

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. Syllabus Requirements	Rendy	2 min
2. Kettering Seminar Dates	Rendy	3 min
3. Adjunct Faculty Evaluation	Rendy	5 min
4. Review of Program Effectiveness Goals and Objectives	All	10 min
5. Employer and Graduate Surveys	Rendy	5 min
6. Mid-term Student Progress Meetings	Rendy	5 min
7. Information Session	Rendy	5 min
8. Renaissance Faire	All	5 min
9. Advisory Committee Meeting	Rendy	5 min
10. Returning Students from Last Year	All	5 min
11. Roundtable Discussion	All	15 min

Discussion

1. **Syllabus Requirements:** Syllabi must now be published 50 days before the beginning of the term. It must have the following items included: Late grading policy, how to communicate with the instructor, that students can expect email responses within 24-48 hours, the course schedule, the grading policy, and information on proctoring and use of Home Lock
 - a. **Follow-up:** FYI only. Will make sure all items are present in Summer syllabi
2. **Kettering Seminar Dates:** Kettering is scheduled for June 11 and 12. Will need to have a room scheduled for them.
 - a. **Follow-up:** Rendy to have Tamra reserve a room for both days.
3. **Adjunct Faculty Evaluation:** Must be completed by February 13. Asking everyone to please complete for review.
 - a. **Follow-up:** Rendy to send follow-up reminder email to the two adjuncts.
4. **Program Effectiveness Goals:** Reviewed all the goals in the Anthology app. Some are complete and those that are not are waiting for data that will be available at the end of the Spring semester
 - a. **Follow-up:** FYI only
5. **Employer and graduate surveys:** Reviewed both the on-line graduate and employer surveys in the Qualtrics app.

- a. **Follow-up:** FYI. The scores from both surveys were good. 9 students responded to the survey and 5 employers responded
- 6. **Mid-Term Student Progress Meetings:** All instructors who have a student whose mid-term average is below 80% should have a one on one meeting with that student to review with them strategies to try to improve their average and to be sure that it does not drop any lower.
 - a. **Follow-up:** All instructors including adjunct to meet at mid-term with any student whose cumulative average for their course at that time is below an 80%.
- 7. **Information Session:** There will be an information session on Tuesday January 27th from 5p to 6:30p in A-105. This is open to the general public for those wanting information on applying to the radiologic technology program. Remy and the staff will give a presentation covering the important parts of the application process, how student are chosen into the program, and general information as well as a Q&A session.
 - a. **Follow-up:** FYI only
- 8. **Renaissance Faire:** We are being asked to participate in the faire on March 11 and 12. Will need to decide which of us can attend and what we can do that is linked to medieval times and radiology????????
 - a. **Follow-up:** Not sure yet, but will decide
- 9. **Advisory Committee Meeting:** The meeting is scheduled for Friday January 30 at 1pm to 3pm. In addition to the regular meeting, then last part of the meeting will be used to nominate and elect a new chairperson.
 - a. **Follow-up:** FYI. Remy will send out reminder next week as well as the agenda.
- 10. **Returning students from last year:** Returning student is doing well so far. He still needs to take both his evaluation finals as well as demonstrate exams learned last year before the end of the semester.
 - a. **Follow-up:** FYI
- 11. **Roundtable Discussion:**
 - a. Discussion regarding various sites and changes in clinical instructors. Also discussed that CI's must have 2 years experience as per JRCERT.
 - b. Discussed qualifications of CA and the ability to do competencies on students. Remy and Coleen will review to see if any changes need to be made.
 - c. Discussed lab times for next semester. Mike is working to see what the hours are going to be depending on when the CAs are available to help with the labs that run later into the late afternoon.

Meeting adjourned at 11:00am