

Skyline College
Respiratory Care Program Community College Advisory Committee Meeting Minutes
January 30th, 2018

In attendance:

Skyline faculty and administrative staff, clinical site managers, and clinical preceptors: Brian Daniel, Chris Comstock, Cynthia Llacuna-Wollitz, Gordon Mak, John Kelly, Lee Guion, Nadia Tariq, Paul Roggero, Ray Hernandez, A.S. and B.S. Degree Programs students.

| | DISCUSSION | ACTION |
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| Minutes from last meeting, introductions, and welcome | Minutes approved by Lee Guion. Introduction of everyone in attendance. | Minutes of past meetings posted on Skyline website. Changes or additions will be directed to Program Coordinator. |
| <p>Continuing Business AS Degree:</p> <p>Enrollment/Application Process</p> | <p>Enrollment: 26 first-year students in first year; 19 second-year students. A few students are working with Ray and Brian to return to the program next year.</p> <p>The online application process opens January 15th. Application cycles for both A.S. and B.S. programs are open through May 1st and June 1st respectively. If more applications are received than space allows, a lottery system will be set up and a waiting list formed.</p> <p>We have received 8 new applications and 15 reapplications from previous application cycles. We have not received any completed applications for the B.S. program. However, we have received a few letters of recommendation for potential students.</p> <p>Priority will be granted to students who are enrolled in the A.S. Respiratory Care program at Skyline College and intend to continue to B.S. Respiratory Care program and have completed 30 CSU GE lower division units. Remaining seats will be granted to new graduates from other programs and RCPs who have completed an accredited Respiratory Care Program equivalent to an A.S. in Respiratory Care, are California licensure eligible, have completed and submitted all application materials, and have completed 30 CSU GE pattern lower division units.</p> | <p>Program Director 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> |

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| <p>Clinical Rotations</p> | <p>Enrollment in the second-year cohort decreased from 26 to 19, which is an unusually high attrition rate for our program. Several factors played a role in the decline. Six of these students plan to continue next year. This offers unusual challenges as we strive to increase the number of clinical sites available. We are being pro-active and implementing an action plan to accommodate the increased number students in the Fall semester.</p> <p>We are having discussions with Seton Medical Center in hopes of bringing them back as a clinical site in the Fall. We are also looking at affiliation with the VA-Palo Alto. In addition a contract for student rotations has been sent to Highland Hospital but they have yet to respond. Additional clinical sites will enable us to accommodate all students in the Fall semester.</p> <p>In the meantime the 19 students that are in clinical rotations will thank each clinical site and show appreciation for their on-going support. A lot of RC programs in northern California are competing for clinical rotation sites. Some students have to go as far as Nevada to get their clinical education and others don't work with mechanically ventilated patients in their second year, or senior year, of the program.</p> <p>We are fortunate to have excellent clinical affiliations and will continue to produce high-quality students. The employer survey shows satisfaction with the quality of graduating students but we want to keep pushing the bar. We continue to find creative ways of educating students.</p> <p>The first clinical instructor/clinical coordinators meeting of 2018 focused on interrater reliability. We are working to find the best way of giving consistent and objective student evaluations in a timely way. An exercise conducted during the meeting showed strong agreement among all the clinical coordinators when evaluating a student's performance. Constructive discussions followed. Clinical staff and coordinators found value in preceptor trainings and want them to continue.</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>Brian will give the committee an update during our spring meeting June 5th.</p> |
| <p>Budget Update</p> | <p>Ray shared that there is no change from our previous meeting and financially we are in good shape. The baccalaureate degree program has not received additional funding due to the CA Legislature's lack of support. We are almost ready to launch our clinical simulation lab. We hope the lab will be used, not only for student instruction, but for the benefit of the RC community as well. We have advocated for a full-time lab technician whose main responsibility would be to run the lab as well as support all of our allied health programs. Our intention is to partner with institutions that might want to use our lab for their trainings.</p> | <p>Ray will continue to keep committee members informed of the financial health of Skyline College and RC Program.</p> |

