**MEETING: School of Allied Health Monthly Meeting**

February 12th, 1:00 -2:00 pm on Zoom <https://fsw.zoom.us/j/8187393588?omn=83551272186>

**PURPOSE:** SoAH Monthly Meeting February 2025

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

**Meeting Minutes**

* **Agenda and PowerPoint:**



* **Quick Recap:** Dr. Schott led our meeting discussing various updates and challenges, including the new AI capture feature, scheduling issues, and ongoing issues with CB Bridges. She also discussed the upcoming price increase in May, new myClinicalExchange by Healthstream exclusively for NCH, student onboarding program at NCH, and the need for attendance to be recorded (Attendance Verification). Other topics included the hiring process for six open positions, the transition to an Honor Lock pilot for online proctoring, and the upcoming Higher Learning Commission (HLC) site visit on March 31 and April 1st.
* **Next Steps:**
* All faculty to check their program pages on the new School of Allied Health website and report any inaccuracies to Tamara.
* Program directors to work with Dr. Schott to finalize budget requests before spring break.
* All faculty to complete the remote readiness course in Canvas.
* All faculty and staff to attend the HLC visit preparation session on March 28th from 9am to 10am (Faculty) or 10:30 to 11:30 (Staff & Students).
* Faculty to consider volunteering as readers for the commencement ceremonies.
* All faculty to provide feedback on the student navigator program through the survey link.
* Faculty to familiarize themselves with Brain Fuse, the new 24/7 tutoring service available in Canvas.
* Faculty with adjuncts to encourage them to complete the adjunct mentor refresher and adjunct review process courses.
* All faculty to prepare for the Windows 11 update, which will be rolled out by the end of summer.

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| * ***Summary*** * **New AI AI Capture Feature and Issues:**  Dr. Schott led the meeting, discussing the new AI capture feature and the challenges of scheduling meetings around classes and clinicals. She also mentioned the upcoming Spring semester and the need for attendance to be recorded with Attendance Verification. The team also discussed the ongoing issues with CB(CastleBranch)Bridges. * **Upcoming Price Increase and Programs:** Dr. Schott discussed the upcoming price increase for programs, set for May, and the new myclinicalexchange student onboarding program with NCH, scheduled to start in March for May clinical scheduling. She also mentioned the need to work out the instructor payment for the myclincalexchange into the budget requests for the next fiscal year. Dr. Schott also brought up the ongoing challenge of automatic attendance verification, particularly for students on financial aid or scholarships, as instructors would need to verify attendance for these students, a process that must be completed before the withdraw date. Lastly, she addressed issues with Spring textbook adoptions, noting that some books were late to arrive, but should now be available. Dr. Schott also mentioned a survey for feedback on the BibilU system.  |  | | --- | |  |  * **Hiring Process and Online Proctoring:** In the meeting, Dr. Schott discussed the hiring process for six open positions, including two CVTs (Director and Program Coordinator), a fire instructor, a program coordinator, a student advisor, and a retiring colleague's position for Radiologic Technology Director. She mentioned that all job postings were completed and hiring committees were in progress. Dr. Schott also updated the team on the transition to an Honor Lock pilot for online proctoring, aiming to replace Proctor U and Proctorio if successful. She reminded everyone about the upcoming budget cycles and evaluations, urging them to submit their requests and evaluations by the spring break deadline. * **Dr. Schott's Schedule and Marketing Plans:** Dr. Schott discussed her upcoming schedule, which includes meeting with about 30 full-time faculty members in the School of Pure and Applied Science, within the next three weeks. She also mentioned her travel plans to Charlotte on March 7th and Collier Campus on March 14th. Dr. Schott then shifted the conversation to marketing, mentioning the upcoming Business and Community Lunch event and the need for students to participate in a panel discussion. She also mentioned the upcoming open houses and the need for flyers. Lastly, she showed the updated web pages for the School of Health Professions, which now includes links to the School of Nursing and the School of Allied Health. * **Website Accuracy and Upcoming Accreditation:** Dr. Schott emphasized the importance of checking program pages for accuracy and consistency, with a focus on the FSW website. She also mentioned that Tamra would be the point of contact for changes. Dr. Schott discussed the upcoming accreditation visit and the need to avoid changes during this period. She also mentioned the allocation of a PR fund for unusual expenses, such as food, and encouraged the team to reach out to Tamra for any events requiring this fund. Lastly, Dr. Schott discussed the ongoing process of updating job descriptions and the need for the team to review and approve these changes. Tamra confirmed that she had sent out a spreadsheet for everyone to confirm the books for the upcoming phases. She also encouraged the team to update their Fall textbooks and utilize the school template for syllabus creation.  |  | | --- | |  |  * **New Academic Year Calendar Discussed:** Dr. Schott discussed the new academic year's calendar, which includes the introduction of 'express terms' for summer and fall. These terms will have a shorter add/drop period, with students able to add and drop courses for four days after the start of the term. The last day to add and drop for the semester will also be shorter. The express term is designed to help first-time college students who apply late and need to enroll quickly. She also mentioned that the new calendar has not been finalized yet and will be finalized after further discussions. Cassie Billian, Director, EMS, raised a question about grade change forms and instructors, which Dr. Schott said had not been discussed yet. Dr. Susan Foster, Director, Health Information Technology, asked about designating the course as express, to which Dr. Schott responded that the information will be available in the schedule search. James Mayhew, Director, Radiologic Technology, asked if this would increase the number of sections for each general education course, to which Dr. Schott responded that it would be based on enrollment. The goal is to increase enrollment and provide more sections for first-time college students.  |  | | --- | |  |  * **University Momentum and HLC Visit:** Dr. Schott expressed concerns about the potential loss of momentum as the university returns to pre-Covid headcount levels. She also discussed the upcoming Higher Learning Commission (HLC) visit, scheduled for March 31st to April 1st, and the practice session on the 28th. Dr. Schott encouraged staff and students to attend these sessions to understand the expectations and potential requests during the visit. Dr. Cynthia Vaccarino, Director, Physical Therapist Assistant Program asked about the specific focus of the HLC visit on their accreditation, to which Dr. Schott confirmed that they have been asking questions about the status of the accreditation and who else accredits them. Lastly, she highlighted the success of Discord as a platform for student collaboration and support, suggesting its use in classes.  |  | | --- | |  |  * **Volunteers Needed for Commencement Readings:** Dr. Schott discussed the need for volunteers to read at commencement ceremonies, emphasizing the importance of pronouncing foreign names correctly. She also mentioned the return to three graduation ceremonies, which would allow more family and friends to attend. Dr. Schott highlighted the need for staff and faculty to attend one of the three ceremonies and to complete the remote readiness course, which is being tracked by name. She offered to share examples and help anyone struggling with the course. Dr. Vaccarino asked if the course was mandatory for all staff, to which Dr. Schott clarified that only faculty of record for a course needed to complete it. * **Student Navigators, Tutoring, and Windows Update:** Dr. Schott discussed the trial run of student navigators at the front desk to assist students with campus navigation. She also mentioned the replacement of tutor.com with Brainfuse, a 24/7 tutoring service. Dr. Schott encouraged the use of AI tools like Claude chat and GPT for assistance in writing tasks. She also mentioned the upcoming Windows 11 update, with a hard stop date at the end of summer, and the need for faculty to be updated before the summer break. Lastly, she highlighted upcoming events and encouraged the use of self-paced courses for adjuncts.  |  | | --- | |  | |

