**MEETING: SoHP Monthly Meeting**

September 24th, 2:00 -3:30 pm on Zoom <https://fsw.zoom.us/j/8187393588?omn=83551272186>

**PURPOSE:** SoHP Monthly Meeting October 2024

**ATTENDEES:** Dean, Directors, Advisors, Faculty, Coordinators, Clinical Managers, and Staff

**Meeting Minutes**

* **Agenda and PowerPoint:**



* **Quick Recap:** Dr. Schott led a monthly update meeting, discussing administrative tasks, updates, and the new instructions on BibliU for textbook adoptions. She also shared her positive experiences with the EMS program at FSW and introduces a new interactive map feature on their website. Lastly, she discussed the ongoing work of their consultants, changes in the registrar’s forms, and the progress of various committees.
* **Next Steps:**
* Program Directors to prepare interactive displays and materials for the Open house on October 15th from 3pm to 7pm.
* All full-time faculty, staff, and program directors to participate in the healthcare open season starting October 14th.
* Faculty to respond promptly to student emails requesting date of last attendance for course withdrawl petitions.

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| * ***Summary*** * **Monthly Update Meeting: Administrative Tasks and Updates:**  Dr. Schott led a monthly update meeting, focusing on administrative tasks and updates. She discussed the end of September and the start of fall, with Michelle and Tamra actively scheduling for spring. The optimizer is closed until next week, and the scheduler is expected to run in the middle of October. Dr. Schott also mentioned the new instructions on BibliU for textbook adoptions and the need for sharp eyes on the optimizer. She shared a new video she’s been working on, expressing her desire to help comfort those in need. * **EMS Program at FSW: Dr. Schott’s Positive Experiences:** Dr. Schott discussed her positive experiences with the EMS program at FSW, highlighting its structured and hands-on approach to learning. She praised the FSW and Lee Health collaboration, which allowed her to apply her knowledge in real-world settings. Dr. Schott also appreciated the flexibility offered by Lee Health, which accommodated her school schedule. She recommended the program for its ability to help students discover their passions and offered insights into the benefits of tuition reimbursement and job guarantees. Dr. Schott concluded by emphasizing the importance of finding one’s passion in the medical field and the value of the education and clinical experiences provided by the program. * **New Video Draft, Interactive Map, and Open House Event:** Dr. Schott shared a new video draft and appreciated the team’s last-minute help in its creation. She also introduced a new interactive map feature on their website, which allows users to add information and videos about programs by building. Dr. Schott the team to share their ideas with the marketing team for inclusion in the map. Lastly, she announced an upcoming open house event on October 15th from 3pm to 7pm, with an expo-style format where each program is expected to have a table and interactive hands-on activities. Dr. Schott will provide more details and coordinate the event as needed. * **Healthcare Benefits Open Season and Registrar Updates:** Dr. Schott discussed the ongoing work of their consultants, emphasizing the importance of participation in the upcoming open season for healthcare benefits. She also mentioned changes in the registrar’s forms, with students seeking to withdraw from a course or late drop needing to email their instructor. Additionally, Dr. Schott addressed the issue of propping open doors, suggesting that if it’s a problem, she can arrange for key card access. Michelle confirmed that she received a letter and an email about the open season, suggesting that people should check their junk mail for any related communications. * **Committees’ Progress and Course Proposal Updates:** Dr. Schott discussed the various committees’ progress, particularly focusing on the academic committees. She mentioned that the Gen. Ed. Committee had recently reviewed course proposals (COPs)and elected a new faculty leader. She also noted that the Learning Assessment Committee and the Professional Development Committee had been working on COPs. Dr. Schott suggested that those interested in specific COPs should reach out to her for more information. She highlighted the need for faculty input on realistic couse syllabus due dates, as the current policy requires sullabi to be submitted the Friday before classes start. |
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**Important Reminders**

* 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 Raney

**Upcoming Meetings:**

Reminder of next SoHP monthly meeting Tuesday, October 22 nd, 2-3:30pm on Zoom <https://fsw.zoom.us/j/8187393588?omn=83551272186>

