

**Career Education Advisory Board Minutes  
College of the Canyons – Medical Laboratory Technician  
5/19/2021  
William S. Hart Union High School District**

NAMES/ TITLES OF ADVISORY COMMITTEE MEMBERS	Name of Company, Business, College, High School and Title	Email Address	Telephone Number	ATTENDANCE Present or Absent
<b>Chair</b>				
<b>Business Partners including Industry, Non-Profit and Community Based Organizations</b>				
Axel Arndt	Lab Director / USC Verdugo Hills Clinical Laboratory	Axel.Arndt@vhh.usc.edu		
Lee Panton	Lab Director / Whittier Hospital Medical Center	Lee.panton@ahmchealth.com		
Julie Philip	Lab Director / Valley Presbyterian Hospital	Julie.Philip@valleypres.org		
<b>Program Chair</b>				
Hencelyn Chu	MLT Dept. Chair / COC	Hencelyn.chu@canyons.edu		
<b>Dean</b>				
Kathy Bakhit	Dean of Health Professions and Public Safety / COC	Kathy.bakhit@canyons.edu		
<b>4-year college discipline instructor(s)</b>				
<b>Student Representative(s)</b>				
<b>K12 discipline instructor(s)</b>				
<b>Discipline faculty</b>				
Kelly Burke	Full-Time Faculty / COC	Kelley.burke@canyons.edu		
Bridget Wallace	Adjunct Faculty / COC	Bridget.wallace@canyons.edu		

Parent(s)				
Counselor(s)				
Staff				
Virginia Hutchins	Instructional Laboratory Technician / COC	Virginia.hutchins@canyons.edu		
Other guest(s)				
Keri Aaver	Director of Job Placement / COC	Keri.aaver@canyons.edu		
Nancy Bailey	Work Based Learning Program Specialist / Hart School District	Nbailey@hartdistrict.org		
Harriet Happel	Dean of Career Education and Integrative Learning / COC	Harriet.happel@canyons.edu		

## AGENDA

	Notes	ACTION
1. Welcome and Introductions (Director, Career and Technical Education) <ul style="list-style-type: none"> <li>1.1 Statement of Purpose</li> <li>1.2 Review/Approval of Minutes</li> </ul> <i>Motion to Approve the minutes of the last meeting by:</i> <i>Motion Seconded by:</i>	Meeting Commenced: 6:05PM  Welcome and Introductions: All  Motion to approve the minutes from the last meeting by: Kathy Bakhit Motion seconded by: Nancy Bailey All approve	
2. Review of Course Sequence <ul style="list-style-type: none"> <li>2.1 Hart District</li> <li>2.2 College of the Canyons</li> <li>2.3 CSU and UC Articulation</li> </ul>		

<p>3. Current Status of Program (Advisory Board Chair):</p> <p>3.1 Numbers of students</p> <ul style="list-style-type: none"> <li>▪ Special Population/Non Traditional Core Indicators (Perkins)</li> <li>▪ Reading proficiencies (Hart District)</li> </ul> <p>3.2 Student success – completers</p> <p>3.3 Student success - employment</p> <p>3.4 Labor Market Analysis ▪ Job Titles</p> <ul style="list-style-type: none"> <li>▪ Median Living Wage</li> <li>▪ Validated Need for Training</li> </ul>	<ul style="list-style-type: none"> <li>- Ten students in the Fall 2019 Cohort (Year 2) will graduate this Spring.</li> <li>- One student from the year 2 cohort did not have access to an available clinical site and will continue this Summer.</li> <li>- Three students did not complete phlebotomy and which delayed their clinical training.</li> <li>- The program will hold one graduation event via Zoom on June 3, 2021 and one outdoor graduation event on June 6, 2021.</li> </ul>	
<p>3.5 Industry Certification (if applicable)</p> <p>3.6 Program Accomplishments</p>	<ul style="list-style-type: none"> <li>- Nine students from the current cohort will join the three student who were delayed and will enter clinical training this Fall.</li> <li>- Ten to twelve students will place in Fall 2021 for clinical practicum.</li> <li>- The students completing their clinical training at Whittier Hospital Medical Center, Valley Presbyterian Hospital, and USC Verdugo Hills Medical Laboratory are doing well.</li> <li>- The two students completing their clinical training at Whittier Hospital Medical Center were hired as clerks.</li> <li>- The accreditation site visit with NAACLS will take place next fall either virtually or on campus.</li> <li>- All courses have been submitted for the proposed CLS Program.</li> </ul>	
	<ul style="list-style-type: none"> <li>- The proposed CLS Program is continuing to go through the process of being approved by the Curriculum Committee and the State Chancellor’s Office.</li> <li>- If approved, it is anticipated that classes for the CLS Program will begin to be offered in Fall 2022.</li> <li>- Hency Chu would like to work with Nancy Bailey to bring awareness of the programs to students at the Hart District.</li> </ul>	

- Fifteen students in the Summer Phlebotomy course will need placements at clinical sites.
- The Summer Phlebotomy course will be held on campus as the State has stopped allowing the course to continue online.
- Students at Whittier Hospital Medical Center will be asked to be vaccinated for Covid 19 prior to beginning clinical training.
- Current students at Valley Presbyterian Hospital were vaccinated but there is no process in place to vaccinate incoming students.
- Vaccinations will be available to students at USC Verdugo Hills Clinical Laboratory should that be something they choose to do.

