



## Agenda

CVT Team Meeting

Friday, February 9th, 2024

9:00-10:00am EST

[Zoom Link](#)/A 115

TOPIC	DESCRIPTION
CHECK-IN	How did the Attendance Verification work? Feedback needed Are there any students that we are worried about? Do you need anything?
BSHSM – CVT TRACK	New Bachelor's Degree proposal – Guest Dr. Foster
BUDGET UPDATES	Sublett/Gift
CLINIC	Out-of-district discussion
SUMMER SCHEDULE & SUMMER COURSES	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	1Received out of 9
CLINICAL ASSOCIATE RECRUITMENT	Team interview scheduling – Wednesdays after 2:15 PM Goal – 2 Consistent CAs We are being asked to fill these roles by March 1 <sup>st</sup> , 2024
FULL-TIME FACULTY RECRUITMENT	Will begin advertising when Professor Lenius' paperwork has

	been accepted after the holiday break
<b>ACADEMIC – COURSE MAPS</b>	Finish course maps for this semester and the last CVT 1000 CVT 1200 CVT 1800C CVT 1801C CVT 2420 CVT 2620
<b>STUDENTS OF CONCERN/PROFESSIONAL CONCERNS FORM</b>	Are we worried about any students?
<b>INVENTORY &amp; EQUIPMENT UPDATES</b>	Anti-fatigue mat ordered Pegboard (in-process) Back table ordered (March 2024) Transducers (in-process) Will work on purchasing new gowns/drapes/gloves at the end of the semester
<b>NON-INVASIVE PROGRAM</b>	LeeHealth wants to finance the program Administration still has not heard back from Schultz family Another opportunity to ask for help through Sublett family If approved, Fall 2025 implementation
<b>REMINDER - CVT CLUB PINNING</b>	June 21 <sup>st</sup> , 2024 (Friday) Any updates?
<b>REMINDER – ADVISORY BOARD MEETING</b>	Anything we need to add/address
<b>APPLICATION UPDATES</b>	___ As of 2/7/2024
<b>UPCOMING TIME OFF</b>	Professor Lenius – Eye Surgery (TBD)/JRC-CVT Site Reviews Professor Scott – 2/23 & 2/26 (off)
<b>ADDITIONAL QUESTIONS OR CONCERNS</b>	
<b>ADJOURNMENT &amp; THANKS</b>	

# CVT Meeting – 02/09/2024

*Date | time* 2/9/2024 9:00 AM | *Location* Zoom

Meeting called by	Lena Scott, Program Director	Attendees: Dr. Susan Foster, HIT Program Director, 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"/> BHSM – CVT Track	Dr. Susan Foster/ Lena Scott	5 mins
<input type="checkbox"/> Budget Updates (Sublett funds)	Lena Scott	2 mins
<input type="checkbox"/> Clinic	Halley Bennett	2 mins
<input type="checkbox"/> Summer Schedule & Summer Courses	All	2 mins
<input type="checkbox"/> Fall Schedule	Lena Scott	2 mins
<input type="checkbox"/> Employer Surveys	Lena Scott	2 mins
<input type="checkbox"/> Clinical Associate Recruitment	Lena Scott	5 mins
<input type="checkbox"/> Full-Time Faculty Recruitment	Lena Scott	2 mins
<input type="checkbox"/> Academic – Course Maps	Lena Scott	1 min
<input type="checkbox"/> Students of Concern/Professional Concerns Form	Lena Scott Halley Bennett	5 mins
<input type="checkbox"/> Inventory & Equipment	Lena Scott	5 mins
<input type="checkbox"/> Non-Invasive Program	Lena Scott	2 mins
<input type="checkbox"/> Reminder – CVT Club Pinning	Lena Scott/Halley Bennett	1 min
<input type="checkbox"/> Reminder – Advisory Board Meeting	Lena Scott	1 min
<input type="checkbox"/> Upcoming Time Off	Lena Scott	2 mins
Additional Questions or Concerns		
Adjournment & Thanks		

### Special notes:

- BSHSM – CVT Track
  - Item moved up on agenda
  - Dr. Foster explained the Curriculum Proposal 2.0
    - We have 15 credits to create our degree specific courses
    - Advised us to look at stackable credentials to support program completion
  - Team discussed created a CVT track
    - Worried about the amount of students who would go into the program
      - We would need to really market the program to alumni
      - Discussion needs to happen with clinic sites
        - Could poll in CCI/ACVP/ Cath Lab Digest
- Budget Updates
  - Amount left in the gift account reviewed with the team
    - Priorities are simulators and having funds for student travel
  - Money left in the lab fee account
- 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.
- Check-In
  - Attendance verification feedback – went well
  - Team is doing fine
  - Student issue with K. Vasquez
    - Waiting for a meeting with the Senior Director
    - FERPA waiver sent
- Summer Schedule
  - Professor Bennett and PD Scott will teach the summer courses for 2024.
  - Schedule checked by team.
  - Rotations discussed for CVT 2842C
- 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 1<sup>st</sup>, 2023.
    - Only 1 survey collected.
  - Will resend to additional contacts at clinic sites.
  - We need a contact at Physicians Regionals
- Clinical Associate Recruitment
  - Utilizing 2<sup>nd</sup> years to help in the lab
  - We have a goal to have 2 main/consistent CAs
    - We have been asked to fill these roles by March 1<sup>st</sup>, 2024
- Full-Time Faculty Recruitment

- Professor Lenius has turned in his paperwork
    - 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
- Academic – Course Maps
  - Finish course maps for this semester and the last semester
- 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.
  - Student we are worried about
    - Michelle
      - Concerned with the interest of being a CVT (Professor Bennett)
    - Madison
      - Personal Issues
    - Jennifer
      - Personal Issues
- Inventory & Equipment Updates
  - Ordering:
    - Anti-fatigue mat
    - Transducers
    - Pegboard (waiting to hear back from maintenance)
    - Gowns/Drapes/Gloves (at the end of the semester)
    - Back-table ordered
      - Will be here in March
  - Will be cleaning up the back store room at the end of the semester
  - Paused on ordering until funds are allocated for simulators
- Non-Invasive Program
  - LeeHealth wants to finance the program
    - Waiting to hear back from administration
  - We still have not heard back from the Schultz foundation
  - We have another opportunity to ask for help from the Sublett family
- Reminder – CVT Club Pinning
  - Pinning ceremony is June 21<sup>st</sup>, 2024 (Friday)
  - Time has not been determined
  - Students have over \$300 budget
- Reminder – Advisory Board Meeting
  - The team discussed agenda items
    - Will add the BSHS degree option
- Application Updates
  - We have 10 applicants so far
    - 1 more than we had last year
- Upcoming Time Off
  - Professor Lenius will be out of office 2/14/2024
    - Upcoming eye surgery TBD
  - PD Scott
    - 2/23 & 2/26 off

Meeting adjourned 10:22 AM