**MEETING: SoHP Monthly Meeting**

November 26th, 2:00 -3:30 pm on Zoom <https://fsw.zoom.us/j/8187393588?omn=83551272186>

**PURPOSE:** SoHP Monthly Meeting November 2024

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

**Meeting Minutes**

* **Agenda and PowerPoint:**



* **Quick Recap:** Dr. Schott led our monthly update meeting, with the team discussing the new AI summary feature in their meeting software, its benefits, and its potential for improving meeting notes and summaries. They also discussed the transition from Tutor.com to BrainFuse for online tutoring services, the implementation of Honor Lock for remote proctoring, and the upcoming changes in the semester dates.
* **Next Steps:**
* Program directors to inform Dr. Schott if they want to remove the fingerprinting fee from CastleBranch packages.
* Tamra to fill out modification forms to eliminate the fingerprinting cost from CastleBranch packages for all programs.
* Ashley to meet with Dr. Holland and Dr. Lewis next week to determine placement of Nursing shield in A Building.
* Faculty to change references from Tutor.com to BrainFuse in course materials for Spring 2025.

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| * ***Summary*** * **AI Summary Feature Discussion:**  Dr. Schott, Dr. Mary Lewis, Cristy Estes, James Mayhew and Valerie Hahn discussed the new AI summary feature in their meeting software. Dr. Schott shared her experience with the feature, highlighting its ability to organize meeting notes and summarize conversations. Cristy expressed her preference for the Zoom One version over a previous recording feature. Mary suggested that the AI summary improves with use, and Dr. Schott agreed, noting its usefulness in preparing meeting minutes. The team also acknowledged the feature’s ability to capture personal conversations, though they agreed to be cautious about sharing such information. * **Open House Success and Team Updates:** In the meeting, Dr. Schott expressed gratitude for the successful open house event, which saw the highest number of individual students since before COVID. She also welcomed new members to the team, including Dr. Arlene Wright, the new student success manager, and LaCher Edwards, the new program coordinator for the Advanced Medical Assisting program. Dr. Cynthia Vaccarino announced that the Physical Therapist Assistant program has received full accreditation for five years. Lastly, Dr. Susan Holland shared that the Nursing program’s extension to Fall 2025 has been approved, providing a breather for the team to prepare and build necessary processes. * **CastleBranch Fingerprinting Cost Reduction:** Tamra informed the team that CastleBranch, a third-party provider, offers instruction on the FDLE and allows them to provide the VEC number and information on their own. The results will still be received via FDLE. Tamra requested to remove the $53.25 charge from the total package, which would save students money. The team is in discussions for this proposal, and Dr. Schott confirmed that they would work on the contract for the spring. She also mentioned that fingerprinting options are being expanded across campuses. Tamra clarified that the VEC number is what directs the results to the correct recipient. Tamra clarified that the Allied Health and Nursing programs have separate package codes, with the latter having its own number. Tamra is the key liaison for CastleBranch and can approve access for overrides or access to CastleBranch. The cost for students to pay for fingerprints was discussed, with Tamra stating that students currently pay $114.00 (Background check, drug tests and fingerprinting $54.25, which we are trying to have removed) and the costs for fingerprinting varies based on the location, with some places charging $5 and others $25 to $35. Dr. Schott mentioned that they are working to buy a fingerprinting machine for each campus to provide more options for faculty and students. Dr. Schott discussed removing the fingerprinting requirement from CastleBranch and Tamra confirmed that if that happens, the fingerprinting results will no longer appear in CastleBranch, but she will keep the records on file. If the team agrees to move forward with removing the fingerprinting requirement from CastleBranch they will provide students with a list of approved locations to get fingerprinted instead. Students will no longer need to pay the fingerprinting fee to CastleBranch. * **Clinical Agreements and Program Shields:** DonnaMarie, who is the liaison for all clinical agreements, discussed the upcoming expiration of clinical agreements with Shore Point Health facilities in Port Charlotte and Punta Gorda, which are becoming part of AdventHealth. DonnaMarie is aware of the situation and will handle the necessary addendums for a ny programs not included in the existing AdventHealth agreement. Ashleigh shared that the program shields have been installed in Charlotte, with Lee Campus shields coming soon. She seeks input from Dr. Holland on the preferred location for their shield in Building A. Additionally, tablecloths have been ordered, and Ashleigh plans to order program swag before the spring open house. Michelle offered to share a photo of Dr. Holland speaking at the new student orientation. * **School Split of The School of Health Professions and Spring Semester Update:** Dr. Schott announced the official approval of the split from The School of Health Professions into the School of Nursing and the School of Allied Health, with the transition set to take place over the spring semester. She emphasized the need for patience and flexibility as the details of the split are worked out. Dr. Schott also provided an update on the spring semester, noting that enrollment is ahead of last year’s pace and reminding faculty about the deadline for submitting grades. Lastly, she informed the team about the implementation of 12-week terms, primarily for first-time college students, and left open the possibility for later clinical starts in specific programs. * **Online Tutoring and Honor Lock Update:** Dr. Schott reported on the transition from Tutor.com to Brainfuse for online tutoring services, which is now available 24/7. She also mentioned the implementation of Honor Lock for remote proctoring, with a Google sheet for interested parties. The Academic Technology Committee is running Honor Lock in the spring. The Center for Teaching and Learning Excellence is planning for their summer conference topics and invites faculty to suggest topics or to present. * **Gratitude, Dates, and Faculty Development:** Dr. Schott expressed gratitude for the School of Health Profession’s work and wished everyone a Happy Thanksgiving. She clarified the dates for the first day of classes for Spring as January 8th and staff will return on January 2nd. The team was reminded to submit their faculty professional development funds if they wished to travel next quarter. |
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**Important Reminders**

