

Francis Tuttle – Oklahoma City Community College
Respiratory Care Program

Advisory Committee Meeting Minutes
November 3, 2005

- I. Attendees were welcomed and introductions made by Melody Beard, Chairperson. Those attending included: Melody Beard, Jared England, Julie Fanselau, John Gritz, Karen Hart, Bill Hopkins, Don Lanquist, Susan Mann, Jacki McAffrey, Vickie Nation, Doug Odor, Jerome Wichert, Debi Atchley, Shauna Cilberg, Betty Fisher, Lezli Heyland, Kitty Kosechata, Clyde Moss and Pat Vaughn.
- II. Clyde Moss led discussion concerning problems identified with criminal histories being done by the new background check company, Group One Services. These criminal background checks are done thoroughly at the courthouse in counties of residence, but not statewide through the OSBI. This could result in an applicant having a felony conviction in another county that was not discovered. Following discussion related to cost and time requirements, the Advisory Committee recommended that applicants continue to submit an OSBI criminal background check as well as the comprehensive check done upon admission.
- III. Pat Vaughn led discussion with the committee related to interview skills that are being added to the program curriculum. Pat has been working with the Kitty Kosechata and Dr. Barnes at UCO to investigate possible methods for arranging mock interviews. The committee gave suggestions related to interview format and question style. All members present have been trained and are using some form of behavioral style questions for staff interviews. An interview of this type would help prepare students, as many are unfamiliar with this process. It was suggested that standard questions be used by all interviewers.
- IV. Lezli Heyland gave an explanation about information included in the packet showing graduate performance on credentialing examination.
- V. Other business raised by several members of the Advisory Committee related to student participation with the state professional organization, the Oklahoma Society for Respiratory Care. The committee suggested that the program require students to attend an OSRC seminar as a required activity. The program faculty explained that students are strongly encouraged to participate in professional development activities with Health Occupations Students of America and the OSRC.

This includes membership in both organizations and exempted absence for students wishing to attend conferences. However, the current policy is not to make attendance at conferences mandatory due to the liability issues. This is of particular concern when sponsoring adults to an event in a hotel where liquor is available. Lezli Heyland stated that one reason for poor student attendance was the scheduling of the seminars. For several consecutive years the seminars have been scheduled during Fall Break, Spring Break, Summer Break or finals week. Jared England volunteered to take into consideration the school calendar when planning seminars during coming year. Lezli also encouraged the OSRC to consider other avenues to encourage student involvement such as the Asthma Walk, an active student sub-association or sponsoring of a student Sputum Bowl. The Advisory Committee strongly encouraged the faculty to explore all options for increasing student attendance at OSRC seminars and involvement in the association.

VI. Adjournment of the meeting followed.

Lezli Heyland, Recorder