<p>4. Industry</p> <p>4.1 Review Required Skills for Competency:</p> <ul style="list-style-type: none"> <li>▪ Do the program completers meet the current industry standard or industry need?</li> <li>▪ What curriculum modifications would you suggest to meet skill gaps?</li> <li>▪ Review of Assessment Procedures</li> <li>▪ What equipment/ facility needs can you identify that would better prepare students to enter your field?</li> </ul> <p>4.2 What employability skills do workers need in your field?</p> <ul style="list-style-type: none"> <li>▪ Able to think critically, problem-solve</li> <li>▪ Able to find resources</li> <li>▪ Effective interpersonal skills</li> <li>▪ Communication skills - oral, written</li> <li>▪ Adequate time management and organization - prioritization skills</li> <li>▪ Personal qualities - professionalism ▪ Able to project manage ▪ Other?</li> </ul> <p>4.3 What changes/ trends are occurring in the industry that will affect employer needs?</p> <p>4.4 Work-Based Learning Opportunities</p> <ul style="list-style-type: none"> <li>▪ Classroom visits by industry</li> <li>▪ Informational Interviews</li> <li>▪ Site visits/Field Trips</li> <li>▪ Ride Alongs</li> <li>▪ Project Based Learning</li> <li>▪ Internships</li> </ul> <p>4.5 Postsecondary Scholarship Creation</p>	<ul style="list-style-type: none"> <li>- Julie Philip expressed that students who have a good attitude and possess a willingness to learn are characteristics that make a good MLT trainee.</li> <li>- Lee Panton believes that students need to have good customer service skills sand be self-starters. Axel Arndt shared that having a real interest in the lab and a desire to be involved are good characteristics to have.</li> </ul> <p>It is important that students know how to handle</p> <ul style="list-style-type: none"> <li>- constructive criticism.</li> </ul> <p>Hency is open to suggestions from industry partners on how to incorporate life-skill training for year one students.</p> <p>Hency shared that with instruction taking place online and with labs being limited, students who are beginning their clinical training in the Fall may need more time to learn basic skills. Hency asked the industry partners how</p> <ul style="list-style-type: none"> <li>- behavioral concerns are handled at the clinical sites.</li> </ul> <p>At Whittier Hospital Medical Center, behavioral concerns are first addressed with the working Supervisor and then with Lee.</p> <p>When concerns are raised with students at Valley Presbyterian Hospital, Julie Philip will personally address them.</p> <p>Hency requested that the industry partners</p> <ul style="list-style-type: none"> <li>- inform her as soon as possible if there are concerns with students so that she can assist in resolving any issues.</li> </ul> <ul style="list-style-type: none"> <li>- Hency will contact the clinical sites in the near future to arrange clinical placement meetings for the students.</li> </ul>	
<p>5. Program plan for improvement</p> <p>5.1 Strengths of program</p> <p>5.2 Weaknesses of program</p>	<ul style="list-style-type: none"> <li>- There is discussion to bring more real-world examples into the pre-req. courses.</li> </ul>	

<p>5.3 Labor market information needed to justify new content/courses</p> <p>5.4 Resources needed and the role of industry: (equipment/ mentoring / scholarships/ awards/ hosting field trips/ serve as a speaker at career events/ other)</p> <p>5.4 What other suggestions do you have for program improvement?</p>	<ul style="list-style-type: none"> <li>- Because students struggle in the Clinical Chemistry course, the program will work to provide students with more opportunities to learn the basics. The suggestion is to focus on the basic concepts for MLT 120 Clin Chem I course, allowing students to practice performing dilution problems, QC (L-J charts, Westgard Rules) practice problems, safety at the first series of the course before introducing them to methodologies. Hency suggested, as she teaches MLT 120 (Clin Chem I) and MLT 124 (Clin Chem II) lecture courses that she will use the first semester to help students with the Math, and postpone methodology introduction until MLT 124 (Clin Chem II) in combination with the presentation of Clin Chemistry analytes/ pathology. This way there is a practical application for what they are learning in the Clinical Chemistry course. The idea is that a schedule change for Chem I lecture and lab will be implemented for Fall 2021 to help students get acclimated during their first semester/ first year in Clin Chemistry to see if the outcomes are better for the first year as we do experience increased attrition within that first year.</li> <li>- Harriet Happel suggested that incorporating Project Based Learning into the program can help students learn real-world application.</li> <li>- Embedded tutoring can be put in place for struggling students as a way to help them.</li> </ul>	
	<ul style="list-style-type: none"> <li>- Kathy Bakhit and Hency Chu will work together on a STEM grant proposal that could be used to redesign curriculum.</li> <li>- Perkins funding may be used for program improvements for the next fiscal year.</li> </ul>	

	<ul style="list-style-type: none"> <li>- Lee Pantan made a suggestion to incorporate molecular testing in the curriculum. Hency indicated that we are doing Molecular Testing/</li> </ul>	
	<p>PCR and gels in the Immunology lecture and lab course (MLT 118 Clin Immuno/Immunochem course)</p> <ul style="list-style-type: none"> <li>- More focus on Lab Information Systems should be incorporated.</li> </ul>	
<p>Motion to Approve Course Curriculum and Continue Operation of the Program was made by:  Motion Seconded By:  All in favor: Yes All  opposed:</p>		
<p>6. Other business  6.1 Additional Items <ul style="list-style-type: none"> <li>▪ Hiring</li> </ul> 6.2 Next meeting time, place, date.</p>	<p>Meeting Adjourned: 7:32PM</p>	