Advisory Committee Meeting Minutes

CHAIRPERSON: Anna Martin		
MEETING DATE: April 17, 2015	MEETING TIME: 12:00 PM	MEETING PLACE: SCC-K233
RECORDER: Shari Morrison		PREVIOUS MEETING: November 14, 2014

MEMBERS PRESENT

Anna Martin, Medical Center of Plano, Manager Respiratory Care	Araceli Solis, Collin College, Director of Respiratory Care	Kelley Reynolds, Collin College, Respiratory Care Faculty
Angie Switzer, Collin College, Respiratory Care Faculty	Julie Boganwright, Collin College, Respiratory Care Clinical Coordinator	Shari Morrison, Division Secretary Health Sciences
Tina Rueles, Public Member, Double Lung Transplant Recipient	Cheri Duncan, Baylor Health System	David Gibson, Medical City Dallas, Educator
Eric Medaris, LifeCare Plano	Dr. Timothy Chappell, Medical Director	Shannon Harden, 2nd year student
Tammy Atteberry, Medical Center of McKinney		Gary Stone, 1st year student

ABSENT

Dr. Abe Johnson	Clifton McKnight	David Barton
Trudie Dugan	Jim Hemmingway	Kenneth Hawkins
Mike Trevino	Charles Uzuegbunam	Michael Trusty
		Tyler Clifton

AGENDA

Agenda Item	Action Discussion Information	Responsibility
Welcome	Welcome and Introduction	Anna Martin
Old Business	Fall 2014 Minute's Approved	
New Business	Introduction of New Members	
	Student Reports	Shannon Harden/Gary Stone
	Scholarship Initiative	Anna Martin/Celi Solis
	THECB Update	Celi Solis
	New District President	
	Program Director's Report	Celi Solis
	Clinical Coordinator's Report	Julie Boganwright
	Clinical Affiliate's Report	Clinical Sites

	Medical Director's Comments	Dr. Chappell
	Dean's Comments	
	Concluding Remarks	Anna Martin

MINUTES

Key Discussion Points	Discussion
Welcome:	• The meeting was called to order at 12:40pm. Anna Martin welcomed everyone to the meeting and thanked everyone for coming. • Everyone introduced themselves.
Old Business: Fall 2014 Minutes	• A motion was made and seconded to approve the Fall 2014 meeting minutes. The minutes were approved.

New Business:
Student Reports
	• Shannon Harden, 2nd year student
	  ○ Incredible journey for her.
	  ○ Applied to Midwestern State University
	  ○ Awarded the RT Advisory Committee Scholarship
	  ○ Shannon asked if there was anything students could do to advance their careers.
	  ○ Cheri suggested learning how to do a great interview.
	  ○ Eric suggested to take advantage of every experience offered to you to learn.
	• Gary Stone, 1st year student
	  ○ Learned things he never thought of before.
	  ○ Faculty has been great.
	  ○ The scholarship was very helpful.
	Both students expressed their appreciation for scholarships.

Scholarship Initiative	• Excellence Fund has $5000 and RC Advisory fund has $500.
	  ○ Suggestions for donations
	  ▪ Alumni donations
	  ○ Celi and Dr. Chappell went to the Stetson & Stilettoes Gala

THECB Update/Curriculum Update	• Celi Solis updated all on THECB approval of 66 SCH. Previously sent curriculum options were discussed. • There was a discussion regarding the math and microbiology changes • Dr. Chapell made a motion to approve the new curriculum, Cheri Duncan seconded the motion. The new curriculum was approved unanimously.
New District President	• The new President is Dr. H. Neil Matkin ○ Can view his Curriculum Vitae on the website.

Program Director's Report	• Celi mentioned that CoArc is moving forward with approval of "advanced practice" RT programs.
	• We will be moving into the new building November/December 2015.
	  ○ Conference center will hold 1000 people.
	  ○ RC will have bigger lab, 10 beds and Sim lab

	• The CoArc Report informed us of official credentialing outcomes. • The Program received the Distinguished Credentialing Award for the 3rd year in a row. ○ We will be presented the award at the Summer Forum in Arizona.

	• Faculty Sputum Bowl Team placed 1st at the national competition in Las Vegas, the student team placed 3rd.
	• Class of 2015 – 21 students expected to graduate, 10 currently employed
	• Class of 2016 –Started with 25, now have 22 students – attrition has been due to academic, medical, and personal reasons
	• Our budget is sufficient – we are not asking for an increase – may apply for grant funds
	  o Rented oscillator would like to purchase one at some point
	  o Students going to the Cadaver lab again at Parker University.
	  o Purchased 2 ABG arms.
	• Program promotion
	  o CougarBlast emails, program recognition on college website
	  o Health Fairs, Career fairs
	  o Information Sessions
	  o Newsletters
	  o Working on new brochures, reviewing website
	• Now accepting new applications, deadline is May 8th.
	• The next CoArc visit will be in 2017.

Clinical Coordinator's Report	• Thanks to Eric and Anna for allowing students to shadow.
	• Julie asked what hospitals are requiring to hire graduates
	  o McKinney – RRT complete
	  o Baylor – RRT complete
	  o Plano – ready to take simulation, will be converting current student positions to permanent and should be ready to hire more students by end of summer
	• Tori Theobalt was awarded the Jimmy A. Young scholarship at the AARC convention – thank you Dr. Chappell for reviewing papers.
	• Plans for the TSRC convention in July – there will be 2 1st year student sputum bowl teams, 5 students will be presenting their research papers

Clinical Affiliates Report	• Tammy Atteberry - the second group of students is doing great, happy with them – noted the first group did not have much initiative • Cheri Duncan does not know the person training the students. • Eric Medaris - they are doing well, high initiative. • Anna Martin - sees them moving all the time, engaged. They are very good.
Medical Director's Comments	• Dr. Chappell had some further questions and comments regarding the curriculum and the difficulty in meeting state, college, and CoArc requirements.
Dean's Comments	• Dean Johnson was not available • Anna noted that Collin purchased 2 cadaver manikins.
Concluding Remarks	• Anna appreciates everyone's time and thank you for coming. • She thanked Dr. Chappell for his scholarship resources.
Adjournment	• The meeting was adjourned at 1:30 pm.

