

# FSW BSN Agenda and Minutes

09/13/2024

## Department of Nursing; School of Health Professions

### Attendees

X	Prof. Hope Goodwin	X	Dr. Kathy Blades	X	Bobby Holbrook, Prog. Director	X	Guest = Dr. Laura Osgood
X	Prof. Shawn Steiner	<input type="checkbox"/>	Dr. Julianne Settanni	<input type="checkbox"/>	Dr. Susan Holland, Asst. Dean (SH)	<input type="checkbox"/>	Guest
X	Dr. Marsha Weiner		Mary (Lulu) Mondello -excused	<input type="checkbox"/>		<input type="checkbox"/>	Guest
X	Prof. Gayle Deane	X	Sarah Hamula, Advisor (Sha)	<input type="checkbox"/>		<input type="checkbox"/>	Guest

### Minutes for review and approval

Aug 14, 2024 Meeting Minutes	___ approved	___ approved with edits	___ not approved; returned for edits
------------------------------	--------------	-------------------------	--------------------------------------

	ACEN Standard	Agenda topic – (Presenter)	Discussion/Minutes	Person Responsible/Due Date
	Part A	BSN Workshop 0930 – 11:30	Guest Lecture 11:00 Laura Osgood Presentation – RSI / Microlessons.	Informational
		BSN Graduate, Nilda Lopez	<p>“Good Morning, Professor Holbrook, I wanted to thank you again for your recommendation and to let you know that I was accepted into the DNP program at Samford University. I started my first 3 courses this past week and have already submitted my first paper. Many of the skills I learned at Florida Southwestern State College (FSW), I still use today regarding writing professional and academic papers, researching, and planning. FSW showed me that there was so much more to nursing than I had imagined. Have a great school year.”</p> <p>Sincerely, Nilda Lopez</p>	Inspirational
	3: Students	Student Petitions	<p>KS (Summer 2024 NUR 3145 W; NUR 3870W) approved</p> <p>CB (Fall 2023 NUR 3870 W, NUR 4165 W) approved</p> <p>MVR (Summer 2024 NUR 3066C F; NUR 3125 F) approved</p>	BH to notify students

# FSW BSN Agenda and Minutes

09/13/2024

	ACEN Standard	Agenda topic – (Presenter)	Discussion/Minutes	Person Responsible/Due Date
	2: Faculty	BSN Fall 2024 BSN Program Action update	<ol style="list-style-type: none"> <li>1. Grading time limit for the Department of Nursing for online student assignments is seven (7) days</li> <li>2. For Office Hours to count for RSI, the Faculty must have open office hours online by providing a link to students for documented Office Hours. Take attendance; keep attendance logs.</li> <li>3. Video introductions weekly.</li> <li>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.</li> <li>5. Video wrap-up at the end of the week.</li> <li>6. Video on tips for assignments, providing clarifications and examples</li> <li>7. Interaction by scheduling a group student meeting</li> <li>8. Grading comments with students can count as long as faculty tips for improving student work are included</li> </ol>	Faculty beginning Fall 2024 initiate,
	2: Faculty	Fall Start Up Issue Update A. Courses B. Course Materials C. Simple Syllabus	Faculty will work on standardizing BSS course appearance, rubrics, syllabi layout and discuss course materials throughout this upcoming academic year – at each meeting or program workshop standardize BSN Courses layout -standardize BSN Courses Rubrics -standardize BSN assignments	Faculty, PD
	2: Faculty	Course Development Update A. 3805 Prof. Roles B. 3870 Informatics et al. C. 3655 Multicultural D. 3145 Pharmacology et al. E. 3125 Pathophysiology F. 4165 Nsg Research G. 3066C Adv. H. Assess. H. 4636C Comm. Health I. 4827C Leadership et al.	All courses are pending updates – faculty are still working with assigned course advisors / or the courses have been submitted for internal review for QM. Faculty to continue updating course masters, working with course designers	Faculty
		Other		
	<b>Part. B BSN Program Meeting</b>			

