

Skyline College
Respiratory Care Program Community College Advisory Committee Meeting Minutes
September 26th, 2017

In attendance:

Skyline faculty and administrative staff, clinical site managers, and clinical preceptors: Brian Daniel, Gordon Mak, Heather Esparza, Ijaz Ahmed, Joe Rice, John Kelly, Lee Guion, Mark Siobal, Raymond Hernandez A.S. and B.S. Degree Programs students.

	DISCUSSION	ACTION
Minutes from last meeting, introductions, and welcome	<p>Minutes approved by Lee Guion and second by Ijaz Ahmed.</p> <p>Introduction of everyone in attendance including students enrolled in Bachelor's Degree program.</p>	<p>Minutes of past meetings posted on Skyline website. Changes or additions will be directed to Program Coordinator.</p>
<p>Continuing Business:</p> <p>Enrollment/Application Process</p> <p>Clinical Rotations & Interrater Reliability Report</p>	<p>Enrollment: 29 students in first year, 26 in second year students while 2 students are returning in the A.S. program.</p> <p>The online application cycles will be open effective January 15th. Application cycles for both A.S. and B.S. programs are open through May 1st and June 1st. If more applications are received than space allows, a lottery system will be set up and a waiting list will be formed.</p> <p>Brian reported that this is probably the second largest cohort he ever had while trying to place the students in clinical sites still continues to be a struggle. Brian confirmed that we still don't have Seton back and a couple of certain clinical sites have kind of disappeared for now. He doesn't think we're necessarily going to lose them. He's continue to look at some creative models of how he can provide students critical care rotation this time a year and also maybe at the same time look at some alternatives. In terms of trying we are still trying to reach out more clinic involvement, where students can learn how to case manage a little bit better.</p> <p>In addition, Brian held clinical sights instructors meeting where it was not 100% attended by everyone but conversations which took place during the meeting were very informative. He stated that we want to be transparent with them about our clinical needs and see if they have some suggestion because right now we have some of our sights overloaded with 5 students during this clinical eversion. He also stated that</p>	<p>Ijaz will continue to inform committee of enrollment, attrition, and program accreditation status with the goal of maintaining or improving positive outcomes for all students.</p> <p>Brian will continue to report on student clinical experience and addition of new clinical sites with the goal of maintaining or improving the quality of clinical experiences for all students.</p>

<p>Inter-rational Report</p>	<p>clinical instructors also discussed and creating creative ideas in regards to interrater reliability process.</p>	
<p>Budget Update</p>	<p>Ray reported that economy is stable while county is showing increases in property taxes. Even though we're still on basic aid, it doesn't mean we're under resources. For our college, STEM and health care is a priority and have full support for our Respiratory Care bachelor's degree program.</p> <p>In addition using one-time funds, Allied Health computer lab was converted to simulation lab. We have finalized contracts earlier today to purchase equipment. Once the equipment gets delivered and installed, we'll hold the faculty training during Spring semester.</p>	<p>Ray will continue to keep committee members informed of the financial health of Skyline College and RC Program.</p>
<p>RT Club Update</p>	<p>Sherr Olson, vice president of RT club reported that the club held their first club meeting a week ago and everything went well. Respiratory Care Meet and Greet was held where they met first year students. She also reported that none of the students will able to attend AARC congress conference in Indianapolis due to clinical rotation hours schedule but majority of the students will be attending Greater Bay Area Region conference in Tahoe. Sherr also informed the committee that College is phasing out individual program logos therefore the club had to redesign their logo and order new T-shirts.</p>	<p>Continued Goals: Mentoring of First Year students by Second Year students; Find fundraising and community volunteer opportunities that allow for continued education and promotion of the profession of Respiratory Care.</p>
<p>Continuing Business Degree: BS Degree Updates</p>	<p>Ijaz reported that the B.S. degree program is moving well. The first cohort will be graduating in May in conjunction with College graduation. He encouraged all the community members and managers to celebrate their success.</p> <p>For the next cohort, the college has received approval to offer fully online program. Lesson learned that students are busy and they're competing with a lot of responsibilities. The program is in conversation how students can be best supported while keeping up with the retention.</p>	<p>RC Program faculty and administrators will continue to seek and provide improved educational opportunities for students with the goal of promoting classroom and clinical excellence and expanding professional opportunities following graduation.</p>
<p>Full-time Faculty Position Update</p>	<p>It has been hard to fill in the full-time position. The position has opened couple of times with no luck. To make it outstanding, revised hiring brochure was created with additional highlights such affordable housing and overload assignment over the summer to make it 12 month position. The plan is to remove the posting and reopen back up next semester. To have the high touch, college President along with Ray will personally outreach at east coast Master's program to recruit.</p>	

<p>New Business & Updates:</p> <p>CoARC Self-Study Task Force</p> <p>Personnel Change</p> <p>Announcements:</p> <p>Date for next meeting</p>	<p>The task force was formed to complete the self-study including multidiscipline members; faculty, students, community members to review standards and provide feedback on the 1st draft. Some of the highlights for the Accreditation Self-Study is as follow:</p> <p>Strengths:</p> <ul style="list-style-type: none"> • Strong curriculum • Strong clinical coursework • Strong clinical sites engagement • Industrial support • Institutional support • Outstanding instructional faculty members • Medical Director engagement <p>Evidence:</p> <ul style="list-style-type: none"> • Students success rate • Graduate satisfaction thresholds • Employer satisfaction thresholds • All domain are above 90% for last couple of years <p>In addition, motion was made to change the name from Respiratory Therapy to Respiratory Care in program goals.</p> <p>Ijaz Ahmed has resigned from the Director's position. His last day with skyline College will be January 5th.</p> <ul style="list-style-type: none"> • AARC Congress is scheduled from October 4th through 7th, 2017 in Indianapolis. • GBAR meeting will be held at Skyline College on November 4th in Room 7106. <p>January 30th, 2018</p>	
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