



Agenda

CVT Team Meeting

Friday, January 5th, 2024

9:00-10:00am EST

[Zoom Link](#)/A 115

TOPIC	DESCRIPTION
CHECK-IN	Starting Off Strong! Still teaching out old courses and teaching in new curriculum – what do we need to update?
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	Need contact for Physicians Regional
CLINIC	MOUs – Who Have We Heard From (TGH/HealthPark/NCH) Potential Spring & Summer Out of District Placements (Hotels Required)- Hotel will need to be booked for Summer 2024
CLINICAL ASSOCIATE RECRUITMENT	Will send out a flyer to all clinic sites in the area Reaching out to the 2 nd years to see what Preceptors are their favorites/I'll reach out to them directly
FULL-TIME FACULTY RECRUITMENT	Will begin advertising when Professor Lenius' paperwork has been accepted after the holiday break

STUDENTS OF CONCERN/PROFESSIONAL CONCERNS FORM	Continue using for Spring 2024 semester
INVENTORY & EQUIPMENT UPDATES	2 nd Simulator – Received! Installation and Training Dates – TBD Cardiac Cath Packs Do We Need Anything (Spring 2024)?
REMINDER - CVT CLUB PINNING	June 21 st , 2024 (Friday)
PRECEPTORSHIP TRAINING	Updates from administration – We can use funds raised by Lambda Nu to pay for the Preceptor memberships (Yay!)
LAMBDA NU	Qualifying: Liz R. Alberto M. Taylor L. Will reach out to them via email this semester. Induction will occur in the Summer if all criteria are met.
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 – 01/05/2024

Date | time 1/5/2024 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"/> Summer Schedule	Lena Scott	5 mins
<input type="checkbox"/> Fall Schedule	Lena Scott	5 mins
<input type="checkbox"/> Employer Surveys	Lena Scott	5 mins
<input type="checkbox"/> Clinic	Lena Scott/ Halley Bennett	5 mins
<input type="checkbox"/> Clinical Associate Recruitment	Lena Scott	5 mins
<input type="checkbox"/> Full-Time Faculty Recruitment	Lena Scott	5 mins
<input type="checkbox"/> Students of Concern/Professional Concerns Form	Lena Scott	5 mins
<input type="checkbox"/> Inventory & Equipment	Lena Scott	5 mins
<input type="checkbox"/> Reminder – CVT Club Pinning	Lena Scott	5 mins
<input type="checkbox"/> Preceptor Training	Lena Scott	5 mins
Lambda Nu	Lena Scott	5 mins
CVT Club Updates	Halley Bennett	5 mins
Marketing – Application Season	Lena Scott	5 mins
Additional Questions or Concerns		
Adjournment & Thanks		

Other Information

Special notes:

- Check-In

- We are still teaching out old courses and bringing in new curriculum.
 - Currently we have 15 first years and 11 second years.
- Summer Schedule
 - Professor Bennett and PD Scott will teach the summer courses for 2024.
 - Professor Bennett asked that the Summer schedule be checked in Banner because she is seeing two courses listed for CVT 2842. PD Scott will follow up with Tamra on this.
- 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
 - Surveys went out on December 1st, 2023.
 - Erin R. no longer works at Health Park so we will need to send the survey to the new manager.
 - One completed by Lauren Pope. PD Scott following up via email to get the other responses.
 - We need to find a contact at Physicians Regional to get an employer survey.
- Clinic
 - We have MOUs from TGH/Health Park/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 sent 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.
 - Miki Morales resigned for this semester.
 - Full-Time Faculty Recruitment
 - Professor Lenius plans to step down to Adjunct position for the Fall.
 - He will turn in his paperwork the second week on the semester.
 - 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
 - Students of Concern/ Professional Concerns Form
 - We will continue using these for the Spring 2024 semester. They really helped to grab the attention on the students who were falling behind.
- Inventory & Equipment Updates
 - Waiting to see if we can set up a date for a Zoom training with Alex.
 - He will send us a cover for the new simulator like the one we have for Mercedes.
 - Cardiac cath packs have arrived!!!!
 - Professor Bennett stated that we needed transducers with the line on them to connect to our manifolds.
 - PD Scott is researching this. The transducers are really expensive and there are not clear depictions on what transducers would work well with our manifold. We may end up ordering new manifolds.
 - Back table is ordered. Should be here by the end of next week.
- CVT Club Updates

- Pinning ceremony is June 21st, 2024 (Friday)
- Preceptorship Training
 - We can use funds raised by Lambda Nu to pay for the preceptor memberships.
- Lambda Nu
 - Students emailed in Spring about their qualifications:
 - Lis, Alberto, and Taylor
- Marketing – Application Season
 - The program goal is 50 applicants (to interview).
 - We have another goal to reach capacity for our program enrollment (26).
 - 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.
 - Professor Bennett stated that we should try to get into the Corner stone courses as well.
 - PD Scott also to follow up with marketing on social media advertisements.

Meeting adjourned 9:24 AM