**AGENDA and MINUTES**

**ANS Faculty & Staff Meeting**

**1/10/2025**

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| Department of Nursing; School of Health Professions | | | | | | | |
| Attendees | | | | | | | |
| X | Mary Lewis | X | Susan Holland | X | Megan Barry | X | Cheyenne Brown |
| X | Lori Canty | U | Brett Clinton | X | Jennifer Cittadino | X | Debra Ebaugh |
| X | Mariel Goldrick | U | Julissa Gonzalez | X | Valerie Hahn | U | Kathleen Hearn |
| X | Nanita Lim-Sulit | X | Sandra Oestrike | E | Jennifer Ortiz | X | Samantha Patenaude |
| E | Monica Pedwell | X | Michelle Rentas | X | Charlene Schwinne | X | Nora Stadelmann |
| X | Tiffany Thomas | X | Cristina Walter |  |  |  |  |
| X | Marie Betty Vilmar | X | Joanne Sabo | X | Jynell Kingsberry | X | Arlene Wright |
| A | Mary Mondello | X | Andrea Rediger | A | Michelle Sherman |  |  |
|  | **Guests** |  |  |  |  |  |  |
| **X** | **Present** | **A** | **Absent on other duties** | **E** | **Excused Absence** | **U** | **Unexcused Absence** |
| **Call to Order: 9:00 am Minutes: Andrea Rediger** | | | | | | | |
| Minutes for Review and Approval | | | | | | | |
| **FSW Resources**  1. [College Operating Procedures](about:blank) (COPs) - This is a great site to check to see if there is a COP for FSW information. There is a wealth of information on the website but you may have to do some searching in the left menu. You can also access the COPs in the left menu of the FSW 2023-2024 Catalog website.  2. FSW 2023-2024 Catalog: [Florida SouthWestern State College - Acalog ACMS™ (fsw.edu)](about:blank) – Another good resource for information on Programs of Study, Course Descriptions and Information, Admissions, Academics and Academic Polices, Technology Help Desk, Financial Aid, Student Records, Student Affairs, General Education Program Guide, etc.  3. FSW Job Descriptions**:** [Job Descriptions | Human Resources & Organizational Development | Florida SouthWestern State College (fsw.edu)](about:blank) | | | | | | | |
| Agenda Topic & Presenter | | Discussion/Minutes | | | | | |
| **Welcome** | | Dr Lewis welcomed everyone to the meeting.  Good feedback from students about start of semester. We may be over the rough Fall semester. | | | | | |
| **Workshop on Jan 6** | | Had some feedback from the ATI Workshop. It was a lot of information at one session, especially for the new faculty. ATI will be back but would like to have specific topics we need to learn.  Talked about the E-Learning / Brain Fuse. Some faculty are already using this platform. Instructors asked if anyone sent the dev shell in E-Learning. Special training may work better in Summer when the team is available to help.  Fundies, Health Assessment, and Adult Health 1 are using their own tests but on the ATI platform. Discussed creating a Test Bank for all courses.  Adult Health 1 is moving to Canvas over the summer. The old system has not been working properly. The new system works better but is still cumbersome.  Fundies and Peds are including a Math Test with the first test of the semester. | | | | | |
| **Policies** | | **Clinical Rotations**  There is a new system of assigning the clinical roster this semester. There is a better rotation to accommodate make-ups or emergencies. Students cannot switch or substitute because we need to keep track of where the students will be. It is part of risk management for legal and safety reasons. In 2 weeks we will start on the Fall semester which must be completed by April 11.  Over time, Clinical Associates have been lost for no reason. They should auto-roll all CAs and note why they cannot work for that particular semester. We need to send them a letter to verify their participation for the semester. MBV confirmed that if a CA is highlighted in green, she has contacted them personally.  All the students needs to know is the CAs name, where to meet, and what to wear. There is a daily sign-in sheet left at the hospital to verify the students who are present. If there are any changes they must be cleared with the hospital. Suggested having a list of cell phones for everyone. | | | | | |
