

## Advisory Committee Meeting Record Template

CHAIRPERSON: Neil (Trey) Moody		
MEETING DATE: 12/05/24	MEETING TIME: 2:00 PM	MEETING PLACE: Virtual via Microsoft Teams
RECORDER: Samantha Jones		PREVIOUS MEETING: 08/05/2024

**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	Michelle Bell	Milestone Medical	Applications Manager
OP	Michelle Allen	VA Hospital – Temple	Chemistry
P	Jessica Ganceres	Advent Health Central Texas Hospital	Asst. Lab Director, QA Manager
OP	Christopher East	McLane Children’s Hospital	Lab Manager
P	Esther Parker	CRDAMC	Histology Supervisor
OP	Margaret Oberhelman	Baylor Scott & White	QA Supervisor
OP	Angela Belew	Seton Medical Center Harker Heights	Lab Director
OP	Amber Jones	Baylor Scott & White	Hematology
OP	Kaddie Haviland	Baylor Scott & White	Chemistry
OP	Luis Tejada	CRDAMC	Patient Services
OP	Lori Wolff	Coryell Memorial Hospital – Gatesville	Lab Manager
P	Joshua Perez	Baylor Scott & White	Evening Histology Supervisor
OP	Matt McFarland	MedAIDx - Austin	Owner

OP	Angelic Dirden	MedAIDx - Austin	Pathology Supervisor
OP	Kelli Kelley	CTC	Coordinator, Instructional Program Support Services
OP	Lesley McGough	CTC	Coordinator, Instructional Program Support Services
OP	Alexis Green	CTC	Administrative Support Specialist, Institutional accountability, Curriculum Support & Grants
OP	Jinette Campbell	CTC	Director, Instructional Program Support Services
OP	Neil Moody	CTC	HT/PBT Program Director
OP	Angela Lester	CTC	MLT Program Director
OP	Samantha Jones	CTC	MLT/HT/PBT Office Assistant

## HT PROGRAM AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Welcome, introductions, and appreciation		Trey Moody, Program Director
Approve Minutes from Last Meeting		
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:                   <ul style="list-style-type: none"> <li>▪ HT 100% (9 challenged, 8 passed on the first attempt, 1 retake within 1 year)</li> <li>▪ HTL 0% (1 challenged, passed HT exam)</li> <li>▪ Most recent graduating class: 100% (4 challenged, 4 passed on the first attempt)</li> </ul> </li> <li>○ Graduation rate: 92%</li> <li>○ Placement rate: 100%</li> </ul> </li> <li>• Textbooks and curriculum               <ul style="list-style-type: none"> <li>○ New versions of textbooks upcoming, working on updating curriculum to match.</li> </ul> </li> <li>• Didactic improvement report               <ul style="list-style-type: none"> <li>○ Previous goal: Improve Registry Review course for BOC preparation.</li> <li>○ Based on feedback from graduates.</li> <li>○ Started practice exams earlier in progression with Histotechnology III instead of in the final semester.</li> <li>○ Slight increase in overall scores</li> <li>○ Next goal: Improve targeted improvement activities. Study sheets, flashcards, etc.                   <ul style="list-style-type: none"> <li>▪ Updated study sheets and assessments</li> </ul> </li> </ul> </li> <li>• Practical skills training report</li> </ul>	Trey Moody, Program Director

