# Respiratory Therapy Department Meeting

**Agenda**  
Feb 20, 2015

<table>
<thead>
<tr>
<th>Topic</th>
<th>Updates/Discussion</th>
<th>Action Needed/Action Taken</th>
</tr>
</thead>
</table>
| 1. Notes from Division Meeting | • SLOs need to be completed on a regular basis. Involve adjuncts if they are teaching courses.  
• Department Facebook Page or Instagram  
• Adjunct Evaluations are to go to the Division Office before they go out to the faculty.  
• Purchase Reqs are due March 6th  
• Make sure that all students in the program have Respiratory Therapy listed as their major.  
• Be sure to keep track of Supplemental Hours. | • JH and KC to get input from students  
• JH to get 2nd year students to update their major |
| 2. Scheduling Issue | • MH is teaching RESD 60 on Wed from 3-5 pm | |
| 3. Re-number Courses | • Course numbers are out of order due to changes in the calendar and changes in the program there is a need to change the numbering of our courses and change our numbering to the university format. | • Advisory Committee Meeting agenda item |
| 4. Student/Classroom Issues | • 2 students did not earn a passing grade in RESD 57A and are no longer in the program.  
• 1 student will be the leaving the program in the spring due to medical reasons.  
• DS will be out of the office for a while so we need to find other places to refer students when needed | • Faculty will refer students to counseling and also use the referral page in the portal as needed. |
| 5. Budget Issues | • All faculty have been approved to be funded to take the new NBRC Exams | • KC plans to take the exams soon |
| 6. SLOs | • Course: RESD 56A – past due (Due for 4 year May 2015)  
• Course: RESD 56D – due in summer/fall  
• Course: RESD 59 – due summer/fall | • JH to complete RESD 56A and 56D  
• KC to complete RESD 59 |
| 7. Modified and New Curriculum | • Course: Respiratory Therapy Pre-Course needs to be submitted by May.  
• Course: RESD 57A needs to be deactivated  
• Course: RESD 62 – Pharmacology needs to be activated  
• Course: RESD 62 conversion to a hybrid or on-line course | • All changes are unanimously approved by the faculty and will be placed on the Advisory Committee Meeting agenda.  
• The department supports creating a |
Input for Next Advisory Meeting Agenda

Note: 2 year requisite review

½ of course requisites must be reviewed each year - first in the dept and then in the advisory

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Current Pre-requisite (PR), Co-requisite (CR), Advisory (A)</th>
<th>Appropriate Requisite Y/N</th>
<th>JH and MRW to work on this</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESD 51A</td>
<td>CR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RESD 57B</td>
<td>CR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PreCourse</td>
<td>PR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. Facilities Issues

- Compressed air outlets needed in laboratory. This is ongoing and is in PIE.
- Storage area for Mechanical Ventilators is needed. This is ongoing and in PIE.
- Classroom and lab are in need of floor polishing, pant.
- Chipped paint and stained carpets in 67A-143

10. Program Marketing

- Program website is in need of update.

11. Outreach/Articulation

- Bassett High School Career Fair April 21
- High School Health Careers Fair at Mt.SAC on March 20

12. Professional

- CSRC SCR Spring Symposium March 12 & 13

13. Scholarship Opportunities

- Citrus Valley
- CSRC
- CSRC SCR

KC will coordinate this event with 2nd year students.

JH will participate in this event.

JH will inform 2nd year students of this event, encourage them to attend and/or volunteer at this event.

MR has informed all students of these scholarships and encouraged them to apply.
14. Reports from Committee Reps
   - Director of Clinical Education:
     - Queen of the Valley is taking more NICU students
     - Spring Oral Exam will be a little different this year to be more like a clinical job interview
     - Clinical instructors need to be sure to follow CoARC guidelines when scoring physician interactions
   - Academic Senate: no report

15. Title V – Program Orientation
   - Professional Experts provide open lab sessions during non-traditional hours.
   - Supplemental instructors and student tutors were used in Fall 2015.
   - YS will be a Student Tutor in the Spring for RESD 60 and JA will tutor for RESD 51B.
   - So far we have had success with all of these programs.
   - Program Orientation and training session for new students potentially on July 16.
     - Training sessions: professionalism, math review, study skills
   - Summer Forum July 13-15, 2015

16. Department Announcements
   - MR Jury Duty Week of 3/16
   - Mock Interviews April 20
   - Department meetings 3rd Wednesday of the month 12:30 pm

17. Adjournment

**Future Meeting Dates**  
**March 18th 12:30 pm**