

Nashua Community College

Department of Nursing

Faculty Meeting Minutes

April 16, 2018 Fasteam Meeting

April 23, 2018- Faculty Meeting

Attendees: Carole Boutin, Tyler Waite, Mary Heinzl, Jennifer O'Neill, Terry Williams, Terri Szugda, Susan Greene, Meg Scarbrough, Lisa Gray
(excused on April 16th and April 23rd)

Topic	ACEN Standard/ Criteria	Relevant Data	Discussion	Actions/Person Responsible	Evaluation
Topics:					
Meeting Minutes from March 26th meeting-approval	2	Deferred until Aprilj 23 rd . Due to NEASC meeting at 2pm the fasteam was held but the faculty meeting was postponed until April 23 rd .	Minutes approved for March 26 th meeting		
Fasteam 12:30-1:30	3	Freshman Reps: Meg and Susan <ol style="list-style-type: none"> 1. Preparation for Capstone questions 2. Study group options 3. Service oriented Nightingale 4. Review of Test process 5. Want next semester material outline to be posted before breaks that would allow students to read ahead 	Prof. Henzl advises to start to think about topic at this time; i.e. Alzheimers; things from clinical experiences, personal experiences - anything that students might want to know more about		

		<p>6. Clinical and lecture for fall for senior class, when posted? What to expect.</p> <p>7. What to expect for clinical placements</p> <p>8. How to consult faculty over the summer</p> <p>Senior reps did not attend as it is late in the semester and they didn't feel it was necessary as they are graduating. The original date was in Feb, but had to be postponed due to a conflict.</p>	<p>Current seniors were concerned financial issues</p> <p>Freshman raised similar concerns about soliciting donations for food for participants</p> <p>Question from students re: obtaining CEU's ; Dr. Boutin explained process for presenting certificate for contact hours or CEU's of attendance vs. certificate of attendance for future programs.</p> <p>Possible topics for next year: Gender Identity; cultural competence</p> <p>Students were encouraged to research experts for topics to be able to speak at conference;</p> <p>Have specific objectives for your conference</p>		
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			<p>Question re: budgeting cost into nursing budget moving forward – possibly too late for this coming year as budget has been submitted – gifts for speakers; cost for marketing</p> <p>Conflict resolution – part of process with group work</p> <p>Freshman – peer evals were "very telling" - regarding group work</p> <p>Are there objectives they need to meet and in a particular time frame for the senior project – discussion tabled</p> <p>Study groups – self assigned; not required</p> <p>Meetings with faculty – office hours or send email to set up appointment</p>		
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			<p>Nightingale – shift more towards service vs fundraising. Club is student driven so as long as students stay with the mission of the club, focus can be whatever students decide. Different thoughts discussed – volunteering with soup kitchen; flu clinics; presentations for homeless, care packages; public health department; mobile van for underserved at Rivier;</p> <p>Clarify and formalize how exams are reviewed after they are given. Students want to know more than "just the score" Seniors – prior to each unit – 10 question take home exam and provide rationale (given out one week before lecture); paper and pencil test in class; after class quick review is given; if</p>		
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			<p>further clarification is required it will be done after and/or by appointment</p> <p>Freshman exams are reviewed in class</p> <p>Students are asking if exams can be given back during the review – that could potentially compromise the integrity of the exam; faculty will discuss issue; option might be to wait a week and review exam after it has been graded;</p> <p>Material for the next semester should be provided with a minimum of one week of the start of the class. Students would like the readings prior to the start of the semester – there were "25 chapters" to read all at once for the first week. Faculty can make it a goal to put</p>		
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			<p>the chapters out for the topics for the students.</p> <p>Schedule for fall – for clinical and lecture – Lecture is Friday for freshman; Tuesday for seniors; Wed (12 hr shift for Wed)/Thurs for clinical seniors;</p> <p>Clinical – 220 is med surg; 240 is pedi/OB/med surg</p>		
Students	3	<p>Freshman: 13 At risk: 6 Variance: 3 Academic/Clinical warnings were distributed to those students below a grade of 80.</p> <ul style="list-style-type: none"> Individualized support and opportunities for further learning r/t rational/comprehension of the previous and upcoming quizzed 	<p>Seniors – continue with take home test with rationales; weight of take home quiz with rationales be better balanced; need to reinforce rationales for wrong answers as well as right answers; Faculty should help students to weed through information</p>		

		<p>material have been spent with each student at risk.</p> <p>Seniors: 20 At risk: 0 Variance: 1</p>	<p>and highlight points from unit outlines; we can't teach everything; perhaps use more of Keith RN tools; direct students to "major" source of exams</p> <p>Quizzes and exams should total 85-90% of grade</p> <p>Be consistent at both levels for grading weights; Suggestion 5% for take home (reading) quizzes; participation grade 5% (I.e. vSim – set passing grade); determine criteria for re-taking/re-doing assignments (I.e. time between assignments);</p>		
Clinical	4	<p>Freshman: One student who was given a lab prescription in March had not contacted Terry by April 9th. Terry sent the student an email regarding this. This was for a skill the student should be doing in clinical.</p>	<p>Positive feedback from students on adjunct clinical faculty</p>		

