

Feb 02 2025 BSN Workshop & Meeting Minutes

School of Nursing							
Workshop and Meeting time 0930-1130 and 1200 - 1400							
Attendees							
X	Prof. Hope Goodwin	X	Dr. Kathy Blades	X	Bobby Holbrook, Prog. Director		
X	Prof. Shawn Steiner		Dr. Julianne Settanni		Dr. Susan Holland, Interim Dean (SH)	X	Guest Laura Osgood
X	Dr. Marsha Weiner					X	Guest: Student Kimberly Doward
X	Prof. Gayle Deane	X	Sarah Hamula, Advisor (Sha)			X	Guest Julian Vargas (Zoom)

2025-01-10 Meeting Minutes ___ approved X___ approved with edits ___ not approved; returned for edits				
	ACEN Standard	Agenda topic – (Presenter)	Discussion/Minutes	Person Responsible/Due Date
1	Standard 1: Administrative Capacity & Resources	<p>A. Florida legislative session link where Deans of Nursing Presented</p> <p>B. SoN ACEN Standard 1 Committee Update</p> <p>C. Fall 2025 Faculty selection of BSN courses</p> <p>D. Guest speaker, Laura Osgood</p>	<p>2 hr video of Nursing Deans presenting to FL House of Representatives. https://www.flsenate.gov/media/VideoPlayer?EventID=1_4xqnljda-202502121600&Redirect=true</p> <p>Standard One Committee met on 2/7/25 Reviewed Standard One Report in the ACEN Self-study – group made suggestions on what has been written in the Self-Study and whether it fully describes the criterion. BH will make the corrections suggested and research information to update the standards written in Summer 2024.</p> <p>BH will prepare the Fall 2025 class schedule for the Faculty to make a selection of which courses to teach. Seniority for base load is S. Steiner, G. Deane, M. Weiner, J. Settanni. Overload Seniority; H. Goodwin, S. Steiner, G. Deane, M. Weiner, K. Blades, and J. Settanni.</p> <p>Design for BSN courses, besides the lead faculty, who else can access the course Masters? Update on BSN courses in development.</p>	<p>Informational</p> <p>BH updating Standard 1 in the self-study before March 7 and present to the committee 3/7/25.</p> <p>BSN Faculty selection deadline 2/14/2025.</p>

Feb 02 2025 BSN Workshop & Meeting Minutes

2	Standard 2: Faculty / Standard 4 Curriculum	<p>A. Lead and Co-Lead course faculty / BSN course development</p> <p>Course Development notes from meeting with Laura Osgood.</p>	<ol style="list-style-type: none"> 1) Identify and record 2) Responsibilities 3) Review course development for BSN courses and QM 4) Developing courses / Sandbox 5) Department Collegiality <p>Faculty discussed course leads, co-leads, and potential changes to the nursing program curriculum, including combining Patho and Pharm and adjusting course credits. No decisions made today. Faculty reviewed the structure and timing of the application process. Faculty discussed scheduling events. BH sent out an updated Lead / co-Lead list for faculty review. Faculty approved the list. BH will discuss with Laura Osgood about giving faculty access to the BSN Master course shells. BH to set up an appointment with Dr. Holland to streamline the admission process for BSN, the Admission Office, and IT.</p> <p>Faculty to determine course review/update schedule for the following term (April 25 and August 9th of each year is proposed. Faculty are to ensure CoursePoint dates are updated for the following term. Faculty to fill out the debriefing forms each term. Proposed PD being invited to the course debriefing session, and he would take minutes.</p> <p>Faculty discussed course reviews occurring every 2 years after master courses are approved. Faculty approve starting course reviews every two years, starting in December 2026.</p> <p>Discussed putting a hold on student registration for NUR 4827C Leadership course until all gen eds/requirements are met or completed concurrently with NUR 4827C.</p> <p>Faculty agreed to explore with Laura Osgood the possibility of downloading and sharing course files.</p> <p>Faculty discussed BSN course design with Laura Osgood notes below:</p> <p>Instructional Design team to restructure course layouts to be consistent across all nursing courses, following the agreed-upon format.</p>	<p>Faculty to review Lead and co-Lead discussion from today and finalize next meeting.</p> <p>BH to meet with Laura Osgood about faculty's possible access to master courses</p> <p>BH to meet with Dr./Holland regarding the BSN Admission process – streamlining it for BSN applicants.</p>
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Feb 02 2025 BSN Workshop & Meeting Minutes

