

**Advisory Committee**

 **Phlebotomy Meeting Agenda**

**Date: Wednesday, August 21, 2013**

**Time: 5—7 pm**

**Meeting Location: CCW 124 (WSU Campus)**

**Phlebotomy Program Mission 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.

|  |  |  |
| --- | --- | --- |
| **Agenda Item** | **Expected Outcome** | **Time** |
| 1. Call Meeting to Order – Lisa Gonzalez, Committee Chair
 | N/A | 5 min. |
| 1. Welcome and Introductions – Lisa Gonzalez, Chair
 | New members/guests introduced | 5 min. |
| 1. Approval of Minutes from Last Meeting - Chair
 | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Office of Instruction Updates- Advisory Committee Business, Dedra Daehn, Director of Academic Services
* Advisory Committee Chair training – Monday, Oct. 21, 2013 6-8 p.m.
* 2013-14 Perkins
* 2013-14 Worker Retraining
* Credit for Prior Learning
* Other
* Review of committee membership
 |  | 10 min. |
| 1. Director Report – Debbie Ortiz
 |  | 10 min. |
| 1. Work Plan-Committee Chair and Program Lead
* Student handbook – Stephanie
* Clinical evaluation form and midterm progress report – Stephanie
* Equipment update – Stephanie/Debbie
* Vision statement – Stephanie Robinson
* Develop 2013-14 work plan - group
 | Implement strategies as outlined in work plan. If necessary, identify work groups. | 35 min. |
| 1. Old Business-Follow-up- Committee Chair
* State requirements - members
* Bar code scanner update - Debbie
* Marketing strategy & video - Stephanie
 |  | 25 min. |
| 1. New Business-Committee Chair
* Update on number of accepted students and students in the pipeline
* NAACLS accreditation
 | New business items are addressed by the committee. | 15 min. |
| 1. Establish next meeting date (and day) – Committee Chair
 | Meeting date established. | 5 min. |
| 1. Summary of follow-up action items and adjournment – Committee Chair
 | Summary of follow-up actions communicated to the committee. | 5 min. |