

Subject	FSW School of Health Professions- Aug - PTA Department Meeting	Date	9/9/25 covers info for Oct Nov when Kristen is on maternity
Facilitator	Dr. Cynthia Vaccarino, PTA Program Director	Time	11-12:30
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	1. Canvas Courses Completion: <ul style="list-style-type: none"> - Capstone- Completed- Kristen - Seminar-Cindy - Clinical 1- Cindy - Therex2- Completed Fall 2025 Syllabi Deadlines <ul style="list-style-type: none"> • <i>All Fall Syllabi completed</i> 	
2	Classroom	<ul style="list-style-type: none"> • Cindy will facilitate ERS biomed calibration of all lab equipment on 10/30 	
3	Students	<ul style="list-style-type: none"> • All students started clinical internship for miniA- midterms will be the week of Sept 15 • Deadline for new 2026 cohort application is Sept 15 • Cindy has been doing all of the admissions processes and AE for all students. Plan is to have advisor, Sarah, start for the 2027 cohort moving forward. 	
4	Supplies	<ul style="list-style-type: none"> • Kristen to check for any supplies needed for Spring 2026 • 	Grant money closed
8	School of Allied Health	See School of Allied Health Meeting during Convocation today. Both Cindy and Kristen Present	
9	Staffing for Fall	Capstone- Mike Fritz- Wed Seminar- Cindy- Tue	

		Therex-2 – Vanessa – Friday Open lab Thur-Cindy will cover Kristen starts maternity leave sept 19 th .		
11	2026 cohort	<ul style="list-style-type: none"> • Application Deadline- Sept 15 will change next year to Aug 15 to allow more time for Academic Evaluations for transfer students • Interviews and Essay Day Oct 4- all interviewers are confirmed. Tamra will help Cindy with set up and break down • New Student Orientation on 12/11- Kristen will be back from maternity 		
12	Recruitment	<ul style="list-style-type: none"> • Cindy will attend the Education Fair @ Lee Coconut Point Hospital on 10/9 as well as the Boo Bash on 10/23 • Cindy will attend the NCH Orthopedic Symposium on Sat 10/18 • Cindy will attend FGCU Allied Health Job Fair on 11/20 • Cindy will attend FPTA meeting on 12/1 from 7-9pm • Cindy will attend CAPTE town Hall Meeting on 12/2 from 7-9pm 		
13	CAPTE	<ul style="list-style-type: none"> • Cindy will submit the Annual Report to CAPTE by 12/1/25 		
14	Adjournment of Meeting			