August 15, 2024 BSN Workshop Meeting Minutes

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

No Minutes for review and approval
4/12/2024 Meeting Minutes ___ approved   _x_ approved with edits ___ not approved; returned for edits

	ACEN Standard	Agenda topic – (Presenter)	Discussion/Minutes	Person Responsible/Due Date
1.	Administrative Capacity and Resources	A. Handouts	-FSW BSN Meeting Schedule -Schedule of Events Aug 12 – 17, 2024 -FSW Department of Nursing 24-25 Department and Mandatory ACEN attendance	Informational

| | | B. National Rules on Online Programs – Regular and Substantive Interactions | # Regular and Substantive Interaction: Background, Concerns, and Guiding Principle
Online Learning Consortium (2019)

Regular and substantive interaction (RSI) between instructors and students is a core component distinguishing distance education from correspondence education. In contrast to correspondence education, where students are not in regular and substantive interaction with instructors, distance education is eligible for Title IV financial aid because of the presence of RSI. Although the statutory and regulatory definitions of distance education state, in part, that it must "support regular and substantive interaction between the students and the instructor, synchronously or asynchronously" (Higher Education Opportunity Act, Pub.L. 110-315, 122 Stat. 3078, codified as amended at 34 C.F.R. §600.2), the meaning of the term "regular and substantive interaction" (RSI) has never been clearly defined in either statute or by the Department of Education. As such, institutions offering distance education are held to a standard that impacts financial aid eligibility that remains ill-defined by the Department of Education and Congress. Although much of the recent discussion around RSI has focused on its application to online direct assessment and competency-based education (CBE), it remains a critical issue for all institutions offering distance education. It must be clearly defined in such a way that considers the needs of all distance education modalities and educational innovations.

Faculty agreed to publish 10 office hours with a Zoom link for students to drop in during open Office Hours. Faculty will keep attendance on students attending. Discussed setting Zoom parameters for Zoom AI to take minutes and attendance.

Discussed different ways of promoting RSI, such as:
Video introduction in Canvas
Video micro lessons
Video tips and explanation of weekly assignments
Interactions via student groups
Grading feedback – detailed instructions
==Grading assignment within 7 days== | Faculty:
RSI introduction video, weekly review of upcoming assignments or microlession weekly.

Faculty keep log of attendance during office hours – turn in to Program Director at end of term.

BH – arrange for a presentation on how to record videos and upload to canvas. |

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			<mark>Faculty to keep log of students visiting during office hours – turn in to Program Director at end of term.</mark> Requesting a demonstration of recording and posting a video in Canvas at the Sep Program meeting.	
		C. BSN Program Actions	1. Grading time limit for the Department of Nursing for online student assignments is seven (7) days 2. For Office Hours to count for RSI – Faculty must have open office hours online by providing a link to students for documented Office Hours. Take attendance; keep attendance logs. 3. Video introductions weekly. 4. Video weekly lasting 2-3 minutes on a concept in that week's assignments. Faculty choice of topics – need to apply to course outcomes. 5. Video wrap-up at the end of the week. 6. Video on tips for assignments providing clarifications and examples 7. Interaction by scheduling a group student meeting 8. Grading comments with students can count as long as faculty tips for improving student work is included	All BSN Faculty; changes effective for Fall 2024
2.	Faculty	A. Book / Course Materials List	Handout – College Bookstore under new management – BibliU specializing in electronic materials and digital resources. Faculty reviewed 2024-25 BSN Program Course Materials. B. Holbrook to work with BibliU Bookstore to ensure the accuracy of student resources.	Informational