**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:**

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

Reminder of next SoAH monthly meeting Wednesday, March 12 th , 1:00pm -2:00pm on Zoom <https://fsw.zoom.us/j/8187393588?omn=83551272186>

* + Monthly meetings 2th Tuesday of every month, 1-2:00pm

**School of Allied Health (SoAH) Meeting February 13, 2025, 1pm to 2pm, Zoom**

**Attendance**

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| **Present or Absent** | **Name** | **Position** |
| P | Alexis Augustenborg | Student Success Advisor I, SoAH |
| A | Ashleigh Koza | Simulation Operations Specialist I, Allied Health and Simulation Education |
| A | Benjamin Rohde | Program Coordinator, EMS (PT-NCFR) |
| A | 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 | Christy Bessette | Clinical Coordinator, Dental Hygiene |
| A | Coleen Kubetschek | Clinical Coordinator, Radiologic Technology |
| P | Cristy Estes | Program Director, Social & Human Services |
| P | Dr. Cynthia Vaccarino | Director, Physical Therapist Assistant |
| P | DonnaMarie Rich | Coordinator, SoHP, Administration |
| P | Dr. Elizabeth (Libby) Schott | Acting Dean, School of Allied Health and Dean School of Pure and Applied Sciences |
| A | Elizabeth Whitmer | Professor, Health Information Technology |
| P | 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 |
| 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 |
| P | Jean Newberry | Program Director, Respiratory Care |
| P | Jennifer Hoar | Program Coordinator, EMS |
| A | Jordan Green | EMS Instructor |
| P | Karen Molumby | Program Director, Dental Hygiene |
| A | Kristen Moore | Program Coordinator, Physical Therapist Assistant |
| A | LaCher Edwards | Program Coordinator, AMA |
| A | Lynn DiSomma-Sentner | Program Coordinator, EMS |
| A | Dr. Magdaline Britto | Dental Clinic Supervisor |
| P | Michael Jimenez | Fire Academy Supervisor, North Collier Fire Training Center |
| P | Michael Knoop | EMS Support Specialist |
| P | Michael McNiskin | Program Coordinator, Radiologic Technology |
| P | Michael McSheehy | Program Coordinator, EMS |
| A | Natalie Schmidt | Clinical Coordinator, Dental Program |
| **Present or Absent** | **Name** | **Position** |
| A | Dr. Suni Koshy | Dental Clinic Supervisor |
| P | Dr. Susan Foster | Program Director, Health Information Technology & Medical Coding and Billing |
| P | Tamra Pacheco | Coordinator, Health Professions |
| P | Tracy House | EMS Support Specialist |
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