CHAIRPERSON SIGNATURE:	DATE:	NEXT MEETING
Anna Martin	6-10-16	TBA

Respiratory Care Spring 2016
Advisory Committee Meeting Minutes

CHAIRPERSON: David Gibson		
MEETING DATE: April 22, 2016	MEETING TIME: 12:00 PM	MEETING PLACE: CPC-H239
RECORDER: Shari Morrison		PREVIOUS MEETING: November 13, 2015

MEMBERS PRESENT

David Gibson, Educator, Medical City Dallas	Araceli Solis, Collin College, Director of Respiratory Care	Mary Sue Owen, Respiratory Care Faculty
	Michelle Millen, Dean of Health Sciences	Julie Boganwright, Respiratory Care Clinical Coordinator
Dr. Timothy Chappell, Medical Director	Kristen Hood, Children's Medical Center of Dallas; Respiratory Care Educator	Angie Switzer, Respiratory Care Faculty
Shari Morrison, Division Secretary Health Sciences	Dean Holland, Parkland Health System, Clinical Educator	Kelley Reynolds, Respiratory Care Faculty
Charles Montoya, Children's Medical Center of Dallas, Respiratory Care Educator	Charles Uzuegbunam, Methodist Hospital Dallas	Gary Stone, 2nd year student
Jason Morrison, Clinical Educator, Methodist Hospital Dallas	Eric Medaris, LifeCare Plano	Kristina Abbassi, 1st year student
Richard Walker, Director, Baylor University Medical Center Dallas	David Mussetter, Presbyterian Hospital Dallas	David Barton, Educator, Medical City Dallas
Anna Martin, Medical Center of Plano, Manager Respiratory Care		

ABSENT

Jim Hemmingway	Tammy Atteberry	Van McKnight
Trudie Dugan	Kenneth Hawkins	Lora Harris
Van Mcknight	Tina Rueles	Dr. Jon Hardesty

AGENDA

Agenda Item	Action Discussion Information	Responsibility
Welcome	Call to Order, Welcome and Introductions	David Gibson
Old Business	Approval of Fall 2015 Minutes	David Gibson
New Business	Introduction of New Members	
	Student Reports	Kristina Abbassi & Gary Stone
	New Building Update/Conf. Center & Leadership Changes	Celi Solis
	Review of Program Goals & Application Process	Celi Solis
	Ventilators Currently Used	Celi Solis
	Scholarships	Celi Solis
	CoARC Self-Study	Celi Solis
	Program Director's Report	Celi Solis

	Clinical Coordinator's Report	Julie Boganwright
	Clinical Affiliate's Report	Clinical Sites
	Medical Director's Comments	Dr. Chappell
	Dean's Comments	Michelle Millen
	Concluding Remarks	David Gibson

MINUTES

Key Discussion Points	Discussion
Welcome:	• The meeting was called to order at 12:30pm. David Gibson welcomed everyone to the meeting and thanked everyone for coming. • Committee members introduced themselves.
Old Business: Spring 2015 Minutes	• A motion was made and seconded to approve the Fall 2015 meeting minutes.

New Business:
Dean's Comments
	• Michelle Millen discussed her position as Interim Dean and informed the group that Gary Hodge would be taking over as the new Health Science Dean starting June 20th.
	• Congratulated RC on their Distinguished Award for the fourth year in a row.
	  o Faculty is a great asset in this program.
	  o This program is a great resource to outside facilities for training and for other programs.
	• Invited all to the Recognition Ceremony on May 12th

Student Reports	• Kristina Abassi,1st year student
	  o Students feel like a family now.
	  o It's hectic and challenging, but loves it.
	• Gary Stone, 2nd year student
	  o Loves the new building and all it has to offer.
	  o Is thankful for the scholarship he received.
	  o This program has truly changed his life; he has a job already.
	  o Gary presented his paper at the Collin Research Conference

New Building Update	• Celi gave an update on how the move went.
	  o Some students helped move the ventilators.
	  o Building issues were resolved before the semester started.
	  o There is no seating in hallways at this time and this has been brought to leadership with solutions in the works.
	  o Had to purchase some new shelves, bedside tables and bedside carts.

Review of Program Goals/Application Process	• Celi reviewed program goals regarding educational/program outcomes (attrition, job placement, pass rates, employer/graduate satisfaction, and continued education)
	• The program would like to pursue approval of offering a Bachelor's
	• Regarding job placement, Celi stated many graduates already with jobs.
	• Celi explained the applicant scoring process
	  o Core classes
	  o PSB-can correlate as to who will be more successful.
	  o Max points of 45-50
	  o More points for Honors classes.
	  o Require official transcripts
	  o Celi explained briefly the new immunization tracker for Fall.
	  o Applications due soon with 2 weeks to review. Acceptance

	process to begin by June.
	  o Orientation is to go over the program expectations, policies and procedures, scrub order, and reviewing of handbook.
	• Celi stated that this year applications are lower for many programs.
	• Why are applications at a low for programs?
	  o College sets limits on how many emails we can send students
	  o Promotion opportunities have been limited
	  o Need to seek out more promotion opportunities
	• Kirsten asked how the Board can help promote the program
	  o The Board expressed concern regarding lack of program promotion by the college.

Ventilators Currently used	• Discussion of the Ventilators that sites are currently using. Program is in the market to purchase one.
	  o GE Carestation
	  o Servo-i
	  o PB 980
	  o Hamilton
	  o Avea
	• The department purchased a refurbished PB840 recently. This was purchased with grant funding.

