

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

March 10th, 1:00 -2:00 pm on Zoom
<https://fsw.zoom.us/j/88316797048>

PURPOSE: SoAH Monthly Meeting March 2026

ATTENDEES: Dean, Directors, Advisors, Faculty, Coordinators, Clinical Managers, and Staff, All of SoAH invited

Meeting Minutes



MARCH 2026

Agenda Monthly Meeting SoA

- **Quick Recap:** This monthly meeting of the School of Allied Health focused on program updates, accreditation news, and administrative requirements. Dr. Faust announced that Dr. Susan Foster's Health Information Technology Program received continuing accreditation and the Respiratory Care Program, led by Director, Jean Newberry, was awaiting official results from their site visit last month. Several funding opportunities were discussed, including new scholarships from the Bentley Village Foundation for the EMS Program and Fire Program students, and potential funding from AHIMA for the Health Information Technology Program. The meeting covered new state requirements for syllabi and digital accessibility training, with mandatory compliance training needed by specific deadlines. Upcoming events were discussed including open house events at various campuses and a Renaissance Faire celebration on March 11th and 12th. The conversation ended with discussions about faculty travel funding, professional development opportunities, and plans for advisor visits to program areas during the summer.

- **Next Steps:**
 - All Program Directors/Faculty: Ensure syllabi are updated to meet new state requirements (including detailed assignment narratives, schedule, and evaluation methods) before leaving for summer break
 - All Faculty/Staff: Complete mandatory digital accessibility training before spring break (or by April 14/24, depending on the deadlines seen)
 - All Faculty/Staff: Complete 8 annual compliance training modules (by December for most, 60 days for new hires)
 - All Program Directors: Send one-to-two sentence program descriptions with photos to Dr. Faust before Spring Break for marketing materials
 - All interested Faculty: Send names to Dr. Faust before spring break if interested in serving on AI Policy Committee
 - DonnaMarie: Send Commencement volunteer sign up information to Sarah Hamula & Alexis Augustenborg
 - Sarah Hamula: Reach out to Program Directors to coordinate Advisor tours during summer. Invite admissions team and Andre's area to participate in advisor tours. Alex Schimel is updating Program Maps.
 - All Faculty: Submit faculty travel requests before end of March.
 - All Program Directors: Present updates at March 27th meeting with Alex's area

- All Faculty: Submit final grades by the deadlines.
- All Faculty/Staff: Volunteer for Commencement Ceremony (100+ Volunteers needed)

Summary:

- *SoAH Night at BB Games:* Thank you to all that attended our AH team building event at an FSW Basketball game at the Suncoast Arena with Suite seating. Dr. Allbritten, President of FSW, attended with Cass Allbritten, Director, Advanced Medical Assisting Program, among other members of our School, who enjoyed both the men and women's Basketball games, as they both won!
- *Renaissance Fair Planning Meeting:* Dr. Faust discussed the Renaissance Fair planning and very excited to see all the different displays that our programs will have at the event. Appreciation to all individuals for their engagement in this College-wide event.
- *Accreditation and Funding Updates:* Dr. Faust discussed funding opportunities. Dr. Foster's program received continuing accreditation, with the next comprehensive review scheduled for 2033-2034. The respiratory program's site visit in February resulted in no citations, with a decision expected after spring break. Dr. Faust announced that the EMS and Fire program received a grant from the Bentley Foundation for scholarship funding, and Dr. Foster's Health Information Technology program was selected to receive funding from the AHIMA Foundation, though the exact amount is still unknown.
- *Syllabi and Training Timeline Updates:* Dr. Faust discussed the timeline for syllabi preparation, emphasizing that full-time faculty who won't be present during summer break must complete their syllabi before leaving. She mentioned the need for basic information in syllabi to set clear expectations for students, including communication timelines. Dr. Faust also highlighted the importance of completing the annual compliance training (in your FSW and Canvas portal) along with the mandatory digital accessibility training, which has a deadline of either April 14th or 24th (two different dates published) and recommended finishing it before spring break.
- *Upcoming Events:* Open house events at different campuses and encouraged everyone to add their program-specific events to the shared calendar, which will help with enrollment and marketing efforts. Dr. Faust also mentioned that advisors Sarah and Alexis had made suggestions for a general calendar for the School of Allied Health, which DonnaMarie has now created. All individuals should have access to this calendar so that you can enter your events so that we are all aware of the different events for each program.
- *Academic Operations and Planning Updates:* Dr. Faust discussed several key topics including commencement ceremonies, an AI policy initiative, marketing materials, and an upcoming Renaissance Fair. She announced that Dr. Christy Gilfert and Katherine Madden have been sending out pleas for commencement ceremony volunteers, with Bridget M agreeing to work all three sessions. Dr. Faust encouraged faculty to volunteer and noted that flex time could be used for extended shifts. She also mentioned that faculty can receive \$150 from an ancillary fund for professional development and travel expenses. Dr. Faust announced that general advisors will be visiting School of Allied Health program areas during the summer, with Sarah coordinating these visits. The conversation ended with Dr. Faust expressing gratitude for the team's hard work on accreditation and budgets, while noting that they are still awaiting feedback on legislative budget requests and potential donor support.

