

## Advisory Committee Meeting Record Template

|                          |                       |  |
|--------------------------|-----------------------|--|
| CHAIRPERSON: Trey Moody  |                       |  |
| MEETING DATE: 06/29/2023 | MEETING TIME: 2:00 PM | MEETING PLACE: Virtual via Microsoft Teams |
| RECORDER: Samantha Jones |                       | PREVIOUS MEETING: 11/10/2022               |

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

| (P/OP?) | Name and Title (List all members)<br>Email Address and Ph # | Business Affiliation                            | Name and Title                 |
|---------|---|---|--------------------------------|
| OP      | Esther Parker   | CRDAMC  | Histology Supervisor           |
| OP      | Debra Siena   | StatLab   | Technical Support              |
| OP      | Margaret Oberhelman   | Baylor Scott & White                            | QA Supervisor                  |
| OP      | Bobby Baker   | VA Temple                                       | Hematology Supervisor          |
| OP      | Joshua Perez  | Baylor Scott & White<br>Medical Center          | Histology Evening Supervisor   |
| OP      | Cindy Muerer  | Baylor Scott & White                            | Supervisor of Patient Services |
| OP      | Michelle Allen  | Central Texas VA                                | Chemistry                      |
| OP      | Amber Cone  | Baylor Scott & White<br>Medical Center - Temple | Histology Morning Supervisor   |
| OP      | Connie Wildeman   | National Society for<br>Histotechnology         | Education Coordinator          |
| OP      | Jessica Ganceres  | Advent Health Central<br>Texas Hospital         | Asst. Lab Director, QA Manager |
| OP      | Christopher East  | Baylor Scott & White –<br>Temple                | Lab Manager                    |
| OP      | Michelle Villas   | St. David’s Round Rock<br>Medical Center        | Lab Manager                    |
| OP      | Neil (Trey) Moody   | CTC   | Histology Director             |

|    |                  |     |  |
|----|------------------|-----|--|
| OP | Angela Lester    | CTC | MLT Director   |
| OP | Tammy Frew       | CTC | Chair, Health Science Department   |
| OP | Melanie Baak     | CTC | Dean, Career & Technical Education   |
| OP | Lesley McGough   | CTC | Coordinator, Instructional Program Support Services                                  |
| OP | Bryan Oakes      | CTC | Career Development Specialist, Career Services                                       |
| OP | Jinette Campbell | CTC | Director, Instructional Program Support Services                                     |
| OP | Kelli Kelley     | CTC | Coordinator, Instructional Program Support & Development                             |
| OP | John Deleon      | CTC | Dean, Service Area, Adult & Workforce Education                                      |
| OP | Alexis Green     | CTC | Administrative Support Specialist, Institutional Accountability & Curriculum Support |
| OP | Daniel Garcia    | CTC | Manager, Continuing Education  |

## HT PROGRAM AGENDA

| Agenda Item                              | Action, Discussion, Information   | Responsibility               |
|--|---|------------------------------|
| Welcome, introductions, and appreciation |   | Trey Moody, Program Director |
| Approve Minutes from Last Meeting        | Members approved minutes by unanimous vote*   |                              |
| Old Business:                            |   |                              |
| Goals and Objectives                     | <ul style="list-style-type: none"> <li>• Student outcomes report               <ul style="list-style-type: none"> <li>○ 3-year certification pass rate: 89%</li> <li>○ Graduation rate: 100%</li> <li>○ Placement rate: 100%</li> </ul> </li> <li>• Textbooks and curriculum               <ul style="list-style-type: none"> <li>○ New textbook updates submitted, will start using new textbooks with next cohort.</li> </ul> </li> <li>• Didactic improvement report               <ul style="list-style-type: none"> <li>○ New goal: Improve Registry Review course for BOC preparation</li> <li>○ Updated practice exam reviews to include analysis of questions by difficulty and area of concentration.</li> <li>○ Working with NSH on new BOC preparation tools.</li> </ul> </li> <li>• Practical skills training report               <ul style="list-style-type: none"> <li>○ Goal: Improve hands-on training in microtomy and cryotomy</li> <li>○ Perkins grant cycle coming up, will apply for cryostat per previous ABM</li> <li>○ Added open lab times to Histotechnology I&amp;II for microtomy practice.</li> </ul> </li> </ul> |                              |
| Workplace Competencies                   | <ul style="list-style-type: none"> <li>• Updated clinical forms, continuing to update with further competencies</li> </ul>  |                              |
| Program Revisions                        | <ul style="list-style-type: none"> <li>• No revisions proposed by PD.</li> <li>• Call for revision proposals.</li> </ul>  |                              |
| Facilities, equipment, and reagents      | <ul style="list-style-type: none"> <li>• New lab space is planned to begin construction in Fall 2023</li> <li>• Expired reagents</li> <li>• Slides or blocks of interest</li> </ul>   |                              |
| New equipment acquisition                | <ul style="list-style-type: none"> <li>• Call for proposals</li> </ul>  |                              |

