**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. |
| 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> |
| 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. |
| 1. **Outcomes** |  |
| **Other Business** | **Cheating Policy:**   * Was reporting procedure was reviewed   **NCLEX accommodations:**   * <https://floridasnursing.gov/special-testing-accommodations/> |
| Parking Lot: | Grading for testing: Where to place for students and wording for those documents. |
| Adjourn | 11:15 am |