**Faculty Planning Meeting**

**August 18, 2025, 3:00 PM**

**Attendance:**

* + Genny Baballeku, RRT - Program Coordinator
  + Jean Newberry, RRT-NPS, ACCS - Program Director Respiratory Care
  + Heather O'Connell, RRT, CPFT - Faculty Respiratory Care & BS-CPS
  + Ray Lenius, RCIS - Faculty BS-CPS, Acting PD CVT
  + **Online:** Nicole Smith, RRT, Adam Francis, RN, Halley Bennett, RCIS

**1. Welcome**

* + Previous meeting minutes approved and seconded

**2. Course Scheduling**

**AS Program**

* + **Monday:** RET2254C - Heather teaching (lecture morning, lab afternoon). Genny, Johnnita, and Nick assisting with lab.
  + **Tuesday:** RET2714 - Monica teaching (pending HR clearance) with Jean's assistance. Blended course meeting approximately every other week.
  + **Wednesday:** RET2234C - Genny teaching (lecture morning, lab afternoon). Heather, Jaida, and Katie assisting with lab.
  + **Thursday:** RET1024 - Jean teaching with Katie in class.
  + **Thursday/Friday:** RET2874L - Clinic led by Genny. New schedule setup with students attending one main clinic site for the entire semester instead of switching halfway through. Students will rotate through rehab, asthma education, and elective sites (ALS clinic, free-standing ER, Sleep Lab, Lee Dept of Health).

**BS Program**

* + All fall courses running as planned except RET4933 (only 2 enrolled) - will be an independent study for Heather.
  + Heather will teach RET4652, HSA3113
  + Ray will teach RET4445
  + Adam will teach RET4524
  + Nicole will teach RET4715

**3. Proctor U and Proctorio**

* School is going to Honor Lock and replace previous during this year.

**4. Program Outcomes**

**CVT Program**

* + Clemencia completing independent study to make up clinic time missed due to physical injury
  + 10 students entering fall semester with expected spring graduation (started with 22)
  + RCIS exam: Graduates had difficulty scheduling exams (May graduation, most cleared for exam in July)
  + 4/13 eligible graduates have attempted and passed
  + Most graduates working in the field, primarily in Florida
  + Personnel updates: Still seeking instructors for teaching and clinic visits
  + Halley continuing clinic oversight as an adjunct
  + Genny assisting with clinical paperwork and site visits
  + Dean pursuing a headhunter to fill position
  + Ray serving as PD until December, then stepping back
  + Jean may take over PD role in January if needed
  + No new CVT cohort for fall 2025; planning for fall 2026 cohort with school support
  + Noninvasive CVT program in planning stages with course development started

**RC Graduate Outcomes**

* + Most graduates have jobs promised; updates pending as they receive licenses and official offers
  + Tim working in Alabama, Barbara in Colorado, Ciara planning move to Georgia
  + All graduates except Kenny graduated on time (Kenny delayed due to Civics Literacy exam)
  + All other graduates passed TMC at the high cut score
  + CSE exam: Tim, Destiny, and Christian retook and passed; Lisa still needs to take it; Nadine and Madison failed first attempt and have not retaken yet
  + 14 graduates are RRT certified

**Incoming Students**

* + 2 "recycling" students: Remy and Harmony
  + 2 students accepted from CVT program who needed to recycle
  + 29 true freshmen
  + Stannira Butler undecided about joining
  + Alexis ran audits on missing courses, distributed at orientation and will email

**Returning Students**

* + 22 second-year students
  + 28 started last fall (including 3 recycles)

**5. Effectiveness Plans**

**AS RESP**

* + Program Learning Outcomes (PLOs) developed last year
  + This year: Identifying 3 student learning outcomes (course outcomes) that align with one PLO
  + PLO to be determined

**AS CVT**

* + No PLOs designed for CVT program
  + Ray will work with Jean to create them

**BS-CPS**

* + PLOs created for BS program
  + Jean will select one PLO and identify student learning outcomes to highlight them