

**Advisory Committee**

 **Phlebotomy Meeting Agenda**

**Date: Wednesday, November 18th, 2015**

**Time: 5—7 pm**

**Meeting Location: Clark College at WSU (CCW), Room 124**

**Phlebotomy Program Purpose Statement:**

The Clark College Phlebotomy Program is committed to providing students with a comprehensive professional and practical application of phlebotomy and its relevance to patient care through quality teaching and varied clinical settings.

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| **Agenda Item** | **Expected Outcome** | **Time** |
| 1. Call Meeting to Order – Lisa Gonzalez, Committee Chair
 | N/A | 5:00 – 5:05pm |
| 1. Welcome and Introductions – Lisa Gonzalez, Chair
 | New members/guests introduced | 5:05 – 5:10pm  |
| 1. Approval of Minutes from Last Meeting – Chair
* **June 3rd, 2015**
 | Corrections indicated and/or approval of minutes as written. | 5:10 – 5:15pm  |
| 1. Office of Instruction Updates- Advisory Committee Business -
* **Committee roster**
* **Ethics training and general updates**
 |  | 5:15 – 5:25pm  |
| 1. Director/Lead Faculty Report – Debra Ortiz & Dr. Amy Castellano
* **Program Updates & Current Cohort**

 **Phlebotomy applicant pipeline -** Shelley  Ostermiller, Associate Director of Advising* **Clark College’s budget**
 |  | 5:25 – 540pm  |
| 1. Work Plan-Committee Chair and Program Faculty
* **2015-16 work plan**
* **Student Selection process** - Writing/English

 entry requirements * **Equipment review**
* **Program review with Clinical Preceptors**
* **Graduate/employer surveys**
* **Identify new clinical sites**
 | Implement strategies as outlined in work plan. If necessary, identify work groups. | 5:40 – 6:30pm |
| 1. Old Business-Follow-up- Committee Chair
 |  | 6:30 – 6:40pm |
| 1. New Business-Committee Chair
 | New business items are addressed by the committee. | 6:40 – 6:50pm |
| 1. Summary of follow-up action items and adjournment – Committee Chair
 | Summary of follow-up actions communicated to the committee. | 6:50 – 6:55pm |
| 1. Establish next meeting date (and day) –Chair
 | Meeting date established. | 6:55 – 7:00pm |