



## Agenda

CVT Team Meeting

Friday, March 8<sup>th</sup>, 2024

9:00-10:00am EST

[Zoom Link](#)/A 115

TOPIC	DESCRIPTION
<b>CHECK-IN</b>	How are you? Do you need anything? Are there any students we need to worry about?
<b>PHYSICIANS REGIONAL</b>	Received contact information asking about our students Need to follow up
<b>CLINIC</b>	Any updates?
<b>CLINICAL ASSOCIATE RECRUITMENT</b>	We have two CAs! Still recruiting for Summer Semester (Meeting 2x/week)
<b>FULL-TIME FACULTY RECRUITMENT</b>	Job is posted – Committee Chair is Dr. Teju Application review begins 3/20/2024
<b>INVENTORY &amp; EQUIPMENT UPDATES</b>	Anti-fatigue mat (in-process) Pegboard (in-process) Back table ordered (March 2024) Transducers (in-process) Gowns/Drapes/Gloves (in-process) Mentice CarePlans – 2024-2027 Mentice Software Purchases
<b>REMINDER - CVT CLUB PINNING</b>	June 21 <sup>st</sup> , 2024 (Friday)
<b>CVT ADVISORY BOARD MEETING</b>	June 11 <sup>th</sup> , 2024 (Tuesday)
<b>LAMBDA NU</b>	Will host a bake sale after break – Please support
<b>CVT CLUB</b>	Any updates?
<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>GENERAL COURSE CHANGES (FALL 2024 IMPLEMENTATION)</b>	Courses Going Away: Math 1106 Physics 1007C Replacement Choices: Math 1105 or 1130 Physics 1020 or 2053
<b>COURSE UPDATES</b>	Course Maps needed by May 3 <sup>rd</sup> , 2024
<b>CVT HANDBOOK UPDATES</b>	2024 – 2026 Link: <a href="https://forms.office.com/r/qqn4ERKww9">https://forms.office.com/r/qqn4ERKww9</a>
<b>ADDITIONAL QUESTIONS OR CONCERNS</b>	
<b>ADJOURNMENT &amp; THANKS</b>	

# CVT Meeting – 03/08/2024

*Date | time* 3/8/2024 9:06 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"/> Physicians Regional	Lena Scott/Halley Bennett	5 mins
<input type="checkbox"/> Clinic	Halley Bennett	2 mins
<input type="checkbox"/> Clinical Associate Recruitment	Lena Scott	2 mins
<input type="checkbox"/> Full Time Faculty Recruitment	Lena Scott	2 mins
<input type="checkbox"/> Inventory & Equipment Updates	Lena Scott	2 mins
<input type="checkbox"/> Reminders – CVT Club Pinning & Advisory Board Meeting	Lena Scott	2 mins
<input type="checkbox"/> Lambda Nu	Lena Scott	5 mins
<input type="checkbox"/> CVT Club	Halley Bennett	2 mins
<input type="checkbox"/> Non-Invasive Program	Lena Scott	1 min
<input type="checkbox"/> General Course Changes (Fall 2024 Implementation)	Lena Scott Halley Bennett	5 mins
<input type="checkbox"/> Course Updates	Lena Scott	5 mins
<input type="checkbox"/> CVT Handbook Updates	Lena Scott	2 mins
<input type="checkbox"/> Additional Questions or Concerns	All	1 min
<input type="checkbox"/> Adjournment and Thanks	All	1 min

## Other Information

Special notes:

- 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
- Physicians Regional
  - New manager wants to know why they do not have students.
    - Cardiologist issue
    - Location is full of travelers
  - Halley will reach out for a meeting
- Clinical Associate Recruitment
  - Utilizing 2<sup>nd</sup> years to help in the lab
  - We have hired a 2<sup>nd</sup> CA
    - Still looking for more help in the Summer
- Full-Time Faculty Recruitment
  - Search committee established
    - Chair is Dr. Teju
  - We will begin to review applications as they come in.
  - Advertisements will be placed on SICP, ACVP, Indeed, and LinkedIn platforms.
- Inventory & Equipment Updates
  - Moving forward with the Mentice Care Plans to cover all machines
    - The care plans will be on the same cycle by 2027
    - The team will need to decide what software packages we want to move forward with
      - We are revisiting the simulator outsourcing opportunity to allow the different hospitals to use our simulators for training and instruction
        - The logistics is being sorted out
        - We need to make sure that there are hospitals that are interested
  - 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
- 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
  - June 11<sup>th</sup>, 2024
- Non-Invasive Program
  - LeeHealth wants to finance the program
    - Waiting to hear back from administration
    - PD Scott met with the site directors to talk about the status of the program
      - They are pushing it forward to administration so that we can get the ball moving
    - Professor Lenius stated that he has a contact who could help with the general ultrasound program

- PD Scott to follow up with him
  - We still have not heard back from the Schultz foundation
  - We have another opportunity to ask for help from the Sublett family
- General Course Changes (Fall 2024 Implementation)
  - Math 1106 and Physics 1007C is going away
    - The team will review the other courses to make sure the students have what they need to meet the program's requirement
- Course Updates
  - Academic – Course Maps
    - Finish course maps for this semester and the last semester
      - Due by May 3<sup>rd</sup>, 2024
  - CLOs and MLOs
    - Make sure we are teaching to the CLOs and that the MLOs are in alignment
      - Make sure we are assessing the measurable outcomes
  - Exam Scoring
    - 1<sup>st</sup> years will not be penalized for missing 1 part of a multiple part question.
    - Beginning in the Summer semester the questions will be all or nothing.
- CVT Handbook Updates
  - There is a link to input any changes or additions that are needed for the new handbook.
    - Plans are to have this updated by the Summer semester.
- Additional Questions or Concerns
  - Application Updates
    - We have 15 applicants so far

Meeting adjourned 9:27 AM