**MEETING: SoHP Monthly Meeting**

October 31st, 2:00 -3:30 pm in Room A-105

**PURPOSE:** SoHP Monthly Meeting October

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

**Meeting Minutes**

* **Kudos:** -
* *STEAM Event* – We received good feedback on this event, but we are looking to streamline all events into one event occurring in the Spring and Fall due to the large number of requests we are receiving for similar events.
* *FSW Collegiate High School SoHP tours*-coming up, thanks to all who are helping to prepare for and participate in this event.
* *Nursing ASN Quarter 3 NCLEX-RN Pass Rates* are on the rise drastically for quarter 2 at 93%.
* *FSW Open House*- thanks to all who participated.
* *Dr. Foster- Conference Presentation*, AMA Program Workgroup
* *EMS Student participation in MCI drill*
* *Stop the Bleed*- ABC7 News Top Story- Frank Vilchez and Bill Pappas <https://abc-7.com/news/cover-story/2023/10/10/fsw-offers-stop-the-bleed-training-program-for-everyone/>
* **Welcome** – New Hires- SIM new CA’s Victoria Huscon-Collier & Alyssa Jefferies- Lee, Markia Jackson- PT Office Assistant Nursing Charlotte
* **Search Updates:** - ASN Faculty positions Collier x2, RN-to-BSN Faculty position, (hire delayed until F24), Coordinator, Department of Nursing, Clinical Coordination, ASN Collier FT Administrative Assistant, EMS Program Coordinators x1, Manager, Nursing Laboratory & Simulation Experiences, Radiologic Technology faculty, Simulation Operations Specialist I-Allied Health and Simulation Education.
* **Faculty Teaching and Instruction Excellence Awards:** - Nominations are now Open (See Email from Dr. Martin Tawil 10/25) – Zoom link <https://fsw.qualtrics.com/jfe/form/SV_5ASXZfYxItJFwdE> Students, faculty, staff and administrators are all welcome to submit nominations for these awards by the deadline of November 27th , 2023.
* **New SoHP Programs Updates:** -
* *Advanced Medical Assisting- CCC and AS* –Dr. Susan Foster, current Program Director for Health Information Technology, will be serving as the Program Director and we are awaiting SACSCOC approval.
* *AS-PTA (Physical Therapy Assistant)* – Dr. Cynthia Vaccarino, PTA Program Director from Hodges is our PTA Consultant assisting us to transition the program to FSW from Hodges and to secure state, SACSCOC, and program accreditation (CAPTE) approvals. Dr. Such provided an update regarding these processes and associated timelines. Beginning January 2nd 2024, Dr. Vaccarino will be officially employed as our PTA Program Director here at FSW. We will be marketing the program after SACS approval. First year PTA students will be Gen Ed/pre-PTA. Goal to begin pre-PTA program enrollment next year and following CAPTE approval, 2nd year/program core courses to begin in Fall 2025 or earlier. Dr. Vaccarino will attend the next curriculum meeting to help move the program curriculum through the required internal approval process.
* **Schultze funding Radiology Energized Lab:** -
  + Dr. Such provided an overview of the planned Radiologic Technology Energized Lab space. Schultze funding has been secured to cover the renovation costs for 1 energized lab space and Perkins funding will be used for the associated equipment costs. All other Schultze funding requests for the School submitted this summer are still pending.
* **SoHP Service Learning Update: Costa Rica:** - May 2024 Global Perspectives in Health Service Learning in Costa Rica experience trip is scheduled from May 4th through the 17th, 2024 , and all SoHP students are welcome to participate. Dr. Tami Such, Dean, School of Health Professions is encouraging all Directors to request an informational session for their students. The in-country experience will include hands on health care/mobile clinics, health education and screenings, health professional presentations/lectures and tours, and various culture and adventure activities. Dr. Such will help to tailor the experiences to the group, depending upon the healthcare focus/major for each student participant. Total expenses for this trip exceed $4000, but with scholarships and student fee subsidy, the estimated student contribution/cost to participate is $2500 and will include airfare, transportation, housing, various culture and adventure activities, and select meals. Goal for this experience to include at least 12 participants, can accommodate 15 students or more if interested. Information sessions will be held by Dr. Tami Such, Dean, School of Health Professions by request. All present will be encouraged to help spread the word and encourage student participation.
* **Adopted Booklist, as per email Adam Davis 10/23** - reminder of need to formalize adoptions within 45 days of the start of classes per Florida statute.
* **Loss and Grief Presentation available to SoHP:** - Cristy Estes, Director of Social and Human Services presented the idea of having Janetta Mullins, Program Coordinator, to give a presentation on how to use tools for the field, in the areas of loss and grief.
* **Reminder Automatic Attendance Verification- Spring Semester Start:** - For all students there will be an activity assigned in Canvas, with a warning that they will be dropped from the course if they do not complete this required activity. Reports will be generated based upon completion of this activity and then results applied toward attendance verification. Additional information will be provided and training for faculty and instructional staff is anticipated to occur later this fall/prior to official launch.
* **CA Hiring Process- Checklist to be created by HR:** - Anticipate formalization and sharing of the SoHP CA hiring checklist via email in the near future. A copy of the completed checklist will be distributed to all directors when completed. Please keep in mind that the official transcript must be turned in within 30 days of hire.