Agenda Item	Action, Discussion, Information	Responsibility
	<ul style="list-style-type: none"> <li>○ Goal: Improve hands-on training in microtomy and cryotomy</li> <li>○ Based on feedback from affiliates/employers</li> <li>○ Cryostat has been purchased on a grant will be incorporated into Histotechnology I in the Spring.</li> <li>○ Added open lab times to Histotechnology I&amp;II for microtomy practice.</li> <li>○ Increasing safety training and sharps handling. <ul style="list-style-type: none"> <li>▪ Increased safety training and competencies</li> <li>▪ Clinical rotations now include competency assessment at the beginning of rotations.</li> </ul> </li> </ul>	
Workplace Competencies	<ul style="list-style-type: none"> <li>● Updated clinical forms, continuing to update with further competencies</li> </ul>	Trey Moody, Program Director
Program Revisions	<ul style="list-style-type: none"> <li>● No revisions proposed by PD.</li> <li>● Call for revision proposals.</li> </ul>	Trey Moody, Program Director
Facilities, equipment, and reagents	<ul style="list-style-type: none"> <li>● New lab space is in use</li> <li>● Still waiting for permanent student desks and replacement refrigerators</li> <li>● Expired reagents</li> <li>● Slides or blocks of interest</li> </ul>	Trey Moody, Program Director
New equipment acquisition	<ul style="list-style-type: none"> <li>● Cryostat purchased</li> <li>● Fluorescent microscope purchased for MLT/HT</li> <li>● Call for proposals</li> </ul>	Trey Moody, Program Director
External learning experiences, employment, and placement opportunities	<ul style="list-style-type: none"> <li>● Report on Trajecsys – clinical management software</li> <li>● Providence Ascension System – New affiliation agreement in place</li> <li>● Vitology Skincare – affiliation agreement on hold.</li> <li>● Central Texas Pathology – Affiliation agreement pending</li> <li>● Veracyte diagnostics – Affiliation agreement pending.</li> <li>● New interested facility – MedAIDx</li> </ul>	Trey Moody, Program Director


<b>Agenda Item</b>	<b>Action, Discussion, Information</b>	<b>Responsibility</b>
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>	Trey Moody, Program Director
Special populations students	<ul style="list-style-type: none"> <li>• Incorporating recorded lectures and virtual attendance has increased accessibility for students.</li> <li>• Accommodation policies for students with disabilities.</li> <li>• "Study labs" for students to provide tutoring and assistance.</li> <li>• ADA accessibility and additional accessibility in new lab spaces</li> </ul>	Trey Moody, Program Director
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>• Program Director welcomed attendees.</li> <li>• Minutes approved, no revisions.</li> </ul>
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: <ul style="list-style-type: none"> <li>▪ HT 100% (9 challenged, 8 passed on the first attempt, 1 retake within 1 year)</li> <li>▪ HTL 0% (1 challenged, passed HT exam)</li> <li>▪ Most recent graduating class: 100% (4 challenged, 4 passed on the first attempt)</li> </ul> </li> <li>○ Graduation rate: 92%</li> <li>○ Placement rate: 100%</li> </ul> </li> <li>• NAACLS Interim Report <ul style="list-style-type: none"> <li>○ 3-year interim report accepted</li> <li>○ Annual report has been submitted and approved</li> <li>○ Self-study will be due April 2025; site visit will be Fall 2025</li> </ul> </li> <li>• Textbooks and curriculum</li> </ul>

