

**Skyline College**  
**Respiratory Care Program Community College Advisory Committee Meeting Minutes**  
**September 25<sup>th</sup>, 2018**

In attendance:

Skyline faculty and administrative staff, clinical site managers, and clinical preceptors: Brandon Chew, Brian Daniel, Gordon Mak, Gretchen Keys, Kristina Karlova, Lee Guion, Leo Bandian, Nadia Tariq, Paul Roggero, Ray Hernandez, A.S. and B.S. Degree Programs students.

	<b>DISCUSSION</b>	<b>ACTION</b>																																
Minutes from last meeting, introductions and welcome	Minutes approved by Lee Guion and second by Brandon Chew. Introduction of everyone in attendance.	Minutes of past meetings posted on Skyline website. Changes or additions will be directed to Program Coordinator.																																
<p><b>Continuing Business AS Degree:</b></p> <p>Status and Update</p>	<p>Gretchen thanked everyone for successful accreditation site visit. Skyline College Respiratory Care program is accredited for next 10 years. Ray shared some of the strengths the accreditation team identified during the exit meeting were strong college and administration support, program faculty and program director and DCE passionate about student learning. He also shared that the areas of improvement has been identified as cluster clinical sites and student parking.</p> <p>Gretchen also shared the below data of our students:</p> <p><b>SKYLINE COLLEGE - 200147</b>  Exam: TMC - Low Cut</p> <table border="1"> <thead> <tr> <th>Graduation Year</th> <th>Graduates Tested</th> <th>Total</th> <th>Passing %</th> <th>Passing</th> <th>First Time %</th> <th>Passing</th> <th>Repeaters %</th> </tr> </thead> <tbody> <tr> <td>2016</td> <td>21</td> <td>21</td> <td>100%</td> <td>21</td> <td>100%</td> <td>0</td> <td>0%</td> </tr> <tr> <td>2017</td> <td>19</td> <td>19</td> <td>100%</td> <td>19</td> <td>100%</td> <td>0</td> <td>0%</td> </tr> <tr> <td>2018</td> <td>19</td> <td>19</td> <td>100%</td> <td>17</td> <td>89.5%</td> <td>2</td> <td>10.5%</td> </tr> </tbody> </table>	Graduation Year	Graduates Tested	Total	Passing %	Passing	First Time %	Passing	Repeaters %	2016	21	21	100%	21	100%	0	0%	2017	19	19	100%	19	100%	0	0%	2018	19	19	100%	17	89.5%	2	10.5%	<p>Program Director will continue to inform committee of enrollment, attrition, and program accreditation status with the goal of maintaining or improving positive outcomes for all students.</p>
Graduation Year	Graduates Tested	Total	Passing %	Passing	First Time %	Passing	Repeaters %																											
2016	21	21	100%	21	100%	0	0%																											
2017	19	19	100%	19	100%	0	0%																											
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**Exam: TMC - High Cut**

Graduation Year	Graduates Tested	Total	Passing %	Passing	First Time %	Passing	Repeaters %
2016	21	21	100%	18	85.7%	3	14.3%
2017	19	19	100%	19	100%	0	0%
2018	19	19	100%	17	89.5%	2	10.5%

**Exam: CSE**

Graduation Year	Graduates Tested	Total	Passing %	Passing	First Time %	Passing	Repeaters
2016	21	21	100%	13	61.9%	8	38.1%
2017	19	19	100%	11	57.9%	8	42.1%
2018	18	18	100%	14	77.8%	4	22.2%

GRADUATION YEAR	CRT	RRT
2018	19	18
2017	19	19
2016	21	21

Effective this year, Associate Degree program has transitioned to zero textbook cost. Right now, students in the 1<sup>st</sup> year don't have to purchase any textbook. Students were struggling with high cost of textbook and so far the feedback has been very positive.

