# Bachelor’s Degree Program in Respiratory Care

## Task Force Meeting Minutes

**Date:** August 2, 2017  
**Location:** Glacier Hall 203  
**Time:** 1:00 – 3:00 p.m.

### Attendees:
Josh Brown, Richard Dyer, Janet Fantazia, Julie Hughes, Bonnie Hunt, Martha Lee, Jonathan Mendez, Maria Navarro-Pinedo, Martha Robles, Elaine Schuber

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<tr>
<th>NEW ITEMS</th>
<th>ACTION</th>
<th>RESPONSIBILITY</th>
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| Introductions  
- Martha Robles, AHFCS Dean  
- Richard Dyer, Respiratory Care Instructor | | Bonnie Hunt  
Martha Robles |
| Respiratory Care Task Force Minutes and  
Care Respiratory Advisory Committee Minutes  
[www.mjc.edu/rcbachelors](http://www.mjc.edu/rcbachelors)  
Janet Fantazia and Julie Hughes motioned to approve  
2-14-17 Task Force Meeting Minutes with correction to the  
Meeting with IT and Finance section. | | Bonnie Hunt  
Janet Fantazia |
| Rebrand name of program  
The new name for the program is Bachelor’s Degree Program in Respiratory Care. | |  |
| PROGRAM UPDATE  
- Accepted Applicants  
Twenty-eight students were accepted into the program. Currently we have 26 students entering the program. | | Bonnie Hunt |
### BACHELOR’S DEGREE PROGRAM IN RESPIRATORY CARE

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| • New Student Orientation – August 14-15, 2017 | Martha Robles suggested encouraging our students to view the MJC orientation online. | Martha L will revise the New Student Orientation to reflect Martha Robles and Richard Dyer.  
Janet Fantazia |
| • Program Schedule | The Task Force reviewed the program schedule. Fall 2017 semester starts a week early on 8/23/17 with a week off between Term 1 and Term 2. Spring 2018 starts with the rest of the college and ends a week later than the rest of the college. | RSCR 425 and RSCR 406 still need an instructor assigned. Also, summer and fall 2018 dates need to be established. The summer schedule must be finalized before winter break.  
Janet Fantazia |
| • IT | Janet and Bonnie have been learning Camtasia so that they can create video lectures to put online. Josh has done a fantastic job assisting them with the new software. | We need to purchase a computer upgrade for Richard Dyer so they can run the online software.  
Bonnie Hunt |
| • Marketing – CSRC Conference | $5600 of grant funding remains for marketing. This money must be spent by October. New pens, sticky notes and flags have been purchased for swag. Bluetooth speakers and program shirts have been considered for purchase for faculty and support staff. | Grant money for marketing must be spent by October.  
Elaine Schuber |
| • Tutoring | The three full-time faculty members will divide the class to provide tutoring. | Bonnie will contact Sheri Lima, Library and Learning Center Manager, x-6651, to see who our students should contact for assistance with writing skills.  
Bonnie Hunt |
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<th>Financial Aid</th>
<th>Registration</th>
<th>Library</th>
<th>Interview Research Board (IRB)</th>
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| Bonnie gave Maria a list of 24 accepted students. Maria wants to discuss 12 students with her:  
6 haven’t completed a FAFSA  
6 have a high EFC and do not qualify for Pell Grant or BOGW  
5 are receiving tuition reimbursement from their employers  
4 are pay as-you-go  
4 are PELL Grant eligible. | Bonnie thanked Julie Hughes for her timely evaluation of the program applicants.  
There will be one or two specialist at the orientation to assist the students in registering for classes.  
Financial aid and IT worked out a way so the students who register for the bachelor’s degree program will not automatically be dropped in 10 days if they haven’t paid their registration fees. | Stella Beratlis, Librarian, x-6245 is replacing Brian Greene. Brian Greene received purchase requests and updated lists of new books and databases. | Martha Robles will find out what the IRB process is so that the students can complete their research for the capstone course. |

- **Martha Robles** will speak with Angelica Guzman, Director of Admission and Records to determine whether or not we need a point of contact for the students who are receiving tuition reimbursement from their employers.  
- **Maria** will talk with Peggy regarding the email from Andrea Coonfield.

**Maria Navarro-Pinedo**  
**Bonnie Hunt**  
**Martha Robles**
# BACHELOR’S DEGREE PROGRAM IN RESPIRATORY CARE

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| **Counseling** | **Martha Robles will see if our students could serve as a pilot group for Starfish.**  
Marcos Garcia has done an excellent job of working with our students. Jonathan Mendez, Program Specialist, will be working with our students tracking grades and assignments in order to provide early intervention if needed. He has access to Canvas. Having a weekly check in with Jonathan and Instructors on Tuesdays before Wednesday classes sounded good.  
Instructors need to put a library database link in Canvas for their courses.  
Martha Lee will email Jonathan the list of accepted applicants identifying who has/hasn’t confirmed attendance at the orientation.  
Jonathan will call those who have not responded and ask them to reply to my email.  
Martha Robles  
**Richard Dyer, Janet Fantazia, Bonnie Hunt** |
|---|---|
| **Bachelor’s Degree Summit - July 10-11, 2017**  
Bachelor’s degree programs networked and discussed issues such as sustainability, surrounding our students with a network of support, creating a system to track data, providing financial aid, and planning the graduation ceremony. As a result, special projects and leadership were identified as listed below. | **Janet Fantazia, Bonnie Hunt, Letitia Miller, Martha Robles, Jill Stearns** |
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**Special Projects**
- Accreditation – Jenni Abbott
- Articulation – Letitia Miller
- Career Center and Employment – Director of West Campus Career Center
- Graduation – Bonnie Hunt, Janet Fantazia, Linda Hoile
- Research Data – Jenni Abbott, James Palmer
- Sustainability – Martha Robles

| Kim and Kurt have included a portfolio project in their courses. | Janet Fantazia/Bonnie Hunt |

| All members report out/round table | Task Force members decided to create a timeline for the next 15 months to identify what tasks need to be complete, by who, and when. Responses need to be emailed to Martha Lee, leem@mjc.edu, by 5:00 p.m. on Wednesday, August 9. | All members |

| Next Meeting: September 1, 2017, 1:00-3:00 p.m. GH 203 | | |