**MEETING: SoHP Monthly Meeting**

February 27th, 2:00 -3:30 pm on Zoom <https://fsw.zoom.us/j/89863241369>

**PURPOSE:** SoHP Monthly Meeting February 2024

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

**Meeting Minutes**

* **Kudos:** Special Thanks -
* *Multiple Curriculum Committee Successes –* HIT, EMS/Fire, ASN, BSN and PTA
* *Cardiovascular Professionals Week, Dental Hygiene Month -*
* *SACS Approval PTA & AMA Programs*
* *Cassie Billian* – Lee County Emergency Management Planning Committee Member
* *PTA Program CAPTE Accelerated Accreditation* – Substantive Change – We have additional approval through CAPTE for an accelerated path for our accreditation process, including only one site visit to occur this fall. Special thanks to Dr. Vaccarino for her efforts to make this possible.
* *SIM Team Feedback* – Dr. Lisa Fox shared positive feedback received from students and faculty regarding helpfulness of our Simulation Team in helping to provide quality simulation learning experiences for our students.
* **Welcome** – New Hires-

Dr. Mary Lewis - ASN Student Success Manager, was brought on in January and will be helping our at-risk students across 3 campuses until June 30th and perhaps longer, as we are requesting for long term position funding and for expansion to include one person at each campus. She has been doing seminars at all campuses and has been meeting several students a day.

Andrea Rediger- FT Administrative Assistant Collier- Nursing

* **Academic Administration Updates:** Dr. Brian Page is the new Dean, School of the Arts, Humanities and Social Sciences. Ann Angstrom is now the Associate Dean, School of Education and Charter Schools.
* **Search Updates:** - ASN Faculty position Collier x1, RN-to-BSN Faculty position (Add’l Copham funding), (hire delayed until F24), Managers (2 to be split among 3 campuses), Clinical Coordination Nursing (second position- Coordinator positions eliminated), Director, Corporate Training and Simulation Education, Radiologic Technology Instructor (reorganization), PTA Instructor (April 1st), Dental Hygiene Clinical Coordinator.
* **Budget Planning for Next Year:** - Dr. Such will soon be meeting with Dr. Bilsky to share our prioritized needs within our needs, wants and magical-thinking school budget spreadsheet. If you have not already done so, please make sure to provide your program specific budget items for this spreadsheet by the end of the week.
	+ Course Fees – work with Tommy or Dr. Holland to draft proposed changes to then be reviewed and approved by Dr. Such before they are sent to Finance.
	+ Operating Budget Needs/changes- continue process outlined in Finance training on how to adjust your budget line items within your existing budgets and how to request additional funding once approval for entry has been gained from Dr. Suchl
	+ Perkins funding requests for next year- for eligible programs (funding for this year into next year)- please share your funding requests with Dr. Such who will submit our collective school requests to Whitney next Month.
	+ Reminder: Associate Dean and Dean review/approval is needed prior to sending to Finance/entry in Banner for any new funding requests and course/program fee changes.
* **Credentialing Update:** - Reminder of the updated Instructional Qualification Form (IQF) located on Document Manager.
* Credentialing Guidelines Updates: If you have any updates needed for the credentialing guidelines manual please submit them to Tommy/Dr. Holland. PTA & AMA are new programs which will need to be included in the guidelines document.
