**AGENDA and MINUTES**

**ASN Meeting Feburay 9, 2024**

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| Department of Nursing; School of Health Professions | | | | | | | | |
| Attendees | | | | | | | | |
| X | Dr. Lisa Fox (LF) | X | Jennifer Ortiz (JO) | X | Mariel Goldrick (MG) | X | Judy Sweeney (JSw) | |
| X | Dr. Susan Holland (SH) | X | Samantha Patenaude (SP) | X | Tiffany Thomas (TT) |  | Ang Marchionni (AM) |
| X | Michelle Sherman (MS) | X | Lori Canty (LC) |  | Julissa Gonzalez (JG) | X | Janice Cousino (JC) | |
|  | Mary Mondello (MM) | X | Debra Ebaugh (DE) | X | Nora Stadelmann (NS) | X | David Logan (DL) | |
| X | Joanne Sabo (JS) | X | Sandy Oestrike (SO) |  | Cheyenne Brown (CB) | X | Collen Moore (CM) | |
|  | Roxanne Riley (RR) | X | Jynell Kingsberry (JK) | X | Brett Clinton (BC) |  | Kelly Murphy (KM) | |
| X | Arlene Williams (AW) |  | Mary Louis (ML) | X | Kathi Hearn (KH) |  |  | |

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| **FSW Resources** |
| 1. [College Operating Procedures](about:blank) (COPs) - This is a great site to check to see if there is a COP for FSW information. There is a wealth of information on the website but you may have to do some searching in the left menu. You can also access the COPs in the left menu of the FSW 2023-2024 Catalog website.  2. FSW 2023-2024 Catalog: [Florida SouthWestern State College - Acalog ACMS™ (fsw.edu)](about:blank) – Another good resource for information on Programs of Study, Course Descriptions and Information, Admissions, Academics and Academic Polices, Technology Help Desk, Financial Aid, Student Records, Student Affairs, General Education Program Guide, etc.  3. FSW Job Descriptions**:** [Job Descriptions | Human Resources & Organizational Development | Florida SouthWestern State College (fsw.edu)](about:blank) |