* + Resume in Spring term monthly meetings 4th Tuesday of every month, 2-3:30pm

**School of Health Professions (SoHP) Meeting September 24th, 2024, 2pm to 3:30pm, Zoom**

**Attendance**

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| **Present or Absent** | **Name** | **Position** |
| P | Alexis Augustenborg | Student Success Advisor I, SoHP |
| P | Andrea Rediger | Administrative Assistant, Nursing-Collier/Lee |
| P | Angela Marchionni | Professor, Nursing ASN |
| A | Anthony Valenti | Faculty Librarian, Research & Instruction |
| P | Ashleigh Koza | Simulation Operations Specialist I, Allied Health and Simulation Education |
| A | Benjamin Rohde | Program Coordinator, EMS (PT-NCFR) |
| P | Bobby Holbrook | Program Director, BSN |
| A | Dr. Brett Clinton | Professor, Nursing ASN |
| P | Bridgette Malchow | Faculty, Human & Social Services |
| P | Cassandra Allbritten | Program Director, Advanced Medical Assisting & Medical Assisting Specialist |
| P | Cassie Billian | Program Director, Emergency Services |
| A | Cheyenne Brown | Professor, Nursing |
| A | Christy Bessette | Clinical Coordinator, Dental Hygiene |
| P | Coleen Kubetschek | Clinical Coordinator, Radiologic Technology |
| A | Colleen Moore | Professor, Nursing |
| A | Cristina Walter | Professor, Nursing |
| P | Christy Estes | Program Director, Social & Human Services |
| P | Dr. Cynthia Vaccarino | Director, Physical Therapist Assistant |
| A | David Logan | Professor, Nursing ASN |
| P | Debra Ebaugh | Professor, Nursing |
| P | DonnaMarie Rich | Coordinator, SoHP, Administration |
| P | Dr. Elizabeth (Libby) Schott | Acting Dean, School of Health Professions and Dean School of Pure and Applied Sciences |
| A | Elizabeth Whitmer | Professor, Health Information Technology |
| A | Frank Vilchez | Corporate Training & Simulation Coordinator, SoHP |
| P | Gayle Deane | Professor, Nursing-BSN |
| A | Genny Baballeku | Program Coordinator, Respiratory Care |
| A | Giovanni Zamora | EMS Instructor |
| P | Halley Bennett | Clinical/Simulation Coordinator, CVT |
| A | Dr. Heather O’Connell | Professor, Respiratory Care |
| A | Hope Goodwin | Professor, Nursing-BSN |
| P | James Mayhew | Program Director, Radiologic Technology |
| A | Jamie Ware | Dental Clinic Manager/Instructor |
| P | Janetta Mullins | Program Coordinator, Social & Human Services |
| A | Jaslyn Morgani | Dental Clinic Assistant |
| **Present or Absent** | **Name** | **Position** |
| P | Jean Newberry | Program Director, Respiratory Care |
| A | Jennifer Ortiz | Professor, Nursing ASN |
| P | Jessica Golda | Program Director, Corporate Training and Simulation Education |
| P | Joanne Sabo | Student Success Advisor II, Nursing |
| A | Jordan Green | EMS Instructor |
| A | Judith Sweeney | Professor, Nursing |
| P | Julie Best | Clinical Coordination Manager, Nursing |
| A | Julissa Gonzalez | Professor, Nursing |
| A | Julianne Settanni | Professor, Nursing-BSN (FLEX) |
| P | Jynell Kingsberry | Student Success Advisor II, SoHP |
| A | Kandi O’Brien | Clinical Associate, Nursing |
| P | Karen Molumby | Program Director, Dental Hygiene |
| A | Kathleen Hearn | Professor, Nursing |
| A | Kathy Blades | Professor, Nursing-BSN (FLEX) |
| P | Kelly Murphy | Professor, Nursing |
| P | Kristen Moore | Program Coordinator, Physical Therapist Assistant |
| A | Lena Scott | Program Director, AS, CVT |
| A | Leticia Guevara | Program Coordinator, EMS |
| P | Linda Riegel | Clinical Coordination Manager, Nursing |
| A | Lorraine Canty | Professor, Nursing |
| A | Lynette Kummerer | Professor, Nursing |
| A | Lynn DiSomma-Sentner | Program Coordinator, EMS |
| A | Dr. Magdaline Britto | Dental Clinic Supervisor |
| P | Mariel Goldrick | Professor, Nursing |
| P | Marsha Weiner | Professor, Nursing-BSN (FLEX) |
| P | Dr. Mary Lewis | Interim Program Director, ASN |
| A | Megan Barry | Professor, Nursing |
| A | Melissa Hitch | Manager, Nursing Simulation/Laboratory Manager |
| P | Michael Knoop | EMS Support Specialist |
| A | Michael McNiskin | Program Coordinator, Radiologic Technology |
| A | Michelle Rentas | Professor, Nursing |
| P | Michelle Sherman | Administrative Assistant, Nursing |
| A | Monica Pedwell | Professor, Nursing |
| A | Natalie Schmidt | Clinical Coordinator, Dental Program |
| A | Nora Stadelmann | Professor, Nursing |
| A | Ray Lenius | Adjunct Professor, CVT |
| A | Sandra Oestrike | Professor, Nursing |
| A | Samantha Patenaude | Professor, Nursing ASN |
| P | Sarah Hamula | Student Success Advisor II, Nursing |
| A | Shawn Steiner | Professor, Nursing-BSN |
| A | Dr. Suni Koshy | Dental Clinic Supervisor |
| P | Bonnie La Femina | Sr. Coordinator - Collier |
| **Present or Absent** | **Name** | **Position** |
| P | Dr. Susan Foster | Program Director, Health Information Technology & Medical Coding and Billing |
| P | Dr. Susan Holland | Associate Dean, Nursing Program |
| P | Tamra Pacheco | Coordinator, Health Professions |
| A | Tiffany Thomas | Professor, Nursing ASN |
| P | Tracy House | EMS Support Specialist |
| P | Valerie Hahn | Professor, Nursing |
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