

2023-12-08 Agenda and Minutes

Department of Nursing; School of Health Professions							
Attendees							
x	Prof. Hope Goodwin	x	Dr. Kathy Blades	x	Bobby Holbrook, Prog. Director	<input type="checkbox"/>	Guest:
x	Prof. Shawn Steiner	x	Dr. Julianne Settanni	x	Dr. Susan Holland, Asst. Dean	<input type="checkbox"/>	
x	Dr. Marsha Weiner	x	Mary (Lulu) Mondello	<input type="checkbox"/>	Dr. Tami Such, Dean, SoHP	<input type="checkbox"/>	
x	Prof. Gayle Deane	x	Sarah Hamula, Advisor	<input type="checkbox"/>		<input type="checkbox"/>	

Minutes for review and approval
Meeting Minutes 10/13/2023 ___ approved _x_ approved with edits ___ not approved; returned for edits Kathy Blades first/Marsha Weiner seconded

No November BSN Program meeting. BH

	ACEN Standard	Agenda topic – (Presenter)	Discussion/Minutes	Person Responsible/Due Date
1.	Administrative Capacity and Resources	A. Associate Dean Address: Dr. S. Holland	<ol style="list-style-type: none"> 1) October 27, 2023 ACEN Conference summary - DON meeting <ul style="list-style-type: none"> • Updated on what she learned 2) April 2 & 3 2024 ACEN Distance Learning Conference <ul style="list-style-type: none"> • 3 separate sections • Everyone needs to attend virtually • Discussed standard 4 – end of program student • Concerns about standard 5 3) Fall / Spring full-term courses <ul style="list-style-type: none"> • Fall and Spring full term courses must be 45 hours of teaching, 50 to 60-minute classes and 15 hours a week • D semester was discussed – 12 weeks • Talked about making summer classes full term • HG looking into changing the shells 	Informational
		B. SoHP Meeting – B. Holbrook (Handout #1)	<ol style="list-style-type: none"> 1) Applied for State dollars to improved Charlotte Simulation Lab; will build two simulation rooms 2) New programs for Charlotte Campus, PTA & AMA 3) SoHP Service Learning Costa Rica – Summer A term 4) Auto awarding of FSW students earn certification starting 5) SoHP fingerprinting – FSW Police - 6) My FSW replacing Portal 	Informational Items 1-6

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		C. FCNEA October 19, 2023 meeting updates – BH (Handout #2)	Next meeting in Feb 2024.	Informational
2.	Faculty	A. Automatic Attendance Workshop	All Faculty and Staff attended the online training session on automatic attendance verification from 1000 to 1030. Zoom link: https://fsw.zoom.us/j/82975347808?pwd=TnJxRS93TStZeHc4bFZiTWwyMHZaQT09 Meeting ID: 829 7534 7808 Passcode: 360267	All Faculty Staff attended training session.
		B. Vacant BSN Faculty position	Filling Professor Jenner’s former position <ul style="list-style-type: none"> MW transferring from flex Fall 2024 -2025 New faculty will be flex 	Informational
		C. Course Assignment posting / more quizzing / grading / student concerns regarding grades – BH	Faculty discussion <ul style="list-style-type: none"> Students are very upset over grading delays Faculty are trying to balance the classes so assignment grading is not all due at once Faculty needs to interact with students once a week 	All BSN Faculty
		D. Course syllabi – BH (Handout 5-13)	Faculty discussion on standardization. (Handout 5 is 3805; #6 is 3870; #7 is 3145; #8 is 4636C; #9 is 3655; #10 is 4165; #11 is 4827C; #12 is 3125; and #14 is #066C)	Goal Fall 2024 syllabi will be standardized from BSN course to Course all BSN Faculty.
		E. Dr. Harris forwarded samples of Simple Syllabi for BSN Faculty – BH (Handout #3)	Discussion from review of sample layout sent by Dr. Harris <ul style="list-style-type: none"> MW and BH met with Dr. Harris Showed examples of syllabi/not a final document 	BSN Faculty to continue working on standardization of BSN course syllabi. Goal to have all syllabi standardized by Fall 2024.
		F. Course review and course leads– Faculty (Handout #15)	What worked in courses, what can be improved moving forward <ul style="list-style-type: none"> 15 ahead of last year 	Faculty to complete debriefing forms by end of Spring term.
		G. Spring 2024 Course Schedule – BH (Handout # 14)	A term course odd weeks / B term course even weeks for example	Faculty want to determine if this schedule can work.

