



School of Health Sciences

Meeting Purpose:	School-Wide Meeting Initial Meeting – Fall Semester 2012
-------------------------	---

Date:	08/21/2012	Time	1:30-4 PM	Location	A-103
Attendees:	M. Collins (Dean), S. Brown (HUS, Program Coordinator), C. Chapman (DH, Clinical Coordinator), M. Collazo (Staff), A. Contino (DH, FT Faculty), J. Davis (CVT, Program Director), J. Elsberry (RESP, Program Director), J. Gootkin (PTA, Site Coordinator), S. Karpel (RESP, FT Faculty), C. Kubetschek (RAD TECH, Clinical Coordinator), R. Lenius (CVT & RESP, FT Faculty), G. Matz (Staff), J. Mayhew (RAD TECH, Program Director), R. McCoy (OPT, Site Coordinator), K. Molumby (DH, Program Director), R. Olitsky (DH, Clinic Administrator), E. Whitmer (HIT, FT Faculty).				
AGENDA/DISCUSSION/ACTION Items				Process/Responsible	
1. Welcome & SHS Dean Introduction. Announcements: School of Nursing and School of Health Sciences separated by the Board of Trustees. May be future plans of re-merging the two.				Dr. Harrel	
Funding for Professional Development: Professional Development Funding – PERKINS GRANT. All program directors should take advantage of this opportunity and include instructional faculty. HIT needs 20 to 45 CE's every 2 years CVT needs 36 CE's every 3 years Opticianry needs 20 CE's every 2 years Respiratory cover the CE's thru Symposium and LM RAD TECH society provides most of CE's needed How and where to apply for Perkins funds for professional development?				Program Directors/Dean	
2. Recognizing Faculty and Staff Achievements				Program Directors	
3. Marketing Health Sciences Programs					
4. Edison Organizational Chart				Marie will email 8/1/12 version; located on Document Manager	
5. Credit Hours vs. Contact Hours clarifications needed				Program Directors/Dean	
6. Facilities issues discussed (paper towels, housekeeping, auto door lock system in DH)				Marie will discuss with Ron Copass	
7. Importance of marketing and publicizing kudos of all programs discussed. Relay items to Dean/Francesca in marketing				All	
8. The Teaching and Learning Center has a new contact, Rudy Moreira. Good source of faculty and staff training.					
9. Designated parking for faculty and staff suggested				Parking lots assessed by Dean. Only compact and	

	carpool areas are reserved for faculty/staff. We may need to focus this effort on patient/handicap parking needs.
10. Student dress code to be addressed by each program director/coordinator or faculty member	
11. Token of appreciation to Mary Myers	Agreed on massage. Jodi suggested Hyatt Regency. DONE.
12. Proper Communication Channels – Professors, Program Directors, Dean	

Minutes Recorded By: Myrtha Enid Collazo

Dean Zimmerman and VP Watjen – Admissions, Registrar, Advising, Centralization of Processes – other BS programs have specialists

Michelle Fanslau – Curriculum Review Processes; Course Waivers; CREDIT REVIEW COMMITTEE (no longer called Course Substitution Committee)

Adrian Kerr – Current and Future CE opportunities

Bonnie Etheridge – Faculty/Staff Titles and Contracts

Jana Sabo – Hiring Procedures (3 searches in progress: DH, Respiratory Care, Human Services)

President Allbritten – coming up, article in FL weekly SEND BULLET ITEMS

VPAA Academic Dean's Meeting – every 2 weeks

Dean's Council – once a month, rotating campuses, all day meeting, Curriculum review

Curriculum Committee – once a month

1. Affiliation Agreements – per EH: HIT (voc tech programs), Opticianry (Hillsborough)
2. SHS Forms Routing Process – anything in progress prior to Marie, please let her know if outcome not reached
3. CRIMINAL BACKGROUND CHECK: Can this be more ESC centralized admissions process and less discipline involvement? DegreeWorks?
4. ADMISSIONS/APPLICATION PROCESS: why 2 applications for Edison students, why 2 sets of transcripts. Can DEGREE AUDITS be centralized through ADMISSIONS?
5. Fees – goes back to programs
6. CBC fees – hefty for those who won't get in
7. Duplication of Transcripts – What triggers application? Degree code entered? GPA decide which one to allow, some courses that allow a D so if program does not have a D. Passing grade for ESC and passing grade for PROGRAM (Chemistry, find out what others are that allow D and how it affects).
8. DEGREEWORKS – Start populating Fall 2013 with full implementation Fall 2018. Must have 5 years of data/catalog years to implement and ESC does not want to implement with retrospective entries/old catalogs.
9. DEAN ZIMMERMAN/VP Watjen: Old ESC Logos, Admissions cycles? Adequate Student Advising
10. SUBMISSION of Student Names to Registry: Program Completion & ESC Graduation
11. WORKLOAD ISSUES: CREDIT HOUR/CONTACT HOUR/FACULTY OVERLOAD
12. Program Administrators/Staff with Teaching Assignments
13. Faculty with Administrative Assignments
14. ESC REORGANIZATION

15. PROCEDURE FOR PROPOSING NEW CE PROGRAMS – approval process, use of CANVAS for non-credit courses, faculty/staff pay for involvement in teaching or curriculum development
16. ROOM UTILIZATION – Schedulers Myrtha/Gen – R25 – lost of PICO, decrease in state funding. **Each Program, please forward Fall, Spring, Summer classroom utilization to Marie**
 - a. R25 and S25 will need to work together
 - b. Dr. Harrel will send out some Spring 2013 scheduling guidelines
 - c. End of 6 weeks, schedule will shut down and Room reservations will go through Auxiliary Services (to prevent double scheduling)
 - d. Problem: heavy teaching load on Tues/Thurs. Need to move 2 day/week classes to Monday and Wednesday after 12noon.
 - e. If space is designated for a particular discipline, are there OTHERS who could use (and respect) the space
 - f. Concern that more computer labs are needed on campus for testing, etc.
 - g. Dr. Harrel will send out Room Utilization Report conducted by Ron Copass in Facilities
 - h. Four and five credit hour courses – let EH know which rooms to pre-designate for 4-5 credit courses
17. CREDIT REVIEW COMMITTEE – no longer called Course Substitution Committee
18. REVIEW: Florida DOE Curriculum Frameworks & General Education – Updates are In Progress that WILL impact our programs.
19. REVIEW HB 7135 General Education Changes and State Accountability Measures (be sure to build Program Review around these changes)
20. What would it look like if Program Directors were 10 or 11 months?
21. JUNE Summer A Graduation, Students Graduate Aug 17 – 2 months, what it does to students and what it does to Edison/Registrar: Respiratory, CVT, Rad Tech. Date student met requirements of program? Competition from outside? For DH to take clinical board, transcript must show degree. Delay in diplomas. Some employers may call and registrar will say student not graduated.
22. Programs: build from ground up. Stipulates what a faculty member is and is not. Send Union agreement
23. Categories – Marie will send
24. Prerequisites and Requisites – Friday's meeting
25. Affiliation agreements – originally blanket for nursing & hp combined; new affiliation agreement does not Fawcett. DEBORAH will forward email to Marie
26. Hospital was to provide instruction to program. New agreement sounds like additional clinical instructors may be needed. Englewood is also HCA.
27. Division of Health and Sciences – used to be called