Monty Tech Practical Nursing Program

Advisory Meeting Minutes

Date: October 16, 2024

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| **TOPIC** | **DISCUSSION** | **ACTION** |
| Attendance | **Present: Andrea Corrado (Facilitator), Cheryl Koula (Secretary), Terri Dushion (Faculty, non-voting), Holly LaFrance (retired PN Director), Kate Columbus (Jewish HC), Amanda Dibble (Heywood), Arlene Horne (Student Rep),** **Eilish Lancey (Alumni)** | **Members began the evening in PAC with Tom Browne’s announcements 5:30pm; proceeded to café for dinner** |
| 1.Welcome and Introductions | Culinary Conference Room; **Called to order 7:00 pm** | Andrea thanked members for bringing expertise to PN Program at Monty Tech. |
| 2.Review of Minutes Advisory Meeting June 5, 2024 | Motion to accept:Holly LaFrance; Second: Kate Columbus; All in favor. | Vote/Approved |
| 3.COE Advisory Standards Form | **COE Advisory Committee Survey Form** | 1 external member completed |
| 4.COE Written Plans and Policies for Annual Review | 1. **Program Outcomes: COE Standard 3 Program Outcomes, which is SEP, required to review annually; Program Outcomes Systematic eval plan (SEP) will be discussed with agenda item 6.**
2. **Health and Safety Plan: Motion to accept: Holly LaFrance**; **Second**: Kate Columbus; All in favor.
3. **Refund Policy: Per COE recommendation, we added wording to specify that the refund policy adheres to students that received Financial Aid *and* those that pay out of pocket. Prior, it was assumed all students were subject to the refund policy. Motion to accept: Holly LaFrance; Second: Kate Columbus; All in favor.**
4. **Student Grievance Policy: Motion to accept: Holly LaFrance; Second: Kate Columbus; All in favor.**
5. **Effectiveness of Student Services Policy: Terri Dushion reviewed results including Nook, comments about advising, including quotes, added at least once a term to reach out, Vsim responses, ATI responses, bookstore responses, uniform responses.**
 | a. Informationalb. Vote/Approvedc. Vote/Approvedd. Vote/Approvede. Informational |
| 5. 2024-2025 Budget, Capital Equipment and Supplies | **Purchased 52 Lenovo Laptops****2 more compact carts for new laptops****Filled Clinical rolling carts for 5 clinical sites.****Positive cash flow from Class of 2024, 20 more students Class of 2025****Diverse Trainers Chester chest and Intradermal injectors with diverse skin tones****Clinical Skills bags with supplies****Tuition $11850 in-district; $13850 out-of-district, $2400 fees** | Informational |
| 6. 2024-2025 Program Progress though Term I | 1. **Students: Class of 2025 Admitted 48 students and all still present October 1st; Admissions for Academic year 2024-2025; 198 inquiries; 105 applicants; 49 seats maximum; first-ever waitlist; recommended Blackstone and Assabet to applicants per schools’ request**
2. **Program Plan and Schedule for academic year 2024-2025: Motion to accept: Holly LaFrance; Second: Eilish Lancy; All in favor.**
3. **Advisory Committee review/approval of PN curriculum; Student Handbook updates/revisions; Student Financial Aid Handbook: To add mention of the Financial Aid Handbook, the requirements for male students of age registering for Selective Services is no longer needed to be eligible for Federal Funding. Motion to accept both handbooks: Holly LaFrance; Second: Kate Columbus; All in favor.**
4. **Academic calendar 2024-2025: Motion to accept: Holly LaFrance; Second: Kate Columbus; All in favor.**
5. **SEP (systematic evaluation plan) review of PN program; Terri spoke to attempts for NCLEX: one outstanding; student admission offered; retention rates 85%, 2024 withdrawal reasons; grad rate, post-graduate survey results, 2024 sending out January 2025; employment rates; Terri provided numbers; employment patterns; program admin retention; faculty retention; complaints.**
6. **Detailed Test Plan: Terri spoke to, did not have anything ECT related; disaster drill off site in the past, looking to have it in school.**
 | a. Informationalb. Vote/Approvedc. Vote/Approvedd. Vote/Approvede. Informationalf. Informational |
| 7.Program Improvements/Updates | **Discussed: COE reaffirmation visit June 10-12; visit went great; received full approval; needed to add Student Services Plan, which we did but notified in September we are on deferred status, must answer to Monty Tech Nites programming by January 23, 2025.***13: The Institution should submit all programs that meet the definition of a COE Program to be added to the approved program list.*COE is an Institutional accreditor…All programs that lead to a job for 18 and over must be on the listMoving to ACEN PER MABORN Candidacy presentation submitted on 10/1 waiting for reply…FACULTY RETENTION: 1 faculty left June 30th to pursue Mental Health NP and 1 on extended medical leave; hired 4 new adjuncts (anticipation of 48 students and 5 sites); 3 new clinical sites including Gardner, Quabbin and Sterling Village; looking for HELP!Electronic resources Lippincott Wolters Kluwer THE POINTPrep-U adaptive learning programDeveloping partnerships with publishers (offer trials)SafeMedicate online platform with math med learning modulesATI Virtual NCLEX PREP 1:1 nurse educator 12-week programClass of 2026 inquires 94; two full applications in!Outside Donor for Microgrants: Donna Byron referring to Boost Grants; we met with her in August to explain how students pay and the process of them receiving Financial Aid; she’s creating a webpage and asking for donations through it; we have provided anonymous demographics per her request to provide potential donors with context; she’s hoping to get funds to our students at the beginning of December and would like a photo op. We also discussed a digital format for the students to give thanks. | Informational |
| 8. Perkins | **Discussed: Diversity of equipment**FUND CODE 4597,000Marketing initiativesEducationSim Education-program needs someone certifiedAI Education-staff going to PD | Informational |
| 9. Curriculum Update | Terri spoke to working on condensing course outcomes and levelled to Bloom’s taxonomy (some had 100); changing level of what students are learning; looking closely at all courses up to date with standards of practice; room of horrors feedback; marshmallow/spaghetti challenge |  |
| 10. State of the Industry Updates/Feedback from Occupational Advisory Board Members for Program Improvement | What are you looking for? Amanda wanted to integrate ambulatory program; LPN students are more well-rounded. Kate agreed and suggested added PN programs with leadership/management roles; they are by far more rigid, more professional, more firm, no downtime and focused. Kate spoke to adding and Andrea inquired about pre-cep program. Interpersonal skills needed. Possibly have Amanda speak to students regarding ambulatory. Primary Care, family, internal med, ob-gyn, surgery, ortho, cardio, school-based health centers from Athol to Ashburnham. Onboarding through HR. Amanda was given ok to tell us they could host. 19 specialties at Heywood. M-F 8-5. |  |
| 11. Nomination/Election of Advisory Committee Chair 24/25 | Andrea Corrado nominating Eilish Lancy; Kate Columbus seconds; All in favor. |  |
| Next meeting date | February 12, 2025 6:00 pm | Meeting adjourned at 8:22 pm |