

COLLEGE OF HEALTH SCIENCES
HEALTH SERVICES ADMINISTRATION
ADVISORY COMMITTEE MUNITES
May 15, 2012

Attendees: Monica Bousbar, Matthew Brown, Floyd Butz, Tracy Garrett, Gary Graham, Rebecca Kramer, Mary Ellen Lansburg, Wendy Shellhorn, Stephanie Simms, Teri Trede, Judi Vitucci, Katherine Woods

Welcome, introductions: Monica Bousbar called the meeting to order at 9:00 AM

- Katie Woods referred to links provided on the Agenda for committee members to review for their role as an Advisor. She announced the college's new efforts to support the One College initiative to make the college's associate degree and baccalaureate degree programs operate in a more cohesive manner.
- Review of program goals and major learning outcomes for the program.
 - Discussion if the core courses and sub-plans support the program's goals.
 - Matthew made the suggestion of having more emphasizes on writing skills.
 - Committee Members thought training on how to conduct a meeting would be helpful.
- Review Industry Changes.
 - Monica stated that Health Information Systems/Exchange is a growing field.
 - Matt also agreed the need to know and share data amongst different agencies. In Law enforcement you share on-line data, with County, State and Federal Governments. Students should be able to manage a large scale incident.
 - Judi said that the Hospice Care and Nursing Home field is a growing industry and perhaps that could be a certification within our Program.
 - Faculty discussed 2+2 model for those already in health care so this may not be appropriate at this time.
 - Becky said there is job growth in PTA and respiratory care.
 - Gary stated that the workforce is very competitive and it would be a student's advantage to acquire several certifications on top of their degree. He discussed the capability of having stackable certificates within the program.
 - Gary said there are three factors the State looks at to see if a Program is reaching its goal:
 - How many students to go graduate school
 - How many students obtain a job in their Field
 - How many to into the military

- Wendy mentioned that students should take the opportunity to volunteer in a health field to gain experience in the discipline.
- Sterling Conference
 - Margaret Bowman, Curriculum Director, noted that the HSA faculty are attending this conference of excellence. She also stated that the College would like to have HSA as the first SPC program to have the Sterling approval, which verifies that integrity and principles are incorporated into the program.
- Enrollment – The Spring semester had 484 students.
- Capstone – HSA Faculty have established a Capstone orientation which has been given twice. The first capstone orientation was video-taped and uploaded on-line for other students to review. About 60 students in total have attended these two orientations. Faculty plan on site visits this Fall for Capstone .
- Curriculum - Floyd stated that the program has a universal syllabus. The Program has updated their late policy. Each course has a standardized look, making it easier for students to locate materials. There are new rubrics – we have taken 81 rubrics and broken it down to 3; discussion, assignment and group projects. We added content and professionalism within the rubrics as well as adding more group activities.
- Program improvement initiatives
 - Teri spoke about the HSA culture of professionalism, critical thinking and engagement
 - There is discussion of forming an HSA Club and an Alumni Association.
 - The Program will establish style guidelines for APA manual via templates and directions
 - July 28th is Adjunct Support Day. All Adjuncts will meet at HEC for review of courses, guidelines, etc.
 - Wendy has enhanced the procedure in assigning Advisors to students.
 - Essential Functions (aka technical standards) were discussed. These are the nonacademic criteria that are essential for optimal participation in the Program and are the result of guidance from the disabilities specialist.
- Student community survey
 - Becky suggested we mail survey letters to graduates vs. depending on the survey sent by Institutional Advancement.
 - HSA students are given the Technical Standard Form. Copy of form given to committee.
It will emphasize the professionalism and requirements of the program.

- Job placement and Labor Market Review:

The combination of SPC's workforce program and internship should assist in job placement.

Tracy said there is a college wide seminar on Internships scheduled for October 11th.

She will follow-up with more details. There is a Baccalaureate Expo scheduled for June

14th at the EPI-Center 11-7PM. Stephanie said there is an upcoming BayCare Expo.

Becky mentioned the American Physical Therapy Convention in Tampa . Tracy is working on a new HSA website. The website will have a video of the program with testimonials from graduates/employers/etc.

TAKE AWAYS: The HSA Program is on the right track concerning the strong focus on writing and on core competencies

ACTION ITEMS:

- Graduate surveys – add specific HSA questions to the survey that SPC sends out to the alumni:
 - HSA administrator and faculty will discuss this at the Summer Capstone Meeting
- Stackable certificates – see what certificates & training programs are available to SPC students and explore possibility of adding to curriculum:
 - HSA administrator will contact SPC Curriculum Specialist, Margaret Bowman, to see if this is appropriate for the program
- Incorporation of information in curriculum for large-scale incidents:
 - Floyd Butz will review the EMS courses for large-scale incident content
- Essential Functions document: to be reviewed by SPC disability specialists
 - Floyd Butz will report at next meeting
- Report from Sterling
 - HSA faculty who attended will report at the next advisory meeting

NEXT MEETING: 9/6/12 for Breakfast at EPI-Center Meeting to follow when the Committee will get to meet new Dean, Rebecca Ludwig

MEETING ADJOURNED AT 10:20 am