Scholarships	• At the Stetson & Stiletto event one of the 1st year students won the 2016 Champion Scholarship. • Balance in the Excellence Fund is $4700.00 (Faculty/Staff raised) • Balance in Advisory Committee Scholarship Fund is $2200. • Alumni Scholarship should reach $1200.
CoARC Self-Study	• Self-Study in progress and is due July 15th.

Program Director's Report	• We will receive the Distinguished Credentialing Success Award again this year.
	  o Great team and Board.
	  o Celi is going to Florida to accept the award.
	• Currently have 20 students to graduate and invited all to attend Recognition Ceremony.
	• Attrition rate average for Class of 2016 estimated at 13%;
	  o 20 First year students continuing in the summer semester.
	  o 5 full time faculty
	• Text book loan: about 80% of the books are available at the library for student to borrow for the semester.
	• The plan is to update the books next year.
	• College is switching to an online service to track immunizations for students.
	• Purchased Oscillator, i-Simulate, Massimo Pulse ox's with grant money. Future plans are to obtain:
	  o New Life Pak #15.
	  o New handheld spirometers
	  o New ventilator
	• Student Service and Involvement
	  o Gary Stone and Judy Chen presented at the Collin Research Conference
	  o Several students were recognized at the Emerging Scholar ceremony.
	  o Students are volunteering at the AARC (all students are members) museum.
	• The budget has been sufficient- even with 10% reduction. Next budget will be similar to this year's.

	○ The VPP will have discretionary funds for emergencies. • Mid-Western State University came to speak to students. We are trying to get an official agreement with them. ○ Trying to justify RSPT going to a 4 year program. Joining with Nursing could help, but would like to do it on our own. • CoARC Surveys ○ Thank you for filling out the surveys. ○ We can do a resource study about what we have in our lab. • Celi offered to give a tour after meeting
Clinical Coordinator's Report	• There are 20-1st year students and 20-2nd year students. • Thanks to sites for participating in "Follow the Management" day. • The new licensing process will not allow students to work with a temporary license. ○ Students will have to wait to work until they have their permanent license. ○ Julie asked sites if they prefer license in-hand before students apply. Most sites want students to have an active license. Presbyterian Dallas is going to allow their current students to work under "administrative supervision". Baylor will have a special "inbox" for applications from new graduates. • The Continuing Education Seminar in February was a success. ○ Raised $3000 for scholarships, hoping that it will cover 2. • Collin will have one team competing at TSRC Sputum Bowl. • Angie is now an official moderator for Sputum Bowl.
Clinical Affiliates Report	• Rich Walker: Has great students, and no issues • David Barton: Had our students in the fall and was very pleased with them. Faculty is great to work with. • Kristen: Is employing 7 of our students that are ready to graduate. They appreciate the associate faculty and love our students. • Charles Uzuegbunam.: Took 3 students and loved them; would like to have more like them. • Anna Martin: The students are engaged, they want to learn. They don't let any opportunity be missed.
Medical Director's Comments	• Respiratory Therapists poised to be COPD educators • Will Collin offer a COPD certification? ○ Can add to the curriculum or could do a certification course.
Concluding Remarks	• David Gibson stated that it is an honor to be the Chair of this board. • Thanked everyone for coming.
Adjournment	• David asked if there is any other business, tours of the building were ready to begin. • The meeting was adjourned.

CHAIRPERSON SIGNATURE:	DATE:	NEXT MEETING
[illegible]	11-18-16	Nov 2016

Respiratory Care Advisory Committee Meeting Minutes

CHAIRPERSON: David Gibson		
MEETING DATE: 4/28/17	**MEETING TIME: 12:00 P.M.**	**MEETING PLACE: CHEC - 110**
RECORDER: Cassie Peak		**PREVIOUS MEETING: 11/18/16**

MEMBERS PRESENT: (Yes/No) **OTHERS PRESENT:**

	Name and Title		Name and Title		Name and Title
Y	David Gibson, Medical City Dallas, Educator	N	Dr. Timothy Chappell, Medical Director	N	Gary Hodge, Dean, Health Sciences – Collin College
N	Dean Holland, Parkland Health System, Clinical Educator	Y	Charles Montoya, Children's Health, Educator	Y	Araceli Solis, Director, Respiratory Care & Polysomnography, Collin College
Y	Kristen Hood, Children's Health, Educator	Y	Richard Walker, Baylor University Medical Center – Dallas, Director	Y	Mary Sue Owen, Respiratory Care Faculty, Collin College
N	Trudie Wylie (Dugan), Medical Center Lewisville	Y	Jamie White, OCH Children's Health, Director Auxiliary Care	Y	Kelley Reynolds, Respiratory Care Faculty, Collin College
N	Steve Ball, Southwest Transplant Alliance, Public Figure	N	Anna Martin, Medical City Plano, Manager Respiratory Care	N	Julie Boganwright, Respiratory Care Clinical Coordinator, Collin College
Y	David Mussetter, Texas Health Presbyterian Hospital Dallas, Manager of Respiratory Care Services	N	Jason Morrison, Methodist Dallas, Educator and Co-Chair of Advisory Committee	N	Angie Switzer, Respiratory Care Faculty, Collin College
N	Lora Harris, Medical City Plano	N	David Barton, Medical city of Dallas, Educator	Y	Vanessa Parnell, 1st Year Student
N	Eric Medaris, Lifecare Plano	N	Kenneth Hawkins, PHHS, Manager	Y	Lauren Parson, 2nd Year Student
N	Jim Hemmingway, Baylor Carrolton	N	Charles Uzuegbunam, Methodist, Manager	N	Dr. Jon Hardesty, Vice President/Provost – CPC, Collin College
N	Van McKnight, MCL, Director				