		<p>That student will be meeting with Terry on April 18th at 2pm</p> <p>Another student has completed her lab prescription and results will be reviewed by freshman staff April 16th.</p> <p>Seniors:</p>			
Promotional Video	3	<p>Promotional Video was filmed. Waiting for results. May not be until June.</p>	<p>Thank you Tyler for being the professor. This video will not be completed until June.</p>		
NCC Career Discovery Day	3	<p>Was very successful. The students and alumni were very effective. (Terry choose wisely in the alumni she invited to participate. Terry's program for the current student's presentation was clever in communicating new student activities.) Result: 4 students requested to be added to mailing list for further information. I think these students should be followed up with GS Health and Nursing information.</p>	<p>As a result of the day, the DC was asked to be on a panel at Milford High School on May 21st to discuss nursing.</p> <p>DC will consult with Tina Forbes re: linked in for Alumni</p> <p>Admissions rep up today to discuss program with DC</p> <p>Susan Smith (early college admissions person)</p> <p>Discussion re: incorporating</p>		

			department involvement with regard to open house and visits to schools to recruit, recruitment process; DC is reviewing admission criteria for our program;		
NH Health Care Month- May	3	Do we have a date? Plan?	Pending		
Health Education Day	4	Was very successful! Lateral Violence	Great Topic on Lateral Violence and not on a school vacation week		
Alzheimer's Conference	4	Was very well received. Evals were positive.	DC added card to folder for conference to help with recruiting for students for the nursing program.		
Acen	2	Please start looking at your assigned standards to get an idea of what you will need to address.	End of the semester a few days to start working on your standard		
Budget	5	There can be no more submission to request funds for this fiscal year.	Budget completed on 4/13		

<p>Clinical Eval Stats for 125 and 220</p>	<p>4</p>	<p>Have all the stats except group B from the freshman for fall of 2017. Will need final stats for spring 2018</p>	<p>Evaluations to be completed with final stats to coordinator</p>		
<p>Books for Next Year</p>	<p>4</p>	<p>Decisions need to be made if we are making any changes for next year. We do have to decide on a new Med Surg Text. Faculty should have reviewed the three texts we have so a decision can be made. Have to submit list to Library. Do we want to continue VSIM? DOCUCARE? Should we start DOCUCARE in the fall or spring as students need to learn to document on paper to understand the process and the content before using the EHR</p>	<p>I vote yes for the Davis Med-Surg Text to be adopted.</p> <p>I vote yes for VSIM & Docucare to be continued to be added to required materials for next year and integration into the fall curriculum material.</p> <p>I vote for Written out System-based SOAP Notes for charting is a sufficient alternative to paper based writing.</p> <p>Comment made that freshman did not like the particular Nursing Diagnosis Reference Manual; discussion re: providing consistency; Will remove this book from the required book list; Will change</p>	<p>Terry will get a price quote for freshman DocuCare for entire year</p>	

			<p>med-surg book to FA Davis from the Pellico text; keep FA Davis Pharm book; change medical dictionary to suggested instead of required; keep current psych book; Keep Adams book; Ricci book for Maternity and Pedi – keep 3rd edition; vSim keep (specify both maternity and vSim); Grace Training tote; ATI; DocuCare – keep at freshman level only for the entire academic year; keep vSim at both levels – get pricing for additional vSim Med Surg for 220 for class of 2020</p>		
NEASC	1	The open forum at the end of the visit was very positive. Won't have final results until about Sept.			
Freshman Applications	3	We have confirmed acceptances. We are having difficulty with attracting qualified applicants. A few reasons include low	DC is working with admissions to try and increase the number of students for fall 2018. May recruit	DC gave business card to guidance counselors at Discovery day	

		<p>unemployment, good economy, and possibly that our grade requirements are higher than the other colleges, however we have always had a B- requirement for nursing classes, A&P I and II and Microbiology. Due to low ATI scores, program completion rates and pass rates over the last 2 years, we upped the grade requirement for intro to psych and human growth and development to a B- as well and decrease the number of years from 8-5 for how old the courses can be.</p>	<p>LPNS to at least increase the size of the class for spring 2019. DC/Faculty to begin taking part in nursing info sessions to impart information about the program itself. (I was asked to do the info sessions in the summer while DC/Faculty were on their break) DC has arranged to have an info session during Open House on May 10th from 5:15-6:15. DC to speak first, then admissions will discuss the admissions process.</p> <p>I am concerned with the movement of the deadline date back to 12/31 especially when other CCSNH colleges will continue to take them until approx. 2/1. Earlier acceptances don't guarantee attendance and we will lose out on qualified applicants to other colleges.</p>	<p>to open dialogue regarding the nursing program. DC discussed continuing education with Bedford Nursing where freshman students will be having clinical in the fall of 2018. home for LNA's and LPNs.</p>	
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			<p>LRCC continues to take applications after their deadline when they are not at capacity. We are considerably below our capacity this year and were last year as well. Why aren't we doing the same? I think we should open it up again – maybe get those who are on waiting lists or others to apply.</p> <p>I think we should be building partnerships with area high schools and especially with the Health Oc programs to bring students in for shadow days and have Sue promote Early College to them so we can get students comfortable here so they will roll into our Nursing program instead of going to other programs that may be easier to get into as they will take</p>		
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			"just out of high schoolers".		
Advisory Board Meeting		Level coordinators need to prepare a report- DC will send an outline for the short report.	May 8 th 2-3pm Templet to be sent		
Nurse Tim	2	We will view 1 nurse tim today after faculty meeting if time permits.	Deferred		
Freshman Orientation	3	Need to decide on date for Freshman Orientation in May. How about the 16 th ? We have graduation rehearsal followed by a barbeque. Attendance is mandatory. Rehearsal is at 5:30. Need to decided on Date to call and make sure McGill's uniforms are available on that date. DC and Terri to update Castlebranch requirements and get codes to disseminate to both Freshman and Senior classes.	I Vote Yes I think it might be nice if Tyler and Jen did an ice breaker or something with the newbies. A little bonding moment 😊. It's a long day and a lot of info - something fun at the end would send them out on a high note. Lunch or a snack-time would be nice as well. May 23nd TBD		
Final evaluations	4	Seniors- very important- final student learning outcome survey and end of program satisfaction survey as well as the course, clinical site (seniors have already completed the pedi/OB clinical site evals) and faculty evals. Freshman-very important- level one student learning outcome	Freshman clinical site evals for BHU and NHH have been posted for students. Lisa will post final evaluations for program satisfaction and hospital evaluations		

