

MEETING: **School of Allied Health Monthly Meeting**

April 9th, 1:00 -2:00 pm on Zoom
<https://fsw.zoom.us/j/8187393588?omn=83551272186>

PURPOSE: SoAH Monthly Meeting April 2025

ATTENDEES: Dean, Directors, Advisors, Faculty, Coordinators, Clinical Managers, and Staff

Meeting Minutes

- **Agenda and PowerPoint:**



SoAH April Monthly
Meeting.pdf

- **Quick Recap:** Dr. Schott led the meeting, discussing the progress of the semester, upcoming events, and the transition to HonorLock, as the primary proctoring platform for online courses. The team also discussed the challenges of creating a policy for remote work and emergency situations, with a focus on preparing students for any situation. Lastly, Dr. Schott emphasized the importance of participation in the Emergency Remote Readiness class, the need for laptop upgrades, and the upcoming commencement ceremonies and the start of the summer term.
- **Next Steps:**
 - Dr. Schott to follow up on finalizing lab worksheets for budget details.
 - Program Directors to submit industry certification data to DonnaMarie.
 - Program Directors to submit any good commencement stories for highlighting at Commencement Ceremonies
 - Program Directors to reach out to Steven Kolberg sbianco@fsw.edu regarding any Canvas LTI's that need to be installed in their courses for the Fall Semester.
 - Faculty teaching online, live online, or blended courses to contact Steven Kolberg if they want to use HonorLock for online proctoring over the summer.
 - Lynn DiSomma-Sentner and DonnaMarie Rich continue working on the Academic Continuity Plan and bring ideas back to the group.
 - Everyone to update their emergency contact information in the FSW system.
 - Dr. Schott to send out names of those who still to complete the remote readiness class.
 - Faculty to RSVP for commencement ceremonies through Jeanne Cortes.

- **Summary**
- **Summer/Fall Planning:** Dr. Schott led the meeting, discussing the progress of the semester and upcoming events. She mentioned the finalization of lab worksheets and the state budget meeting in July. The team also discussed academic issues, with no major concerns raised. The Commencement stories to be shared and good news from the EMS program were highlighted, with EMS Cassie Billian, Program Director, sharing the impressive 100% pass rate of the paramedics at the North Collier Fire Training Center. The team also discussed summer and fall planning, with no major issues reported.
- **Canvas LTI Installation and HonorLock Transition:** Dr. Schott discussed the ongoing process of splitting schools, which is causing delays in the fall schedules. She mentioned that faculty should be patient as the team works to ensure all permissions and course outlines are correctly transferred. Dr. Schott also highlighted the need for faculty to reach out if they have any Canvas LTIs that need to be installed in their courses. She further mentioned the need for faculty to make changes to the qualification credentialing manager and the upcoming building moves. Lastly, she discussed the transition to Honor Lock as the primary proctoring platform for online courses, and the need for each school to have a unique plan in addition to the college's plan for academic continuity.
- **Developing Hurricane Preparedness Flyers:** In the meeting, Dr. Schott proposed the creation of flyers for faculty, students, and staff to provide guidance on handling bad weather, particularly hurricanes. She suggested that the flyers should include information on how to prepare, where to find resources, and what to do in case of emergencies. Elizabeth Whitmer, HIT Faculty agreed, emphasizing the need for clear instructions for students who may not be familiar with local weather conditions. Cassie added that the impact of hurricanes varies each year, and the best course of action depends on the specific circumstances. The team agreed to form a committee to develop these guidelines, with the aim of providing consistent and relevant information to their respective groups.
- **Remote Work Policy Challenges Discussed:** Dr. Schott discussed the challenges of creating a policy for remote work and emergency situations. Everyone agreed on the need for a baseline and definitions for remote work, including asynchronous work, Zoom classes, and other options. They also discussed the importance of preparing students for any situation, including course assignments and clinicals. DonnaMarie suggested adding emergency contact information and resources for students, staff, and faculty. Lynn mentioned a meeting to discuss course delivery flexibility and requirements. Elizabeth Whitmer suggested exchanging phone numbers between students for emergency situations, however this needs to be within the rules of the college COP. The team agreed to work on a template for a student information document and to reach out with any additional ideas.

