## Monty Tech Practical Nursing Program Advisory Meeting Minutes

Date: October 12, 2023

TOPIC	DISCUSSION	ACTION
<u>Attendance</u>	Present: Andrea Corrado (Facilitator), Cheryl Koula	Members met in PAC; continued to
	(Secretary) Joann Monks (Blackstone Valley), Terri Dushion	cafeteria for dinner
	(Faculty), Holly LaFrance (retired PN Director), Kate	
	Columbus (Jewish Healthcare), Kim Archambault (The	
	Highlands), Tarrah Hart (student rep), Cecilia Schmuck	
	(student rep), Eilish Lancey (student alumni)	
Welcome and Introductions	Proceeded to Culinary Conference Room; Called to order	COE Advisory Committee Survey Form; All
	7:06	members present completed
Review of Minutes Advisory	Motion to accept: Holly LaFrance; Second: Joann Monks; All	<u>Informational</u>
Meeting 2/8/23	in favor	
Review of 2023-2024 Budget	<b>Budget:</b> 29 students currently; Tuition \$11,850 in-district,	<u>Informational</u>
Capital Equipment and Supplies	\$13,850 out-of-district, \$2400 fees	
	Capital equipment: Received additional funding through	
	Perkins; purchased portable Dopplers for each clinical bag	
2023-2024 Program	a. Reviewed: 35 accepted; 1 withdrew during summer; 2	<u>Informational</u>
Progress/Review through Term I	personal; 2 academic withdrawals before October 1, 2023	
	<b>b. Distributed</b> Program Plan and Academic Calendar	
a. 34 Students started 8/21/23	c. Motion to accept curriculum, handbooks, COE required	
b. Program Plan and Schedule for	written plans Motion to accept Holly LaFrance; Eilish lancey	
academic year 2023-2024	seconds; all in favor	
c. Advisory Committee	d. Motion to accept Program Plan and Academic Calendar	
Review/approval of PN	Joann Monks; seconded Holly; all in favor	
Curriculum, Student Handbook,	e. SEP Review by Terri Dushion Faculty; motion to accept SEP	
Student Financial Aid Handbook,	Holly; Kate seconded; all in favor	
COE required written plans	f. Detailed Test Plan: Terri Dushion Faculty (no vote)	<u>Informational</u>
d. academic calendar	g. Strategic Plan updated in progress, electronic file	
e. SEP	provided; Andrea Corrado discussed: once completed LPN	
f. detailed test plan review	program will be congruent with MT; Holly LaFrance	
<u>summer 2023</u>	motioned to accept; Joann Monks seconded; all in favor	

g. Strategic Improvement Plan Update h. Graduate/Employer Program satisfaction survey  NCLEX Results 2019-2023 (89% average)	h. Class of 2023 Surveys don't go out until January; asking advisory committee for ideas to get better response: Kate suggested social media; work on Facebook page, connect it to Instagram, school run Facebook; 2021 was sent electronic 11 out of 18 returned; 2022 2 out of 30; QR code to survey with Financial Aid; send out emails before January NCLEX 2019-28 grads, 27 passed, 1 not on registry 90% pass rate 2020-28 grads, 23 passed, 3 fails 88% pass rate 2021-30 grads, 24 passed, 6 fails, 1 not successful at 2 <sup>nd</sup> attempt 73% pass rate 2022-18 grads, 17 passed, 1 failure 94% 2023-30 grads, 25 tested, 25 passed, 5 pending 100%	
Program Improvements	Andrea Corrado discussed: Aligning Curriculum with New detailed test Plan Increased ATI usage across curriculum Increased use of technology Increased DEI initiatives/training (faculty training, evaluate curriculum, equipment etc)  Community Service provided by PN students September 15, 2023 at Office of Emergency Management, located in Leominster MA.	Ongoing
Perkins-Faculty Development/ACEN prep	Andrea Corrado discussed: Faculty Education ACEN Prep course Translator earbuds for ESL students Skeleton models for Structure and Function Class Dark and medium Skin Tone injection simulators and Central Line Trainer VR Goggles for simulation Med cart with Barcode scanner CPR Meter	Ongoing

Curriculum Update	ACEN; Joann Monks spoke to lab simulator; Discussion Lab	Ongoing
	Simulation can be used for 50% of clinical time; must be Hi-	
	Fidelity; Clinical Partner discussion regarding trends and	
	practice for inclusion in program curriculum.	
Program Updates	<b>Discussed:</b> 25 <sup>th</sup> Anniversary PN Program	<u>Informational</u>
	COE Accreditation June 10 – 13, 2024	
	ACEN Application submitted 9/27/23; looking for Spring	
	2025 visit; money put aside for application in each	
	consortium; Judy Pelletier contact	
	Admissions for Academic year 24-25; over 60 interested; MT	
	Seniors signed up for TEAS testing; several MT students	
	expressing interest, in addition to Health Occs	
	Admission TEAS Testing Schedule February-May 2024	
Nomination/Election of Advisory	Motion to accept	<u>Vote</u>
Committee Chair 23-24	Eilish Lancey from Holly LaFrance; Kim Archambault seconds;	
	all in favor	
Feedback from Advisory Board	<b>Discussed</b> 25 and over free education for Community College	<u>Informational</u>
members for Program	students; clinical rotation: hospice suggestion from Kate;	
<u>Improvement</u>	management opportunities for LPN's? Meeting minutes	
	electronic? Promote Veteran students.	
Additional information	Recruit via social media also; pay for google ad; promote 25 <sup>th</sup>	
	anniversary	
	Board of Registration News	<u>Informational</u>
	Discussion: October 20, 2023 A. Corrado to complete	
	Administrator Training; November 3, 2023 T. Dushion to	
	complete Faculty Training; November 8 2023 Monthly Board	
	Meeting	
Next meeting date	February 7, 2024	Meeting adjourned 8:54 pm