			<p>Laura to update the course banners to have the same design in all courses, with different images representing each course's subject. The Instructional Design team to implement a consistent module structure in all courses, including module overview, PowerPoint presentations, and action items sections.</p> <p>Laura is to add all 6 nursing faculty members to all master courses with appropriate access levels.</p> <p>Course leads to add due dates to master courses for each semester.</p> <p>Laura to check Marcia's progress in Dev 1.0.1 and send her a grade report.</p> <p>Faculty members are to complete Dev 1.0.1 certification before their respective course reviews are finished.</p> <p>Laura to discuss with Steven the issue of attendance verification quiz placement in the course navigation menu.</p> <p>Dr. Weiner to help guide the team in implementing direct measurements for program student learning outcomes.</p> <p>Faculty to identify specific assignments in each course that can be used as direct measurements for program student learning outcomes.</p> <p>Dr. Van Gaalen to analyze the data from the fall semester for program assessment.</p> <p>BH and team to write a story about the program assessment process and results.</p> <p>Laura to update the School of Nursing information on the website.</p>	
		B. Other continuing discussion topics	<p>A. Reminder re: Compliance Training</p> <p>B. Add a designer for each course to the Lead/CoLead list</p> <p>C. Share mapping from JS</p> <p>D. Building a yearly calendar for BSN</p> <p>E. Decide on when to debrief courses – each semester? Fall and Spring?</p> <p>F. Textbook updates – Need to keep on our radar</p> <p>G. Handbook Review – April of each year?</p>	Will be discussed at the next meeting. Faculty to review and bring suggestions.
		c. Professional training from Jason Dudley	Please complete the required training as soon as possible.	Informational
3	Standard 3: Student	A. Advising and Student Support	SH is attending a student recruitment event.	Informational

Feb 02 2025 BSN Workshop & Meeting Minutes

		B. Petitions	None for this meeting	N/A
		C. Student Guests	Two BSN student guests are attending the workshop and the BSN Program Meeting today. Kimberly Doward – who gave a summary of her NUR 4827C Final Project on AI and what nurses need to know. Julian Vargas, who provided his project on increasing survey responses. Both students were given the opportunity to speak about their experiences in the BSN Program. Both cited that online learning was best for them; they have assistance from faculty when needed. Compliments for the advisor, program director, and faculty assistance.	Student Guests – np action needed
5	ACEN Standard 5: Outcomes	Developing a new SEP calendar for BSN	BH and MW are developing an new SPE calendar for BSN – Will present to faculty for approval when ready.	MW / BH to develop draft SPE calendar and present to faculty wen complete.

<p>Workshop notes and summary</p>	<h2 data-bbox="426 131 1308 175">Meeting Summary for BSN Program Workshop</h2> <p data-bbox="426 264 1026 293">Course Development and Consistency Issues</p> <p data-bbox="426 334 2011 493">Laura and the Faculty need a consistent layout across all courses to facilitate the Quality Management (QM) review process. They agreed to use Delta's course design as a reference, particularly the Informatics course. Laura provided an overview of the courses' progress, noting that only two were not completed. Faculty and Laura also discussed the course banners and images, deciding to use a consistent banner design with different images representing each course's subject.</p> <p data-bbox="426 526 959 555">Course Structure and Layout Discussion</p> <p data-bbox="426 596 2001 786">Laura and Bobby discussed the structure and layout of their online courses. They agreed to maintain the same module structure, with the addition of a module overview section, course Powerpoints, and action items. They also decided to include a module wrap-up in each course. Bobby expressed a desire to make the left menu consistent across all courses, particularly for the attendance verification quiz. Laura confirmed that this could be done and suggested moving the quiz to a higher position in the course navigation if desired. They also discussed the layout of the getting started module and the need for consistency in the presentation of each module.</p> <p data-bbox="426 818 966 847">Course Material Organization Discussion</p> <p data-bbox="426 888 2007 1078">In the meeting, the Faculty, Laura, and Zoom discussed the organization of course materials for students. They considered three options: having separate links for each PowerPoint in the module, listing all PowerPoints on a dedicated page, or having a separate page for each PowerPoint. They agreed on the latter option, with the PowerPoints being labeled as "Chapter PowerPoints" and placed under the "Instructional Materials" section. They also decided to add a "Readings" section before the PowerPoints. The team agreed to implement this structure across the entire program to provide consistency for students.</p> <p data-bbox="426 1110 1010 1140">Course Navigation and Certification Process</p> <p data-bbox="426 1180 2001 1370">Laura and Faculty discussed the structure and navigation of their courses, with Bobby expressing concerns about the placement of attendance verification and the need for faculty to have access to the master courses. Laura suggested that the attendance verification could be moved to a more appropriate location and that faculty could be added as reviewers to ensure course integrity. They also discussed the process for updating courses and the certification process for faculty, which includes a \$1,000 stipend for course development and an additional \$500 for QM certification. Bobby expressed a desire for all their courses to be QM certified.</p> <p data-bbox="426 1403 1003 1432">Project Progress and Evaluation Discussion</p>
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Feb 02 2025 BSN Workshop & Meeting Minutes