		survey as well as course, clinical site, and faculty evaluations for 140; course and faculty evals for 230; Freshman can complete the clinical site evals for their Psych rotation now to get them started. For both levels, student learning outcome surveys should be submitted with their final clinical evals and then submitted to me.			
Faculty performance evaluations	2	Need to schedule time to meet with everyone for their evaluations. Each faculty should also complete a self eval. These are due to human resources by May 15 th .	Staff need to be completed by May 15th		
Precepting Grad Students		We have two Graduate students working on their MS in Nursing Education, that we will be precepting in the fall. One in early fall and one in late fall. The First student will be going to lectures and clinical. She will also give a lecture and will support a faculty member in clinical. I don't have specifics on the second student as of yet, but she is a graduate of our program.	Sept/Oct from Sacred Heart for her MSN-Education. Her goals are to help in clinical and lecture, Alumni Karen Hammes will be doing a project with NCC nursing; a second alumni has also requested mentoring for Bachelor's degree /project		
Innovation Fund	2	There will be a second round of applications accepted to submit for moneys from the innovation	DC will get back to faculty with due date;		

		<p>fund that supports innovative projects by system employees. Any ideas? - 1 idea is working with River Valley to develop an inter-professional simulation day among the 7 different colleges. Another idea is to collaborate for increasing retention of new nurses through a residency or transition to practice program. Possibly working with other nursing departments and collaborating with community clinical partners; Another thought is for a month long immersion for seniors final clinical experience in the area of their choice; One more thought- spread the information regarding the pilot project on the care of the older adult to all 7 nursing colleges to help support integration of gerontological nursing into undergraduate AD programs as recommended by the IOM, etc. Due date for applications is?</p>	<p>please think about any project ideas</p>		
Other		<p>Department End of semester calendar to be posted soon. College end of semester calendar has been posted. DC attended the second Behavioral Health Workforce</p>			

		<p>development roundtable. Discussion between employers and academia to close the gap between academia and practice. Mission and Vision statement for nursing program- do we want to update to be more in line with the college/ccsnh mission? A graduate of our program who works at SNHMC has expressed interest in teaching here however we won't have a position in the fall.</p>			
Next Meeting		<p>I propose that the name "Faculty Meeting Minutes" be changed to "NCC Nursing Dept Meeting Minutes" from this day forth to reflect all those who participate in the care and welfare of this department and its students.</p>	<p>Open House on May 10th we will have a Nursing Information Schedule that evening.</p>		

Respectfully Submitted,

Nashua Community College

Department of Nursing

Department Meeting Minutes

Oct 8, 2018- Meeting

Attendees: Carole Boutin, Tyler Waite, Mary Heinzl, Terry Williams, Terri Szugda, Lisa Gray, Emily Claire Grund, Susan Greene

Topic	ACEN Standard/ Criteria	Relevant Data	Discussion	Actions/Person Responsible	Evaluation
Topics:					
Fasteam Collaboration	3	<p>FRESHMAN:</p> <p>1.Exam review/test prep</p> <p>2.More “visuals” when it comes to teaching new skills</p>	<p>FRESHMAN:</p> <p>1.Students propose utilizing a game show format, i.e. Jeopardy or Kahoot to provide more exposure to the types of questions on the exams (and the NCLEX).</p> <p>Students are requesting an exam review before each unit. Prof Boutin clarified that realistically there will not be a review before each unit exam. Prof. Waite will try to put a little more “kahoot” type games into his lecture; he has offered to</p>	<p>Level coordinators will follow up with remaining student concerns and meeting minutes will be posted on Nursing Student Canvas Connections by Terri Szguda</p>	<p>To be Evaluated Next Department Meeting</p>

