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

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

**PURPOSE:** SoAH Monthly Meeting March 2025

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

**Meeting Minutes**

* **Agenda and PowerPoint:**



* **Quick Recap:** Dr. Schott led a comprehensive meeting covering various administrative and academic matters, including semester progress, scheduling, budgets, and policy changes. The discussion touched on accreditation, commencement ceremonies, technology upgrades, and organizational restructuring. Additionally, Dr. Schott addressed personnel changes, document handling procedures, and emphasized the importance of meeting deadlines and staying informed about new AI tools and processes.
* **Next Steps:**
* Dr. Schott will be submitting the updated Mission, Vision, and Catalog page for the School of Allied Health.
* Program directors to decide whether to pay for students’ myclinicalexchange fees or have students pay themselves.
* Jean Newberry and DonnaMarie to assist with PCard payments for myclinicalexchange fees if needed.
* All faculty and staff encouraged to listen to the HLC accreditation podcasts.
* Faculty to consider volunteering as readers for the commencement ceremonies.
* Program Directors to submit names and examples of exceptional graduating students for the commencement ceremony showcase.
* All Staff to complete the remote readiness assessment.
* DonnaMarie to create a separate clinical agreement folder on the M Drive accessible to relevant parties
* Dr. Schott to work with Sherry Lindgren on finalizing the job description for the joint administrative position for PTA and AMA programs.

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| * ***Summary***
* **Summer and Fall Schedule Updates:**  In the meeting, Dr. Schott discussed the progress of the semester, the launch of the Summer and Fall schedules, and the budget deadlines. She also mentioned the approval of all requests and the need for personnel adjustments. Dr. Schott shared updates on the Board of Trustees meetings, Faculty contract negotiations, and marketing efforts. She also highlighted the success of the Preview FSW’s and Open Houses, and the need to update the catalog page. The team discussed the Mission and Vision statements for the School of Nursing and Allied Health, and agreed to submit them for review. Lastly, Dr. Schott expressed concerns about the myclinicalexchange, syllabus dates and sought confirmation on whether the team had received the relevant emails.
* **Student Account Setup and Payment Discussion:** Dr. Schott discussed the setup of student accounts, having Tamra and Cassie as Super Users, to create accounts for others. Dr. Schott also mentioned the need for a purchase order to differentiate between student and instructor payments. She suggested that programs could cover the cost of student accounts from their lab fees. Jean Newberry and DonnaMarie were identified as PCard holders to facilitate payment given the correct Index and Account code. Jean and Halley Bennett were working on getting CVT’s access for CastleBranch, in addition to myclinicalexchange, for NCH.

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* **Drop Policy and Commencement Ceremonies:** In the meeting, Dr. Schott discussed changes in the drop policy for non-payment, shifting from daily drops to fixed drop dates. She also addressed the accreditation visit, expressing positivity about the initial feedback and the upcoming onsite visits. The commencement ceremonies were discussed, with three ceremonies planned for different schools, and the need for volunteers to read students’ names. Lastly, she encouraged faculty to submit exceptional graduating students for a showcase video.
* **Laptop Upgrades and AI Tools:** Dr. Schott discussed the status of laptop upgrades and the transition to Windows 11, emphasizing the importance of saving files on OneDrive to avoid loss. She also mentioned the need for remote readiness and encouraged everyone to familiarize themselves with AI tools. Dr. Susan Foster added that the college’s mission and vision are being rewritten to align with the college’s new direction. Dr. Schott concluded by reminding everyone about the upcoming Spring Break and the deadlines for various tasks. She also expressed her intention to catch up on her email and encouraged anyone with urgent matters to reach out to her.

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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:**

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

Reminder of next SoAH monthly meeting Wednesday, April 9th , 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 March 12, 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) |
| 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 | 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 |
| P | Kristen Moore | Program Coordinator, Physical Therapist Assistant |
| P | 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 |
| A | Michael McNiskin | Program Coordinator, Radiologic Technology |
| P | Michael McSheehy | Program Coordinator, EMS |
| A | Natalie Schmidt | Clinical Coordinator, Dental Program |
| A | Dr. Suni Koshy | Dental Clinic Supervisor |
| **Present or Absent** | **Name** | **Position** |
| 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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