

Nashua Community College
 Department of Nursing
 Faculty Meeting Minutes
 Oct 20, 2017

Attendees: Carol Boutin, Mary Heinzl, Terry Williams, Lisa Gray, Tyler Waite, Jennifer O'Neill, (Freshmen FASTeam) Megan Scarbrough, Jarica LaFontaine (Senior FASTeam) Lindsay, Tanya

Topic	ACEN Standard/Criteria	Discussion/Relevant Data	Actions/Person Responsible	Evaluation
Fasteam Meeting- 1:30-2:30	Standard 3	Purpose of the FASTeam, professional communication reminders		
		<u>Freshman</u>	Positive Points: -Thankful for positive and approachable freshman faculty & Simulation Coordinator	- reevaluation at next FASTeam meeting
		-schedule for upcoming semester; model is to include pharm, AP, micro; worried about when these classes should be taken; how pharmacy i.e. going to be incorporated -felt like schedules felt schedule wasn't given with enough notice	-verified schedules will be known by November 13 th -recommendation to meet with Dr. Boutin to help with i.e. schedule concerns r/t Micro and Pharm schedule concerns -Pharm available in summer if enough students available (exact # will be looked into by chair); Monday 9-12pm (Hybrid) class; Pharm class shortened to 10 weeks -Micro available in the summer -schedule not given until first day of class	

			and clinical specifics not necessarily finalized and giving it early when available is a courtesy	
		-can take med micro or non-med? 210 vs. 215	-can take either but most take NUR210	
		-want more lab content to be able to do more in clinical; restructure	-chair gave the history of how it had run in the past and changes that had been tried r/t these concerns -discussion is already underway of restructuring of some of the early labs to incorporate more material and have students more ready of what is expected	
		-start lecture with sharing time between the clinical groups of interesting cases	-instructors agree, 15min goal before lecture starts	
		-organization issue of the materials - I.e. required readings Taylor clarifications of which readings;	-will find a better balance of required readings and approaching learning as expected for a professional adult student and less required assignments	
		-printing issues; want more notice regarding	-noted by staff to plan more as possible	
		-blackboard vs. paper	-freshman class prefer paper being able to go back during their novice -senior class prefer more computer testing	
		-ATI pre – rationale	-sometimes rationale is showing up for pretest ATI -students to email chair about certain	

			ATI that have been malfunctioning so we can send feedback	
		Feedback from students about this process	-felt heard; good positive space; -able to communicate the information discussed with student classes	
Topics:		<u>Seniors</u>	Positive Points: -Thankful for new faculty (Mary)	-reevaluation at next FASTeam meeting
		-Rationales for Test Questions?	-Written rationales provided during a review session afterward (r/t paper-pencil tests)	
		-ATI; misinformation between ATI and the books	-Freshmen and Senior FASTeams to provide solid examples in writing so chair can discuss discrepancies with ATI -recommend utilizing NCBSN if discrepancy in concepts can be figured out	
		-reading list; provided ahead of time	-2-3 weeks ahead going to be provided	
		Outside resources not provided to students that were referencing material included in lecture	-Freshmen Team Leaders will post supplemental reference material that are referenced in lectures	
		-unit outline; very vague, not enough specific simulations/activities	-more emphasis on revising the unit outlines being used	
		Grades; no answers given directly to students who question; no grades communicated early to people; unclear of specific examples	-more use of hidden columns and average grades hidden until total release -instructors to be more vigilant on releasing ANY grade	

		however given by Senior representatives	related information until it can be provided to ALL affected students	
		-final review notice on exams r/t coordination of students' work schedules	-instructors will provide an allotted time at least a week before hand	
		-study groups appreciate personal discussion opportunities to talk about concepts, BUT they are worried about influence of test-related material being expanded on -"you didn't make it seem that was going to be on the test" has been heard by students to students	-will clarify the purpose of "office hours" and to clarify a concept or two but try and limit the questions reasonably; that should be 1 person and not a study group situation -utilize resources and utilize collective understanding of the material in student-based study groups	
		-last minute changes (15min presentation to 10min) + study case on a sunday	-faculty aware and apologized	
Students		FRESHMEN - concern about certain continued behaviors by a freshman student; evaluation at midterm SENIOR - concern about certain continued behaviors by a senior student; approach to how this student will be evaluated at midterm	-faculty to approach as a team with 2 faculty in order to better manage and direct evaluations as well as having a witness during any concerns that arise -continued documentation to track concerns in order to have concrete evidence if needed	
Flu Shots		Complete at both levels? Seniors complete. unknown if all freshmen have completed flu shots – double needed	-Chair will look into CastleBranch to confirm compliance	
Midterm Sim	Standard 4	<u>Assessment- Evaluation:</u>	-going to have multiple simulations	

		<p>Freshman- responses - "appropriate simulation expectation of students; glad we didn't expect physical assessment"</p> <p>Seniors-; responses - "going to do the sim a few days before in order for everyone to be on same page"; "afternoon group may have an advantage due to talk after morning sessions of what's expected" -need more work with pumps and masks; had a problem with piggy backing as well as preparation</p>	<p>to avoid afternoon student advantage -potentially having 1 student doing assessment herself and 2 students coming in during rapid response -recommending remediation simulation regarding IV and respiratory skills -addressing the students of concern r/t IV preparation during midterm evaluation -incorporating a refresher on IV skills and respiratory skills into next laboratory</p>	
Midterm Exam	Standard 4	<p>Assessment-Evaluation: Freshman- 78-96%; class average TBCalculated 2 students failed (below 80%) 2 points given back (1 question showed discrepancy of answers per different sources used)</p> <p>Seniors- 65% to 96%- 9 people below 80% and then 12 people above 80% ; 1 question given</p>		
Midterm Evaluations	Standard 4	<p>Assessment/Evaluation: Freshman-deferred to next week</p> <p>Seniors- deferred next week</p>		