**FSW BSN Agenda and Minutes**  
**09/13/2024**

	ACEN Standard	Agenda topic – (Presenter)	Discussion/Minutes	Person Responsible/Due Date
1.	ACEN Standard 1	What do we want to summarize about BSN at the COI meeting Nov 2024?	Program updates EPSLO outcomes: direct and indirect measures EPSLO change reminders that go into effect in Fall 2024 COI suggests program improvements or input comments about the program.	October COI Advisor meeting planning – date of meeting TBA
2.	ACEN Standard 2: Faculty	RN-to-BSN Program Student Forum – For review (2-sided)	Dr. M. Weiner provided a review of the BSN Student Forum Canvas site for Faculty review and approval.	Faculty-approved update and redesign to be in effect immediately.
3.	ACEN Standard 3: Student	A. BSN Advisor Report – Sarah Hamula	August 2024 term start went well – all admission and student advising plans are in place.	
		B. Student Guests - BH	No student guests this meeting	N/A
		C. BSN Student Admission Letter – Suggestions for inclusion - BH	SH to obtain the BSN letter of welcome upon admission review and update the next meeting	Faculty, PD, Advisor
		other		

**FSW BSN Agenda and Minutes**  
**09/13/2024**

	ACEN Standard	Agenda topic – (Presenter)	Discussion/Minutes	Person Responsible/Due Date
4.	ACEN Standard 4: Curriculum	A. Master Course Information update	<ul style="list-style-type: none"> <li>• . Grading Breakdown</li> <li>• Assignment Groups, Points, and Percentage</li> <li>• Course Communication and Feedback               <ul style="list-style-type: none"> <li>○ Communicating with Your Instructor</li> </ul> </li> <li>• Response Turn Around Time</li> <li>• Guidelines for Communicating in Your Online Class</li> <li>• Feedback on Assignments – See back for Discussions, Quizzes</li> <li>• Assignment Turn Around Time</li> <li>• Discussion Board Guidelines</li> <li>• From Master:               <ul style="list-style-type: none"> <li>○ Discussion:                   <ul style="list-style-type: none"> <li>▪ Purpose</li> <li>▪ Instructions</li> <li>▪ Requirements</li> <li>▪ Grading Rubric</li> </ul> </li> </ul> </li> <li>• Discussion Board Grading Rubric</li> <li>• Mapping of EPSLOs/AACN Essentials Domains/GenEds/CLOs/Assignments AY 2024-2025</li> <li>• Debriefing Form</li> <li>• Debriefing Guidelines</li> </ul>	Faculty – standardize grading rubrics, course appearance throughout this AY in workshop and Program Meeting
		NUR 4827C Leadership in Nursing Practice – Clinical – liability insurance. - BH	Student will be covered under the FSW SoHP liability insurance as no further cost.	BH
		Other		

**FSW BSN Agenda and Minutes**  
**09/13/2024**

	ACEN Standard	Agenda topic – (Presenter)	Discussion/Minutes	Person Responsible/Due Date
	<b>%. Outcomes</b>	ACEAN 5.1 Review 2023 Post-Graduate Survey results	5/36 (14%) Graduates replied. 4/5 employed part-time 1/5 employed part-time 5/5 responded job / salary did not change comparing pre and post BSN degree 2/5 rated satisfied; 3/5 rated dissatisfied; and 1/5 rated very dissatisfied -complaint about a specific faculty -“too many additional classes (aside from nursing courses) were required...history...math...speech...humanity (sic) were very unnecessary. Many people do not want to go to FSW for their BSN already receiving their ASN for this reason.” -“there were conflicts with certain instructors...didn’t seem supportive...when asked to clarify information about the assignments...assignments should be standardized...not helpful and intimidating...need timeline in way they (faculty) grade assignments...I was passing with a B...I failed...there is an easy disconnect with the program being online.”	
		Letter from FCOE to Dr. Allbritten Re: 2024 Baccalaureate Program Review	<b>Nursing – 1105138012</b> The program continues to maintain high enrollment as well as retention and completion rates well above statewide averages. These trends, coupled with a consistently high average starting salary for graduates, are commendable.	
6.	<b>Announcement</b>			

Action Items / Unresolved Issues			
Item	Owner	Due	Status
F/W X 2 Failing			
Adjourn –			