

Florida SouthWestern State College
School of Nursing
BSN Program Faculty Meeting Minutes

Date: October 24, 2025

Time: 9:30 a.m. – 11:00 a.m.

Location: [Insert Meeting Room/Online Platform if needed]

Attendance

- B. Holbrook, BSN Program Director
- G. Deane
- J. Settanni
- S. Steiner
- M. Weiner, Chair
- Cassandra Jindra, BSN Advisor
- Student Representative: Elizabeth Perez-Vasquez

Call to Order

The meeting was called to order at 9:30 a.m. by Program Director B. Holbrook.

Agenda Items

Review and Update of the Systematic Plan for Evaluation (SPE) – Standard 5.1; Prepare SPE Calendar for 2024-25 and 2025-26.

Purpose: Prepare revised SPE documentation for resubmission ahead of the upcoming ACEN accreditation visit.

Discussion

Course Materials and Calendar Planning

The team discussed the collection and organization of course materials, with JS confirming she was compiling all documents, including directions and rubrics for the nine courses. BH reported that SH would be on vacation next week, and he had completed aggregating academic years for EPSLOs but still needed to review old SPEs for action items to move from old SPE to new SPE. The team agreed that next Friday's meeting should be limited to essential participants, potentially just Bobby and Julianne, and Marsha acknowledged she would incorporate Gayle's calendar contributions into the final calendar. Bobby also mentioned the need to send the calendar to Joe Van Gaalen for verification of the expected results timelines from his department.

EPSLO Data Review and Planning

The faculty reviewed aggregated data for EPSLO measurements from 2022-2024, noting improvements in most areas after curriculum changes were implemented. They discussed the need to separate the ASN and BSN Standard 5 committees to improve communication between programs. The group addressed issues with bookstore access codes for students, particularly for online courses. They also reviewed the status of various assignments and rubrics needed for the SPE report, with Gayle and Julianne working to gather missing materials. BH will continue working on matching data to meeting notes and preparing the SPE calendar for review.

Adjournment

With no further business, the meeting was adjourned at 11:30 am.

Next steps

- BH to fill in old meeting notes listed on prior SPE and match them with the old form actions for the SPEs by next Friday.
- JS to resend the most up-to-date versions of both SPEs with today's date.
- MW to complete SPE annual calendar started by GD and BH
- JS to compile Rubric data