

**MEDICAL RADIOGRAPHY TECHNOLOGY**

**ADVISORY COMMITTEE**

**MINUTES**

**Tuesday, Oct. 28, 2014 \* 6:00—8:00 p.m.**

**T-Building, Room 101**

**Members Present:** Diane Buelt, Committee Chair, Legacy Health; Jenny Baker, Vice Chair, Legacy Mt. Hood Medical Center; Cynthia Falkenhagen, RT, Vancouver Radiologists; Debbie Mansell, Legacy Salmon Creek Medical Center; Ian Shupe, Providence Portland; Loyal Betschart, PeaceHealth SW Medical Center; Don Anderson, Portland Adventist

**Non-voting Members Present:** Rhonda Meyers, Lower Columbia College

**Members Absent:** Heather Cassavoy, PeaceHealth Southwest; Erik Kilgore, MD, Vancouver Radiologists; Cathy Darrah, PeaceHealth St. Johns

**Clark College:** Debra Ortiz, Director of Allied Health; Jenefer King, MRAD Instructor; John Fritz, MRAD Student in the Program; Blake Bowers, Dean, Business & Health Sciences; Rachele Bakic, Interim Director of Academic Services; Shelley Ostermiller, Associate Director of Advising Services; Andreana DiGiorgio, Advisory Committee Coordinator

Committee Chair, Diane Buelt called the meeting to order at 6:07 p.m. with introductions.

**Review of the Minutes of the Previous Meeting**

A motion was made to approve the April 29, 2014 minutes as written. The motion was seconded and unanimously approved.

**Office of Instruction/Advisory Committee Business**

**Advisory Committee Website/Handbook** – Rachele began by announcing that Clark College has a new web content manager and showed members how to navigate from the main page of the Clark website to the advisory websites. She reported that the Committee Handbook has been updated with new information. The main changes included:

* Adjunct faculty membership & voting – Adjuncts can serve and are an important part of the advisory committees. However, per the State of Washington requirements, Clark faculty and staff cannot be voting members as there could be a potential conflict of interest. This is also true for outside vendor representatives.
* Quorum & voting – The college is moving toward having at least two meetings per year where a quorum is met. The committees need to move away from electronic voting and use only in exceptional cases. If a quorum will not be present, the meeting will need to be rescheduled.

**Perkins funding award.** This year the college was awarded $608,925 in Perkins funding. Rachele explained that Perkins dollars help fund CTE curriculum development and revision, advising, tutoring, disability support services and computer lab support for CTE students. Of those dollars, approximately $32,214 in summer curriculum projects was awarded. Due to a decrease in funding level and the commitment to fund other initiatives, there are no Perkins equipment dollars this year.

**Worker Retraining Award**. The award was $1,023,198. Most of the funding supports faculty salaries, instructional techs, financial aid and advising support.

**Credit for Prior Learning (CPL).** – Rachele reported that a full-blown launch and promotion began fall quarter 2014. The focus of CPL is on course challenges and reviewing incoming industry certifications. Students may be assessed through various processes that will determine the degree to which learning outcomes have been met. This could be a test, project, or another appropriate method by which the faculty member determines understanding of the subject matter. A flat fee of $255 will be charged per course challenge. This will primarily benefit students taking 3, 4, 5 or 6 credit hour courses. Students requesting a course challenge for a 1 or 2 credit hour course will not realize the financial benefit but may realize time savings. This program will ensure the course(s) are listed on the students’ transcripts. Members who have employees who would like to return to school and see what certifications or perhaps life experiences they might receive credit for, should contact Kim Marshel, Associate Director of Credit Articulation, at kmarshall@clark.edu or 360-992-2358.

**Committee Bylaws**

Rachele let members know this fall, all advisory committees are reviewing their bylaws as many have not been reviewed since 2006. Besides some general housekeeping updates, the members discussed quorum and attendance and a blanket motion was made, seconded, and approved, including:

* ARTICLE I, Section 6: Quorum requirement was changed from six appointed members present to a simple majority of members, and
* Added to ARTICLE IV was Section 3: Members will be given the opportunity to move to “guest status” if they miss two (2) consecutive meetings. This will help ensure that we have active members and enough voting members to ensure a quorum is met.

**Advisory Committee Recognition event** – Rachele announced that the College is planning an advisory member recognition breakfast on March 18, 2015 from 7:30—9: 00 a.m. Regional economist Scott Bailey will be guest speaker and will give an economic report on the state of Washington and also our region. She told the members to be watching for more information and an invitation in the coming weeks.

**Director Report**

Debbie Ortiz reported on the following items:

**Graduation**. The ceremony is Friday, December 12, at 7 p.m. in the Gaiser Student Center and will include a slide show and speakers. Advisory member and current student, John Fritz, will be one of the speakers. Nineteen students are graduating. Invitations will follow.

**New cohort**. Debbie reported that 17 students have been accepted. We took only 17 students instead of 20 since we have lost clinical site capacity. They hired Emile Averill for the Clinical Coordinator. He has previous experience as a Clinical Coordinator, as well as teaching at Johns Hopkins. He’ll start in winter 2015.

