# MEETING: SoHP Leadership Meeting

August 1st, 2:00 -3:30 pm Room AA - 177

**PURPOSE:** SoHP Monthly Meeting

**ATTENDEES:** Dean, Associate Dean, Directors, Department Chairs, Advisors, and ASN Campus Site Coordinators

# Meeting Minutes

* **Welcome** – New Hires- Genny Baballeku- Program Coordinator Respiratory Care (replaced Sindee Karpel), Janetta Mullins- Program Coordinator, HUS (replaced Ariella VanHara, now Adjunct), Nursing AS Faculty- Kathleen Hearn and Cheyenne Brown, Richard Scarborough- Manager, Nursing Clinical Coordination, Mary Hartig- Coordinator, Nursing. Mary (LuLu) Mondello now supporting Nursing Associate Dean and RN-to-BSN program, as Administrative Assistant - transfer to Lee campus, Joanne Sabo- ASN Student Success Advisor II- transfer from Collier to Lee, Christy Bessette- Dental Hygiene Clinical Coordinator, Ben Rhode- EMS, Program Coordinator- Collier (PT), Jason Ballard- Radiology Faculty to Adjunct; Reorganization of Simulation Center Staff- Jessica Golda expanded role.
* **Vacant Position Search Updates:** - Coordinator, Nursing (clinical coordination support), ASN Faculty positions (Lee) x1 and Collier x2, RN-to-BSN Faculty position, Nursing OPS part-time temp-Office Assistant (move from Collier to Charlotte), ASN Collier full-time Administrative Assistant, ASN Student Success Advisor II- Collier campus (Perkins Funded), EMS Program Coordinators x2, Manager, Nursing Laboratory & Simulation Experiences, Radiologic Technology faculty, Simulation Operations Specialist I-Allied Health and Simulation Education (New position).
* **Curriculum:** - Curriculum Process Changes- New Curriculog forms and timelines; Dr. Rebecca Harris is focusing on streamlining the process of new forms and workflow for curricular actions. If there is new curriculum or any program or course changes, start with completing the Request for Curricular Action form in Curriculog which then will route to Dr. Harris for initial conversation and determination of next steps. Program Directors should watch for upcoming trainings on the new process. Reminder that all Curriculum Committee timelines and deadlines will be upheld and we need to plan accordingly.
* **Budget Reminders:** - All Budget Administrators are encouraged to closely review their new FY24 budgets and to compare to last year to make sure all rolled and any roll-over funding came over as expected. Visit with Esther if discrepancy in amount received, keep close attention to course fee accounts across the semester as these are enrollment dependent and the budget and available funding may decrease later in the semester once course enrollment is finalized. With regard to travel lines, travel was allocated for each budget similar to last year. We may need to transfer funds within our school for any programs that exceed their available travel funds as we did last year. Dr. Such can inquire on obtaining more funds for travel or office moves if needed once all SoHP travel funds are expended in spring semester. Dr. Such also stated that she is also being asked for a list of positions and any increased expenses we are anticipating for next year, so please work with Tommy and Dr. Holland to make sure your needs are included in the school spreadsheet Dr. Such will soon share with Dr. Bilsky. Please make sure to include any accreditation expenses- particularly when increased cost is anticipated for a site visit, major equipment needs, and any other wants, needs, and magical thinking items. We will be referring to the spreadsheet we sent to Cabinet last year and pull forward any items we still need or would like to be considered for funding.
* **Bookstore:** - uniform fitting/orders, other clinical supplies; The bookstore is taking on the responsibility of supplying uniforms and clinical supplies for our students so they can purchase these items using their financial aid. Dr. Such shared that while the Bookstore does add a mark-up for items they sell in the bookstore this does benefit the College as a whole ad the Bookstore revenue is used to fund various positions and College initiatives. Dr. Susan Holland explained that Program Directors can work with the vendors to provide us with samples for our students to try on and feel the material for uniforms.
* **Perkins application:** - 23-24 areas requested for funding FY24: continued funding of positions on Perkins funding- Student Success Advisor II and Simulation Operations Specialist II-Nursing positions. Radiologic Technology equipment request of $200K (equipment needed for energized lab) which is needed to remain in compliance with their program accreditation and SCBA’s (Self Contained Breathing Aparatis) for the Fire Academy.
* **Victory Park update:** Our leadership are still drafting the MOU language to continue exploring the potential for us to partner with Blue Waters Development Group to establish space for us to implement select SoHP programs at the Cape Coral property, Victory Park, across from the VA.
* **SoHP Service Learning Update: Costa Rica:** - Dr. Such will be traveling to Costa Rica at the end of the month for a site visit to organize a trip for Health Professions students who would like to participate in a health related service learning study abroad experience, which will be taking place next May for 2 weeks, recruitment will begin in September and October.
* **Librarian Anthony Valenti- AA-167B**: All librarians are now being relocated to have office space within the schools they support- our Librarian, Anthony Valenti, will be moving into the Nursing Suite AA-167B by August 1st. All were encouraged to welcome Anthony to his new location and to work with him to expand his support to our students and increase classroom level involvement.
* **AI Update- Dr. Foster and Jean Newberry, Taskforce Members:** AI Taskforce Sub Committee; syllabus language has been drafted for faculty to utilize depending upon the extent to which AI is used and permitted or not permitted for use in the particular course. The sub-committee has also created an AI toolkit in canvas with a flowsheet that shows you what to do if you suspect a student is using AI. It also includes how to site your work as a reference when used as an assignment.
* **Simple Syllabus- how is this going?** – The syllabi must be approved and submitted in order for it to move on through the process. This must be done in the next 2 weeks in order for the students to view them in Canvas on the first day of class. If you click “Save, it will sit in your queue and not move on for further approvals. Directors must review and approve syllabi for any of their courses as they are the person included at the “Department Chair” approval step. Changes/edits to the syllabus can be made at this step if needed. You can enter program level policies or program specific information you want included on each program syllabus and it will be included as a locked/uneditable section when faculty edit the syllabus at their step. DonnaMarie also has access to edit syllabi if needed for all programs. More training will be offered and open hours will be available in E-Learning when the semester begins. They will create a public link on the webpage to access syllabi through Simple Syllabus. This will allow the students and the public to access them whenever they are needed for review by other institutions for transfers. The goal is when the semester starts, the syllabi will be available in Simple Syllabus.
