

**Skyline College Respiratory Therapy Program Community College Advisory Committee Meeting Minutes
September 16, 2003**

In attendance: Gordon Mak, MD (Medical Director), Michael Mahlmeister (UCSF), Juan Valenzuela (1st year student), Chris Comstock (Mills-Peninsula), Julio Barba (UCSF), Brian Daniel (UCSF), Diane Janakes (CPMC), Mary Ann Heran (1st year student), Ray Hernandez (CD), Gene Ann LaMoria (Seton), Mike Williamson (PD)

Recording: David Vinson (2nd year student)

Chair: Lee Guion (St. Lukes)

TOPIC	DISCUSSION	ACTION
Review of minutes from last meeting	Brian Daniel left off attendance list	Correction made
Old business: Program faculty changes	Dr. Gordon Mak as medical director Ray Hernandez as program director Brian Daniel remains interim director of clinical education. We have 6 months to locate a FT director of clinical education. Hiring freeze not yet lifted.	Changes submitted to CoARC. Open application process. Two others interested in this position.
Student enrollment	Enrollment statistics distributed for Fall 2003. Compare favorably to other programs. First year – 24 students, Second year – 8 students. Expect lower attrition rate with first year class Total of 42 Skyline students have declared RT as their major. Shortage of RCPs still very real. UCSF manpower study sites negative impact of RCP shortage on healthcare delivery.	Ray: Affiliation with City College is a priority this year. Recruitment of RT students continues.
Facilities update	Mike W: San Mateo County bond measure passed - remodeling anticipated to begin in 2007/08. Follow-up proposal of \$5.6 million	Julio can send UCSF study to anyone who requests it as PDF file.

<p>HIPAA regulation and clinical rotations</p> <p>RT Club</p>	<p>submitted to state. No word yet.</p> <p>Each facility has its own compliance process including paper instrument, video with self study, computer-based...Ray asked for submission of materials from each clinical site. RT program will look at feasibility of synthesizing material and providing site-specific tests.</p> <p>David reported on club status: Membership is up; 5 students will be attending AARC convention in Las Vegas; second year students are mentoring first year; participating in community service activities</p>	<p>Mike will keep us posted.</p> <p>For managers who have not, will check with compliance officers for direction on how to document student knowledge of and agreement with HIPAA regs.</p>
<p>New business:</p> <p>Program accreditation</p> <p>CRT/RRT attempts and pass rates</p> <p>Announcements</p>	<p>College budget is up-in-the-air but significant cuts will be made mid-year (January) CoARC accreditation requires FT positions to be filled. Hiring freeze still in place. Mike suggested hospital (clinical site) funding for clinical director position. (Consortium of hospitals to create 1-yr fund, Jan 2004 to Jan 2005.)</p> <p>Discussion: why doesn't at-risk program not receive any assistance? A: Chancellor unsympathetic.</p> <p>Concern that if hiring freeze extends beyond one year, hospitals may suffer anyway due to loss of potential new hires if program loses accreditation.</p> <p>Pass rate is only 50%. Status reflect a graduate from 2 years ago who continues to sit for exam and continues to fail. Quarterly period (1/1/03 to 9/5/03) includes 2003 grads and only those 2002 grads who failed previously. This skews the numbers.</p>	<p>Managers to discuss feasibility.</p> <p>Ray will continue to present this information to advisory committee with explanations.</p>

Next meeting	January 27, 2004	
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