

**Skyline College**  
**Respiratory Therapy Program Community College Advisory Committee Meeting Minutes**  
**October 22, 2009**

In attendance: Skyline faculty, clinical site managers and preceptors: Ray Hernandez, Brian Daniel, Mike Williamson, Jim Harvey, Sean O’Keefe, Monte Schachner, Diane Janakes, Lee Guion (Chair)  
 Skyline students: Evan Hsieh, Roberto Bautista, Lance Pangilinan, Linh Dang, Jason Ferrer, Kanee Dahlin, Victoria Zhasel

TOPIC	DISCUSSION	ACTION
Review of minutes from last meeting Introductions and welcome	Approved as is. Meeting in new classroom. Building 7, Room 7215	Minutes of past meetings posted on Skyline website
<b>Shooting incident debriefing</b> (Mike)	An isolated incident. Two groups targeting each other. There was a well-coordinated response in which the campus had to be shut down. SWAT team arrived. There was a calm approach by the staff and faculty. The campus is safe. Lessons learned: need a better text message system for communication and a better PA system.	None
<b>Old business:</b> Budget and facilities update (Mike)	The 2009 – 2010 budget is balanced. Difficulties will come in 2011 – 2012 as resources are low and the tax base has declined. There will be a limited summer school schedule. The school is looking at “e” courses as an option and matching the optimal number of students with the resources in each program – which could translate into reduced number of students accepted each year.	Mike will provide updates on relevant college matters, budget, and program funding at each meeting.
Student enrollment (Ray)	Handout provided and reviewed. 24 students continuing from 1 <sup>st</sup> to 2 <sup>nd</sup> year. 27 students entered first year, but 4 left for academic and personal reasons. 16 of 18 students who graduated in 2009 have found employment in per diem or benefited positions. All but one student has taken the CRT exam and passed.	Ray will continue to update committee members at each meeting
Clinical rotations (Brian)	Results of student clinical evaluation given to all clinical site managers present at the meeting. A list of disposable equipment needs for first year students was distributed.	Brian will send list of equipment needs to clinical site managers, especially disposable items which are not part of program budget.
Student update	2 <sup>nd</sup> year student report (Jason Ferrer): The fundamentals of mechanical ventilation, airway mgmt, and disease mgmt are “clicking” and coming together. Students can see the light at the end of the tunnel. The program is fast paced and students have had their ups and downs. Activities: fundraiser at Chevy’s. Sadly, bake sales and BBQ fundraisers are out due	

<p><b>Old business (continued):</b> Student update</p>	<p>to public health dept regulations and insurance restrictions. Students will request \$ from the Assoc Student Body for AARC expenses for December's congress in San Antonio. Community service: Students participated in the Breath of Life walk Oct 17<sup>th</sup>. The 48 participants collectively raised \$3500! 1<sup>st</sup> year student report (Roberto Bautista): The first set of tests have been completed. Students have formed a tightly knit group and are studying together.</p>	<p>Student reports will be provided at each meeting.</p>
<p><b>New Business:</b> CoARC Education Program Status Report (Ray)</p> <p>CoARC Program Goals (Ray)</p> <p>Preceptor program</p> <p>Curriculum review committee (Ray and Brian)</p> <p>Anniversary Award</p> <p>Announcements of future meetings</p> <p>Next meeting</p>	<p>Outcomes Summary and status report distributed, with CoARC thresholds and Skyline College statistics from 2002 to 2009 reviewed and explained. Summary of site visit with detailed review of all domains provided. Very positive site review. Of note, our percentage of attrition has steadily fallen since 2002, despite the open enrollment policy for CA community colleges. (A surprise to reviewers and a feather in our cap.) Thanks to all who participated in the site visit and preparation.</p> <p>Deficiency noted by CoARC surveyors: Lack of stated program goals and how to meet them not discussed at each community advisory committee meeting. Example: "training competent RTs to enter the workforce."</p> <p>Stay tuned.</p> <p>With the CoARC accreditation completed and the new RT lab finally opened, we can turn our attention to reviewing and revising classroom curriculum to best meet the needs of the RT community and Skyline students.</p> <p>Jim Harvey was presented with a gift honoring his 20 years as faculty teaching pulmonary function theory and practice to grateful Skyline College RT students.</p> <p>RC Week (Oct 25-30; GBAR meeting (Nov 7); AARC Congress (Dec 5-8)</p>	<p>Ray will continue to monitor and report program progress and deficiencies in a timely manner. To foster transparency, CoARC thresholds and RT program statistics and ability to meet them will be posted on the Skyline College website</p> <p>Program goals will be defined and discussed at each advisory committee meeting.</p> <p>Ray will convene a subcommittee to review existing curriculum and make recommendations for changes.</p> <p>Thank you, Jim!</p> <p>None</p> <p>February 4, 2010</p>