Radiologic Technology Department Meeting

Agenda/Minutes

March 7, 2014 @ 1:30am-3:30pm

Attendance:
- Paulette Engisch
- David McLaughlin
- Monique Neel

<table>
<thead>
<tr>
<th>Agenda/ Department Member</th>
<th>Item/Topic</th>
<th>Updates/Discussion</th>
<th>Outcome/Action Needed</th>
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<tbody>
<tr>
<td>Department Chair Update Monique Neel</td>
<td>Notes from Division DC Meeting</td>
<td>State wide issues: College wide issues: • Spring loads- banner • Reassigned time due 3/14 Division wide issues: • Office hours &amp; syllabi due 3/7 • Media Marketing- ideas o Greater presence in High Schools/ Health Academies o Career Test Tab on division website to link students to CTE programs on campus o Commercials- movie theatre o David requesting help in marketing CT course</td>
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<td>Scheduling Issues</td>
<td>Review Summer 2014 schedule (see attachment)</td>
<td>Faculty approved. No further modifications</td>
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<td>Enrollment Issues</td>
<td>• Colleen is still working on 36 conditional admits. Will invite an additional 14 students as alternates to orientation for a total of 50. Discuss alternate number (see attachment)</td>
<td>Monique will ask Colleen to invite 10 more alternates for a total of 60 students at orientation</td>
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| Student/Classroom Issue | • Monique scheduled to review draft of admission requirements checklist with Virginia & Colleen Thursday March 13  
• Students requesting digital copies of power point slides- discuss potential problems  
• Policy changes  
• Changes to clinical attendance policy to include changing schedule by more than 30 minutes  
• Changes to Probation/Dismissal Policy to include example of inappropriate behavior stating “attempting to make clinical placement or clinical schedule changes”  
• Changes to ruler pages in student sign-off binders  
• Discuss second year student issue regarding faculty misconduct | Monique will provide f/u info at next dept meeting  
No potential problems foreseen. Monique will provide digital copies of 62B power points for students/ Improved image quality for x-ray images |
| Hiring | • Notify clinical sites of adjunct hiring/pay/minimum quals.  
• One applicant from Kaiser | Monique will interview all candidates who meet minimum qualifications |
| Budget Issues/ Perkins | Department (equipment, supplies):  
• EP preventive maintenance on CR system approved $875  
• Cassette cart delivered- located in lab | Waiting for PO to schedule Steve |
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<tr>
<td><strong>Meeting with Merry Xray &amp; Konika</strong></td>
<td>3/7/14 for quote on DR equipment upgrade</td>
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<td><strong>Division:</strong></td>
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<td><strong>State:</strong></td>
<td>Year-end requisition deadline is 3/7</td>
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| **Course SLO’s** |   |
| **Program SLO’s** |   |
| **4 Year Review of Curriculum** |   |
| **New Curriculum/Course Modifications** |   |
| **Advisory Meeting** |   |
| **Scholarships** |   |
| **Textbooks** |   |
| **RT program brochure & webpage** |   |

- Meeting with Merry Xray & Konika 3/7/14 for quote on DR equipment upgrade
- Year-end requisition deadline is 3/7

- See 2013-2014 SLO schedule

- RAD 31 will need to be modified to reflect CA code of regulation modifications

- Discuss offering mammography course Summer 2014
- Courses modified due to changes in ARRT Task Inventory & Content Specifications for Rad Exam discussed during last dept meeting: RAD 32, RAD1A-RAD4.
- Faculty reviewed & approved 2014 catalog degree modification (see attachment). Monique submitted to Terri Long
- Fluoro course for PA’s. Discussion with Dr. Benson @ SDCH

- Will consider additional ideas & run ideas by Jemma Paulette & Monique will meet to discuss further
- EDC has reviewed all courses & approved. Effective summer 2014

- Scholarships

- No update on Kaiser donation for 2014

- Notification posted by David regarding approved degree modifications
- Career Services & Job Opportunities (see attachments from Arnita Champion)

- David will contact Susan Ankles to inquire if Kaiser will be donating books for incoming 2014 class
- David will contact Arnita to discuss ideas for communicating job opportunities to students
<table>
<thead>
<tr>
<th>Program Director Update</th>
<th>Orientation</th>
<th>• Updates made to power point presentation</th>
<th>David will make copies of power point handout for students</th>
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<tr>
<td>David McLaughlin</td>
<td>Sign off Ruler</td>
<td>• Update made</td>
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<td>State Inspection</td>
<td>• kVp calibration made to meet state requirements</td>
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<td>Student Handbook</td>
<td>• Update made. Handbooks will be printed for orientation • Standards have been updated</td>
<td>Further changes/updates required. David will modify &amp; resend digital copies to faculty</td>
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<td>Program Effectiveness Data</td>
<td>• Link to PED on website to meet accreditation requirements</td>
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<td>Reach out to facility directors</td>
<td>• David requests faculty find out if directors have any program needs</td>
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<td>Radiation Safety &amp; Protection Policy</td>
<td>• Updates made &amp; ready for faculty review</td>
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<td>Program Clinical Coordinator Update- Paulette Engisch</td>
<td>Arcadia Methodist</td>
<td>• Student facility requirements have changed. Paulette will modify appropriate documents</td>
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<td>Sign offs</td>
<td>• Reviewed requirements for second years</td>
<td>Faculty will remind second years about sign off expectations (required/elective)</td>
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<td>Progress Grades</td>
<td>• Due 3/21/14</td>
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<td>Student Injury Documents</td>
<td>• Reminders will be sent to Clinical Instructors regarding process</td>
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<td>Faculty Association Report</td>
<td>Academic Calendar</td>
<td>• Faculty vote for Option A</td>
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<td>Academic Senate Report</td>
<td>No Senator/ No report Passed:</td>
<td>Review &amp; decide to support, amend or not support</td>
<td>Monique will vote accordingly at next Senate meeting scheduled for</td>
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<td>Monique Neel</td>
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<td>Passed: Action Item:</td>
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<td>• N/A</td>
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<td>Discussion Items:</td>
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<td>• N/A</td>
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<td>Other</td>
<td>Job Openings</td>
<td>• Arcadia Methodist posted 2 per diem job openings &amp; Director position.</td>
<td>Faculty to share job opportunities with students who are interested</td>
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<td>Student Orientation</td>
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<td>• Discuss Topics:</td>
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<td>• Inform students of new faculty member for RAD91 Remediation Volunteer/job shadowing New hours for RAD91</td>
<td>David will add topics to powerpoint &amp; print copies for students</td>
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<td>Graduate Luncheon</td>
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<td>• Discussion regarding planning (location) July 2014</td>
<td>Monique will contact Pappaccinos for quote &amp; will generate a requisition</td>
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<td>Department Announcements</td>
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<td>• Earthquake drill 3/18/14</td>
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<td>• Health Careers Event 3/14/14 in RT laboratory</td>
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<td>Facilities Issues</td>
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<td>Adjourned</td>
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<td>Next Department Meeting Date</td>
<td>Apr 4, 2014 1:30pm-3:30pm</td>
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Minutes from this meeting will be sent out within one week. Please respond to the accuracy of the minutes by Mar 21, 2014.