| <b>Agenda Item</b>   | <b>Action, Discussion, Information</b>   | <b>Responsibility</b> |
|--|--|-----------------------|
| External learning experiences, employment, and placement opportunities | <ul style="list-style-type: none"> <li>• Report on Trajecsys – clinical management software</li> <li>• Providence Waco – New affiliation agreement in place</li> <li>• Vitology Skincare – affiliation agreement pending.</li> <li>• Central Texas Pathology – Affiliation agreement pending</li> </ul>  |                       |
| Marketing, promotion, and publicizing the program                      | <ul style="list-style-type: none"> <li>• Program promotion</li> <li>• Community outreach <ul style="list-style-type: none"> <li>○ Chair of NSH educator’s committee</li> <li>○ Collaborating with other HT programs and facilities</li> <li>○ Speaking with students in biology and chemistry courses</li> </ul> </li> <li>• Industry outreach</li> </ul>                                  |                       |
| Special populations students   | <ul style="list-style-type: none"> <li>• Incorporating recorded lectures and virtual attendance has increased accessibility for students.</li> <li>• “Study labs” for students to provide tutoring and assistance.</li> <li>• Accommodated students with special situations to allow for graduation</li> <li>• ADA accessibility and additional accessibility in new lab spaces</li> </ul> |                       |
| New Business:  |  |                       |
|  |  |                       |
| Curriculum Decisions:  |  |                       |
|  |  |                       |
| Other:   |  |                       |

## MINUTES

| <b>Key Discussion Points</b>             | <b>Discussion</b>   |
|--|---|
| Welcome, introductions, and appreciation | <ul style="list-style-type: none"> <li>• Attendees introduced themselves and state their position</li> </ul>  |
| Old Business:                            |   |
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|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>○ Placement rate: 100%</li> <li>● Textbooks and curriculum <ul style="list-style-type: none"> <li>○ New textbook updates submitted, will start using new textbooks with next cohort.</li> </ul> </li> <li>● Didactic improvement report <ul style="list-style-type: none"> <li>○ New goal: Improve Registry Review course for BOC preparation</li> <li>○ Updated practice exam reviews to include analysis of questions by difficulty and area of concentration.</li> <li>○ Working with NSH on new BOC preparation tools.</li> </ul> </li> <li>● Practical skills training report <ul style="list-style-type: none"> <li>○ Goal: Improve hands-on training in microtomy and cryotomy</li> <li>○ Perkins grant cycle coming up, will apply for cryostat per previous ABM</li> <li>○ Added open lab times to Histotechnology I&amp;II for microtomy practice.</li> </ul> </li> </ul> |
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|                       |  |
|-----------------------|--|
| New Business:         |  |
|                       |  |
| Curriculum Decisions: |  |
|                       |  |
| Other:                |  |

**CHAIRPERSON SIGNATURE (or designee):**

 Recoverable Signature

X *Neil Moody*

Neil Moody

Program Director

Signed by: 5684f5c8-9290-4071-a9c3-641f3cb39b18

## Advisory Committee Required Functions

| <p style="text-align: center;"><b>GIPWE Required Functions</b></p>  | <p style="text-align: center;"><b>How/when did the Committee address this function? At this meeting or a prior meeting?</b></p> <p style="text-align: center;"><b>Please add to “ACTION ITEMS” below if necessary to show that this function is or will be addressed.</b></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

| Description | Assigned To | Progress | Completion Date |
|-------------|-------------|----------|-----------------|
|             |             |          |                 |
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