

**Skyline College**  
**Respiratory Care Program Community College Advisory Committee Meeting Minutes**  
**September 20<sup>th</sup>, 2016**

In attendance:

Skyline faculty and administrative staff, clinical site managers, and clinical preceptors: Ijaz Ahmed, Benjamin Fernandez, Brian Daniel, Gordon Mak, Joe Rice, Lee Guion, Linda Fist, Nadia Tariq Paul Roggero, Ray Hernandez.

A.S. and B.S. Degree Programs students.

TOPIC	DISCUSSION	ACTION
Minutes from last meeting, introductions, and welcome	Minutes approved. Introduction of everyone in attendance including students enrolled in Bachelor's Degree program.	Minutes of past meetings posted on Skyline website. Changes or additions will be directed to Program Coordinator.
<b>Continuing Business:</b> Enrollment A.S./B.S.	Enrollment: 28 students in first year, 22 in second year students while we have 29 students enrolled in Bachelor's Degree program. Originally 33 students were accepted however due to last minute curriculum changes mandated by ACCJC, 3 students ended up dropping from the program.	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.
Clinical Rotations	Brian reported that 2 <sup>nd</sup> year students are working in critical care in their clinical rotations. In the meantime, he's in the process of having the hospital contracts renewed. Seton Hospital has a new manager who has a background in radiology. Brian is trying to engage him to continue our partnership. Brian also reached out to Highland to expand clinical affiliations and will try to give us an update in the next meeting. He's still trying to connect with SSF Kaiser manager to build connection. Ray also reported that Oakland Children Hospital has offered their site for the Bachelor's Degree students which might be an opportunity to utilize for the project base course(s).	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.
Budget Update	We still have one time funds in the amount of \$350K where roughly 100k has been spent. We're still searching for Bachelor's Degree full time faculty and it has been very difficult. Recently in the Bay Area, there were three positions posted for Associate Degree programs and they're having hard time attracting people as well. State has given additional 15K to each pilot program for Marketing. We will be using	Ray will continue to keep committee members informed of the financial health of Skyline College and RC Program.

	<p>the funds to not just market both Associate and Bachelor's Degree programs but also our other Allied Health Programs. Part of Bachelor's Degree program, State Chancellor office is requesting to forward some spokespeople's names from the industry community to speak on behalf of the program. Ray requested from the committee especially the managers to send him an e-mail if they're interested otherwise he'll be reaching to individuals as well.</p>	
<p>RT Club Update</p>	<p>Luma reported that the club held their 1<sup>st</sup> meeting on September 20<sup>th</sup>. They have raised \$368 dollars from fund raiser which will go towards purchasing T-shirts and upcoming San Antonio conference. She also reported that they're planning on additional fund raisers.</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><b>Continuing Business BS Degree:</b> Faculty Updates</p>	<p>Ed Saliba has accepted fulltime position and will no longer be part of Skyline College. We're looking for both Associate and Bachelor's Degree programs part-time and fulltime faculty. For associate degree program, the applicant must have either Bachelor's Degree with two years' experiences or Associate Degree with 6 years' experiences. For the Bachelor's Degree program, the applicant must have a Master Degree with 2 years of experiences. Currently both positions are being advertised on our website as well as AARC and CoARC websites.</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>B.S. Degree &amp; Curriculum</p>	<p>Ray shared that the last time we met, he reported that ACCJC increased the number of upper division courses units to 45. At the time, we already had developed the curriculum and was advertising the program with 27 units of upper division courses. So we ended up increasing the units. Less than a month later, due to the feedback they dropped it down to 40 units. Now as it stands, the program consists of 40.5 upper division courses and is over 2 academic years. The first cohort will be graduating in 2018.</p>	
<p><b>New Business &amp; Updates:</b></p>		
<p>Job Market</p>	<p>The job availability in the respiratory field has been increasing. Currently, San Francisco Kaiser is looking to replace four positions by the end of year. USF is looking to expand per diem. VA have 6 people who have retired this year and have hired 20 per diem. They are also in the process of hiring full time. Ray reported that for the past roughly five years, graduate students have been hired per diem and once the opportunity arrives then move into permanent position.</p>	

Sleep Study	Sleep Disorder Study (SDS) certificate is being offered through NBRC however students much have RRT.	
Student's Performance	Ijaz shared the RRT and CRT exam data for Associate Degree program students in which exam low cut success rate is 100% and exam high cut success rate is 85%. He also reported that we met all the accreditation requirements.	
CoARC Self-Study	Ijaz will be receiving the packet in May with the deadline of mid November 2017. Small task force will be formed and have members of the advisory board committee be engaged.	
ACCJC Accreditation	Bachelor's Degree program is in the process of completing mini self-study report. The draft has been completed and in the process of an approval through our Board of Trustees. We have not received any update on the site visit date but mostly like will be scheduled early Spring semester. Students, graduates, faculty, employers, members of advisory board and managers will be requested to participate.	
Memberships	AARC and CSRC memberships were free until this year. As of this year, they want all the faculty and students to be part of both the memberships. The dues for CSRC is \$25 and AARC \$50. There are conversations happening right now to offer more discounts for students who are enrolled in the Bachelors or Masters programs.	
Celebration	Skyline College will complete 45 years of offering Respiratory Care program. The discussion among the group for the celebration is to have a mini celebration for 45 years in conjunction with the graduation. Once we reach the 50 years, then to have a blow-out gala event and invite all the alumni and retirees. The RT club will discuss celebration structure and have a plan approximately by November.	
<b>Announcements:</b>		
Lungapalooza	Will be held on September 24 <sup>th</sup> . There will be free BBQ. Skyline College students has participated and won Chili cook-off for past couple of years.	
Job Fair	Will be held on April 19 <sup>th</sup> . Managers are encouraged to participate both in Job Fair and managers meeting right after the event.	
AARC Conference	Will be held from October 15 <sup>th</sup> through October 18 <sup>th</sup> at San Antonio where Lee is presenting.	
<b>Date for next meeting</b>	<b>February 7<sup>th</sup>, 2017</b>	