

EDUCATIONAL STRATEGIES WORK GROUP

Meeting Minutes

May 15, 2007

Conference Call via WISLine 1-800-462-1257; Access code 0685

10:00 am-12:00 pm

Those attending: Jo Ann Appleyard, Sue Dean-Baar, Jessica Allison, Sally Lundeen, Mary Zwygart-Stauffacher, Nadine Nehls, Nancy Vrabec, Ellen Kirking, Donell Rogness, and Judeen Schulte

- I) Call to order/Approval of minutes from January 11, 2007
 - A) The meeting was called to order at 10:05 by Sue Dean-Baar.

- II) Update on *SWIFT* Nurse Educator implementation
 - A) DOL update
 - 1) No-cost grant extension: The no-cost extension was approved. The grant will now run through June 2008.
 - 2) DOL audit May 8-10: Overall, the audit went very well. The Project Officer, Stan Blazek, looked at financial and administrative policies, student files, and other project documentation. In addition, he interviewed staff, several *SWIFT* students, and some graduate faculty teaching these students. Mr. Blazek's verbal report at the end of the audit had several significant comments, including:
 - (1) One issue was the language used in our contracts. We may have to revise several of our contracts to include some standard Department of Labor language. In addition some contracts may need to be rewritten to include outcome deliverables.
 - (2) A second issue was that we did not have student participants sign an equal opportunity statement, which is a DOL requirement. In addition, we should consider having a separate *SWIFT* file for each student, besides the official record kept by each school.
 - (3) Stan talked with two of the HPEC students, and one of them indicated she was not sure how to go about finding employment as a nurse educator. This led to the issue of who helps those students to find jobs as educators. The grant states that the WDBs will help the students with this, but this is not realistic in many areas.
 - (4) Within 30 days, we will receive a written report of the findings of the audit, and we will then have 30 days to respond to these findings.

B) HPEC update

- 1) There will be 11 students receiving the certificate May 20, 2007.
- 2) Five students will finish over the summer or fall semesters of 2007.
- 3) One student will finish in spring 2008.
- 4) Most of these students are either already in a teaching role or are actively pursuing a teaching role.
- 5) Is there any feedback about the students in the HPEC program who are completing their teaching practicum?
 - (1) UW-Madison had one student, and everything went well. The student was assisting with teaching an online course.
 - (2) Overall, we have learned that this has been a very positive part of the grant.

C) Employer Sponsor Update (Refer to the attachment)

- 1) There are only six employers who are currently committed to sponsoring SWIFT candidates. The biggest barrier right now is that systems or hospitals that are interested in supporting candidates often don't follow through. It is difficult to find someone on their staff to champion the SWIFT recruitment process.
- 2) Mary Zwygart-Stauffacher and Jo Ann will be going to Dove Healthcare in Eau Claire next month to help them recruit candidates.
- 3) We have several strategies for recruiting more employers:
 - (1) Jo Ann attended and exhibited at the W-ONE meeting in April. There are several rural employers that are interested. Jo Ann will be meeting with those employers to figure out how they can work together to support a candidate.
- 4) The biggest reasons that employers have been difficult to recruit are time and money.
 - (1) The WDBs expressed an interest in assisting with this recruitment. It may help to do this because they are located in the different regions that we are not. Also, if the employers don't know how to start the process, the WDBs can come in and help with this

D) Partnership with Workforce Development Boards

- 1) The partnership is still developing. In January, we decided to have a group of the four regions which encompass the UWs. However, the progress has been slow-moving. In addition, it is unclear at this time who the Milwaukee WDB partner will be because of the current political climate here.
- 2) In the last Steering Committee meeting, it was suggested that we broaden our definition of "employer support." We may want consider working more closely with the technical schools to identify candidates for SWIFT. After the student completes the program, they will then agree to work for the school.
 - (1) This project would not be intended for every technical campus; it is just an idea for those schools that could benefit from such a partnership. We may need to talk further with the members from the technical schools before we pursue this with the individual schools.

- (2) Nancy Vrabec stated that MATC tried to implement a program of assisting their employees to go back to school. They are currently hiring faculty that are in the Master's program into permanent positions.
- (3) Donnell thought that we could probably work with MATC Madison with this. Jo Ann will schedule a follow-up phone call with both Donnell and Nancy to discuss this further.
- (4) A stipulation of the grant is that SWIFT could only partner with public universities. However, once the grant is over, the ability to partner with private schools will be possible.