* Workforce Newsletter submissions - ongoing
* 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:**

This was the last official meeting of The School of Health Professions.

The School of Allied Health will follow the same schedule as follows:

Reminder of next SoAH monthly meeting Tuesday, January 28 th , 2:00pm -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 November 26, 2024, 2pm to 3:30pm, Zoom**

**Attendance**

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| **Present or Absent** | **Name** | **Position** |
| P | Alexis Augustenborg | Student Success Advisor I, SoHP |
| A | Andrea Rediger | Administrative Assistant, Nursing-Collier/Lee |
| A | Angela Marchionni | Professor, Nursing ASN |
| A | Anthony Valenti | Faculty Librarian, Research & Instruction |
| P | Dr. Arlene Wright | Student Success Advisor, Nursing |
| 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 | Cristy Estes | Program Director, Social & Human Services |
| P | Dr. Cynthia Vaccarino | Director, Physical Therapist Assistant |
| A | David Logan | Professor, Nursing ASN |
| A | 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 |
| P | Elizabeth Whitmer | Professor, Health Information Technology |
| 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 |
| P | 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 |
| **Present or Absent** | **Name** | **Position** |
| A | Jaslyn Morgani | Dental Clinic Assistant |
| 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 |
| P | Karen Molumby | Program Director, Dental Hygiene |
| A | Kathleen Hearn | Professor, Nursing |
| A | Kathy Blades | Professor, Nursing-BSN (FLEX) |
| A | Kelly Murphy | Professor, Nursing |
| P | Kristen Moore | Program Coordinator, Physical Therapist Assistant |
| P | LaCher Edwards | Program Coordinator, AMA |
| P | Lena Scott | Program Director, AS, CVT |
| A | Lorraine Canty | Professor, Nursing |
| A | 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 | Melissa Hitch | Manager, Nursing Simulation/Laboratory Manager |
| A | Michael Knoop | EMS Support Specialist |
| P | Michael McNiskin | Program Coordinator, Radiologic Technology |
| P | 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 |
| A | 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 |
| A | Tiffany Thomas | Professor, Nursing ASN |
| **Present or Absent** | **Name** | **Position** |
| P | Tracy House | EMS Support Specialist |
| P | Valerie Hahn | Professor, Nursing |
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