

Advisory Committee Meeting Record Template

CHAIRPERSON: Trey Moody		
MEETING DATE: 11/10/22	MEETING TIME: 3:00 PM	MEETING PLACE: Bldg. 557. Rm B112
RECORDER: Samantha Jones		PREVIOUS MEETING: 12/08/2021

MEMBERS: (P=PRESENT) Add nonmembers present to bottom of table with heading “Others Present” (OP)

(P/OP?)	Name and Title (List all members) Email Address and Ph #	Business Affiliation	Name and Title
P	Esther Parker	CRDAMC	Histology Supervisor
P	Michelle Bell	Milestone Medical	
P	Kelly Mallett	Texas A&M University	GI Histology Laboratory Manager
P	Debra Siena	StatLab	Technical Support
P	Joshua Greenlee	Sakura Finetek USA	
	Craig Maschmann	Baylor Scott & White	Regional Director
P	Debby Moody	Seton Harker Heights	Lab Director
	Donna Emge	Providence Seton Austin Hospital	Histology Supervisor
	Ary Franklin	Baylor Scott & White	
OP	Margaret Oberhelman	Baylor Scott & White	QA Supervisor
OP	Bobby Baker	VA Temple	Hematology Supervisor
OP	Erico Von Bueren	Sakura Finetek USA/Anatomical Pathology Patient Interest Association	
OP	Jared Marcus	Hamilton Health Care	Laboratory Director
OP	Tammy Samarripa	CTC	Chair, Health Science Department
OP	Andrea Foskett	CTC	Chair, Science Department
OP	Neil (Trey) Moody	CTC	Histology Director
OP	Angela Lester	CTC	MLT Director
OP	Megan Moody	CTC	Histology Education Coordinator/Lab Assistant
OP	Jaime Torres-Mendoza	CTC	Adjunct Professor, MLT/PBT
OP	Maureen McIntosh	CTC	Histology Student

OP	Veronica Martin	CTC	Associate Dean, Career & Technical Instruction
OP	Jinette Campbell	CTC	Director, Instructional Program Support Services
OP	Keisha Holman	CTC	Director, Career Services
OP	Bryan Oakes	CTC	Career Development Specialist, Career Services

AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Welcome, introductions, and appreciation	New office assistant: Samantha Jones	T. Moody
Old Business:		
Goals and Objectives	<ul style="list-style-type: none"> • Student outcomes report <ul style="list-style-type: none"> ○ 3-year certification pass rate: 90% ○ Graduation rate: 100% ○ Placement rate: 100% • Textbooks and curriculum <ul style="list-style-type: none"> ○ New BOC study guide ○ New edition of Immunology textbook ○ New edition of Carson textbook ○ Consideration for replacement of Functional Histology I&II Textbook • Didactic improvement report <ul style="list-style-type: none"> ○ Goal: Incorporate more grossing and hands-on training in didactic courses ○ Grossing training was helpful. Many students were able to participate in grossing during clinical rotations. • Practical skills training report <ul style="list-style-type: none"> ○ Goal: Microtomy and frozen sections ○ Students receive more frozen section experience at clinical sites, new clinical site allows for Mohs experience 	T. Moody
Workplace Competencies	<ul style="list-style-type: none"> • Designed new workplace competencies for the NSH Educator's committee. Will incorporate competencies for the upcoming cohort. 	T. Moody
Program Revisions	<ul style="list-style-type: none"> • Addition of Bio 1 has been very helpful. Student scores in immunology, A&P, molecular 	T. Moody

Agenda Item	Action, Discussion, Information	Responsibility
	<p>diagnostics, and other courses have increased.</p> <ul style="list-style-type: none"> • Spring start was tested for students. Students were able to take HLAB 1301 (Introduction to Histotechnology) and HLAB 1302 (Histotechnology I) simultaneously. All students passed and were able to join the Fall 2021 cohort. • No revisions proposed by PD. • Call for revision proposals. 	
Facilities, equipment, and reagents	<ul style="list-style-type: none"> • The contract has been accepted for a new lab space in the Health Sciences building, and construction will begin soon. • Expired reagents • Slides or blocks of interest 	T. Moody
New equipment acquisition	<ul style="list-style-type: none"> • PD proposes a grant application for cryostat 	T. Moody
External learning experiences, employment, and placement opportunities	<ul style="list-style-type: none"> • Report on Trajecsys – clinical management software • St. David’s North Austin – New affiliate site • Carl R. Darnall Army Medical Center – New affiliate site • Central Texas Pathology – Affiliation agreement pending • Providence Waco – Affiliation agreement pending • Practicum and skills lab is available to supplement clinical rotations 	T. Moody
Marketing, promotion, and publicizing the program	<ul style="list-style-type: none"> • Program promotion • Community outreach <ul style="list-style-type: none"> ○ Member of NSH educator’s committee ○ A new white paper has been published through the NSH on clinical student training. ○ Collaborating with other HT programs and facilities • Industry outreach 	T. Moody
Special populations students	<ul style="list-style-type: none"> • Incorporating recorded lectures and virtual attendance has increased accessibility for students. • “Study labs” for students to provide tutoring and assistance. • College ADA improvement initiative 	T. Moody

Agenda Item	Action, Discussion, Information	Responsibility
New Business:		
Curriculum Decisions:		
Other:		

