

Nursing Faculty Meeting
Minutes
September 21, 2021

Location: TEAMS 10am – 12pm			
Present: Kuhlmann, De La Rosa, Bassett, Young, Coglianese			
Guest: Molly Covington, Lin Wong (GAs) Absent: Rachel Zuni (GA)			
Topic	Remarks	Discussion	Plan/POC
Nursing license Expiration date tracking log.	How far in advance do we want to notify the students we need updated copies?	Students will be reminded at the beginning of the month of their Nursing License expiration date to renew their license, submit an updated copy to ENMU Nursing, and update their Castle Branch.	Ms. Coglianese is keeping a spreadsheet of all active students and will notify them via email. If they have not responded, she will remind them at the beginning of the next month.
BSN/MSN Enrollment Log	Developing so that we can track students current standing in the program.	Nursing Faculty will continue to monitor and follow up with any program inquiries, as well as current students who may have left the program, to see if we can assist them in any way in returning to the nursing program.	The enrollment logs will be maintained and updated on a regular basis. Faculty will remove students who graduate, and Ms. Coglianese will add new students, so the log remains current.
Castle Branch	Reminder letters have been sent to those who have still not created their accounts.	It is very important that students not only create, but update their Castle Branch accounts regularly. This is a program requirement.	Reminders will continue to be sent out regularly to those who are not in compliance by Holly. Tracking will be maintained in Enrollment log as well. Instructors of practicums confirm that students have met

			all requirements before performing practicum hours.
Poster Directory for COB Lobby for Nursing	Faculty and staff think of quote-phrase related to teaching/support/mentoring	Need to set up pictures with Wendy and decide what we want for the individual captions. Some kind of inspirational quote or phrase, not from the bible.	Directory poster for the Nursing Department is in the process of being created to familiarize our students with our department. Ms. Coglianese will follow up with Communication Services to ensure this information is available and displayed prior to ACEN visit on 10-13-21.
Course Waivers due to BSN curriculum change.	We have experienced some issues with the course waivers for the new BSN Completion program curriculum, when students want to stay on old catalog.	<p>If students are not required to take additional courses on the new curriculum, have them change to the Fall 2021 curriculum.</p> <p>Since the BSN curriculum is now 32-35 hours, students may need articulated clinical hour credit from their ADN program to attain 40 hours UD credit, which is the minimum required for a BSN degree.</p>	Upper division credit articulation can be requested through the by Dr. Kuhlmann. Course waivers must be approved by Dr. Swift and Dr. Ayala. In the last semester of courses, advisors will send a waiver request.
Pinning Ceremony after Commencement	Ms. Coglianese needs to reach out to John Kanmore (Physical Plant) and the registrars to let them know of plans to have in person.	In the event we are allowed to have an "in person" Ceremony for Graduation we would require (after the Graduation Ceremony) that the chairs and podium/microphone be left for the Nursing Department to use for our Pinning Ceremony.	Arrangements will be made by Ms. Coglianese, as well as planning for a meet-n-greet to be held the Friday evening prior to the ceremony (COB permission to use front lobby, and snacks/beverages through Sodexo). Will set up laptop and ZOOM for students to meet with Dr. B.
Tentative date for Nurse Advisory Council	02/23/22 (Wed) at noon, or 03/02/22?	Zoom and sit-down lunch at 11:30, followed by meeting.	Need to determine solid date and topics that will be

		We need to talk about EPSLOs (end of program student learning outcome) every time we discuss the program. Need to list nurse educator core competencies.	presented for the Nursing Advisory Council.
Title IX training - online	Completion due on 12/03/21. Employees will receive a link from ever-fi-foundry.net.	Faculty and staff (including GAs) are required to take the training	Once completed, please send Dr. Kuhlman. and Ms. Coglianese a copy of the certificate to keep on file.
Athletes Progress Report – UG students	Email will be sent with link – Short PPT with instructions sent as well.	If student doing okay, mark “no” or “no issues”. If concerns, mark “yes” and select concern from dropdown and provide short explanation	Due 10/04/21 for first 8 week or 16-week course; will receive second request for 2 nd 8-wk session.
Dr. Bassett	512 did not pass QM peer review. Have 6 months to correct and resubmit. More current textbook recommended.	Another concern that will affect all courses is if all instructor-created videos must be close-captioned, as one reviewer noted. Currently, we are creating text transcripts.	Dr. B will make needed changes, in consultation with Dr. Campbell in DL, as well as find out if ENMU has a You-tube account for close-captioned videos.
Update MSN/BSN Handbooks	Need to update MSN/BSN handbooks with new Adm Asst contact information.		Holly will get with Comm Services to see if they can do this with “Find and Replace”. Then, new versions will need to replace old on the BSN and MSN webpage.