

Department of Nursing  
 Final Agenda for ACEN Virtual Site Visit  
 October 19 – 22, 2020

Note: There are video recordings of a campus tour; a tour of the Nursing Department office, classroom, and lab; NURS 125 class and related lab; and NURS 220 class posted in the ACEN Electronic Workroom available at <https://www.nashuacc.edu/ascen?highlight=WyJhY2Vudl0=>.

**Monday, October 19, 2020 – Day One**

Activity	Meeting Attendees	Room Link <i>(Provided to the Team Chair)</i>	EST
<b>Team Preparation</b> (Technology tests and orientation to the private meeting room) 30 minutes	1. Site Visit Team 2. ACEN Staff	PRIVATE TEAM MEETING	12:30 PM – 1:00 PM
<b>Finalization of the Site Visit Report Draft and Team Questions</b> 60 minutes	Site Visit Team	PRIVATE TEAM MEETING	1:00 pm – 2:00 pm
<b>Meeting Check-In/Technology Verification</b> 10 minutes	1. Site Visit Team 2. Nurse Administrator	ROOM LINK	2:00 pm – 2:10 pm
<b>Conference with the Nurse Administrator</b> 30 minutes	Jeanne Hayes EdD, MS, RN, CNE Director, Dept. of Nursing		2:10 pm – 2:40 pm
<b>Break</b> 30 minutes	Site Visit Team	BREAK	2:40 pm - 3:10 pm
<b>Meeting Check-In/Technology Verification</b> 10 minutes	1. Site Visit Team Representative(s) 2. Human Resources Director, Catherine Barry, BS, MBA 3. Nursing Representative, Lisa Gray, MSN, MBA, RN, Chair	ROOM LINK –	3:10 pm – 3:20 pm
<b>Review of Faculty Files</b> <i>(Programs may use cellular phones, tablets, and video-conferencing technologies to ensure visibility of faculty and student records. If a verification visit is required, the faculty and student records may be reviewed during the verification visit.)</i> 60 minutes	1. Site Visit Team Representative(s) 2. Human Resources Director, Catherine Barry, BS, MBA 3. Lisa Gray, MSN, MBA, RN, Chair		3:20 pm – 4:20 pm
<b>Private Team Meeting</b> (Team Meeting to discuss findings and plans for Day Two) 60 minutes	Site Visit Team	PRIVATE TEAM MEETING	4:20 pm 5:20 pm

## Tuesday, October 20, 2020 – Day 2

Activity	Meeting Attendees	Room Link	EST
<b>Team Preparation</b> (Technology tests, final planning for Day Two) 30 minutes	<ol style="list-style-type: none"> <li>1. Site Visit Team</li> <li>2. ACEN Staff</li> </ol>	ROOM LINK	8:30 am – 9:00 am
<b>Conference with the Nurse Administrator</b> 30 minutes	<ol style="list-style-type: none"> <li>1. Jeanne Hayes EdD, MS, RN, CNE Director, Dept. of Nursing</li> </ol>		9:00 am – 9:30 am
<b>Meeting Check-In/Technology Verification</b> 10 minutes	<ol style="list-style-type: none"> <li>1. Site Visit Team</li> <li>2. ACEN Staff</li> <li>3. College Administrators</li> </ol>	ROOM LINK	9:30 am – 9:40 am
<b>Conference with the Chief Executive Officer of the governing organization, the Provost/Vice President of Academic Affairs/Chief Academic Officer, Vice President of Student Services, and Chief Finance Officer</b> 60 minutes	<ol style="list-style-type: none"> <li>1. Lucille Jordan, BS, MA, Med, President</li> <li>2. Robyn Griswold, BA, MA, EdD, Vice President of Academic Affairs</li> <li>3. Barry Garside, BS, MS, Associate Vice President of Academic Affairs</li> <li>4. Lizbeth Gonzalez, BS, MBA, Vice President of Student Affairs</li> <li>5. Laurie Berna, AS, CFO</li> </ol>		9:40 am – 10:40 am
<b>Break</b>	<ol style="list-style-type: none"> <li>1. Site Visit Team</li> </ol>		10:40 am – 11:00 am
<b>Meeting Check-In/Technology Verification</b> 10 minutes	<ol style="list-style-type: none"> <li>2. Site Visit Team</li> <li>3. ACEN Staff</li> <li>4. Student Services Personnel</li> </ol>	ROOM LINK	11:00 am – 11:05 am –
<b>Conference with student support personnel</b> 45 minutes	<ol style="list-style-type: none"> <li>1. Laura Tremblay, BA, MBA, Director of Admissions</li> <li>2. Anne Eule, BA, mA, Director of Financial Aid</li> <li>3. Jennifer Oliszcak, AS, Registrar</li> <li>4. Jody Leah Quinn, BA, MA, Director of Academic Success; Disability Services Coordinator</li> <li>5. Fran Keenan, BA, MS, Director of Library Services</li> <li>6. Patricia Klein, BS, MA, Director of Academic Advising Center</li> </ol>		11:05 pm – 11:50 pm
<b>Meeting Check-In/Technology Verification</b> 10 minutes	<ol style="list-style-type: none"> <li>1. Site Visit Team</li> <li>2. ACEN Staff</li> <li>3. All students invited</li> </ol>	ROOM LINK	11:50 – 12:00 pm

