

January 10, 2025 BSN Workshop & Meeting Minutes

School of Nursing							
Attendees							
x	Prof. Hope Goodwin	X	Dr. Kathy Blades	X	Bobby Holbrook, Prog. Director		
X	Prof. Shawn Steiner		Dr. Julianne Settanni (excused)		Dr. Susan Holland, Interim Dean (SH)		Guest
x	Dr. Marsha Weiner						Guest
x	Prof. Gayle Deane	X	Sarah Hamula, Advisor (Sha)				Guest

11-08-2024 Meeting Minutes ___ approved X__ approved with edits ___ not approved; returned for edits

1.	ACEN Standard 5 Outcomes	A. Exit and Graduation Surveys	<p>Exit Survey Results</p> <ul style="list-style-type: none"> Conducted at the end of each term for NUR 4827C Leadership in Nursing Practice course to assess student satisfaction and learning outcomes. Survey evaluates success rates, student demographics, and curriculum effectiveness. Results indicated: <ul style="list-style-type: none"> High student satisfaction with advising services. Concerns about the categorization of "faculty success rates" rather than "student success rates." Discrepancies in course difficulty, with Health Assessment being the most challenging and Leadership in Nursing Practice the easiest. <ul style="list-style-type: none"> The Advanced Health Assessment course is currently being redeveloped. - e-Learning is doing an internal evaluation for QM 7.0. Using Shadow Health for a digital lab has been discontinued. Leadership in Nursing Practice has been revised over the last two years, and the capstone project has been restored for students to write about how they feel the BSN Program assignments have met the EPSLO. Discussion on revising course structures to ensure appropriate rigor. 	Lead Faculty for Advanced Health Assessment and Leadership in Nursing Practice course redesign with e-Learning. Keep faculty informed on progression. Continue to monitor student evaluation of BSN Courses.
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			<ul style="list-style-type: none">• Post BSN(Fall 2023) Graduate Survey Results:<ul style="list-style-type: none">○ Low response rate (5 out of 36 responses).○ Need to improve participation in post-graduate surveys.○ Faculty previously increased response rates by personally contacting students.○ Discussions on allowing text messaging for survey reminders.○ Plan to explore integrating the survey into Leadership courses to emphasize the importance of feedback.	Faculty to assist with contacting graduated former students to assist in increasing survey return.
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		<p>B. BSN Program Actions</p>	<p>Analysis of Course Difficulty:</p> <ul style="list-style-type: none"> Health Assessment was identified as the most challenging. Leadership course considered easy; grading structure may need adjustment. Proposal to review Leadership grading rubrics to ensure proper academic rigor. <p>Adjustments to Course Resources:</p> <ul style="list-style-type: none"> Shadow Health was removed due to its complexity and grading burden. CoursePoint remains in use. Need to remove outdated references such as John Hopkins Best Practices. <p>New Instructional Design Changes:</p> <ul style="list-style-type: none"> FSW is implementing new master templates for online courses. Suggest inviting Laura Osgood to present the new template in the next meeting. Faculty to provide feedback on design consistency across courses. <p>Action Items & Next Steps</p> <ul style="list-style-type: none"> Survey Adjustments: <ul style="list-style-type: none"> Rename "faculty success rates" to "student success rates" (Request to be sent to Joe Van Galen). Revise survey questions for clarity and eliminate redundancy. Student Feedback & Course Changes: <ul style="list-style-type: none"> Monitor the impact of removing Shadow Health from Health Assessment. 	<p>Leadership faculty to review Leadership grading rubrics and assignments to ensure proper academic rigor. (JS / HP)</p> <p>NUR 4827C Leadership in Nursing Practice Faculty – Institute for Fall 2024, debrief and discuss changes for Spring 2025 term. Co-Leads Keep faculty updated at BSN Meetings.</p> <p>BH is to invite Laura Osgood to the February meeting to review the new template. Faculty to provide feedback.</p> <p>Faculty to review all survey questions and bring recommendations back to next faculty meeting.</p>
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			<ul style="list-style-type: none">○ Investigate grading structures in Leadership to ensure appropriate rigor.● Instructional Design Review:<ul style="list-style-type: none">○ Invite Laura Osgood to the next meeting to discuss new course templates.○ Review approved FSW design images for consistent branding.● Survey Response Improvement:<ul style="list-style-type: none">○ Develop a faculty-led student outreach strategy for post-graduate surveys.○ Explore college policy changes on text message reminders.● Simple Syllabus Compliance:<ul style="list-style-type: none">○ Submit placeholder syllabi by deadlines.○ Set faculty reminders for syllabus submissions.● Master Course Access & Quality Matters Review:<ul style="list-style-type: none">○ Request broader faculty access to master course materials.○ Use concierge-level instructional design services for comprehensive course review.	
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2.	Student	A. Advising and Student Support	<p>Survey Question Revisions:</p> <ul style="list-style-type: none"> Some advising-related survey questions appeared redundant. Faculty suggested exit and post-grad survey question changes. Minor wording updates needed to reflect current administrative roles. <p>Retention and Success Strategies:</p> <ul style="list-style-type: none"> Faculty are encouraged to increase positive communication with students. Faculty encouraged to use tools such as Goblin Tools or ChatCPT to run communications, like emails to students (without student identification) to rewrite in a positive manner. Discussed strategies to ensure clear academic pathways for students. Advising evaluations indicate general satisfaction but require refinement. 	<p>Faculty suggested changes to survey question. It will be updated and used for Spring 2025 exit and post-grad surveys. ME to update surveys.</p> <p>Faculty to use improved positive communication with students for continuing contract and annual evaluations.</p>
		Simple Syllabus and Compliance Deadlines	<ul style="list-style-type: none"> Compliance Concerns: <ul style="list-style-type: none"> Some syllabi were not submitted by the required deadline. Faculty discussed potential solutions: <ul style="list-style-type: none"> Submit a base syllabus that can be revised later. Set up reminders for upcoming deadlines. Discussion on how textbook edition changes impact syllabus updates. Faculty expressed concerns about unrealistic deadlines given frequent course changes. 	<p>MW & BH will meet with Dr. Rebecca Harris regarding faculty issues with Simple Syllabus.</p>
	ACEN Standard 5: Outcomes			

