



## Agenda

CVT Team Meeting

Monday, January 6<sup>th</sup>, 2025

9:00-10:00 AM EST

Zoom/A 115

TOPIC	DESCRIPTION
<b>CHECK-IN</b>	Check-In (Officially split) Program/Administrative Updates Pictures for graduating cohort
<b>CLINIC</b>	Any updates? Hotel Booked for Madison *Make sure we follow up on requirements for hotel stay*
<b>INVENTORY &amp; EQUIPMENT UPDATES</b>	Ordering – Contrast and IV Poles
<b>NON-INVASIVE PROGRAM</b>	Grant was not approved. VPAA is taking the proposal to the cabinet. Curriculum was approved.
<b>CVT ADVISORY BOARD MEETING &amp; PINNING CEREMONY</b>	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)- Asked Tamra to secure the room either AA 177 or the theater Awards: Ray Lenius – Madison Academic - Highest GPA Luke Clinical - Jacob
<b>CLINICAL COORDINATOR POSITION</b>	Working on updating this to a Program Coordinator position for equity
<b>CAAHEP ACCREDITATION</b>	Annual Report 2024 – Submitted
<b>SIMPLE SYLLABUS</b>	All should be approved.
<b>APPLICANTS</b>	Applications open 1/1 – 5/31 4 applicants Working with marketing on key course indicators
<b>CVT HANDBOOK</b>	Review/Submit changes for 2025-2027 version
<b>ADDITIONAL QUESTIONS OR CONCERNS</b>	

**ADJOURNMENT & THANKS**

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# CVT Meeting – 01/06/2025

*Date | time* 1/6/2025 9:02 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"/> Clinical Coordinator Position	Lena Scott	2 min
<input type="checkbox"/> CAAHEP Accreditation	Lena Scott	1 min
<input type="checkbox"/> Simple Syllabus	Lena Scott	1 min
<input type="checkbox"/> Applicants	Lena Scott	1 min
<input type="checkbox"/> CVT Handbook	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
  - The team discussed what was needed and how they were feeling going into Spring 2025.
    - Ray
      - Worried about the freshmen and their understanding of arrhythmias.
    - Halley

- Worried about freshmen cohort being slightly behind in the lab course.
    - Plans on working on catheter control and exchange this semester.
  - Worried about the senior cohort for clinic.
    - Majority of the students will be starting clinic late (1/16) except the students at TGH.
    - Clemencia
    - Leah (behavior)
      - Starts clinic on 1/15
  - We are working on securing another photographer for class pictures this semester.
    - Halley is waiting to hear back from her contacts.
  - Lena announced that she will be resigning her position effective January 31<sup>st</sup>, 2025.
    - She is working to get Halley's position changed to a Program Coordinator position and to have someone hired before she leaves. She is open to helping make sure the transition is smooth. She will be present for the advisory board meeting and pinning ceremony.
- Clinic
  - Majority of the students are starting clinic late.
  - We have not heard back from Lakewood Ranch or Florida Heart Associates.
  - The hotel has been booked for Madison and Michelle.
    - Email for instructions and rules will be sent out to them. Additional verbal conversation about room rules will be discussed as well.
  - Clinic MOUs
    - TGH -signed
    - Gulf Coast – signed
    - Health Park – signed
    - NCH – signed
    - Manatee – legal counsel declined
- Inventory & Equipment Updates
  - Ordering more IV poles.
  - Team discussed ordering contrast and stated that using it would damage the manifolds that we have, so the students are better off using water.
- Non-Invasive Program
  - Grant from FutureMakers was not approved. The administration is taking it to the state for funding. We will know something in July.
  - Curriculum was approved for both programs.
    - Microbiology and Medical Terminology will be removed as required courses and course hours will increase for CVT 2420, 2421, 2840L, 2841L.
- 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.
    - PD Scott to reserve the previous location (theater) for pinning. The theater has been reserved.
  - Awards
    - We will not award the Jeff Davis award this year.
    - Ray Lenius – Madison Myer
    - Academic – Luke Campbell (highest program GPA)
    - Clinic - Jacob
- Clinical Coordinator Position

- We are working to change the Clinical Coordinator position into a Program Coordinator position for more pay opportunity and to establish equity across the allied health programs.
- CAAHEP Accreditation
  - The annual report has been submitted.
- Simple Syllabus
  - All syllabi should be approved.
- CVT Handbook
  - Team asked to review the current handbook and submit changes for the 2025-2027 edition.
- Additional Questions or Concerns
  - Ray stated that he will not teach any lab courses for the summer semester. He will be open to teaching didactic courses, but not the lab or clinical courses.
    - Halley stated that she may be around during that time, so if the schedule allows, she will help teach during summer mini-a term.

Meeting adjourned 9:28 AM