* **SoHP Service Learning Update: Costa Rica:** - Cassie Billian, Director of EMS has been selected to be the second leader of the May 4th through 17th, 2024 Global Perspectives in Health Service Learning in Costa Rica experience. There are currently 13 to 15 students scheduled to participate and they are looking forward to planning activities, service in the community, and health screenings, which will be fully supported on the ground. Four seminars will be held by Dr. Tami Such, Dean, School of Health Professions and Cassie Billian to prepare for this trip.
* **Lee Health Educational Fairs:** – To be held on 4/19, Cape Coral Hospital; 4/25, Lee Memorial Hospital; 4/26 Healthpark; 4/30 Gulf Coast Medical Ctr.; 9:30 – 1:30pm. Both Joann Sabo, Academic Advisor II, Nursing and Sarah Hamula, Academic Advisor II, Nursing will attend all, between all of the Fairs, so that FSW will be represented.
* **CA Hiring Process Checklist- Updates:** - Updated/finalized (see email from DonnaMarie). Please remember to now use this checklist for all new CA hires.
	+ Reminder – date of hire/start date must be communicated to HR with I-9 and background check completed within 3 days of start date. Keeping in mind the official start date and date of hire are not the same.
* **Speaker contracts/agreements:**- VPAA review and signature required (BO-037 first) then to Dr. Gina Doeble)
	+ DEI considerations must be provided for VPAA approval
* **Pinning/Graduation Invitations**: – Reminder to send invitation to Dr. Geraldine Gallagher, VP Institutional Advancement and Foundation & Alumni Relations for Foundation and Donor attendance, please send dates and times as soon as available so the Foundation can share invitations to our donors, as they enjoy being invited.
* **Virtual Adjunct Hiring Fair:** - Cassie Billian represented Allied Health and Dr. Susan Holland and Dr. Lisa Fox represented Nursing. Only one person showed up and two called afterward who were interested in adjunct opportunities.
* **Fingerprinting Update:** - Bobby Holbrook did a PowerPoint presentation of possible fingerprinting alternatives to Castlebranch, as they informed us that they are not seeking more sites and they have not yet answered us on how much they would credit us in our package for fingerprinting. Solutions: FSW Police – Cost $40 per student, only by appointment, need to create an account that students would pay through FSW cashier (none created), all students would need to come to Lee Campus; Mobile Fingerprinting – would come to each campus if we consolidated dates, FSW would have to set up account, students would pay cashier which would invoice FSW to be paid from this account, pricing fingerprints – changed to charging for entire background check ($59.25), we would need to get drug screen and clinical requirement manager priced separately from Castlebranch; American Data Bank (Complio) – Pros – match services of Castlebranch, possibility of coming to campus for fingerprinting, Cons – use the same UPS stores that Castlebranch uses with Naples the closest location, looking for other vendors for fingerprinting, offering the use of fingerprint cards with students needing to go to Sheriff & Police stations to be fingerprinted (obtaining price ranges in our area) students would then mail cards in to be processed). No price quotes yet to share. In conclusion, Bobby has found no alternatives to Castlebranch that offer an improvement to services we currently receive. Those programs that use clinical requirement manager (our forms), are set up with Castlebranch, and would need to be recreated with a different company such as American Data Bank; with no advantage of a lower cost (currently) and perhaps, no better service. Castlebranch bridges – students from Charlotte programs will need to pay for Castlebranch for Bridges to use one of the Charlotte County Hospitals.