* **Foundation Funding Process and Required *Request for Funding* Form:** - The FSW Foundation *Request for Funding* form must be completed by the budget administrator/Program Director and then sent to the Foundation in the same Fiscal Year of the associated purchases, with the correct Donor Account Index. Multiple invoices can be attached to a single request form. In the event that the requestor and the budget administrator are the same person, the dean must sign the form. Contact Lindsey England, from the Foundation for questions and to obtain the current version of the form whenever needed.
* **FQF/IQF/PSAV License/Certification Expiration Renewals:** -
  + New and Adjunct Faculty require new FQF form each time
  + IQF/PSAV’s- (IQF’s for Clinical Associate or Research Assistant) (PSAV’s for North Collier Firefighter Academy Instructor) License/Certification Renewals upon expiration- require update form (newly created-Instructional Qualification Form-Updating Expiring Credentials). This form was emailed to all Program Directors by Jessica Goodwin, Team AASPIRE. Dr. Such reviewed this form (a handout), which can be found on Document Manager, under Academic Affairs, Faculty Qualifications Folder, Qualifications Forms, Expiring Creds-Instructional Qualification Form.
* **HLC Accreditation Timeline- 18 months or less timeline:** - We have now officially initiated the path to HLC Accreditation and are anticipated to fast-track this process as we are the first College or University in FL to initiate this process. We will be the first in the state so are anticipated to be asked to share our experiences and findings along the way with others across the state. Please make sure all meeting minutes are up to date and uploaded quickly within Document Manager so they can be included when needed in the accreditation process.
* **Effectiveness Coordinator – Updates on Effectiveness Plans, Dr. Susan Foster update:** - At the 10/20 effectiveness meeting, FSW SoHP was the only school completed on their ‘22-’23 EP plan, with competition from SoB&T. For academic year ’23-’24 EP plans needs to be updated by 11/7. Please continue to reach out to Dr. Foster for assistance with creating and entering (in Compliance Assist) your plans for the year.
* **Virtual Adjunct Hiring Fair:** - cancelled, deferred to spring
  + Reminder review SilkRoad Applicant Pools for Summer and Fall needs
* **Fingerprinting Update:** - FSW Public Safety (Lee campus only) – Not yet, Dr. Holland reported that they are working to try to get Castlebranch to reduce their price.
* **Hurricane Closure Plan/Emergency Preparedness Trainings:** - email from Dr. Bilsky 10/23
  + Emergency Remote Ready Badge
* **SoHP Background Check Common Policy - Updates:** - Draft of policy is underway via sub-committee.
* **Simulation Conference on November 17th:** - is postponed for March of next year. More to follow (Dr. Buhain)
* **FAFSA Updates:** - Modified Futures Act per Congress, new Financial Aid Simplification Act. Dr. Doeble has shared knowledge that FAFSA is delayed; student awards and the application is more streamlined; PELL awards are larger/more likely than in the past. There is a strategic group to increase enrollment and focus is on assisting with FAFSA completion. FAFSA opens in December.
* **Business Partners Appreciation Lunch and Meeting:** - On 11/16 there will be a giveback to Advisory Board members through a Partner Appreciation Luncheon and Business Meeting hosted by Workforce Partnerships. Deans will be attending and providing school highlights and successes.
* **SoPAS New Foundation of Health Sciences CCC:** - Proposed new CCC by SoPAS, every SoHP student will have earned and will have automatic awarding of all earned credentials (stackable credentials) based on General Education courses required of our Health Sciences pathway, approval has been gained from the FSW curriculum committee but now state approval will be needed.
* **Open Door Grant Updates:** - (Whitney handout and Dr. Such email 10/26) – The Open Door Grant is designed to help students earn workforce degrees and certificates which lead to jobs in high-demand industries. This grant will help to fast track student success in a short- term career and technical education program. Grant funds are limited and not all who apply will be awarded. Applicants may apply every semester. Awards are first come, first serve. Students are to fill out the application and put narrative in about hardship if applicable. Apply in Fall and Spring. <http://www.fsw.edu/opendoor>
* **Charlotte Campus:**  - Designated Simulation Space will soon be created in A-105, 2 full hospital rooms with AV equipment for faculty to observe without being in the learning space with the student. This has been made possible with additional funding from a Foundation Donor- the Jones Foundation.
* **Reminder Curriculum Committee:** - November 6th New program/course and change proposals deadline for Fall 24 effective date. If there are any proposals, let Dr. Such know when they are done so she can review for approval in Curriculog.
* **Budget Training:** - Finance tile in new portal. This is evolving and a work in progress. Anticipate upcoming trainings.
* **Commencement:** -
  + All faculty and instructional staff will resume formal procession beginning this year.
  + Academic Affairs responsible for planning/implementation rather than Student Affairs.

**Important Reminders**

* Workforce Newsletter submissions –please 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
  + Gallup 12

**Upcoming Meetings:**

* + Reminder of next SoHP monthly meeting: Tuesday, November 28th, 2-3:30pm on zoom link: <https://fsw.zoom.us/j/89126380467>
  + Ongoing monthly meetings 4th Tuesday of every month, 2-3:30pm

**SoHP Monthly**

**Meeting:**

**October 2023**

**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

(A) 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

(A) 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) Jynell Kingsberry – Academic Advisor Collier ASN Advisor II (Perkins Funded)

(A) Janice Cousino – Nursing Chairperson

(P) DonnaMarie Rich – Coordinator, Health Professions Administration (Scribe)

(P) Tamra Pacheco – Health Professions Support Specialist

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

***Meeting was adjourned at 2:55 pm by Dr. Such***