			<p>do a midterm review but it will have to be outside of class. There will be a mechanism of sharing the information from the review if the student is not able to attend.</p> <p>2. Students propose when teaching new skills (either in the simulation lab or at clinical), have instructors demonstrate it first, since a number of the students are visual learners.</p> <p>Discussion re: skills demos in lab vs clinical setting – student rep was not provided with specific skills that students were referring to. Prof Waite feels this may be clinical specific and will explore for further feedback as to what was meant by skills demo.</p> <p>Proper preparation from the clinical site needs to be addressed. Students need to be aware of resources available to them.</p>		
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		<p>SENIORS:</p> <ol style="list-style-type: none"> 1.course schedule does not include all due dates 2.reconsideration of the strict "pencils down" time limit for exams. 3.inconsistencies in the take-home quiz instructions and related questions about grading 	<p>SENIORS:</p> <p>1.Students offer possibilities would include a little more time for the exam, allowing students to use the break time following for the exam</p> <p>Meeting Discussion: Currently 1.3 minutes/question; question now becomes "start time" - 5 minutes past start time the doors are locked. Exam should start at 9am and if someone is not in the room between 9 – 9:05 am the student may begin the exam – This is how things will run.</p> <p>Exams – form to be used for questioning grading on exam question – When exam is reviewed re: appeal process; all students have access to student handbook and appeal form is in the handbook.</p> <p>Students are struggling with form as they don't have access to the question once the exam is handed in during the time frame allotted. Prof. Gray has</p>		
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		<p>suggested that students state the issues is between responses “a” and “b”; Student requests clarification on process to be reviewed in class; Prof Gray will post clarification on Canvas.</p> <p>Prof. Boutin addressed the “pencils down” issue – that it should not stress out students and be able to allow students an additional 5-10 minutes to complete questions. This issue has been resolved.</p> <p>Student – exam will start at 9am – it would be helpful to have exams, calculators, pencils prepared prior to 9am so that exam can start promptly at 9am</p> <p>Student requests clarification on discussion board that all that is required on the exam appeal is identify the question by # or by concept and must use appeal form. The appeal form should then be emailed to the faculty.</p>		
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			<p>Question re: use of Nursing student Canvas connection module – discussion re: use is “informational” only – not for discussion posts from students. Perhaps this will need further clarification – student request that names of FAST reps be posted with date and time of meeting.</p> <p>Parking Lot – Determine best use of posting items on this Canvas forum. (i.e. informational posts about upcoming events that are not academic related)</p> <p>Other issues are “class related” and will be discussed in class tomorrow.</p> <p>2.students propose re-organizing and possibly simplifying schedule published in the syllabus and include all project and quiz due dates as well as exam dates</p> <p>3.students propose clarifying and simplifying</p>		
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			<p>weekly take-home quiz instructions - sources and referencing, rationales and reasons for chosen and not chosen answers, use of not-yet published classroom notes</p> <p>FOR ANY FAST TEAM QUESTIONS, PLEASE CONTACT FACULTY. MEETING MINUTES WILL BE POSTED ON THE CANVAS CONNECTION. THE CANVAS CONNECTION IS NOT OPEN FOR DISCUSSION - Think of the "Canvas Connection" simply as an "FYI" informational bulletin board for posting information that is not related specifically to academics.</p>		
Meeting Minutes- Sept 10, 2018		Need to approve.			
Students	3	<p>Freshman: 15 Freshman at risk: 4 Variances: 0</p> <p>Seniors: 13 Senior's at risk: 3</p>	To be followed up individually at level meetings	Level Coordinators with Chair	

		<p>Probations: 2 Variances 0</p>			
Faculty Files	2	<p>Is everyone's file complete? This is a faculty responsibility that should be completed by Sept 1 each year.</p>			<p>Still ongoing – await 1 faculty to complete</p>
Mission		<p>Up date on question to ACEN from conference. In reviewing others colleges they do a side by side comparison and underline the words that are congruent. This will be an easy process, then the faculty can approve it.</p>	<p>After attending ACEN conference, we will need to update our mission statement to make it more current</p> <p>Faculty should all review current mission statement and create a version of an updated one.</p> <p>DC to post current version on One Drive for faculty to work collaboratively on.</p> <p>Core Values – NCC has 5 that all begin with "C" Nursing Department has mission and a philosophy (developmental model)</p> <p>Our curriculum is set up with Benner's theory (novice to expert) - simple to complex</p>		

Graduate Students		Updates? Has PF figured out her schedule to be able to come to days other than Tues/Thurs? We also need to have her come to Tuesday Labs for freshman	Pam will be in freshman lab tomorrow.		
ACEN		Overview of the conference	<p>We will be applying what we learned to our program eval. We only have to do an SPE for std 6 and no ELA's for the other standards.</p> <p>DC spoke with professional staff that we can do student interviews prior to admission. Our interviews are standardized and we have good inter rater reliability.</p> <p>Classroom time – in the past we were told we could not assign work outside of lab/clinical. ACEN has clarified that students are expected to prepare for class/lab. Lab and clinical must be 6 hours of actual clinical or lab.</p> <p>DC will inform students about prep time outside of</p>		

