

**BAS-HSA Advisory Committee Meeting Minutes**  
**May 8, 2013 10 AM - Noon**  
**HEC Provost Conference Room**

Attending: A. Murphy, M. Haumschild, M. Haumschild, F. Butz, R. Ludwig, T. Trede, W. Shellhorn, S. Morris, J. Vitucci, J. Griffin, M. Vargo, S. Kramer, S. Simms, P. Nicotera  
Absent: M. Brown

**I. Call to Order- Welcome & Introductions**

**Jackie Griffin**

Dr. Mark Haumschild was recognized for his promotion and UF Alumnus of the Year Award.

**II. Viability Stats**

**Rebecca Ludwig**

Program data handouts were reviewed. Discussions highlighted unduplicated head count, course success rate, and action items for the coming year.

**III. Capstone Mentors & Course Experts**

**Teri Trede**

The program is always looking for opportunities in the community to expand capstone options and for external experts to help with course reviews. Let us know if you have suggestions on who to contact.

**IV. Curriculum Changes via CurricUNET**

**Floyd Butz**

New software that streamlines curriculum change process was discussed. The HSA Program submitted 19 revisions for course updates. The Program notified the Committee that it is retiring the emergency services subplan and adding a respiratory care subplan in an effort to meet changing workforce demands.

Griffin reiterated a need to add certificate options (i.e. long-term care, pharmacy technician, community health and epidemiology, etc.). Ludwig will send a list of certificates already recognized by Florida Department of Higher Education to the Committee.

**V. Respiratory Care Sub-plan Progress**

**Teri Trede**

The Committee was informed that the HSA Program was rolling out new courses one at a time beginning in second semester this fall. All 4 new courses will be implemented by fall of next year.

**VI. New Capstone Experience Affiliations**

**Wendy Shellhorn**

Affiliation agreements can take up to three months to execute. As a result, the HSA Program is trying to identify potential employers to have agreement in place so if a student secures a mentor, the capstone experience may begin without delay. Optimal

resume is used to help students create a resume and may be used by employers to post capstone opportunities and employment positions. Optimal resume also allows employers to screen potential applicants, and can be accessed at [http://www.spcollege.edu/optimalresume\\_interns/](http://www.spcollege.edu/optimalresume_interns/).

**VII. Student Success Efforts**

**Rebecca Ludwig**

Faculty spend time each week in the library learning hub or online in Skype or AnyMeeting to be available to assist students outside of class. Josh Brown keeps a log of the hours, but likely 80-100 hours of out of class support has been provided by HSA faculty this semester. Faculty also make a personal outreach to at least one student in each course he/she teaches. In the fall semester, there were 37 personal contacts in HSA and this spring there were 68 personal contact documented. It is likely that many more efforts not documented because HSA faculty and adjuncts make a constant concerted effort to assist students.

**VIII. Adjunct Development Workshop**

**Floyd Butz**

Committee members were invited to “Save the Date” on Saturday August 3<sup>rd</sup> for the Adjunct Day Workshop. There will also be adjunct opportunities to collaborate on Friday August 2<sup>nd</sup>. Sponsorship by facilities and the LiveFree! Substance Abuse Prevention Coalition was offered and would be appreciated for awards and rewards to recognize adjunct contributions. **BAS-HSA Advisory Committee members are encouraged to attend.**

**IX. Capstone Showcase in December**

**Wendy Shellhorn**

Committee members were invited to “Save the Date” for Friday December 13<sup>th</sup> for inaugural showcase of outstanding projects. Sponsorship of awards and/or hospitality was offered and would be greatly appreciated to recognize graduating student accomplishments. Suggestions included showcasing these outstanding projects at the September Annual meeting and as a marketing tool to assist in recruitment posting on website and social media outlets as appropriate.

**X. Course Load Adjustments for Adjunct Faculty**

**Rebecca Ludwig**

Adjuncts restricted to 6 SC until workload is defined in accordance with Obamacare. The Program is guardedly optimistic that by fall it will have more flexibility. The contributions of adjunct faculty are significant and the Program wants to keep all adjuncts engaged to the fullest extent possible or desired. Since the Program cannot assume that more flexibility will be quickly forthcoming, staff and faculty are looking to add another one or two adjuncts in the event the load restrictions require more people in the long run. Candidates, preferably with online teaching experience, may apply at [http://www.spcollege.edu/hrapp/application/jobs.php?job\\_id=1387](http://www.spcollege.edu/hrapp/application/jobs.php?job_id=1387)

**XI. Advising team changes to “One College”**

**Rebecca Ludwig**

Efforts are in process to have baccalaureate specialists and AS advisors learn from each other to create a more unified process for assisting applicants, potential applicants and enrolled students. Dr. Nicotera, Provost of HEC, has moved these employees into a common area to facilitate collaboration.

**XII. CAT Assessment for Program Evaluation Data**

**Wendy Shellhorn**

This test will help quantify changes in critical thinking skills of the students over the life of the program. It is taken in the first required course and in the final capstone course. The cost is covered by student activity fees, so students have no out-of-pocket expense. Preliminary data were shared, however, outcomes data is not yet available.

**XIII. Roundtable**

**Jackie Griffin**

- The need for Certificate programs was discussed as a marketing and recruiting tool.
- Haumschild- program needs better marketing to industry partners. Will discuss later.
- Griffin- would be good to increase military presence in program. (NOTE: May be limited as GI bill may not cover online courses). It was reported that St. Petersburg College has 2,000 veterans enrolled.
- Trede- student who owns a business feels HSA courses are applicable and very helpful; also feels increased marketing needed.
- Ludwig- consider inviting Vicki Westergard, SPC Executive Director of eCampus, to present on changes in higher education delivery, i.e. MOOCS, etc.