



Agenda

CVT Team Meeting

Friday, August 18th, 2023

9:00-10:00am EST

A 138

TOPIC	DESCRIPTION
CHECK-IN	Start Strong: How are you? Do you need anything? Class Morale for Class of 2024 Team Expectations – How are we?
FALL SCHEDULE REMINDER	Student issues with Banner A207 vs A201
SPRING SCHEDULES	(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 SHELLS	<u>CVT 2420C, CVT 2620C, CVT 2805C</u> Dayana Garcia Blanca Delarosa Frank Calderon <u>CVT 1200</u> Stephanie Guillen
CCI RESULTS	Programmatic Data Assessment Improvement Ideas and Components Program Content Mapping
CAAHEP	What plans do we have in place for continuity if we have another disaster or someone is sick? - Course Mapping & etc.
COURSE ASSESSMENTS - REMINDER	Course Assessment Rubric Team will use on all courses for improvement plan
SIMULATION TIE-IN	8/24 & 9/14 CVT 1800C
CLINICAL ASSOCIATE(S) – FALL 2023	Miki Morales ...
CVT HANDBOOK	Feedback from the lawyer Signed forms on Castle Branch – Individual Folders Absence & Tardiness Policy Discussion

STUDENT OF CONCERN	Encouraged use by administration – let's address the issue before there is an issue Professionalism Forms and Write- Ups/Trajecsys 2 nd Simulator
INVENTORY & EQUIPMENT UPDATES	
PROGRAM EXPANSION/PROGRAM DEVELOPMENT CURRICULOG CLINIC SITES	Non-Invasive Updates Topic Outline/CLO Updates in Curriculog – Syllabi Updates Sarasota Memorial Venice – 1 st time placement Additional Information
ADDITIONAL QUESTIONS OR CONCERNS	
ADJOURNMENT & THANKS	

CVT Meeting – 08/18/2023

Date | time 8/18/2023 9:00 PM | Location A 115

Meeting called by	Lena Scott, Program Director	Attendees: Ray Lenius, Faculty, Halley Bennett, Instructional Staff/Clinical Coordinator, Lena Scott, Program 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"/> Fall Schedule Reminder	Lena Scott	5 mins
<input type="checkbox"/> Spring Schedules	Lena Scott	10 mins
<input type="checkbox"/> Course Shells	Lena Scott	5 mins
<input type="checkbox"/> CCI Results	Lena Scott	5 mins
<input type="checkbox"/> CAAHEP	Lena Scott	5 mins
<input type="checkbox"/> Course Assessments - Reminder	Lena Scott	5 mins
<input type="checkbox"/> Simulation Tie-In	Lena Scott	2 mins
<input type="checkbox"/> Clinical Associates – Fall 2023	Lena Scott	5 mins
<input type="checkbox"/> CVT Handbook	Lena Scott	5 mins
<input type="checkbox"/> Student of Concern	Lena Scott	5 mins
<input type="checkbox"/> Inventory & Equipment Updates	Lena Scott	5 mins
<input type="checkbox"/> Program Expansion/Program Development & Curriculog	Lena Scott	5 mins
<input type="checkbox"/> Clinic Sites	Halley Bennett	>5mins
<input type="checkbox"/> Additional Questions or Concerns	All	>5mins
<input type="checkbox"/> Adjournment & Thanks	Lena Scott	>5mins

Other Information

Special notes:

- Check-In
 - Everyone is doing great and are ready for classes.
 - Team communication and morale is better.
- Fall Schedule Reminder

- There were some issues after the curriculum changes were put into Banner. These changes affected the syllabi. In addition, since we are doing bootcamp with CVT 2840L, we will move the classes scheduled in A 207 to A 201 on Tuesdays and Thursdays of the bootcamp. Since we have the room reserved for multiple classes, there were issues with students' schedules. Please be on the lookout for any questions related to these issues.
- Spring Schedules
 - Old Curriculum
 - CVT 2421C
 - RET 2244
 - CVT 2841L
 - New Curriculum
 - CVT 1801C
 - CVT 2620
 - CVT 2420
 - Current schedule created in July is what works for the team as of now. Team members asked to note that the credit hours are different for CVT 2420 and they are going down to 3 instead of 6.
- Course Shells
 - Course shells have been created for the following classes. In addition, the students listed under those courses should be sent an invite:
 - CVT 2420C, CVT 2620C, CVT 2805C
 - Dayana Garcia
 - Frank Calderon
 - CVT 1200
 - Stephanie Guillen
- CCI Results
 - The team discussed the test results from the 2023 graduates.
 - First Time Takers – $7/9 = 77.8\%$
 - Altogether – $8/9 = 88.9\%$
 - Content Mapping
 - The team reviewed the content map of upcoming JRC-CVT standards for each of our courses. Team will review and bring back at the next meeting.
- CAAHEP
 - The team discussed what plans we have in place if another pandemic or catastrophic event happens.
- 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
 - Students for CVT 1800C will meet on 8/24/2023 & 9/14/2023 in AA 218 for lab those days.
- Clinical Associates
 - Miki Morales will be helping us for Fall 2023. We are still looking for more CAs who are willing to help.
- CVT Handbook – Policy Updates
 - The team reviewed feedback from the lawyer stating that the handbook verbiage was clear and made sense. The team will keep the handbook as is and will re-evaluate in a year.
- Student of Concern Form

- Team was encouraged to use the student of concern and early alert form for students who they notice are struggling in class. We want to be ahead of the situation. In addition, we are uploading a copy of the professionalism form to Trajecsys. We will use that to keep electronic storage.
- Inventory & Equipment Updates
 - Gloves, contrast spikes, and cardiac catheterization packs have been ordered.
 - Working on getting the 2nd simulator from Mentice. We will have to get maintenance to look at the lab as it is now and let us know if we can have a 2nd TV monitor in the lab.
- Program Expansion/New Program Development & Curriculog
 - Not moving forward with the grant. Currently waiting on approval from VPAA and foundation support.
 - If approved, we will look at the general education requirements for both programs and remove 1 of the sciences and medical terminology so that both programs will be even. We will add those credits back to our labs or other didactic courses as needed.
 - The process for curriculum revisions has changed. We will now work through Dr. Rebecca Harris to put in information into Curriculog. We will have to start out with a request form before moving forward to any of the other steps.
 - We will work on getting all topic outlines, course learning outcomes, and syllabi updates into the system for approval for the Fall 2024 catalog.
- Clinic Sites
 - We are placing students at the Sarasota Memorial Venice for the first time. Physicians Regional and Memorial are currently on probation.
- 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 10:00am