Polysomnograhic Advisory Committee Meeting Minutes
November 19, 2015

CHAIRPERSON: Heather Edwards		
MEETING DATE: 11-19-15	MEETING TIME: 2:00 PM	MEETING PLACE: CYC Room 422
RECORDER: Shari Morrison		PREVIOUS MEETING: 04-28-15

MEMBERS PRESENT: OTHERS PRESENT:

Name and Title	Name and Title	Name and Title
Amber Allen, Program Coordinator	Karen Smart, Clinical Coordinator, Faculty PAC Member	Shari Morrison, Division Secretary
Dr. Abe Johnson, Dean of Health Sciences	Thomas Abraham, Children's Health, Employer PAC Member	Vivian Dailey, Alumni member
Araceli Solis, Respiratory Care Director, Faculty PAC Member	Dr. Rajdeep Kakar, Medical Director	Lisa Quach, 1st year student
Jason Beard, Texas Neurology Sleep Center, Employer PAC Member	Tim Ruse, Public Member	Kate Nicholson, Alumni Member
Chris Hamm, Public Member	Donny Holman, ResMed, Employer PAC Member	
Members Absent		
William Spriggs, BS, RPSGT, Author of Essentials of Polysomnography, Employer PAC Member	Heather Edwards, Sleep Medicine Associates of Texas, Employer PAC Member	Christina Dulock, UT Southwestern, Employer PAC member
Kenberlea Atkinson, RPSGT, Sleep Centers of Texas, Employer PAC Member	Margaret Mike, MD, D. ABSM, Sleep Medicine Physician, Physician PAC Member	Dr. Sherry Schumann, VP/Provost, CPC
Anna Cash, Medical Center Lewisville, Employer PAC member	Kimm Miller, 2nd year student	

Agenda Item	Action Discussion Information	Responsibility
Call to Order:	Welcome	Donny Holman
Old Business:	Approval of April 28, 2015 minutes	Amber Allen
New Business:	Introduction of New Medical Director	Amber Allen
	Student Update	Lisa Quach
	Graduate Update	Amber Allen
	Accreditation Update	Amber Allen
	College Update	Amber Allen
	Program Update	Amber Allen
	Clinical Update	Karen Smart
	Certificate Track Update	Amber Allen
	Promotions and Publicity	Amber Allen
	Scholarships	Amber Allen
	Committee Feedback-State of the Field	Amber Allen
Dean's Comments:		Abe Johnson
Questions		
Additional Comments		Amber Allen
Concluding Remarks and Adjournment		Amber Allen/Donny Holman

MINUTES

Key Decision Points	Discussion
Old Business:	• Call to order and welcome by Vice Chair, Donny Holman, meeting starts at 2:15 pm. • Motion to approve April 28, 2015 minutes, seconded, approved.
New Business:	• Introduction of the new Medical Director, Dr. Rajdeep Kakar. He is excited to be involved with this program.
Student Update	• There are 17 first year students. • Lisa Quach, 1st yr. student, is having fun in program. She likes helping others in class.

Graduate Update	• There were 9 graduates May 2015
	  ○ 8 have jobs
	  ○ 2 are in Respiratory Care program.
	• 100% placement in 2015 & 2014
	• 8 of the 9 passed the RPSGT exam.

Accreditation Update	• Graduate surveys need to be returned. 88% of the Employer surveys are returned. • The Annual Report is due January 31, 2016.
College Update	• Dr. Abe Johnson is now the new VP Provost at Preston Ridge Campus. • Dr. Jon Hardesty is now the new VP Provost at Central Park Campus.

Program Update	• We have 11 students ready to graduate in May 2016.
	• We have 17 students in the class of 2017.
	• We have 3 students participating in the Certificate Track.
	• We have ordered 5 new Nihon Kohden licenses.
	• We have hired 2 new Associate Faculty
	• Extending the clinical hours to 18 hrs a week in Spring has been approved as well as extending the lab times for several classes.
	• New equipment has been ordered for the new building.
	• Move to the new building is December 15th.
	• Dr. Kakar gave his 1st lecture to the students, which was well received.
	• Dr. Roberts is scheduled to give a lecture to students on dental devices on Dec. 2nd.
	• The new Cary A. Israel Health Sciences building ribbon cutting will be January 20, 2016.
	• Amber passed around a map of the new building.
	• Professional Development:
	  ○ Amber attended the Sleep 2015 conference in Seattle in June.
	  ○ Amber and Karen attended and spoke at the BRPT Symposium in Dallas in September.
	  ○ Amber attended the TSSP annual conference in October in Fort Worth.

Clinical Update	• We will need more sites for Spring. • The current students are doing well, getting better every year.

Certificate Track	• We have 3 students in the Certificate track.
	  ○ Recently changed the admission requirements for the Cert. track.
	  ○ More on-the-job trained techs need to apply.
	  ○ Dr. Johnson suggested that there be more promotion of this track to employers.
	  ○ Deadline to apply is 2nd Friday in May.
	  ○ Scholarships available.
	• May be able to get credit by CLEPing out.
	• Certificate to AAS bridge track may be option.

Promotions and Publicity	• We had tables at the 3 main campuses for Sleep Tech Appreciation Week. Had a lot of students with questions. • We had joint Information Sessions with Respiratory Care. • Health Science tours regularly touring through the sleep lab • Amber was asked to do an interview for the Dental Hygiene students for their research paper on poor sleep and dental anxiety. • March 4th is the Collin College Health Fair, please come. • Article on the program featured in Plano Profile September 2015 issue.

Scholarships	• There is still not quite enough money in the fund to give out a scholarship. ○ Amber to send out a link to donate to fund.

Committee Feedback on State of the Field	• Donny Holman asked how many titrations the students do.
	  ○ They don't get a lot of exposure to do them.
	  ○ Donny finds that in the field techs don't know how to do them.
	• Amber stated that the students do simulation CPAP on each other.
	• Dr. Johnson commented that we are looking to get lab accreditation for public use.
	  ○ We would need a doctor to oversee it as the Medical Director for this to happen.
	• Equipment from lab cannot be taken home.
	• Dr. Kakar suggested doing home studies with leased equipment.
	  ○ Leasing is low cost, could build the cost into the next budget.
	  ○ Donny had info on where to get equipment, will pass on to Amber.
	  ○ Possibility of getting some equipment donated to college.
	• Karen requested that clinical sites help her with examples of Sleep Disorders for the students to study.

Other: Questions, Comments, Suggestions, Recommendations	• Amber thanked everyone for coming and for their feedback.
Concluding Remarks	**Meeting Adjourned at 3 pm.**

Donny Holman

Chairperson's Signature: Date: November 19, 2015 Next Meeting: Spring 2016