



Agenda

CVT Team Meeting

Wednesday, May 3rd, 2023

2:00-3:00pm EST

Platforms – Zoom

[Link](#)/Meeting ID: 879 7097 2353/Passcode: 392329

TOPIC	DESCRIPTION
CHECK-IN	Start Strong: How are you? Do you need anything? Student Concerns – Follow up on B. Delarosa Meeting
CURRICULUM CHANGES	Complete Course Shells to be created by end of May CVT 1200 being updated CVT 1000 being created CVT 1800C (Halley) updating
SUMMER COURSES	Updated Syllabi Fall Course Shells for Recycles – D. Garcia, F. Calderon
SUMMER SCHEDULES	Due by May 5 th , 2023
SPRING SCHEDULES	Due in July (Old Curriculum) CVT 2421C (Old Curriculum) CVT 2244 (Old Curriculum) CVT 2841L (New Curriculum) CVT 1801C (New Curriculum) CVT 2620 (New Curriculum) CVT 2420
COURSE ASSESSMENTS	Course Assessment Rubric Feedback from Dr. Cobb and Jeff Davis Faculty/Staff to share thoughts on course improvement
SIMULATION TIE-IN	Reminder to create tie-in over the Summer semester Will approach in June and schedule time in simulation lab
CLINICAL ASSOCIATE	Renewing Aliana Still seeking more applicants
APPLICATIONS	Current Amount

	Interviews with RET – Tentative schedule W,Th, F
ADVISORY BOARD MEETING	Tentative June 13 th , 2023 Hybrid Meeting/Zoom option for attendees
INVENTORY & EQUIPMENT UPDATES	Advisory Board Minutes 2022 – Dr. Cobb Peg Board Hooks (coming) Do we need anything else?
CVT HANDBOOK	Revisions and Updates Clinical/Lab grading policies Trajecsys Policy IV Policy Final Exam Policy – Add to Syllabi Plans to review policies with counsel
CLINIC SITES	Any new information?
CVT PINNING	06/24/23 ~10:00AM room booked Awardees/Ordering Plaques
PROGRAM EXPANSION/NEW PROGRAM DEVELOPMENT	Non-Invasive Program Proposal
ADDITIONAL QUESTIONS OR CONCERNS	Faculty/Staff Feedback
ADJOURNMENT & THANKS	

CVT Meeting – 05/03/2023

Date | time 5/3/2023 2:00 PM | *Location* Zoom

Meeting called by	Lena Scott, Program Director	Attendees: Ray Lenius, Faculty, Halley Bennett, Instructional Staff/Clinical Coordinator, Dr. Nicole Cobb, Adjunct, Lena Scott, Program Director, Tommy Mann, Senior Director Please read: Agenda
Type of meeting	CVT Team Meeting	
Facilitator	Lena Scott, Program Director	
Note taker	Lena Scott, Program Director	
Timekeeper	Lena Scott, Program Director	

Agenda Items

Topic	Presenter	Time allotted
<input type="checkbox"/> Check-In	All	5 mins
<input type="checkbox"/> Curriculum Changes	Lena Scott	5 mins
<input type="checkbox"/> Summer Courses	Lena Scott	10 mins
<input type="checkbox"/> Summer Schedules	Lena Scott	5 mins
<input type="checkbox"/> Spring Schedules	Lena Scott	5 mins
<input type="checkbox"/> Course Assessments	Lena Scott	5 mins
<input type="checkbox"/> Simulation Tie-In	Lena Scott	5 mins
<input type="checkbox"/> Clinical Associate(s)	Lena Scott	2 mins
<input type="checkbox"/> Applications	Lena Scott	5 mins
<input type="checkbox"/> Advisory Board Meeting	Lena Scott	5 mins
<input type="checkbox"/> Inventory & Equipment Updates	Lena Scott	5 mins
<input type="checkbox"/> CVT Handbook – Policy Updates	All	5 mins
<input type="checkbox"/> Clinic Sites	Halley Bennett	5 mins
<input type="checkbox"/> CVT Pinning	All	5 mins +
<input type="checkbox"/> Program Expansion/New Program Development	Lena Scott	>5mins
<input type="checkbox"/> Additional Questions or Concerns	All	>5mins
<input type="checkbox"/> Adjournment & Thanks	Lena Scott	>5mins