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ACEN Standard 5: Outcomes	Improving Student Survey Participation	Improving Student Survey Participation and Return <ul style="list-style-type: none"> • Current Issues: <ul style="list-style-type: none"> ○ Low survey response rates impact data accuracy. ○ College policy prevents text reminders, making student engagement difficult. • Proposed Solutions: <ul style="list-style-type: none"> ○ Faculty-led outreach (personal emails, calls). ○ Adjust survey timing and email subject lines to improve engagement. ○ Consider requesting an exemption to allow text reminders. ○ The School of Nursing follows a follow-up system to track alumni and survey participation. ○ BH will place an announcement on the BSN Forum asking students to participate. 	<p>Faculty to assist with attempting to increase survey return.</p> <p>BH to post BSN Forum announcement requesting students to fill out SOS surveys.</p>
	Quality Matters (QM) and Course Design Review	Quality Matters (QM) and Course Design Review <ul style="list-style-type: none"> • Master Course Templates: <ul style="list-style-type: none"> ○ Faculty discussed concerns regarding Quality Matters (QM) review processes. ○ Need for clarity on the role of instructional designers in course alignment. ○ Proposal to utilize concierge-level services for course redesign to ensure alignment with objectives. • Access to Master Courses: <ul style="list-style-type: none"> ○ Faculty requested better access to master courses to streamline updates. ○ Suggestion to maintain a shared repository of syllabi for consistency. 	<p>Lead and co-lead faculty deadlines per e-Learning</p> <p>Master Course deadline and access. BH will invite Laura Osgood to next BSN meeting. Feb 2025</p>

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			<p>Action Items & next Steps</p> <ul style="list-style-type: none"> • Survey Adjustments: <ul style="list-style-type: none"> ○ Rename "faculty success rates" to "student success rates" (Request to be sent to Joe Van Galen). ○ Revise survey questions for clarity and eliminate redundancy. • Student Feedback & Course Changes: <ul style="list-style-type: none"> ○ Monitor the impact of removing Shadow Health from Health Assessment. ○ Investigate grading structures in Leadership to ensure appropriate rigor. • Instructional Design Review: <ul style="list-style-type: none"> ○ Invite Laura Osgood to the next meeting to discuss new course templates. ○ Review approved FSW design images for consistent branding. • Survey Response Improvement: <ul style="list-style-type: none"> ○ Develop a faculty-led student outreach strategy for post-graduate surveys. ○ Explore college policy changes on text message reminders. • Simple Syllabus Compliance: <ul style="list-style-type: none"> ○ Submit placeholder syllabi by deadlines. ○ Set faculty reminders for syllabus submissions. • Master Course Access & Quality Matters Review: <ul style="list-style-type: none"> ○ Request broader faculty access to master course materials. ○ Use concierge-level instructional design services for a comprehensive course review. 	
		A. Guidelines for Communicating in Your Online Class	Tabled	

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		B. Master Course Information to	Tabled	All faculty
		C. Assignment Turn Around Time	Tabled	
		D. Discussion Board Guidelines	Tabled	
		E. From Master: <ul style="list-style-type: none"> • Discussion: <ul style="list-style-type: none"> ○ Purpose ○ Instructions ○ Requirements ○ Grading Rubric 	Tabled	
		F. Discussion Board Grading Rubric	Tabled	
		G. From Master: <ul style="list-style-type: none"> • Discussion <ul style="list-style-type: none"> ○ Purpose ○ Instructions ○ Requirements 	Tabled	
		H. Grading Rubric Debriefing Form	Tabled	
		I. Debriefing Guidelines	Tabled	

Adjournment	<ul style="list-style-type: none"> • Next meeting date: Feb 14, 2025 • Meeting adjourned at 14:15
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