III) Continuing business

- A) WTCS educator certification process
 - 1) We have not resubmitted our course under the correct course name.
 - 2) Jo Ann will be working resubmit it this summer.
 - 3) Mary and Ellen are currently working on submitting the UWEC education courses. They will complete this over the summer.
- B) Progress of currently enrolled *SWIFT* candidates
 - 1) How are they doing?
 - (1) There haven't been any issues that have come up at any of the schools.
 - (2) Jo Ann will follow up with Roxie to make sure that things are going well with the student at UW-Oshkosh.
 - (3) Jo Ann will work on developing the D2L site to facilitate communication to and among the SWIFT students.
 - (4) We are thinking of ways to have all the SWIFT students come together annually to discuss their experiences.
- C) Candidates admitted for fall semester
 - 1) Refer to the candidate summary hand-out.
 - 2) Jo Ann is working with Franciscan Skemp and Gundersen Lutheran to get students in for a January 2008 start.
 - 3) There is a situation where an employer is not planning on participating in the SWIFT Project because of the current processes in place for employee education. However, there is one valuable employee that wants to be part of the SWIFT Program. This may lead the employer to participate.
- D) Processes for communicating student progress to employer sponsors
 - 1) Employers would like to know:
 - (1) At the end of the semester, that the student(s) has successfully completed the semester and remains in good standing in the program
 - (2) At the beginning of the new semester, that the student(s) has registered for a full-time load (if that is an employer requirement).
 - 2) It may be helpful for the SWIFT staff to come up with a form including the requested information that can be used at each school.
 - (1) Mary stated that at UWEC, the employers have a form that they give to the student. The student then takes it to the school to get it signed and/or filled out and then sends or faxes it directly to the employer.
 - 3) Jo Ann will discuss this process further with the employers at the next Employer Strategies meeting.

IV) Plan for developing educational competency assessment tool

- A) Educational competencies that SWIFT students should demonstrate by the end of their program:
 - 1) Use appropriate theory and research to facilitate educational practice by:
 - (1) Planning and managing learning.
 - (2) Constructing curricular elements.
 - (3) Designing and implementing learning assessment strategies.
 - (4) Demonstrating effectiveness in educational performance for selected populations.
- B) Should we specify a course, or a set of courses, that this will apply to? We should come up with a simple way to document that the SWIFT students...
- C) What are the sub-competencies under each of these four competencies? This information will be needed in order to assess the student.
 - 1) There are specific courses that can be taken to meet competencies 1-3. For those that have not taken those courses, we will need to develop sub-competencies for assessment purposes.
 - 2) A portfolio may be successful at showing this. Most portfolios include written documents by the student to demonstrate what they have done to meet the criteria.
- D) Resources and timetable
 - 1) Each campus should go through and identify which course(s) would meet each of these competencies and let Jo Ann know as soon as possible. From there, Judeen, Jo Ann, and Sue can begin to work on this further and get it back to everyone over the summer.

V) New business

- A) Program evaluation plan
 - 1) We will be working the evaluation process through IRB. The evaluation cannot be completed by the time the grant is up because most of the students will still be progressing through their programs by June 30, 2008.
 - 2) Jo Ann, Sue, Sally, and Rachel have met to begin discussions on the evaluation plan. They will be meeting on a monthly basis to further discuss the development of this. The evaluation components will include:
 - (1) Candidate information - we are looking to gather information about their decision-making processes, their survival mechanisms, and their success at the end of the program.
 - (2) Employer information - we will evaluate recruitment processes, staff time commitment, how the paid time off affected unit functioning, and the benefits for the employer in having additional graduate-prepared nurses.
 - (3) Educational partners – we have not yet decided what information to collect in this area. This Work Group will be asked to provide some ideas about this at our next meeting.
 - (4) It might be helpful to evaluate the students working fulltime and whether or not that has been an issue. Information can be obtained from the students, the faculty, and the advisors regarding this aspect of the program.

- (5) In addition, how do the students see themselves in the future? What are they planning on doing once they are finished with the program? How will they continue to keep up with the certification?

VI) Student employment placement after completing their degrees

- A) It is necessary to have a procedure in place for assisting those students who need it. Some of this information could be posted on the website, e.g. strategies for job searching, salary information, etc.
- B) How are nursing education programs going to be aware of this new source of nurse educators?
 - 1) Because employers have signed an agreement to allow the candidates to work with both agencies, should employers be the ones to start the contacts?
 - (1) This will be discussed at the next Employer Strategies meeting.
 - 2) It is hoped that once partnerships are identified and developed, they will become stable relationships that will continue beyond the grant.
- C) The salary difference between faculty and agency positions will continue to be a factor and may be something that we put into the lessons learned section of the evaluation.
- D) The ANEW group is another venue for identifying existing and potential available part-time faculty positions.

VII) Adjournment: The meeting was adjourned at 11:45. The next meeting will be scheduled for August 2007.