



## Agenda

CVT Team Meeting

Friday, October 27<sup>th</sup>, 2023

9:00-10:00am EST

[Zoom Link](#)/A 115

TOPIC	DESCRIPTION
<b>CHECK-IN</b>	How is the semester going? Do you need anything?
<b>ADVISORY BOARD MEETING</b>	Tentative Date: June 11 <sup>th</sup> , 2024 Emailed Dr. Escarcega to verify date: Awaiting approval
<b>SYLLABI UPDATES</b>	Simple Syllabus for Spring 2024 CVT 1801C CVT 2420 CVT 2620 CVT 2421C CVT 2841L Course Masters have been approved; Syllabi can be edited by faculty/instructional staff
<b>PROGRAM EXPANSION/PROGRAM DEVELOPMENT CURRICULOG</b>	Non-Invasive Updates Curriculog – Syllabi Updates Topic Outline/CLOs for whole program Deadline November 6 <sup>th</sup> , 2023
<b>CLINIC</b>	MOUs – Who Have We Heard From (TGH/HealthPark) Potential Spring & Summer Out of District Placements (Hotels Required)
<b>STUDENTS OF CONCERN</b>	Class of 2024 Class of 2025
<b>INVENTORY &amp; EQUIPMENT UPDATES</b>	Early Alerts – Any improvement? 2 <sup>nd</sup> Simulator – Ordered! Do We Need Anything?
<b>ADDITIONAL QUESTIONS OR CONCERNS</b>	

**ADJOURNMENT & THANKS**

# CVT Meeting – 10/25/2023

*Date | time* 10/25/2023 9:00 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.
  - PD Scott discussed mental health resources for faculty and staff.
  - Professor Lenius to cover PD Scott for the collegiate high school November 1<sup>st</sup> presentation from 12:30-2pm.
- Advisory Board Meeting
  - Medical Director approved the advisory board meeting for June 11<sup>th</sup>, 2024.
- CVT Pinning Ceremony
  - 2<sup>nd</sup> years chose Friday, June 21<sup>st</sup>, 2024, as their pinning date.
- Syllabi Updates

- Course Masters have been approved. Faculty and instructional staff are asked to submit their syllabi for approval.
  - Professor Lenius stated that his Spring courses were 90% complete.
- Spring courses:
  - CVT 1801C
  - CVT 2420
  - CVT 2620
  - CVT 2421C
  - CVT 2841L
- Program Expansion/Curriculum
  - Topic outlines and course learning objectives have been submitted.
  - The course change for CVT 2205 was submitted because the description needed to be updated.
  - Non-Invasive program – we are seeing how much the equipment price would be to share between a sonography and echo/vascular program.
- Clinic
  - MOUs
    - LeeHealth (3)
    - TGH
    - NCH
  - Out of District Hotel Usage
    - We will use the hotels in Spring and Summer
    - PD Scott to ask for a rate for the school
- Students of Concern
  - Class of 2024
    - Yvez
  - Class of 2025
    - We have lost one student – Hernan H.
    - Salomon S. – still needs to complete open gloving and scrub competencies
  - Professor Bennett stated that she wanted to change the attendance policy for the lab courses to mimic that of the clinic courses.
    - PD Scott stated that the handbook states that all didactic and lab courses will state their attendance policy in their syllabus. Professor Bennett advised to make this change in the CVT 1801C syllabus.
- STEM Event
  - Event will take place October 28<sup>th</sup>, 2023.
    - Current volunteers
      - Sierra
      - Taylor
      - Tatianna
  - Plan
    - CVT Presentation
    - Heart dissections
    - Show the simulator
- Inventory & Equipment
  - All orders placed!
    - C-arm table is present
    - Waiting for TV monitor to be installed
    - Waiting for installation date for simulator

- Additional Questions or Concerns
  - RCIS Review Material
    - We will not have grant funding for this, this year.
    - PD Scott looking to use our donation funds to supplement this need.
      - We may have to purchase a bunch a books, and rent them out to students.
        - This will allow us to have some review books on hand. We can order one additional book per year to keep up with any changes.
    - CAAHEP report
      - Reviewing with former Director Cobb.
      - Will add more analysis for our retention rate.
        - Job roles need to be updated for several people via Professor Bennett.
    - Employer Grad Survey
      - Set to go out on December 1<sup>st</sup>, 2023.
      - Will need the contact for Physician's Regional to score Alex.
- Adjournment & Thanks

Meeting ended 09:36am