

Advisory Committee Meeting Record Template

CHAIRPERSON: Neil (Trey) Moody		
MEETING DATE: 12/05/24	MEETING TIME: 3:05 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
P	Jessica Ganceres	Advent Health Central Texas Hospital	Asst. Lab Director, QA Manager
OP	Margaret Oberhelman	Baylor Scott & White	QA Supervisor
P	Angela Belew	Seton Medical Center Harker Heights	Lab Director
OP	Amber Jones	Baylor Scott & White	Hematology
OP	Kaddie Haviland	Baylor Scott & White	Chemistry
P	Luis Tejada	CRDAMC	Patient Services
P	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

PBT PROGRAM AGENDA


Agenda Item	Action, Discussion, Information	Responsibility
Welcome, introductions, and appreciation		
Approve Minutes from Last Meeting		
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: 95%○ 19 taken, 18 passed, 1 passed on retake• Textbooks and curriculum<ul style="list-style-type: none">○ New textbook edition adopted○ Program is now approved for ASCP, AMT, and NHA certification. CTC is an approved site for NHA phlebotomy exam.• Enrollment is excellent. Fall semester had 12 students complete class and clinical rotations	Trey Moody, Program Director
Workplace Competencies	<ul style="list-style-type: none">• Adding competencies for lab assisting tasks.• Adding specific competencies for professionalism and soft skills• Call for suggestions	Trey Moody, Program Director
Program Revisions	<ul style="list-style-type: none">• Change in course progression<ul style="list-style-type: none">○ Change to 8-week didactic, 8-week clinical has been very successful○ Summer courses will be 10-week didactic, followed by an 8-week clinical course in the beginning of the fall.○ Planning a second spring course if enrollment continues to increase.• Proposal for Clinical Laboratory Assistant Program<ul style="list-style-type: none">○ CLA program will be submitted to the Texas Board of Higher Education for approval.○ Occupational Skills award for phlebotomy program is in progress.○ PBT – ASCP, NHA	Trey Moody, Program Director

Agenda Item	Action, Discussion, Information	Responsibility
	<ul style="list-style-type: none"> ○ CLA – AMT ● Clinical Rotations <ul style="list-style-type: none"> ○ Adding new content to the clinical instructions to emphasize soft skills and professionalism 	
Facilities, equipment, and reagents	<ul style="list-style-type: none"> ● Construction on new lab space is complete. Still waiting for permanent student desks and refrigerator replacements. ● Expired reagents 	Trey Moody, Program Director
New equipment acquisition	<ul style="list-style-type: none"> ● Eyewash stations and safety equipment have been installed in the classroom. ● Expired reagents, needles, etc. 	Trey Moody, Program Director
External learning experiences, employment, and placement opportunities	<ul style="list-style-type: none"> ● New affiliate sites <ul style="list-style-type: none"> ○ Reaching to CRDAMC to restart clinical rotations on post. 	Trey Moody, Program Director
Marketing, promotion, and publicizing the program	<ul style="list-style-type: none"> ● Continuing to reach out through classes, advertising, virtual, and in-person settings 	Trey Moody, Program Director
Special populations students	<ul style="list-style-type: none"> ● “Study labs” for students to provide tutoring and assistance. ● Policies for disability accommodations <ul style="list-style-type: none"> ○ Wheelchair/mobility accommodations ○ Hearing disability accommodations ● ADA and additional accessibility options will be built in to new lab space. 	Trey Moody, Program Director
New Business:		
Curriculum Decisions:		
Other:		