* **Room/Space Needs and Changes:** If a room has a technical issue or other issue, you must report it to IT or Maintenance and email or contact Bonnie Lawler to request a room change. Signage on the door must also be approved by her office. Vacant/open rooms cannot be used or rooms cannot be changed without formally being assigned by Bonnie as this is a liability issue and rooms must be formally reserved in order for liability insurance coverage should an issue arise.
* **FSW Leadership/Office Reorganizations:** On June 28th an email sent from Dr. Allbritten explained the changes in FSW leadership and his new strategic directions and priorities for this year. Please make sure to review this email so you are aware of the associated changes, directions and priorities.
* **FQF/IQF/PSAV process:** FQF’s must be approved by Dr. Such and sent to Dr. Bilsky for final approval. IQF’s are approved by Dr. Such and go directly to HR. It is a critical process and if they continue to be submitted with errors, we will no longer receive assistance with status tracking, such as licensure expiration alerts requesting new information. Make sure that any last name that differs from the current name is included on the FQF form in order for the supporting documents to remain associated with the FQF (put in parenthesis), in case they become separated during the review process. Make sure all information is accurate and matches supporting documents. Transcripts can be unofficial initially for staff, but within 30 days of hiring must submit official transcripts to HR (Director is responsible). We are also missing transcripts of staff that have been here for years, but are on the list to submit official transcripts. Dr. Such requests that everyone monitors the weekly credentialing report to ensure that their team members are not included due to missing documentation or need updated credentialing documentation. Only the highest degree needs to be included in the FQF, unless the lesser is relevant (use credentialing guidelines). Highlight name, degree, conferred date on transcripts and on license highlight name, license number and expiration date. If you have any associated questions, please see Tamra or DonnaMarie.
* **Program Website updates:** Directors are responsible for their program webpage, making sure that links are not broken and the statements are correct, especially for accreditation. Reminder that all program websites need to be reviewed and updated by the beginning of the fall semester each year.
* **Enrollment monitoring as semester start nears- IDS course creation:** Program Directors are asked to continue to monitor course enrollments to determine if any need to be cancelled or changed to independent study.
* **Monthly Program Enrollment and Certification Reports:** Directors began receiving automated reports listing students who are assigned their program major on a monthly basis starting two weeks ago. Directors need to make sure that the students are truly enrolled in their program courses. If not, the director and/or advisor are to reach out to the student to inquire on their academic status and to determine if a major change is needed. If there is no response from the student, the director can work with the school advisor to change the major. The registrar must receive a request that includes the email evidence that the student has not responded to our inquiry on their academic status as the desired process would include the student completing the major change request themselves. Also, when requested Directors must make sure that the certification list provided to Barb Perrine includes all credentials earned by graduates since the last report. The college receives $1,000.00 per earned certificate each year and we need to make sure that all earned certificates are included.
* **SoHP Background Check common policy (Workgroup Needed-EMS, Nursing, Allied Health, Tommy and Dr. Holland):** We need to create a common policy that can be referred to in the handbook with a broad statement and update the reasons why students will not be able to enroll in our programs if they have particular criminal offenses. Tommy Mann, Dr. Holland, and Dr. Such will work to finalize this policy in the coming months but are asking for a sub-committee to draft this policy to align with all program needs. If you wish to be on the background check sub-committee, email Tommy Mann.
* **Laerdal Mini-Sun Conference- Friday, September 15th :** Free to attend on the Lee Campus will be an all day event with training, speakers and break-out sessions. Anyone who uses simulation or wants to learn more can register online to attend, as Dr. Buhain will send out a link.
* **SoHP Huddles 2x/month beginning in September (Directors, Admin Support, and Advisors):** Tommy will be conducting huddles to provide updates and discuss any current needs or issues, these will be taking place in the hallway near the Huddle Board in the Allied Health A-131 suite hallway.
* **Door Badge Access – Update for Fall Semester:** Each semester, a new list is created and approved by the Dean then submitted to IT. Full time staff remains on list, but Directors must update names and ID#’s for Adjuncts and Clinical Associates each semester as they will otherwise not have access.
* **New Faculty Seminar Participation for New Instructional Staff:** New instructional staff (ex. Program Coordinators) will now be invited to participate in the series of meetings/trainings held across the academic year for New Faculty Seminar. In the past only faculty were invited to attend but Dr. Such has advocated for instructional staff to also be included. Dr. Such will continue to gather feedback on the usefulness of this experience to determine if participation in future years will be of benefit to our new instructional staff.
* **Fall Semester Start-up Week and Convocation Schedule:** Convocation will take place on August 16th, followed by scheduled meetings for the rest of the day. August 17 and 18 are reserved for scheduled professional development training and prep time for courses.
* **AHA:** All programs are encouraged to only share information with students/applications about our AHA courses and not to advertise/encourage us of other sites/locations as this does not have direct benefit back to our school for various reasons. All are asked to include the AHA flyer for information about our offerings in program admission correspondence to students. Also, for anyone who completes their certification requirements with our AHA our software will automatically send alerts to them when re-certification is needed which will be of benefit to our students ongoing.
* <https://www.fsw.edu/corporatetraining/aha>