	<ul style="list-style-type: none"> <li>○ New versions of textbooks are upcoming; working on updating the curriculum</li> <li>○ No changes proposed at this time</li> <li>● Didactic improvement report <ul style="list-style-type: none"> <li>○ Previous goal: Improve Registry Review course for BOC preparation. <ul style="list-style-type: none"> <li>▪ Started practice exams earlier in progression with Histotechnology III instead of in the final semester. Leading to a slight increase in overall scores</li> </ul> </li> <li>○ Next goal: Improve targeted improvement activities. Study sheets, flashcards, etc.</li> </ul> </li> <li>● Practical skills training report <ul style="list-style-type: none"> <li>○ Cryostat has been purchased on a grant and will be incorporated into Histotechnology I in the Spring.</li> <li>○ Added open lab times to Histotechnology I&amp;II for microtomy practice.</li> <li>○ Increasing safety training and sharps handling.</li> <li>○ Clinical rotations now include competency assessment at the beginning of rotations.</li> </ul> </li> </ul>
Workplace Competencies	<ul style="list-style-type: none"> <li>● Updated clinical forms, continuing to update with further competencies</li> <li>● Joshua Perez agreed with setting focus on microtomy skills of the clinical students</li> </ul>
Program Revisions	<ul style="list-style-type: none"> <li>● No revisions proposed by PD.</li> </ul>
Facilities, equipment, and reagents	<ul style="list-style-type: none"> <li>● New lab space in use. <ul style="list-style-type: none"> <li>○ Permanent student tables expected Spring 2025</li> <li>○ Awaiting replacement of damaged refrigerators</li> </ul> </li> <li>● Will be conducting a tour of the new lab space in 2025.</li> <li>● Expired reagents can be donated to the program.</li> <li>● Slides and blocks of interest can be donated to the program.</li> </ul>
New equipment acquisition	<ul style="list-style-type: none"> <li>● Cryostat purchased will be included in the Spring 2025 Histotechnology I course.</li> <li>● Fluorescent microscope purchased for use by MLT/HT.</li> <li>● Document projectors donated from another department.</li> <li>● Additional embedding stations requested.</li> </ul>
External learning experiences, employment, and placement opportunities	<ul style="list-style-type: none"> <li>● Report on Trajecsys – clinical management software <ul style="list-style-type: none"> <li>○ Software running successfully</li> </ul> </li> <li>● Providence Ascension System – New affiliation agreement in place</li> <li>● Vitology Skincare – affiliation agreement on hold.</li> <li>● Central Texas Pathology – Affiliation agreement pending</li> <li>● Veracyte diagnostics – Affiliation agreement pending.</li> <li>● New interested facility – MedAIDx</li> </ul>
Marketing, promotion, and publicizing the program	<ul style="list-style-type: none"> <li>● Program promotion via college fairs and visiting classes</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> </ul> </li> <li>● Industry outreach <ul style="list-style-type: none"> <li>○ Upcoming affiliate in research, possible collaborations with veterinary and research labs</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>• Accommodation policies for students with disabilities.</li> <li>• “Study labs” for students to provide tutoring and assistance.</li> <li>• ADA accessibility and additional accessibility built into the new lab spaces</li> </ul>
New Business:	N/A
Curriculum Decisions:	N/A
Other:	Meeting concluded.

<b>CHAIRPERSON SIGNATURE (or designee):</b>   <hr/> Trey Moody Histotechnology Program Director	<b>DATE:</b> 12/06/2024	<b>NEXT MEETING: Summer 2025</b>
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## 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	Presented goals and outcomes, reviewed performance improvement initiatives and received feedback. Discussed current accreditation status and upcoming reaccreditation cycle.
Establishing workplace competencies for the program occupation(s)	Discussed current competencies and received feedback on status and suggestions for revisions. Microtomy was identified as a target for improvement.
Suggesting program revisions as needed	Discussed progress of previous outcomes. Presented new course content on cryotomy. Board approved new course content.
Evaluating the adequacy of existing college facilities and equipment	Presented new lab facilities and equipment. CTC will provide a tour in 2025 of the new lab spaces.
Advising college personnel on the selection and acquisition of new equipment	Presented new equipment purchased. Requested suggestions for future purchases. Board advised the purchase of new embedding equipment.
Identifying local business/industry leaders who will provide students with external learning experiences, employment, and placement opportunities	Invited interested businesses to sit in on advisory board meeting. Discussed other opportunities for students in research and veterinary pathology.
Assisting in promoting and publicizing the program to the community and to business and industry	Discussed current marketing initiatives. HT Program will record new marketing videos with the support of the CTC marketing department.
Representing the needs of students from special populations	Discussed new ADA accommodations in the new lab space. Reinforced support from advisory board and affiliates to provide accommodations for students at clinical rotations.



## Action Items

Description	Assigned To	Progress	Completion Date
Seek purchase of embedding equipment through grants	Trey Moody	Waiting for grant window to open	
Complete NAACLS Self-Study with support from affiliates	Trey Moody	Self-study in progress	
Provide affiliate-specific information in support of accreditation	Affiliates	Will complete as needed	
Update course curriculum to include cryotomy, increased microtome practice, and further board exam preparation	Trey Moody	In progress. Microtomy and cryotomy will be included in the Spring 2025 curriculum.	