Agenda Item	Action Discussion Information	Responsibility
Old Business:	**Approval of Last Meetings Minutes**	David Gibson
Continuing Business:	**Student Reports**	Lauren Parson/ Vanessa Parnell
	CoARC self-study/ site visit update	Araceli Solis
	Scholarship and Articulator Agreement Update	Araceli Solis
	Program Director's Report	Araceli Solis
	Clinical Coordinator's Report	Mary Owen
	Clinical Affiliate Report	All
	Medical Director's Remarks	Dr. Chappell
	Concluding Remarks	David Gibson
Other:		

MINUTES

Key Discussion Points	Discussion
Old Business:	**Approval of Old Minutes** ➢ Approval of minutes to be done at later date due to absences of members.
Continuing Business: **Student's Report**	**Lauren Parson (2nd Year)** ➢ Enjoyed her time in the program, extremely engaged faculty that helped prepare them for exams, clinicals and job placement. Great clinical sites especially shadowing administration on the day to day operations. Feels confident for boards. **Vanessa Parnell (1st Year)** ➢ Extremely nervous for first clinical during 1st semester. Information overload the first 8 weeks wasn't sure she would retain all the information. After experience the clinical site was surprised how much she retained and applied. Cannot wait to become 2nd year to apply for externships. Baylor – McKinney was her first rotation, suggested it be moved later in the program as a lot of ventilator use was needed. Enjoyed seeing what larger hospitals have to offer in the specialty field.
CoARC self study update	➢ Positive experience with site visitors. They were impressed by the rapport the program has with Collin administration. **Strengths listed from CoARC** ➢ The medical director has provided consistent, longterm multidimensional leadership for both the program and the Collin College health professions. ➢ The Collin College Respiratory Care faculty are exceptional teachers. Students report focussed, effective and empathic instruction. The program outcomes demonstrate the effectiveness of these professional teachers. Within the College, the faculty led accomodation to mandated credit reductions, including a successful campaign to compromise the reduction. Other programs in Texas have benefitted from this effort. ➢ Collin College Respiratory Care program facilities and resources are exceptional. All classrooms and laboratories are new. The design of the classrooms, laboratories, simulation center, computer labs, offices, instructional technology is state of the art. The Respiratory Care faculty were involved in the design process. The program has many recent generation ventilators--some of which were acquired through faculty grant writing. ➢ Collin College tuition is reasonable, students are supported by foundation and scholarship support as needed. Enrollment has been at capacity and stable. ➢ The Dean and Vice President provide excellent support to the program. There is a close, appropriate, respectful relationship between administration and faculty. Financial, facilities, continuing education, faculty evaluation are well managed. ➢ The Collin College graduates are well respected and sought after by all communities of interest as witnessed by job placement numbers.

	Suggestions for Enhancement ➢ It was suggested that interprofessional advanced skill simulations with nursing would be beneficial to both disciplines. (Suggestion by K.Reynolds of ACLS course offered every long semester for any program student interested) ➢ Improve the efficiency and timeliness of course transfer equivalency decisions. ➢ Take advantage of internal and external public relations and marketing opportunities. For example; utilize internal televisions and email communication networks to inform college wide community of accomplishments and program information, engage formally with STEM/health care specialized high schools about Respiratory Care at Collin College. CoARC will take to their June board and official notification will be sent in September
Scholarship and Articulation Agreement Upadte	**Scholarship Update** ➢ Respiratory Care Excellence Fund has a current balance of $4500. One scholarship will be awarded in Fall. ➢ Advisory Committee Fund has a current balance of $1600.One scholarship will be awarded in Fall. ➢ Alumni Fund has a current balance of $1500. One scholarship will be awarded in Fall. ➢ Respiratory Care Club has a balance of $2500. Two scholarships will be awarded in Fall. These funds were gathered from the CEU forum in February. ➢ Kelley Reynolds was awarded an Engaged Faculty Scholarship in her name by the college. She will select a deserving student for this for Fall. **Articulation Agreement Update** ➢ Executed the agreement with Midwestern State, students apply their first year and then take one course during each semester their 2nd year. Once they complete our program, they will have completed 41 credit hours towards their Bachelor of Science ➢ Still working towards agreement with University of Texas Health Sciences Center at San Antonio
Director's Report	**Students** ➢ Class of 2018 started with 25, 1 withdrew for personal reason and is not returning, 2 withdrew to pursue other programs, 2 did not continue to spring due to academic reasons, 1 will not continue to summer due to academic reasons. 2 students plan on returning which does not count towards overall attrition. CoARC has modified the definition of what counts as attrition. 84% retention ➢ Class of 2017 will be graduating 20 students (10 already placed at jobs) **Applications for Fall 2017** ➢ Current applications are at a low point at 30 applicants ➢ Deadline is the 2nd Friday in May ➢ Dean is aware of challenges with promoting the program. ➢ Information Session attendance is the 60s for the academic year. ➢ Offering dual credit HPRS course on campus for some ISD's next Spring