- **Remote Readiness Class and Upgrades:** Dr. Schott led the meeting, discussing various topics including the remote readiness class <https://fsw.catalog.instructure.com/browse/trainingcalendar/fsw-online/courses/emergency-remote-ready-training>, laptop upgrades, and upcoming dates. She emphasized the importance of participation in the remote readiness class and the need for laptop upgrades. She also mentioned the upcoming commencement ceremonies and the start of the summer term. Dr. Schott expressed her appreciation for the team's efforts and encouraged them to finish the semester strong.

Important Reminders

- Workforce Newsletter submissions - ongoing
- SoAH Social Media/Marketing Needs- Submit to Ashleigh Koza or Nelly Perez ongoing
- Agile Performance
 - Reminder for goal and objective development & Director approval
 - Minimum of 2 check-ins per year (IE: every 6 months)
 - Minimum quarterly feedback
 - New Program Directors- Training per Melissa Raney
 - Commencement Friday, May 2nd, 2025 (No May Meeting) (3) Ceremonies- 9:30am, 12:30pm; 3:30pm Full-time Faculty Duty Day

Upcoming Meetings:

The School of Allied Health will follow the schedule as follows:

No meeting May (Commencement), or Summer meetings. Meetings to resume prior to Fall Semester.

Reminder of next SoAH monthly meeting 2nd Wednesday of the month 1:00pm -2:00pm on Zoom

<https://fsw.zoom.us/j/8187393588?omn=83551272186>

- Monthly meetings 2th Tuesday of every month, 1-2:00pm

School of Allied Health (SoAH) Meeting April 9, 2025, 1pm to 2pm, Zoom

Attendance

Present or Absent	Name	Position
P	Alexis Augustenborg	Student Success Advisor I, SoAH
p	Ashleigh Koza	Simulation Operations Specialist I, Allied Health and Simulation Education
P	Bridgette Malchow	Faculty, Human & Social Services
P	Cassandra Allbritten	Program Director, Advanced Medical Assisting & Medical Assisting Specialist
P	Cassie Billian	Program Director, Emergency Services
A	Christy Bessette	Clinical Coordinator, Dental Hygiene
A	Coleen Kubetschek	Clinical Coordinator, Radiologic Technology
P	Cristy Estes	Program Director, Social & Human Services
P	Dr. Cynthia Vaccarino	Director, Physical Therapist Assistant
P	DonnaMarie Rich	Coordinator, SoAH, Administration
P	Dr. Elizabeth (Libby) Schott	Acting Dean, School of Allied Health and Dean School of Pure and Applied Sciences
A	Elizabeth Whitmer	Professor, Health Information Technology
P	Genny Baballeku	Program Coordinator, Respiratory Care
P	Halley Bennett	Clinical/Simulation Coordinator, CVT
A	Dr. Heather O'Connell	Professor, Respiratory Care
P	James Mayhew	Program Director, Radiologic Technology
A	Jamie Ware	Dental Clinic Manager/Instructor
P	Janetta Mullins	Program Coordinator, Social & Human Services
A	Jaslyn Morgani	Dental Clinic Assistant
A	Jean Newberry	Program Director, Respiratory Care
P	Jennifer Hoar	Program Coordinator, EMS
P	Karen Molumby	Program Director, Dental Hygiene
A	Kristen Moore	Program Coordinator, Physical Therapist Assistant
P	LaCher Edwards	Program Coordinator, AMA
P	Lynn DiSomma-Sentner	Program Coordinator, EMS
A	Dr. Magdaline Britto	Dental Clinic Supervisor
A	Michael Jimenez	Fire Academy Supervisor, North Collier Fire Training Center
P	Michael Knoop	EMS Support Specialist
A	Michael McNiskin	Program Coordinator, Radiologic Technology
P	Michael McSheehy	Program Coordinator, EMS
A	Natalie Schmidt	Clinical Coordinator, Dental Program
A	Dr. Suni Koshy	Dental Clinic Supervisor
P	Dr. Susan Foster	Program Director, Health Information Technology & Medical Coding and Billing
P	Tamra Pacheco	Coordinator, Allied Health
P	Tracy House	EMS Support Specialist