



**Northland Community & Technical College - EGF
OTA Advisory Committee Minutes**

10/27/15

East Grand Forks Room 360

Members Present: Cassie Hilts, Kara Welke, Jinell Wavra, Kirsten Slominski, Tracy Cameron, Kim Carlson, Kate Schmalenberg, Jodi Stauss-Stassen

Members: LaVonne Fox, Cassie Hilts, Kara Welke, Janet Jedlicka, Jinell Wavra, Kirsten Slominski, Tracy Cameron, Tina Chaput, Judy Godfread, Renae Irwin, Kim Carlson, Kylee Ness

Topic	Responsible Party	Discussion/Outcome
Call to order	Tracy Cameron	Meeting Called to order at 6:45 by Tracy Cameron.
Review of Minutes	Tracy Cameron	Need to add Kate Schmalenberg to Member's Present of previous minutes; Jinell made motion to accept with amendment; Kirsten Seconded it, Unanimously Approved.
Faculty	Cassie Hilts	Dawn Eickman, PT will be co-teaching movement next semester.
Update on a. Enrollment b. program evaluation 2014-2015	Cassie Hilts	<p>a. We have 15 students in the second year. We started out with 18. So at this point our retention rate is 84%. We have 19 students who have accepted a position in the program for Jan 2016. We do not have students on the waiting list.</p> <p>b. 2014-2015 Program Evaluation</p> <p>Faculty effectiveness in assigned teaching responsibilities Overall students and Administration were satisfied with the effectiveness of faculty in assigned teaching responsibilities. Minor issues were noted regarding the areas where students indicated dissatisfaction. Action Plan: Goal Met. No action plan required. To address the students concern regarding effective examples or demonstration to clarify a concept, more examples will be incorporated into OTAC 2025 and OTAC 2125 using ICE library of videos as examples.</p> <p>Student progression and retention Thresholds: Meet or exceed previous year's number of OTA program graduates</p>