			<p>class – therefore work will be done in lab and/or clinical.</p> <p>Starting next semester, we will change freshman lab times from 8 – 2:30.</p> <p>As Terry is learning with her class, the importance for a teaching plan in place, reviewed by experts, complete a run through prior, students aware of the objectives, prebriefing, debriefing and an evaluation of the simulation. Simulations can be additionally used to expose students to skills that they are unable to perform in clinical.</p>		
Mountain Measurement-NCLEX Program Reports	4	Defer to a later date - during a face to face faculty meeting. DC need to review the current report and summarize as well as look at trends over the past few years. We need to review this and see where our students strengths and areas of need are. It would	DC to send reports to all faculty		

		help to compare to ATI results and see if we are finding the same gaps in knowledge between the two.			
Blueprinting for Midterm and Finals		The blueprint has been posted on Canvas in the nursing course under "Documents". It includes the part we use for the students as well as the part that is used for the exam questions. This was developed and approved in Jan. 2014. This should be used for midterms and finals. The portion for the student should be posted two weeks prior to their midterm.	All faculty responsible Tyler has revised the blueprint onto an excel doc and will send to faculty. Faculty to review and send back to Tyler ASAP		
Pharm summer 2019		Do we want to change this from a hybrid to all face to face? If so, this needs	Do we want to make this class more face to face/somewhat hybrid?		

		<p>to go to curriculum team before Dec.</p>	<p>Tyler suggests more face to face and have review sessions out of class time.</p> <p>During disease discussion in other NURS courses, some basic pharm is covered, but the pharm course covers pharm in depth.</p> <p>Discussion re: credits in nursing programs</p> <p>Tyler has offered to teach the Pharm course this summer. (80% in class and 20% out of class)</p>		
<p>Mental Health/ Med surg</p>		<p>Do we want to make changes to this portion of NURS 140? If so, how? We need to keep in mind that we will have to find clinical experiences that help them meet the competencies and if we are looking at changing when they are at clinical sites, we need to work on that now. Also the DC thinks it's important to have the</p>	<p>Tyler and DC have been looking at the NHH schedule and are in discussion about whether or not we want to make a change based on students evals. It seems the evals differ every year. One group will like the format and another will not. But the DC is wondering if there is a better way to administer this content and have them have clinical situations to bring theory to practice. DC will explore</p>		

		<p>freshman students experience homecare in NURS 140N. We have done this in the past and it was a valuable experience. Nursing is also moving more to the community so it's important that we make sure that students are prepared for that.</p>	<p>best practice for teaching this content and also check with other schools to see what they are doing.</p> <p>Lisa will follow up with review of ATI results – check the questions the students are most frequently missing; Suggestion to increase psych up to 4 clinical days and compliment it with additional clinical at community health/rehab where psych issues exist. (50% hospital (BHU)and 50% community) Suggestion to increase psych to 4 weeks.</p> <p>Discussion re: mental health should be placed first in the curriculum and then when the students go to med surg they need to be aware of incorporating mental health issues with clients in this setting.</p> <p>Problem with ATI – possibly testing on items we may be missing in lecture</p>		
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			<p>DC will request current ATI test questions for mental health</p> <p>Lisa volunteered to find a vendor for schizophrenia recordings / headsets</p>		
ATI remediation Policy		<p>There has been some discussion that this is not clear. Do we want to change it?</p>	<p>Students are informed of policy prior to summer break. Policy is in student handbook.</p> <p>Students should be encouraged to reflect on self- learning needs; faculty to post “most missed concepts” for exams.</p> <p>Need to add “Canvas” and delete BB on policy (student handbook pg 16; and check for faculty handbook for inconsistencies) By the next faculty meeting Lisa and Mary will be responsible for policy review (second Monday in Nov).</p>		
Testing Policy including med math passing grade		<p>Lisa believes there need to be changes to the testing policy. We had approved a testing policy in ? DC will post this policy as</p>	<p>If we are going to make changes to policies or the curriculum, we need to review the literature for best practice and support for making the change.</p>	<p>DC to re-write Med Math policy for next meeting</p>	

		<p>well as another testing policy that has been in the works in the past for faculty discussion.</p>	<p>Discussion – we want to know what the students know and as they progress in the program, we want to know how fast they can process the material. Lisa has researched “Nurse Tim” regarding some time for testing across the country.</p> <p>Do we want to slightly increase the amount of time the students are allowed for an exam – NCLEX allows roughly 1.2 minutes/question. Tyler suggests we shoot for 1.8 minutes/question based on student performance/outliers. Mary has raised the issue of needing to enforce limits of time as content needs to be covered in class.</p> <p>Faculty unanimously voted for a 100% pass rate on med math test from NURS140 forward; Grade of 90% for NURS125; may retake test up to 3 times and then may be</p>		
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			<p>terminated from program; consequence for students who do not make the grade will be tested within 48 hours.</p> <p>DC to review handbooks for med math policy updates and will be responsible for re-writing policy for next meeting.</p> <p>Changes suggested for policy changes: Blueprint only mid-term and final exams (not every unit exam); DC Suggests that research be done re: on-line testing vs paper and pencil testing (ability to backtrack if exam is taken on paper); Faculty discussed posting the "most missed concepts" on Canvas;</p>		
Pinning		There has been discussion about changing the pinning policy/process	<p>Discussion re: suggestions for changes - Provide students with two choices for speakers and allow them to choose one; Use Canvas to survey students for choices for speaker; send forms to students for bio</p>		

