

**CVT Program
Advisory Committee Meeting Minutes
Jan. 30, 2008
5:30 p.m.**

Members present: Jane Kratochvil, Angie Horgan, Dr. Chelliah, Sandy Bullinger, Terry Watne, Mike Normandin, Donna Roeder, Sarah Olek

Present via tele-conference: Doris Wald

Not present: Dr. Ahmed, Dave Gausman, Amber Hageman, Nancy Endres, Kent Hanson

Minutes are as follows:

- I. Meeting called to order. Agenda reviewed. Sequence of discussion altered.**
- II. CVT Club Re-Activation: Angie stated that the CVT Club has been in-active for a number of years. The process has been put in place to get this club re-activated. Club officers have been elected from currently enrolled CVT students. Next step is to have it recognized at the next Open Student Senate Meeting which will not be held until March.**
- III. Community Member needed for Adviosry Committee: A requirement for accreditation is to meet certain communities of interest (specifics included in power point presentation). The two communities that our committee does not include students and the public. It was decided that two out of the four officers that were chosen for the CVT club will be asked to become members of the advisory committee also. To meet the interest of the public, ideas were asked for by Angie. Dr. Chelliah and Donna mentioned having a pt as a member, since they are somewhat familiar with cardiovascular technology. Dr. Chelliah said he has a pt. in mind that may be interested. He is going to contact that pt. Sarah said she knows one of the guidance counselors at a nearby school. Also, Mike mentioned**

that Jerome Gunderson may be interested. Angie will contact the last two people mentioned.

- IV. **Advisory Communication On-Line:** On NCTC's website, the ability to have open discussions on-line is now available via D2L. Directions were given (also in power point presentation). Logins and Passwords were emailed last week. Angie has a list of everyone's incase they didn't get their email. Angie stated that prior to posting any content or discussions on D2L, every member will get an email notifying them of the posting.
- V. **Students Purchasing of Lead:** Angie expressed the concern that the lead the program has for students to use during Clinical I. It is old and heavy, and we are in need of a wider range of sizes. Discussion was had regarding the program investing in new lead for the students, or including this in the program costs and each student would purchase their own. It was decided that we would incorporate this cost as a part of the program for students beginning with the 2008-2009 school year. It was decided that the program will purchase the necessary lead to get the students through the summer 2008 Clinical I rotation. Sandy stated that Angie could look at Altru's extra lead that they have sitting around to see if it would suffice for the students this coming summer.
- VI. **Other: Adding EP rotation back into summer Clinical I rotation.** Months prior to this, Angie had visited with Dave Gausman about this. Dave had said that MeritCare would welcome the students to do a rotation in their EP lab. Plenty of discussion was had. The committee seemed to be split on this issue. Some felt the focus needed to be on invasive procedures. Angie expressed this would be a rotation added for the weeks that students are not in the cath lab. No time would be taken away from students' experience inside the cath lab. No decision was made. Dr. Chelliah stated this would have to be re-visited and decided at a later date.
- VII. **Shifting of Clinical Credits:** Angie explained the current credit basis for Clinical II, III, & IV. It was explained that there is extra time for one more credit in Fall semester when students

are out on Clinical II. However, during Spring semester, for Clinicals III & IV, there isn't enough time to assure that students will be provided the proper amount of days to fulfill the hours needed for the credits. Angie suggested moving 1 credit from Clinical III, to Clinical II. This was agreed upon by all members.

Also mentioned: The concern of students getting more time in the cath lab. Do students need to take such long breaks? Ex. Over Christmas break students are gone for a month, just when they are starting to get the hang of things. Dr. Chelliah asked if they could have a shorter break. This may be a legal issue within the college. Mike is going to look into this issue and report back.

Also mentioned: Self-Study Readers recommendations reported on Form E. (posted to D2L) Discussion involved preceptors at clinical sites. Sandy, Dr. Chelliah, and Angie will meet and try to configure a formal preceptor training session. It was asked if any incentives were provided for preceptors. Angie is going to look into providing CEU's for those that attend the training. Other options, i.e. gift card, may be looked into also.

VIII. Course Objective Review: Form E states that Fund II contains too much info for the time period that it is taught over. Objectives were reviewed, finding that some topics were partially covered in other courses. Discussion involved removing those topics from Fund. II and moving the content into other courses in which the topics are slightly covered. These topics are going to be covered more thoroughly in those courses. Angie and Jane will continue to review these, and then submit them for review on D2L. Our goal is to have all courses reviewed, approved by the Advisory committee, and also by Academic Affairs by the end of this semester.

Closing: February 29th Site visit, advisory committee is not required to meet. Dr. Chelliah and Mike will be available at the college. Nancy, Sandy, and Terry will be available for the tour at Altru.

Meeting Adjourned.