**AGENDA and MINUTES**

**ANS Faculty & Staff Meeting**

**09/13/2024**

|  |  |  |  |  |  |  |  |
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| Department of Nursing; School of Health Professions | | | | | | | |
| Attendees | | | | | | | |
| X | Angela Marchionni |  | Jennifer Ortiz | X | Mariel Goldrick | X | Susan Holland |
| X | Judy Sweeny | X | Debra Ebaugh | X | Nora Stadelmann | X | Mary Lewis |
| X | David Logan | X | Lori Canty |  | Julissa Gonzalez | X | Michelle Sherman |
| X | Collen Moore | X | Samantha Patenaude | X | Tiffany Thomas | X | Andrea Rediger |
| X | Kelly Murphy | X | Valerie Hahn |  | Cheyenne Brown | X | Julie Best |
|  | Charlene Schwinne |  | Michelle Rentas |  | Brett Clinton | X | Linda Riegel |
|  |  | X | Megan Barry |  | Kathleen Hearn | X | Joanne Sabo |
|  |  |  | Nanita Lim-Sulit |  | Cris Walter | X | Jynell Kingsberry |
| **Call to Order:** | | | | | | | |

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| Minutes for Review and Approval |
| **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 |
| --- | --- | --- | --- | --- | --- |
| Master Schedule Meeting  (9am-10 am) | Each campus met for 60 minutes to go over the master clinical schedule. They went course by course to clear up any discrepancies between the clinical team and faculty. | | | | Collier: Dr. Mary Lewis  Lee-Mariel Goldrick  Charlotte-Dr. Elizabeth Schott |
| Lab Skills-Mary Lewis | Open Lab Hours   * M. Lewis initiated a discussion about the open lab hours for students to practice their skills. * C Walter clarified that students can only participate if they have already been taught the specific skill they wish to practice. * The team agreed to streamline the lab referral process, possibly using an attendance list for students to sign in when they practice. * The lab referral could be for students who need more reinforcement, rather than open to everyone. * The team also discussed the need to communicate the lab hours and referral process to adjunct faculty and students. | | | | Mary Lewis will send out Open Lab Schedule to all |
| Faculty | Absences   * The team discussed the importance of faculty attendance in classes and the need for a backup plan in case of illness. * They agreed that if a faculty member is unable to teach due to illness, they should communicate with the program coordinator and director to find a substitute. * The advisors & admin assistants requested to be included in these communications to inform students about any changes in the class schedule. * The team also discussed the possibility of setting up team teaching as a backup plan for unexpected absences and sharing lectures among members to ensure continuity. * K. Murphy emphasized the importance of live interaction in learning. M. Lewis mentioned that S. Syska is offering a special review class for pediatrics on Sunday. | | | |  |
| Schedules | Clinical Schedules & CA Absences   * Faculty are to call their CAs to confirm they know they are covering and where they will be. * They discussed th clinical schedules, the importance of communication and backup plans, and the idea of hiring additional staff, such as part-time clinical assistants or proctors. * D. Ebaugh shared an experience of a clinical associate calling out sick last-minute, highlighting the challenge of finding replacements on short notice. * Samantha proposed having each part-time clinical associate commit to being on-call for a specific day to provide backup coverage, and the need for an on-call pay policy was discussed. * M. Goldrick: Clinical Oversight faculty should be stepping in, so students do not miss out on valuable clinical time. * Concerns were raised about the feasibility of this idea, particularly for faculty members who teach other classes during clinical hours. * The team brought up the need for a full-time Clinical Associate (CA) on campus to assist with lab setups, SIMs, and hospital visits. * The team agreed that the responsibility of ensuring students' clinical hours are made up should fall on the faculty member overseeing the clinical portion of the course. * The team also discussed the potential violation of the FERPA in relation to sharing student information, concluding that sharing information about students' classes. Specific details about students' clinical placements when handing out clinical schedules. | | | |  |
| Drug Calculations & Tests | * M. Lewis asked the progress of the drug calculation tests, with Samantha confirming that the first test wouldn't happen until week 5. * K. Murphy reported that most students passed the ATI test, with some needing more coaching. * M. Lewis also inquired about the fundamentals test, which was confirmed had not yet taken place. * Mary mentioned the addition of dosage calculations in the math course, Lastly, Mary reported that 97% of graduates who took the NCLEX test had passed, with around 20 people left to take the test. | | | |  |
| MISC | ATI Books   * Discussed the distribution of ATI books to students, with M. Sherman mentioning that she had given out all the books she had and was awaiting a replenishment. * J. Sweeney inquired about the books in the conference room on the Charlotte Campus. * M. Sherman stated they were for the incoming Level 1 cohorts and can be given out.   COVID Policy   * J. Ortiz asked what the current Covid policy. * M. Lewis stated the need for students to stay out for 5 days and then wear a mask for the next 5 days.   Uniforms   * M. informed the team that the uniforms have been in stock for about two to three weeks and students should be in full uniform. * She noted that some students might have purchased uniforms elsewhere, which is against policy. * The team also discussed issues related to the uniform worn by students, with M. Sherman highlighting a problem with some students wearing joggers, which are not allowed according to the handbook. * The team agreed that this is a problem that needs to be addressed to maintain uniformity and adherence to the handbook. * The team agreed that students could wear something else until the uniforms came in, but the logo must be from the FSW bookstore. | | | |  |
| Action Items / Unresolved Issues | | | | | | |
| Item | | Owner | Due | Status | | |
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| **Adjourn – 1127** | | | | | | |
| **Attached Documents:** | | | | | | |