

Clark College Advisory Committees - Agenda

Committee: **Phlebotomy Advisory Committee**

Date: **Wednesday, April 24th, 2019**

Time: **5:30 – 7:30 pm**

Location: **CCW 105**

The Meeting Agenda integrates the discussion topics with the Academic Plan. Please use the Work Plan boxes on the right hand side to take notes and record any assigned actions that arise from the meeting.

Work Plan Action Items

Meeting Administration
(5-10 mins)

- Call Meeting to order
- Introductions
- Approval of previous meeting minutes from 10/10/2018
- Set next meeting date
- Announcements from the college or departments

Item:

Action:

Academic Plan Goal #1: Establish well-defined pathways for all degree and certificate programs

- Enrollment update
- Update on PHLE Program course requirements
- Discuss ENGL requirement changing (ENGL 098) and skills valued in phlebotomy

Item:

Action:

Academic Plan Goal #3: Improve student preparedness

- Review revision of Phlebotomy Student Clinical Evaluation forms (booklet)

Item:

Action:

Meeting Guidelines!

- The meeting is run by the committee Chair or Vice Chair
- The meeting will be more effective if the committee is engaged and participates in discussion
- Motions must be proposed, seconded and voted on: you can vote in favor, oppose or abstain.
- Please respect the schedules of members and keep to time