

MEETING: **SHP Leadership Council**

January 10, 2013, 2-4pm, A-138

PURPOSE: **Standing Meeting**

ATTENDEES: **DEAN - M. Collins**

CPS/EMER – J. Elsberry (RESP), J. Davis (CVT), J. Washburn (EMS/FIRE)

DH – K. Molumby, **HIT** – D. Howard, **HUS** - S. Brown, **RAD** – J. Mayhew

NURS – D. McNulty (BSN), ~~B. Holbrook~~ (Lee, PM/Wkn), S. Holland (Lee, Day),

M. Kruger (Collier), C. Paul (Charlotte)

OPT – ~~R. McCoy~~, **PTA** – ~~J. Gootkin~~

Minutes by M. Collazo (Dean's Office)

GUESTS: None

AGENDA & MINUTES

1. Spring 2013 Standing Meetings – 2nd and 4th Thursdays, 2-4pm, A-138, Lee
2. Emails: **It is critical that everyone reply in timely manner.**
3. **See Email sent 11Jan13** regarding: Budget Administration & Associate Dean signers – As soon as budget discussions have been concluded with finance, program directors for each individual department will be back in charge of their budget expenditure and signage.
4. **Programs Accreditors Report** – thank you for your timely responses in updating this report. Dr. Collins will initiate documentation that all agencies are aware of SACS status and contacts for current administration. **If not previously done, Dr. Collins will work with program directors complete this in a timely manner.**
5. **HESI Testing** – Discussions about having a centralized testing center instead of utilizing computer labs in AA. Restrictions to AA computer labs should be in place so other departments do not have open access. Issue will be brought in the staff council meeting and addressed by the staff assistants. Look into the testing center for national licensure certification on Fowler in Ft. Myers. **Dr. Collins is waiting to hear from Testing Options, Inc. CEO, Martin Peen**
6. **Job Descriptions Updates Submitted to HR:** Associate Dean (Nursing), Associate Dean (Cardiopulmonary & Emergency Care), Clinical Faculty, Director (Simulation Education). Job descriptions will need updating. The need to identify the workload for SHP staff/program directors, faculty is imperative. Compliance with SACS. A solution may be to word job descriptions as hours per week and not as credit hours because of the unique & complex nature of clinical education programs.
7. **SACS site visit preparation** meeting will be scheduled with Dr. Stewart's office during upcoming meeting. **SACS site visit is April 7-8, 2013.**

8. **See email sent 5Feb13** regarding instructional load project. After Dr. Collins meets with each program director, she will collectively submit changes to the Curriculum Review Committee for eventual correction in Banner.
9. **See Email sent 11Dec12** regarding Overload for Non-Faculty Positions and Adjunct Faculty & Special Contracts. Dr. Collins would like for our SHP practices to be amenable to the needs of our programs but fair and consistent across programs.
10. Opticianry – moved from A-210 to A-114. Edison Online move from across street to A-210. Thank you to all colleagues and staff who assisted Richard with the big move!
11. Signatures on Forms - Please route forms in appropriate order to avoid further delays.
12. Grade Change Forms – program director/nursing coordinator have been designated by the dean to sign all grade change forms for their programs. If the program director/nursing coordinator (NUR/ASN, CVT, EMS, FIRE, RESP CARE) is the course professor, then signer is associate dean. If the program director (DH, HIM, HUS, RAD) is the course professor, then signer is dean. **Office of the Registrar notified 6Feb13.**
13. Staff Duties -Will be addressed as soon as the SHP reorg is finalized. Associate Deans will lead this effort with the SHP Staff Council.
14. Clinical Affiliations – The creation of a template for affiliation agreements needs to be discussed with legal in order to verify what clauses could possibly be a deal breaker. For example, Sexual Offender and OIG clauses are currently checks that Edison does not complete. **Dr. Collins will discuss a COP for Clinical Affiliations with Mark Lupe's office.**
15. **Criminal Background Check:** Should we increase Criminal Background Check fees for students to include ALL checks. Pros/Cons discussed. Let's decide what is mandatory and what we can negotiate with agencies. **Effective 31Jan13: the criminal history review has been centralized back to the dean's office.** Dr. Elsberry is leading an effort to communicate our new process to all SHP faculty. Dr. Collins' copied CE and Mark Lupe's office. **NOTE:** Prof Margaret Kruger has graciously agreed to continue to handle the monitoring of FDLE and CertifiedBackground.com. for nursing until the February admissions cycle is completed. This will give us time to develop a training plan. **Dr. Elsberry is working on the plan for the school and will be in consult with all leaders as we develop a plan that all can support moving forward.**
16. **Criminal Background Check:** FL Statutes, FL BON, and others dictate certain CBC requirements. We need to clarify this with all disciplines (disqualifying offenses, etc.)
17. **SHP and Programs web pages development** – Dr. Collins has contacted Edison's web developers to initiate SHP web page design. Programs will be contacted as this project is implemented.
18. **ADVISORS:** Program directors, prepare questions/concerns for SHP Advisors who have been invited to 2/28/13 meeting
19. Degree Audits – must be done at entry for all programs. **A system needs to be implemented within each program and shared with Dean by March 30, 2013.**
20. **CANCELLED** January 24, 2013 meeting due to provost candidate campus interview schedule.

NEXT MEETING: Thursday, February 14, 2012, 2-4pm, A-138

Guests: SHP Advisors & Pamela Comstock at 3:15pm.

Minutes compiled by M. Collazo 01/10/13; Edited/Approved/Distributed by M. Collins 02/06/13