Dr. Holland, Tommy, and Dr. Such will continue to explore how best to move forward with this issue given all existing challenges and constraints.

* **SoHP Background Check Common Policy - Updates:** - (Fall 24 Implementation) Drafted policy has been reviewed by Legal, but now will be formalized as a College Operating Procedure (COP) with Cabinet and will be brought forward for approval as a COP by Dr. Bilsky in the coming months. Goal to have this available for reference/inclusion in program handbooks for fall 2024.
* **HLC Information Needed – Program SLO’s:** – HLC Step 2 process continues, March completion of this phase, then onto Phase 3, which will be a 9-12-month duration (estimation December 2025). All Program Directors to send SLO information to DonnaMarie as requested so this information can be compiled for our school and sent to Academic Affairs for inclusion in the HLC application.
* **Program Maps for reference points (Consistent Formatting across programs):** - Status of creation for each program- reminded to continue progress towards creation and finalization for all SoHP programs.
	+ Imbedded CCC’s noted for AS program maps
* **Program Cost Sheets:** - Tommy is working with all Directors towards developing a template to be utilized for final version. Goal to have up-to-date cost sheet for each program posted to the program website prior to semester end.
* **College Mission & Vision Statements Updated:** - School Mission and Vision statements have been updated, school website has been updated to reflect all revisions.
* **Agile Form Customization & Manager Journal options:** - Manager journal option (not visible to associated employee) in Agile exists, manager can enter performance documentation that can be an ongoing notation of issues and concerns for any discipline needs or for official documentation for future reference. Susan Bronstein is conducting meetings with all supervisors/managers who use Agile for their employees to gather feedback on use of this platform for staff evaluation.
* **Curriculog Changes:** - We are moving away from use of the Curriculog platform, as it is expensive and other shared platforms such as Teams have no cost and are embedded in our workflow process. There will be training this summer, with a rollout expected in the fall on the new process and forms.
* **Bookstore Changes:** -Textbook information current in Discover for use by BibliU by March 15th for summer and April 15th for Fall. Contract with BibliU to begin July 1st.
	+ Needs other than textbooks (i.e. uniforms, stethoscopes, etc.) - Tommy to call meeting with Program Directors to compile needs by program for smooth transition to Fall semester.
* **FYI new HCA:** - New Urgent/Outpatient Center near College Parkway and Southpointe near Cape Coral Bridge for clinical placement
* **Marketing highlights/initiatives:** - Ashleigh Koza, SIM Ops Specialist I is maintaining SOHP’s presence on Facebook (Florida SouthWestern State College School of Health Professions)/Instagram with plans to expand to LinkedIn, in the near future, thereby expanding our presence on social media. She is available to help us with all of our marketing needs and can repost for events, speakers, accomplishments, deadlines, etc. to get the word out. This would help greatly to broaden our reach and foster a sense of community within our institution.
* **Faculty Evaluations:** - Form 1 (Faculty Self-Evaluation) and Form 3 (Faculty Goal Setting and Weights) all Full-time faculty per evaluation schedule and all Adjunct Faculty evaluations needs to be sent to HR for their personnel file. Reminders of associated deadlines. Form 2 (Supervisor Evaluation) for all annual contract faculty and once every 5 years for continuing contract faculty. Submit all evaluation documents to DonnaMarie to have reviewed and sent to HR.
* **Proposed adjunct Evaluation Process Changes:** - new Form/process coming; E-Portfolio process has a potential for change as there is a new form in draft, but will not be implemented until next year. Existing process to be utilized for spring 2024 evaluations.
* **Strategic Enrollment Management (SEM) Goals for school:** - SEM committee has been meeting since fall semester, we have been asked to create SEM goals for the school focused on the target SEM areas. Dr. Such as worked with Tommy and Dr. Holland to form enrollment growth goals for the school for next year focusing on Nursing, PTA, AMA, and Paramedic program growth. Dr. Such encouraged all in attendance to share any additional ideas not yet shared that they may have for increasing program enrollment and retention in their respective program areas.
* **Proposed Bachelor’s degree for Allied Health program graduates:** - Updates on proposed SoHP baccalaureate degree for Allied Health graduates that do not otherwise currently articulate in to our BSN or BS-CPS degrees. Proposal to have one common group of core courses applicable across disciplines and then four to five different concentrations or track specializations where needed/appropriate to align with a particular healthcare discipline or program area (will include a generalist track and all other tracks must have specific justification of need with associated evidence). Dr. Such shared that the approval process once the plan is formalized and to gain necessary approvals is a minimum of a 12 to 18 month process. To propose a track, you are required to show an occupational/workforce need through data and letters of support from all key stakeholders such as competitor colleges, advisory board members, community and industry partners, etc. Survey of advisory board members and industry partners was discussed and decision make for all to utilize similar survey questions so we can aggregate and share at the school level.
* **Commencement May 3rd Updates:**
	+ 2pm ceremony confirmed for SoHP
	+ Mace (1) (usually someone retiring; and Gonfalon (2) bearer nominations needed
	+ Commencement Applications for Graduates- available February 1st
	+ All faculty and instructional staff/Program Directors to process
	+ Mandatory attendance (or leave request if unable)
	+ February 1st- Regalia orders begin with Bookstore (thru mid-March)

**Important Reminders**

* Open House Allied Health & Nursing – Friday 3/1; Collegiate HS Transfer Fair Tuesday 3/5 providing information on all of our School of Health Profession programs.
* Free Tax Prep 2024 for households $66k or less – see flyer from Financial Services office Community Services
* FERPA Training Deadline: FSW Compliance Training 2024 – email sent 1/2/2024; due date for all employees 3/2/2024
* Grades Due Full-term and Mini-B- Noon 5/2.
* 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.
* Workforce Education Newsletter submissions –please continue to contribute to Whitney’s newsletter 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, March 26th , 2-3:30pm in person, Lee Campus, A Building, Room A-105
	+ Ongoing monthly meetings 4th Tuesday of every month, 2-3:30pm
* **SoHP Monthly Meeting:**
* **February 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
* (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) Angela Marchionni, Professor Nursing, Charlotte
* (P) Jessica Golda, Interim Program Director, Corporate Training & Simulation
* (A) Melissa Hitch – Manager Nursing Simulation/Laboratory Manager
* (P) Ashleigh Koza – Simulation Operations Specialist I, Allied Health & Simulation Ed
* (A) Lena Scott – Program Director Cardiovascular Technology
* (P) Karen Molumby – Program Director Dental Hygiene
* (A) 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) 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 3:30 pm by Dr. Such***