**MEETING: SoHP Monthly Meeting**

January 23rd, 2:00 -3:30 pm in Room A-105

**PURPOSE:** SoHP Monthly Meeting January 2024

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

**Meeting Minutes**

* **Kudos:** Special Thanks -
* *Cassie and her Team (including students) –* Assisted the SWFL Children’s Charities Wine Fest Set Up.
* *Cristy Clark -* Successful QM Certification HUS 2428
* *Multiple Curriculum Committee Successes –* HIT, EMS/Fire, and Radiologic Technology
* Successful HIT-CAHIIM Re-Accreditation & Developing Program Selection
* **Welcome** – New Hires- Melissa Hitch- Nursing Laboratory & Simulation Experiences, Dr. Cynthia Vaccarino- PTA Program Director, AMA Program Director, Cassandra Allbritten, Leticia Guevara-EMS Program Coordinator.
* **Search Updates:** - ASN Faculty position Collier x1, RN-to-BSN Faculty position, (hire delayed until F24), Manager, Clinical Coordination, Nursing Program; Coordinator, Department of Nursing- Clinical Coordination x2; Manager, Director, Corporate Training and Simulation Education, Radiologic Technology faculty, ASN Collier FT Administrative Assistant, ASN Student Success Manager- OPS FT Temp, Dental Hygiene Clinical Coordinator.
* **Budget Planning for Next Year:** - Dr. Such shared the anticipated timeline and process for FY 25 budget planning. Please work with Tommy and Dr. Holland to add needs/wants/magical-thinking items to the School spreadsheet. Dr. Such will review and finalize priorities for our school and move this forward with Dr. Bilsky to determine what we will advance for Cabinet consideration. All Budget Administrators should also closely review your current budget allocations to determine if these will be sufficient for next year given budgets will otherwise “roll” to next year with the same allocations unless additional funding is requested or changes made within existing budget allocation. Anticipate training from Finance in the coming weeks on the budget process and associated forms for this year.
* **Credentialing Update:** - Updated Instructional Qualification Form and Qualification (Career Credentialing) Form for Fire Academy, to have more drop down choices sent on email from Jessica Godwin on 1/12/24. To download the Faculty Credentialing Guidelines handbook, as well as locate all faculty credentialing forms and instructions, go the Document Manager in portal, select Academic Affairs folder at the top, and halfway down is the Faculty Qualifications Folder. All Credentialing Forms must be signed & dated. AdobeSign is accepted for approvals.
* **New SoHP Programs Updates:** -
* *AS-PTA (Physical Therapy Assistant)*– Hodges University has closed and their lab equipment has been purchased by FSW and was recently moved to our Charlotte campus B- Building. By July 1st, space renovations should be complete and the lab and classroom spaces should be fully functioning. Our CAPTE site visit is expected from July 1st to October with the program to begin the Spring of 2025, pending CAPTE approval.
* *Advanced Medical Assisting- CCC and AS* – Both new programs are on track to start in Fall but are in need of SACSCOC approval, which is pending and a response is anticipated soon.
* **AA-216 Enhancements- SWFL Children’s Charities Donation:** - Furnishings and dividers, which are collapsible and the SWFL Children’s Charities Vinyl on wall is the vision. We are hoping to have the opening for Fall availability for all in our school to use with Tommy’s guidance; possibly invite Golisano for a skills Fair or Education Center or have Golisano Leadership input on use of space as soon as the space update is finished.
* **SoHP Service Learning Update: Costa Rica:** - Trip recruitment and planning continues with help from the Office of International Education. 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 ongoing and by request.
* **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 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 in draft and circulating for Program Director feedback. Hope to finalize and send out the final version of this document very soon.
* **Virtual Adjunct Hiring Fair:** - Delayed to February to allow for more time to plan and market this event.
* **Fingerprinting Update:** - FSW Public Safety Additional CastleBranch Site TBD (Lee campus only) – continued conversations with Chief Connolly and Dr. Holland/Bobby Holbrook to determine if this will be possible.
* **SoHP Background Check Common Policy - Updates:** - (Fall 24 Implementation) Awaiting approval from Joe Coleman in legal so that we can put through to all programs for all handbooks.
* **HLC Timeline - Updates:** – Step 2 Currently, End of February estimated completion of this phase, then onto Phase 3, which will be a 9-12 month duration (estimation December earliest completion of process).
* **LINE Grant Match Funding:** - NCH $50,000 donation (to be used for nursing student/employee scholarships) + $50,000 match, request submitted for approval to the state for use of match funding as follows:
  + OPS FT Temp ASN Student Success Manager (January-June 30th) Dr. Susan Holland hired Dr. Mary Lewis to fill this role.
  + Charlotte Simulation Equipment will be purchased with the leftover funds.
* **Student Major Designation:**- Can now list up to 4 majors in Banner
  + Program Directors and Advisors: Make sure all CCC’s imbedded in AS degrees are listed in Banner upon initial and ongoing advisement. Once the award of all earned credentials/CCC is automated this notation in banner will be critical.
* **State of the College:** - Friday, January 26th 2-4p U-102 (mandatory for all employees)
  + Faculty unable to attend must submit leave request
* **Program Maps (Consistent Formatting across programs):** - Status of creation for each program, reminder to continue working on creating these for each of your programs with imbedded CCC’s noted for AS program maps.
* **College Mission & Vision Statements Updated:** - In addition to the College, the School of Health Professions Mission Statements and Vision Statements will be evaluated to determined their need for updating. Each program needs to look at theirs as well. Dr. Such will provide updated school statements in a future meeting once finalized.
* **Commencement May 3rd (10am and 2pm ceremonies:** - TBA Health Professions exact time) Updates:
  + Commencement Applications for Graduates- available February 1st
  + All faculty and instructional staff/Program Directors to process and be seated on the floor.
  + Mandatory attendance (or leave request if unable) for faculty and instructional staff.
  + Academic Affairs- asking for volunteers to help at Commencement, as offices will be closed. All volunteers will be asked to wear all black and can volunteer for both ceremonies (ours should be the 2pm, but is not yet confirmed).
  + February 1st- Regalia orders begin with Bookstore (thru mid-March)
* **Marco Island P.E.O. $1,000 Scholarship: -**  This scholarship will be awarded to a qualified woman working toward a career in the medical field of study which includes: Nursing, Respiratory, Dentistry, or other careers related to medicine. Last year’s recipient was from FSW.
  + Student must be a resident of Collier or Lee Counties, a citizen or permanent resident of the United States and must have completed two years of study at an accredited college or university, pursuing a career in the field of medicine.
  + Contact DonnaMarie for additional information

