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Instructional Faculty Consortium Committee Meeting (IFCC)

MINUTES

MAR. 13, 2018 3PM-5PM

BLACKBOARD COLLABORATIVE

PROGRAM	Clinical Laboratory Technology & Phlebotomy
FACILITATOR	Phyllis Ingham, West GA Tech
SECRETARY	Christy Cole, West GA Tech
ATTENDEES	Sasha Kahiga, TCSG Cynthia Williams, South Eastern Tech Georgia Smith, Southern Regional Tech Phyllis Ingham, West GA Tech Christy Cole, West GA Tech LaShauna Hunt, Central GA Tech Patty Wynne, Dean Central GA Tech Katy Watson, Wiregrass Georgia Technical College Ibsa Abdi, Georgia Piedmont Technical College Robin Aiken, Chattahoochee Tech Anita Khoram, Georgia Piedmont Technical College

Agenda Topics

CLT ADMISSION CRITERIA		10 MINUTES	PHYLLIS INGRAM
DISCUSSION	Most of the programs had their own criteria for student selection. There are not specific guidelines for this process. Student assessment tests and GPA were ideas that were discussed.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

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EXIT EXAM OR CAPSTONE PROJECT TO GRADUATE		10 MINUTES	PHYLLIS INGHAM
DISCUSSION	Ideas of giving students exams during and after clinical rotation was discussed. A portfolio idea as a capstone project was discussed.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

ADA COMPLIANCE STRATEGIES		10 MINUTES	PHYLLIS INGHAM
DISCUSSION	It was discussed that the programs at each college are working toward this goal and not all schools have the same deadline.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

DISABILITY ACCOMMODATIONS		25 MINUTES	SASHA KAHIGA
DISCUSSION	Sasha will meet with the TCSG State Disability Coordinator, Kimberly Ellis, for guidance on this topic. It was discussed that there were Essential Functions established by our IFCC group in 2015. Robin shared the copy from Chattahoochee Tech with the group. *Sasha has provided the link for the TCSG Policy Manual to our ListServ group.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

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[AGENDA TOPIC 5] [TIME ALLOTTED] [PRESENTER]

DISCUSSION			
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

[AGENDA TOPIC 6] [TIME ALLOTTED] [PRESENTER]

DISCUSSION			
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

[AGENDA TOPIC 7] [TIME ALLOTTED] [PRESENTER]

DISCUSSION			
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

[AGENDA TOPIC 8] [TIME ALLOTTED] [PRESENTER]

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DISCUSSION			
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

[AGENDA TOPIC 9] [TIME ALLOTTED] [PRESENTER]

DISCUSSION			
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

[AGENDA TOPIC 10] [TIME ALLOTTED] [PRESENTER]

DISCUSSION			
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

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COMMENTS / SPECIAL NOTES RESOURCE PERSONS SPECIAL NOTES	
MEETING ADJOURNED	[date and time]
MINUTES SUBMITTED BY:	[include full name and college]

Special Instructions

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1. <u>Name</u> and <u>save</u> the document to your PC (we suggest you use the following naming convention: ProgramName.020207.doc (the #s represent date of meeting)
2. <u>Send</u> the appropriately named and saved MS Word document <u>via email</u> , as an <u>attachment</u> , to the assigned Curriculum Program Specialist at the Central Office of DTAE, Atlanta, GA.
3. Minutes should be submitted, as above outlined, within ten (10) days of the meeting

[Click here to contact us if you have questions.](#)