Important Reminders

- Workforce Newsletter submissions submit to Whitney Rhyne - ongoing
- SoAH Social Media/Marketing Needs- Submit to 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

Upcoming Meetings:

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

Tuesday, April 14, 1:00pm on Zoom

<https://fsw.zoom.us/j/88316797048>

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

School of Allied Health (SoAH) Meeting March 6, 2026, 1pm to 2pm, Zoom

<https://fsw.zoom.us/j/88316797048> **Attendance**

| Present or Absent | Name | Position |
|-------------------|--------------------------|---|
| A | Anthony Valenti | Library Liaison, SoAH, Collection Mgr. Librarian |
| P | Alexis Augustenborg | Student Success Advisor I, SoAH |
| 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 |
| A | Elizabeth Whitmer | Faculty, Health Information Technology |
| A | Genny Jaramillo | Program Coordinator, Respiratory Care |
| P | Giovanni Zamora | Program Manager, EMS |
| A | Dr. Heather O'Connell | Faculty, Respiratory Care |
| A | Jamie Ware | Dental Clinic Manager/Instructor |
| P | Janetta Mullins | Program Coordinator, Social & Human Services |
| P | Jean Newberry | Program Director, Respiratory Care |
| A | Jennifer Hoar | Program Coordinator, EMS |
| A | Jordan Green | EMS Instructor |
| P | Karen Molumby | Program Director, Dental Hygiene |
| P | Kristen Moore | Program Coordinator, Physical Therapist Assistant |
| P | LaCher Edwards | Program Coordinator, AMA |
| A | Lynn DiSomma-Sentner | Program Coordinator, EMS |
| A | Dr. Magdaline Britto | Dental Clinic Supervisor |
| P | Dr. Mary Catherine Faust | Dean, School of Allied Health |
| A | Michael Jimenez | Fire Academy Supervisor, North Collier Fire Training Center |
| P | Michael Knoop | EMS Support Specialist |
| A | Michael McNiskin | Program Coordinator, Radiologic Technology |
| A | Michael McSheehy | Program Coordinator, EMS |
| A | Natalie Schmidt | Clinical Coordinator, Dental Program |
| A | Philip Kinsey | EMS Instructor |
| A | Rachael DAndrea | Adjunct Faculty |
| A | Randy Fite | Fire Instructor |
| A | Rendy Petrin | Director, Radiologic Technology Program |
| P | Sarah Hamula | Sr. Coordinator, Student Services |
| A | Sharon Fitzgerald | Adjunct Faculty, Health Information Technology |
| A | Dr. Suni Koshy | Dental Clinic Supervisor |

| Present or Absent | Name | Position |
|--------------------------|------------------|--|
| P | Dr. Susan Foster | Program Director, Health Information Technology & Medical Coding and Billing |
| A | Susan Patti | Adjunct Faculty, Social and Human Services |
| P | Tamra Pacheco | Coordinator, Allied Health |
| P | Tracy House | SoAH Support Specialist |