

Subject	FSW School of Health Professions- Aug - PTA Department Meeting	Date	8/18/25
Facilitator	Dr. Cynthia Vaccarino, PTA Program Director	Time	2:45-4:30
Location	Lee Campus	Scribe	Cindy Vaccarino
Attendees	Cynthia Vaccarino, PTA Program Director, Kristen Moore PTA Program Coordinator,		
Key Points Discussed and Action Items			
No.	Topic	Action Item(s)/person responsible	Action
1	Canvas	<p>1. Kristen Continues to work on Canvas courses and FSW branding applied. Completion:</p> <ul style="list-style-type: none"> - Capstone- Completed - Seminar-Complete with exception of midterm and final - Clinical 1- Completed course is live - Therex2- Completed miniB Fall <p>Fall 2025 Syllabi Deadlines</p> <ul style="list-style-type: none"> • <i>9/8/2025 - Section level editing closes for Full and Compact-A term</i> • <i>9/18/2025 - Section level editing closes for Express term</i> • <i>10/30/2025 - Section level editing closes for Compact-B term</i> 	All courses are now branded with course designers for all PHT courses
2	Classroom	<ol style="list-style-type: none"> 1. Since students are in internships in a deep cleaning of the classroom- Fred aware 2. Kristen put in work orders for the hydrocollator to be emptied- cleaned and stored as well as any other modalities 3. Second-hand sanitizer to be added to classroom- Kristen submitted ticket 	
3	Students	<ul style="list-style-type: none"> • JG is under a performance improvement during fall semester • All students have been placed in clinical internships 	
4	Supplies	<ul style="list-style-type: none"> • Cindy order goniometers and blood pressure cuffs for the new cohort through Dr Rath <p>No other supplies needed at this time</p>	Grant money closed
5	Computer/I T Updates (repeat):	<ul style="list-style-type: none"> • Kristen laptop has been updated • Kristen to see if testing laptops also need to be updated by Sept 30. • Cindy was told she is not getting a new laptop 	

		<ul style="list-style-type: none"> Computer refresh program: As part of our ongoing efforts to enhance flexibility, security, and efficiency, we will now be issuing laptops instead of desktop PCs to employees moving forward. You can view your device's expected replacement date directly in your TDX profile: Viewing Your Technologies Expected Replacement Date When your device is scheduled for refresh, you will receive an email notification from the Office of Information Technology. The notification will provide details on the next steps. 		
8	School of Allied Health	See School of Allied Health Meeting during Convocation today. Both Cindy and Kristen Present		
9	Advisory Board Meeting	Please see minutes from the Aug 13 Advisory Board Meeting		
10	Staffing	Mike Fritz will start in miniB. Kristen has been reviewing the course and canvas with him. Kristen starts maternity leave sept 19 th .		
11	2026 cohort	Cindy continues to do the secondary admission process for all PTA applicants		
12	Adjournment of Meeting			