

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. Update on Curriculum Syllabi Updates	Rendy	5 min
2. Review of Program Effectiveness Goals and Objectives	All	5 min
3. Employer and Graduate Surveys	Rendy	5 min
4. FSW Strategic Planning Question	All	10 min
5. Review of PLO/SLO Calendar Items Due	All	5 min
6. Returning Students from Last Year	All	5 min
7. Spring Semester Preparation Needs	All	10 min
8. Roundtable Discussion	All	15 min

Discussion

- Curriculum Syllabi Updates:** All of the updated curriculum syllabi have been submitted to the curriculum committee for review. Rendy will meet with the committee on Friday November 21st for final approval. During this meeting, Rendy has also submitted a request to have the newest program learning outcomes updated to the college catalog.
 - Follow-up:** FYI only. Rendy to meet with the committee on the 21st
- Program Effectiveness Goals:** Goals will be updated as data comes in. Did not have time to review each specific goal at this time.
 - Follow-up:** FYI only
- Employer and graduate surveys:** Rendy updated and submitted both the graduate survey and the employer surveys to Team AASPIRE for them to convert them into an on-line survey that can be emailed out. This will make it easier for respondents to complete and return the surveys and hopefully result in an improved response rate.
 - Follow-up:** The surveys have been converted by Team AASPIRE and will be sent out in December
- FSW Strategic Planning Question:** The office of strategic innovation and online learning asked all areas to participate in a survey question that asked: What's one thing FSW could do to support your success? Group discussed some items. One was to improve the FSW website to make faculty forms and resources easier to find. Another item was to provide some direction on how to discuss what are considered DEI issues specific to healthcare without breaking any existing Florida laws.
 - Follow-up:** FYI discussion only
- Returning students from last year:** Discussed the plan for two students returning to the program in the Spring semester after dropping out of the program last Spring. Will develop a knowledge and skills assessment that

they will need to complete in order to determine what areas need focus prior to sending the students back out into the clinical setting.

- a. **Follow-up:** Individual plans will be developed and communicated to the students. Each student is scheduled to meet with program director and clinical coordinator today in which the plan will be shared.
6. **Spring semester preparation needs:** Asked what we need to prepare or purchase in order to be ready for the Spring semester. Will need to move the C-arm from the sim lab down to the radiology lab
 - a. **Follow-up:** FYI only. Will move the C-arm prior to start of next semester.
7. **Roundtable Discussion:**
 - a. **Lab Fees:** A budgeting error resulted in no lab fees being charged to students for practicum and positioning lab in this Fall semester. This has been corrected and charges will be in effect for the Spring semester. Students will not have to pay the current Fall semester.
 - b. **Budget Review:** Reviewed remaining budget for CA utilization. Since the lab fees have been added back in, we should be OK with keeping the CA hours as they are currently being utilized.
 - c. 'Nothing further was discussed

Meeting adjourned at 10:00am