		<p>Retain 90% of students from semester to semester</p> <p>Historically students have had trouble in the first year spring semester with the OTAC 1115 Movement in Occupation course. However, three students failed courses in the second and third semesters of the program and were dismissed from the OTA program: One failed Physical Health I in the fall semester course and two failed Physical Health II in the spring semester. Some factors contributing to the problem were: Students were not prepared for the rigor of the courses; the program has previously had unacceptable pass rates for the NBCOT certification exam and expectations were set higher for all courses; students were not completing assignments on time and were given reduced grades in accordance with the syllabus.</p> <p>Action Plan: Meet with struggling students on a weekly regular basis. Refer students with personal issues to NCTC counselor</p> <p>Action Plan:</p> <p>Offer a tutor for the OTAC 1115 Movement for Occupation course which is an academically rigorous course. During the twice semester professional behaviors meeting with students, review issues interfering with ability to commit to program. Students perform a self-assessment of learner outcomes in all courses, at the beginning of the semester, midterm and at the end of the semester. During this time they identify what areas and causing problems and develop goals to work on. They review the goals with faculty during their professional behavior meetings. Explore using the TEAS as a possible screening tool for admission to the program.</p> <p>Fieldwork performance</p> <p>Thresholds:</p> <p>100% of OTA students will receive a total score of 70 or above on AOTA Fieldwork Performance Evaluation of the Occupational Therapy Assistant.</p> <p>Student performed well on fieldwork. There were extenuating circumstances surrounding the incident with the student and the HIPPA violation so the student was allowed to retake fieldwork. Students are required to complete NCTC created HIPPA training prior to attending fieldwork. Feedback from fieldwork supervisors included increasing the comfort level of students in grading activities and modifying treatment plans</p> <p>Action Plan: Goal Met. No action plan required. To address the Fieldworks supervisors recommendations regarding increasing the comfort level in grading activities and modifying treatment plans and making sure that treatments are based on client's need, in OTAC 2025 Pediatric Physical Health, students will create a treatment plan based on clients needs, implement the plan with a child at Head Starts and then modify the treatment plan according to how the child reacted to the treatment implementation. To address recommendations utilizing</p>
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		<p>EBP to enhance practice, all treatment plans in core courses will require students to identify EBP resources to support their intervention plan.</p> <p>Student satisfaction with the program Threshold: OTA Alumni will rank NCTC OTA program above average in each of the Program Outcomes areas, using the OTA Program Graduate Survey OTA Graduates will rank NCTC OTA program above average in each of the Program Outcomes areas, using the OTA Program Exit Survey. Students appear to be satisfied with the education they are receiving through the OTA program. Action Plan: Goal Met. No action plan required</p> <p>Graduates' performance on the NBCOT certification exam Threshold: 80% of OTA new program graduates will pass the Certification Examination for Occupational Therapy Assistants This is the second year that we have seen improvement in our scores. Last year we had a 100% pass rate. Action Plan: Goal Met. No action plan required</p> <p>Graduates' job placement rate Threshold: 100% of students who want to be employed will be employed in a position related to their education. Employment rates are not at desired levels. Students are informed prior to being admitted to the OTA program that most jobs are outside of this region. Students are graduating from the program and then wanting to stay in the East Grand Forks/Grand Forks area where competition for jobs is stiff. Action Plan: Create Alumni FaceBook page to advertise job openings. Encourage graduates to be involved in state OT Associations to network.</p> <p>Performance based on employer satisfaction Threshold: Employers will rank NCTC OTA graduates as demonstrating above average competencies in each of the Program Outcome areas, using the OTA Program Employer Survey. Employers believe that our students are provided an excellent education. Action Plan: Goal Met. No action plan required Above information was discussed, program evaluation was reviewed. Discussed progression numbers and retention. Discussed what we are doing to try and increase retention. Discussed job rates of students. Kirsten recommended looking into INDEED for students to look for jobs.</p>
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Fieldwork report	Kara Welke	<p>18 Students in Class of 2015; One student decided not to complete Level II FW. Two students are completely done and both have jobs. Four will be done this week or next. One student requested a FW change for personal reasons. Another student requested a FW change do to not liking the placement and changes at the FW site. One student is completing FW on a part time basis due to health reasons. The majority of students will finish by Dec. 23, 2015. There are two that will not finish until January. One is because of shortage of hours and another is because of starting late due to health records/background check not being completed on time. I had one student's Physical Health placement cancel and her current placement requested to keep her for her next 8 weeks. I have had various cancellations and have had to move some students. Currently looking for an option for a student that is supposed to start next week, but the site needs to wait a few weeks due to a staff injury.</p> <p>We have had very good feedback from our student's supervisors on fieldwork. The thing I hear most from students is the lack of "Occupation Based" treatment on fieldwork.</p> <p>Two students completed a Mental Health FW in Nicaragua this summer for 6 weeks; completed their first two weeks in a town at Valley Eldercare with Altru Outreach Therapists. They had a wonderful time; definitely an experience of a life time. The supervisor was extremely impressed and glad they were there. They were with an OT student and then the supervisor is an OTR.</p> <p>We had 11 new Level II FW sites/placements for the class of 2015. Approximately 5 new Level I sites/placements for the Class of 2016.</p>
Teaching activity director skills content	Cassie Hilts	Have been teaching Activity Director Skills Content for past 22 years. This is not required by ACOTE and wonder if it should be in the curriculum. Board recommended that it could be shorten to 1 day. May consider moving it to another class. Board felt we could teach one lecture on the content.
Retention rate	Cassie Hilts	<p>Student progression and retention</p> <p><u>Spring semester 2012:</u> 20 students enrolled in OTA courses</p> <p><u>Fall semester 2012:</u> 20 students enrolled in OTA courses.</p> <p><u>Spring semester 2013:</u> 16 students enrolled in OTA courses (Two students quit to change majors, one student failed fall courses, 1 student didn't come back for spring semester with no explanation)</p> <p>Summer/Fall semester 2013:</p>