<b>Students - Meeting</b> 60 minutes	<b>Maximum:</b> 21 senior students 21 freshman students		12:00-1:15 pm
<b>Lunch/Brunch</b>	Site Visit Team Members	LUNCH/BRUNCH	1:15 pm – 1:50 pm
<b>Meeting Check-In/Technology Verification</b> 10 minutes	1. Site Visit Team 2. ACEN Staff 3. Nursing Faculty	ROOM LINK	1:50 pm – 2:00 pm
<b>Faculty Meeting</b> 120 minutes ( <i>This time may be divided into two-60-minute slots on different days</i> )	1. Lisa Gray, MSN, MBA, RN, Chair, Prof. 2. Catherine Allen, BS, MHA, RN, Professor 3. Erin Beck, AS, BS, MS, Professor 4. Victoria McClure, AS, BA, MSN, RN, CPN		2:00 – 4:00 pm
<b>Private Team Meeting</b> 30 minutes	1. Site Visit Team	PRIVATE TEAM MEETING	4:00 pm – 4:30 pm
<b>Meeting Check-In/Technology Verification</b> 10 minutes	1. Site Visit Team 2. ACEN Staff 3. Jeanne Hayes EdD, MS, RN, CNE Director, Dept. of Nursing	ROOM LINK	4:30 pm - 4:40 pm
<b>Conference with the Nurse Administrator</b> 30 minutes	Jeanne Hayes EdD, MS, RN, CNE Director, Dept. of Nursing		4:40 pm – 5:10 pm
<b>Private Team Meeting</b>	Site Visit Team	PRIVATE TEAM MEETING	5:10 - TBA

### Wednesday, October 21, 2020 – Day 3

Activity	Meeting Attendees	Room Link	
<b>Team Preparation</b> (Technology tests, final planning for Day Three) 30 minutes	1. Site Visit Team 2. ACEN Staff 3. Nurse Administrator	ROOM LINK	8:45 am – 9:15 am
<b>Conference with the Nurse Administrator</b> 30 minutes	4. Jeanne Hayes EdD, MS, RN, CNE Director, Dept. of Nursing		9:15 am – 9:45 am
<b>Meeting with Representatives from the clinical sites</b> Minimum of 60 minutes	1. Karen Tollick MSN, RN, NPD, BC, Director of Clinical Development, Southern NH Medical Center, Nashua, NH  2. Lisa Boucher MS, RN, CRRN, Director of Professional Education, Northeast Rehabilitation Hospital, Salem, NH  3. Glory Wabe MSN, RN, CRRN, Clinical Nurse Manager, St. Joseph Hospital, Nashua, NH	ROOM LINK	9:45-10:00 AM Set- up  10:00 am – 11:00 am
<b>Review of Supporting Evidence and Private Team Meeting</b> 60 minutes	Site Visit Team	PRIVATE TEAM MEETING	11:00 - 12pm
<b>Lunch/Brunch</b> 30 minutes	Site Visit Team	BRUNCH/LUNCH	12:00pm – 12:30 pm
<b>Meeting Check-In/Technology Verification</b> 10 minutes	1. Site Visit Team 2. ACEN Staff 3. Student Records Representative,	ROOM LINK	12:30 pm – 12:40 pm
<b>Review of Faculty, Student Files (continue from Day One), and review MOUs and Student Work</b> 60 minutes	1. Student Records Representative, Terri Szugda, Executive Secretary, Dept. of Nursing and Lisa Gray 2. Canvas: NURS 125N and NURS 220N		12:40 pm – 1:40 pm
<b>Break</b> 30 minutes	Site Visit Team	BREAK	1:40 pm – 2:20 pm

<b>Meeting Check-In/Technology Verification</b> 10 minutes	1. Site Visit Team 2. ACEN Staff 3. Members of the Public 4.	ROOM LINK	3:00 pm – 3:10 pm
<b>Public Meeting</b> 30 minutes	1. Site Visit Team 2. Members of the Public		3:10 pm – 3:40 pm
<b>Private Team Meeting</b> 60 minutes	1. Site Visit Team	PRIVATE TEAM MEETING	3:40 pm – 4:40 pm
<b>Meeting Check-In/Technology Verification</b> 10 minutes	1. Site Visit Team 2. ACEN Staff 3. Jeanne Hayes EdD, MS, RN, CNE Director, Dept. of Nursing 4.	ROOM LINK	5:10 pm – 5:20 pm
<b>Conference with the Nurse Administrator</b> 40 minutes	5. Jeanne Hayes EdD, MS, RN, CNE Director, Dept. of Nursing		5:20 pm – 6:00 pm
<b>Private Team Meeting</b>	1. Site Visit Team	PRIVATE TEAM MEETING	5:20 - TBA

**Thursday, October 22, 2020 – Day 4**

<b>Activity</b>	<b>Meeting Attendees</b>	<b>Room Link</b>	<b>EST</b>
<b>Private Team Meeting</b> 30 minutes	Site Visit Team	PRIVATE TEAM MEETING	8:45 am – 9:15 am
<b>Meeting Check-In/Technology Verification</b> 10 minutes	1. Site Visit Team 2. ACEN Staff 3. Nurse Administrator	ROOM LINK	9:15 am – 9:25 am
<b>Conference with the Nurse Administrator</b> 60 minutes	1. Jeanne Hayes EdD, MS, RN, CNE Director, Dept. of Nursing		9:25 am – 10:25 am
<b>Exit Meeting</b> 30 minutes	1. Jeanne Hayes EdD, MS, RN, CNE Director, Dept. of Nursing 2. Faculty, Nursing Dept. and College Personnel	ROOM LINK	10:25 am – 10:55 am
<b>Private Team Meeting</b> (Finalize the Site Visit Report) 90 minutes	Site Visit Team	PRIVATE TEAM MEETING	10:55 am – 12:25 pm

**DISCONNECT ALL ACCESS TO VIRTUAL TECHNOLOGIES**

