

MEETING MINUTES -DRAFT

West Los Angeles College

Allied Health Department

August 27, 2015

Meeting Start 1:45: p.m. - End at 3:10 p.m.

MSA 103

Attendees: Carlos Sermeno, Carmen Dones, Joy Ogami Avila , Lisa Kamibayashi, Juan-Carlos Castillo, Yervant Boghos, Marsha Center, Pamela Moore
Via CCConfer: Cynthia Chambers, Donna Lawrence

1. Welcome
 - a. SSSP team members came to discuss how they can help our students with SEP's and priority registration. They were invited back to talk to the programs in Allied Health.
 - b. Carlos Sermeno, Acting Chair, welcomed new and continuing faculty to Fall 2015 semester.
 - c. Discussion around the morning's professional development day speaker and how we can, as a division, be more cognizant of diverse cultures in our classrooms , and how we can connect with students.
2. Academic Update:
 - a. Send course syllabi to Academic Affairs: alliedhealthchair@wlaac.edu
 - b. The syllabi will be made public/uploaded to the WLAC website unless you ask them not to.
 - c. TBA form must be attached to the all the courses syllabi that are TBA in the class schedule.
 - d. TBA form will be on the ECD site in the future.
3. Allied Health: reported by Carmen Dones
 - a. Carlos Sermeno as been appointed as acting Chair for Allied Health.
 - b. Carmen Dones has resigned as the director and chair of allied health, and has been hired as an Instructional Consultant for the BS degree development and implementation for 3-5 years, and she has accepted the ISA assignment. Carmen's office will be moving to SC 104 106 area.
 - c. The dental hygiene program has implemented the permission codes for to allow only accepted students in the program to be able to register. The list of students and their student numbers need to be given to the admission and records (Diane Baxter (?)) as well as Karen in scheduling, every semester so that student can register. This new process is being used for all cohorted programs.
 - d. Prerequisites issues were resolved with Ashanti. In the future, she can help with identifying which courses are creating a problem in DEC that are not allowing students to register.

- e. Any contracts that need to be created or updated must have two copies with original signatures sent forward, with the RFC so that one copy can be given back to the division. It is best to walk the RFC and contracts over to admissions for signatures.
 - f. Jewish Vocational Service (JVC), work source assistance in our area is working with us to possibly offer a CAN program. They were sent information on our programs to possibly recruit new students. .
4. Dental Hygiene: reported by Carmen Dones
- a. The Director of Dental Hygiene position will be posted; the application and interview process will be conducted soon.
 - b. The director and the chair positions will be separate position.
 - c. The BS degree development/ curriculum is being updated by Carmen with assistance from Rachel Medina.
5. Dental Assisting by Joy Ogami Avila
- a. Dental Board of California reviewed the application and sent us a list of changes and requirements that must be met. For instance, all faculty (didactic and clinical) have to have 30 hours methodology certificate or a post baccalaureate in education.
 - b. During Fall 2015, a mini program (4 courses) of dental assisting will be offered through USC partnership, and 3 of the courses will be taught by Louisa Jaque.
 - c. Juan Carlos Castillo requested to have an information sheet for the mini dental assisting program on Saturday, August 29, 2015.
6. Nursing by Juan Carlos Castillo
- a. Nursing-CNA currently has 47 students and 44 enrolled. The program aiming to enroll 50 students.
 - b. CNA faculty meeting is scheduled on Tuesday, September 1, at 5 p.m.
 - c. The program received new large equipment in SC classrooms and they are expecting limited space with large numbers of students for CNA and MA for their Saturday lab classes.
7. Medical Assisting by Yervant Boghos
- a. MA program going into 3rd semester. 23 students enrolled and 7 students are returning students for clinical portion from the first year.
 - b. Yervant concerns about the space on Saturday lab in SC building with CNA course. Carmen stated that she went to the last facilities meeting and proposed to have SC 105 used as a lab since that is what it is intended to be. It is one of only a few rooms that has a sink.
8. EMT/Paramedic by Carmen Dones
- a. A new paramedicine degree was submitted as Liberal Arts, AA degree. However, the state did not approve AA degree due to it being a vocational program. The program will go to LAOCRC in the future to get approval for an AS degree.

9. Health Occupations – LAH3C reported by Carmen Dones
 - a. 5 students enrolled at this time. However, the course needs to be run due to grant program. We will continue to recruit students and run the program again in the winter and spring , and possibly summer.

10. Pharmacy Tech: by Pamela Moore
 - a. New pharmacy tech instructor: Pamela Moore was introduced.
 - b. The last information session was successful. The current enrollment is 27 but 14 people attended the information session and were very interested. Expecting about 30 students enrolling in the program starting this Fall.

11. Continuing Education Courses: reported by Carlos Sermeno
 - a. 9/12 – DBC infection control 8 hours course
 - b. 9/12 – Local Anesthesia Review Course
 - c. 9/19 – Dental Laser Certification Course
 - d. 10/24 – Dental Hygiene Alumni Day (7units)
 - e. Looking to run other courses: Pits and Fissure sealants, BLS for CNA, Gerontology Update.
 - f. Venice skill center is interested to have radiology safety course.
 - g. Looking into ITR certification; need to certify faculty and students as it is now part of our licensure. Working on a venue to offer the course where we have patients who meet the criteria for the fillings. We are considering MEND and Kid's Dental Center. DHCC has not put forward requirements for the certification.
 - h. Natalie Ferrigno as agreed to create a CE course on CA Practice Act by the end of September.

12. Program Review: reported by Carmen Dones
 - a. New Allied Health Chair will be responsible for overseeing the program review process. However, each department will need to do the reporting for their program., as well as do the resource requests and FPIP form if faculty are needed in the discipline. As Chair, Carlos will review the program reviews after they are completed. The due date is October 20th.

13. Position Opportunities: by Carmen Dones
 - a. Grant funded opportunity for part-time faculty: a coordinator to create pathways in health care programs for high school students . It may be a 3 year funded position and hopefully successful enough to be sustain in the college.

14. Student Learning Outcomes: by Joy Ogami Avila
 - a. All the SLO calendar schedule must be followed up until 2017.
 - b. Fall 2015 SLO assessments will be completed using the new Tracdat system and that trainings will be ongoing throughout the semester. Joy will be available to assist with this process if needed.

- c. Any updated SLOs for Dental Hygiene courses must be shared in Google Drive so that they can be attached to the new BS degree courses. If no new SLO is submitted, the old SLO will be uploaded and used for the BS program.

15. Professional Development Sharing:

- a. 8/28 - Ultrasonic scaling Workshop
- b. Looking into setting up local anesthesia and instrumentation calibration workshop.

16. Upcoming Events:

- a. Information session for CNA program for Spring 2016 is scheduled on November 4, December 6, and January 12 at 6:30 p.m. in SC 106.
- b. Orientation for MA program for Spring 2016 is scheduled on November 4, December 6, and January 12 at 5 p.m. in SC 105.
- c. Dental Hygiene BS program scheduled for November.

Meeting Minutes Recorded by Lisa Kamibayashi

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