|  | | **Test Taking**  Faculty need to review the current version of the test-taking policy.  **Failure of a Test** – within 24 hours of the test, the professor needs to have a conversation with the student. It is no longer necessary to submit an academic warning. Professors should keep notes on what was said specifically, and not generalize the conversation. We need to know the issue so it can be addressed. Documentation is vital so if we proceed to an appeal, the committee has a better idea of the situation with that student. Urge the student to make an appointment with Dr. Wright. She would like to see the student get help every two weeks to help decide if they should stay in the program before they are dismissed.    Program Director/Campus Coordinator should be the primary contact for their individual campus. Course leads are responsible for their course on each campus. It was mentioned that the advisors need to be kept in the loop with the student’s progress so they can be aware of the student’s status. Course lead meetings are helping with the consistency of the process. Dr. Wright shared a form to use.  SP suggested creating one email with all the students who failed and their overall problems and individual issues. This could happen after the exam. DE keeps a list of grades for each test and the running average for each student. Typically, faculty are responsible for a dialogue with students about performance. Dr. Wright is here to help the students succeed. Advisors would like to stay informed so they can meet advising guidelines about informing the student about available options.  Another problem is students who ignore faculty requests for a conference. SH stated that you can refuse to allow a student in the class until you have had a conversation with them. This will count as an absence. | | | | | |
|  | | **Composition of Test** – Discussion about how many questions should be on a test. Typically, a 2-credit course will have 250 questions but a 1-credit course will have 100 questions.  Specialty courses are cumulative tests: ATI is 10% of grade, unit exams are 25% of grade, plus a final exam.  An ad-hoc committee was created to discuss test composition: L. Canty, D. Ebaugh, and S. Patenaude.  There was a discussion about using a test shuffle. There are problems with data retrieval when the test is shuffled among students. Test bank may have a problem. | | | | | |
| **Student Issues** | | Question about the use of laptops during class. If students are not being attentive, professors can tell a student to close the laptop and pay attention to class. | | | | | |
| **Course Leads** | | There was a request to allow course leads to have full access to the development shell and no one else. This will help with consistency between the campuses. Suggested embedding the course lead as TA so they can solve problems that arise.  In Fall 2025 they will be integrating CoursePoint to Canvas. There will be a blueprint where changes can be made then uploaded to everyone.  Motion: Propose that course leads have sole access to dev shells in administering and added as TAs to the other courses. Motion made by MG and seconded by TT. | | | | | |
| **Presentation by Christie Mignot – Wolter Kluwer/Lippincott** | | Christie came to today to touch base and update on some changes.  Wanted to encourage people to utilize Shirley Mergen who is in charge of on-demand training. If a live review doesn’t work with a schedule then they do have recorded training too. When the new software is ready for campus integration then their IT department will talk to our IT department to discuss how to proceed.  She sent a message to the students about e-books and managing time with PrepU. With the update, you can assign reading. Unfortunately, you can’t tell if students access the readings but they will not know that fact. Also, Lippincott Advisor is a resource but cannot replace the readings.  When you roll over into the next semester, she suggests meeting to decide what stays or goes in the main shell. The leads should make the changes and copy it to others.  Regarding students buying books, she will share with the bookstore and professors the direct link. Now with e-books, students can highlight to create study notes but you can add additional notes for studying. The option option is renting but you cannot make any marks in the book or they will pay full price. | | | | | |
|  | | DocuCare is getting an update as well. Instead of horizontal the format will be vertical. Meds will have its own tab. If we have any other requests, she can take those directly to the developers.  Virtual Reality is going live in February. We don’t have this component with our package at the moment but she explained how it was going to roll out.  Currently they have Med/Surg, Maternal/Peds will be next, then Mental Health. All conversations in the VR are AI-generated. In VR you can create scenarios to duplicate what is reality, especially with multiple patients.  Schools have utilized grants to purchase headsets but you would be surprised by how many students already have headsets. You can split this into 3 groups: Sim, VR, and DocuCare. According to Florida law, you can use up to 50% VR with Sims. She will send the link to the app.  Passport had an upgrade and at the end of study there is a guide to prepare for the NCLEX. There is an entire program of remediation. Scenarios will show you were they are lacking. | | | | | |
|  | | Faculty continued to talk with Christie Mignot – meeting not formally adjourned. | | | | | |