

**Career Education Advisory Board Meeting
College of the Canyons – MLT/CLS/Phlebotomy Programs
15/13/2024
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
Chair				
Business Partners including Industry, Non-Profit and Community Based Organizations				
Susan David	Lab Director / Whittier Hospital Medical Center	Susan.david@ahmchealth.com		Present
Elizabeth Marsing	Lab Director / CMHS	emarsing@cmhshealth.org		Present
Cynthia Martin	Lab Director / Henry Mayo Newhall Memorial Hospital	martincm@henrymayo.com		Present
Iraida Mathews	Medical Lab. Director / Adventist Health Simi Valley	mathewIE@ah.org		Present
Karen Schellhardt-Menjivar	Lab Director / West L.A. Kaiser	Karen.g.schellhardt@kp.org		Present
Program Chair				
Hency Chu	MLT Dept. Chair / COC	Hencelyn.chu@canyons.edu		Present
Interim Dean				
Kathleen Welch	School of Health Professions / COC	Kathleen.welch@canyons.edu		Present
4-year college discipline instructor(s)				
Student Representative(s)				
Sabrina Tran	Student / COC	satran@my.canyons.edu		Present
K12 discipline instructor(s)				
Discipline faculty				
Miriam Golbert	Full-Time Faculty / COC	Miriam.golbert@canyons.edu		Present
Edward Griffin	Adjunct Faculty / COC	Edward.griffin@canyons.edu		Present
Desiree Tan-Castillo	Adjunct Faculty / COC	Tan-castillo_d@canyons.edu		Present
Parent(s)				

Counselor(s)				
Staff				
Other guest(s)				
Carren Downs	Project Assistant for CLS Program / COC	Carren.downs@canyons.edu		Present
Harriet Happel	Dean of Career Education, Integrative Learning & the Emp. Center / COC	Harriet.happel@canyons.edu		Present
Julie Hovden	Counselor / COC	Julie.hovden@canyons.edu		Present
Shari Kraidman	Hart School District	skraidman@hartdistrict.org		Present

AGENDA

	Notes	ACTION
1. Welcome and Introductions (Director, Career and Technical Education) <ul style="list-style-type: none"> 1.1 Statement of Purpose 1.2 Review/Approval of Minutes <i>Motion to Approve the minutes of the last meeting by:</i> <i>Motion Seconded by:</i>	Meeting commenced: 5:34PM Welcome and introductions: All Motion to approve the minutes of the last meeting by: Ed Griffin Motion seconded by: Shari Kraidman	Approved
2. Review of Course Sequence <ul style="list-style-type: none"> 2.1 Hart District 2.2 College of the Canyons 2.3 CSU and UC Articulation 		
3. Current Status of Program (Advisory Board Chair): <ul style="list-style-type: none"> 3.1 Numbers of students <ul style="list-style-type: none"> ▪ Special Population/Non Traditional Core Indicators (Perkins) ▪ Reading proficiencies (Hart District) 3.2 Student success – completers 3.3 Student success - employment 3.4 Labor Market Analysis <ul style="list-style-type: none"> ▪ Job Titles ▪ Median Living Wage ▪ Validated Need for Training 3.5 Industry Certification (if applicable) 3.6 Program Accomplishments 	<ul style="list-style-type: none"> - The CLS Program is starting in Fall 2024. - Twelve clinical placements are available in five different CDPH/LFS approved sites for the CLS program. - The CLS Program is currently accepting applications until May 31, 2024. - Additional clinical sites for the CLS Program are expected to be approved this Summer and possibly in the Fall. - Phlebotomy will be offered this Summer for MLT students and to the public in the Fall and Spring. - Pebblepad (electronic technical checklist) will be implemented in the Fall to help track the skills and/or tasks of MLT students. 	

- Pebblepad training for students and preceptors will be available this Summer.
- MLT Clinical placements are needed for nine students this Summer.
- Phlebotomy clinical placements have been determined for thirteen MLT students this Summer.
- Clinical sites will be notified after May 31, 2024, to begin coordinating placement interviews with potential CLS students.
- Hency Chu shared the Fall 2024 rotation schedule with the Board.
- Elizabeth Marsing expressed that four weeks of Blood Bank training is insufficient and suggested an increase.
- An MLT Pre-Apprenticeship Program and a CLS Apprenticeship Program are currently in development.
- The MLT Certificate and Pinning Event is taking place on Thursday, May 30, 2024, at the University Center.
- Twenty-four students are graduating this year.
- Hency Chu shared results from a questionnaire given to the MLT class of 2024.
- The questionnaire revealed that 66.7% of students experienced financial hardship while completing the MLT Program.
- 93.3% of students experienced personal struggles while completing the MLT Program.
- The current graduating class is starting an MLT Student Fund through the College of the Canyons Foundation in an effort to support students dealing with financial hardship.
- Ed Griffin suggested that students be made aware of available resources at the college as they enter the program.
- Grant writing and fundraisers are opportunities that should be considered to support struggling students in the MLT Program.
- Ed Griffin offered to volunteer his time to meet with students and inform them about available resources on campus.

<p>4. Industry</p> <p>4.1 Review Required Skills for Competency:</p> <ul style="list-style-type: none"> ▪ Do the program completers meet the current industry standard or industry need? ▪ What curriculum modifications would you suggest to meet skill gaps? ▪ Review of Assessment Procedures ▪ What equipment/ facility needs can you identify that would better prepare students to enter your field? <p>4.2 What employability skills do workers need in your field?</p> <ul style="list-style-type: none"> ▪ Able to think critically, problem-solve ▪ Able to find resources ▪ Effective interpersonal skills ▪ Communication skills - oral, written ▪ Adequate time management and organization - prioritization skills ▪ Personal qualities - professionalism ▪ Able to project manage ▪ Other? <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"> ▪ Classroom visits by industry ▪ Informational Interviews ▪ Site visits/Field Trips ▪ Ride Alongs ▪ Project Based Learning ▪ Internships <p>4.5 Postsecondary Scholarship Creation</p>		
<p>5. Program plan for improvement</p> <p>5.1 Strengths of program</p> <p>5.2 Weaknesses of program</p> <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>		
<p>Motion to Approve Course Curriculum and Continue Operation of the Program was made by:</p> <p>Motion Seconded By:</p> <p>All in favor: Yes</p>		

All opposed		
6. Other business 6.1 Additional Items ▪ Hiring 6.2 Next meeting time, place, date.	Meeting adjourned: 6:40PM	