



Agenda

CVT Team Meeting

Friday, September 22nd, 2023

9:00-10:00am EST

[Zoom Link](#)/A 115

TOPIC	DESCRIPTION
CHECK-IN	Start Strong: How are you? Do you need anything? Team Expectations – How are we?
ADVISORY BOARD MEETING	Tentative Date: June 11 th , 2024
CVT PINNING CEREMONY	Tentative Date: June 22 nd , 2024
SYLLABI UPDATES	Simple Syllabus for Spring 2024 CVT 1801C CVT 2420 CVT 2620 CVT 2421C CVT 2841L (Admin Goal – End of October)
PROGRAM EXPANSION/PROGRAM DEVELOPMENT CURRICULOG	Non-Invasive Updates Curriculog – Syllabi Updates Topic Outline/CLOs for whole program Deadline November 6 th , 2023
CLINIC	MOUs – Who Have We Heard From (TGH/HealthPark) Potential Spring & Summer Out of District Placements (Hotels Required)
STUDENTS OF CONCERN	Class of 2024 Class of 2025 Early Alerts
STEM EVENT	Volunteers & Plan
INVENTORY & EQUIPMENT UPDATES	2 nd Simulator – Ordering

	Cath Packs-Should be here end of September Do We Need Anything?
ADDITIONAL QUESTIONS OR CONCERNS	
ADJOURNMENT & THANKS	

CVT Meeting – 09/22/2023

Date | time 9/22/2023 11:00 AM | *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"/> Advisory Board Meeting	Lena Scott	5 mins
<input type="checkbox"/> CVT Pinning Ceremony	Lena Scott	5 mins
<input type="checkbox"/> Syllabi Updates	Lena Scott	5 mins
<input type="checkbox"/> Program Expansion/Curriculum	Lena Scott	5 mins
<input type="checkbox"/> Clinic	Halley Bennett	5 mins
<input type="checkbox"/> Students of Concern	Lena Scott	5 mins
<input type="checkbox"/> STEM Event	Lena Scott	2 mins
<input type="checkbox"/> Inventory & Equipment	Lena Scott	5 mins
<input type="checkbox"/> Additional Questions or Concerns	Lena Scott	5 mins
<input type="checkbox"/> Adjournment & Thanks	Lena Scott	5 mins

Other Information

Special notes:

- Check-In
 - Everyone is doing well.
- Advisory Board Meeting
 - Tentative date proposed for June 11th, 2024 9:00 AM.
 - PD Scott will reach out to the Medical Director to see if this date works.
- CVT Pinning Ceremony
 - Tentative date of June 22nd, 2024 was proposed and approved by the team. This will be dependent on the RRT program pinning date.
- Syllabi Updates

- PD Scott will update the new course masters through Simple Syllabus. Faculty and Instructional Staff will have access to the syllabi after the course masters have been submitted. PD Scott to check with Dr. Harris and McClinton on when she can access those.
- Spring courses:
 - CVT 1801C
 - CVT 2420
 - CVT 2620
 - CVT 2421C
 - CVT 2841L
- Program Expansion/Curriculum
 - Not moving forward with the grant. We have received approval to seek funding. We have heard from prospective donors.
 - Administration wants to see if we can use the same equipment for a general sonography program.
 - We will have to touch base with the representative to see the difference in cost.
 - Looking to place all courses on the Charlotte campus.
 - With the exception of the courses taught at Lee campus (CVT 1000, 2620, 2920).
 - 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 Curriculum.
 - We will work on getting all course discontinuations, topic outlines, course learning outcomes, and syllabi updates into the system for approval for the Fall 2024 catalog. The deadline is November 6th, 2024. Program goal is to input in all topic outlines and course learning objectives by the end of October.
- Students of Concern
 - Class of 2024
 - Arianna
 - Makayla
 - Yvez
 - Class of 2025
 - Salomon
 - Leah
 - Michelle
 - Jennifer
 - Early alerts placed for Salomon, Leah, Michelle, and Jennifer after failing their first exam in pharmacology.
 - Professors Lenius and Bennett to monitor these students and their exam grades. Additional alerts will be placed if they are failing other courses.
- STEM Event
 - Event will take place October 28th, 2023.
 - Current volunteers
 - Sierra
 - Taylor
 - Plan
 - CVT Presentation
 - Heart dissections
 - Show the simulator

- Inventory & Equipment
 - 2nd simulator for the lab is being ordered.
 - Will need approval from IT/VPAA/VPO
 - Goal is to have it ordered by the end of October
 - We have received approval to mount a 2nd TV monitor in the lab
 - This will be ordered as well
 - We have received quotes from 2 vendors for the c-arm table
 - Will not use the company from last time due to shipping constraints
- Additional Questions or Concerns
 - The team is currently trying to make sure they have enough time to cover content in CVT 1800. After the hurricane, many items were shifted and some of the courses are behind. Professor Bennett and Lenius to discuss how they are going to schedule those modules.
- Adjournment & Thanks

Meeting ended 11:30am