Other Information

Special notes:

- Check-In
 - Halley Bennett

- Gave feedback from CCI Conference
 - Would like to go again next year
 - Favorite presentation was on item writing
 - Raymond Lenius
 - Doing fine
 - Team Debrief after the 5/3/2023 B. Delarosa meeting
 - Make sure we have ample documentation ready in case this goes any further.
 - Clock-ins at Manatee that were on the blue locator
- Curriculum Changes
 - Complete
 - Course shells to be created by the end of May
 - Working as a team to update all syllabi and module objectives
- Summer/Fall Courses
 - Instructors asked to share updated syllabi before the beginning of the Summer semester
 - We have 2 recycles (2 additional with the new cohort)
 - 1 starting Summer 2023 - D. Garcia
 - 1 starting Fall 2023 – F. Calderon
 - Will contact IT to create the shells for Fall 2023 and the individual instructor will be responsible for rolling over course information
- Summer Schedules (Instructors/Director)
 - Due May 5th, 2023
- Spring Schedules
 - Due in July
 - Will work as a team to establish a semester schedule in June
 - Old Curriculum
 - CVT 2421C
 - RET 2244
 - CVT 2841L
 - New Curriculum
 - CVT 1801C
 - CVT 2620
 - CVT 2420
- Course Assessments
 - PD Scott used feedback from Dr. Cobb, Jeff Davis, Jean Newberry, Dr. O'Connell to create a course assessment rubric.
 - Rubric will be used to assess the courses starting in the Fall
 - Entire team will assess the courses individually then we will review as a team
 - This will be used to provide assessments to improve the overall course and outcomes
- Simulation Tie-In
 - Team's action plan
 - Create simulation course objectives
 - Meet in June with objectives to plan for the course switch day
- Clinical Associates
 - PD Scott stated that she spoke to Alianna and completed the paperwork for Summer semester
 - Alianna mentioned that she has a trip planned for the end of May
 - PD Scott still asking clinic sites to share CA link since we are increasing our cohort size and we need help
- Applications
 - Currently 29 applicants.

- 2 have not paid
 - 2 need to send in transcripts
- Working with Tamra to setup interviews.
 - W, Th, & Friday
- PD Scott asked team to remember that we are accepting 26 applicants this year
- Advisory Board Meeting
 - Tentative June 13th, 2023
 - PD Scott spoke with Medical Director and he gave a tentative yes for 6/13
 - Will utilize a hybrid/Zoom option for maximum participation.
 - PD Scott to send out the invitation on 5/5/2023
- Inventory & Equipment Updates
 - Peg board hooks ordered
 - Professor Bennett stated that we needed more scrub brushes
 - Will be going through the donations on 5/4/2023
 - PD Scott to help after her meetings
 - Professor Lenius stated that we need brushes with the soap or a dispenser that is used in the real world
 - PD Scott to look at ordering that ASAP
- CVT Handbook – Policy Updates
 - Trajecsyst Policy
 - Sr. Director Mann stated that we should add the accuracy of Trajecsyst in the policy
 - Is it accurate within 30 feet of the location it reports?
 - Performance Checklist
 - Students should receive 2 attempts at full credit
 - 3rd and final attempt begins at 74%
 - Add “excused and unexcused” for all tardies and absences
 - Add “all competencies are mandatory and must be completed”
 - PD Scott stated that she plans to review all policies and updates with counsel before Fall cohort starts
- Clinic Sites
 - Meeting with SMH Venice Hospital this week
- Program Expansion/New Program Development
 - Potential opportunity to grow the CVT program.
 - Grant given for workforce growth and development.
 - Proposing non-invasive program – Adult Echo and Vascular Track
 - Will need feedback from faculty/staff on program curriculum
 - Administration wants to know where we can overlap courses
 - CVT 1000
- Additional Questions or Concerns
 - None
- Adjournment & Thanks
 - PD Scott stated that she was grateful for all the work put into this semester and that she appreciates and values the team.

Meeting ended 2:50pm