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| | <p>California is investing in work-force training. Money is being targeted towards career enhancement and work-force programs. We used to get technical education funding but those monies have moved to career/work-force initiatives that support a variety of programs. The metrics for work-force funding are the number of students that will serve the needs of local employers and outcomes and successes of employment.</p> | |
| <p>RT Club Introduction _ Club Representative Allison, RT Club President</p> | <p>The first 2018 club meeting will be held on Friday. Students will have a busy semester of events. GBAR will be meeting this weekend in NAPA. 19 students will be attending the Tahoe conference in March. Many 2nd-year students are planning to attend the legislative advocacy day in Sacramento.</p> <p>Sputum bowl is scheduled for the end of February. We have 2 teams with 3 members on each team. The teams have four 2nd year students and two 1st year students. We hope they will go as far as they did last year, if not further. We are encouraging all of our classmates to attend and cheer our teams!</p> <p>More shirts and sweatshirts has been ordered along with new updated gear. In terms of fundraisers, the students are finalizing the details including the locations and will have the information to everyone shortly. The goal is to hold at least 1 to 2 fundraisers this semester.</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: Personnel Update</p> | <p>The previous allied health program director has resigned. In the meantime, Ray has taken the role of interim director until the position is filled. We don't know how many people applied for the position but will know once we have our initial meeting. Ray did send out the announcements to all practitioners in the state of California. We are confident that we are going to fill the position.</p> <p>The BS program faculty position remains unfilled. We have temporarily suspended our search. Once we fill the allied health director position we will begin the search again.</p> | |
| <p>BS Degree Update/RCP Presentation Nadia Tariq, program coordinator</p> | <p>The cohort that will be graduating in Spring 2018 are finishing up their neopediatric advance course now. The students will then be starting their Capstone Project. Ray will be leading the course but it will be a group effort. We are going to be working with the students as they go through the Capstone Project course. It is really a project that they want to invest in. CSRC asked me (Ray) to present the history of respiratory care and bringing the museum to the convention. I hope one of the students will want to take on a project of re-inventorying the equipment museum and co-presenting with me.</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> |

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| | <p>Our 2nd BS cohort started last fall. Sixteen students are moving forward. Most are waiting for the fully online program to begin. We sent a program announcement to all RC practitioners in the state. I have gotten calls from Napa, Southern Cal, Fresno and throughout the state inquiring about the program. We are hoping for increased enrollment as word spreads.</p> <p>The BS program is going fully online Fall semester 2018. The full-time status is going to continue with 12 units. The online program faculty met last Saturday and decided that the instruction is going to be offered with regular synchronous web-conference meetings throughout the program. We will accept 40 students in the cohort. If we receive more than 40 applications the priority will be given to students who are graduating in our associate degree program. Remaining seats will be given to any new graduate from other programs and any practitioner in the state of California. We will give priority to Californians and then open to people applying from out of state.</p> <p>Bachelor's Degree program graduation is May 25th, part of the larger Skyline College ceremony. Our plan is to partner with different hospital facilities around the Bay Area to have students present their Capstone Projects on the evenings of May 21, 22, and 23. We will showcase these students' work and invite everyone, especially department managers, to attend and support their efforts as potential future leaders. More information will be sent out to everyone.</p> <p>At the request of California's Respiratory Care Board, Skyline College will partner with Modesto Junior College to present an overview of the Bachelor's Degree programs this Friday.</p> | |
| <p>New Business & Updates:</p> <p>CoARC Self-Study</p> | <p>During our last meeting we discussed finishing CoARC's self-study by November 1st. We received confirmation that the self-study had been reviewed and all components were complete. It will now go to the CoARC Board for review and approval. Then we will be notified of 2 different days for a site visit. We have not heard back. Once we get that information we will be notifying all committee members to clear your calendars or portion of your day because they would like to meet with everyone involved with the program.</p> | |

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| Announcements: | <ul style="list-style-type: none"> ➤ GBAR Meeting, Napa, February 3 ➤ Legislative Day, Sacramento, February 6 ➤ Regional Student Sputum Bowl, Ohlone College, February 25 ➤ Tahoe Conference, March 7-9 ➤ Skyline College Job Fair, April 25 (9a-12n) Manager's meeting to follow ➤ GBAR Meeting, May 5 ➤ Zuckerberg San Francisco General Hospital Conference, May 11 ➤ CSRC Conference, Monterey, May 13-15 ➤ Mock Interview Workshop, Skyline College, May 18 | |
| Date for next meeting | Tuesday, June 5 th , 2018 | |