Polysomnographic Advisory Committee Meeting Minutes
November 4, 2014

CHAIRPERSON: Heather Edwards		
MEETING DATE: 11-4-14	MEETING TIME: 2:00 PM	MEETING PLACE: CPC Room D106A
RECORDER: Recording of meeting transcribed by Shari Morrison		PREVIOUS MEETING: 4-24-14

MEMBERS PRESENT:

OTHERS PRESENT:

Name and Title		Name and Title		Name and Title	
Amber Allen, Program Coordinator		Heather Edwards, Sleep Medicine Associates of Texas, Employer PAC Member		Vivian Dailey, AAS, RPSGT, Alumni Member	
Abe Johnson, Dean of Health Sciences		Karen Peterson-Smart, Clinical Coordinator, Faculty PAC Member		Kate Nicholson, 2nd year student	
Jason Beard, Texas Neurology Sleep Center, Employer PAC Member		Dr. David Ostransky, Medical Director		Kimm Miller, 1st year student	
Araceli Solis, Respiratory Care Director, Faculty PAC Member		Tim Ruse, Public Member			
Members Absent					
William Spriggs, BS, RPSGT, Author of Essentials of Polysomnography, Employer PAC Member		Margaret Mike, MD, D. ABSM, Sleep Medicine Physician, Physician PAC Member		Thomas Abraham, RRT-NPS, RPFT, RPSGT, Children's Health, Employer PAC Member	
TJ Carter, SPHR, Alliance Family of Companies, Employer PAC Member		Donny Holman, ResMed Corporation, Employer PAC Member		Christopher Hamm, Esq., Public Member	
Christina Dulock, RPSGT, UT Southwestern Sleep and Breathing Disorders Clinic, Employer PAC Member		Anna Cash, RRT-NPS, RPSGT, Medical Center of Lewisville Sleep Diagnostic Institute, Employer PAC Member		Kenberlea Atkinson, RPSGT, Sleep Centers of Texas, Employer PAC Member	
Dr. Sherry Schumann, VP/Provost Central Park Campus		Shari Morrison, Division Secretary Health Sciences			

Agenda Item	Action Discussion Information	Responsibility
Old Business:	Welcome	Heather Edwards
	Approval of April 24, 2014 minutes	Amber Allen
New Business:	Introduction of New Advisory Committee members	Amber Allen
	Student Update	Karen Peterson-Smart
	Graduates Update	Amber Allen
	Accreditation Update	Amber Allen
	Program Update	Karen Peterson-Smart
	Clinical Update	Karen Peterson-Smart and Amber Allen
	Certificate Track	Amber Allen
	Promotions and Publicity	Amber Allen
	Scholarships	Amber Allen
	Committee Feedback	Amber Allen
Dean's Comments:		Abe Johnson
Other	Questions, Comments, Suggestions, Recommendations	Amber Allen
	Concluding Remarks and Adjournment	Amber Allen

MINUTES

Key Decision Points	Discussion
Old Business:	• Heather welcomes everyone. • Motion to approve April 24, 2014 minutes, seconded, approved.
New Business: Introduction	• New Committee Member—Tim Ruse
Student Update	• Very successful Bake Sale fundraiser/Gift Basket. • Money will be used for student club for graduation expenses and Scholarship fund.

	• Kimm Miller expressed how she was more prepared than she thought she would be, loves learning, and being involved. • Vivian Dailey feels she received a great education; the new lab will benefit the new students.
Graduate and Employer Update	• 10 graduates in May o 8 have jobs, 1 is moving and 1 is doing a Nursing program. • 15 students in program as 1st years. • 9 out of 10 graduates have taken the boards, 1 is moving. • 6 out of 10 graduate surveys have been returned. • Will send out the surveys later this week to employers.
Accreditation Update	• Approved for 60 hours. • The Annual Report is due Jan. 31, 2015. Compiling information now.

Program Update	• We have bought 5 more Nihon Kohden licenses.
	• Jackie Langford cannot find a mannequin that does sleep.
	  o Amber and Jackie will continue to look for one.
	  o Karen speaks to having no computer programs, no fake sleep studies. Very limited.
	• Two important things –Scoring and Titrations in a good sleep study.
	• Need software that could simulate a sleep study.
	• Need ideas on how to improve interactive learning and add additional software.
	• Need older volunteers to study different scenarios.
	• We can only have a 6 hour lab; WECM does not permit enough contact hours for an 8 hour lab.
	• Karen and Amber went to the BRPT Symposium in Portland, Oregon, in September.
	  o Amber gave lectures there.
	• Amber went to SLEEP 2014 Conference in June in Minneapolis.
	• Amber participated in a WECM workshop.
	  o Reviewed course descriptions and contact hours.
	• Hired an Associate Faculty member, Sam Gautum
	  o Need to hire another Associate faculty member.

Clinical Update	• Added new clinical sites.
	• Discussion of different needs/situations.
	  o Solid foundations of experience, have at least 2 techs with patient
	  o More on-the-job training for student techs.
	• Make training videos of simulations, titration process, and mock lab and ask questions of the scenarios.
	• Explore clinical options for software for new building.
	• Would like to have a Preceptor meeting in Spring.
	• Preceptor evaluation is online.
	• "SleepUltaMedia.com" is site for software.

Certificate Track	• Did not start in Fall, only had 3 applicants, need 5.
	• Trialing online classes in Spring 2015 with AAS students.
	  o Field is moving to all techs needing to have a minimum of an Associate's degree.
	  o Current techs would like classes available online.
	  ▪ Discussion of curriculum for Bridge to AAS.
	  o Bachelor's Degree Bridge maybe down the road.
	  o CLEP type test may be possible.
	  o Admission requirements are posted online.

Promotions and Publicity	• Sleep Tech Appreciation Week: we had table, passed out flyers. • We had an Information Session and received applications. • Going to have a meeting with Advising to discuss how to present the program. • March 6, 2015 is the Health and Safety Fair at CPC. We will have a table and demo. o They need more vendors if you would like to get a table.
Scholarships	• We have a Sleep Technology Excellence Fund scholarship. • Trying to raise more money, only have $500 in the fund, and need $1250 to set up a scholarship. • We will send out a link to Advisory Committee to donate. It can be a personal, organization or facility contribution—tax deductible.

Committee Feedback on State of the Field	• Seeing more dentists entering the sleep field.
	  o Issues with patients not coming back to sleep clinic when sent to the dentist.
	  o Dentists do home study at no charge. There is no way to assess compliance.
	  o How do you manage a home study?
	• We have two home testing devices. Students can do it on themselves to check the results.

Dean's Comments:	• In the new building, Poly will be on the 2nd floor. 4 beds, 1 dedicated classroom. • Possible to add 2 new systems, with possible College backing. • Will move offices in Fall. Classes will start in the Spring of 2016 in new building.
Other: Questions, Comments, Suggestions, Recommendations	• Amber thanked everyone for coming and for their feedback.
Concluding Remarks	**Meeting Adjourned**

Chairperson's Signature:	Date:	Next Meeting:
Heather Edwards	4/28/15	