

**Skyline College**  
**Respiratory Therapy Program Community College Advisory Committee Meeting Minutes**  
**May 10, 2016**

In attendance:

Skyline faculty and administrative staff, clinical site managers, and clinical preceptors: Ijaz Ahmed, Gordon Mak, MD, Paul Roggero, Heather Esparza, John Kelly, John Peleuees, Gabe Lapuz, Brian Smith, Alina Varona, Monte Schachner, Joe Rice, John Peleuses, Scott Kawamura, Mona Burke, Brian Daniel, Ray Hernandez, Nadia Tariq, Kate Bensocoter, Lisa Hill, Mark Siobal, Lee Guion (Chair, Recording)

7 First and Second Year RT Program students

TOPIC	DISCUSSION	ACTION
Minutes from last meeting, introductions, and welcome	Minutes approved. Introduction of service support program coordinator for Respiratory Care, Nadia Tariq and applicants for new adjunct faculty positions Lisa Hill, Kate Benscoter, and Mark Siobal.	Minutes of past meetings posted on Skyline website. Changes or additions will be directed to Program Coordinator.
<b>Continuing business AS Degree:</b> Enrollment (Ijaz) Program personnel survey (Ijaz)	Enrollment: 21 Second year students (Class of 2016) begin internships in May, graduate June 23rd; 22 First year students (Class of 2017) will start classes this summer. The RC Program review process will take place this summer. Attrition rate continues to be low in spite of the state mandated lottery system for admission in which students' GPA cannot be a consideration. Student retention and employment success remain the focus of the program. NBRC pass rates remain high. 84 candidates for admission to Fall 2016 class. CoARC mandated personnel survey distributed.	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.
Budget update (Ray)	San Mateo County funding through bond measures continue to support the campus financially. Interviews for full-time and part time adjunct faculty for the new BS program are in process and interested applicants have completed on-line applications. \$350K in seed money for new faculty and administrative support.	Ray will continue to keep committee members informed of the financial health of Skyline College and RC Program.
Clinical rotations (Brian)	Brian thanked advisory board members and RC Department Managers for student access to local medical facilities. New clinical affiliates: Alameda County Health and new Asthma Clinic in San Francisco's Mission District with focus on education and healthcare literacy. Preceptor development program. Inter rater reliability model with specific rubric. Video model for coaching.	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.

RT Club Update (Ingrid Barnoski)	Graduation dinner is June 17 <sup>th</sup> and graduation of the Class of 2016 is June 23 <sup>rd</sup> . Sputum bowl team has been assembled for competition this spring. Smoking cessation program on campus “Ash Kickers” planned for Fall 2016.	Continued Goals:
<b>Continuing Business BS Degree:</b> CoARC updates on BS degree requirements (Ray)	Ray shared his letter to Dr. Tom Smalling, CoARC Executive Director, stating the support of the Respiratory Care Program at Skyline College for the changes to the accreditation standards for entry into Respiratory Care Professional Practice effective January 1, 2018 that new entry-level programs must award, at minimum, a bachelor’s degree.	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.
BS in RC Degree Curriculum (Ray & Ijaz) and application process (Ray)	Ijaz shared that comprehensive program review was approved through curriculum committee in the last curriculum meeting held in March. Handouts with academic calendar for 2016, program curriculum, and program parameters distributed to advisory committee meeting attendees. Major course work now will consist of 8 terms* of 9 weeks each and a “capstone project” at a local hospital or institution. Cohort #1 (hybrid) begins August 2016; Cohort #2 (hybrid) begins August 2017; Cohort 3 (fully on-line) begins Spring 2018. Hybrid instruction: 2 upper division classes per term with on-campus learning one evening per week. (Best days/eves/weekends debated by employers.) Partnership for on-line classes with CSRC being discussed. *New wrinkle: ACJCC (the “Joint Commission” of Community Colleges) mandates 45 units of upper division course work and half must be in the classroom. Initial BS program designed for 5 terms and for 2/3 of class work to be conducted through distance learning.	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.
New Faculty (Ray & Ijaz)	Those interested in full-time and part-time/adjunct faculty positions in the BS program have had the opportunity to complete applications and been contacted. Those to be considered for positions will attend a faculty workshop in “blended learning” mastery (face-to-face and online activities). Research, design, methods, and assessment techniques will be covered.	
<b>New Business:</b> Human resource survey (Ray)	Awaiting data	
Application process (Ray)	40 seats in the BS program; 3 cohorts. 17 applicants so far. Deadline: June 1 <sup>st</sup> .	
CSRC/CEU Program (Ray)	Beginning July 2017 the number of CEUs required to maintain the RCP license will increase to 30, two-thirds of which must be profession specific and half (15 units) must be obtained live. The CSRC will be providing online CEUs. Ray is chairing a	

<p><b>Announcements:</b> 2nd Credential Success Award Mock Interviews AARC Congress CSRC Convention <b>Date for next meeting</b></p>	<p>committee that will be reviewing curriculum. They want local talent and are looking for authors for 2-CEU programs. Payment: \$500 or \$300 + 10% of royalty.</p> <p>Will be presented at AARC Summer Forum May 13<sup>th</sup>. There is support from RC Managers San Antonio, October 15 – 18. Lee is presenting. Indian Wells, June 6 - 8 <b>September 20, 2016</b></p>	
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