

**RADIATION THERAPY ADVISORY COMMITTEE MEETING
MINUTES – November 29, 2006 @ 12:00 p.m.**

MEMBERS PRESENT: Judy Massie-Chair, Dale Barker, Kathy Haynes, Jeff Hunt, Aneta Younger.

EX-OFFICIO'S PRESENT: Tony Tackitt, Dr. Paul Matney, Bill Crawford.

- I. Welcome – Massie welcomed everyone to the meeting and introductions were made around the table.
- II. Minutes – The minutes of the November 17, 2005, meeting were approved as written.
- III. Continuing Health Care Education – Absent
- IV. Student Representative – Hunt reported that the student rotations were going well. The students appreciate HCC's patients with them during the HCC & BSA merger. The students enjoy their experience at the Lubbock facility. The students would like to see a cross-sectional anatomy course offered. Crawford added that the Radiography curriculum will offer a 3 credit hour course this spring. The students appreciate Dale Barker as an instructor and all his experience that he has to offer them.
- V. Director's Report – Tackitt would like to start an online program, and if that were to happen, he would have to add more clinical sites which means he would need a full-time instructor with a Bachelors degree to take of the clinical portion of the curriculum. According to his accreditation, in order to add another instructor, the program would have to have more than five clinic sites. The two programs that are offered on-line, use their institutions SACS accreditation, and are not accredited by JRCERT. Barker said that he has had some experience with these students when he worked in Colorado, and the students were not of good quality.

Tackitt would like to add an on-line Law & Ethics course to the curriculum. The course is not in the WECM inventory and initially would be offered as a local needs course. *A motion was made by Hunt to accept the Law & Ethics course into the curriculum, seconded by Barker, and carried unanimously.* Crawford mentioned that Massie offers a "generic" Medical Law/Ethics for Health Professions, a two credit hour course.

Tackitt gave the committee the following statistics and program mission and goals:

Data for 2005-06 academic year (includes data for graduating class of 2006 when appropriate):

1. Program pass rate of at least 85% over 5 year period on A.R.R.T. examination.
 - 2006: 8/8 pass
 - 2005: 10/10
 - 2004: 10/10
 - 2003: 11/11
 - 2002: 11/11 (note: Stacie B never took the exam)
 - 5 yr overall: 50/50= 100% Benchmark met
2. 100% of the graduates will pass comprehensive "Exit" examination before they will be allowed to graduate.
 - Program requirement, benchmark met
3. The program will exhibit a job placement rate of not less than 75% within 6 months of graduation over the previous 5 years.
 - 2006: 8/8
 - 2005: 8/10 (Stephanie, Stacie M)
 - 2004: 9/10 (Alice)

- 2003: 11/11
 - 2002: 11/12 (Stacie B)
 - 5 yr: 47/51= 92%
4. Students will maintain passing grades in their clinical rotations, thereby demonstrating a proficiency level consistent with an entry level radiation therapist. ARRT comps to be passed.
 - Benchmark met, program requirement
 5. 90% of graduates/employers will rate the program overall as good or excellent (rating 3 or 4 on Lickert scale). 80% or more of graduates and employers will rate every item on the survey as good or excellent.
 - Benchmark met (100%)
 - note: 10/10 students returned forms, 7/10 employers returned forms
 6. Min. 90% of graduate surveys will indicate that student met their educational goal
 - Benchmark met (100%)
 7. Maintain an average course completion rate of not less than 75% over a 5 year period.
 - 1st yr students: 100%; 2nd yr students: 95% Benchmark met
 8. Maintain a program retention rate of no less than 75% over a 5 year period.
 - Class of 2006: 8/10 (Amy H, Heidi U)
 - class of 2005: 10/13 (Audra B, Jana R., Nelson)
 - 2004: 11/11
 - 2003: 11/12 (John T)
 - 2002: 11/13 (Jodi G., Sandy L)
 - Overall 5 (full) yr: 51/59=86% retention
 - Attrition: academic concerns (3); personal reasons (3), health (1)
 9. At least 90% of program graduates earn degree within 3 years time once formally accepted and enrolled in the program. Reasons for not completing the curriculum within 3 years will be documented and brought before the Advisory Committee for discussion.
 - 100%, Benchmark met
 - (Stephanie E= 3 years, all other graduates completed in 2 years)
 10. 100% of the graduates will pass exit examination before they will be allowed to graduate.
 - Benchmark met: students must pass exit exam to graduate
 11. 80% of students will successfully complete, or withdraw passing, each lab course during the curriculum (1 yr).
 - Benchmark met 100% (Amy H withdrew, but passing)
 - All others withdrew between semesters
 12. 80% of students will successfully complete, or withdraw passing, each Practicum course during the curriculum.
 - Benchmark met 100% (Amy/Heidi withdrew, but passing)
 13. 80% of students in Intro course will successfully complete all aspects of the course (1 yr)
 - Benchmark met 100% (Fall 2005)

14. 100% of students will successfully complete Interpersonal Communications (or other acceptable speech course) before graduation.
 - Benchmark met (graduation requirement)
15. 90% of employer surveys will rate performance as good or excellent in areas of communication, critical thinking/problem-solving.
 - Benchmark met 100% (2005 grads)
16. 90% of graduate surveys will rate personal performance as good or excellent in areas of communication, critical thinking/problem-solving.
 - Benchmark met 100% (2005 grads)
17. 50% of graduates at the time of program completion will report on exit interview/survey a personal goal to continue their education after graduation.
 - Benchmark met 2005 grad: 6/7 = 86%
18. 100% of students will be informed about various professional organizations within the field in their first semester as accepted students in the program
 - Benchmark met 100% (Intro course requirement, with quizzes)
19. 90% of employer surveys will rate performance as good or excellent in areas of communication, critical thinking/problem-solving.
 - Benchmark met: 2004 grads: 100% Benchmark met
20. 90% of student surveys will rate performance as good or excellent in areas of psychomotor skills as a result of their training.
 - Benchmark met: 2005 grads:100% Benchmark met
21. 100% of students will complete all of ARRT required and additional program required competencies before graduating from program.
 - Benchmark met: 100% (curriculum requirement)
22. All laboratory /clinical requirements will be met before student can graduate. 100% of students will pass all clinical courses and all technical labs.
 - Benchmark met (curriculum requirement)

VI. Other Business

1. Barker asked about the length of the dosimetry rotation. He said that students have mentioned to him that the 3 week rotation was not long enough. Tackitt said that he could work it out where the students could do dosimetry rotations at both clinical sites. Barker asked about Radiography A&P I & II, Biology A&P I & II. Tackitt said that the students can take either/or. However, Radiography A&P I& II, is not transferable. Barker requested film review in lab, and would like to do it in the amphitheater at HCC. Younger said that Barker could use their films, as long as he did remove the films from the center. Barker added that he would love to take the students to HCC to do their labs, because the AC lab is very limited. Younger stated that she is not sure what the future holds yet due to the merger. The transaction will not be completed until December 31. Younger said that HCC has ordered a new linear accelerator. She would like to get her staff trained before students use it.

VII. Adjournment – Being no further business, the meeting was adjourned at 1:00 p.m.

Minutes were written and submitted by Kim Lacey, Administrative Assistant.

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