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| 2/14/2023 Department of Nursing Meeting 10:30 -11:30 am ASN Director  |
| Agenda and Meeting Minutes |
| Attendees |
| X | Dr. Susan Holland, Asst. Dean  | X | Dr. Lisa Fox, P. Director, ASN | X | Sarah Hamula, Advisor | X | Michelle Sherman, Adm. Asst |
| X | Dr. Jennifer Ortiz, Collier Program Coordinator  | X | Judy Sweeney, Charlotte Program Coordinator  | X | Mariel Goldrick, Lee Program Coordinator |  | Joanne Sabo, Advisor |

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| Minutes for review and approval  |
| **2023/01/21 Meeting Minutes \_X\_\_ approved \_\_\_ approved with edits \_\_\_ not approved; returned for edits** |
|  **YYYY/MM/DD Meeting Minutes \_\_\_ approved \_\_\_ approved with edits \_\_\_ not approved; returned for edits** |

|  | Agenda topic |  Presenter | Discussion/Minutes | Person Responsible/Due Date |
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| 1.
 | Open Meeting –  | Dr. Lisa Fox | * We need student reps for our ACEN committees. Ideally, we need 1 per cohort from each campus. Please forward any names to Dr. Fox.
* Base Fall Schedule
* HESI Live Review Dates
* In person, 8 hours for 3 days
* Before the last day of classes
* Faculty needed to show support and help with various tasks.
* Preceptorship clinical hours will need to be completed

Outcome: Decided to that smaller groups are better. Dr. Holland will ask HESI if it possible to have one on each campus per cohort. If this is not possible, then there will be 2 on Lee, one during the day and one in the evening. Looking at the week on April 24th. | Campus Coordinators 3/10/23Campus Coordinators 2/15/23Dr. Holland will ask HESI if it possible to have one on each campus per cohort. |
|  | Campus Updates  | Charlotte | * Still struggling with CAs coverage
* Students to do CastleBranch paperwork is a challenging
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| Collier | * Things are finally up and running on Collier
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| Lee | * Students reaching out in regards to exams
* Complaints of Academic Success Plans
* Chain of Command needs to be followed
* Guest speaker on 2/18 @ 12:30 for a support group for anxiety & stress
* debriefingthefrontlinesinc.org
* dontclockout.org
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|  | Advisor Updates |  Sarah | * Both advisors have a number of Early Alerts coming in
* Went over the process of early alerts
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|  Joanne | * Attending an event @ South Fort Myers High School
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| 1. 5.
 | Misc. Items  | CastleBranch (CB) | * Need to come up with a better way to get the students complete required paperwork
* Ideas
* Another SoHP has a policy that the students get only 2 reminders, if nothing turned in they fail the class.
* If possible incorporated as part of Attendance Verification
* If not completed by assigned due date, then they will not be allowed to attend Sim/Labs/Clinical.
* Starting in Nursing 2, we need to tell them that all CB paperwork needs to be completed by the first day of Nursing 3 classes.
* Come with wording to put in the registration announcement posted on the colloquium for the student going into Nursing 3
* There will be certain things that will not be able to have updated due to dates. For example: Tetanus and Flu shots (9/1)
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| Action Items / Unresolved Issues |
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| Item | Owner | Due | Status |
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