**AGENDA and MINUTES**

**ASN Meeting**

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| Department of Nursing; School of Health Professions | | | | | | | |
| Attendees | | | | | | | |
| X | Dr. Lisa Fox (LF) | BC | 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) | BC | Cheyenne Brown (CB) | X | Collen Moore (CM) |
| X | Tiffany Hare(TH) | X | Jynell Kingsberry (JK) | X | Brett Clinton (BC) | X | Kelly Murphy (KM) |
| BC | Arlene Williams (AW) | X | Samantha Egbert (adjunct) | X | Kathi Hearn (KH) |  |  |

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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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| **Dr. Fox**   * Announcements * Clinical * Clinical Associates | **Announcements**   * Full time faculty member: Valerie Hahn * Sim/Lab experience Manager: Melissa Hitch   **Clinical**   * Working on getting paperwork out * TH last day 1/19/24 * Any changes made in groups, please inform the clinical team. Paperwork needs to be completed and sent to facilities   **Clinical Associates**   * Any changes/issues with student clinicals, need to be reported in real time. |  |
| **Dr. Fox**   * Clinical Simulation * Openings * Fall Admissions * Clinical Oversight * Castle Branch * Uniforms * Office Hours | * During the week, email/phone Dr. Fox * Weekends, email Dr. Fox with changes * CA contact is the faculty responsible for the course * Faculty need to be the first contact, not the admin team * Taking care of any issues, changes or concerns, is part of the clinical faculty duties * Need CAs for the Collier campus, delayed those courses to fill in those spots needed. Will not affect students' learning * ACEN requirements: Faculty need to be involved in mid-term & final evals   **Clinical Simulation**   * Working on scenarios. Once you receive them from the Sim team, please respond quickly. * Hired more SIM techs to help out with each campus * MH will be reaching out to faculty to go over the stations you would like to run during the Sim   Openings   * Admin. Assistants on Charlotte & Collier * 1 FT Faculty on Collier (OB/Peds) * Clinical Coordination Manager * 2 Nursing Coordinator * Faculty voiced the need to have a Clinical person on each campus, then the current setup. SH will be bringing this back up to Dr. Such.   **Fall Admissions**   * Tabled for next meeting   CastleBranch   * Need to have some accountability to the students * Clinical will not be allowed to go to clinical if delinquent in requirements. * Faculty is going to be accountable for keeping them out of clinics until they complete CB * Adding language to the student handbook to reflect the consequences * More deficiencies this semester than in the past. * The goal is to be a semester ahead   **Uniforms**   * Students need to wear the correct uniforms to class. They are wearing other color pants. * Uniforms are available in the bookstore, on each campus * If they do not see what they need via size or color, then need to ask the staff, to order * If there is an issue at the bookstore, students can ask to speak to the manager, Michael. * TT brought up that we just use the clinical uniforms for all Nursing classes, labs, and clinicals. * Discussion took place.   **Faculty Vote:** TT Motion to change the uniform from the 2 choices we have to wear all scrubs, all the time for all Nursing activities. DE second. ***Motion passed by all.***  Office Hours   * Be present on campus for your office hours * Remote/Zoom hours are to be limited   Fall Schedule:   * LF & MS will be working on the Fall 24 schedule next week * 2 Peds courses, old & new curriculum will take place * Working to move all campuses to the same day, to prevent cheating * Some courses will change days, due to clinical openings * No independent studies   COVID: If a student tested positive for COVID, here is the policy: Faculty **sent** an email to Dr. Fox that **the** student tested positive  * Student sends Dr. Fox a copy of proof of being positive * Stay home 5 days from onset of symptoms, not the positive test * Fever free 24 hours * Wear a mask for 5 days when they return, in class and clinical |  |
| Dept Chair, Janice Cousino   * Workday on the 19th information * Evaluation tools * Mapping * Blueprinting * Study Guides * Info from ACEN Standard Committee | Workday January 19:   * Bring those course maps and your computer * Taking the course maps and making a program map * Linking outcomes to exams   **Evaluation tools**   * Showed the new tool that is to be used * Faculty check in your canvas course and check with the CAs to make sure the updated tool is being used. * DE suggested that the course objective/outcomes per course be listed on the tool.   **Blueprinting**   * How do the questions correlate with the program outcomes?   **Study Guides**   * Need to be consistent * Call them Concept Review. Give topic not answers to questions * Needs to board that relates to concept and topics * Reviews are good. Do not teacher to the test.   Clinical Judgement tool   * Showed the Creighton & Lasseter tools * One per student per semester per course   Faculty Vote: DE motion to use the Creighton tool for simulation to start this semester. JG second. *Motion passed by all* |  |
|  | * We will also look into using a tool for the clinical setting as well. * Can share this with CAs, if faculty wish. * Have students write a reflection on how they did during the simulation. |  |
| **Advisor Updates** | * Sarah is 100% BSN now. However, still working with JS & JK. * Will help ASN students in person on Charlotte, as needed * JS is covering Lee & Charlotte * JK is covering Collier |  |
| **Michelle Updates**   * Booking Rooms | Booking Rooms   * Include the Course Name, CRN, Time, # of students, exam or meeting * Exams will get a computer room, if one is available |  |
| **Upcoming** | * Academic Warning Tools need to voted on next Friday, 01/19 |  |
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