MINUTES

Key Discussion Points	Discussion
Welcome, introductions, and appreciation	<ul style="list-style-type: none"> • Program Director welcomed attendees • Minutes approved, no revisions
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: 95% ○ 19 taken, 18 passed, 1 passed on retake • Textbooks and curriculum <ul style="list-style-type: none"> ○ New textbook edition adopted ○ Program is now approved for ASCP, AMT, and NHA certification. CTC is an approved site for NHA phlebotomy exam. • Enrollment is excellent. Fall semester had 12 students complete class and clinical rotations
Workplace Competencies	<ul style="list-style-type: none"> • Adding competencies for lab assisting tasks. • Adding specific competencies for professionalism and soft skills
Program Revisions	<ul style="list-style-type: none"> • Change in course progression <ul style="list-style-type: none"> ○ Change to 8-week didactic, 8-week clinical has been very successful ○ Summer courses will be 10-week didactic, followed by an 8-week clinical course in the beginning of the fall. ○ Planning a second spring course if enrollment continues to increase. • Proposal for Clinical Laboratory Assistant Program <ul style="list-style-type: none"> ○ CLA program will be submitted to the Texas Board of Higher Education for approval. ○ Occupational Skills award for phlebotomy program is in progress. ○ PBT – ASCP, NHA ○ CLA – AMT
Facilities, equipment, and reagents	<ul style="list-style-type: none"> • New lab space in use <ul style="list-style-type: none"> ○ Permanent student tables expected Spring 2025 ○ Awaiting replacement of damaged refrigerators • Will be conducting a tour of the new lab space in 2025 • Expired reagents
New equipment acquisition	<ul style="list-style-type: none"> • Eyewash stations and safety equipment have been installed in the classroom. • An additional phlebotomy chair has been obtained for practice • New Phlebotomy practice arms requested • Expired reagents, needles, etc.
External learning experiences, employment, and placement opportunities	<ul style="list-style-type: none"> • New affiliate sites <ul style="list-style-type: none"> ○ Providence Ascension System ○ St. David's Healthcare System • Reaching out to CRDAMC to restart clinical rotations on post.

Marketing, promotion, and publicizing the program	<ul style="list-style-type: none"> Continuing to reach out through classes, advertising, virtual, and in-person settings. Community outreach
Special populations students	<ul style="list-style-type: none"> “Study labs” for students to provide tutoring and assistance. Accommodation policies for students with disabilities. ADA and additional accessibility options will be built in to new lab space.
New Business:	N/A
Curriculum Decisions:	N/A
Other:	Meeting concluded.

CHAIRPERSON SIGNATURE (or designee):  <hr/> Trey Moody Program Director	DATE: 12/6/2024	NEXT MEETING: Summer 2025
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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	Presented goals and outcomes, discussed upcoming changes to incorporate lab assisting and stacked degree plans.
Establishing workplace competencies for the program occupation(s)	Discussed current evaluations and determined the need for revisions to the competencies and evaluations to include lab assistant tasks and soft skills
Suggesting program revisions as needed	Discussed ongoing proposal to create a lab assistant certificate program and change phlebotomy program to an occupational skills award.
Evaluating the adequacy of existing college facilities and equipment	Presented new lab space and equipment, discussed the use of expired reagents for student use.
Advising college personnel on the selection and acquisition of new equipment	Advisory board recommended new practice arms for purchase.
Identifying local business/industry leaders who will provide students with external learning experiences, employment, and placement opportunities	Discussed new affiliates. Presented plan to reopen clinical rotations with CRDAMC clinics.
Assisting in promoting and publicizing the program to the community and to business and industry	Discussed marketing initiatives and new video for phlebotomy program.
Representing the needs of students from special populations	Discussed ADA compliance of new lab and reviewed results from previous accommodations for students from special populations. Advisory board reinforced support for accommodations for students at clinical rotations.

Action Items

Description	Assigned To	Progress	Completion Date
Prepare new degree plan for laboratory assistant and phlebotomy to advisory board with assistance from the MLT and HT programs.	Trey Moody	In progress	
Request purchase of new phlebotomy arms using grant.	Trey Moody	Waiting for grant window to open.	
Contact CRDAMC to reopen clinics for student clinical rotations.	Trey Moody	In progress	
Record new video for marketing phlebotomy program	Trey Moody	Working with marketing department to schedule video.	