**MEETING: SoHP Monthly Meeting**

October 22nd, 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:** The School of Health Professions team discussed ongoing projects, including advising maps, workshops for various programs, and the rescheduling for open house November 14th, 3pm -7pm in U-102. They also emphasized the need for a more structured and organized approach to their project, with a focus on effective communication and collaboration. Lastly, they shared their recent experiences, particularly the aftermath of a hurricane and the subsequent changes in schedules.
* **Next Steps:**
* Program Directors to review Syllabi and ensure at least one Gen Ed competency is listed as a course objective, aligning with the correct competency definition
* Ashleigh Koza, Marketing for School of Health Professions, to finalize approval of Program shields with Program Directors and Dean, Dr. Schott, then coordinate placement of shields on all campuses.
* Faculty and staff who teach courses are being asked to complete the Gen ED Rubrics survey shared by Dr. Susan Foster, Director of our Health Information Technology Program.

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| * ***Summary***
* **Advising Maps, Workshops, and Open House:**  Dr. Schott discussed the ongoing work on advising maps, with Sarah confirming that the nursing ones were complete. Alexis shared her plans to conduct workshops for EMS, Fire, Social and Human Services, Health Information Technology and Advanced Medical Assisting. She hoped that these workshops would help manage new students and improve advising efficiency. Ashleigh updated on the progress of shields and tablecloths for the programs, with plans to finalize the designs after approval from the program directors and Dr. Schott. The team also discussed the rescheduled open house, with Tamra and Ashleigh coordinating the logistics. Gayle mentioned a community of interest meeting from 2 to 3:30pm on the same day as the open house.
* **Improving Project Structure and Communication:** The team discussed the need for a more comprehensive and detailed approach to their project, with a focus on the importance of understanding the customer’s needs and plan points. They agreed on the necessity of a more structured and organized process, with clear roles and responsibilities assigned to each team member. The team also emphasized the importance of effective communication and collaboration to ensure the project’s success. They ended the conversation with a commitment to work on these aspects and reconvene to review progress.
* **Hurricane Impact:** Dr. Schott initiated a meeting to discuss various topics. The team discussed their recent experiences, particularly focusing on the aftermath of the hurricane and the subsequent changes in schedules. They confirmed that all issues had been resolved and classes were running smoothly. Dr. Schott also expressed hope for a calm end to the hurricane season.
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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, November 26th, 2-3:30pm on Zoom <https://fsw.zoom.us/j/8187393588?omn=83551272186>
	+ Monthly meetings 4th Tuesday of every month, 2-3:30pm

**School of Health Professions (SoHP) Meeting October 22, 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 |
| A | Angela Marchionni | Professor, Nursing ASN |
| P | 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 |
| A | Jessica Golda | Program Director, Corporate Training and Simulation Education |
| A | Joanne Sabo | Student Success Advisor II, Nursing |
| A | Jordan Green | EMS Instructor |
| A | Judith Sweeney | Professor, Nursing |
| P | Julie Best | Clinical Coordination Manager, Nursing |
| P | Julissa Gonzalez | Professor, Nursing |
| P | 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 |
| A | Kristen Moore | Program Coordinator, Physical Therapist Assistant |
| P | Lena Scott | Program Director, AS, CVT |
| A | Leticia Guevara | Program Coordinator, EMS |
| A | Lorraine Canty | Professor, Nursing |
| P | Lynn DiSomma-Sentner | Program Coordinator, EMS |
| A | Dr. Magdaline Britto | Dental Clinic Supervisor |
| A | 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 |
| A | Michael Knoop | EMS Support Specialist |
| A | Michael McNiskin | Program Coordinator, Radiologic Technology |
| A | Michelle Rentas | Professor Nursing, ASN |
| P | Michelle Sherman | Administrative Assistant, 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 |
| P | Shawn Steiner | Professor, Nursing-BSN |
| A | Dr. Suni Koshy | Dental Clinic Supervisor |
| 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 |
| **Present or Absent** | **Name** | **Position** |
| A | Tiffany Thomas | Professor, Nursing ASN |
| P | Tracy House | EMS Support Specialist |
| A | Valerie Hahn | Professor, Nursing |
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