March 14 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	Guest – Kayla W heeler
X	Prof. Shawn Steiner		Dr. Julianne Settanni		Dr. Susan Holland, Interim Dean (SH)		
X	Dr. Marsha Weiner						
X	Prof. Gayle Deane	X	Sarah Hamula, Advisor (Sha)				

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	U[pdates BH	1. New math course designed by Math Department to replace College Algebra which will add medication calculation for pre ASN students. 2. ongoing work with architects on projects in Charlotte and the skills lab, involving relocation and significant changes. Review of preview meeting took place – summary of discussion below: Faculty and PD covered various administrative and academic matters for a nursing program, including course redesign, faculty workload distribution, and preparation for an upcoming accreditation site visit. Discussions touched on updating student learning outcomes, improving course assignments, and addressing technical issues with meeting recordings and closed captioning. The group also reviewed personal and workplace benefits, planned future meetings, and explored ways to enhance student resources and support.	Informational
	Follow up	NUR 4827C Leadership Course review	**Dr. Weiner, Dr. Settanni & BH: Review and evaluate the NUR 4827C Leadership course to potentially incorporate Sigma leadership certification**	DMW and JS to report back at the next meeting evaluation and recommendation
		APA Resources	**Faculty will review and update APA resources to ensure consistency across all courses**	APA resources to standardize between cousres
		Credit / Course review	**Discussion on deciding whether to update course credit hours to multiples of 3 to resolve faculty load distribution issues**	Discussion to continue.
		BoodleBox Training	**After the BoodleBox discussion concluded, BH is to contact Anna Haney-Winthrop to request a training session on Boodle Box for the faculty**	BH to arrange BoodleBox training.

	Outcomes	Postgraduate survey return improvement	NUR 4827 Leads to create an accreditation module for the leadership course to explain the importance of 6-month surveys to students	NUR 4827C leads are to create of an accreditation module on why post-grad surveys are important.
		Post Graduate Surveys	BH to contact Dr. van Gaalen about the frequency of post-graduate surveys and report back to the faculty.	BH to f/u on post-grad survey disbursement.
		Course Redesign and Load Distribution	The faculty discusses course redesign and load distribution for the BSN program. Bobby reports that most courses are being updated, with some transitioning to open educational resources (OER) to reduce textbook costs. The group aims to make course credits multiples of three to balance faculty workloads better. They also review the process for faculty selecting their teaching load, starting with 5-7 credits in the first two rounds and 3 credits in the third round. The discussion highlights challenges in course scheduling due to late student registration and administrative rules about minimum class sizes.	
3		Program Outlook calendar	The group discusses various administrative matters, including updating a calendar for their meetings and events. GD mentions creating a shared Outlook calendar for the group, which Gayle volunteers to oversee	GD
		Attendance Verification Quiz Placement Discussion	Faculty discussed the attendance verification quiz placement issue and the need for consistency in APA resources. Kayla (student) suggested that the school resources should be more cohesive to make it easier for students to navigate. BH also mentioned the new tutoring service for students and the need for feedback from students on the curriculum. The team discussed the accreditation process and the need for a module on accreditation for leadership. They also discussed the possibility of incorporating a leadership certificate into the program. MW to discuss with IT (Steven)	MW
		Troubleshooting Audio and Closed Captioning	Kayla discussed technical issues with audio and closed captioning during a meeting. They troubleshoot the problem by adjusting speaker volume and enabling closed captions. Bobby mentions that the meeting is about reviewing and potentially updating course assignments and outcomes, particularly for a paper on artificial intelligence in healthcare.	
5		**Student Learning Outcomes**	The team is searching for specific files and information related to student learning outcomes and assignments. They have been working on this project for about two to three years, but are facing challenges due to changes in assignments and data over time. MW mentions that they need to match up the assignments again and decide how to proceed with the analysis. The group is waiting to find the necessary information before they can begin discussing.	

| | | School of Nursing Accreditation Preparation | Bobby discusses the ongoing process of preparing for an accreditation site visit, which has been in progress for 3-4 years. The School of Nursing is working on a self-study due by July 1st, which will be reviewed during the site visit in fall 2025. Bobby explains that they are aiming for an 8-year accreditation, the highest possible, and are focusing on improving data collection and documentation of their processes. The team is reviewing assignments and rubrics to ensure they adequately measure student learning outcomes for the accreditation report. | |

Meeting adjourned at 2:20 pm.