	to hopefully bring in students from the initial point of college contact. **Program Promotion** ➢ The RC program has hosted several information sessions, attended career and health fairs, conducted numerous high school tours. ➢ Approaching PR about potential stories and any accolades **Grant Purchase Application** ➢ Grant application put in for two ventilators (AVEA and Hamilton 980 ➢ Recent purchases off of grant have been the Lifepak 15, Neopuffs, Spirometers and Meshnebs **Fundraising** ➢ Students raised funds for the American Lung Association Climb and the Cystic Fibrosis Walk **Curriculum** ➢ Curriculum is remaining the same ➢ THECB is putting subcommittees together on the transferability amongst all healthcare programs. **CoARC Survey** • Will be posted soon, DATAARC passwords may be problematic notify Celi if you experience issues.
Clinical Coordinator's Report	**1st Year students Clinical Rotations** ➢ Parkland ➢ THR Presbyterian Dallas ➢ Medical City McKinney ➢ BUMC ➢ THR Presbyterian Plano **2nd Year students Clinical Rotations** ➢ Parkland ➢ THR Presbyterian Dallas ➢ Methodist ➢ Children's Medical Center ➢ Medical City Plano ➢ Medical City Lewisville ➢ Baylor Frisco **with specialty rotations at Lifecare, Our Children's House, and pulmonary rehab at Martha Foster Lung Care Center *The program would like to thank the following directors/managers/educators who allowed the students to shadow them for a day: I want to thank **Jamie** (OCH), **Charles & Kristen** (CMC), **Eric** (Lifecare), **Lauren** (MCM), **Anna** (MCP), **Trudie & Van** (MCL), **Steve** (MCD), **Jason** (Methodist), and **Rich** (BUMC) for participating. **TMB Licensing** ➢ 2nd Years have started the process. ➢ The communication they have received makes us hopeful the process will be completed more quickly this year. ➢ The only two holdups will be their transcripts (they have to wait 1-2 weeks so it includes diploma) and their NBRC exam

	At what point can students begin applying for openings at facilities? ➢ Baylor and Medical City of Dallas, please have them send resumes to the RC managers then wait for official licensures before applying through HR ➢ THR looking to hire interns than transition over to practitioner ➢ All other facilities please wait until RRT and licenses is in hand **Winter RC symposium** ➢ 101 attendees not including faculty and students ➢ Raised $3860 in registration fees that went into the student Respiratory Care fund ➢ 2 scholarships will be given from the proceeds 2017-2018 school year **Sputum Bowl** ➢ 2 Teams competing in the Texas Society of Respiratory Care state completion in Waco in July. ➢ Big thank you to Dean Gary Hodge for helping with travel funds as SAFAC (the organization that funds students org travel) were depleted this year
Clinical Affiliate	**Baylor** ➢ Employed 13 graduates from 3 different schools this year **Children's** ➢ Employed all 9 externs from last year ➢ Looking to employee the majority of externs this year **Children's House** ➢ No Openings **Texas Health Resource** ➢ Employed a RRT and 3 interns (1 Collin, 1 Dallas and still 1 opening) **Medical City** ➢ No students this semester
Medical Director's Report	**N/A**

CHAIRPERSON SIGNATURE:	DATE:	NEXT MEETING:
RRT	04-13-18	

Respiratory Care Advisory Committee Meeting Minutes

CHAIRPERSON: Jason Morrison		
MEETING DATE: 4/13/18	**MEETING TIME: 12:00 P.M.**	**MEETING PLACE: CYC-422**
RECORDER: Cassie Peak		**PREVIOUS MEETING: 11/3/17**

MEMBERS PRESENT: (Yes/No)

	Name and Title		Name and Title
N	David Gibson, Medical City Dallas, Educator	Y	Dr. Timothy Chappell, Medical Director
N	Dean Holland, Parkland Health System, Clinical Educator	Y	Charles Montoya, Children's Health, Educator
N	Kristen Hood, Children's Health, Educator	N	Richard Walker, Baylor University Medical Center – Dallas, Director
N	Trudie Wylie (Dugan), Medical Center Lewisville	Y	Jamie White, OCH Children's Health, Director Auxiliary Care
Y	Steve Ball, Southwest Transplant Alliance, Public Figure	N	Anna Martin, Medical City Plano, Manager Respiratory Care
N	David Mussetter, Texas Health Presbyterian Hospital Dallas, Manager of Respiratory Care Services	Y	Jason Morrison, Methodist Dallas, Educator and Co-Chair of Advisory Committee
N	Lora Harris, Medical City Plano	N	David Barton, Medical city of Dallas, Educator
Y	Eric Medaris, Lifecare Plano		
		N	Charles Uzuegbunam, Methodist, Manager
N	Van McKnight, MCL, Director	N	Mark Whitford, Baylor of Dallas, Educator
Y	Laura Martinez, Baylor – McKinney, Manager of Cardiopulmonary	Y	Glenn Metoyer, Parkland Hospital, Manager

OTHERS PRESENT:

	Name and Title
N	Gary Hodge, Dean, Health Sciences – Collin College
Y	Araceli Solis, Director, Respiratory Care & Polysomnography, Collin College
Y	Dawn Headrick, Respiratory Care Faculty, Collin College
Y	Kelley Reynolds, Respiratory Care Faculty, Collin College
Y	Julie Boganwright, Respiratory Care Clinical Coordinator, Collin College
Y	Nancy Jacobs, 2nd Year Student
Y	Alex Lopez, 1st Year Student

Agenda Item	Action Discussion Information	Responsibility
Old Business:	**Approval of Last Meetings Minutes**	Jason Morrison
Continuing Business:	**Student Reports**	1st and 2nd Year Students
	THECB Subcommittee for Programs	Araceli Solis
	Scholarship Update	Araceli Solis
	Program Director's Report	Araceli Solis
	Clinical Coordinator's Report	Julie Boganwright
	Clinical Affiliate Report	All
	Dean's Comments	Gary Hodge via Cassie Peak
	Medical Director's Report	Dr. Timothy Chappell
New Business:	**Co-Chair Nomination**	Jason Morrison
Other:		

