



Agenda

CVT Team Meeting

Friday, December 8th, 2023

9:00-10:00am EST

[Zoom Link](#)/A 115

TOPIC	DESCRIPTION
CHECK-IN	We made it! 1 st semester of curriculum changes – faculty/staff thoughts for improvements Course Rubrics
SPRING SCHEDULE	Already Approved; Halley will be teaching all of CVT 1801C moving forward
SUMMER SCHEDULE	Please review. This involves new courses where the students will be going to invasive rotations. No adjuncts or faculty will teach in this semester.
FALL SCHEDULE	Please review. This is the schedule if we do not have a full-time faculty and utilize our Adjuncts.
EMPLOYER SURVEYS & ANNUAL REPORT	Scheduled to go out on December 1 st ; Need contact for Physicians Regional Annual report turned in on 11/16/2023
SYLLABI UPDATES	Simple Syllabus for Spring 2024 CVT 1801C CVT 2420 CVT 2841L Due by December 1 st , 2024 All curriculum changes have been approved. We will see the changes on Simple Syllabus beginning in Fall 2024

PROGRAM EXPANSION/PROGRAM DEVELOPMENT CURRICULOG CLINIC	<p>No updates from administration on the Non-Invasive program.</p> <p>MOUs – Who Have We Heard From (TGH/HealthPark/NCH)</p> <p>Potential Spring & Summer Out of District Placements (Hotels Required)-Hotels will be booked by 12/15/2023</p>
CLINICAL ASSOCIATE RECRUITMENT	<p>Pay increases across the board (Checking on this)</p> <p>Will send out a flyer to all clinic sites in the area</p> <p>Reaching out to the 2nd years to see what Preceptors are their favorites/I'll reach out to the directly</p> <p>Planning to setup a site visit when they have staff meetings to express our need for help/December 4-15th, 2024 (Will let the team know what dates and locations)</p>
FULL-TIME FACULTY RECRUITMENT	<p>Will begin advertising when Professor Lenius' paperwork has been accepted after the holiday break</p>
FINAL GRADES/STUDENTS OF CONCERN	<p>Who is moving forward? - Class of 2024 (16)</p> <p>Who is moving forward? Class of 2025 (12)</p>
INVENTORY & EQUIPMENT UPDATES	<p>2nd Simulator – Received!</p> <p>Installation and Training Dates – TBD</p> <p>Cardiac Cath Packs</p> <p>Do We Need Anything (Spring 2024)?</p>
CVT CLUB UPDATES	<p>American Heart Walk</p> <p>Club Shirts - Donations</p>
PRECEPTORSHIP TRAINING	<p>Updates from administration – Plans moving forward</p>
LAMBDA NU	<p>Looking at doing an induction in Spring so the students can fulfill a volunteer experience</p>

MARKETING – APPLICATION SEASON

Will be reaching out for
interviews to place on social
media. (Please send me contact
information)

A&P classes

Open House Dates

On-Campus Events

Barbara Mann Sign and TVs
throughout the college

**ADDITIONAL QUESTIONS OR
CONCERNS**

ADJOURNMENT & THANKS

CVT Meeting – 12/08/2023

Date | time 12/8/2023 9:00 AM | *Location* Zoom

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"/> Spring Schedule	Lena Scott	5 mins
<input type="checkbox"/> Summer Schedule	Lena Scott	5 mins
<input type="checkbox"/> Fall Schedule	Lena Scott	5 mins
<input type="checkbox"/> Employer Surveys & Annual Report	Lena Scott	5 mins
<input type="checkbox"/> Syllabi Updates	Lena Scott	5 mins
<input type="checkbox"/> Program Expansion/Program Development Curriculog	Lena Scott	5 mins
<input type="checkbox"/> Clinic	Lena Scott	5 mins
	Halley Bennett	
<input type="checkbox"/> Clinical Associate Recruitment	Lena Scott	5 mins
<input type="checkbox"/> Full-Time Faculty Recruitment	Lena Scott	5 mins
<input type="checkbox"/> Final Grades/ Students of Concern	Lena Scott	5 mins
Inventory & Equipment Updates	Lena Scott	5 mins
CVT Club Updates	Halley Bennett	5 mins
Preceptorship Training	Lena Scott	5 mins
Lambda Nu	Lena Scott	5 mins
Marketing – Application Season	Lena Scott	5 mins
Additional Questions or Concerns	All	5 mins
Adjournment & Thanks		

