

1/5/17

Health Sciences/Nursing Cluster Meeting

Melbourne 7-114

1 PM

Attendance: Sandi Lanza, Laura Earle, John Hughes, Kris Hardy, Patricia Rock, Darcy Roy, Debra Ramirez, Susan Piva, Stephanie Clester, Connie Sanchez, Annmarie Waite, MaryLee Lutz, Cordia Simpson, Jennifer McCann, Marianne D'Altilio, Joe Helme, Jessica Milford, Kristie Rose, Phaedra Williams, Wayne Brown, Gary Hunsinger, Jeannette Bower, Sandy Uniacke, Cindy Thompson, Kim Scalise, Hellen Cordry, Robin Pollard, Nikki Farrahi, Ray Choiniere, Kristin Schroeder, Mandi Pedrick, (unknown name looks like Harry H Hettley?), Pat Hurley, Arlene Walker-Adams, Barbara Rabsatt, Paula Lubor, Jeanette Thompson, Arlene Walker-Adam, Karen Spurlock, Sue Campbell, Connie Bobik, Susan Sheehan, Dan Clancy

1. Welcome
2. Faculty Introductions
 - a. New Faculty – introductions by PMs
 - i. Phaedra Williams – Medical Laboratory Technology (started in Fall 2016)
 - ii. Nikki Farrahi – Pharmacy Technology
 - iii. Helen Condry – Nursing (started in Fall 2016)
3. Campus Tenure Committee – Article 11.1 and Appendix S and T
<http://www.easternflorida.edu/faculty-staff/documents/uff-agreement2015-2018.pdf>
 - a. Members
 - i. Sandi Lanza and Laura Earle – co-chairs
 - ii. Wayne Brown
 - iii. Susan Sheehan
 - iv. Debra Ramirez
 - v. Kristi Rose
 - vi. Jessica Milford
 - b. 5 people up for tenure
 - i. Marianne D'Altilio
 - ii. Jennifer McCann
 - iii. Harry Holdorf
 - iv. Kristin Schroeder
 - v. Mandi Pedrick
 - c. 1st meeting must be prior to February 1st
 - d. Packet preparation
 - e. Process
4. ADPA
 - a. Packets are ready to go and the committee has been established
 - b. Application forms will be sent out very soon
 - c. Due date for applications March 15 (selections sent to administration by March 31)
 - i. MUST have letter of recommendation from a fellow faculty member
 - d. Information in CBA Article 14.7 <http://www.easternflorida.edu/faculty-staff/documents/uff-agreement2015-2018.pdf>
5. Curriculum
 - a. New programs to start in 2017
 - i. Anesthesia Technology AS
 - ii. Pharmacy Technology CCC

- iii. Medical Imaging BAS
 - b. Status of rewrites
 - i. 10% of all out-of-date curriculum must be updated on a yearly basis until all are up to date (<6 years old)
 - ii. Dr. Cobb has alternative options for completion of the project (there is a small stipend available)
 - 1. Adjuncts may be used to do some of the curriculum
 - 2. Outside the discipline faculty may assist with the curriculum writing process
 - c. Updated CPR certificates, licenses and vaccination records need to be sent to Dan Capman as they expire
 - d. Check credentials of faculty in your program on the credentialing website <https://web12.easternflorida.edu/ulogin/index.cfm>
 - i. If changes are needed, you will need to update the credentialing form and send it to Dan Capman <http://inside2.easternflorida.edu/resources/doc-center/layouts/15/WopiFrame.aspx?sourcedoc=/resources/doc-center/Documents/Human%20Resources/Faculty%20Related%20Forms/HR%20Credentialing%20Applicaiton%20Form%20for%20Credit%20Courses.pdf&action=default>
 - e. Overload requests for Fall – please get them in to Dr. Howell or Dr. Newman ASAP (prior to the end of the semester)
6. Melbourne Campus move December 2016 –
 - a. Accreditation site visits in 2017
 - i. Diagnostic Medical Sonography – Feb 20-21
 - ii. Radiography – Fall
 - iii. Physical Therapy Assisting – August 22
 - iv. Nursing - March 7-9
 - b. New Bldg is number 15
7. Cocoa Campus redistribution – Dr. Paradise will speak with each Program Manager and the DC individually in the Fall
 - a. Bldg 17
 - i. MA and MCB
 - 1. will remain in 17 at current location
 - 2. Renovations have been completed
 - ii. MLT/Phlebotomy
 - 1. Will be moving to 17 in old Surgical Technology Suite
 - 2. Renovations will be moving forward this semester
 - b. Bldg 20
 - i. Faculty offices for Dental Hygiene and Assisting and staff offices (HS Advising, Admissions and Suzanne Diaz) will occupy the current Radiography suite
 - ii. Dental Hygiene and Assisting will increase their current space and will share a renovated lecture Auditorium with Cosmetology
 - iii. Cosmetology will remain in their space
 - iv. AC improvements are in process – Per Dr. Paradise:
 - 1. The results of the analysis of mold spores conducted November 2016 indicate successful remediation in rooms 110, 125 and suites 108, 211, 212, and 230. The mold counts inside the building are lower than the mold counts outside the building

