

**Skyline College**  
**Respiratory Therapy Program Community College Advisory Committee Meeting Minutes**  
**February 4, 2010**

In attendance: Skyline faculty, clinical site managers and clinical preceptors: Ray Hernandez, Brian Daniel, Mike Williamson, Kim Kennedy-Shaw, Sabra Weiss, Lee Michel-Henning, Monte Schachner, Ramona Burke, Paul Roggero, Diane Janakes-Zasada, Linda Feist, Lee Guion (Chair)  
 Skyline students:, Jaydee Mamaligsa, Karl Dahlin, Jevry Norimarna, Sabrina Hui, Aya Matsushima, Victoria Zhagel, Val Magbanua, Jenny Kwan, Linh Dang, Joel Kaplan, Ashley Miura, Natsumi Makiyama, Evan Hsieh, Rob Bautista, Earl Mangalindan, Scott, Kawamura

TOPIC	DISCUSSION	ACTION
Review of minutes from last meeting Introductions and welcome	Minutes approved as is. Meeting in new classroom. Building 7, Room 7215. New members: Ramona Burke (UCSF), Kim Kennedy-Shaw (St. Francis)	Minutes of past meetings posted on Skyline website
<b>New business:</b> <b>Program Curriculum Review Task Force</b> (Ray)	Review of curriculum task force process and proposed curriculum changes. Task force composed of recent graduates, current students, faculty, and advisory committee chair. Two meetings held, Dec 15, 2009 and January 26, 2010. <b>Process:</b> Overview of course sequencing and rationale; results of student, graduate and employer surveys summarized as a guide for discussion; review of curriculum and sequencing of classes from other Bay Area RT programs. <b>Student-identified Goals:</b> Decompress RPTH 460 (Intensive Care Ventilation); increase number of hours of RPTH 490 (Neonatal/Pediatrics); increase clinical (bedside) opportunities in the first semester. <b>Changes:</b> Current curriculum with proposed changes for 1 <sup>st</sup> and 2 <sup>nd</sup> year students distributed and rationale for changes discussed with program advisory committee.	These changes are part of our on-going commitment to review and improve education opportunities for students and meet the needs of employers and the communities they serve. Curriculum changes will be implemented and students and clinical sites will be able to comment on the results as part of annual surveys.
<b>Program review</b> <b>Data Arc®</b> (Ray)	Data Arc. (Handout) Database program that automatically tracks students' observations and performance of specific procedures. Includes competency evaluation forms for each procedure and allows instructors to track student progress. Secure log on and password feature. Includes: graduate portfolio, automated reports of all procedures performed, and on-line preceptor evaluations. Available 24/7. Annual program fee: \$400; one-time fee for each student: \$60.	Needs to be evaluated by students, faculty, and advisory committee members with the goal of improved record keeping in mind.

<p><b>New Business: Simulator (Brian)</b></p> <p><b>Job Fair</b></p> <p><b>Mock Interview Workshop</b></p> <p><b>Old Business: Enrollment (Ray) Budget (Mike) Clinical rotations/Student evaluations (Brian)</b></p> <p><b>RT club update (Jaydee and Karl)</b></p> <p><b>Conferences and Continuing Ed</b></p> <p><b>Next meeting</b></p>	<p>Brian reviewed new simulator at the AARC convention. Provides simulation of a variety of procedures and clinical situations with competencies for each. Cost has precluded purchasing a simulation “dummy” to date, but funds are being sought Discussion among committee members about funding options: Grants? Community? Share cost and equipment with nursing program at CSM? The simulator will need its own space, upkeep, and personnel to maintain it.</p> <p>April 28<sup>th</sup>.</p> <p>April 30<sup>th</sup>. Looking for RT managers and human resources volunteers.</p> <p>24 students remain in second year class, 21 in the first year class. The program is hosting an “open house” for students who want to learn about RT. Summer classes will be cut by 50%. Classes will be cut in the Fall. This will make it more difficult for students to complete prerequisites. First year students begin clinical rotations on Feb. 5<sup>th</sup>. Second year students continue to hone clinical skills. A challenge for students is that some clinical affiliates host students from different colleges. Students report there can be a disconnect between a clinical preceptor’s verbal and written evaluation. Brian could increase communication between RT program faculty and clinical preceptors, but ideally preceptor and student should be able to talk. Conflict avoidance may be a factor. Data Arc® program may be able to assist with this.</p> <p>It’s been hard to raise funds. Raffle for prizes to be conducted at Job Fair. First year students are just getting their feet wet. Participating in Breath of Life walk.</p> <p>Tahoe Conference (3/10-12); SFGH Topics in Intensive Care (4/23); CSRC Conference (May 10-11) in San Jose; AARC Congress (12/ 6-9) in Las Vegas</p> <p>May 20, 2010</p>	<p>Continue to seek funding for clinical simulator and address program requirements for use and maintenance.</p> <p>Brian continues to look for additional clinical affiliates.</p> <p>Preceptor training and mentoring have been discussed in the past and funding sought. Preceptors now have a detailed assessment tool to use in rating student performance that keeps comments objective.</p> <p>Encourage staff to attend.</p>