

## Meeting Minutes

**Date:** December 17, 2024

**Time:** Start: 4:00 PM | End: 5:05 PM

**Location:** Zoom, Online

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### Attendees:

Kathleen Kelly, Caleigh McGoldrick, Adanma Ngadi, Jasmine Yu, Sammy Schulman, Dr. Kitchener (joined at 4:40), Jeremiah Reilly, Ge Fei Situ

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### Agenda Items and Discussion:

1. **Introduction of Nursing University Council Rep:**
  - Jasmine Yu
2. **Event Updates**
  - **Pizza Party Recap:**
    - Successful event with a large turnout, primarily from the ABSN cohort.
    - Discussions on making events a recurring occurrence each semester.
3. **Program Representation**
  - Kathleen noted a lack of representatives in the Doctorates program (only Kathleen and Caleigh are present).
4. **Program-Specific Updates**
  - **FNP/WHNP Updates (Kathleen):**
    - Students requested syllabi be made available earlier.
    - ABSN cohort also experienced delays with syllabi, sometimes provided only the night before class. Dr. McHugh was approached regarding this issue.
    - Sudden program changes (e.g., the ABSN program shifting from online to in-person) were communicated to students just weeks before implementation.
    - Similar communication challenges were reported in the Doctorates program with mid-semester changes.
  - **Key Concerns:**
    - **Adanma:** Need for improved communication between administration and students. Dr. McHugh was reportedly unaware of the sudden changes at the same time as students.
    - **Program Inconsistencies:** Some professors provide conflicting information about policies.
    - **Suggestions:**
      - Hold a sit-down meeting between program directors and cohorts to address concerns.

- Poll cohorts for feedback and use tools like WhatsApp for better communication.

## 5. **Scheduling Issues**

- Kathleen and Adanma noted concerns about test scheduling. Some students request postponements while others prefer to keep original test dates. Professors often provide inconsistent solutions (e.g., saying quizzes cannot be postponed but then rescheduling them mid-class).
  - **Resolution Suggestion:** Professors should first discuss scheduling options with students, followed by cohort-wide agreement.
- **ABSN Scheduling Concern:** Potential problem next semester with all classes being scheduled on a single day.

## 6. **ABSN Updates**

- Cohort morale remains high.
- Key Priorities:
  - Early syllabus availability.
  - Addressing syllabus errors, missing information, and assignment instruction discrepancies.
  - Planning events tailored to specific cohort availability.

## 7. **Financial Updates (Sammy):**

- QR code for NSC PayPal is in progress and expected to be ready by the end of the week.
- Fundraising Ideas:
  - Use QR codes for donations.
  - Reach out to alumni for contributions to support cohort activities.
  - **Legal Considerations:**
    - Caleigh noted the need for staff approval, tax deductibles, and adherence to university fundraising policies. Sammy will review fundraising criteria.
- Pizza event costs totaled approximately \$600.

## 8. **Student Involvement and Event Ideas**

- **Building Connections in NP Programs:**
  - Kathleen emphasized the importance of events to foster communication and support within cohorts.
  - Ideas include de-stress events and collaborative cohort discussions.
- Dr. Kitchener joined the meeting at 4:40 PM and suggested polling students for event ideas to improve turnout and engagement.
  - Example: Previous toy drive event did not succeed but brainstorming with students may lead to better outcomes.
- **Brainstorming Document:**
  - Jeremiah and Fei have a document for event ideas and will ensure all council members have access.
- **Future Planning:**
  - Kathleen will provide a list of dates when graduate students are already on campus to align with ABSN cohort schedules for potential joint events.

- Pet therapy events were proposed as a fun and engaging activity.

**9. NCLEX Prep Resources (Sammy):**

- Exploring external NCLEX preparation subscriptions beyond ATI.
- Potential benefits include discounts, better rates for students, and increased exposure for Downstate.

**10. Action Items:**

- Kathleen: Provide graduate-level on-campus dates to compare with ABSN schedules for joint event planning.
- Sammy: Review legal fundraising criteria and proceed with QR code setup for donations.
- Jeremiah/Fei: Share the brainstorming document with the entire council.
- Council: Continue discussing event ideas and avenues to improve communication.

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**Meeting Adjourned:** 5:05 PM

**Next Meeting:** February (exact date TBD).

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**Key Notes:**

- Focus on improving communication between administration and students.
- Prioritize earlier syllabus distribution and address scheduling conflicts.
- Plan regular events to foster cohort connection and improve student morale.
- Ensure fundraising initiatives comply with university policies.