

Radiography Program
Advisory Committee Meeting Minutes
July 18, 2018 1:00 p.m.

Present:

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|----------------|-------------------|------------------|----------------------|
| John Fleming | Dominica Mitola | Herbert Williams | Ephrem Brisard |
| Oxana Kyritz | Dr. Richard Flora | Cynthia Baldree | Kristopher Antonio |
| Robert Ammon | Howard Pleines | Nick Antesberger | Mary Wise |
| Todd Van Auken | Megan Morris | Stephen Weber | Shayna Reid |
| Stephen Weber | Karen Kreuter | Joseph Winiecki | Alexandria Braverman |

Agenda:

1. Twenty-four new first year students matriculated into the program this past January and twenty remain for a retention rate of 83%. Strategies developed to reduce attrition have resulted in a marked improvement in retention for this cohort.

Action Plan: The retention rate is above the program's benchmark of 75%, so no action is warranted at this time.

2. Twenty-four students matriculated into the program in January of 2017 and nineteen remain for a retention rate of 79%.

Action Plan: The retention rate is above the program's benchmark of 75%.

3. The results from our JRCERT site visit are as follows: 0 citations, 0 weaknesses, 0 recommendations, 0 suggestions for improvement. It was a pleasure to witness our current students, alumni, clinical instructors, staff radiographers, adjunct faculty members, clinical coordinator, health center staff and college administration rally in support of the program. It was an experience that I will not soon forget and a real highlight for my career at SPC.

Action Plan: These results of our site visit will be presented to the JRCERT Board of Directors later this year for final approval. The maximum award is an 8-year accreditation cycle and I would anticipate that level to be awarded.

4. Even though the program received such a positive review from the JRCERT site visit team, there is still work to be done to improve the program. One area that currently needs attention is the penalty for students that break the direct supervision and repeat policies. Following a lengthy discussion with input from nearly all in attendance, the following criteria was determined:

1. The penalty for students breaking the *direct supervision* policy will consist of *two levels*.
2. The penalty for students breaking the *radiograph repeat* policy will consist of *three levels*.

Action Plan: John and Todd will draft the language for these two policies. Student input will also be included to ensure transparency. John will distribute the draft to all advisory committee members for comment via e-mail. Final refinements will be made during our next meeting with an implementation date of Session II 2018/19.

5. The following handouts were distributed and discussed by Todd:

- First and Second Year Clinical Objectives
- ACH Rotation
- Session I Student Clinical Rotations
- Faculty Clinical Schedules
- **2018 Clinical Policies Update for Qualified Radiographers**
 - a. Please return to Todd by the end of Session I.
 - b. Emphasize the importance of following all program policies including radiation safety and direct vs. indirect supervision of students.
 - c. Students are not permitted to make up missed clinical days during holidays or on any day that the college is closed.

Action Plan: All clinical instructors were encouraged to raise the bar on the clinical expectations of their second year students. This is their final semester for refining their skills prior to matriculating into the job market. *Also be sure to return the completed "A Team Approach to Orientation" forms from the summer semester to the program if you have not already done so.*

6. In order to encourage fellowship between the first and the second year students, we will continue our tradition of having a fall class picnic. It will be held at Philippe Park on 10/24/18.

Action Plan: All clinical instructors are invited and encouraged to attend the picnic.

7. Second year students are to complete a two-week modality rotations during Session I and this rotation is to begin at the discretion of the clinical instructor and faculty member.

Action Plan: Keep in mind that students are now allowed to rotate through Mammography and that this is up to the preference of each clinical setting.

8. We have a new policy in place for returning student paperwork to the college. Place all completed forms in a folder and return them to the college via one of your students on a weekly basis. Additionally, ensure that only the paperwork with original signatures is returned to the college. This in ensure the validity of the forms that are filed.

Action Plan: This is a significant change over what we have done in the past. We will closely monitor this new procedure to ensure the efficacy of this change.

9. The search to identify additional clinical settings for the program has been narrowed down to three facilities. The group agreed to pursue these sites in an attempt to have at least one of them in place for Session II 2018/19. If a clinical setting is added to the program, we will add up to two additional students to the 2019 cohort.

Action Plan: John and Todd will conduct site visits and conduct interviews of the three potential clinical settings following the start of Session I 2018/19. Advisory committee members will be kept informed of any progress made via e-mail.

10. At the end of each semester and on an as needed basis, the program's Master Plan of Education is updated on the college's secure *Titan 2 server*. The plan contains but is not limited to the following:

- RTE Curriculum
- Mission Statement and Goals
- Program Assessment Data
- Employer and Graduate Survey Results
- Student Clinical Evaluations
- Policies and Procedures Handbook
- Advisory Committee Meeting Minutes
- Clinical Instructor/Faculty Member Meeting Minutes
- Subcommittee on Program Assessment Meeting Minutes
- Clinical Staff Training Documentation
- Previous Annual, Interim, and Self-Study Reports
- JRCERT Documents

In addition to this, all course materials (tests, PPTs, worksheets, objectives, etc.) are perpetually backed up in the college's online course management system, MyCourses.

Action Plan: John and Todd are tasked with ensuring that this protocol is followed each semester.

11. Student evaluations of faculty members, clinical instructors and clinical settings will be distributed the first week of the fall semester. These evaluations are to be given to each department manager.

Action Plan: None

The meeting was adjourned at 4:00 p.m.