MINUTES

Key Discussion Points	Discussion
Old Business:	**Approval of Old Minutes** ➢ Approval of minutes, Jason Morrison initiated, Dr. Chappell 2nd motioned, committee approves.
Continuing Business: **Student's Report**	**Alex Lopez (1st Year)** ➢ Father is a Nurse, mother is a RRT, so applied to both programs. Accepted into Respiratory. Enjoys the curriculum and clinical experience. Recommends programs to everyone including his younger brother. Classes are enjoyable and very hands on. Very appreciated of the director, faculty and clinical sites. **Nancy Jacobs (2nd Year)** ➢ Wanted in the medical field but not nursing. Love the Respiratory field. Currently enrolled in the Bachelors program. All her clinical experience so far have been very positive. Felt well prepared for clincals, exams and Sims. Very positive experience in the program. Internships/externships seem to very beneficial for student outcomes. Need more preceptors that guide students more on procedure than taking over said procedure.
THECB Subcommittee for Programs	➢ Recap: Standardized programs nationwide (Celi and Kelley) are on the committee. Advisory Committee Meeting opted out of this last session ➢ Committee met again in November to at least standardize the first year. All courses we already offer to no major changes. ➢ THECB sent curriculum a few weeks ago, it is not the curriculum that was agreed upon in November ➢ Revised and sent back, if they do not adhere to changes, will choose to opt out. ➢ Will become active Fall of 2019 ➢ Committee questions: If we opt out any fall out? None that we are aware of.
Scholarship Update	**Scholarship Update** ➢ Seven scholarships awarded for Fall/Spring and two for Spring ➢ Respiratory Care Excellence Fund is currently setting at $4,000.00 ➢ Alumni Excellence Fund is at $450.00 ➢ Respiratory Care Club is at $5,000.00, will award 4 scholarships for Fall 2018 ➢ Wendy Gartenberg scholarship is sitting at $2,700.00 ➢ 5 first years applying for RCFT grants and will also apply for ARCF, national scholarships.
Director's Report	**Students** **Class of 2018** ➢ 18 2nd year students (down 1 from Fall 2017) Will be returning Fall 2018 ➢ 9 currently employed (Medical City of Plano, Medical City of Dallas, Methodist, Children's Medical Center, and Texas Health Resources)

	➢ SAE TMC all passed. ➢ Save the Date for Pinning: May 10, 2018 at 10 a.m. **Articulation Agreements** ➢ 3 students from the class of 2018 currently enrolled in both programs and going well ➢ 1 student enrolled from the class of 2019 so far for fall. **Class of 2019** ➢ 21 new students were accepted and 1 returning started in August ➢ 2 withdrew in the Fall and are not continuing ➢ 1 student withdrew for personal reasons and will restart in Fall of 2018 ➢ 2 students did not continue into the Spring but will return Fall of 2018 ➢ 2 students not progressing to Summer but will return Fall of 2018 ➢ Anyone who stops program has one change to return and graduate one year later. ➢ Total students going into summer will be 15 **Program Promotional Efforts** ➢ All Full Time Faculty were involved in recruitment efforts ➢ Hosted information sessions, attended career fairs, health fairs, hosted over 600 students from ISD tours for the Health Sciences Center ➢ Attended Biology courses for a presentation ➢ Met with embedded counselors at our local ISDs. ➢ 30 applicants so far, plan on accepted 23 new applicants with 5 previous students returning. **Budget** ➢ Allocation slightly higher than last year due to the usage of skills instructor ➢ Recent grant purchases were put into use PB 980 Ventilator, ➢ Provided Grant funds available, will seek purchase of Medtronic Capnograph, Masimo Rad 97 Co-Oximeter and Vapotherm ➢ Committee question: Any new equipment in use in the hospitals? Any equipment being phased out? New: transcutaneous CO2 monitors. Optiflow, Metanebs. **Staffing** ➢ Currently filling 2 full time positions ➢ Total: 21 associate faculty, 7 skills instructors, 3 full time faculty, 1 clinical coordinator, and 1 program director.
Clinical Coordinator's Report	**1st Year students Clinical Rotations** ➢ Parkland ➢ Texas Health Resources – Plano ➢ Texas Health Resources – Dallas ➢ Hunt Regional – Greenville (new rotation) ➢ Methodist **2nd Year students Clinical Rotations** ➢ Parkland

	➢ Texas Health Resources – Dallas ➢ Methodist Dallas ➢ Children's Medical Center ➢ Medical City of Plano ➢ Medical City of Lewisville ➢ Medical City of Dallas ➢ Specialty Rotations at Lifecare, Our Children's House and pulmonary rehab at Martha Foster Lung Care Center ➢ Special thanks to the following directors/managers/educators who allowed (or are still scheduled to have) the students to shadow them for a day **Jamie** (OCH), **Charles & Kristen** (CMC), **Eric** (Lifecare), **Lauren** (MCM), **Anna** (MCP), **Trudie & Van** (MCL), **Lauren** (MCM), **Laura** (Baylor McKinney), **Rich** (BUMC) for participating. 11 students were able to do this! **Texas Medical Board Licensing** ➢ All second years have started the licensing process. The communication they have received makes us hopeful the process continues to be completed in a quicker fashion each year. The only two holdups will be their transcripts and their NBRC exam. Their new online system allows them to upload documents. **CEU Symposium** ➢ 100 attendees not including faculty and students ➢ Added lunch this year and was well received. Cost was $50 for lunch and 7 CEUs ➢ Raised $4000 in registration fees for student Respiratory Care Club fund **Sputum Bowl** ➢ 2 teams will be competing at the state competition in June in New Braunfels.
Clinical Affiliate	**Parkland** ➢ Hired 2 from class of 2017, 1 no longer with them. Most new employees start on 12 hour night shift. Applicants need to be open to any shift and better availability. **Methodist** ➢ Hired 4 from class of 2017, doing very well. Starting on nights. Potential handpicks from class of 2018 **Children's House** ➢ Does not usually hire recent graduates **Children's – Dallas** ➢ Hired 2 from class of 2017(one full time, one PRN), currently 3 externs (not sure if positions will become full time or PRN) **LifeCare** ➢ Looking for nighttime PRN **Baylor of McKinney** ➢ Majority of staff is from Collin, no new hires but looking to hire upcoming graduates
Dean's Comments	➢ Health Data Analytics will start Fall 2018 ➢ Surgical First Assist will start Summer 2018(1st program in the state)

