

*SWIFT Steering Committee
Meeting Minutes
UW-System
October 24, 2006; 1:00-4:00 pm*

Those Attending: Sally Lundeen, Sue Dean-Baar, Jo Ann Appleyard, Rita Black-Radloff, Thomas Moore, Kris Andrews, Julie Tyznik, Maureen McCausland, Mary Cieslak-Duchek, Dave Wilson, Nancy Brede, Dick Best, Lisa Beckstrand, Jessica Roberts

- I. Introductions/approval of July 10 minutes:
 - a. The meeting was called to order at 1:20pm on October 24, 2006.
 - b. The minutes from the previous meeting held on July 10, 2006 were approved.

- II. Progress toward goal of preparing 120 nurse educators:
 - a. We did recruit 20 people to take the Health Professional Education Certificate. This is offered through UW-Milwaukee in an online format. Currently there are 17 people enrolled due to several drop-outs. The students are in the 3rd course of the certificate. Those students (15) who started at the beginning of the course series will complete their certificates in May of 2007. Those who started the series in the 2nd course, will finish in the Fall of 2008.
 - i. The students who will be finishing in May 2007 are not yet placed for their 1-year commitment of teaching. The students' teaching practicum will be done at a local school. We asked them for their preference of where they would like to complete this practicum. They will more than likely all get placed where they have interest.
 - ii. Lessons Learned:
 1. We should have emphasized with the HPEC candidates that these are not continuing education course, but graduate level courses.
 - a. We can employ these students as ambassadors for candidates who are thinking about getting into this certificate program
 2. It would be useful to develop a communication device (perhaps online) that lists where the participants are and tracks their outcomes as they relate to the workforce.
 - a. This will help to establish contacts for future HPEC education as well.
 - b. As long as the students are agreeable, we could post this information on the *SWIFT* website.

- b. We have 15 candidates in the pipeline to begin studies toward their master's degrees in January 2007. Five of these candidates do not have a BSN yet, so they are entering at that level first. We have 10 candidates who are entering the masters program at UW-Madison, UW-Oshkosh, or UW-Milwaukee.
- c. We revised the Project Activity timeline, with approval from the Department of Labor, because of the time in which the grant was approved in relation to the academic year. We are currently about 1/3 of the way into our overall goal of 120.
- d. We have been in contact with many employers throughout the state in order to recruit additional sponsors for nurse educator candidates. Jo Ann has been traveling to various locations to present the information and discuss the program with employers and prospective candidates.

III. Review and discussion of progress related to strategic activities:

- a. Additional recruitment letters were sent out to 13 nurse executives throughout the state asking them to participate in the *SWIFT* Initiative. Each letter is being followed up with a phone call with Sally Lundeen and Jo Ann Appleyard. Response has been enthusiastic as all these nurse executives understand and desire a closer connection to the educational facilities in their area. The challenging part of recruitment is motivating the interested employers to actually implement the support program for nurse educator candidates.
- b. So far, all of the employers are acute care hospitals, but we have been contacting other employers in long term care. Tom Moore asked for ideas from the group for getting more of those people involved.
 - i. We may need to be more focused on specific individuals. We need to identify those people whom we should contact about getting more agencies involved. Jo Ann and Tom will be in touch about this strategy.
 - ii. It may be helpful to identify which long term care agencies have already increased the number of nursing students at their sites and link this with perceived positive outcomes in recruiting nurses for their staffs.
- c. When is the next round of admissions?
 - i. June and September 2007 are the next times that students can enter the master's programs, but the admission process needs to begin no later than January, 2007.
 - ii. UW-Milwaukee and UW-Eau Claire do have summer start dates, but UW-Oshkosh and UW-Madison do not. Either way, the admission process will require the students to apply by March, 2007.
- d. Additional suggestions for employer recruitment include the state Veteran's Administration (VA) hospitals and community-based and public health agencies.
 - i. Sally talked to the Health Officers in SE Wisconsin October 23.

- ii. Sally will also encourage Community Health Centers to recruit *SWIFT* candidates. It is the belief that if there are minority candidate opportunities, this will be a stronger sell.
- IV. Minority candidate recruitment:
 - a. There are currently 3 of the 15 candidates who are in the pipeline that are minority candidates.
 - b. The Wisconsin League of Nursing (WLN) held a conference on the recruitment of minority nurses which Jo Ann attended earlier this month. Several promising contacts were made there.
 - c. WTCS has been doing a great job in recruiting minority nurses. It will be important to have a streamlined and supportive path for shifting those from WTCS to the UW-System.
 - d. A current challenge is that minority candidates currently identified by the technical colleges do not work for an employer that has committed to support *SWIFT* candidates.
 - i. Jo Ann has been encouraging these candidates to talk with their employers and try to get them to sign on.
 - ii. We might also suggest that these candidates move to an employer who *is* supporting candidates in the program.
 - e. There is concern about how some minority candidates will still be able to manage going to school full-time and working almost full time. We will need to identify how to assist these students with more funding/support services.
 - f. The cost of tuition:
 - i. Approximately \$9000 per year for one student. This leads to about \$21,000 for a graduate degree for one student. There is also the cost of books, childcare, travel, etc. in addition to this.
 - ii. Employers are paying approximately 50-60% of the tuition for their employees. This percentage is handled differently from employer to employer. Some employers provide the money up-front, while others pay the tuition after course completion. In addition, some employers use a sliding scale based on length of service and full-time versus part-time appointment.
 - iii. UW Hospitals and Clinics has a very generous tuition reimbursement program. This employer is also unionized and Maureen McCausland, the VP for Patient Care Services, is planning to discuss the *SWIFT* Initiative with the union to look for ways to implement the program within the framework of the union contract.
 - iv. The program component of one day off per week is mandatory from the stand-point of the grant. However, is it possible for the employer to increase the amount of tuition assistance in lieu of the paid day off?
 - 1. This paid day off is the key to students being able to “fast-track” to become nurse educators because it allows them to go to school full time instead of part-time.