**Job Reports**. Debbie received reports from Scott Bailey, Regional Economist, about Clark County radiography job projections for Radiography Techs with an average of 12 positions open annually. Salary projections are $35 an hour, for Rad Techs at the higher end. Blake said this is just for Clark County; if the committee has specific questions about this data, he can get data for the greater Portland area to include Clark County from Mr. Bailey. Ian spoke about Providence having a hiring freeze but recently opened up three fulltime and three to four part time positions. Diane thinks that the need for Rad Techs will shoot up in the next few years.

**Work Plan**

**JRCERT accreditation of program**. Debbie said the site visit from JCRERT accreditors was in May and she received their report in August. Now she needs to respond to some of their comments. She said that there is a 200 hour difference between clinical hours in the catalog did not match what was in the handbook. An internal process will need to be completed in order to adjust this. She said credits were not reflecting the accurate number and the State will not budge on the ratio of 33:1 – 33 hours per one credit for clinical hours. She said that approximately 1700 is a common number of hours completed and the hours in the catalog will change from 1914 to roughly 1700. This will save students money. Debbie asked the committee to review and vote to support this change.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Current Catalog Hours** | **Current Catalog Credits** |  |  | **New Catalog Hrs** | **New credits** |  |
| MRAD 121 Clinical Experience I  | 264 | 8 | Spring 15 | MRAD 121 Clinical Experience I  | 231 | 7 |  |
| MRAD 122 Clinical Experience II | 198 | 6 | Summer 15 | MRAD 122 Clinical Experience II | 192\* | 6 |  |
| MRAD 123 Clinical Experience III | 264 | 8 | Fall 15 | MRAD 123 Clinical Experience III | 231 | 7 |  |
| MRAD 224 Clinical Experience IV | 264 | 8 | Winter 16 | MRAD 224 Clinical Experience IV | 231 | 7 |  |
| MRAD 225 Clinical Experience V | 264 | 8 | Spring 16 | MRAD 225 Clinical Experience V | 231 | 7 |  |
| MRAD 226 Clinical Experience VI | 297 | 9 | Summer 16 | MRAD 226 Clinical Experience VI | 256 | 8 |  |
| MRAD 227 Clinical Experience VII | 363 | 12 | Fall 16 | MRAD 227 Clinical Experience VII | 328 | 10 |  |
| **Total** | **1914** |  |  | **Total** | **1700** | **52** |  |

A motion was made to lower the clinical credits by seven over the entire program to match the actual hours. The motion was seconded and unanimously approved by the committee.

More items on the JRCERT Report of Findings:

* **Scheduling**. Debbie said they need to make sure student hours are equitable regarding off hours. Some students were logging more off hours than others. Students will rotate twice, possibly three times. There was much discussion about this comment, rotation of students getting time in different areas, O.R., etc. Discussion about how students acclimate to different clinical sites and also how much time it takes to get students “on board.” Off hours are before 5 a.m. and after 7 p.m. and weekends.
* **Grievance procedures**: Steps to include someone outside the unit. Possibly the VPI. She said it’s an easy solution.
* **Course fees**. JRCERT also wanted fees to be called out specifically. Hybrid course fees are $15 and online courses are $30. This change was made.

**Student evaluations of clinical site**. Debbie said they need to have more information; not just yes/no answers on the evaluation form. Feedback was given to the sites as an entire summary and not individually. Debbie said these will be anonymous and individual feedback will be given to each site.

Debbie said all the findings have been resubmitted and the board will meet before Thanksgiving. Blake said if we get the accreditation approval for this quarter, current students can say they’ve graduated from a JRCERT accredited program.

**Additional clinical sites for students**. Debbie has been talking to Jerry Brekke of Providence Hood River and has been trying to add them as a clinical site for some time. Jerry said probably in 2016. She said will check on St. Pete’s in Olympia. Blake said he is concerned that because of the lack of clinical sites, another Allied Health program has had to decrease their cohort size. Don Anderson asked what Clark’s sweet-spot is and Blake said around 20 would be good. The biggest issue is if a student breaks a piece of equipment, or makes a big, costly mistake, whose indemnity will cover it, the clinical site or Clark College? Blake said a new position for the program is possibly someone to help with clinical site development for the Allied Health programs and Nursing.

**Equipment plan**. Debbie said they received the phantoms.

The committee went through the rest of the work plan and Blake announced that the College has purchased 70 acres in North Clark County, at I-5 Exit 13 in Ridgefield. He said there’s room for at least four buildings, including the first, a 70K sq. ft. building which may be for healthcare programs.

Debbie asked the members about COOP and whether anyone has approval or support for the plan. Most members said that Clark can depend on them for help in the case of a catastrophic event.

**New Business**

A discussion took place about job shadowing/volunteering and hourly requirements. How much do students get out of it? Debbie Mansell said the word “volunteer” should be dropped. The committee thought that changing all “volunteer” references to “job shadow” would be a good idea because students are not really volunteering but rather observing. John Fritz gave his experience job shadowing. Debbie said that job shadowing takes place before the students are placed in a clinical site and thought that out of eight hours of shadowing, at least four should be in a hospital setting. Members recommended changing the above wording. Debbie said she will update the Hospital/Clinic Visitation Form and make the change. This item will be added to the work plan.

**Next Meeting**

The next meeting will be Tuesday, January 27, 2015.

The meeting was adjourned at 8:15 p.m.

**Prepared/Submitted by Andreana DiGiorgio**