

## Advisory Committee Meeting Record Template

CHAIRPERSON: Angela Lester		
MEETING DATE: 12/05/2024	MEETING TIME: 2:38 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
OP	Michelle Allen	VA Hospital – Temple	Chemistry
OP	Jessica Ganceres	Advent Health Central Texas Hospital	Asst. Lab Director, QA Manager
OP	Christopher East	McLane Children’s Hospital	Lab Manager
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
OP	Joshua Perez	Baylor Scott & White	Evening Histology Supervisor
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

## MLT PROGRAM AGENDA

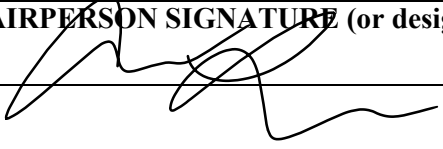
Agenda Item	Action, Discussion, Information	Responsibility
Welcome, introductions, and appreciation		Angela Lester, Program Director
Approve Minutes from Last Meeting		
Old Business:		
Goals and Objectives	<ul style="list-style-type: none"> <li>• Student outcomes report <ul style="list-style-type: none"> <li>○ Certification pass rate: current year 100 %, 3-year 86%</li> <li>○ Graduation rate: current year 71%, 3-year 81%</li> <li>○ Placement rate: current and 3-year 100%</li> </ul> </li> <li>• Textbooks and curriculum <ul style="list-style-type: none"> <li>○ New editions of current textbooks to be used in 2024-2025</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>○ Added open lab times before class for extra practice and study sessions</li> </ul> </li> </ul>	Angela Lester, Program Director
Workplace Competencies	<ul style="list-style-type: none"> <li>• Pre-clinical competency required for students entering clinical rotations</li> </ul>	Angela Lester, Program Director
Program Revisions	<ul style="list-style-type: none"> <li>• Proposed program revision adding PBT and prerequisites, decreasing clinical rotation hours, and adding seminar for registry review.</li> </ul>	Angela Lester, Program Director
Facilities, equipment, and reagents	<ul style="list-style-type: none"> <li>• New lab space is in use; still awaiting final touches.</li> <li>• Expired reagents requested; specifically occult blood.</li> </ul>	Angela Lester, Program Director
New equipment acquisition	<ul style="list-style-type: none"> <li>• New incubator</li> <li>• Fluorescent microscope grant purchase</li> </ul>	Angela Lester, Program Director
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>	Angela Lester, Program Director
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> </ul> </li> <li>• Industry outreach</li> </ul>	Angela Lester, Program Director

<b>Agenda Item</b>	<b>Action, Discussion, Information</b>	<b>Responsibility</b>
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>	Angela Lester, 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>○ Certification pass rate: current year 100 %, 3-year 86%</li> <li>○ Graduation rate: current year 71%, 3-year 81%</li> <li>○ Placement rate: current and 3-year 100%</li> </ul> </li> <li>• Textbooks and curriculum <ul style="list-style-type: none"> <li>○ New editions of current textbooks to be used in 2024-2025</li> <li>○ New labs are to be included in Molecular Diagnostics – OWL test</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>○ 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>• Proposed program revision adding PBT and prerequisites, decreasing clinical rotation hours, and adding seminar for registry review.</li> </ul>

	<ul style="list-style-type: none"> <li>○ Adding PBT will allow a smooth transition for students to transfer into the MLT program. This would also allow the Intro to Clinical Lab Science to run every 8-weeks, be completely online, and open to anyone</li> <li>○ Decrease general/core clinical rotation hours and replace it with the Phlebotomy course</li> <li>○ Registry review to add a comprehensive review and cover the new NAACLS interprofessional education requirement.</li> <li>○ The first semester will become a true prerequisite semester.</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 requested specifically occult blood.</li> </ul>
New equipment acquisition	<ul style="list-style-type: none"> <li>● New microbiology incubators purchased and in use.</li> <li>● Fluorescent microscope purchased with grant for use by the MLT/HT programs.</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>● Specialty lab opportunities requested.</li> </ul>
Marketing, promotion, and publicizing the program	<ul style="list-style-type: none"> <li>● Program promotion through classes, advertising, virtual, and in-person settings</li> <li>● Community outreach</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>● 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> 	<b>DATE:</b> 12/6/2024	<b>NEXT MEETING:</b> Spring 2025
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## Advisory Committee Required Functions

<b>GIPWE Required Functions</b>	<b>How/when did the Committee address this function? At this meeting or a prior meeting?</b>  <b>Please add to “ACTION ITEMS” below if necessary to show that this function is or will be addressed.</b>
Evaluating the goals and objectives of the program curriculum	Reported student outcomes
Establishing workplace competencies for the program occupation(s)	Discussed the continued use of clinical competencies
Suggesting program revisions as needed	Program revisions discussed to incorporate phlebotomy directly into the MLT degree plan
Evaluating the adequacy of existing college facilities and equipment	Reported on the progress of the new lab space.
Advising college personnel on the selection and acquisition of new equipment	Reported on recently acquired incubators and fluorescent microscopes
Identifying local business/industry leaders who will provide students with external learning experiences, employment, and placement opportunities	Discussed increasing placement opportunities, including specialty labs.
Assisting in promoting and publicizing the program to the community and to business and industry	Reported on recruitment and advertising
Representing the needs of students from special populations	Reported on ADA accessibility and other efforts to provide support for special populations, both in person and online.

## Action Items

[illegible]