

## Advisory Committee Meeting Record Template

CHAIRPERSON: Angela Lester		
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) 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 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 Medical Center - Temple	Histology Morning Supervisor
OP	Connie Wildeman	National Society for Histotechnology	Education Coordinator
OP	Jessica Ganceres	Advent Health Central Texas Hospital	Asst. Lab Director, QA Manager
OP	Christopher East	Baylor Scott & White – Temple	Lab Manager
OP	Michelle Villas	St. David’s Round Rock 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

## MLT PROGRAM AGENDA


Agenda Item	Action, Discussion, Information	Responsibility
Welcome, introductions, and appreciation		Angela Lester, Program Director
Approve Minutes from Last Meeting	Members approved minutes by unanimous vote*	
Old Business:	<ul style="list-style-type: none"> <li>• Spring cohort continues to be a small but successful cohort. All 2023 graduates started in the first spring cohort in 2022</li> </ul>	
Goals and Objectives	<ul style="list-style-type: none"> <li>• Student outcomes report               <ul style="list-style-type: none"> <li>○ Certification pass rate: current year 67%, 3-year 83%</li> <li>○ Graduation rate: current year 85%, 3-year 91%</li> <li>○ Placement rate: current and 3-year 100%</li> </ul> </li> <li>• Textbooks and curriculum               <ul style="list-style-type: none"> <li>○ Several new editions of current textbooks to be used in 2023-2024</li> <li>○ CRISPR Cas9 labs introduced in Molecular</li> </ul> </li> <li>• Practical skills training report               <ul style="list-style-type: none"> <li>○ Hands-on skills practice during summer clinical class</li> <li>○ Guest lecture on July 19</li> <li>○ Added open lab times before class for extra practice and study sessions</li> </ul> </li> </ul>	
Workplace Competencies	<ul style="list-style-type: none"> <li>• Pre-clinical competency required for students entering clinical rotations</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> </ul>	
New equipment acquisition	<ul style="list-style-type: none"> <li>• New Stago SArt coagulation analyzer</li> <li>• New microbiology incubator to be used in new lab space</li> <li>• Additional miniPCR thermal cycler and blue light viewer</li> </ul>	
External learning experiences, employment, and placement opportunities	<ul style="list-style-type: none"> <li>• Report on Trajecsyst – clinical management software</li> <li>• Specialty lab opportunities requested</li> </ul>	
Marketing, promotion, and publicizing the program	<ul style="list-style-type: none"> <li>• Program promotion</li> <li>• Community outreach</li> </ul>	

Agenda Item	Action, Discussion, Information	Responsibility
	<ul style="list-style-type: none"> <li>○ Speaking with students in biology and chemistry courses</li> <li>○ Middle school visits to introduce students to a career in the clinical lab</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 such as wheelchair accessible sinks and desks</li> </ul>	
New Business:		
Curriculum Decisions:		
Other:		

## MINUTES

Key Discussion Points	Discussion
Welcome, introductions, and appreciation	<ul style="list-style-type: none"> <li>● Attendees introduced themselves and state their position</li> </ul>
Old Business:	<ul style="list-style-type: none"> <li>● Spring cohort continues to be a small but successful cohort. All 2023 graduates started in the first spring cohort in 2022</li> </ul>
Goals and Objectives	<ul style="list-style-type: none"> <li>● Student outcomes report <ul style="list-style-type: none"> <li>○ Certification pass rate: current year 67%, 3-year 83%</li> <li>○ Graduation rate: current year 85%, 3-year 91%</li> <li>○ Placement rate: current and 3-year 100%</li> </ul> </li> <li>● Textbooks and curriculum <ul style="list-style-type: none"> <li>○ Several new editions of current textbooks to be used in 2023-2024</li> <li>○ CRISPR Cas9 labs introduced in Molecular</li> </ul> </li> <li>● Practical skills training report <ul style="list-style-type: none"> <li>○ Hands-on skills practice during summer clinical class</li> <li>○ Guest lecture on July 19</li> <li>○ Added open lab times before class for extra practice and study sessions</li> </ul> </li> </ul>

Workplace Competencies	<ul style="list-style-type: none"> <li>• Pre-clinical competency required for students entering clinical rotations</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> </ul>
New equipment acquisition	<ul style="list-style-type: none"> <li>• New Stago STart coagulation analyzer</li> <li>• New microbiology incubator to be used in new lab space</li> <li>• Additional miniPCR thermal cycler and blue light viewer</li> </ul>
External learning experiences, employment, and placement opportunities	<ul style="list-style-type: none"> <li>• Report on Trajecsys – clinical management software</li> <li>• Specialty lab opportunities requested</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>○ Speaking with students in biology and chemistry courses</li> <li>○ Middle school visits to introduce students to a career in the clinical lab</li> <li>○ Industry outreach</li> </ul> </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 such as wheelchair accessible sinks and desks</li> </ul>
New Business:	
Curriculum Decisions:	
Other:	

CHAIRPERSON SIGNATURE (or designee): 	DATE:11/29/23	NEXT MEETING: 11/30/2023
---	---------------	--------------------------

\*Meeting recording was lost, minutes recorded to the best of our knowledge.

## 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