BLS/CPR certification courses are also available at no cost for FSW employees. September next class- contact Frank Vilchez if you would like to sign up for this or a future training.

**Important Reminders**

* Workforce Newsletter submissions –continue to contribute to Whitney’s newsletter.
* Agile Performance
  + Reminder for goal and objective development & Director approval
  + Minimum of 2 check-ins per year (IE: every 6 months)
  + Minimum quarterly feedback
  + New Program Directors- Training per Melissa Rainey

# Upcoming Meetings:

* Reminder of next SoHP monthly meeting Tuesday September 26th 2-3:30pm on Zoom, changed to Tuesday October 3rd, 2- 3:30pm on zoom, due to scheduling conflict.
  + Ongoing monthly meetings 4th Tuesday of every month, 2-3:30pm

##### **SoHP Leadership**

##### **Meeting August 1st, 2023, Room**

**A**bsent or **P**resent Attendees:

(P) Dr. Tami Such, Dean, School of Health Professions

(P) Tommy Mann – Sr. Director of Health Professions & Simulation Education

(P) Dr. Susan Holland – Associate Dean of Nursing

(P) Bobby Holbrook –Program Director RN to BSN

(P) Dr. Lisa Fox – Program Director ASN

(A) Mariel Espinal – Program Coordinator ASN at Lee

(A) Judith Sweeney – Program Coordinator ASN at Charlotte

(A) Jennifer Ortiz – Program Coordinator ASN at Collier

(P) Joann Sabo – Academic Advisor II, Nursing at Collier

(P) Sarah Hamula – Academic Advisor II, Nursing at Charlotte

(P) Dr. Joseph Buhain, Program Director of Continuing Education & Simulation

(P) Lena Scott – Program Director Cardiovascular Technology

(P) Karen Molumby – Program Director Dental Hygiene

(P) Dr. Susan Foster – Director HIT and HIM Programs

(P) Cristy (Clark) Estes - Program Director Social & Human Services

(P) Jean Newberry – Program Director of Respiratory Care

(P) James Mayhew – Program Director Radiologic Technology

(P) Cassie Billian – Program Director of EMS

(P) Alexis Augustenborg – Academic Advisor II, HP at Lee

(P) Janice Cousino – Nursing Chairperson

(P) DonnaMarie Rich – Administrative Assistant to the Dean, School of Health Professions (Scribe)

(P) Tamra Pacheco – Health Professions Support Specialist (co-scribe)

***Meeting is called to order at 2 pm by Dr. Such***

***Meeting was adjourned at 3:32 pm by Dr. Such***