**MEETING: SoHP Monthly Meeting**

November 28th, 2:00 -3:30 pm on Zoom

<https://fsw.zoom.us/j/89126380467>

**PURPOSE:** SoHP Monthly Meeting November 2023

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

**Meeting Minutes**

* **Kudos:** -
* *Walk the Rounds for Nursing* – Sponsored by the Rotary Club of Charlotte Harbor to provide scholarships for Nursing, FSW Foundation was a $500 Gold Sponsor. -October 28th. Arlene Williams participated and Sarah Hamula worked the table.
* *FSW Collegiate High School Events -* 11/1 & 11/2 8:30 to 2pm 30 minute demonstrations rotating to show skills of each Health Professions Program. Thank you to all who participated.
* *Multiple Curriculum Committee Successes – EMS, PTA, CVT, AMA. HIM & Radiology*
* **Welcome** – New Hires- Ashleigh Koza- Simulation Operations Specialist I (Allied Health and Simulation), Melissa Hitch- Nursing Laboratory & Simulation Experiences position filled, Valerie Hahn- ASN Faculty Collier campus, Niurka Martinez Perez-ASN Collier FT Administrative Assistant, Dr. Cynthia Vaccarino- PTA Program Director.
* **Search Updates:** - ASN Faculty positions Collier x1, RN-to-BSN Faculty position, (hire delayed until F24), Manager Clinical Coordination, Nursing Program; Coordinator, Department of Nursing - Clinical Coordination, EMS Program Coordinators x1, Manager, Director, Corporate Training and Simulation Education, Radiologic Technology faculty, AMA Program Director
* **Business Partners Appreciation Luncheon and Meeting November 16th-11:30-2pm AA-177 – Follow Up:** We had great representation from our school of Health Professions, as our guests consisted of predominantly advisory board members from Radiology, Nursing and Simulation. Whitney Rhyne, AVP Workforce Education and her team, put together this dynamic gathering to strengthen our connections and show our commitment to the talent we have among us.
* **New SoHP Programs Updates:** -
* *AS-PTA (Physical Therapy Assistant)*– PTA program planning is well under way and we are acquiring equipment from Hodges University. 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 level approval (done), SACSCOC, and program accreditation (CAPTE) approvals (pending). We still will need to hire an additional Full-time person at least 1 year prior to program start who will serve as core faculty/instructional staff and teach in the program.
* *Advanced Medical Assisting- CCC and AS* – Dr. Susan Foster, plans for the AMA program, the draft prospectus is near complete and is about to be sent to SACSCOC. We anticipate this program to grow quickly with it starting in our Charlotte campus and growing to other campuses.
* *Proposed New Allied Health Bachelor’s Degree*: We are exploring potential names for this degree and are looking for ideas on creating a generalist specialty track/concentration along with any other program specific tracks for which industry partners support or that is needed for program specific accreditation or certification eligibility. Given we will now be hiring a new AMA Program Director, Dr. Foster will be taking the lead on this exploration and in moving this proposal through the needed FSW and state approval process.
* **Charlotte Simulation & Laboratory Enhancements Update:** -
  + We are expecting delivery January, February and March and the goal is the end of Spring to complete the Charlotte campus nursing simulation/laboratory enhancements. Donor gave $250,000 and additional state money was contributed for A-105, devoted for full simulation spaces knowing other programs spaces can collaboratively use the other half of E building with funding. By mid- Spring we should be able to know if any additional state funding has been provided for us to fully renovate the E-Building or just to renovate the unoccupied end of the E-Building.
* **SoHP Service Learning Update: Costa Rica:** - Dr. Such provided updates on the May 2024 Global Perspectives in Health Service Learning in Costa Rica experience trip scheduled from May 4th through the 17th, 2024. Mobile clinics and other healthcare screening and education activities in country have the potential to count as clinical time or meeting clinical hours for many of our programs. Spring or summer 2024 graduates are also allowed to apply to participate in this program. 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 is currently holding various information sessions and visiting with students in classrooms for program recruitment.
* **Auto-awarding of all earned credentials – CCC’s** - It was found by the college that some students were not awarded the credentials that they had earned, as they had not otherwise been noted on their transcripts. An extensive manual process has now lead to identification and award of many earned but not yet awarded credentials. Please pay attention and stay connected to students to ensure they designate all imbedded CCC’s in your program areas as a major in Banner and anticipate automation of CCC award in the coming semesters.
* **Emergency Remote Ready Training Reminder:** - Dr. Rozalind Jester has reminded all faculty that this must be completed, please watch your email for associated reminders and notification of faculty/instructional staff who have not yet completed this requirement.
* **FSW Holiday Food Drive – Let’s Share & Care November 6 – 30:** - Drop off Location: Lee Campus Q building, Suite 103. Non-perishable food items & personal care items.
* **Update Automatic Attendance Verification:** Training Thursday, January 4th (Faculty PD Planned 9a-noon) Starting Spring 2024, Attendance Verification will be done through an Attendance Verification Assignment that will be added to every Canvas course at the start of every term. Each term, every course Canvas shell will come with an attendance verification syllabus quiz preloaded. The quiz will ask questions about the locked portions of the syllabus and end with a syllabus acknowledgement statement. The due date will be one week after the term starts. This quiz will be automatically graded and in an Assignment Group worth 0% of the course grade. Students will be able to access the quiz through the Attendance Verification link in the course menu directly under the Simple Syllabus link. Once the student completes this assignment, attendance will be verified in Banner automatically.
* **CA Hiring Process- Updates:** - SoHP Checklist with HR steps included is now in draft. Anticipate formalization and sharing of the checklist via email in the near future. A copy of the completed checklist will be distributed to all directors when completed. It will be formatted with the ability to add notes and a signature. All completed checklists will be funneled through DonnaMarie Rich, Coordinator, SoHP Administration. Please keep in mind that the official transcript must be turned in to HR within 30 days of hire and that all initial hire requirements must be completed within the timelines noted on the checklist.
* **Virtual Adjunct Hiring Fair:** - January 18th 5p-7p (Nursing and Allied Health Breakout Rooms). HR will provide introduction/FSW general information presentation and then we will have school specific breakout sessions. Cassie Billian will represent Allied Health Directors and Dr. Fox and Dr. Holland will attend for nursing.
* **Fingerprinting Update:** - FSW Public Safety Additional CastleBranch Site TBD (Lee campus only) – Chief Williams currently in conversation with Dr. Holland and Bobby Holbrook on how to move this forward.
* **SoHP Background Check Common Policy - Updates:** - Tommy will be sending out a draft shortly, as he is looking for feedback from our SoHP Directors for a possible Spring launch.
* **MyFSW Portal:** – 12/4 website portal link will direct to FSW Experience (old portal link will be available inside the FSW Experience Portal; users can still access the old portal). On 2/28/24 the old link will be removed from myFSW Experience portal

**Important Reminders**

* Workforce Education Newsletter submissions –please continue to contribute to Whitney’s newsletter [Whitney.Rhyne@fsw.edu](mailto:Whitney.Rhyne@fsw.edu)
* 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, January 23rd, 2-3:30pm , Room A-105
  + Ongoing monthly meetings 4th Tuesday of every month, 2-3:30pm

**SoHP Monthly**

**Meeting:**

**November 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

(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

(A) 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 2:45 pm by Dr. Such***