**Date: February 10, 2023 Facilitator: Dr. Lisa Fox** **Minutes: Michelle Sherman**

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| **Topic** | **Presenter** |
| Call to Order: | Dr. Fox |
| Attendance | Type name in Chat |
| Approval of minutes: Jan Meeting  | January Minutes were approved by all  |
| 1. **Mission and Administrative Capacity**
2. Dr. Holland updates
3. Dr. Fox updates
4. Campus updates
 | **Dr. Holland’s Update*** Will update @ the Nursing Department Meeting

**Dr. Fox Update*** Here to support you and help you. Please reach out whenever you need assistance.
* Once we have the foundation set, things will be a lot easier and will need just tweaks here and there.
* Clinical Manager interview on the way! Have a few candidates. Only one for the
* FT Faculty: Have good quality candidates. Interviews will start soon.
* Student Complaint Process, we have a policy in the handbook. They need to go through the chain of command.

**Campus Updates*****Charlotte**** Working on Fall Schedule. IF you are teaching on Char and want to
* Booking Computer Room issues

***Collier**** Students are final in Clinical. No CA/Faculty Peds, nothing in place
* Hired 5 new CAs
* Becky’s last day is next Friday.

***Lee**** Team working together to
* Lack a Peds CA as well.
* Faulty picking up Clinicals to help with the need.
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| 1. **Faculty and Staff**
2. Course Lead Updates
3. Exam delivery/modification/grading
 | **Course Lead Updates*** Will be meeting regularly with Dr. Fox to keep thing up to date

**Exams*** Every Course group needs to meet in some way to present grades, what questions students didn’t do well on and see if there is a pattern.
* Giving points back. We need to be consistent across the board. Needs to be group talked about as a group and a cap on what questions will be taken out.
* Questions should be looked at across the board, not by campus. Need to have a reason on taking out the question.
* Some courses are talking about having 2 exam versions. The exam doesn’t necessarily need the same questions, just the same objective and levels. Just need to make a blue print.
* Test analysis looks at the questions that scored 100% and those that they didn’t score well.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***Faculty Vote**: Julissa Gonzalez motion to limit exam point return to students to a maximum of 5 questions or less, based on the biserial chart and statistics analysis. Course groups come meet after each exam to review course wide statistical analysis for exam modification. (Judy Sweeney second)***Motion was passed by Faculty.***\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\** One questions @ a time to be seen by students.
* They are should not be able to go back to look at questions.
* Use the same timing in all exams, when given.

**Test Questions Times*** Nursing 1 & 2 75 minutes per 50 question exams
* Nursing 3 &4 has 65 minutes per 50 question exams.

**Accommodations*** Multiply issues on each campus to provide accommodations for students.
* Dr. Holland & Dr. Such are working on a solution, more to come.
* FSW Adaptive Services: <https://www.fsw.edu/adaptiveservices>
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| 1. **Curriculum**
2. Curriculum Committee Meeting outcome
3. Independent study courses
 | Tabled until the Faculty Meeting on February 17, 2023.  |
| 1. **Resources**
2. HESI
3. Lockdown Browser
 | **Lockdown Browser*** Need to be using Lockdown Browser, Respondus, needs to use on all exams.
* Dr. Fox sent out a video to all to show how to install.
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| 1. **Outcomes**
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| **Other Business**  | **Cheating Policy:*** Was reporting procedure was reviewed

**NCLEX accommodations:*** <https://floridasnursing.gov/special-testing-accommodations/>
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| Parking Lot: | Grading for testing: Where to place for students and wording for those documents. |
|  Adjourn | 11:15 am  |