

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

In attendance: Keith Rasmussen (Kaiser SF), Ray Hernandez (PD), , Gordan Mak (MD), Jim Palmer (1st year student), Adriana Michel (1st year student), Robert Rocca (1st year student), Charles Goss (1st year student), Rosemarie Ramos (1st year student), Paige Kelly (UCSF), Brian Daniel (CD), Sabra Weiss (SFGH), Mike Williamson (SMT Dean), Charlene Kelly (Seton), David Lee (2nd year student)

Recording: Sara Weiss (SFGH)

Chair: Lee Guion (St. Lukes)

TOPIC	DISCUSSION	ACTION
Review of minutes from last meeting	Accepted as read	None
Old/Continuing business: Clinical Coordinator Update	Brian: Fifty percent of students need summer school to complete GE requirements. Three rotations for 1 st yr students. Big thanks for clinical affiliates for accommodating all our 46 students. St. Francis will host Burn Ctr rotation. SMCGH cannot accept students at this time due to staffing constraints/lack of RT manager.	On-going communication with preceptors & managers of clinical affiliates about clinical rotation needs.
Facilities update	Mike W: Site preparation under way. Building designs haven't been approved yet. Construction to begin Spring 2005. Allied Health Ctr: new RT lab delayed due to difficulties of architect.	Mike will keep us posted.
State budget	Governor wants to privatize teacher retirement program (CALPERS)	Mike will keep us posted.

<p>Conference Above the Fog</p> <p>RT Club</p> <p>Student enrollment and recruitment</p>	<p>Conference went well. Positive evaluations from most of attendees. The Reunion lost \$600. Monies from the college covered the loss. The conference made a small amt of money. Skyline will lost another conference in 2 years (alternating w/ Napa Valley College Fall conference.)</p> <p>Anngie Navarro: President; Ed Saliba: Co-VP; David Lee: Co-VP. Students thank Ray and Brian and hospital affiliates for excellent clinical rotations. ALA Asthma Walk: 20 students raised \$1500. Club sponsored 8 RT students to AARC convention. (\$500 each) Will report back to class as a whole. RT students participating in "Expanding your Horizons" event for high school students. RT educational modules archived to DVD. Mentoring of 1st yr by 2nd yr students continues.</p> <p>Ray: Dissemination of enrollment statistics. Number of qualified applicants continues to increase. Program will enroll 30 (for 25 slots) in anticipation of early attrition.</p>	<p>Volunteers for conference planning are always welcome.</p> <p>RT Club continues under this dynamic leadership.</p> <p>Continued review of recruitment goals. Focus on A&P classes and referrals from student counselors.</p>
<p>New business:</p> <p>Program review self study</p> <p>Student background checks</p>	<p>All RT Program Advisory Committee members contacted by e-mail. Responses reviewed by Ray and submitted Oct 1. 2004. This review is completed Q6 yrs and used to develop goals for program.</p> <p>Overall strengths: Support of community affiliates; diverse RT student body; improved retention of 1st yr students. Overall weaknesses: Need to expand community service area; lack of part-time track; need for preceptor training program; enrollment (now successfully addressed.)</p> <p>Restructuring of specialty classes (neo/peds and PFT)</p> <p>Draft procedure distributed to committee members. No standardization exists among clinical affiliates. Background checks are required at St. Luke's Hospital beginning 1/1/05. All 2nd yr students have submitted data for checks. RT educators polled. Much discussion of CSRC Education Committee polling Directors of RT Programs and reporting to RCB and</p>	<p>Responses to self-study review are on-going. Curriculum Committee will set up meeting with Brian and Ray to discuss changes.</p> <p>Disclosure of background checks for students in future classes. Protected info that students will control. Access will be given to RT Program Director who will</p>

Background checks (cont'd)	discomfort with any RCB involvement in student background checks.	be gatekeeper. Exploration of need for committee to evaluate background check results. All RT Managers to check w/ HR depts. Re: employee/student screening. Ray to contact CoARC. Are there standardized guidelines for student admissions
State proposal/RCB	Governor has proposed eliminating separate state licensure boards and combining all into one dept of consumer affairs. Most RTs opposed to this as the current RCB is currently operating well. Three RCPs are on the board.	None. Letters may be written to oppose.
Announcements	Tahoe Conference – March 9-11. SFGH conference – April 29 Job Faire – May 17 or 18 (tentative) CSRC Convention– June 23 – 25	
Next Meeting	May 25, 2005	

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