Clinical Rotations/  
Interrater reliability  
report/clinical sites  
preceptors meeting

Brian shared that we have the biggest group of 2<sup>nd</sup> year's students in RPTH 460 course for clinical rotation. He also shared that we're in a very difficult position due to CPMC site not being available due to their move and lost 5 students' rotations. There's no update on Seton on being on board and currently have total of 9 students displaced. He also shared that Dr. Mak's hospital won't be able to accommodate our students this year as well. Brian encourage Dr. Mak to speak with Racheal and influence her to move thigs along for next semester.

Brian reported that he reached out to SSF Kaiser to see if things can be move forward but hasn't been given any update yet. He shared that he's currently working on St. Francis and Marin General hospital for potential clinical site. Some of the clinical sites offered night shift but we're reluctant due to consistent learning opportunities.

Brian will continue to report on student clinical experience and addition of new clinical sites with the goal of maintaining or improving the quality of clinical experiences for all students.

	Brian shared that our Simulation Lab will be utilized for interrater reliability. The next clinical sites preceptors meeting has been scheduled for October.	
Budget Update	Ray shared that there is no change from our previous meeting and financially we are in good shape. One time fund for the baccalaureate degree program was wrapped up in Spring semester and has not received additional funding. Strong workforce funds hasn't been approved as well. We're still approved for fulltime faculty position but can't spend the funds on other things. The position will be advertised for 6 weeks to be hired in Spring semester for Fall semester.	Ray will continue to keep committee members informed of the financial health of Skyline College and RC Program.
RT Club Introduction _ Club Representative Redmond Lopez, RT Club President	Redmond Lopez, club president and Tiffany treasure shared that they had two pizza fundraisers and has raised total of 300 dollars. They started with \$1700 in funds and were approved for \$500 through center for student life and leadership development. Total of \$2800 is in club account which majority of it will be used towards reimbursing students (\$200 each) for AARC Congress conference in Las Vegas.	Continued Goals: Mentoring of First Year students by Second Year students; find fundraising and community volunteer opportunities that allow for continued education and promotion of the profession of Respiratory Care.
BS degree Update	<p>Gretchen shared the article in the annual report of the 1<sup>st</sup> graduating class. The cohort started in Fall of 2018 has will be transition to fully online. The online program is designed with working adults in mind and will have students learning and interacting in an online environment coupled with regular synchronous web-conference meetings throughout the program to support busy competing life schedules. Meetings will be scheduled 4 Thursday evenings (5-9pm) each term.</p> <p>Gretchen also shared that she's working on sending the letter of intend to CoARC for accreditation. Ray shared that yesterday, governor signed the legislative to extend pilot programs for additional 5 years. Paul informed that committee that two of our graduates will be presenting their capstone project at AARC conference this year. In addition, two of our continuing students will also be presenting in the same conference.</p> <p>Out of 19 graduates from our 1<sup>st</sup> cohort class, one student already received a leadership position at UCD while two students are in the application process for higher management positions.</p>	RC Program faculty and administrators will continue to seek and provide improved educational opportunities for students with the goal of promoting classroom and clinical excellence and expanding professional opportunities following graduation.

Faculty meeting(s)/Personnel changes	<p>Associate Degree program faculty's meeting has been scheduled in November. In terms of Bachelor's Degree program faculty, the web-conference meetings are scheduled on regular bases.</p> <p>Elayne Rodriguez and Jason Marlow Ferrer has been hired to take over Mark Siobal's courses in both Associate and Bachelor's Degree programs</p>	
Announcements	<ul style="list-style-type: none"> <li>➤ EPA Health Fair is scheduled for September 26<sup>th</sup> in San Francisco.</li> <li>➤ Lungapalooza at San Leandro Part on October 7<sup>th</sup> from 10-5pm</li> <li>➤ 2<sup>nd</sup> year meet and greet on October 16<sup>th</sup></li> <li>➤ Skyline College Health Fair scheduled for October 24<sup>th</sup></li> <li>➤ Lung Force at Lake Merced on October 27<sup>th</sup></li> <li>➤ Next GBAR meeting is scheduled for November 3<sup>rd</sup>.</li> <li>➤ AARC Congress – December 4-7<sup>th</sup>, 2018 in Las Vegas, NV</li> </ul>	
Date for next meeting	Tuesday, February 5 <sup>th</sup> , 2019	