	➢ Director of Sonography (Megan Chambers) will start July 9th ➢ Application process will be in the Fall 2018 with classes starting Spring 2019 ➢ Public Safety Training Center will be completed in May, with move over the summer. Classes will start Fall 2018 ➢ Will have 3 indoor gun ranges, burn tower, apartment mock up, car fire, and house mock up ➢ Partnership with City of Allen and City of McKinney ➢ Career and Technical Education Center will openFall 2020 at 121 and Exchange ➢ Will host CNA, LVN, vet tech, HVAC, pharmacy tech, physical therapy assistant, paint and body(partner with Caliber Collison), welding, auto tech, construction management ➢ Allen ISD is also building a DC building on site. ➢ Wylie campus will also open Fall 2020, will be a full encompassing campus
Medical Director's Report	➢ Board of Respiratory re-affirmed Respiratory Therapists to do PICC lines; some push back from Board of Nursing ➢ Question presented from Board of Respiratory: Former therapists who want to re-new license, what kind of check offs should happen before licensing should re-occur. ➢ RT Refresher course with clinical component seems the best solution ➢ Dr. Chappell wanted clarification on acceptance: Araceli Solis said they can accept 25-26 however, the last admittance was only 18 due to program total acceptance scores. ➢ Dr. Chappell said that licensing should be fairly quickly. Only delay is the application is not clean. ➢ Temporary Licensing is back on the table; further information later
New Business	➢ Eric Medaris was voted in as the Co-Chair

CHAIRPERSON SIGNATURE:	**DATE:**	**NEXT MEETING:**
	12-14-18	

Respiratory Care Advisory Committee Meeting Minutes

CHAIRPERSON: Jason Morrison		
MEETING DATE: 4/5/19	**MEETING TIME: 12:00 P.M.**	**MEETING PLACE: CYC-228**
RECORDER: Cassie Peak		**PREVIOUS MEETING: 12/14/18**

MEMBERS PRESENT: (Yes/No) **OTHERS PRESENT:**

	Name and Title		Name and Title		Name and Title
N	David Gibson, Medical City Dallas, Educator	Y	Dr. John Hughes, Medical Director	N	Michelle Millen, Dean, Health Sciences and Emergency Services
Y	Mary Lynn Fancher, Manager, in place of Dean Holland, Parkland Health System, Clinical Educator	N	Charles Montoya, Children's Health, Educator	N	Araceli Solis, Director, Respiratory Care & Polysomnography, Collin College
N	Kristen Hood, Children's Health, Educator			Y	Dawn Headrick, Respiratory Care Faculty, Collin College
N	Trudie Wylie (Dugan), Medical Center Lewisville	Y	Jamie White, OCH Children's Health, Director Auxiliary Care	Y	Kelley Reynolds, Respiratory Care Faculty, Collin College
N	Steve Ball, Southwest Transplant Alliance, Public Figure	N	Anna Martin, Medical City Plano, Manager Respiratory Care	Y	Julie Boganwright, Respiratory Care Clinical Coordinator, Collin College
Y	Denise Rebel, Manager, in place of David Mussetter, Texas Health Presbyterian Hospital Dallas, Manager of Respiratory Care Services	Y	Jason Morrison, Methodist Dallas, Educator and Co-Chair of Advisory Committee	Y	Chad Essary, Respiratory Care Faculty, Collin College
Y	Robert Blake, Educator, in place of Lora Harris, Medical City Plano	N	David Barton, Medical city of Dallas, Educator	Y	Jonalyn Anderson, 2nd Year Student, Collin College
Y	Eric Medaris, Lifecare Plano	Y	Ursula Alexander, Management, Texas Health Resources - Plano	Y	Manuela Morillos, 1st Year Student, Collin College
N	Glenn Metoyer, Parkland Hospital, Manager	N	Charles Uzuegbunam, Methodist, Manager		
		Y	Amber Maynard, Director of Cardio, Hunt Regional Medical Center		
N	Laura Martinez, Baylor – McKinney, Manager of Cardiopulmonary				

Agenda Item	Action Discussion Information	Responsibility
Old Business:	**Approval of Last Meetings Minutes**	Jason Morrison
New Business:	**Medical Director**	Kelly Reynolds
	Dean of Health Sciences	Kelly Reynolds
Continuing Business:	**Student Reports**	1st and 2nd Year Students
	Scholarship Update	Kelly Reynolds
	THECB Programs of Study	Kelly Reynolds
	Program Director's Report	Via Kelly Reynolds
	Clinical Coordinator's Report	Julie Boganwright
	Clinical Affiliate Report	All
	Medical Director's Report	Dr. John Hughes
	Dean's Comments	Via Cassie Peak
Other:		

