West Los Angeles College

ALLIED HEALTH

MEETING MINUTES
West Los Angeles College
Allied Health Department
November 26, 2014
Meeting Start 12:38-1:30 MSB 100
Attendees: Juan-Carlos Castillo, Lisa Kamibayashi, Carmen Dones, Amanda DeLaVega, Carlos Sermeno, Yervant Boghos, Joy Ogami Avila. Via CCConfer: Marsha Center, Cynthia Chambers

1. Welcome
   a. Faculty retreat – Topic: Micro-aggression and social justice. Good information on how to maintain equal treatment of our students.

2. State of the college/Budget: Winter/Fall Session
   a. Institutional Effectiveness Committee visiting 12/9 from 2-5pm. Open meeting for faculty and possibly students Carmen will check on this) to comment on college.
   b. Midterm review approved by academic senate
   c. Recommendations were made against SLO process. In an attempt to improve process, Academic Senate voted to have those who do not complete SLO’s will be cited on evaluations.
   d. Adrienne Foster was re-elected as AS President, Holly Bailey Hoffman as VP, Clare Norris as Secretay and Luis Cordova as Treasurer; all English dept faculty... Concern of potential bias.

3. Syllabi Update and SLO
   a. SLO Calendar review
   b. Discussion on SLO assessments (last term)
      i. Faculty dialogue: Faculty is concerned about lengthy student samples and how to submit those. Faculty thinks that a grading rubrics should be sufficient or requiring electronic copies of projects (DH 88). Joy will be available for any questions regarding the SLO process and has sent out an email letting faculty know what SLO and what phase is due Fall 2014. SLO’s are due Jan 4th! SLO (Mary-jo) stated no need to submit a full student report to SLO. Can send a graded rubric of assignment.
      ii. SLO Workshop Symposium 12/12 and 12/13/14.

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4. Program review: In validation stages. Waiting for Ara to send back the validation. We can make changes at this time. Lisa requested to

5. update the information for the FPIP for Allied Health. 2 requests were submitted 1 for dental hygiene/allied health scheduler and faculty, and 1 for a dental assisting director and DH and Allied Health faculty. 14 FON/faculty positions will available to WLAC. DA director ranked as #12; good possibility we get this position.

6. Grants: VTEA – not much funding for dental hygiene. Bulk of funding is for travel. Medical assisting received $3000 for supplies. We will request needed equipment: $2500 for sterilizer and $1700 ultrasonic. CNA to get a scanner. New person reviewing the VTEA/Perkins reports and is very particular about reporting information.

7. Lisa requesting more bed-side tables. Carmen will add this request to the program review. Repairs budget needed. Carmen will follow up with Lorraine to find out when radiology equipment will be repaired.
   a. TAAACT: Dental assisting program approved through LAOC RC
   b. Core Curriculum: completed; report from Carlos and Amanda
   c. Caries bacterial test requested by Carlos

8. Program status/CE courses/Curriculum
   a. Dental Hygiene/Dental Assisting/CE courses
      i. Approved to move forward to state level for B.S. program
      ii. Dental assisting program approved by LAORCC. Now needs dental board state approval. May take a long time for approval, so submittal ASAP is important. We should not have to pay fees for dental board state approval because we are a state approved program.
      iii. Infection control CE course offered 11/25; 4 students attended. Comprehensive review went well. Dental hygiene students provided clinical experience. 2 instructors needed due to so many components of the course. Good pilot course. Survey of students needed to aid in course approval as well as encouragement of improved student enrollment. Carlos is negotiating fees with Westside Extension. Hoping for 5% cost instead of

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10%. Next course offered Jan 10th and is required for DA employees providing patient care.

iv. RDHAP: CE course Jan 17; 11 students enrolled in program for spring 2015.

b. CNA / Acute Care Nurse
   i. Hiring (re-hire) – paperwork submitted. Do not need to go through FPiP again.
   ii. Certificate of Achievement/survey/Advisory Board meeting date. Core curriculum has been submitted to curriculum review and waiting for approval.

c. Medical Assisting: Advisory board meeting – Needed by April. Need dates by next division meeting.

d. EMT/ Paramedic:

9. Faculty development courses:
   a. $150 available from Academic Senate to pay for CE course attendance. Colleagues can share funds if don’t plan to use them.
   b. Eleanor available to do another CE course.

10. New Business
   a. DH Advisory Board Date – April 1, 2015 (Tentative)
   b. CE course WSP, RDHAP and Infection Control-CA Practice Act $50.00 for faculty payable to Carlos Sermeno