



## Agenda

CVT Team Meeting

Wednesday, May 3<sup>rd</sup>, 2023

2:00-3:00pm EST

Platforms – Zoom

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

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

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

# 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 5<sup>th</sup>, 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 13<sup>th</sup>, 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
  - Trajecsys Policy
    - Sr. Director Mann stated that we should add the accuracy of Trajecsys in the policy
      - Is it accurate within 30 feet of the location it reports?
  - Performance Checklist
    - Students should receive 2 attempts at full credit
    - 3<sup>rd</sup> 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