

**Career Education Advisory Board Meeting
College of the Canyons – Medical Laboratory Technologies
5/12/2025
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				
Melissa Arevalo-Verdugo	Lab Manager / USC Verdugo Hills Clinical Laboratory	arevalom@med.usc.edu		Present
Mark Dyer	Lab Director / Corona Regional Medical Center	Mark.dyer@uhsinc.com		Present
Cynthia Martin	Lab Director / Henry Mayo Newhall Memorial Hospital	martincm@henrymayo.com		Present
Olga Martinez	Quality Lab Director / Q2 Lab Solutions	Olga.martinez@q2labsolutions.com		
Robert Reilly	MLT / Palmdale Southwest Healthcare	mathewIE@ah.org		Present
Karen Schellhardt-Menjivar	Lab Director / West L.A. Kaiser	Karen.g.schellhardt@kp.org		Present
Michelle Shodja	Laboratory Dir. / Fountain Valley Regional Hospital & Medical Center	mshodja@hs.uci.edu		Present
Program Chair				
Hency Chu	MLT & CLS Dept. Chair / COC	Hencelyn.chu@canyons.edu		Present
Interim Dean				
Kathleen Welch	School of Health Professions / COC	Kathleen.welch@canyons.edu		Absent
4-year college discipline instructor(s)				
Student Representative(s)				
Lupita Hernandez	Student / COC			Present

April Villareal	Student / COC			Present
K12 discipline instructor(s)				
Discipline faculty				
Edward Griffin	Adjunct Faculty / COC	Edward.griffin@canyons.edu		Present
Harriet Happel	Dean of Career Education, Integrative Learning, & the Employment Center	Harriet.happel@canyons.edu		Present
Desiree Tan-Castillo	Adjunct Faculty / COC	Tan-castillo_d@canyons.edu		Present
Parent(s)				
Counselor(s)				
Staff				
Other guest(s)				
Julie Hovden	Counselor / COC	Julie.hovden@canyons.edu		Present
Shallu Makan	CCR Program Specialist / Hart School District	smakan@hartdistrict.org		Present
Kathleen Welch	Dean, Health Professions / COC	Kathleen.welch@canyons.edu		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: 5:40PM Welcome and introductions: All Motion to approve the minutes of the last meeting by: Julie Hovden Motion seconded by: Ed Griffin	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 	<ul style="list-style-type: none"> - Hency Chu asked the Board if they had questions or concerns pertaining to the CLS Clinical Site Affiliation Agreements. - Karen Schellhardt with Kaiser raised concerns about the liability of students being the 	

3.3 Student success - employment

3.4 Labor Market Analysis

- Job Titles
- Median Living Wage
- Validated Need for Training

3.5 Industry Certification (if applicable)

3.6 Program Accomplishments

responsibility of the clinical sites, as written in the CLS Clinical Site Affiliation Agreements.

- Hency will address Karen's concern with the leadership team.
- Updates on the modified CLS curriculum and training program were presented to the Board.
- State training requirements for MLT to CLS students will change from fifty-two weeks to twenty-six weeks.
- The new program will allow for two cohorts per academic year, with a Fall and Spring semester.
- A board exam review will be added to the program.
- The following courses are being reviewed by the Curriculum Committee in:
 - Fall semester (sixteen weeks)
 - Clinical Micro
 - Clinical Parasite
 - Clinical Hem/Coag/UA
 - Winter semester (five weeks)
 - Clinical Chemistry
 - Spring Semester – (eight weeks)
 - Clinical Immunohematology/Transfusion Medicine
 - Lab Management & Education
- Hency shared the sample CLS clinical training format with the Board.
- The program would cover microbiology, mycology, lab safety, automated chemistry, and other specialized areas.
- Desiree Tan-Castillo suggested flexibility in the program to accommodate the needs of MLTs, who are already working in chemistry.
- Edward Griffen suggested that blood bank training be extended beyond the proposed five weeks.
- Twenty-four students graduated from the MLT Program last Spring.
- The ASCP pass rate in Spring 2024 was ninety-one percent; twenty-one students took the test for the first time.
- Job placement is at eighty-one percent.

	<ul style="list-style-type: none"> - Julie Hovden suggested increasing the prerequisite chemistry course to Chem 201 to potentially improve student performance for the MLT Program. - Harriet Happel discussed an MLT pre-apprenticeship in consideration that could lead to an apprenticeship in CLS. - A meeting is scheduled with National University next week to discuss a partnership for CLS apprenticeship. - Harriet will continue to explore the apprenticeship model for CLS students and provide an update at the Fall Advisory Board meeting. - Hency is going to revisit concerns pertaining to the microbiology clinical site group labs and the number of required hours. - The Board discussed the need for more stringent selection criteria for CLS, MLT and phlebotomy students and considered the possibility of requiring a prerequisite in chemistry for better student preparation. - The issue of microbiology training hours and the need for a selection criterion will be revisited. - An instructor is needed for the Lab Management course. - The Board expressed concerns about the quality of graduates and the need for more practice in higher dilutions. 	
<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 		

<ul style="list-style-type: none"> ▪ 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> <p>All opposed</p>		
<p>6. Other business</p> <p>6.1 Additional Items</p> <ul style="list-style-type: none"> ▪ Hiring <p>6.2 Next meeting time, place, date.</p>	<p>Meeting adjourned: 6:57PMit</p>	