



**MLT Advisory Committee Meeting Minutes
Student Union Missouri Room-October 8, 2018**

Present: Baltzer, Gardner, Janikowski, Lettenmaier, Luckenbill, Olson, Sagsveen, Shipman, Uhlich, Volk, Vossler **Guest:** Dean Carla Hixson

Volk called the meeting to order at 12:10 pm and welcomed everyone to the meeting and gave a short biography as the new Program Director. It was also mentioned that NAACLS approved Volk as the Acting Program Director until the appropriate requirements were met; Master's degree (anticipated completion Spring 2019) and attendance of a NAACLS workshop. Volk then asked for any additions to the agenda, there were none.

The committee reviewed the program activity report (attached) since the April 2018 meeting. Volk did discuss the fact that one of the graduates still has not taken the boards. Volk also discussed the loss of three students already this semester from the class of 2020, one has moved on to a different program, one will be moving out of the state, the last has chosen to finish her general education classes then hopefully will come back to the program. Volk asked for any suggestions on retention the group did not have any ideas. Also discussed were the Clinical Site Affiliation agreements, Volk mentioned that the Billings site is still pending, but Sidney had movement as of that morning.

The one student that has completed her boards did an outstanding, we discussed her scores as well as her reply to the graduate evaluation. The student did have some suggestions about seeing more body fluids and the possibility of more hands on time. The advisory committee did voice concerns about the difficulty of body fluids due to the abnormality of the cells and the years of experience it takes to be comfortable with body fluids. This student's employer also replied to the Graduate Employer Survey and had nothing but good things to say about the student and the program. Both graduates from 2018 are employed at Northern Plains Laboratory.

Volk mentioned that several terms expired in June, 2018 and two members chose to continue, while one chose to leave, Uhlich filled the vacated position on the advisory board. Also mentioned were the three terms expiring in June 2019, Baltzer, Gardner, and Vossler.

Volk also updated the committee on the NAACLS Accreditation and thank Uhlich for her hard work and dedication. The MLT Program received the 10 year accreditation, which is the longest period a program can be rewarded. This requires a 5-year report and the yearly survey, which is being completed this month. While preparing the survey results, it has been noted that the graduation rate has been steadily decreasing and if it drops below 70% over a three year period additional paper work will need to be completed.

Volk again mentioned that Uhlich had retired and thanked her for all her help during the transition and her years of service to the MLT Program. It was again pointed out that the program had received the longest accreditation possible and that would not have happened without Uhlich's dedication.

It was mentioned that Janikowski will be retiring in December and the position will be posted soon and interviews will begin. Volk thanked Janikowski for her help during the transition and the years of service to the MLT Program.



Volk asked the group for recruitment ideas. It was mentioned that she had attended a Career Fair in Strasburg, ND that included students from the high schools in Emmons County, the Sanford Career Fair will be on October 10 and Volk will attend as a member of the Sanford Laboratory staff, and also the Sunrise Elementary Career Cafe had had Volk as a guest on August 27. Janikowski is also going to be speaking to the Bismarck Public Schools kids in our laboratory on October 16 and has a lot of great activities planned to get them interested. Janikowski will also be having a booth on October 19 at the BSC Fall Open House and Volk will travel to Jamestown on November 6 for the Allied Health Career Day.

Dean Hixson also handed out a Career Explorer postcard that will be sent to high school teachers, counselors and administrators for a three day seminar June 3-6 at BSC. It will be a time for them to earn graduate credits while learning more about the emerging fields of study offered at BSC.

Following the recruitment discussion, Lettenmaier asked if there was any movement towards a hybrid program such as that of Rasmussen in Fargo. She stated she had a phlebotomist go through that program because classes were online and laboratory work was once per week, in person, in Fargo. Discussion ensued and it was decided that the only way to ensure our program scores would stay satisfactory would be to have labs in person. Baltzer also mentioned that she had witnessed students take the MLT course from Weber State and the labs were online, which was not conducive to learning good laboratory practice. Some concern was voiced about program results such as BOC pass rates, graduation rates and attrition, Volk located results for the Lake Area Technical Institute in Watertown, SD which is a hybrid program and the advisory board felt that they were acceptable. It was decided that Volk would compile some data and bring it to the next advisory meeting in April.

A proposed change to the student handbook was discussed which would add the information about the clinical site having authority to dismiss a student per the affiliation agreement. The wording is as follows:

“the clinical site has the right to remove a student who, as determined in the site’s sole discretion, has failed to follow the site’s policies and procedures, exhibits unprofessional or disruptive behavior, presents a threat to patient safety or welfare, or whose performance is otherwise unsatisfactory.”

The dismissal of a student from a clinical site will be reviewed by the program officials and the advisory committee and a determination of whether or not to terminate the student from the program will occur.

Changes were made after Dean Carla Hixson voiced concern over the Advisory Committee handling the dismissal decision. The wording will be changed to include the Grievance Committee, rather than the Advisory Committee.

Meeting adjourned at 1:05 p.m.

Minutes submitted by Mari Volk