

Instructional Faculty Consortium Committee (IFCC)

Respiratory Therapy Technology IFCC Minutes

Date: August 24, 2023

Time: 10:00 am – 2:00 pm

Location: Central GA Technical College (Macon)

Meeting Facilitator: Sasha Kahiga and Larrica Clark (Chair)

Attendees

- 1) Sasha Kahiga- Curriculum Program Specialist, Technical College System of GA (TCSG)
- 2) Larrica Clark- Program Director, Oconee Fall Line Technical College (IFCC Chair)
- 3) Kimberly Temple- Director of Clinical Education, GA Northwestern Technical College (IFCC Vice-Chair)
- 4) Renee Coleman- Director of Clinical Education, Coastal Pines Technical College
- 5) Breanna Brown- Program Director, Coastal Pines Technical College
- 6) Riedetta Monique McCreary- Director of Clinical Education, Southern Crescent Technical College
- 7) Christina James- Director of Clinical Education, Gwinnett Technical College
- 8) Zenia Bratton- Program Director, GA Northwestern Technical College
- 9) Tikisha Virgil- Director of Clinical Education, Columbus Technical College
- 10) John Kleinsteuber- Program Director, Gwinnett Technical College
- 11) Mark Thorne- Program Director, Columbus Technical College

Agenda Topics/Discussion

Agenda Items	Discussion
Welcome	Sasha Kahiga called the meeting in order at 10:00 am. She introduced herself and her role as the Curriculum Program Specialist (CPS). She asked the faculty to sign in via the QR code. After her introduction, Sasha asked each faculty member to introduce themselves. After introductions, Sasha displayed the PowerPoint presentation and reviewed the agenda with the group. Sasha asked the members if any additional topics should be added. In response, Monica McCreary (SCTC) asked the group if the age requirements for state licensure be added to the agenda as a topic of discussion. The group agreed, and Sasha asked IFCC Vice-Chair Kimberly Temple (GNTC) to add the request to the list as she recorded the meeting notes.

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<p><i>IFCC Overview</i></p>	<p>Sasha Kahiga provided the group with an IFCC overview. Sasha explained the purpose, goals, and responsibilities of the IFCC. Sasha informed the group that the IFCC is required to meet annually. She further said that the IFCC would meet in person every other year hosted by the Chair, Vice-Chair, or a volunteer. Sasha explained that the meeting will be held virtually the following year.</p> <p>She further explained the roles and responsibilities of the Chair and Co-Chair. Due to their term ending, today’s meeting is the last for the current Chair, Larrica Clark, and Vice-Chair, Kimberly Temple. Sasha asked the ladies to provide the group with their experiences during their term. In response, both ladies stated that they learned a lot, and Sasha spearheaded the task. They further noted that, as Sasha explained, they are always her first point of contact when she needs assistance with programmatic questions or research, but the roles were easy.</p> <p>In response, Sasha thanked the ladies for sharing and asked for volunteers for the 2024-2026 term of Chair and Vice-Chair. Monica McCreary (SCTC) volunteered as Chair, and Mark Thorne (CTC) volunteered as Vice-Chair. Sasha and the group thanked them for their willingness to serve during the 2024-2026 term.</p>
<p><i>TCSG Overview</i></p>	<p>Sasha presented the group with the TCSG Academic Affairs (AA) website. She explained that this webpage provides faculty and staff with the necessary links to assist with their roles. She stated that on this webpage, faculty and staff will find the contacts of the AA team, program, information tickets, PROBES, IFCC information, faculty development, etc.</p> <p>Sasha presented the Academic Affairs team and provided a face to the names that faculty members have become familiar with over the years. She explained that the Academic Affairs department is within the Office of Technical Education. She clarified the contact for specific training; for example, Faculty Development is conducted by Dr. Nathalie Dames, and KMS training is led by Steve Conway.</p> <p>One of the faculty members asked for clarification on the differences between an information ticket and a PROBE. In response, Sasha explained that the IFCC initiates either procedure only for standard programs. However, the number of revisions determines the procedure. An information ticket will be created if minimal revisions do not impact the overall program credit and contact hours. The revisions are uploaded within the current version of the program and are available for implementation.</p> <p>She further explained that a PROBE ticket is initiated if major revisions occur and the credit & contact hours are impacted. The revisions are uploaded within a new program version and undergo the PROBE process, which could</p>