- 2. We may want to look at other concepts related to assisting students to remain full time in their master's education; however, we want to make sure we are maintaining a way to "fast-track" the educational process.
- v. The State does have a loan forgiveness program for graduate education in nursing, but the program is currently significantly underfunded. We need to work with the legislature to increase the funding substantially to address the nurse educator shortage.
- g. There are a number of nurses (not only minority) who have gone back to school, but not for a degree in nursing. They have gone into programs such as Health Administration, Public Health, etc. largely because these programs do not have a time-consuming clinical component.

- V. Developing and strengthening partnerships among employers, educational programs, and Workforce Development Boards (WDBs)
 - a. Several ideas were presented for involving the WDBs. There are four regions associated with the four UW nursing programs, including Milwaukee County, Fox Valley, West Central Wisconsin, and South Central Wisconsin Workforce Development Areas. Through assistance from Dick Best and Dave Wilson we will identify a liaison with each of these 4 boards who will work with the *SWIFT* staff.
 - b. Tools that will facilitate the partnership among WDBs, employers, and the educational programs include:
 - i. Timetables and estimated counts of *SWIFT* candidates throughout the rest of the grant, including application deadlines at each of the four programs.
 - ii. The development of a common definition of "self-sufficiency" among the WDBs to address the eligibility of working nurses for WDB additional support. Currently, registered nurses in most counties would be ineligible to receive WDB support because they make too much money.
 - c. There are clusters of minority populations all around the state that we need to identify as well. The WDBs can help identify employers with minority workers who could be recruited.
 - d. The WDB liaison group can begin determining the data that we should be using for a statewide approach.
 - i. The database idea could be used on the employee side as far as recruitment, on the training side, and on the reporting side for evaluation/outcomes. In addition, the database may provide a way to align candidates with a mentor.
 - ii. It may be useful to do a focus group with those candidates that complete the HPEC certification to determine what was done well and what needs improvement.
 - iii. It has already been voiced that those candidates in the process of getting into the program are interested in getting in touch with the others that will be in the program.

1. It may be useful to bring them together once a year so that everyone can learn from each other.
 2. We have learned through the UWM online PhD cohort that supporting group process mechanisms has really helped the students to succeed in the program.
- e. Dick will get in touch with Sally and Jo Ann with the information relating to who the WDB liaisons will be.
- VI. Update from Educational Strategies Work Group – Sue Dean-Baar
- a. The work group has been developing education course requirements for *SWIFT* candidates. At the September meeting the group agreed that all *SWIFT* candidates must obtain the following competencies in nursing education:
 - i. Plan and manage education
 - ii. Construct curricular elements
 - iii. Design and implement learning assessment strategies
 - iv. Demonstrate effectiveness in educational performance with selected populations
 - b. The work group is continuing the discussion of whether 6 or 9 credits in education will be included in the program plans for *SWIFT* candidates.
 - i. The group is also working on assessment tools that can be used to allow *SWIFT* candidates to demonstrate their competencies in education which would allow them to take fewer education credits.
 - c. We have been in discussion with WTCS concerning their requirement for their faculty to take 7 certification courses in order to teach in their system. Since WTCS allows certain college or university level education courses to be substituted for some of these certification courses, the group is developing a template to submit selected UW courses for their consideration in this waiver process.
 - d. Each of the UW schools has identified one *SWIFT* liaison advisor. This group has been keeping in touch via conference calls to ensure that the processes are the same across the four schools.
- VII. Department of Labor Update
- a. Stan Blazek, our DOL Project Officer, is coming for a site visit. He will be coming to UW-Milwaukee for a three day audit in early May.
 - b. The official project activity timeline was revised and approved by the DOL. A copy was included the in the Committee handouts.
 - c. We plan to apply for a 12-month, no-cost extension in order to make up for the first year that was set back because of the timing of the grant's acceptance.
 - d. We anticipate that we will have three more university admission cycles in order to recruit all 120 candidates as projected in the grant proposal.
- VIII. The meeting was adjourned at 4:00pm

