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| Department of Nursing; School of Health Professions |
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| Attendees |
| x | Prof. Hope Goodwin | x | Dr. Kathy Blades | X | Bobby Holbrook, Prog. Director |  |  |
| x | Prof. Shawn Steiner | x | Dr. Julianne Settanni |  | Dr. Susan Holland, Asst. Dean (SH) |  | Guest  |
| x | Dr. Marsha Weiner |  | Mary (Lulu) Mondello -excused |  | Dr. Tami Such, Dean, SoHP |  | Guest |
|  | Prof. Gayle Deane | X | Sarah Hamula, Advisor (Sha) |  |  |  | Guest |

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| Minutes for review and approval  |
| **Meeting Minutes 2/9/24 \_\_\_ approved \_x\_ approved with edits \_\_\_ not approved; returned for edits** |

|  | ACEN Standard | Agenda topic – (Presenter) | Discussion/Minutes | Person Responsible/Due Date |
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|  | Administrative Capacity and Resources | 1. Minutes Review from 2/9/2024and introduction of guests
 | 2/9/2024 Meeting minutes reviewed and approved with edits.  | BH |
| 1. Associate Dean Address: Dr. S. Holland
 |  No address this meeting | ---- |
| 1. FCNEA BH
 | FCNEA and FOADN Sponsored free Faculty Conference Day Save the date is Friday June 14. No cost to faculty. Topics include: AI in Nursing Education, Updates in Best Practices in Online teaching, “student readiness” and “new faculty mentoring.” | Informational |
|  | Faculty | BSN Faculty Position update - BH | We will wait until after July 1 to post if position needed by BSN, if not will give to ASN Program.  | BH / SH |
| 1.
 | Curriculum | 1. BSN Course debriefing -
 | **Debriefing of BSN courses to be done by course faculty before end of ‘April .**  | BSN Faculty debriefing forms due 4/30/24 to BH. |
| 1. ACEN Self Study
 | Need narratives written for each of the criteria that pertains to BSN Program, esp. Standard 4; Criterion 4.7 (Marsha) | BH to write draft of criterion 4.7 by end of April 2024. |
| 1. Course Master Deadline
 | April 12 is deadline for course masters to be done for use in Fall 2024 | Faculty course leads / Co-leads. Apr 12, 2024.  |
| 1. Grading standardization with Rubrics
 | Faculty further discussed the standardization of grading rubrics between BSN rubrics. Dr. Weiner shared rubrics. The faculty discussed items of standardization. Dr. Weiner took notes on changes.  | Faculty for use in Fall 2024 course rubrics.  |
| 1. Discussion standardization
 | AACN Baccalaureate Essentials 2021-22 guidelines – will help with writing SSR – Handout #7 – Faculty  | BSN Faculty completion goal Apr 2024 for Fall 2024 use.  |
| 1. Simple Syllabus standardization / Course schedule
 | Standardizations were completed in February 2023. Changes to be implemented in Fall 2024.  | BSN Faculty. Ready for Fall implementation.  |
| 1. PowerPoint Rubric Master
 | See this section D. | See above |
| 1. Forms needed updating
 | Statement on Confidentiality and Dissemination of Client Information – Handout # 10Internet and Computer Code of Ethics and Student Conduct Form – Handout # 8 | Faculty discussed changes, Dr. Weiner made changes on form in real time.  |
| 1. COI Meeting
 | What does the faculty want us to cover regarding the BSN Program? Faculty made suggestions BH took notes – to make changes for PP slides. M W. Lead the COI discussions.. | BH made changes to slides for COI Apr meeting. Dr. Weiner to lead COI discussion.  |
| 1. Curriculum Mapping Old and New / Curriculum Committee of EPSLO and CO document
 | JS updated course mapping while faculty discussed updating.  | JS created course map of EPSLO and assignments.  |
| 1. Need assignment mapping to CO
 | JS updated course mapping while faculty discussed updating.  | JS created course map of EPSLO and assignments.  |
|  | Faculty | 1. Faculty Profile Table
 | This is to be completed and turned in to H.G. for ACEN Standard 3 documentation.  | Faculty to send to HG for Standard 3.  |
|  | Students | 1. Advisor Address: SH

BSN Advising  | Summer 2024 70 applicants and Fall 2024 admission updates 10 to-date.  | Informational  |
| 1. Student Petitions – no petitions
 | No student petition | None |
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| 5. | **Outcomes** | SPE Outcome and ELAs | Postponed until next meeting. | To be continued. |
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| 6. | **Announcement(s)** |  |  |  |

| Action Items / Unresolved Issues/Continuing topics |
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| 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) |  |  |  |
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| Adjourn –  |  |  |  |