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3.	Students	A. Advisor Address: SH 1. Spring Admission summary 2. BSN Advising	<ul style="list-style-type: none"> • Talked about setting up the schedule for a year • Syllabus is closing today and the faculty is asking for it to be reopened • SH is coming over to BSN permanently the beginning of January 2024 • Faculty is not getting the important emails 	Sarah Hamula to transfer to BSN Program in January.
		B. Synchronized Orientation – HG/BH 1. Faculty Participation Scripts 2. Start date 3. Orientation Canvas Shell update – MW / BH	Will be discussed at the next meeting in January 2024. Can synchronous online orientation work with online students? Revisit this topic in January.	Faculty to revisit synchronous orientation in January 2j024.
		C. Student Petitions – none		None
		D. Spring NUR 4827C Leadership in Nursing Practice students	I will be shadowing the Nursing Leadership team and attending nursing program meetings and DON meetings from Jan '24 – Apr '24. BH has sent clinical affiliation initiation forms to the Dean's office to establish an agreement for Practice experiences.	BH Spring 2024
		E. Policy or guidelines for students attending DON meeting – update – HG	Need policy from ACEN Student committee.	HG to develop policy for handbook/student attendance at meetings.
		F. ASN new student orientation – BH	Can we ask if we can have a few minutes at ASN new student orientation to speak about BSN Program?	B. Holbrook to ask ASN Program Director.
4.	Curriculum	1. Samples of Simple Syllabi were forwarded by Dr. Harris for BSN Faculty – MW /BH Handout 3 & 5-13)	Discussion from review of sample layout sent by Dr. Harris. Faculty reviewed samples of simple syllabus. Had a question and answer period with Dr. R. Harris.	Faculty to continue working on standardizing simple syllabus. Goal to be completed by Fall 2024.

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		2. Course review – Faculty	what worked in Fall courses, what can be improved moving forward? NUR 3805 NUR 3870 NUR 3066C NUR 3125 NUR 3655 NUR 3145 NUR 4165 NUR 4636C NUR 4827C Will be discussed at the next meeting in January 2024	Postpone until Jan 2024 meeting.
		3. Prepare for Jan 12, 2024 workshop evaluating assignment and debriefing BSN Course – All Faculty	Be prepared to discuss student and faculty workload by course. Will be discussed at the next meeting in January 2024	Postpone until Jan 2024 meeting.
		4. BSN FSW Curriculum Committee submission-update -MW	Will be discussed at the next meeting in January 2024	Postpone until Jan 2024 meeting.
5.	Outcomes	1. BSN Exit survey and COI survey update - BH	Will be discussed at the next meeting in January 2024	Postpone until Jan 2024 meeting.
		2. Direct Measurement of BSN mastery level – BH/JS (Handout # 4 – 13)		Postpone until Jan 2024 meeting.
6.	Adjourn. 14:15			

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Action Items / Unresolved Issues/Continuing topics			
Item	Owner	Due	Status
Proposal: NUR 4827C Leadership in Nursing Practice, 5 credits to 4 credits; NUR 3066C Adv. Health Assessment from 3 credit to 4 credits.			
Notice in Combined Nursing Student Handbook regarding out-of-state students and Practice Experience / Student acknowledgement of need to register for FSW alerts / Student Colloquium (Form)			
Leadership student & Liability Insurance - BH			
NUR 4827C Leadership... patient-centered project (Dr. J. Settanni & H. Goodwin)			
Adjourn –			