

Radiology Staff Meeting – 9/17/2025

Time: 9:00a

Location: A-125

Meeting called by	Rendy Petrin, Program Director	Attendees: Rendy Petrin Program Director, Coleen Kubetschek Clinical Coordinator, Michael McNiskin Program Coordinator Please read: Agenda
Type of meeting	Radiology Team Meeting	
Facilitator	Rendy Petrin, Program Director	
Note taker	Rendy Petrin, Program Director	

Agenda Items

	Presenter	Time allotted
1. Review of Old Minutes	Rendy	5 min
2. 2025 Staff Goals	All	5 min
3. Equipment Training Forms	All	5 min
4. 2025/26 Program Effectiveness Plan	Rendy	15 min
5. Syllabi Updates	Rendy	5 min
6. Program and Student Learning Outcomes	Rendy	15 min
7. Roundtable Discussion	All	15 min

Discussion

- Old meeting minutes review:** Minutes from 8-18-25 were reviewed. All items noted for follow-up were completed. Of note, the JRCERT annual plan was submitted and accepted by JRCERT. In regards to the goal setting meeting, that was held a few weeks ago and will be discussed next.
 - Follow-up: None, all items completed.
- 2025 Staff Goals:** Everyone has developed their 2025 goals following the form #1 template established in the School of Allied Health Policy.
 - Follow-up: **Mike** and **Coleen** to also enter these goals in Agile for approval.
- Equipment Training Forms:** Rendy sent out notification to all staff and clinical associates that they need to send him the completed equipment checklists showing that they have had training on the new x-ray machines.
 - Follow-up: **Coleen** to follow up with all CAs to remind them to turn it in to Rendy. **Rendy** will follow up with staff that need to turn it in.
- 2025/26 Program Effectiveness Plan:** Rendy reviewed the 25/26 program effectiveness plan that has been entered in the Anthology Planning app. The plan includes:
 - Program Mission Statement
 - List of 7 program learning outcomes (PLO)
 - PLO #1 goals for entry level radiographers
 - 3 student learning outcomes (SLO) that include
 - Clinical competency
 - Technological competency
 - Patient care skills
 - Follow-up: FYI only. We will refer to this throughout the year. **Rendy** will develop a spreadsheet and provide to staff which will show what data they need to gather from their courses and when it needs to

be submitted to him.

5. **Syllabi Updates:** All the syllabi need to be updated to include at least 6 student/course learning outcomes. Rendy is sending the template to the staff to fill out for their courses. Use the BoodleBox app to help you develop the outcomes.
 - a. Follow-up: **Coleen** and **Mike** to work on their SLO for each course syllabi and return to Rendy when completed.
6. Program and student learning outcomes: Rendy has been working to update and add additional PLO and SLO that we will use to measure our program. Everyone reviewed and when completed he will send them out to the staff.
 - a. Follow-up: **Rendy** to send completed list to staff.
7. Roundtable Discussion:
 - a. Mike asked Rendy to get with the 1st class to have them pick a class representative
 - i. Follow-up: Rendy to speak with 1st year class next week about this.
 - b. Asked about the status of the manikins
 - i. **Mike** to call company to check on status of adult manikins
 - ii. **Rendy** to check on status of infant manikin being ordered
 - c. The radiation protection program has been completed by Rendy. Rendy has also finalized the process to make him the Radiation Safety Officer and to have the delegation of authority over the equipment. The college President has signed off on these documents. We are now just waiting for the equipment tube registrations to be finalized by the state.
 - i. Follow-up: FYI only

Meeting adjourned at 10:00am