

## January 12, 2024 BSN Agenda and Minutes

Department of Nursing; School of Health Professions							
Attendees							
x	Prof. Hope Goodwin	<input type="checkbox"/>	Dr. Kathy Blades - <span style="color: red;">excused</span>	x	Bobby Holbrook, Prog. Director	x	Guest: Vena Bertealeu, BSN Student
x	Prof. Shawn Steiner	<input type="checkbox"/>	Dr. Julianne Settanni - <span style="color: red;">excused</span>	<input type="checkbox"/>	Dr. Susan Holland, Asst. Dean	* <input type="checkbox"/> X	Guest Meghan <span style="color: red;">JewittJewell</span> , BSN student
x	Dr. Marsha Weiner	x	Mary (Lulu) Mondello	<input type="checkbox"/>	Dr. Tami Such, Dean, SoHP	*X	Guest Anna Rhode– BSN student
x	Prof. Gayle Deane	x	Sarah Hamula, Advisor	<input type="checkbox"/>		<input type="checkbox"/>	

Minutes for review and approval
Meeting Minutes 12/8/23 <u>    </u> approved <u>    </u> approved with edits <u>    </u> not approved; returned for edits – <span style="color: red;">not discussed</span>

	ACEN Standard	Agenda topic – (Presenter)	Discussion/Minutes	Person Responsible/Due Date
1.	Administrative Capacity and Resources	A. Associate Dean Address: Dr. S. Holland	Dr. Holland in ASN meeting – <span style="color: red;">no AD address</span>	<span style="color: red;">N/A</span>
		B. SoHP Meeting – B. Holbrook	Welcome <span style="color: red;">BSN</span> student guests: Vena – <span style="color: red;">LeadershipBertealeu</span> Megan – <span style="color: red;">LeadershipJewell</span> <span style="color: red;">VenaAna</span> Rhodes -	Informational
		C. FCNEA	Next meeting in Feb 8, 2024 contact BH for link	Informational
2.	Faculty	A. Course syllabi standardization– BH (Handout 5-13) / Simple Syllabus template	(Handout 5 is 3805; #6 is 3870; #7 is 3145; #8 is 4636C; #9 is 3655; #10 is 4165; #11 is 4827C; #12 is 3125; and #14 is #066C) <ul style="list-style-type: none"> <li>Simple Syllabus is fixed – all syllabi for Spring 2024 have been approved by Faculty and Program Director by today.</li> <li>Faculty discussed organizing BSN syllabi for a common layout. Some discussion regard Simple Syllabus layout to use is not a simple process. Faculty are still learning how this program works for BSN syllabi. Syllabi were not available for student viewing by first day of Spring 24 courses.</li> </ul>	Syllabi ready for Summer term and approved by class start day. Faculty / BH.
		B. Simple Syllabus (SS) template BH	Faculty discussion ensued on what worked / problems (Handout # 3) <ul style="list-style-type: none"> <li>Course requirements are not in syllabus</li> <li>Some sections of the syllabi are not correct</li> <li>Faculty need to add policy on artificial intelligence</li> <li>BH to invite Dr. Harris or Steven Bianca to address faculty issues with SS</li> </ul>	BH to invite Dr. Harris or Steven to Feb or Mar meeting – 3/8/24

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		C. Course review and course leads– Faculty (Handout #15) (HG)	(Handout #15) <ul style="list-style-type: none"> <li>Approved the spreadsheet of 2023 Faculty Course Leads. (Handout 6)</li> </ul>	Completed Faculty course leads for 2024
		D. Navigating the AI landscape	(Handout # 1) Faculty / Staff Reviewed the PowerPoint slides on Navigating the AI landscape presentation	Faculty completed
		E. RSI Panel Discussion – Regular & Substantive Interaction Handout - BH	(Handout # 2) Faculty / Staff Reviewed the PowerPoint Presentation of what is considered Regular and Substantive Interaction Handouts. Discussion ensued. Is grading assignments substantive interaction? How does QM define substantive interaction? Faculty to explore further.	Faculty completed – will seek to answer questions by April 2024 meeting.
		F. QSEN - BH	QSEN is only for pre-licensed programs – Faculty need to take QSEN out of RN-to-BSN course topic outlines and course goals – MW clarified further.	Faculty / due date last day of Spring 2024
		G. Weight factors for BSN grading	Faculty agreed to use percentage of total course. Steven Bianco explained how faculty can use Canvas to be set in grade book for percentage grading.	Faculty discussion and Inservice completed.
3.	Students	A. Advisor Address: SH 1. Spring Admission summary 2. BSN Advising	<ul style="list-style-type: none"> <li>Spring 2024 have 143 applications, 104 accepted</li> <li>Working on registrations and financial plans for student financial aid requirements.</li> <li>Running degree evaluation on students entering last term.</li> <li>Civic literacy – POS 20241 &amp; AMH 2020 needs to be the class used for requirement.</li> <li>A lot of the students are missing the FCLE assessments and are not graduating in term with taking NUR 4827C Leadership – 60% is passing for the FCLE.</li> <li>CLEP exam need to have 50% to pass - cost \$95.00 plus \$10.00 student guide and site proctoring fee.</li> <li>Civic Literacy is required to do in ASN Level so most future student will have the Civics Literacy fulfilled on entering BSN Program.</li> </ul>	Informational