2. Monitoring is continuing in the areas of special concern to avoid a recurrence of the mold situation
 3. The engineering of the HVAC system is currently underway and construction documents are expected to be completed late February or early March.
 4. Project schedule reflects completion of the modification of the HVAC system and reconfiguration of academic spaces in Bldg 20 by Fall 2017.
- c. Bldg 21 – projected move 2017-18
- i. To Bldg 17 ground floor
 - ii. Bldg 21 will become Facilities
8. Hazardous Waste and Infection control
- a. Bill Farmer will be meeting with us this semester to update the infection control procedure for the college
 - b. OSHA committee membership – need volunteers
 - i. Still no centralized computer system for OSHA/SDS labels - Bill Farmer is still investigating
 - ii. Remember to check your secondary labeling and laboratory safety procedures every semester!
9. Out of District Travel Reminder
- a. PLAF form – to CTE (also send a copy to the Provost) - <http://www.easternflorida.edu/faculty-staff/cte/resources/plaf.cfm>
 - i. Updated form is available online
 - ii. Maximum possible reimbursement is \$1500.00
 - b. Travel form – to Provost -
 - i. What's due PRIOR to trip
 1. Request for Leave of Absence
 2. Application for Out of District Travel
 - ii. What's due AFTER the trip
10. Other important information and Reminders
- a. Academic Probation policy - <http://www.easternflorida.edu/admissions/registrar-office/academic-standing.cfm>
 - i. Closer monitoring of students with GPA <2.1
 1. If they have been on AP for >1 semester they must meet with the AP
 2. Programs may have more stringent monitoring and requirements than the college
 - b. Counseling Forms: if you are having issues with a student that requires them to be called into the office (academic probation discussions, behavior, grade issues, etc.), it's a great idea to have written documentation of the meeting that's been signed by both parties. It gives you more leverage in case you are questioned by the administration about the incident. We have an old form for this, but I'm having it converted to a writeable .pdf and will share it with everyone. Also, save emails regarding disciplinary actions!!!!
 - c. Review - Payroll associated paperwork
 - i. Faculty load forms
 1. Load (lecture, lab, clinical) is calculated as follows:
 - a. (Contact hours per semester divided by 16) x 10 = load points
 - b. It does not matter how many weeks the semester is or whether or not it is a lecture, lab, or clinical

- c. PSAV and clinical is calculated the same way except a contact hour is 60 minutes instead of 50
 - d. For clinical hours, you CANNOT use travel time as part of your contact hours. You may, and should, claim travel reimbursement funds using the travel form for mileage
 - e. The total number of contact hours claimed for a clinical course should not exceed the contact hours listed on the COS in eCPR
 - 2. Faculty of Record
 - a. This should ONLY be used if you are the primary for a clinical course and are handling student records, and clinical placements and such
 - b. You get 8 load points per credit hour for the course (maximum of 40 load points)
 - c. This may be in addition to your clinical hours
- ii. Pay forms
 - 1. Instructional
 - a. Overloads are the ONLY courses put on these forms for FT faculty
 - b. All adjunct courses go on this form
 - 2. Non-instructional – will be generated by the Provost Office. Do NOT complete and submit these forms!
- iii. Schedules - New online form – MyEFSC > Launch Menu > Faculty Schedule click “Launch”
 - 1. Be sure to fill in your ACTUAL teaching schedule in the lower right area that says “Edit Overload Hrs”
 - 2. If you are on ANY course even as a small percentage in Banner it will show up on the schedule form
 - 3. You MUST have 10 hours in the block “Listed Advising Total” per statute
 - 4. You MUST have 15 hours in the block “Teaching Hrs” per contract (your release time contributes to these hours)
 - 5. Overload hours should go in the “Adjunct Teaching Hrs”
- iv. Substitute Instructors
 - 1. Faculty must designate at least one potential Substitute for all courses
 - a. Go to MyEFSC > Launch Menu > Faculty-Submit Substitute List click “Launch”
 - b. Note: If you are on a course at even 2% in Banner, the course will show up on the list
 - 2. Designate an instructor for the course, contact phone number, and email address
 - a. If you are not teaching that course, put the primary instructor as the substitute
 - 3. Click “Add”, then go on to the next course
 - a. NOTE: don’t try to input all of your substitutes at the same time and then click “ADD” or you will lose all of your work

c. AAC meeting 1/6/17

11. Adjourn