**Important Reminders**

* Radiologic Technology JRCERT Re-Accreditation Site Visit Thursday & Friday- Jan. 25 &26
* FERPA Training Deadline : FSW Compliance Training 2024 – email sent 1/2/2024; due date for all employees 3/2/2024
* IIET (Institute of Innovative and Emerging Technologies) Newsletter – Upcoming Events: IIET AI Open Forum Join us on Zoom every Thursday at 4:00 pm for our AI Open Forums. (Zoom link <https://fsw.zoom.us/j/85293437668?pwd=Ymc5andWVXJVSE8zVjF5bDM3YVB0QT09>)
* Suncoast Pulmonary Symposium, Punta Gorda – coming up 5/08/24 to 5/10/24 at the Sunseekers Resort, Jean Newberry, Director of Respiratory Care and Cardiopulmonary Sciences has information on speakers.
* Centralize Marketing through Ashleigh Koza- let her know dates and times so she can put it up and keep it streamlined.
* Grades Due: Mini-A Noon 2/27; Full-term and Mini-B- Noon 5/2.
* 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
* **SoHP Monthly**
* **Meeting:**
* **January 2024**
* **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
* (A) 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
* (A) Sarah Hamula – Academic Advisor II, Nursing at Charlotte
* (P) Jessica Golda, Interim Program Director, Corporate Training & Simulation
* (P) Melissa Hitch – Manager Nursing Simulation/Laboratory Manager
* (P) Ashleigh Koza – Simulation Operations Specialist I, Allied Health & Simulation Ed
* (P) Lena Scott – Program Director Cardiovascular Technology
* (A) Karen Molumby – Program Director Dental Hygiene
* (P) Dr. Susan Foster – Director HIT and HIM Programs
* (A) 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) Dr. Cynthia Vaccarino, Program Director, Physical Therapist Assistant
* (P) Cassandra Allbritten, Program Director, Advanced Medical Assisting
* (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 3:25 pm by Dr. Such***