



FACULTY & STAFF MEETING MINUTES

Date: July 14th, 2026

Time: 2:30 PM

Location: MCI Meeting Room

Attendees: Program Directors, Faculty and Administration (Sign-In Sheet Attached)

Minutes Distribution: Hard copy placed in faculty/staff mailboxes and/or distributed via email

TOPICS

ABHES Faculty Documentation

- ✓ Faculty were reminded to complete the **ABHES Faculty Data Sheet** using the Word document provided by administration. Faculty should also submit documentation of applicable CEUs/professional development completed within the previous 12 months for inclusion in faculty files.

ABHES Site Visit – Class Schedules

- ✓ Faculty were asked to complete and return their class schedule information as soon as possible in preparation for the upcoming ABHES site visit. Faculty should clearly indicate when laboratory instruction is scheduled during a class period so that an accurate instructional schedule can be provided to the visiting team.

Professional Development / In-Service Training

- ✓ Faculty were reminded to complete Managing the Adult Classroom (ED113) through ABHES/MaxKnowledge by July 24, 2026.
- ✓ Three Additional MCI In-Service Trainings will be emailed to all faculty by July 20th

Program Curriculum Documentation

- ✓ Faculty were instructed to verify that their curriculum outline is accurate and current. A curriculum drive will be established for instructors to upload applicable course documentation.



- ✓ Course files should include the appropriate course name and number, syllabus, lesson plan, instructional resources, PowerPoints, handouts, assignments, quizzes, examinations, and laboratory competencies, when applicable.
- ✓ Faculty were reminded that curriculum documentation should accurately represent current course delivery and approved program requirements.

Action Items / Follow-Up

- ✓ Faculty will complete outstanding ABHES documentation, professional development requirements, class schedules, and curriculum materials by the requested deadlines. Administration will continue monitoring outstanding items as part of site-visit preparation.

Meeting Concluded

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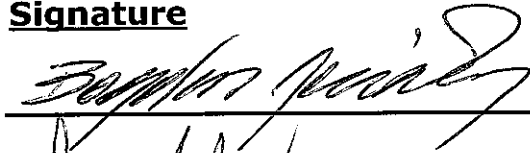
Time: 2:30 PM

Location: Conference Room

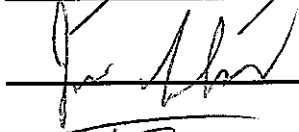
MCI Faculty/Staff

Signature

Bogdan Jasinski



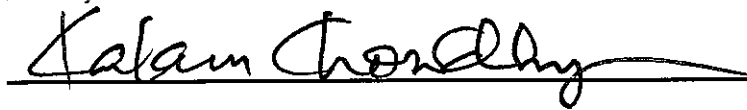
Jess Scherr



Dr. Tarek Halim



Dr. Kalam Chowdhury



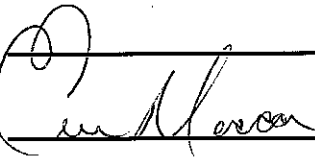
Dr. Syeda Kazmi



Dr. Nivedita Kumar



Erica Mosca



Patricia Walker



Amy Knudsden



Michelle Martin



Christina Boyle

