

Advisory Committee Meeting

<b>PROGRAM COMMITTEE NAME:</b>		Radiation Therapy			
<b>CHAIRPERSON:</b>		Kathy Haynes			
<b>MEETING DATE:</b>		<b>MEETING TIME:</b>	12:00 p.m.	<b>MEETING PLACE:</b>	Allied Health 155
<b>RECORDER:</b>		Kim Lacey, Executive Secretary, <a href="mailto:kslacey@actx.edu">kslacey@actx.edu</a>		<b>PREVIOUS MEETING:</b>	5/2/11
<b>MEMBERS PRESENT</b>					
<b>List all members of the committee, then place an X in the box left of name if present</b>					
	<b>NAME</b>	<b>TITLE</b>	<b>EMPLOYER INFO</b>	<b>PHONE</b>	<b>EMAIL</b>
X	Kathy Haynes	Radiation Therapist	Harrington Cancer Center	806.212.1958	<a href="mailto:khaynes@harringtoncc.org">khaynes@harringtoncc.org</a>
X	LaTara Harrison	Student Representative	Amarillo college	806.212.4714	<a href="mailto:lharrison13@yahoo.com">lharrison13@yahoo.com</a>
X	Tommie Gressett	Radiation Therapist	University Medical Center	806.775.8587	<a href="mailto:tommie.gressett@umchealthsystem.com">tommie.gressett@umchealthsystem.com</a>
X	Sarah Haro	Radiation Therapist	Joe Arrington Cancer Ctr.	806.725.8008	<a href="mailto:sharo@covhs.org">sharo@covhs.org</a>
X	Minnie Venable	Community Representative	Retired Teacher	806.353.0385	<a href="mailto:mgvenable@gmail.com">mgvenable@gmail.com</a>
X	Dale Barker	Radiation Therapist	Texas Oncology	806.231.0614	<a href="mailto:cas.barker@usoncology.com">cas.barker@usoncology.com</a>
<b>EX-OFFICIO'S PRESENT</b>					
X	Tony Tackitt	Program Director	Amarillo College	806.354.6063	<a href="mailto:tmtackitt@actx.edu">tmtackitt@actx.edu</a>
X	Bill Crawford	Dean of Health Sciences	Amarillo College	806.354.6070	<a href="mailto:wecrawford@actx.edu">wecrawford@actx.edu</a>
X	Cherie Clifton	Advisor/Health Sciences	Amarillo College	806.354.6007	<a href="mailto:caclifton@actx.edu">caclifton@actx.edu</a>
<b>AGENDA ITEM</b>		<b>ACTION DISCUSSION INFORMATION</b>			<b>RESPONSIBILITY</b>
Call to order & Introductions		Haynes, Chairperson, called the meeting to order and introductions were made around the table.			Kathy Haynes
Approval of Minutes		The minutes of the May 2, 2011, were approved as written with no corrections.			Voting committee members
Advising Report		Clifton reported that late summer and early fall registration has started. Currently, the fall semester is down approximately 8% (400 students) from last fall. There has been lots of interest in the Radiation Therapy program.			Cherie Clifton
Student Representative Report		Harrison reported that everything is going well. There was some concern from a few students about the online classes, but the students have adjusted and are doing fine. Some of the students would like to be at their clinical site longer than three weeks. Tackitt responded saying that the clinical sites really mandate the student's clinical times. Because of the facilities patient load and radiation therapists' coverage, there are limits to student clinic times. Clifton asked that Harrison tell the other students that there is still scholarship money left for gas, etc., they just need to make application by July 1. Crawford added that there is money left in the Allied Health Scholarship for tuition and books. The deadline is August 1 <sup>st</sup> for the fall and			LaTara Harrison

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	November 1 <sup>st</sup> for the next spring.	
Directors Report	<p>First order of the business was for everyone to read over the program’s mission and goals. <i>The mission and goals were read and Dale Barker made a motion to accept the mission and goals, and seconded by Kathy Haynes, and unanimously approved by all other voting members.</i> Tackitt gave everyone a copy of the Student Survey Report-Directors Response and asked that they fill out the form and return it. Also, survey packets were given to each clinical instructor. Discussion of the job market in Amarillo was discussed. Tackitt stated that the incoming students know that the job market is tight and they are required to sign off on a form noting that, and it is put into their folder. Tackitt gave everyone a copy of the program benchmarks, and specifically discussed Item 3.2., and asked the committee their thoughts on raising the writing skills from 80% to 85%. After further discussion, <i>Dale Barker made a motion to accept raising the writing skills from 80% to 85%, seconded by Kathy Haynes, and unanimously approved by all other voting members.</i></p> <p>There was lengthy discussion on student evaluations. Some students felt “ambushed” at the end of their rotation and asked if an interim evaluation could be done so that they would know what they did wrong before the end of their rotation. The committee discussed this and most felt it was appropriate for the student to talk with the clinical instructor midway through to ask how they were doing. It was also discussed that the clinical instructor should talk with the student midway through to let them know how they are doing as well. Harrison talked with the other students before the meeting and the students like the face-to-face feedback from the clinical instructor BEFORE the evaluation is put in writing. Tackitt stated the evaluation form is a good tool, and Haynes agreed. Tony will keep the evaluation form as is for now, but added that this item will be put on the agenda again for next year’s discussion. Hopefully, the students and clinical instructors will keep an open dialogue and an interim evaluation will not be needed.</p>	
Affiliation Reports	<p><b>Harrington Cancer Center</b> – Haynes discussed the “blue sheet” and its wording. Tackitt asked the therapist to look at the blue sheet and email their ideas to him and this item will be added to the agenda for next year’s discussion.</p> <p><b>Joe Arrington Cancer Center</b> – Haro stated that having two students this time was good for the students, and the camaraderie.</p> <p><b>Texas Oncology</b> – Baker had nothing to report.</p>	

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	<b>UMC</b> – Gressett discussed the competency list and thought that some things needed to be added. Tackitt asked that she, as well as the other clinical instructors, email their ideas to him and he will get back with them.	
Other Business	Crawford thanked the committee on behalf of Amarillo College for all their support and everything they do for the students.	
Adjournment	Being no further business the meeting adjourned at 1:20 p.m.	
<b>Chairperson Signature:</b> <i>Kathy Haynes</i>		<b>Date:</b> 6/14/12
		<b>Next Meeting:</b> Summer 2013