RESPIRATORY THERAPY PROGRAM

ADVISORY COMMITTEE MEETING
Thursday October 16, 2008
5:30 – 6:00pm – Dinner
6:00 – 7:30pm – Meeting
Building 6, 2nd floor, room 6-206

AGENDA

I. Introductions as necessary

II. Tour – Respiratory Therapy Laboratory

III. Minutes from last meeting

IV. Continuing Business
    a.   Enrollment

    b.   Clinical rotations

    c.   CoARC Accreditation Self Study
        (1) Review document
        (2) Site Visit

    d.   Advisory Committee Goals / Priorities

    e.   Skyline College / Respiratory Therapy Program budget process

V. Announcements/Other
- Lobster Bash, Sea Cliff, Sunday-October 19
- Respiratory Care Week, October 19 – 25
- AARC Conference, December 13-16

VI. Date for next meeting

Advisory Committee Priorities / Goals

Advisory Committee

What is to be done	Who is responsible	Due Date	Expected Result (quantifiable measures)
Utilize assessment resource tool to identify yearly goals/objectives and formulate action plans to strengthen advisory committee's effectiveness	**Advisory Committee Chair and Program Director**	**Fall each year**	**Improved effectiveness of advisory committee** ✓ **Program resource survey** ✓ **Advisory committee minutes**
Establish a committee to review program curriculum and sequencing to better meet community and student needs.	**Program Faculty** **Medical Director** **Community** **Students**	**Spring 2009**	**Improved sequencing of program curriculum.** ✓ **Program resource survey** ✓ **Student surveys**

Medical

What is to be done	Who is responsible	Due Date	Expected Result (quantifiable measures)
Continue collaboration with Medical Director to ensure current standards of medical practice are met.	Program Faculty Medical Director	Ongoing	Currency of medical practice standards

Faculty

What is to be done	Who is responsible	Due Date	Expected Result (quantifiable measures)
Program faculty and dean to find means to ensure additional personnel support for laboratory instruction	**Program Director** **Clinical Director** **Dean**	**Fall 2008**	**Students identify satisfaction with laboratory experiences.** ✓ **Student/program personnel surveys**
Encourage professional development opportunities for all faculty focusing in teaching and evaluation methods	Program Director	Continuous	Faculty are more uniform in classroom teaching methods and assessing student performance. ✓ Student Surveys

Support Personnel

What is to be done	Who is responsible	Due Date	Expected Result (quantifiable measures)
Hire a part-time administrative assistant for health care programs	**Dean**	**Fall 2008**	**Increased administrative support** ✓ **Program personnel surveys**

Facilities

What is to be done	Who is responsible	Due Date	Expected Result (quantifiable measures)
Classroom/laboratory currently under renovation.	Skyline College, the Respiratory Care Program faculty and Dean	Spring 2009	Improved student learning outcomes. Increased student satisfaction. ✓ Student/program personnel surveys

Laboratory Equipment and Supplies

What is to be done	Who is responsible	Due Date	Expected Result (quantifiable measures)
New equipment and supplies will be purchased	Skyline College, Respiratory Care Program faculty and Dean.	Spring 2009 and ongoing	Improved student satisfaction. Improved learning outcomes. ✓ Student/program personnel surveys
Solicit vendors of respiratory care equipment regarding donation of supplies/equipment to program.	Director of Clinical Education	Ongoing	Greater access to equipment and supplies Improved student satisfaction. ✓ Student/program personnel surveys

Learning Resources

What is to be done	Who is responsible	Due Date	Expected Result (quantifiable measures)
Coordinate access through the library and learning center to respiratory software and multimedia resources	Program Director Clinical Director Library, learning resource coordinators	Fall 2008	Improved student access and support of RT learning resources ✓ Student surveys

Financial Resources

What is to be done	Who is responsible	Due Date	Expected Result (quantifiable measures)
Complete renovation of RT classroom/lab	Skyline College	January 2009	Sufficient physical resources to meet program goals ✓ Program personnel and student surveys.
Purchase new equipment to meet program needs	Program Director Dean	January 2009	Sufficient equipment resources to meet program goals ✓ Program personnel and student surveys.
Provide more detailed budget reports at advisory board meetings	Program Director Dean	Fall 2008	Advisory board better informed regarding budget allocation and their processes ✓ Program personnel surveys ✓ Advisory board minutes

Clinical Resources

What is to be done	Who is responsible	Due Date	Expected Result (quantifiable measures)
Continue to explore affiliation with other hospitals in this community in efforts of further enhancing the variety of learning experiences.	**Director of Clinical Education**	**Spring 2009**	**Increased community presence. Decompression of current sites.** ✓ **Student/program personnel surveys**

Student evaluation rubric will be reviewed with each clinical site annually to ensure that it is utilized effectively.	Director of Clinical Education	Fall 2008	Consistent student evaluation by clinical affiliates. ✓ Student/program personnel surveys
Develop and pilot Clinical Preceptor Program	**Program / Clinical Director**	**Fall 2009**	**Consistent preceptor support for students.** ✓ **Student/program personnel surveys**

Physician Input

What is to be done	Who is responsible	Due Date	Expected Result (quantifiable measures)
Implement more opportunities for student/Medical Director interaction during year 1 of program.	Program Director, Clinical Director, Medical Director	Fall 2008	Students receive more physician interaction during year 1 of program. ✓Student/program personnel surveys
Increase physician presence by having clinical affiliate physicians address the students while in the classroom/clinical setting on various aspects of respiratory care.	Program faculty	Fall 2008	Increased physician/student interaction. ✓ Student surveys
Address inconsistencies in support and expectations of physician interaction at clinical sites. Increase student participation of respiratory care rounds at each clinical site.	Clinical Director	Fall 2008	Students receive more physician interaction. Clear expectations are identified. ✓Student/program personnel surveys

Philosophy of Shared Governance
Skyline College

The primary mission of Skyline College is to provide quality education to its students in partnership with its community. Shared governance is a method of college management in which decision makers, whether with primary or delegated authority, are committed to involving affected constituencies in decisions as much as possible. Shared governance is based upon individuals having a voice in decisions that affect them.

Shared governance is carefully planned, instituted and evaluated. It is designed to lead to effective participation in decision making that unites constituencies, produces an improved college environment, and draws upon the strength of diversity. Shared governance includes the structures and processes for decision making that engage students, staff, faculty and administrators in reaching and implementing decisions that further the primary mission of the college–to educate students. The groups formed to address college matters are properly charged and empowered, the members carefully selected, and processes clearly structured. The structures and processes for shared governance vary according to task.

Members of the constituent groups must commit to participating in the implementation of decisions made through shared governance processes and to working within legal and pragmatic parameters of decision makers. The partners in shared governance acknowledge that traditional and legally mandated roles continue within the context of shared governance; e.g., the publicly elected members of the Board of Trustees have the ultimate legal and ethical responsibility for setting policy and making decisions regarding the operations of the District's colleges.

College Budget Committee

The Skyline College Budget Committee is the primary budget recommendation group for the College, thereby establishing recommendations to the College administration on College budgetary matters. The Committee is responsible for reviewing the revenues and expenditures of the College.

Institutional Planning Committee

The Institutional Planning Committee was created by the College Council in September 2003 and is governed by charter and By-Laws of the College Council. The task of the IPC is to formulate and recommend to the College Council a plan for the IPC as a standing committee and implementation timeline for the integration of the IPC into the governance structure of the College. The IPC will be the primary body responsible to coordinate, communicate and integrate College-wide planning at Skyline.