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		B. AACN White Paper: Practice Experiences in Entry-Level Post-Licensure Nursing Programs 2024	Dr. Wiener reviewed the Handout with the faculty. Discussed practice experiences. Bholbrook spoke with the ACEN Director on a consulting phone call – summarizing the phone consultation: -Leadership experiences count as clinical experiences. -NUR 4827C Leadership Course faculty must contact Preceptors at the beginning of practice experience and the end of student rotation. -Preceptors need to review issues with the Leadership students they are experiencing at the clinical site; the Leadership student picks one of these issues as a change agent project (final project) and lets the Preceptor know they will suggest this topic to the student's course faculty. The student researches literature on the topic, such as what has been written about the issue and what is being offered as possible solutions or alternatives. Students can discuss progress on the research with the Preceptor. The student will summarize the research and solutions as a voice-over PowerPoint presentation, which will be submitted to the course faculty. The student will provide the summary to the Preceptor once graded by faculty and corrected and revised by the student as a thank you for mentoring the Leadership student. BH and MW revised the Leadership Preceptor Orientation Handbook and Student Handbooks and emailed them to JS and HG. Items should go into effect for Fall 2024, with revisions being made for Spring 2025.	NUR 4827C Leadership in Nursing Practice Faculty – institute for Fall 2024, debrief and discuss changes for Spring 2025 term.
		C. Foronda, C., & Porter, A. (2023). Strategies to incorporate artificial intelligence in nursing education. *Nurse Educator, 49*(3), 173-174.	https://doi.org/10.1097/NNE.0000000000001584 Faculty requested an individual subscription to ChatGPT. Videos for how to use the library are available for Canvas Courses. A brief discussion on what to include regarding AI experiences in the BSN curriculum: how to determine if findings from AI are valid and reliable; explore how AI can assist nurses with being more efficient	BH to obtain ChatGPT subscription for MW, GD, SS, JS, BH. BH to check with HG and KB on their return Spg 2025.
		D. BSN Course Leads and Co-Leads – Update	Discussed the role of Lead Faculty – Lead Faculty will update the Canvas master course each term and notify faculty of the availability of the course for the upcoming term.	Lead Faculty
		E. RN-to-BSN Program Student Forum – For review (2-sided)	T. Valenti will provide video instruction on library resources (each database) and library resources. H. Goodwin will provide Mr. Valenti with faculty suggestions.	HG
		F. Simple Syllabus: Instructor Editing Guide	Tabled	

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		G. Master Course Information to	• Grading Breakdown
			• Assignment Groups, Points, and Percentage
			• Course Communication and Feedback
			   o Communicating with Your Instructor
			• Response Turn Around Time
			• Guidelines for Communicating in Your Online Class
			• Feedback on Assignments – See back for Discussions, Quizzes
			• Assignment Turn Around Time
			• Discussion Board Guidelines
			• From Master:
			   o Discussion:
			      ▪ Purpose
			      ▪ Instructions
			      ▪ Requirements
			      ▪ Grading Rubric
			• Discussion Board Grading Rubric
			• Mapping of EPSLOs/AACN Essentials Domains/GenEds/CLOs/Assignments AY 2024-2025
			• Debriefing Form
			• Debriefing Guidelines
			
			All reviewed with faculty at attempts to standardize BSN Canvas Master courses
				All faculty

3.	Student Petitions	Brianna	2 withdraws want to return in Fall 2024. The letter was forwarded to faculty and approved, with instructions on how to ensure faculty interactions. Faculty will notify B. Holbrook and S. Hamula, Student Success Advisor II, of student non-participation.	BH to notify the petitioning student.
4.	**Outcomes**	On-time Definition FSW BSN	Faculty discussed and voted to define on-time completion as the individualized terms specified in the student admission initial advising plan created and approved by the student. This will be in effect for all students admitted starting Fall 2024.	BSN Student Success Advisor II, SH.

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		Program Completion at any length	B.. Holbrook will continue calculating and reporting the ultimate completion rate.	BH
4.		NUR 4827C Leadership in Nursing Practice – student preparations	Faculty suggest adding to student advising plan restrictions on registering for NUR 4827C Leadership in Nursing Practice to include: -CastleBranch.com requirements -Location for desired Practice experience should approved before class starts - B. Holbrook or S. Hamula will post a notice on the Forum to prepare for the NUR 4827C course in the preceding term. S. Hamula is receiving training now to clear students for location and CastleBranch. Capstone paper to be added to NUR 4827C. Faculty will consider adding health policy topics to Leadership for Fall 2025.	NUR 4827C Leadership course faculty; BH; SH