			information (Canvas Connection); students may choose music and create slide show		
Senior Clinical Eval Tool		The senior faculty have revised their clinical eval tool as a possible model to use.	<p>What is the purpose of the change? What is in the literature for clinical eval tools for best practice?</p> <p>Combination of midterm and final eval – so that there is one eval for 220; one eval for 240</p> <p>Mary to re-send this for faculty review and will review next faculty meeting</p>		
Partnership with Foundation Partners		Terry and Carole met with Jared Caron-educator and Julie Tuttle –Director of nursing at Foundation Partners. They are working on a transition to practice program. Discussion about partnering in the future as well as having them come talk to seniors about ambulatory nursing and their program. Also had discussion	<p>A definitions of capstone projects: “Whether they're called senior capstones or some other name, these culminating experiences ask students nearing the end of their college years to create a project of some sort that integrates and synthesizes what they've learned. ”</p>		

		<p>regarding an internship for seniors for the last 4 weeks of the final semester. Julie will follow up with some logistics regarding observation vs internship. Need to discuss as a faculty if this is something we may want to look at as a curriculum change to an internship capstone for the seniors in the future. Need to research the literature in terms of increasing success in nursing vs how it is done now.</p>	<p>Julie will be coming in November to speak with senior nursing students</p>		
<p>Partnership with Bedford Nursing and Rehabilitation Center</p>		<p>Carole and Terry met with Elizabeth Mitchell –DON to discuss a possible residency or transition to practice program for graduates to go into long term care. Also discussed possibly doing a capstone project there again as a time of internship</p>	<p>Elizabeth will have to speak with owners of the long term care facility.</p> <p>Discussion re: former grads being preceptors for students (linked in page has 27 members)</p>		

		or immersion for their last 4 weeks of senior year.			
Nursing Information Sessions		<p>Thursdays:</p> <p>Oct 11- 5:15 during open house in lab Oct 18th-10 am in classroom-Carole November 1- Noon in the classroom Nov 15-3pm in the lab Dec 6- 2pm (trying to change this as we have presentations that day). If anyone is interested in participating in an info session, please let the DC know.</p>	<p>Mary could participate in November 15 3pm in the lab, coming over immediately after clinical.</p> <p>Terry and Mary will attend the on Oct 11th open house Carole to do Oct 11 nursing info session.</p> <p>Lisa will do November 1st at 12n</p>		
Recruitment and Retention	3	<p>Quincy students- There are 3 quincy students that have contacted NCC and three more who are interested. After a meeting with admissions (the VPSCA, the director, and an enrollment specialist) it was decided that they would need to come</p>			

		<p>into 140 due to the differences in Quincy College's curriculum and NCC's curriculum. They would also have to complete the requirements for a transfer student. There is also an LPN interested in coming second semester but has yet to take the NACE. Acceptance of these students if they qualify will depend on having an adjunct available and getting approval to hire another adjunct.</p>			
Linked In Alumni Page	2	<p>We now have 27 members! Several have been invited but have not responded. Terri also sent out an invitation to all previous graduates to join and how to join. Hopefully we'll here from even more students. This may help us with collecting data on job placement and continued education.</p>			

		DC posted on the site to try and get a conversation going about collaborating, possibly tutoring or mentoring for current students. Please read and add to the discussion.			
Feedback from the Educators Conference in Falmouth	2	Highlights from the conference. What new best practices were learned?	Lisa reported about CNE prep from conference; Beverly Malone from NLN spoke; QSEN – can access student activities from QSEN site;		
Other	2		1.		

Respectfully Submitted, T. Williams

Nashua Community College
 Department of Nursing
 Department Meeting Minutes
 Nov 5, 2018- Meeting

Attendees: Carole Boutin, Tyler Waite, Mary Heinzl, Terry Williams, Terri Szugda, Lisa Gray, Susan Greene, Megan Scarborough

Topic	ACEN Standard/ Criteria	Relevant Data	Discussion	Actions/Person Responsible	Evaluation
Topics:					
Fasteam Collaboration	3	Senior's: Megan S and Susan G. <ul style="list-style-type: none"> • Using discussion board mechanism in student nursing “course” (Connection Shell on Canvas) • Purpose of course is like a “bulletin” board – way of announcing items that are not necessarily related to course work • To what level do students at the two levels need to communicate with each other? - Would people even use it? • If you have a question, the importance to go to the instructor • This is important for information to be communicated 			

		<ul style="list-style-type: none"> • Test review process – more productive to be done in clinical post conference; point of confusion is with appeal and points added back – faculty need to communicate back to entire class what the results of the specific questions that were appealed. • Purpose of the quizzes is to get into the book, where the quizzes seem like take home exam. The resources should be the books using at this time in the course. What is on the unit outline is what should be included in the exam (content and competencies) • Time frame for appeals for test – students are given 24 hours to appeal. Is there a time frame for faculty to respond? Faculty will attempt to respond within 48-72 hours during the work week(M-F) 			
Meeting Minutes- Oct 8th		Need to approve with making sure that unresolved topics are brought forward to the next meeting.		Approve	
Students	3	<p>Freshman: Midterm complete, all freshman doing satisfactorily, both academically and clinically.</p> <p>Freshman at risk: 0</p> <p>Variances: 0</p> <p>Seniors: 12</p>			

