



## Agenda

CVT Team Meeting

Friday, November 15<sup>th</sup>, 2024

9:00-10:00 AM EST

[Zoom Link](#)/A 115

TOPIC	DESCRIPTION
CHECK-IN	Check-In Do you need anything? Are there any students that we are worried about? K. O'Dell Update
CLINIC	Any updates? CastleBranch Discussion Removing fingerprinting from the cost package
INVENTORY & EQUIPMENT UPDATES	Ordering: Sterile Towels (ordered) IV Start-Kits (ordered) Scrub brushes Glowacki & Sommers Books (ordered) Do we need anything else?
NON-INVASIVE PROGRAM	Grant completed – December update Curriculum submitted for review and accreditation approval
CVT ADVISORY BOARD MEETING & PINNING CEREMONY	Last day of classes 04/22/2025 Thursday, <b>April 17<sup>th</sup>, 2025</b> (Meeting) Friday, <b>April 25<sup>th</sup>, 2025</b> (Pinning Ceremony)-Need a time UPDATE ON LOCATIONS AVAILABLE
UPDATE ON GRADUATIONS	Moving back to having 3 ceremonies

<b>SCHOOL SPLIT</b>	Moving to split nursing from Allied Health- Will be looking to hire Associate Dean sooner than later
<b>BONNIE LAFEMINA</b>	Update of Health
<b>CURRICULUM CHANGES</b>	<p>CVT 2842C Course Number Change – Need Help</p> <p>Removing Medical Terminology – CVT 1000 Update (Ray feedback on the book)</p> <p>Redistribute credit hours</p> <p>CVT 2420 4 (+1)</p> <p>CVT 2421 4 (+1)</p> <p>CVT 2840L 8 (+3)</p> <p>CVT 2841L 8 (+2)</p> <p>Review topic outlines:</p> <p>CVT 1200</p> <p>CVT 1800C</p> <p>CVT 1801C</p> <p>CVT 2205</p> <p>CVT 2420</p> <p>CVT 2620</p> <p>CVT 2920</p>
<b>NICK CIMINO SCHOLARSHIP</b>	Changes to foundation process; We will no longer be able to recommend students
<b>CAAHEP ACCREDITATION</b>	<p>Annual Report 2024 – Team Feedback</p> <p>If non-invasive is approved:</p> <p>Self-Study – April 1, 2026</p> <p>Site Visit – Late Summer/Early Fall 2026</p> <p>JRC-CVT Agenda – October 2026</p> <p>CAAHEP Agenda – November 2026</p>
<b>ADDITIONAL PLANS FOR PROGRAM EXPANSION</b>	<p>Invasive – Satellite Location (West coast) 2026</p> <p>Non-Invasive – Pediatric Concentration (Certificate) 2027</p>

**ADDITIONAL QUESTIONS OR  
CONCERNS**

**ADJOURNMENT & THANKS**

# CVT Meeting – 11/15/2024

*Date | time* 11/15/2024 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"/> Clinic	Halley Bennett	5 mins
<input type="checkbox"/> Inventory & Equipment Updates	Lena Scott	2 mins
<input type="checkbox"/> Non-Invasive Program	Lena Scott	2 mins
<input type="checkbox"/> CVT Advisory Board Meeting & Pinning Ceremony	Lena Scott	5 mins
<input type="checkbox"/> Updates on Graduations	Lena Scott	2 mins
<input type="checkbox"/> School Split	Lena Scott	1 min
<input type="checkbox"/> Bonnie LaFemina	Lena Scott	1 min
<input type="checkbox"/> Curriculum Changes	Lena Scott	2 min
<input type="checkbox"/> Nick Cimino Scholarship	Lena Scott	2 min
<input type="checkbox"/> CAAHEP Accreditation	Lena Scott	1 min
<input type="checkbox"/> Additional Plans for Program Expansion	Lena Scott	1 min
<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

- Each team member was asked if they needed anything and if they were worried about any students.
  - The only student that we are worried about and need to follow up on is Kari O'Dell. Following the meeting with Halley and Lena, Kari was asked to come in for a follow up meeting that includes the Dean. She will be receiving a write-up and an action plan if she decides to move forward.
- Clinic
  - We are moving in using Castle Branch bridges. Halley states that she hasn't had any issues with it thus far.
    - As a school we are removing fingerprinting from the package to save on costs. The team is looking forward to creating a list of places that the students can go to.
  - Clinic MOUs
    - TGH -signed
    - Gulf Coast – signed
    - Health Park – signed
    - NCH – signed
    - Manatee – legal counsel declined
- Inventory & Equipment Updates
  - Current plans are to order the following:
    - Sterile towels - ordered
    - IV start kits - ordered
    - Saline bags
    - Cardiac cath packs
    - Scrub brushes
    - Glowacki and Sommers books - ordered
- Non-Invasive Program
  - PD Scott completed the grant application and submitted the curriculum for both programs to the curriculum committee for approval. We will follow up on this at the December meeting.
- CVT Advisory Board Meeting & Pinning Ceremony
  - The meeting will be held on Thursday, April 17<sup>th</sup>, 2025 in A 207. The pinning ceremony will be on Friday, April 25<sup>th</sup>, 2025. Due to construction, the AA 177 room will not be available for use so we will need to use another space.
    - Halley stated that there is no money in the club account and that the students will need to fundraise.
    - In addition, we need an update on club officers.
- School Split
  - The school is moving to split from nursing.
  - We will be the school of allied health.
  - We are looking to hire an Associate Dean before the Dean.
- Bonnie LaFemina
  - It was reported that the former interim associate dean for allied health has some family issues. Her fiancé was diagnosed with cancer, and even though the tumor was removed, the cancer is very progressive and the doctors are giving him 6 to 12 months to live. The team was encouraged to reach out to her and provide her comforting thoughts.
- Curriculum Changes
  - The team did not have updates on other course numbers that would replace CVT 2842C.
  - Ray provided feedback on the medical terminology book that we will use for CVT 1000.
  - Course credits will be distributed as follows:
    - CVT 2420 4 (+1)

- CVT 2421 4 (+1)
  - CVT 2840L 8 (+3)
  - CVT 2841L 8 (+2)
- We will continue to review the topic outlines and CLOs of program courses.
- Nick Cimino Scholarship
  - There have been changes to the process of providing the Nick Cimino scholarship. We will no longer to recommend students for the scholarship. PD Scott has asked to be kept in the loop of the changes so that we can make sure the CVT students know since the scholarship is technically for them.
- CAAHEP Accreditation
  - The annual report has been submitted to the team and administration for feedback and revision.
    - No feedback given.
  - If the non-invasive program is approved we will submit both programs for accreditation (continuing accreditation for the invasive program):
    - Self-Study – April 1<sup>st</sup>, 2026
    - Site Visit – Late Summer/Early Fall 2026
    - JRC-CVT Agenda – October 2026
    - CAAHEP Agenda – November 2026
- Additional Plans for Program Expansion
  - Expand the invasive program to the West coast in 2026
  - Non-Invasive – include a pediatric concentration (certificate) for graduates with RCS credentials 2027
- Additional Questions or Concerns
  - PD Scott asked the team to review the CVT Handbook policies as we move into the next cohort and will need to make some updates.

Meeting adjourned 9:40 AM