

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) 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

PBT PROGRAM AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Welcome, introductions, and appreciation		
Approve Minutes from Last Meeting	Members approved minutes by unanimous vote*	
Old Business:	N/A	
Goals and Objectives	<ul style="list-style-type: none"> • Student outcomes report <ul style="list-style-type: none"> ○ 3-year certification pass rate: 80% <ul style="list-style-type: none"> ▪ 5 taken, 4 pass • Textbooks and curriculum <ul style="list-style-type: none"> ○ New textbook upcoming ○ Working on increasing certification through NHA and ASCP. 	T. Moody
Workplace Competencies	<ul style="list-style-type: none"> • New evaluation form has been working very well. • Call for suggestions 	T. Moody
Program Revisions	<ul style="list-style-type: none"> • Change in course progression <ul style="list-style-type: none"> ○ First 8-week course completed. Students seemed more prepared, but some issues occurred ○ Summer course is still compressed. • Proposal for Clinical Laboratory Assistant Program <ul style="list-style-type: none"> ○ Previous proposal was returned for modification <ul style="list-style-type: none"> ▪ Increase stackability of credits ○ PBT – ASCP, NHA ○ CLA – AMT • New didactic instructor – Jaime Torres-Mendoza 	T. Moody
Facilities, equipment, and reagents	<ul style="list-style-type: none"> • Construction on new lab space will begin in Fall 2023 • Expired reagents 	T. Moody
New equipment acquisition	<ul style="list-style-type: none"> • Acquired new phlebotomy chair for student practice. • Expired reagents, needles, etc. 	T. Moody
External learning experiences, employment, and placement opportunities	<ul style="list-style-type: none"> • New affiliate sites <ul style="list-style-type: none"> ○ Baylor Scott & White Killeen West 	T. Moody
Marketing, promotion, and publicizing the program	<ul style="list-style-type: none"> • Continuing to reach out through classes, advertising, virtual, and in-person settings 	T. Moody


Agenda Item	Action, Discussion, Information	Responsibility
Special populations students	<ul style="list-style-type: none"> • “Study labs” for students to provide tutoring and assistance. • ADA and additional accessibility options will be built in to new lab space. 	T. Moody
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:	
Goals and Objectives	<ul style="list-style-type: none"> • Student outcomes report <ul style="list-style-type: none"> ○ 3-year certification pass rate: 80% <ul style="list-style-type: none"> ▪ 5 taken, 4 pass • Textbooks and curriculum <ul style="list-style-type: none"> ○ New textbook upcoming <p>Working on increasing certification through NHA and ASCP.</p>
Workplace Competencies	<ul style="list-style-type: none"> • New evaluation form has been working very well. • Call for suggestions
Program Revisions	<ul style="list-style-type: none"> • Change in course progression <ul style="list-style-type: none"> ○ First 8-week course completed. Students seemed more prepared, but some issues occurred ○ Summer course is still compressed • Proposal for Clinical Laboratory Assistant Program <ul style="list-style-type: none"> ○ Previous proposal was returned for modification <ul style="list-style-type: none"> ▪ Increase stickability of credits ○ PBT – ASCP, NHA ○ CLA – AMT • New didactic instructor – Jaime Torres-Mendoza
Facilities, equipment, and reagents	<ul style="list-style-type: none"> • Construction on new lab space will begin in Fall 2023 • Expired reagents
New equipment acquisition	<ul style="list-style-type: none"> • Acquired new phlebotomy chair for student practice. • Expired reagents, needles, etc.
External learning experiences, employment, and placement opportunities	<ul style="list-style-type: none"> • New affiliate sites Baylor Scott & White Killeen West

Marketing, promotion, and publicizing the program	<ul style="list-style-type: none"> Continuing to reach out through classes, advertising, virtual, and in-person settings
Special populations students	<ul style="list-style-type: none"> “Study labs” for students to provide tutoring and assistance. ADA and additional accessibility options will be built in to new lab space.
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;">GIPWE Required Functions</p>	<p style="text-align: center;">How/when did the Committee address this function? At this meeting or a prior meeting?</p> <p style="text-align: center;">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

Description	Assigned To	Progress	Completion Date