

Meeting called by	Rendy Petrin, Program Director
Type of meeting	Radiology Team Meeting
Facilitator	Rendy Petrin, Program Director
Note taker	Rendy Petrin, Program Director

Attendees: Rendy Petrin Program Director, Coleen Kubetschek Clinical Coordinator, Michael McNiskin Program Coordinator, Jonelle Cortina Adjunct Faculty

Please read: Agenda

Agenda Items

	Presenter	Time allotted
1. Travel Policy	Rendy	5 min
2. Hurricane Readiness	All	5 min
3. Office Hours	All	5 min
4. Mentor for Adjunct	Rendy	5 min
5. Syllabi Updates	Rendy	10 min
6. SOS Survey	Rendy	5 min
7. Move towards Paperless	Rendy	5 min
8. Annual Program Goals and Assessment	Rendy	15 min
9. JRCERT Annual Report	Rendy	5 min
10. Ribbon Cutting	Rendy	5 min
11. Lab Rules	All	5 min
12. Roundtable Discussion	All	15 min

Discussion

- Travel policy was reviewed. When submitting travel to and from the clinical sites, you should enter either the shortest distance of travel from your current position to that clinical site or to the next destination.
 - Follow-up: FYI only
- All staff have reviewed the hurricane preparedness information. Jonelle needs to sign up to take the Emergency Remote Readiness course. Rendy showed her how to access it.
 - Follow-up: **Jonelle** to complete as soon as possible.
- Office hours: All full-time staff to submit their office hours form to Rendy for review and sign-off and posting. Include your office hours as well as classes your are teaching.
 - Follow-up: **Mike and Coleen** to submit to Rendy this week.
- Mentor for new adjunct faculty member Jonelle Cortina was identified. Coleen will be her mentor, however she can reach out to any of us for any questions or issues.
 - Follow-up: **Coleen** to check in regularly with Jonelle. **Rendy** will be in her class on Monday to help her out with any issues. **Mike** will also help her out with the classes and PowerPoints.
- Syllabi Updates: Rendy has reviewed all of the program syllabi and they all need to have course learning outcomes (CLO) added to them. Discussed CLO and how they should flow to a program learning outcome.

- a. There should be minimum of 6 CLO for each course, but no more than 10.
- b. Each CLO should begin with an action verb and be measurable
- c. BoodleBox can be used to develop the CLO. This program assures FERPA guidelines as it is restricted to the FSW environment. It also helps to fine tune the CLO
- d. If there is something you are assessing in your class, be sure that there is instruction and/or demonstration to the students on how to perform the item being assessed and how it will be evaluated/graded.
- e. The "Topic Outline" section of each syllabus should not be a listing of the book chapters, but a short sentence of the major learning sections of the course that will be covered.
- f. Follow-up: **Coleen and Mike** to review each of their courses and:
 - i. Work with Rendy to develop a minimum of 6 CLO for each course
 - ii. Update the "Topic Outline" section of each of their courses
 - iii. Review instructions on any skills assessments
6. Student Opinion Survey (SOS) discussed. We want to get better participation in each course this year. We have the ability to add 3 custom questions to our program SOS. Asking for input on what those questions should be.
 - a. Follow-up: **Mike, Coleen, Jonelle, and Rendy** to set aside 15 minutes in each class once the SOS surveys are available and have the students complete the SOS the last 15 minutes of that class. Be sure to leave the room while this is being done.
 - b. **Mike and Coleen** to provide Rendy with some ideas for 3 custom SOS questions.
7. Move towards paperless: Rendy is asking everyone to try to make as many of their tests, quizzes, assessments, etc. as make sense into a paperless format.
 - a. Follow-up: **Mike, Coleen, Jonelle** to review what can be converted to paperless and review with Rendy.
8. Annual Program goals and Assessment: Rendy will meet with Coleen and Mike to finalize our annual PLO and 3 CLO
 - a. Follow-up: **Rendy** to set up meeting
9. JRCERT annual report is being completed by Rendy and he will submit this week. Rendy will share outcome of the annual report.
 - a. Follow-up: **Rendy** to complete annual report and submit to JRCERT this week.
10. Ribbon cutting ceremony for the new energized lab is scheduled for Wednesday September 3rd. Marketing with FSW and Canon will work together
 - a. Follow-up: Students will be enlisted to help with the ceremony.
11. Mike has developed some "Rules" for the students utilizing the new energized lab area. The rules have been posted on the walls outside the x-ray rooms.
 - a. Follow-up: FYI only
12. Roundtable Discussion:
 - a. Mike is waiting on manikins and dosimeter holders for the lab along with a few other supplies.
 - b. Mike is having a CA meeting on Friday to review responsibilities and miscellaneous items
 - c. Jonelle was give her book for her class. She has her PowerPoints and is reviewing them. Rendy or Mike will show her how to publish them for her first class on Wednesday the 27th.
 - d. Coleen is still working on getting the on-boarding completed for her students for the various clinical sites
 - e. Everyone remind students to do their attendance verification during the first week of classes

Meeting adjourned at 3:45pm