MINUTES

Key Discussion Points	Discussion
Old Business:	**Approval of Old Minutes** ➢ Approval of minutes, Denise Rebel initiated, Jason Morrison 2nd motioned, committee approves.
New Business: **Medical Director**	➢ After 29 years, Dr. Chappell resigned on February 28, 2019 in order to run for the Board of Trustees at Collin College. Election to be held in early May. Dr. Hughes has stepped in as interim Medical Director. We have up to 7 months per CoARC to find a permanent. Dr. Chappell and Dr. Hughes are working with us to help find another Medical Director from their practice. We hope to have a permanent placement by Summer.
Dean of Health Sciences and Emergency Services	➢ Our former dean, Gary Hodge, retired at the end of January. Our new dean is Michelle Millen, our former Health Information Management Director. She has been with Collin College since 2010 and was our Interim Dean for a brief period in 2016. We are happy to have her.
Continuing Business: **Student's Report**	**Manuela Morillos (1st Year)** ➢ She first learned of Respiratory when her grandmother was hospitalized and met several therapists. She started a program at El Centro at Dallas County but was unsuccessful. She spoke with Araceli and transferred into Collin. Collin has proved they will go above and beyond for the success of their students. She's currently at Hunt Regional for clinical and it is a great experience. **Jonalyn Anderson (2nd Year)** ➢ Worked in patient care in a hospital in the Philippines for over a year. At the time she was wanting to get into healthcare but was torn between Respiratory and Nursing. The hospital she had worked in did not have enough ventilators so they had to manually bag patients for up to 4 hours at a time. She came to America and started her pre-requisites in Nursing, however she spoke with our faculty and they won her over into going to Respiratory. She's been to several clinical sites but her first light bulb was at Medical City of McKinney when her preceptor pushed her into doing CPR. She enjoyed Presby – Dallas the most as she was running two to four vents at once and doing full procedures on her own.
Scholarship Update	➢ 10 scholarships awarded for Fall/Spring – 5 first years, 5 second years ➢ Respiratory Care Excellence Fund has a current balance of $3,300 ➢ Alumni Scholarship fund is at $250.00 ➢ Respiratory Care Club scholarship fund is $6,300, will awarding 5 scholarships for Fall 2019-2020 school year at $1,250 apiece. ➢ Advisory Committee Fund Scholarship is at $2,300
THECB Update	➢ No update. They are meeting this month to accept our committee's recommendation. We are likely looking at 2021 implementation of updated curriculum (time for advisory committee to vote, present to the curriculum board and vote for all changes and into the catalog
Director's Report	**Students** **Class of 2019** ➢ 16 students will be graduating – seven are already working

	➢ Please keep us updated on positions as they come available ➢ Two of them are currently enrolled at MSU for their BSRC **Class of 2020** ➢ 45 applicants: Accepted 26 (three from previous cohort and one of the three has already failed out for their 2nd time, cannot re-enter) ➢ Currently sitting at 25 students ➢ There is a possibility we will be seeking placement of a student with a service animal. Unsure of hospital policies hence reach out to some of you all. **Jamie from Children's House spoke up about they already have several clinical staff members that have service animals and she would be willing to share the policy with Collin.** **CoARC** ➢ Annual report was submitted on January 15th. Results are pending. 2018 Annual report to be done by July 1, 2019 as they have changed their deadlines. Will be sending out links for surveys soon. **Program Promotional Efforts** ➢ Careers Fairs, Health Sciences Center Tours and ISD visits ➢ Visiting select BIOL courses (Anatomy and Physiology) **Budget** ➢ Allocation similar to last year but we may seek funds to update our ABG arms if we do not purchase with this year's current funds. ➢ Recent grant purchases were put to use, Medtronic Capnograph, Masimo Rad 97 Co Oximeter and Vapotherm **Fundraising** ➢ Students raised funds for ALA Climb, Meals on Wheels, upcoming Cystic Fibrosis Walk, and volunteered for Collin Events (Super Saturday and the Health and Safety Fair)
Clinical Coordinator's Report	**1st Year students Clinical Rotations** ➢ Texas Health Resources – Plano ➢ Texas Health Resources – Dallas ➢ Medical City of McKinney ➢ Methodist ➢ The Heart Hospital – Plano ➢ Hunt Regional Medical Center – Greenville ➢ Texoma Medical Center (new site) **2nd Year students Clinical Rotations** ➢ Parkland ➢ Children's Medical Center ➢ Medical City of Plano ➢ Medical City of Lewisville ➢ Specialty rotations at Lifecare and Our Children's House **Student Shadowing** ➢ Special thanks the following directors/managers/educators who allowed (or are still scheduled to have) the students to shadow them for a day **Jamie** (OCH), **Charles & Kristen** (CMC), **Eric** (Lifecare), **Lauren** (MCM), **Anna** (MCP), **Trudie** (MCL), **Lauren** (MCM), **David Gibson** (MCD) **Laura** (Baylor McKinney), & **Jason** (Methodist) for participating. 11 students were able to do this! **Licensing Process** ➢ All second years have been given instruction on how to start the TMB

	licensing process. The process seems to improve some each year. The only two holdups will be their transcripts (they have to wait 1-2 weeks so it includes DIPLOMA) and their NBRC exams. There is a new system online that allows them to upload their documents. **CEU Symposium** ➢ 118 attendees including faculty and students(largest turnout ever) ➢ Charged $50 for 6 CEUs and Lunch ➢ Raised $6,300 in registration fees that went into the student Respiratory Care Club Fund. **Texas Sputum Bowl** ➢ Angie Switzer and Julie Boganwright have been appointed to help coordinate the Sputum Bowl ➢ Handed the coaches reigns over to Chad Essary ➢ Will have one team competing at the state competition in Waco in July.
Clinical Affiliate	**Parkland** ➢ Recent hires doing well. Second years are doing awesome and hope they are interested in applying. **Methodist** ➢ Currently, no second years. Some really good first years, just getting their feet wet. **Hunt Regional Medical Center** ➢ First years seem to be doing well. **Medical City of Plano** ➢ Hiring any of the current students would be great. **LifeCare** ➢ Students are always good and they enjoyed them. **Children's House** ➢ Love Collin students, never any issues. The program is doing great. Wish she had positions to offer them. **Texas Health Resources – Dallas** ➢ Hired two from the last graduating class, they are amazing. Hopefully they can switch them over to full time soon. Collin always has really good students.
Medical Director's Report	➢ Dr. Hughes remarked that he may never get up to Dr. Chappell's speed before a permanent is place but will try his hardest. He will be retiring in about 12 to 18 months. If there is anything he can do to help the program during the interim time, please let him know.
Dean's Comments	➢ Unfortunately Dean Millen was unable to attend. She conveyed to the group her appreciation for their dedication to the Respiratory program and the profession. Without their willingness to serve and to provide critical feedback, the Respiratory Care program wouldn't be as successful as it is.

CHAIRPERSON SIGNATURE:	DATE:	NEXT MEETING:
	11/22/19	OCT/NOV 2019