

Faculty Meeting Minutes

11/17/2017
12:15-1:45 p.m.
Math-Science Building, Room 54

Meeting called by: N. Perkins Type of meeting: Regular
Note taker: N. Perkins

Attendees: Radiologic Technology Faculty
Please read: Agenda Packet (in your mailbox)
And bring:

Agenda

Clinical Instructor Self-Assessment Faculty 2017

Discussion:

The Clinical Instructor Self-Assessment Summary for 2017 has been completed and was discussed. The 2016 assessment was reviewed to analyze the performance of the CI's over the past two years.

- 92% of the CI's completed the self-evaluation; one CI is resigning at the end of the fall 2017 semester and did not complete the self-assessment
- The highest categories for needs improvement were questions 4 & 19 which states that the CI's work directly with students each week and regular attendance at the advisory meetings. These were the same two categories as 2016. The written comments made explained the reasons for these scores.
- The highest categories reflected orientation for students to their clinical site, guidance provided to students, regularly interactions with students to discuss their progress, reviewing student evaluations with student, implementation of the competency process, monitoring student assignments, ensuring direct and indirection supervision policies were implemented, ensuring repeats were properly supervised, and regular and effective communication with the college.

Conclusions:

Action items:

- Discuss at December 5, 2017 Advisory Meeting

Person responsible:

Director

Deadline:

12/5/2017
Mtg

Faculty Updates & Committees

Faculty

Discussion:

1. Updates

- Updates from Faculty
 - 1) Clinical Site Placements for Spring 2018:
 - One 1st year and one 2nd year student at Truxtun Radiology Stockdale location, Marissa Diaz will be working with BC HR to be hired as a CI for spring 2018 semester
 - Only a 1st year student at SCOI for spring 2018; CI is having surgery and will be out so the numbers will be reduced there for the Spring; 2nd year student placements can be accommodated with this site since only 18 students are enrolled
- Spring 2018 Planning for:
 - 1) Resume Workshop (Tuesday, March 13, 2017); the Allied Health Computer Lab has been reserved from 1-3 p.m. MS-54 is also reserved to use for the presentation with follow-up in the computer lab.
 - 2) Mock Interviews (Friday, April 13, 2017 best date); Will be held in the a.m.; MS-21 and MS-54 are both available; rooms will need to be reserved for this date
 - 3) Need a lead faculty member to coordinate these 2 activities
 - Jacy Hill will serve as the lead instructor to work with Stephanie Baltazar, Job Developer Director, and Vikki Coffee, CTE Advisor. Juan Herrera and Kellie Smith also volunteered to be involved.
- Truxtun Radiology/Stockdale office (Riverwalk); Clinical Instructor and Training; Training for Marissa Diaz will need to occur in December 2017 and/or January 2018; Will need to review Clinical Handbook and syllabi for both spring courses as well as the Trajecsys system. Jacy will coordinate the training and Nancy will coordinate the hiring process.

2. Director Updates

- FCDC (Faculty Chair Director Council)- voting occurred at today's meeting for the new and replacement positions for Classified Positions at BC; no word on number of positions that may be hired in the future
- Program Applications & Waitlist- the waitlist currently stands at 104 which will likely take 3 years of new classes to use all of the names on the list; with new applications in February 2018 it will likely be a waitlist of at least 4 years. Discussion occurred on the recency of completing prerequisites and the knowledge base that students would carry forward into the program; the recency of courses for graduation was also discussed and further investigation needs to occur on any new policies of the State/college on course recency; Discussion also included a possible change in procedures with new applications being suspended for a period of time to allow the waitlist to expire and then move to a straight lottery admission for students that have completed all prerequisites. N. Perkins discussed other schools approaches to this problem and a few schools have put new applications on hold until waitlists expire and then move to a lottery system. This would improve students' recency of courses. No decision was made. It was noted if a decision is made, then this would be announced on the program's website with a change in brochure. It would need to be announced 1 year in advance of change.
- Program Director Replacement Position: the draft of the position description for the Program Director Position has been discussed with Dean, Cindy Collier. No decision has been made by BC/KCCD on the replacement but next year's positions are often announced prior to the end of the fall semester. Faculty were encouraged to review the draft position announcement and provide any feedback or questions to N. Perkins.
- Patel Foundation:
 1. Support of Purchasing 2 software Licenses for Shaderware/Virtual VR: Includes Virtual Radiography, Physics and Lecture VR; User guides are online

