

Skyline College Respiratory Therapy Program Community Advisory Committee Meeting Minutes  
June 10, 2003

In attendance: Julio Barba, EdnaWarnecke, Mike Williamson, Ray Hernandez, Chris Comstock, Keith Rasmussen, Diane Janakes, Jennifer Ramos, David Vinson, Flordeliza Manio

Chair: Lee Guion

Recording: Lee Guion

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
Review of minutes from last meeting	Approved as written	None
<p>Old Business:            Program faculty changes                medical director                program director                clinical director</p> <p>Student enrollment and recruitment</p>	<p>Dr. Gordon Mak, SMGH Respiratory Therapy Medical Director. Will begin to participate in program Fall 2003.            Need to review and update position descriptions. Report to CoARC.            Letter of introduction to medical directors of hospital affiliates.            Ray Hernandez as program director.            Brian Daniel as interim clinical director.</p> <p>Handouts reviewing recruitment efforts of 2002-2003 academic year.            Results: 31 applicants, 24 enrolled,</p>	<p>Ray will update all job descriptions and be in contact w/ Dr. Mak re: commitments and responsibilities of position.</p>
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<p>Old business continued            Creative recruitment</p>	<p>Students discussed projects for increased visibility of RT program – those completed in 2002-2003 and those proposed for 2003-2004.            David Vinson, first year student, distributed draft of marketing</p>	<p>Efforts to continue.            Request for advisory committee members and</p>

Facilities update	brochure and solicited suggestions.	RT staff to participate in recruitment efforts.
State budget	Lab availability: 2-3 years. Annex where Lot 7 is now. \$5.1 million remodel request from state. Resubmitted. June 2007 projected start.	Mike W. will keep committee apprised.
Mentor program	Budget cuts less severe than anticipated but still unknown. May need outside funding for director position if hiring freeze remains.	Ray will coordinate for spring 2004 semester.
Respiratory therapy club	BBQ for students and hospital-based RCPs so they may link up. \$600 in club fund. Student to seek support of campus-wide student association	
New Business Program accreditation CoARC	Fall 2003 self study. Summer 2004 –on site visit RRT attempts. Letter from Richard Walker, ED of CoARC re: 2002 RT program annual report and compliance with established thresholds. Program below threshold on attempts/passing of NBRC exams. Attrition rate = 30%  AARC is addressing the issue of CRTT vs RRT in practice.	Ray will complete  RT managers need to motivate staff to obtain RRT credential. Nationally fewer students are sitting for the exams.
HIPAA and student rotations	Should students arrive at clinical sites with HIPAA training completed and documented or participate in each clinical affiliate's new hire HIPAA training.	Managers will check with legal/HR departments to determine approach.
Skyline-hosted conference for Fall 2004	Ray proposed local Respiratory conference similar to annual Napa Wine conference. Has been financially successful and well attended.	Tabled until next meeting. Lisa will coordinate.
30+ graduate reunion	Could be combined with conference in 2004.	Tabled.

<p>Announcements</p> <p>Annual human resources survey</p> <p>Next meeting</p>	<p>Julio Barba will take over this responsibility from Chris Comstock for next year. Thank you Chris for coordinating this for so many years.</p> <p>September 16, 2003</p>	<p>Process will be automated via electronic distribution and submission. Web-based, password-protected tool will be created.</p>
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