

Minutes: Workload Task Force

Meeting #1	Present: DMacMillan, DBaker, LPitts, KCanady, SCoke, DGreene	Date: October 4, 2019
Agenda Topic	Discussion	Plan
Task Force Charge	Dr. MacMillan discussed the purpose of the Workload Task Force to examine the workload policy and make recommendations to ensure equity within the SON.	Timeline approximately 1 month to review and make recommendations.
Policy draft review	Group reviewed the policy draft and discussed workload issues. Decided to have faculty representatives meet and prioritize discussion items.	Faculty representatives to meet.

Meeting #2 (non admin)	Present: DBaker, LPitts, KCanady	Date: 10/11/2019
Agenda Topic	Discussion	Plan
Workload questions/issues	Developed questions to guide discussion for next meeting:	

Meeting #3	Present: DBaker, LPitts, DGreene, SCoke Absent: KCanady (excused)	Date: 10/18/2019
Agenda Topic	Discussion	Plan
Review of questions from Meeting 2	Faculty representatives met last week to discuss workload issues. Developed multiple questions which were shared and discussed at this meeting. Questions: <ol style="list-style-type: none"> 1. Workload should be reflected from administrative positions if administrative positions are to work 3 hours then stick to 3 hours workload. 2. Exactly how much credit should faculty receive for coordinating simulations/FNP/Women's health/skills labs, etc? 	DBaker will report progress to NFO at meeting today.

	<p>Is there a way to make this transparent as it is not captured in paws?</p> <p>3. Is there a way to capture invisible work such as prepping for clinical, new courses, calling clinical sites, etc.?</p> <p>4. Can we have transparency in work load?</p>	
Recommendations	Decrease committees Mindful approach to work/life balance	

Meeting #4	Present: DBaker, KCanady, LDarby	October 24 th /November 1- continuing discussion via email.
Agenda Topic	Discussion	Plan
Review of current policy	Continued discussing current issues. Decided to develop a Qualtrics survey in order to survey faculty. KCanady gave examples of questions from a literature review. KCanady stated the University committee is looking at work/life balance.	LDarby developed a Qualtrics survey based on KCanady's suggestion. Sent the survey to all committee members. We decided to conduct a more thorough literature review and find a validated instrument. DBaker has requested a validated instrument titled, Nurse Faculty Workload Assessment Form. DBaker and KCanady has shared literature regarding nurse faculty workload.

Meeting #5	Present:	
Agenda Topic	Discussion	Plan