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	<p>take 60 to 90 days. Sasha presented the steps within the PROBE process. Sasha asked the group if they understood the meaning of the version and navigating their course & program standards. The group stated that a refresher would help.</p> <p>Sasha logged into the curriculum database and explained the difference between the terms KMS & curriculum database to the group. She presented the overall program standards and explained how to read the major code, version, and other primary components of the standards. She stated that the version of the program does not always indicate the date of revisions.</p> <p>She further explained that changing the version date of a program will result in a PROBE. Therefore, changes to information within the program’s overall standards can still occur within the current version, which has an older date if the program credit and contact hours remain as is. Additionally, she stated that the course versions could change quite often, and newly created courses can be uploaded into the current version of the program. She asked if there were any questions, and there were none.</p>
Faculty Development	<p>Sasha provided details of the revised Faculty Development training for new faculty conducted by Dr. Nathalie Dames. She explained that there are still two Phases to the training; however, each Phase has a Part I and Part II component. She said that Part I for each phase consists of online self-paced modules. However, Part II of Phase I is an interactive online learning experience, and each participant must register via the AA webpage. Part II of Phase II is face-to-face; each participant must register via the AA webpage. Sasha stated that revamping the faculty development training would capture new faculty members and have them complete it within 60 days of hire.</p>
Secondary Initiatives	<p>Sasha gave the group details of the three options for completing High School and Completion 2 Career.</p>
Artificial Intelligence (AI) Sharing Session	<p>Sasha stated that Generative Artificial Intelligence has been a hot topic since the beginning of the year. She said that as technology continues to advance, AI does as well, and based on the advancement, it would be best for faculty to enhance the use of AI within their programs. She explained how the Medical Laboratory programs have used AI in research projects and laboratory assignments. She asked the group to share their experiences with AI and how they might have been using it within their program. TCSG and the AI Impact Workgroup will host several Generative Artificial Intelligence Orientation webinars soon.</p>
IFCC OneDrive	<p>Sasha reminded the group of their IFCC OneDrive. She stated that their OneDrive is where they can collaborate and share resources. She also informed them that their OneDrive is where they can review the IFCC</p>

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	<p>materials, such as the drafted minutes, IFCC PowerPoint, agenda, etc. Sasha provided the link via PowerPoint and informed the group that she would send a follow-up email requesting revisions to the IFCC minutes after the meeting.</p>
Accreditation Updates	<p>Per CoARC's correspondence, "At its July 2023 Board meeting, the CoARC updated the Accreditation Policies and Procedures Manual.</p> <p>Please see the CoARC website for the July 15, 2023, updated Policies and Procedures (https://coarc.com/accreditation/accreditation-policies-and-procedures/). Provided both the clean document and the marked document show changes."</p>
RESP Course Review	<p>Mark Thorne will follow up with fellow educators to change the Occupational Analysis on the Respiratory Care Probe terminology.</p>
RCT3 Program Review	<p>Mark Thorne (CTC) asked the group their thoughts on rearranging the hours of the RESP courses to offer Medical Terminology. In response, the group decided no more hours could be added, nor current class hours could be taken away. The suggestion was to make a Medical Terminology Course/Shell/Module into Blackboard for the students to complete independently without a grade.</p>
Open Discussion	<p>Professional Licensure- Monica McCreary (SCTC) expressed concerns about the state licensure changing the age requirement from 18 to 21. She is concerned that the advisory board with the GA Composite</p> <p>Kettering Review- Larrica Clark (OCFTC) asked the group about offering a state-side review for students.</p> <p>IFCC Contact List- J John Kleinsteuber (GTC) asked if there is a contact list of state-wide faculty & staff of the Respiratory Care program that the IFCC has access to. In response, Sasha stated that it can be challenging to keep up with the faculty & staff changes throughout the state and that the listserv is the contact list used. She further stated that she could add the listserv to the IFCC OneDrive so that the IFCC could have access and make revisions as needed.</p>
Closing Remarks	<p>In closing, Sasha thanked the faculty for participating and provided them with the next steps. Sasha is to send a meeting follow-up email that will give the link to the Respiratory Technology IFCC OneDrive. She explained that within the OneDrive folder, the IFCC will work together to review and revise the overall RCT3 program standards. She stated that the online version can</p>

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	<p>make the revisions directly within the file. She explained that taking this step would allow everyone to see the modifications.</p> <p>Mark Thorne (CTC) stated that he will request volunteers to complete each section of the overall program standards, and those individuals will make the revisions to the assigned section. Sasha and the group agreed with the process. Sasha said she would contact Ms. Holly Sanders of Atlanta Technical College to request a Medical Terminology Blackboard course presentation. She said it may occur after the dean meeting in October since she has been invited as a presenter and her schedule is packed.</p> <p>Lastly, Sasha said she would create and upload the IFCC contact list within OneDrive. She further stated that they would be responsible for making revisions and keeping the contact list current based on changes to their college. She asked if there were any further questions, concerns, or tasks she overlooked. The group stated that she covered everything and thanked her for everything.</p>
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Meeting adjourned at 1330

Minutes submitted by: Kimberly Temple