<p>ATI Remediation</p>	<p>Standard 4</p>	<p>Email sent to Veronica Dean asking about cost of a second proctored exam on a particular topic and retaking practice exams both under the practice assessment tab and tutorial tab. Answer to ATI questions: Your package allows for one retake after their initial take of any proctored exam at no additional charge. If for some reason you would like a second retake at that time we would charge. Those could be set up for either us to invoice you or we could set them up to prompt for credit card payment before they begin the exam. Either way if you need a retake simply email in or call in and we can set that up for you. We will need to know the cohort, test name and for how many students.</p> <p>All practice tests can be taken an unlimited number of times. All tutorials quizzes and tests are the same with the exception of the pre-test since that is what improvement is measured off of.</p>	<p>-if student needs a 3rd proctor, consider having student pay for this resource -accessing these unlimited practice tests will be looked into by faculty</p>	
<p>Copies</p>	<p>Standard 5-Resources</p>	<p>Copy codes have been sent out to everyone. You are allowed 400 copies (200-2 sided copies). When you use those up, call Magnus</p>		

		<p>and he will give you 200 more copies. This can be done twice. Right now they are trying to figure out what the allowed number of copies should be, so please be patient. If the copier you are assigned to is broken, you will be able to use the other copier. The codes will be turned off until the second copier is fixed. Please make sure to let Magnus know if the copier breaks so it can be fixed asap. We are trying to decrease paper usage to decrease costs due to the budget. There is a brown bag lunch on Oct 24th at noon and 4:30 to learn about ways to reduce paper usage. Please make every effort to reduce paper usage. Documents can be loaded on BB for students. Tests are a concern, as the online tests have caused us some difficulty. We will need to learn whether security will be tighter for online testing with canvas or what we can do to make it more secure.</p>		
Syllabus Template		<p>There will be a standardized template for the syllabus. It is being developed and will be put into place when complete.</p>		
New Policies	Standard 3	<p>There are some new policies that are being worked on and will need to be added to Spring</p>		

		<p>Syllabi once approved. They are the AF policy for attendance and behavior; Title IX policy which is related to sexual misconduct, violence or exploitation of students. Our title IX representative is Lizabeth Gonzales VPSS. One more policy is the tuition appeal policy. When these are finalized, I will email them to you.</p>		
Perkins Funds Committee	Standard 5	<p>A committee is being formed to review Perkins Funds (technical programs and nursing for professional development, equipment) requests and usage. Volunteers are needed to be on this committee. Please let Robyn Griswold know if you are interested. Please remember that service to the college is part of your evaluation.</p>		
Budget	Standard 5	<p>10% cut across the board of all dept budgets. We need to look at necessary costs such as maintenance of equipment in the Sim lab, etc. and budget for those items prior to any other purchases.</p>	<p>Terry- please submit the necessary purchases for the lab.</p>	
Spring Clinicals	Standard 4	<p>Renewals have been requested on CCP. Waiting for responses.</p>		
Board of Nursing		<p>Report has been submitted; Response from program specialist is she is recommending the board accept our annual report for 2017.</p>		

ACEN	Standard 2	Self-Study Forum in Providence March 15,16. Who is willing to go? I have asked the president if I can give comp days in lieu of these two vacation days. Awaiting a response. Template for 2017 report has been received. Due Nov 17 th .	-Chair working with President of college if criteria met for funding of ACEN Trip (potential attendees will be Jen, Mary, Tyler, Terry, and Carol?)	
Assessment Data and ELA's	Standard 4	DC has been working on finalizing the data to be assessed. Need to review the SEP for ELA's.		
Faculty Files	Standard 2	All faculty files should be up to date now.		
Trip to London		Please share this information with your students either verbally or as an announcement.		
Training for Faculty Advisors	Standard 2	Everyone received an email regarding this training on Nov 1- Wed from 3-5pm. This is mandatory as we all advise students. They will be reviewing Navigate EAB and other tools that we are using or will be.		
Other/Parking Lot		Question: Should we move the med lab up in the curriculum or focus on injection lab so freshman can go to flu clinic Discussion on having students follow an RN as a preceptor program -NCSBN Posters -Degree and Certification program pamphlet from New Hampshire Community Colleges provided to instructors for awareness -KeithRN Conference	This should be discussed in a level meeting. -Chair to clarify with maintenance of what allowed to be posted around the floor and delegate the installation -programs available reviewed -Staff considering; November 20 th - 8:30-4pm -southern conference to not be counted as a clinical hours	

		<ul style="list-style-type: none"> -November 4th, intergenerational nursing offered at Southern -Insurance meeting on Monday, October 23rd -apple watches 	<ul style="list-style-type: none"> -making sure to work time for the insurance meeting into lab on monday -going to write apple watch specific or related technology into the student policy for next year and going to mandate no use during high stakes testing and accommodate easily visible time 	
Next Meeting				

Respectfully Submitted,