Discussed request made to Adventist Health for addition licenses, J. Herrera will be discussing this the radiologist group further on Monday, November 20, 2017

Discussed request made through Dean, Cindy Collier for use of lottery funds to purchase additional licenses
 2. Scholarships

Spring 2018 awards to Class of 2018- Students have been encouraged to apply for scholarships that will be awarded in the spring 2018 semester from the Patel Endowment and coordinated by the Office of Financial Aid & Scholarships; awards will likely be \$1500 each with multiple awards provided (no exact number).

2018-2019 awards to Class of 2017-2019 or 2018-2020- the first year students were encouraged to apply for BC Scholarship through the online application process. The deadline is December 1st for next year's awards. N. Perkins posted this announcement on her Canvas page for the RADT B3a course.

Conclusions:

Action items:

- Work with Job Development Team for the Resume Workshop and Mock Employment Interviews; Notify Clinical Sites of April Interview Date
- Complete hiring and training for new Clinical Instructor, M. Diaz

Person responsible:

Jacy, Juan, Kellie

Jacy and Nancy

Deadline:

March/April 2018

Dec 2017 & Jan 2018

Course Evaluations

Faculty

Discussion

Course Evaluations for lecture and lecture/lab courses will now be completed through Trajecsys. The Course Evaluation Summary Procedures, Instructor Reflection Analysis and maintenance of evaluations was discussed. Refer to handout: Trajecsys- Course Evaluation Summary Procedure and Summary-Nov 2017

- Correction was made on the instructions to change the Left Menu Click from “assessments to evaluations”

Action items:

Faculty will have students complete the online course evaluation by the end of each semester which is December 1, 2017 for the fall 2107 semester.

Faculty will complete their course summary reflection analysis prior to the end of each semester and forward the Trajecsys summary and Instructor Analysis to the Program Director.

Person responsible:

Faculty

Deadline:

December 8,
2017

Program Assessment

Faculty

Discussion:

1.Assessment the Program

Rtshare/Assessment for Program/2017-2018 Assessment Plan- Goals and Objectives

This process was originally discussed at the 8/25/2017 faculty meeting. It is time to complete the fall assessments for all courses which are due December 4, 2017 from all faculty.

Consult the 2017-2018 assessment plan for the evaluations that must be completed.

Overdue assessments:

The summer 2017 assessments were never put onto the Assessment Plan-Goals and Objectives. This was discussed at the 8/25/17 faculty meeting.

The assessments are now due: page 4, 9, 11 & 12 of the assessment document- Jacy/Kellie

2.Assessment for the College

Course SLO's assessment RTshare/Assessment for College/2017-2018 Outcomes

Since eLumen is not yet up & running, the assessments should be completed on the excel spreadsheet just as they have been in the past.

All summer SLO's are located here at the fall SLO assessments should also be saved to the e-folder. Title as you see in the folder: RADT B2c- SLO#---- Fall 2017 (example).

The excel form to use is located in this same folder- look for the Outcome Assessment Form-master-revised 2014-2015.

However, a short cut that can be used is to pull up last year's assessment for the course even though it is a different SLO and just revise it- so much easier.

Note: This process was discussed at the 8/25/2017 faculty meeting. Consult the SLO 6-year plan list in the Assessment for College folder.

Note: RADT B10 Assessment was not conducted for SLO #3 last year. It must be done this year together with SLO#4.

Conclusions:

Action items:

Program and College assessments need to be completed.

Person responsible:

All Faculty

Deadline:

12/4/2017

Additional Information