		Senior's at risk: 2 students meeting with lab coordinator, Prof Williams Probations: 0 Variances 0			
Faculty Files	2	Is everyone's file complete? This is a faculty responsibility that should be completed by Sept 1 each year.		Complete	
Mission/ catalogue information		Documents have been sent to the curriculum team for approval of our updated mission. Documents also sent to remove some language from the catalogue related to requirements for admission that are no longer valid due to our requirement to have A&P I completed by the application submission due date.		Complete	
Graduate Students		M.C.- has successfully completed one of her courses and has started her second and final practicum course in the program. The student plans to graduate in Dec. P.F.- Professor Heinzl met with student's faculty regarding progress. Trying to give the students an overview of the complete role of a nurse educator. Are there areas that the students should be exposed to that they have not yet experienced?			
ACEN		The Annual ACEN report has been submitted as of 10-31-18. Due to our low completion rates, a substantial report has been started that is required to be submitted to ACEN. I would like to discuss this today and come to a decision on a new ELA as I have to submit the substantial change report asap. The latest rate is from	Establishing a realistic ELA based on our historical completion rates as well as our student demographics		

		<p>the 14-15 SPE and is as follows: $\geq 70\%$ of all students who begin the program of nursing courses will complete within 100% of the allotted time (4 semesters)</p> <p>$\geq 80\%$ of all students who begin the program of nursing courses complete within 150% of the time (7 semesters). 150% of the time would be 6 semesters, not 7 semesters.</p> <p>The previous rate was from 2013-2014 and was $>$ or equal to 85%. Not sure when or how this was changed. Not able to find documentation on this.</p>	<p>and program size will hopefully prevent the need for a substantial change report in the future.</p> <p>Discussed the program's student demographics, our past rates, and small program cohort size. faculty agreed to change the ELA to 70% or greater for completion within 150% time.</p>		
<p>Clinicals</p>		<p>In beginning to prep for the combination ACEN/NH Board of Nursing visit in early 2020, I wanted to reiterate language in the BON regulations that we can improve on and need to document:</p> <p>(c) All clinical experiences/assignments shall require the following:</p> <p>(1) A contractual arrangement between the program and cooperating agency;</p> <p>(2) Evidence of organized student orientation to the cooperating agency;</p>			

(3) Orientation of program faculty and nursing staff serving in the roles of nurse clinical educator, clinical teacher, or preceptor/practicum facilitator to the educational program's philosophy, objectives and purposes;

(4) Regularly scheduled discussion regarding learning experiences that include, but are not limited to, clinical conferences, formal meetings, and phone conferences;

(5) Awareness of and adherence to policies that address role and responsibilities of student, clinical teacher, and preceptor/practicum facilitator; and

(6) An evaluation process of the learning experience that addresses student learning at the conclusion of each experience;

I have highlighted the 3 that we need to focus on as the others I believe are complete. # 4- not sure if that means - with the students or the agency. Any thoughts?
At senior level orientation was fine, although at the freshman level was an issue at Hillsborough. We usually meet with the

		point person with the objectives and dates at attendance. This should be documented in level meetings. Need to document date and time and what was discussed within level meetings			
Mountain Measurement-NCLEX Program Reports	4	Need to Defer to a later date. Weak in pharm; sensory/perception and elimination has also gone down.			
Blueprinting for Midterm and Finals		Freshman blueprint completed for Midterm Exam. Administrative Assistant was able to develop an EXCEL template for the blueprint to be able to easily identify how many of each of the bloom's taxonomy questions are on the exam. This should be shared with the senior faculty.		DC to send reports to all faculty, along with slides from conference	
Mental Health/ Med surg		DC was able to change mental health clinical rotations to the beginning of the semester. DC and level coordinator discussed length of rotation. It will be increased to six weeks as well as include community rotations. DC to work on rotation sites. One site- assisted living is available – details to be confirmed. Waiting for confirmation from NE Rehab on clinical sites for spring. Have requested the whole semester but will change when mental health changes are confirmed and in place.		Has been shared with senior class.	
ATI remediation Policy		Where are we in the process of updating this policy Lisa is in the process of reviewing ATI's products and suggested policies.		DC to continue to contact community agencies for possible observation experiences for the	

		<p>“Integration Success” – suggests students need to do tutoring and/or active learning activities</p> <p>Suggest that we need to demonstrate that “Proctored Exams” are important and definitely need to remediate if below a “2” -</p> <p>ATI suggests the students develop a notebook – of remedial work</p> <p>Faculty discussion re: existing policy; Lisa will work on clarifying the policy</p>		<p>students during the mental health rotation. Have had interest from the Mental Health Center of Greater Manchester and Easterseals/Farnum senior center.</p>	
Testing Policy including med math passing grade		<p>Med math policy has been updated and approved by faculty at last program eval meeting. DC still working on testing policy in terms of analysis section.</p>	<p>DC to complete testing policy.</p>	<p>Lisa to complete updating ATI policy</p>	
Pinning		<p>DC to update policy.</p>	<p>DC to update policy</p>		
Senior Clinical Eval Tool		<p>Mary was to make changes and resend to faculty for review and final approval.</p>			
Nursing Information Sessions		<p>DC participated in Oct and Nov 1 nursing info sessions. Mary to participate in Nov 15th session. DC to post information on Canvas under nursing department info for discussion topics.</p>	<p>DC to post discussion topics for nursing information sessions on Canvas.</p>		
Recruitment and Retention	3	<p>No new students qualified as of yet for entrance into NURS 140. One student is requesting to return but has not followed up with requested/required tasks.</p>			
Other					