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		B. Student Petitions – X2 TF & MIS - SH	<ul style="list-style-type: none"> <li>• First - previous attempts – tried to dedicate time – didn’t follow the pathway – was dismissed – appeal granted. BH to email student.</li> <li>• Second student – had to leave the country 2023 – failed all courses – appeal granted – BH to email student.</li> <li>• SH / BH initiated discussion on catalog language ‘student is dismissed if 2 failing grades and / or two withdraws, in any configuration, occurs in BSN Program.’ Faculty agreed via voting that the BSN Catalog language could be changed to “may be dismissed” for the next Fall 2024 FSW College Catalog</li> </ul>	BH will change catalog language to may be dismissed with two failing grades and / or two withdraws in any combination occurs. Fall 2024
		C. Spring NUR 4827C Leadership in Nursing Practice GH	<ul style="list-style-type: none"> <li>• HG – NUR 4827C Leadership students are doing well this term – working on shadowing nurse leaders for a practice experience.</li> <li>• BH reviews student CastleBranch.com accounts to clear students for practice experiences.</li> <li>• A policy needs to be added to the NUR 4827C Student Handbook for proper business dress to attend Practice Experience and meeting attendance (cameras on).</li> </ul>	BH / Leadership Lead Faculty adding a policy on attire for shadowing a nurse leader an attending DON or Program Meetings – by Summer 2024 term.
		D. Policy or guidelines for students attending DON meeting – update – BH	<ul style="list-style-type: none"> <li>• SH is working on a policy for students attending meeting</li> <li>• BH suggested a policy for student attending DON / Program meetings to have cameras on majority of time.</li> </ul>	SH / BH – by end of Spring 2024.
		E. Student guest voice	<ul style="list-style-type: none"> <li>• Vena B – complemented the flexibility of the BSN program – seen problems with the assignment grading in some classes.</li> <li>• Meghan J.– faculty was very patient – very happy with the BSN program.</li> <li>• Ana – really likes the structure of the program courses</li> </ul>	Student opinion
4.	Curriculum	1. Workshop topic 1 – current SLO measuring - MW	(Handout # 3)	

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		2. Course review - debriefing – Faculty	<p>what worked in Fall courses, what can be improved moving forward?</p> <p>NUR 3805 NUR 3870 NUR 3066C NUR 3125 NUR 3655 NUR 3145 NUR 4165 NUR 4636C NUR 4827C</p> <p>Faculty worked on Debriefing courses, how to determine length of time for reading and other assignments. Discussed faculty grading time. Agreed on using common time limits for course assessment activities. Faculty to have debriefing forms completed by Jan 31, 2024.</p>	Faculty will have Course debriefing forms completed by 1/31/24 and forward to MW to review.
		3. BSN FSW Curriculum Committee submission-update -MW	<ul style="list-style-type: none"> <li>MW reviewed progress in BSN submissions for College Curriculum in time for Fall 2024 College Catalog. Will consult with Dr. R. Harris is clarification is needed. Deadline for submission 2/5/24</li> </ul>	MW / BH submit to CC by 2/5/2024
		4.Course Outcomes need to match Topic Outlines - BH	<ul style="list-style-type: none"> <li>Discussed Faculty need to assure BSN course outcomes match the course topic outlines. MW volunteered to take lead. MW / BH will review course outcome (Nursing and Gen Ed) and report back to faculty for reviewing by February’s meeting</li> </ul>	MW / BH 2/8/24
		5.Remove attendance verification weights from canvas / syllabi - BH	<ul style="list-style-type: none"> <li>Faculty to remove old BSN attendance verification assignments from course grade books. Report update at 2/8/2024 meeting</li> </ul>	Faculty 2/8/24
5.	<b>Outcomes</b>	1. BSN Exit survey and COI survey update - BH	To be reviewed in Feb 2024 BSN Meeting.	2/8/2024 BH / Faculty will review next meeting.
6.	<b>Announcement(s)</b>			

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Action Items / Unresolved Issues/Continuing topics			
Item	Owner	Due	Status
Proposal: NUR 4827C Leadership in Nursing Practice, 5 credits to 4 credits; NUR 3066C Adv. Health Assessment from 3 credit to 4 credits.			
Notice in Combined Nursing Student Handbook regarding out-of-state students and Practice Experience / Student acknowledgement of need to register for FSW alerts / Student Colloquium (Form)			
Leadership student & Liability Insurance - BH			
NUR 4827C Leadership... patient-centered project (Dr. J. Settanni & H. Goodwin)			
Adjourn –			