MINUTES

Key Discussion Points	Discussion
Welcome, introductions, and appreciation	<ul style="list-style-type: none"> Attendees introduced themselves and state their position.
Old Business:	
Approve Minutes from Last Meeting	<p>Motion made by: Jaime Torres-Mendoza Second by: Michelle Bell Outcome: Minutes Approved</p>
Goals and Objectives	<ul style="list-style-type: none"> Student Outcomes <ul style="list-style-type: none"> 3-year certification pass rate: 90% Graduation rate: 100% Placement rate: 100% New edition of Carson textbook has been incorporated into HT program Consider replacing of Functional Histology I & II Textbook with the Human Microanatomy textbook. <ul style="list-style-type: none"> Michelle Bell has used the current book and agrees that it is at a deeper level than the student is currently needing. In agreement that the Human Microanatomy book is a good replacement for the current textbook. Vote to consider replacements: PASS Didactic Improvement Report <ul style="list-style-type: none"> Additional grossing training was added to Histotechnology I Practical Skill Training Report <ul style="list-style-type: none"> Microtomy has been included in additional modules for repeated reinforcement. We do not have a cryostat at the moment for frozen sections. New clinical site will allow for Mohs experience.
Workplace Competencies	<ul style="list-style-type: none"> Trey worked with NSH education committee to create new workplace competencies guidelines. Once released, they will be incorporated into student clinical experience. Competency and evaluation sheets are sent with the students when they go to clinical.
Program Revisions	<ul style="list-style-type: none"> The addition of Biology I into the degree plan has resulted in seeing higher scores in other courses. Maureen McIntosh has stated that the concepts covered in Biology I provide helpful overlap with the Intro courses.

	<ul style="list-style-type: none"> • Dr. Foskett would like to continue collaborating with Histology to provide a foundation of learning for the student before taking higher-level classes. • Trial of the Spring start cohort was successful. Students were able to join the Fall cohort and will be attending clinical with them. This will allow the program to take students more than once a year. • No changes or revisions are proposed to change the program at this time.
Facilities, equipment, and reagents	<ul style="list-style-type: none"> • A contract has been accepted to start construction on the lab space in the Health Sciences Building (Bldg. 557). It will consist of three conjoined lab spaces. • Joshua inquired if the program would need any old equipment or samples they can no longer use. • Trey stated they will accept any old equipment or samples. If the item is of higher value they can work with the Foundation office to provide receipts so it can be considered a charitable donation.
New equipment acquisition	<ul style="list-style-type: none"> • Board agrees with the program director on submitting a grant application for cryostat. • Josh asked for a current equipment list so that they can collaborate on what the students may be needing. • Trey will provide an inventory list. • Currently all Histology equipment is located in the Science center but after the remodel it will be moved to the Health Science building.
External learning experiences, employment, and placement opportunities	<ul style="list-style-type: none"> • Trajecsyst has been working well for tracking students and documentation in clinical. • New clinical sites have been approved <ul style="list-style-type: none"> ◦ St David's North Austin and Carl R. Darnell Army Medical Center • Pending sites <ul style="list-style-type: none"> ◦ Central Texas Pathology and Providence Waco • Due to the pandemic practicum and skills labs were created and can be used to supplement clinical rotation if issues arise.
Marketing, promotion, and publicizing the program	<ul style="list-style-type: none"> • Program is switching back to in-person promotion by visiting classrooms, and college fairs. It has been successful in generating interest. • Planning a guest speaker from APPIA (Anatomic Pathology Patient Interest Association) to discuss new preanalytical guidelines. • Trey is a member of the NSH educator's Committee and has recently published a white paper on clinical student training. • Collaboration has been started with other Histology programs and facilities.
Special populations students	<ul style="list-style-type: none"> • Incorporating recorded lectures has increased accessibility and attendance for students. • HT accommodates students from diverse backgrounds, including active duty military, spouses, veterans, and international and traditional students. • Plans to incorporate ADA features in new classrooms such as wheelchair-accessible sinks and desks • CTC is working on ADA improvements. • "Study Labs" have been offered to provide additional practice and tutoring.

New Business:	<ul style="list-style-type: none"> • No new discussion points at this time. • Motion to end the adjourn: Megan Moody • 2nd: Jaime Torres-Mendoza
Curriculum Decisions:	Consider replacements for Wheater's Functional Histology. PD will propose replacement textbook options.
Other:	

CHAIRPERSON SIGNATURE (or designee): <i>Neil Moody</i>	DATE: 12/05/2022	NEXT MEETING: Summer 2023
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Advisory Committee Required Functions

GIPWE Required Functions	<p>How/when did the Committee address this function? At this meeting or a prior meeting?</p> <p>Please add to “ACTION ITEMS” below if necessary to show that this function is or will be addressed.</p>
Evaluating the goals and objectives of the program curriculum	
Establishing workplace competencies for the program occupation(s)	
Suggesting program revisions as needed	
Evaluating the adequacy of existing college facilities and equipment	
Advising college personnel on the selection and acquisition of new equipment	
Identifying local business/industry leaders who will provide students with external learning experiences, employment, and placement opportunities	
Assisting in promoting and publicizing the program to the community and to business and industry	
Representing the needs of students from special populations	

Action Items

[illegible]