| Agenda Topic & Presenter | Discussion/Minutes | Person Responsible/Due Date |
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| **Dr. Fox**   * Clinical Coordination * Fall | **Clinical Coordination**   * Heard feedback from faculty from last meeting * Will now have 2 managers that will each focus on Lee campus together & one will cover Collier and the other Charlotte. * Rima will stay on to focus on paperwork and CastleBranch * There will be a CA on each campus to help Rima with paperwork   Fall   * Stating to work on clinical schedule for the fall * Move current students forward * LF will have a mandatory meeting for clinical faculty to go over the schedule before the end of spring semester |  |
| **Dr. Fox**   * Fall Schedule | * Last simulation day, for level 1-3, a sim station will be clinical paperwork for the fall. * Epic will be set up ahead of the Fall semester * Will be reaching out to CAS before the end of Spring to set up schedule for Fall * 3/15 deadline to enter for FLAC?? * Goal is to be a semester ahead   **Fall Schedule**   * LF & MS worked on the Fall schedule * Held a meeting with Program Coordinators to go over with faculty * 15 load needs to be decided first, then can chose up to 21 load * Anything over 21, needs dean approval * Schedule is due back to LF & MS by Wednesday, 2/14   Evening Weekend Courses:   * Faculty brought up having evening weekend courses in person. * Students do better, when in person * Program only changed to online because of COVID.   Academic Warning Tool:   * Faculty had a chance to review the proposed academic tool presented @ previous meetings   *Discussion was had*   * PDF signature: some having issues getting Adobe * Change the name for Academic Success Plan (ASP) to Academic Warning (AW) This way students realize it’s a warning. * When to use this tool: It is to be used after an Early Alert is first issued for the student * It was clarified that an Early Alert doesn’t need to be issued each time an academic warning is issued. * Early Alerts & Academic warnings need to be detailed and clear on what was discussed with the student. Not just meet with student, the more details, the better documentation * Early Alerts are not just for failing, close to failing is acceptable. * In the Early Alerts & Academic Warning, note if and when you met with the student. * If you did not meet with student document why and note how you attempted to meet with them.   Faculty Vote: DE motioned to adapt the new Academic Tool, Academic Warning, for faculty to use when students as on the verge or failing a course. Motion was second by JO.  Motion was passed by all  Clinical Warning Tool   * Clinical Warning Tool was presented again for faculty vote   Faculty Vote: JSw motioned to adapt the new Clinical Warning for faculty to use when students have an issue with clinicals. Motion was second by DE.  Motion was passed by all  Heartland Stem Camp   * Lee Campus * June 10-14th * 40 high school students to attend * Faculty volunteers needed * Nursing basic lecture & lab * Last day will be a large sim day * Contact Dr. Fox is you would like to help with this * Faculty will earn pay for attending this event | *Level 3: Week of 3/25*  *Level 2: Week of 4/1*  *Level 1: Week of 4/15*  *2/14: Program Coordinators schedule back to LF & MS* |
| David Logan & Lori Canty   * Clinical Site Visit | Clinical Site Visit   * Form for clinical site visit was presented * Need to add the Lee Health logo * Also add at the bottom, please turn into the Nursing Clinical Coordination Manager   Faculty Vote: DE motioned to adapt the new clinical site visit form, with the added request listed above. Motion was second by VH. Motion was passed by all |  |
| Jessica Golda   * Simulation | Simulation   * Jessica went over the work flow process * Melissa Hitch was introduced. She is the bridge between Nursing & Simulation * All Sim Days start @ 8 am * Sim Techs are to run sim equipment and be the “actors” * Surveys will be handed out to the students week 8 of sim. * All faculty should have access to Laerdal Cloud * Course leads are to let sim know the scenarios that we be done each semester * V-sim shouldn’t be assigned to students to do on their own, should not be the same ones assigned for Sim days. V-Sims need 24-72 hrs. noticed for set up * Melissa point person to schedule open lab for students |  |
| **Dr. Holland** | Curriculum Updates   * Asking the Curriculum Committee for a change in the math requirement. * Fall 24 to state Algebra or Statistics preferred * Fall 25 to require that a math course is completed before entering into the program. * Ds/Fs/Ws are discouraged |  |
|  | Cheating   * Faculty need to follow are policies to limit cheating on exams * Make sure lockdown/Respondus is on all computers * If needed for larger groups, start with 2 proctors in the room * Discussion was had on cheating and others ways to eliminate cheating   *Suggestions*   * Use white boards for exams , instead of paper. * Radom seat assignments * Shuffle answers/questions   FBON   * SH discussed the pass rate for the program and where we stand. * If this trend continues to happen, we could go on probation * Good News: 101 of the 106 May 23 graduated have passed the NCELX!   Student Success Manager   * Hired Dr. Mary Lewis * She will be working with students whom may have failed an exam and/or just needs a little extra help with testing strategies * Students can refer themselves or can be referred by a faculty member. | MS will research the cost & report to SH/LF |
| Dept Chair, Janice Cousino | Clinical Skills per Semester   * Started going over the skills students can perform during clinicals * Level 3 is specialty and will need to compile a list of what students can do with CAs * IV start was brought up for Level 4 Preceptorship students * JC will follow up with legal to see if IVs can be added back into the curriculum | PEDS/OB/ Mental Health will to submit skills to JC |
|  | * JC presented a new resource: Lippincott Skills for Nursing Education 2.0   Faculty Vote: DL motioned to adapt Lippincott Skills for Nursing Education 2.0 as a resource to use for skills Motion was second by DE. Motion was passed by all |  |
| **Upcoming** | * Live Review (waiting on date from ATI) * Pinning, May 1 @ the arena * March 8th meeting on the Charlotte campus |  |