	<p>Laura and Bobby discussed the progress of a project, specifically focusing on the restructuring and content of a presentation. Laura confirmed that the structure was set up, but the content was not fully completed. Bobby expressed satisfaction with the progress and emphasized the need for the project to be evaluated effectively. They also discussed the need for the students to learn more about the platform and the importance of identifying risks and areas for improvement. Bobby mentioned the need for a more comprehensive evaluation of the course outcomes and the need for the students to meet the course outcomes. The conversation ended with Bobby expressing satisfaction with the progress and the need for further evaluation.</p> <p>Assignments for Measuring Student Outcomes</p> <p>Bobby discussed the need for specific assignments to measure student learning outcomes in their program. He suggested using assignments that already exist, but need to be more detailed and specific to measure the desired outcomes. Bobby also mentioned the need for a grading rubric for these assignments and the importance of direct measurements, such as student papers or quizzes, rather than indirect ones like student surveys. He proposed to work with Joe to analyze the existing assignments and identify the ones that can be used for direct measurements. The goal is to have these in place by the summer before Asin comes.</p> <p>Teaching Objectives and Course Assignments</p> <p>Bobby discusses the importance of teaching how to write objectives and expresses excitement about imparting knowledge and skills to help others be successful. The conversation then shifts to agenda items, including accreditation and course assignments. Bobby mentions the need to address student survey comments and update information on the website. The meeting concludes with a discussion about upcoming department meetings and the logistics of joining them remotely.</p> <p>Meeting Summary for BSN Program Workshop</p> <p>Quick recap</p> <p>Bobby discussed the need for an office setup for faculty and the potential remodeling of the office, as well as the decision to hold all nursing meetings on campus. He also addressed the challenges of managing multiple departments, the need for tracking student advising plans, and the importance of providing clear instructions and feedback to students. Lastly, the team discussed the need to improve communication with students, the importance of providing feedback quickly, and the potential for a new approach to the BSN program focusing on what would be useful for students in their nursing careers.</p> <p>Next steps</p> <p>All faculty are to review and update their course grading goals to meet the one-week deadline for grading assignments. Bobby to update class assignments and inform Michelle of changes to ensure all faculty have full course loads. All faculty are to improve positive communication with students, including using friendly greetings in emails and avoiding snarky responses.</p>
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Feb 02 2025 BSN Workshop & Meeting Minutes

	<p>Bobby to review and update the exit survey and post-graduate survey, including new student learning outcomes for Spring 2026.</p> <p>All faculty to review their courses and identify areas where content can be updated to be more relevant and immediately applicable to working RN students.</p> <p>Bobby is to develop a student survey to gather feedback on course content, identifying what students already know and what new information they find most valuable.</p> <p>Marsha to update the Curriculum Committee on changes needed for Leadership, clinical background checks, and Roles courses.</p> <p>Bobby is to set up a separate conversation about items that need to go to the Curriculum Committee.</p> <p>Marsha to schedule a separate conversation about curriculum changes, including discussing Evidence-Based Practice as a potential course name change.</p> <p>All faculty are to create an introduction video for their courses showing students where to find feedback.</p> <p>Bobby is to obtain a report from Joe Van Galen on how many students are taking Professional Roles and Informatics together.</p> <p>Bobby to submit a ticket for the home office setup for Marsha.</p> <p>Marsha to forward the calendar of mandatory on-campus days to Gayle.</p> <p>Bobby is to clarify with Susan which nursing meetings must be held on campus and if travel reimbursement will be provided.</p> <p>Bobby to inquire about potential office space for BSN faculty on Lee campus.</p> <p>Gayle to remove questions 5, 6, and FSW email from the information survey, renumber all questions, and rename Question 16 to "Place and state of employment".</p> <p>Gayle to add a link to the ACEN accreditation information in Question 1 of the student survey.</p> <p>Marsha to add the ACEN accreditation information link to the student forum.</p> <p>Faculty to explore ways to incorporate healthcare policy and current healthcare system challenges into the curriculum.</p> <p>Faculty to consider removing or modifying the pathophysiology course to avoid unnecessary repetition for RN students.</p> <p>Marsha and Bobby to prepare for potential publication on the reimagined RN to BSN curriculum approach.</p> <p>Summary Office Setup and on-Campus Meetings</p> <p>Bobby discussed the need for an office setup for faculty, including monitors and a home desktop. He mentioned that he had sent out a notice about this and was awaiting feedback. Bobby also informed the team that all nursing meetings would now be held on campus, including department meetings and workshops. He clarified that while an office was not mandatory, it was necessary for the home setup. Marsha and Gayle expressed confusion about the new on-campus meeting policy, and Bobby confirmed that this policy was in place. Bobby also mentioned the use of Chat GPT and the potential for mandatory on-campus days.</p> <p>Office Remodeling and Faculty Expansion</p>
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Feb 02 2025 BSN Workshop & Meeting Minutes

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