Respiratory Care Baccalaureate Degree Program Task Force Meeting Minutes

Monday, July 11, 2016
12:00 PM-2:00 PM


1. Janet Fantazia opened the meeting at 12:00 PM

2. ACCJC Update:
   a. The ACCJC meeting was held on June 10th, 2016. We now have the official guidelines for the Baccalaureate Degree Pilot Program.
   b. A hand out was provided and will be placed in Dropbox and Smartsheets.
   c. Our program must have at least 9 upper division GE units. We are currently looking into building one more class for a total of 12 upper division GE units.

3. BDP Summit Overview:
   a. Each bachelor program offered by a community college must not be available anywhere else in that area such as a USC.
   b. Documentation of the success of the program will have to be documented throughout the pilot program.
   c. We will need to set up a set of standards for the baccalaureate program (the research team should be able to help with this).
   d. A doctorate will not be required to teach any of these new classes as a masters degree with experience falls under the min qualifications for ACCJC standards.

4. Program Start Date:
   a. The start date has been moved back to Fall 2017.
   b. The application period will open late Fall 2016 (possibly with a larger waitlist than usual to account for students dropping out during the wait for the program to start)
   c. At this point Skyline is starting with a much smaller cohort than what was expected.

5. Update with Cupcakes:
   a. Will be held Tuesday, July 12th, 2016.
   b. An update will be sent out.

6. Quick Update on the AS Program:
   a. The next AS program will start in Fall 2017 along with the BS program (the advisory committee was in agreement with this change).
b. Hand out was provided and will be put in Dropbox and Smartsheets

7. Program Design (accelerated/hybrid/online/advisor board recommendations):
   a. It would be beneficial to consider a fully online program in the future.
   b. A hand out was provided and will be put in Dropbox and Smartsheets.
   c. We are looking at a true 15 month program completion going through the summer.
   d. Each semester will be broken up into two, eight week sessions.
   e. The program will be scheduled outside of MJC’s typical parameters.
   f. Depending the MJC school calendar there will be short breaks in between semesters.
   g. We will be double checking the prerequisite order (it was recommended that prerequisites be removed completely by J. Abbott, J. Stearns, and J. Todd, and was agreed upon by the task force)
   h. An advisory notice will be placed in the catalog to let students know that these classes are only open to the cohort.

8. Curriculum:
   a. All new curriculum is due by August 22, 2016. B. Hunt, G. Charles, and J. Fantazia must have their curriculum submitted by this date.
   b. A curriculum meeting will be scheduled for the curriculum team. (H. Townsend will help)
   c. Please include an advisory committee member in the meeting for the wording on CLO’s for classes.

9. Application Process:
   a. An out of state license can be transferred to a CA license. This needs to be clarified on the application for out of state applicants.
   b. Not all states require an RRT to get a license. Some only require a CRT.
   c. As per the Chancellor’s office, the program must be open access.
   d. It was recommended that rigor was added to the application (possibly a letter of interest at least 500 words to only be used as an advisory).
   e. Possibly use the same type of letter that the nursing program uses. Students must sign a statement that list the expectations of the program and what to expect while completing the program.
   f. Creating a short informational video was suggested by M. Lee
   g. There are just under 1000 available Res. Care position open in California.

10. Support Services:
    a. We would like the library to be embedded in the program (possibly work on a team teaching approach).
    b. There was a discussion with Skyline about sharing library resources.
    c. It is possible that a Success Specialist and Counselor will be assigned to the program.
    d. A frontline person will be assigned to the program in Financial Aid and specific help will be provided for baccalaureate students.
    e. Legislation is still in works for grants for the program.
f. It was suggested that each cohort have its own email contact for questions, help, and concerns (J. Stearns).
g. It was suggested that we have one contact point of contact for the cohort (possibly a success coach).
h. It was suggested that we create an email blast the will notify students of job opportunities.

11. Marketing:
   a. A. Roth wrote an article about our Baccalaureate program for Chest Physicians.org.
   b. The fellowship has been opened up to non-physicians who have proven excellence in the field. A. Roth has already been contacted about the program.
   c. There are only 12 masters programs nationwide. A. Roth will get a list of programs to P. Bettencourt.

12. Group Brainstorm Activity:
   a. This has been turned in to an action item list and will be distributed to the task force as well as put in Drobox and Smartsheets.

13. Next Meeting Date:
   a. Doodle poll will be sent out, plan to meet early August.