Other Information

Special notes:

- Check-In
 - Under the new curriculum, courses went smoothly.
 - Instructors are asked to use the course rubric to review all the courses taught this Fall.
- CVT 1000
 - The hurricane knocked the class off course by a couple of days
 - Professor Lenius is worried that there may still be too much respiratory involved in the course.
 - Wants to bring PD Newberry into the CVT 2620 course in the Spring for a guest lecture.
 - PD Scott stated that there will be respiratory taught in CVT 2205 – Advanced Cardiac Care.
 - The team will look at making the book optional.
- CVT 1800C
 - Professor Bennett would like to keep the didactic and lab portions separate moving forward.
 - She feels good owning the whole course. The team supports this decision and feels that it is better for the students.
- Spring Schedule
 - Professor Bennett will own CVT 1800C.
 - Instructor Office Hours are due by January 5th, 2024.
- Summer Schedule
 - Professor Bennett and PD Scott will teach the summer courses for 2024.
 - The team will look at removing the echo rotation and use that time to place students into the cardiac rehabilitation unit.
- Fall Schedule
 - Tentative schedule has been created.
 - Schedule allows second year students to come in and help with lab. This alleviates the need for multiple clinical associates.
 - The schedule is created without a full-time faculty member. This means that PD Scott, Professor Bennett, and Adjunct Lenius will be teaching the courses unless someone is hired as a full-time faculty.
- Employer Surveys & Annual Report
 - Surveys went out on December 1st, 2023.
 - Erin R. no longer works at HealthPark so we will need to send the survey to the new manager.
 - We need to find a contact at Physicians Regional to get an employer survey.
- Syllabi Updates
 - All syllabi changes were due by December 1st, 2023.
 - All curriculum changes have been approved.
 - Changes will show in the Fall 2024 catalog.
- Program Expansion/Program Development Curriculog
 - There are no updates from administration at this time.
- Clinic
 - We have MOUs from TGH/HealthPark/NCH.
 - The hotel has been booked for Spring 2024 – Rotation 3.
 - The hotel has guaranteed us a locked in rate for Spring and Summer 2024.
- Clinical Associate Recruitment
 - PD Scott checking on pay increase across the SoHP.
 - CA pay was increased last year for the CVT program, so the increase may not have affected our program.
 - PD Scott is working on a flyer to send out to the clinical affiliates.
 - We are also reaching out to the students to see who their favorite preceptor is so we can reach out to them directly.

- PD Scott is planning to setup visits to staff meetings to express our need for CAs.
- Full-Time Faculty Recruitment
 - Professor Lenius plans to step down to Adjunct position for the Fall.
 - He will turn in his paperwork when we return from Winter break.
 - Advertising for his job will begin once paperwork has been placed.
 - Professor Lenius asked for a heads up if we find someone to hire. That way he can setup his payments from FRS.
- Final Grades/Students of Concern
 - We are losing 1 student from the class of 2025. (15)
 - Salomon S. (H22)
 - We are losing 1 student from the class of 2024 (11)
 - Dayanna G. (recycle)
 - We will need to create a new policy for check-offs to be placed in the handbook.
- Inventory & Equipment Updates
 - Our TV monitor has been placed and our simulator has arrived.
 - Waiting for Alex from Mentice to send me a date for training.
 - Cardiac cath packs have arrived in America.
 - The packs will probably arrive during the Winter break.
 - Professor Bennett stated that we needed transducers with the line on them to connect to our manifolds.
 - We also need a steel table for the 3rd simulation station and a peg board for the back wall.
- CVT Club Updates
 - \$250.00 was donated for the American Heart Association Walk.
 - The team is asked to support the second years with their t-shirt fundraiser.
- Preceptorship Training
 - We are trying to find a way to fundraise the preceptor memberships.
 - We cannot use the foundation funds, so the Dean has asked the students to fundraise for it.
 - PD Scott is following up with Lauren Finn to see if this is possible.
- Lambda Nu
 - We are looking at opening up membership in the Spring so that students can fulfill a volunteer experience. Right now, we have a few students who qualify. They will be emailed in the Spring.
- Marketing – Application Season
 - The program goal is 50 applicants.
 - We will use the BB Mann sign, TVs around the school, and posted brochures.
 - Additional advertisement will be done through Medical Terminology and A & P courses, open houses, and on-campus events.
 - PD Scott also to follow up with marketing on social media advertisements.