regarding their courses
* JC reviewed the changes that were made.
* SH asked if ATI is the same per course. JC said it will not be in the syllabus but will be standardized in canvas
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| Dr. Fox* Testing Center
 | Testing Center (TC):* Hours are 8:30 to 4:30, student exams should start at 9 am.
* Will not be there in the evenings, including Collier Campus
* Use the electrotonic submission form, need at least 24 hours
* Form on faculty banner page in Canvas
* TC will call the student to set up a time for the exam
* Make exams can be done at the TC
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|  Dr. Fox * Clinical Warnings
* Clinical Evaluations
* Clinical Oversight
* New Student Orientation
* Spring Exam Protocols
* Student Progression Committee
 | Clinical Warning Tool (CWT):* This would be used instead in place of the ASP
* Feedback was asked and heard from a few.
* J. Sweeny mentioned those working on changing the SAP have created a form, like the CWT. It was presented to the group.

Clinical Evaluations:* Things need to be clear on what is considered competency. Language is needed to state they are meeting comp levels. Currently, it is unclear
* How are they being tied to student learning outcomes
* All items on this tool needs to show how it meets comp
* Progression per level, same items are in each level, but in different ways
* A committee set up to look at this and create a tool let Dr. Fox know.
* LC and DE volunteered. Anyone else can email Dr. Fox if interested.
 | Tabled for the 12/11 meeting to allow faculty to look over the Academic Warning Tool the ASP committee created, to vote on this as a package. |
|  | Student Cheating:* TT stated, we need multiple version of the exams, as stated before. Need to make study guides to tell student what is exactly on the exams.
* LF point of review is to go over content that is on the exam. Not listing exactly what will be on the exam. It’s a time to go over content students fell they need more focus on, that they may not feel confident in.
* Test Blueprint is not wording to be used, it can be seen as we are given students the questions on the exam.
* Topic Outline or overview is our focus.

Spring Exam Protocols* The is an FSW process, we can follow if cheating is suspected.
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| **Pinning: Michelle**  | * Run through with students @ 1315
* Just finishing up some last-minute items
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| **12/11 Meeting*** Lee Campus, AA-222
* 830 am Meeting starts
* Bring fully charged computers
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