Respectfully

Nashua Community College
 Department of Nursing
 Department Meeting Minutes
 Dec 3, 2018- Meeting

Attendees: Carole Boutin, Tyler Waite, Mary Heinzl, Terry Williams, Terri Szugda, Lisa Gray,

Topic	ACEN Standard/ Criteria	Relevant Data	Discussion	Actions/Person Responsible	Evaluation
Topics:					
Fasteam Collaboration	3	1 form submitted by the seniors. Discussion prior to the meeting resolved the concern which was obtaining assignments earlier in the day on a snow day. Faculty will have a plan in advance for snow days for lecture and clinical. No fasteam meeting was needed or requested for this month.			
Meeting Minutes- Nov 5th		Need to approve with making sure that unresolved topics are brought forward to the next meeting.		Approved	
Mission/ catalogue information		Documents have been sent to the curriculum team for approval of our updated mission. Documents also sent to remove some language from the catalogue related to requirements for admission that are no longer valid due to our requirement	Any major changes in the program/courses have to be in by 12/7/18 to the	Chair going to Curriculum for approval of change in admission criteria related to science, psych and H&G	Curriculum team accepted the mission change Catalogue Ongoing

		to have A&P I completed by the application submission due date.	curriculum committee. No changes		
Students	3	Freshman: 15 Freshman at risk: 0 Variances: 0 Seniors: 12 Senior's at risk: Probations: 1 Variances 0			
Level Meetings	4	Need to have final level meetings before program meeting on Dec 17 th to review evaluations.	Will need to have meetings on Friday 12/7/18. Make sure we have documentation of evaluation of clinical sites		
Catalog		DC is working on changes to the catalog for admissions requirements. Need to make sure that all sections are updated with new information and approved by curriculum team.	DC is working on these updates and documents to submit to curriculum team.	DC submitted to curriculum team for Dec 14 th meeting.	
Curriculum Changes etc.	4	Any major changes that need to go through curriculum team must be done asap as the final meeting for the year and the 2019-2020 catalog is Dec 14 th with a submission date of Dec 7 th .			
Graduate Students		Mary C. will complete her program in Dec. And graduate.			
ACEN		Reminder to work on outlines for assigned standard			

Clinicals		No issues with placements at senior or freshman levels Students are well received.			
Mountain Measurement-NCLEX Program Reports	4	Need to Defer to a later date. Weak in pharm; sensory/perception and elimination has also gone down. Report for 17-18 sent to faculty for review	Please look at these. DC will review with faculty and assist with interpretation of results. We tend to be weak in mental health and sensory perception.		
Blueprinting for Finals	4	Finals need to be blueprinted. Template available.			
Mental Health/ Med surg	4	Working on calendar and rotations for mental health; Currently we have Bell Tower (affiliation agreement sent) Bedford Falls (affiliation agreement sent) Waiting for response from Corrections Looking at Adult Day Care at Alvirne High School Need to call Partial Hospitalization Not able to go to Farnam Center Seniors – Observations will be done through Foundations Medical Partners; Nashua School District; Merrimack Home Health and Hospice; MGH specialty units (through SNHMC); 5 days in OB and 3 days in pedi	Mental health will be done first. Observations must have objectives		
ATI remediation Policy		Lisa reviewed the ATI policy she developed Discussion re: should students remediate if they score less than 100%	Lisa will follow up with ATI regarding missing		

		<p>Participation grade is 5% of total grade; ATI participation would be part of this</p> <p>Needs to have its own ATI sub category of the participation grade.</p> <p>Discussion that since some assessment modules are more difficult and include material not covered, this will not be a policy for the freshman; It will be included in the syllabus.</p> <p>Discussion of which ATI proctored exams do we need to use and where to place the exams in the curriculum. We will not use nutrition or leadership.</p>	<p>“B” assessment and will send to Terri for changes for ATI policy</p>		
Testing Policy including med math passing grade		Testing policy sent to faculty for review and comments.		deferred	
Pinning		Policy sent to faculty to review and comments		Mary will update policy and send to all faculty	
Senior Clinical Eval Tool		Mary to send to faculty for review		Deferred	
Nursing Information Sessions		Next info session is Dec 6 ap 2pm			
Recruitment and Retention	3	No students qualified to come in second semester into 140 as of this time. One student who wants to return has not followed through and DC is working with			

		Vice President of Student and Community Affairs and Legal.			
Final Evaluations		Clinical site, Course and Faculty evals will need to be completed by students. Also meetings with clinical sites need to be documented for end of semester and any concerns or issues that need to be settled.			
Other					

Respectfully