

**Skyline College**  
**Respiratory Therapy Program Community College Advisory Committee Meeting Minutes**  
**May 25, 2005**

In attendance: Keith Rasmussen (Kaiser SF), Ray Hernandez (PD), Julio Barba (UCSF), Anngie Navarro (2<sup>nd</sup> year student), Charles Goss (1<sup>st</sup> year student), Rosemarie Ramos (1<sup>st</sup> year student), Brian Daniel (CD), Sabra Weiss (SFGH), Mike Williamson (SMT Dean), Charlene Kelly (Seton), Diane Janakes (CPMC)  
Recording: Julio Barba (UCSF)  
Chair: Lee Guion (St. Lukes)

TOPIC	DISCUSSION	ACTION
Review of minutes from last meeting	Not available. Will be available at next meeting for review	None
<b>Old/Continuing business:</b>		
Facilities update	Building 8 to begin refurbishing. RT Program not directly impacted by current construction activity. Budget: No update. Appears “stable.” Ray a member of the Academic Senate. Ray co-chairs the committee on the accreditation process. Ray will begin the MPH graduate program Fall 2005.	None
Student Enrollment	Application deadline: May 15. 78 applicants. Selection criteria reviewed. Many applicants already meet all or most of pre-regs. Lottery will be used within this group to select applicants.	Brain and Ray will continue with enrollment enhancing techniques.
Clinical Coordinator Update	Student comments Re: Facility and Access to RT equipment: --Lab space is inadequate and outdated	Clinical affiliates will review ability to review use

<p>Clinical Coordinator Update (cont'd)</p> <p>Job Fair</p> <p>RT Club</p>	<p>--Need to train preceptors at clinical affiliates to improve standardization and consistency</p> <p>Site evaluations: Overall very positive responses. Keith would like to see the specific results of each of the 7 questions.</p> <p>RT Program plans to do evals earlier and more frequently in the future.</p> <p>Successful. Good feedback. Next year will be bigger and facility fees will increase.</p> <p>Graduation will be June 17 at SSF Conference Ctr. Sputum Bowl team will be going to CSRC Convention. Thank you to Anngie for her excellent leadership as RT Club President. Club will participate in ALA Asthma Walk again this year. They challenge advisory committee members to support this fundraiser. Asthma bracelets will be sold.</p>	<p>of new equipment at their facilities. Lee volunteers home care microprocessor ventilators in conjunction with lecture on home care. Advisory Committee members will work with Ray and Brian to make equipment available to students</p> <p>None</p> <p>None</p>
<p><b>New business:</b></p> <p>Student background checks</p> <p>NBRC Requirement</p>	<p>Community College Association supports it. SCC will do the checks. Process: Re: Issues that arise during background checks Re: Confidentiality</p> <p>Requirements for sitting the RRT exam and Registry Eligibility.</p>	<p>None</p> <p>Alumni letter will be sent to remind grads of these changes.</p>

<p><b>Announcements</b></p>          <p><b>Next Meeting</b></p>	<p>Student scholarship award winners</p> <p>The recent passing of members of the RT community</p> <p>CSRC Conference</p> <p>Reminder to managers to request staff to complete RRT written exam.</p>  <p>August 30 (Changed to Sept 15)</p>	
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