West Los Angeles College

Meeting Minutes

West Los Angeles College
Allied Health Department
November 4, 2013
Division Meeting 5:30 MSA -103

Attendees: Carmen Dones, Carlos Sermeno, Joy Avila-Ogami, Yervent Boghos, Cynthia Chambers, Natalie Ferrigno, Nezy Pullukalayil, Juan Carlos Castillo. Via CCC Confer: Eleanor Padnick, Donna Lawrence, Marsha Center

1. Syllabi Update and SLO: Carmen and Joy will present the status of our SLO’s information for allied health at the Academic Senate.
   a. Syllabus for Fall, ECD update and SLO Assessments: Many ECD’s are not updated, so faculty needs to check the classes they are teaching and make sure that the update information is present.
   b. SLO calendar needs to be created for all AH programs; SLO assessments is a responsibility of all faculty.
   c. Allied Health - AlliedHealthChair@wlac.edu
   d. Offer letters: are being sent out and need to be returned to the office of instruction – officeofinstruction@wlac.edu

2. State of the college/Budget
   a. Fall 2014 Class offerings: MA offering winter classes, no DH classes being offered during winter.
      i. Seniority/Priority lists: the list has been updated, but winter and summer classes are distributed differently with FT given first priority, followed by adjunct faculty.
   b. Adding classes (late start and winter): one MA late start class has been added.

3. Committee Reports
   i. FPIP (Lisa): Applications for 2 positions – 1 FT Nursing faculty and 1 FT Dental Hygiene Faculty was submitted as requested at the last division meeting. Will find out if we will get the positions when the college figures out how many people are retiring and how much funding we have for new faculty.
   ii. Curriculum (Carlos): Radiology 212 was created making radiology 2 units, Dental Materials 215 is now 3 units, Pharmacology is now Bio 208 so that Mr. Fink can continue to teach within the dental hygiene program. Medical assisting
iv. added an online component to HO 61 and Eng 28 and Math 115 as pre-requisites and Online component to AH 57.

v. 1. There has been an issue with low basic academic levels with the MA students, so Eleanor proposed offering the learning skills CE to improve the academic quality of these students.

vi. Poster Session (Joy): We would like to use this as a way to promote programs within allied health and to bring the allied health students together. Faculty are encouraged to add the poster session to their spring syllabi as a project.

vii. Facilities (Boghos): President’s ideas for the math and science renovations were not supported during his last meeting. Carmen and Eric will update us if new news is obtained regarding this.

viii. Academic Senate (Carmen): SLO Calendar needs to be created for all AH programs.

b. Program Review (Carmen)

i. Program review was submitted along with the CODA survey. This is an extensive collection of data on the allied health programs.

ii. Resource requests: Carmen is co-chairing the PIE committee. Please give Carmen any last minute resource requests so that she can try to get them into this program review. She is asking for her PR to be returned by the validator.

iii. EMP (Carmen): Survey collected will be used to help develop the new EMP that is expiring soon

iv. Grants (Carmen): 1.2M Grant for allied health has been awarded, but Carmen does not been given all of the details of the grant yet. We are working with LACC.

4. Program review/CE courses/Student Success:

a. Dental Hygiene/Dental Assisting/CE courses

i. DA: Radiology CE course set to run this winter and summer. Applications for pit and fissure sealants and coronal polishing have been submitted for approval. Carmen would like a schedule of CE events to be developed so that faculty can take turns providing courses and help generate some revenue for the department. Suggested for a student legacy project to develop informational posters for each program to use for advertising.
ii. Dr. Padnick recommended sending information to local dentists and promotion at CDHA/CDA meetings.

iii. Screenings of MA: MA students helped the DH students with their last dental screenings and the interprofessional teamwork was successful for both groups.

iv. Kid’s Burbank is having a sealant fair on November 30th from 9 – 1pm. Marsha would like to know if she should plan another event possibly in the winter intersession.

v. Clinic will start on January 28th (early) to accommodate the 2 weeks off of clinic during the board exams. Students possibly taking the WREB exam in April due to USC not offering the exam this year. West Coast is hosting the exam in April and Loma Linda in June.

b. RDHAP: Thursday, Carlos and Natalie are going to the SB component to provide information regarding the RDHAP program. They will also visit any other interested components as well such as San Fernando. Discussed a CE for Alumni from DH, RDHAP, CNA and any other health professionals to discuss the aging, Obama care and implications for medical professionals, also discussed inviting interested assisted care facilities.

i. Symposium – January 18th, 2014

ii. Program starts February 7th, 2014

c. CNA/HHAA

i. Need a Certificate of Achievement so that they are not a stand-alone classes. Looking at Medical Terminology, 7 CNA/HHA units, Allied Health 57 Course to total 18 units for a Certificate of achievement. Need to find out where to find application from LOWDL.

d. Medical Assisting:

i. Community Service: Encouraged to have students participate in more community service events. Next year, information regarding the Care Harbor event will be shared with Eric.

e. EMT/Paramedic: Todd planning on going to Sacramento regarding certificate of achievement

5. Proposals for projects/ CE course development

a. Proposals need to be submitted for any projects in order to be reimbursed for your time. Todd recommended to add the LMI (Labor Market Info) to the proposal to help justify the funding.
6. Faculty development:
   a. Discussion on meetings attended
   b. Care LA Harbor, Nov 2nd: DH students did very well and were commended by the Care Harbor directors for their hard work and dedication. UCLA was not able to attend at the last minute, so it is advised to find out the reason why and make sure these issues do not apply to our students.
   c. Student discipline/incident report Brochure: Any student discrimination complaints need to be sent to the office of diversity. It is advised to document any proceedings with student issues and to have student meetings with another faculty; document all conversations.
      i. Cynthia mentioned that instructors teaching night classes be cautious and be familiar with faculty teaching in close vicinity in case of an issue. There was an incident with an instructor where a fight broke out in class and security was an issue.

7. New business:
   a. Book requisition due: Textbooks need to be newer than 4 years.
   b. CDHEA- San Jose Feb 21-23, 2014
   c. WSP, San Diego, Nov 10, 2013
   d. Congresswoman Bass- Nov 10th 12-5: Carlos and Marsha will attend to help direct the student volunteers.
   e. WREB CE Course: Carmen paid for the fees, please pay her $25 if you are planning on attending.
   f. WREB Observation: Janine Dunn attending Arizona meeting
      i. A junior student is also invited to attend, but they have to write an essay to be eligible to apply.
   g. VTEA does not cover pins for pinning ceremonies. It was suggested to add $5 to a lab fee that students pay at the start of the program. Students will have to be responsible for pins. Additional funding sources are being looked into.