Clark College Advisory Committees - Agenda

Committee: Surgical Tech

Date: 10/10/2024 Time: 12:00 PM Location: Zoom

Bylaws

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.

 Approval of Previous Meeting **Minutes** •Plan the Next Meeting Date Meeting Ethics Training Administration Orientation Training (5-10 mins) • Labor representation. College Updates Work plan discussion. Program materials. • Program delivery options. • Program promotion and recruitment. Accreditation. Work Plan

• Bylaws review and approval.

Welcome and Introductions

Action: Elizabeth will conduct the ethics and orientation training.

Action: The Dean will discuss college updates and labor representation.

Item: Developing a work plan for the year for the committee.

Item: Program materials such as equipment, and instruments. The committee reviews inventory and additional supplies to be obtained.

Item: Review of program delivery options. The committee works with the instructor on instructional delivery plan clinical site development.

Item: Program promotion and recruitment, such as creating, reviewing, promotion, and recruiting plan.

Item: Accreditation and the committee's role in the program accreditation.

Action: Approving bylaws to be used by the committee. Review of the bylaws and approval at the next meeting.