		<p>12 students enrolled in Level II FW. (Two students failed course in spring semester, one student didn't complete all academic courses and wasn't eligible to enroll in FW,) One student withdrew from the program during FW</p> <p>55% retention rate</p> <p>11 graduates in 2014(2013 cohort). 20 students were enrolled in OTAC 1120 spring 2012 and 11 students in OTAC 2210 Physical Health FW in 2013 which results in a 55% retention rate How do we retain? Meet with struggling students on a weekly regular basis. Refer students with personal issues to NCTC counselor Offer a tutor for the OTAC 1115 Movement for Occupation course which is an academically rigorous course. During the twice semester professional behaviors meeting with students, review issues interfering with ability to commit to program. Students perform a self-assessment of learner outcomes in all courses, at the beginning of the semester, midterm and at the end of the semester. During this time they identify what areas and causing problems and develop goals to work on. They review the goals with faculty during their professional behavior meetings. Explore using the TEAS as a possible screening tool for admission to the program. Met with student who dropped out and got feedback. Program Director is going to Join Student retention committee, Present at Student Advisor Talk Develop relationship with Academic Success Center, Discuss with Counselors appropriate referrals Report what we have on Strategic Plan.</p> <p>What else can we do?</p> <p>We plan to start the TEAS: Students coming in will take the test as a baseline. Give it to current second year students as well to see how they match up to it. Discussed Mentor's and creating that into an assignment. Jodi Stassen recommended holding Quality Improvement Meetings: What's going well in the program/what could be improved in the program?</p> <p>Board thought that what the program currently is doing is often above and beyond what they would think is needed for retention of students.</p>
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<i>Increase enrollment of OTA classes to full capacity</i>	Cassie Hilts	<p>Suppose to have 24 in the program, have not had this for several years. What we have done to expand our Visibility: Taken pictures, Banners in Hallway, Updated our Webpage – have Radio Ads, OT month Promotion to promote our program, Restarted our OTA Club: Backpack awareness Day, PTA Breakfast, Meet and Great for First Year OTA Students, Send Delegate to SOTA, Many go to AOTA conference, Co-Sponsor for NDOTA activity, etc.</p> <p>Cassie and Kara Members of MOTA and NDOTA</p> <p>Career Days Participation</p> <p>Career Expo on Campus</p> <p>Looking for new ways to increase enrollment</p> <p>Tracy had ideas to work with River View and Jinell with Outreach on community events such as developmental screenings, Sensory Santa, etc.</p>
Update on Self Study	Cassie Hilts	Working on Self-Study, Cassie is finishing A section, will be starting on B section and C section fieldwork
Assessment Plan	Cassie Hilts	<p>Review current plan – Program Evaluation Plan Template</p> <p>Program Goals and Related Outcomes – areas we need to access</p> <p>Measurement Criteria – how we measure those areas</p> <p>Assessment Tool – what we are doing to measure our effectiveness</p> <p>Asked Board if there was anything to add/change/etc.</p> <p>Need to add Exit Survey (missing from plan and is done) and the 6 month follow-up survey.</p>
Policy	Cassie Hilts	<p>Any student who decides to terminate a fieldwork placement on his/her own without notifying and/or meeting with the program coordinator or AFWC will be considered to have voluntarily withdrawn from the program and will be terminated from the program. No further fieldwork placement activities will be provided and the student will not graduate.</p> <p>Any student who decides to terminate a fieldwork placement on his/her own after notifying and/or meeting with the program coordinator or AFWC will fail the fieldwork placement. No additional placement activities will be pursued until the student has developed an action plan and met specified conditions with the program coordinator, AFWC, and/or other faculty involved in the decision.</p> <p>Any student who refuses placement in a planned fieldwork experience will be considered to have voluntarily withdrawn from the program and will be terminated from the program. No</p>

		<p>further fieldwork placement activities will be provided and the student will not graduate. Fieldwork preferences are always taken into consideration but must be balanced by the availability and variety of placements needed to be in compliance with accreditation requirements.</p> <p>Tabled.</p>
Level II FW Grade Change	Kara Welke	<p>Last meeting it was approved to grade the students on FW rather than Pass Fail; passed around the grading scale. Students will get an F if they do not have requirements done, with the option of getting a grade change if they do complete it all.</p>
9. Adjourn	Cassie Hilts	<p>Jinell moved to adjourn and Kirsten moved to second it. Unanimously approved. Meeting Adjourned at 8:05.</p> <p>Next meeting Tuesday, March 22nd at 6:00 pm.</p>