

**Phlebotomy Advisory Committee Meeting Agenda**

**Date: Thursday, April 17th, 2014**

**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  * **February 18, 2014** | Corrections indicated and/or approval of minutes as written. | 5:10 – 5:15pm |
| 1. Office of Instruction Updates- Advisory Committee Business, Dedra Daehn, Director of Academic Services  * **Review of committee membership** * **Election of Officers** |  | 5:15 – 5:25pm |
| 1. Dept. Head Report – Stephanie Robinson  * **Update on number of accepted students & students in the pipeline** |  | 5:25 – 5:35pm |
| 1. Work Plan-Committee Chair and Program Faculty  * **Student selection process** * **Clinical evaluation form – Stephanie/Lori**   **Review sample results**   * **Vision 2020** * **Equipment review – Stephanie**   **Charting software update**   * **Establish healthcare team scenarios** * **Program review with clinical preceptors**   **Set up date/time**   * **Student pathways/Degree pathway** | Implement strategies as outlined in work plan. If necessary, identify work groups. | 5:35 – 6:30pm   * 5 min * 5 min * 10 min * 5 min * 5 min * 25 min |
| 1. Old Business-Follow-up- Committee Chair  * **State requirements - members** * **COOP - Debbie** * **Marketing strategy & video – Stephanie** * **Student selection, progression, completion-**   **Shelley Ostermiller Advising Divisional mgr** |  | 6:30 – 6:40pm |
| 1. New Business-Committee Chair  * **Portland Community College – Dr. Sarah Tillery, Director for Allied Health Programs**   **Update on MLT program**  **opportunities for collaboration** | 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 |