**MEETING: SoHP Monthly Meeting**

April 23rd , 2:00 -3:30 pm on Zoom link <https://fsw.zoom.us/j/81794465893>

**PURPOSE:** SoHP Monthly Meeting April 2024

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

**Meeting Minutes**

* **Kudos:** Health Information Professionals week starts celebration April 15th – 19th, Lena Scott- 2024 Fellow of the Alliance of Cardiovascular Professionals, Human Services Mental Health Awareness Month-May, Nurses Week -May 6-12th, National Medical Coder Day- May 23rd, National EMS Week May 19-25
* **Welcome:** – New Hires- PTA Program Coordinator-Kristin Moore, Dr. Lewis- Interim ASN Program Director, Jessica Golda- Director, Corporate Training and Simulation Education, Ray Lenius- change from Faculty to Adjunct Faculty
* **Vacant Position Search updates:** ASN Faculty position Collier x1 and Lee x2, RN-to-BSN Faculty position, (hire delayed until F24), ASN Program Director (current interim role) position will be posted, Radiologic Technology Program Coordinator, Simulation Operations Specialist III, Dental Hygiene Clinical Coordinator, FT Faculty CVT, FT Faculty HUS, Interim Position - Allied Health, Associate Dean.
* **Farewell:** Pamela Peters – HUS Faculty member retirement
* **Academic Administration Updates:**  Tommy Mann has formally announced his resignation and his last day will be on May 31st.
* **Mass Emails Within SoHP:** - All mass emails must have the Deans approval.
* **BibliU Updates:** - After July 1st, non-textbook needs through January will expand to orientation month with bundles for student convenience. Follow up questions with Directors included no increased cost for students as BibliU has the ability to negotiate the price lower. If there are any questions or concerns, please work through Tamra, our coordinator.
* **Kaltura Replacement (June 2025) Exploration:** - Karen Molumby SoHP representative. We are in need of alternatives, please see Karen.
* **Program Maps Reminder - Completed Version Due May 20th :** Information is needed for reference points as we need to have consistent formatting across all programs. Alex Schimmel, Director of Academic Advising has stated that the Social Work Pathway is done and you can now utilize it to guide you for a 4, 5, or 6 semester plans. We are expecting all Directors to have a version of their program map by May 20th, so that by the end of May it will be ready for distribution. If there any needs or concerns, please connect with your advisor.
* **Program Cost Sheets:** - Send all completed cost sheets to respective Associate Deans on Wednesday, April 24th.
* **Marketing Highlights/Initiatives**: Ashleigh Koza will be marketing all events such as upcoming Pinnings for Nursing on May 1st, RAD on June 15th , and CVT and RES both on June 21st. Please include time and place on all requests.
* **Proposed Bachelor’s Degree for Allied Health Program**: Draft proposal by Dr. Bilsky to Dr. Such on May 20th. Surveys are needed are we are in the process of collecting data and letters of support from industry, as this process takes 18 to 24 months.
* **Legislator School Showcase Ideas & Potential Dates Summer & Fall:** Jessica Golda and Tamra Pacheco are taking the lead on this project. Alex Crispin, our Legislative and Legal Analyst has asked us what is the best showcase to display our programs features to get more funding for our programs. We must coordinate with potential dates for summer and fall to see what will work best for legislators and our programs, on Lee campus or Charlotte or Collier.
* **Study Abroad in Costa Rica Updates:** -
	+ Dr. Such and Cassie Billian experience leaders, out of country May 4-17th
	+ Facebook and Instagram - Students will be required to keep in touch at home via FB@fswglobalperspectives and Instagram@fsw.globalperspectives
	+ The 12 students on this trip will be mirroring/shadowing in the field of health professions, serving in rural areas, and will also have the enrichment of cultural experiences of latin dancing and Costa Rica foods.
* **Commencement May 3rd Updates:** Monitor your email for updates from Academic Affairs
	+ 2pm ceremony confirmed for SoHP
	+ Mandatory attendance (or leave request if unable) dressed in Regalia
	+ Staff participation as volunteer or work as usual (dressed in all black, dress warm)
		- Volunteer training sessions (attend one)
			* April 30th at 2:30p
			* May 1st at 10am

**Important Reminders**

* Stop the Bleed Day May 25th
* Lee Health Annual Education Fairs – 4/25, Lee Memorial Hospital; 4/26 Healthpark; 4/30 Gulf Coast Medical Ctr.; 9:30 – 1:30pm
* Pinning/Graduation Invitations – Reminder to send invitation to Dr. Geraldine Gallagher, VP Institutional Advancement and Foundation & Alumni Relations for Foundation and Donor attendance
* Nursing Pinning Ceremony May 1st 3pm Suncoast Arena
* Grades Due Full-term and Mini-B- Noon 5/2.
* Workforce Newsletter submissions
* SoHP Social Media/Marketing Needs- Submit to Ashleigh ongoing
* 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, June 4th, 2-3:30pm in person in Room 105 (to be confirmed)
	+ Next Summer meeting August 6th on Zoom link tbd
	+ Resume in fall monthly meetings 4th Tuesday of every month, 2-3:30pm

**Follow-up Items**

* SoHP Background Check Common Policy-Updates (Fall 24 Implementation)
	+ New College COP to be Developed/approved by Cabinet (no new updates)

**SoHP Monthly Meeting:**

**March 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. Mary Lewis – Interim Program Director ASN
* (A) Linda Riegel – Clinical Coordination Manager, Nursing
* (P) Julie Best – Clinical Coordination Manager, Nursing
* (A) Mariel Espinal – Program Coordinator ASN at Lee
* (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) Angela Marchionni, Professor Nursing, Charlotte
* (A) 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
* (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) 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 2:50 pm by Dr. Such***