

**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 |