## Mental Health Technology Virtual Department Meeting
### Minutes
March 11, 2014

### Members Attending:
- Andrew Sanchez
- Gail Gonzalez
- Nancy Meggelin
- Corie Hernandez
- Bruce Nixon
- Jill McGraw
- Terry Rudd
- Mary-Ellen Reyes
- Cheryl Gilbert

### Topics

<table>
<thead>
<tr>
<th>Topic</th>
<th>Updates/Discussion</th>
<th>Outcome/Action Needed/Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. New Faculty</td>
<td>• Richard Pandjaitan approved by the BVNPT. Pending college application and approval</td>
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| 2. Notes from Division Meeting | • Ordering deadline this month  
• Emergency drill scheduled for 3/18/14 | • Colleen (with help from Maria in Nursing) completed ordering for our department.  
Wish list: replace Brother color printer in office, additional copier, scan-tron toner from Apperson, new version of Making the Grade |
| 3. Scheduling Issues | • Fairview is not be available as a clinical site in Summer.  
Discussed several potential solutions.  
Casa Colina may be available for clinical rotations as early as summer, pending contract and BVNPT approvals. | • Bruce is actively working on contract with Casa Colina.  
Andrew will remaining in touch with Fairview. |
| 4. New Faculty position requests | • No new Updates |  |
| 5. Adjunct evaluations | • All fall adjunct evaluations are done!  
(they just need to be turned into division)  
• Spring evaluations will be needed for  
David Wang, Sandi Soto, Kara Cayem, and Elizabeth Smith | • David Wang (Classroom visitation and student evaluations to be completed by Bruce)  
• Sandi Soto (Classroom visitation and student evaluations to be completed by Terry)  
• Kara Cayem (Classroom visitation and student evaluations to be completed by Terry)  
• Elizabeth Smith (Classroom visitation and student evaluations to be completed by Mary Ellen or Jill) |
| 6. Enrollment Issues | • Current enrollment:  
Ment 40: 41 students enrolled in a 25-seat course  
Ment 56: 40 students enrolled in 2 sections  
Ment 56L: 41 students enrolled in 4 sections  
Ment 72: 45 students enrolled in 2 sections  
Ment 72L: 38 students enrolled in 4 sections  
Ment 73T: 38 students enrolled in 2 sections  
Ment 73L: 36 students enrolled in 3 sections  
Ment 82: 13 students enrolled in 1 section | • May need to request additional section of Ment 40. |
| 7. Course Review | • Proposal for discipline addition for MENT 82: “Adding Addiction Paraprofessional Training” placed on the EDC agenda. | • Paperwork submitted to the EDC |
| 8. Parity | • No new updates |  |
| 9. Clinical Site Info | • Contract negotiations currently in progress with Casa Colina for Ment 58L and Ment 72L  
PWW wants to complete the student packets as soon as live scaners are completed for Ment 70.  
This will prevent bottlenecks at the start of Ment 72L  
Metro process needs to be refined.  
A lot of student packets incomplete.  
May affect their participation in Metro rotation  
Nancy to check on availability of | • Continue with negotiations  
• Colleen working with Corie to complete packet to give to students as soon as live scans are cleared  
• Colleen working with Corie and Andrew to streamline packet  
• Nancy to contact Pilgrims’ Place  
• Assure compliance with influenza vaccination protocols at the clinical sites  
• Bruce to contact Lanterman about marquee |
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| Pilgrims' Place for clinical site for Ment 56L and possibly Ment 58L  
• Flu season runs through March 31  
• We are no longer utilizing Lanterman Developmental Center as a clinical site. The transition has been very smooth. Staff thanked Bruce for his efforts at acquiring clinical sites. Staff would like to request a “thank you for 50 years of partnership” message to be placed on Lanterman’s marquee.  
• PIP at CIW wants our staff and students to tour the facility. | Andrew, Terry, and Angeline to coordinate tour with Angela Jackson |
| CAPTE/Perkins | Bruce to attend mandatory meeting March 14 to go over Perkins requirements for 2013-14 fiscal year | Include in Perkins budget request  
• Monitor for possible long-term effect on Ment 73T. The college has increased academic eligibility requirements for Psych 1A. Our students traditionally test below the requirements. Since Psych 1A is a co-requisite for Ment 73T, monitor for bottleneck. Jill advised giving students in writing the requirements for Ment 73T and Psych 1A upon entry to the program. Bruce to add slide to orientation power point. Also recommend a student survey asking “Do you think pre-requisites would benefit the program?” or something to that effect. |
| Advisory Meeting | Approved funding needs (specifically simulation programs, CAPTE, HOSA, and other purchases as needed) through Perkins  
• Advisory committee voted down the addition of any pre-requisites to the program | |
| Adjunct Faculty Interest and Hiring Progress | No new discussion | |
| BVNPT | BVNPT annual pass rates for the past years received. Results as follows:  
2009: 74 tested, 81% annual pass rate  
2010: 61 tested, 87% annual pass rate  
2011: 65 tested, 78% annual pass rate  
2012: 72 tested, 90% annual pass rate  
2013: 66 tested, 91% pass rate  
• Sister programs are having a hard time filling open seats. | Our program had the second-largest number of test takers for 2013 (West Hills Community College the largest at 84 tested), and the second-highest pass rate for colleges that tested more than 10 candidates (Atascadero State Hospital/Cuesta College had the highest at 92%). We have every right to be proud of this amazing accomplishment.  
• Department feels that it is important to support other programs in their efforts to remain viable. Bruce agreed to attend advisory meetings for other programs to offer support |
| High School Outreach | Health careers tour arranged by Marie Tyra coming by this Friday. Terry presenting in a large-group format. Corie and HOSA students to participate in smaller breakout sessions. | |
| Completion Ceremony | | |
| Webpage | No new updates | |
| Other | (1) Andrew conducted training on Adobe  
(2) Bruce has submitted request to be considered for a position on the Educational Design Committee  
(3) Bruce attended job fair at Lanterman Developmental Center. All state institutions were represented. Bruce passed out business cards.  
(4) Staff are interested in forming a Psychiatric Technician Alumni page in an effort to assist current students in their transition to licensed professionals  
(5) Terry will be attending the final Governor’s advisory meeting for Lanterman Developmental Center. Will need a substitute instructor for the day.  
Thanks to Nancy, Terry, Jill, and Sandi for Board Review. Results already coming in from last graduating class.  
• Bruce’s Ment 70L clinical group took a field trip to the | (2) Will have to assess impact on Ment 72 since EDC meets 1st, 3rd, and 4th Tuesdays of each month.  
(3) We have already received 4 job notifications from agencies wanting to hire both graduates and current students  
(4) Corie expressed interest in taking the lead on this issue. Bruce to send email to Rachel Brown for assistance with the project.  
(5)  
(6) Bruce to distribute copy of handouts to faculty. |
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|                            | Museum of Psychiatry in Hollywood during the intersession. The process for requesting a field trip is pretty simple.  
• Bruce attended presentation on managing crisis on Flex Day.  
• Discussed FERPA and HIPAA regulations  
• Cap and Gown orders due this month | Adjourned at 1:00 PM  
Respectfully submitted, Bruce Nixon                                                                                                                         |
| 18. Adjourned              | Adjourned                                                                                                                                                                                                              | Adjourned at 1:00 PM  
Respectfully submitted, Bruce Nixon                                                                                                                         |

**Future Meeting Dates**  
Spring dates: April 1, 2014