

FACULTY & STAFF MEETING MINUTES

Date: November 20th, 2025

Time: 1:00 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

1. Program Updates

- Current enrollment and admissions activity was reviewed, including anticipated enrollment for upcoming cohorts. Faculty were reminded that student progress reports are generally distributed during the first week of each month. Upcoming cohort start and completion dates were also reviewed to assist with program planning.

2. Clinical Education Updates

- Clinical education and placement activity were discussed. The transition and hiring of a new Clinical Coordinator were reviewed, along with the need to maintain continuity of clinical oversight during the transition.
- Faculty and Clinical Coordinators discussed appropriate submission of CME requests, with examples provided for guidance. Current clinical site status, student placements, clinical preceptor feedback, and any student performance or attendance concerns were also reviewed.
- Questions regarding the use of Trajecsyst were addressed. Program personnel were encouraged to continue monitoring clinical documentation and student progression through the system.

3. Curriculum & Instruction

- Curriculum updates were reviewed, including the rewritten DMS 201 syllabus and lesson plans. Faculty were invited to submit proposed curriculum revisions or recommendations for consideration.

- Available instructional resources and technology were discussed, including the advantages and disadvantages of Trajecsyst and the current unavailability of certain Elsevier resources.
- Program outcomes were also reviewed. Faculty discussed the importance of continued monitoring of these outcomes and identifying opportunities for improvement.

4. Compliance & Accreditation

- Updates related to CAAHEP, JRCODMS and ABHES requirements were discussed. Faculty and Clinical Coordinators were reminded of the importance of maintaining complete and accurate documentation.
- The applicable accreditation action plan was reviewed, and a hard copy was distributed for reference. Program personnel were reminded to complete assigned action items and maintain documentation supporting ongoing compliance.

5. Student Affairs & Graduate Support

- Student concerns were discussed, including issues associated with the DMS/CVS laboratory power failure.
- Additional tutoring, remediation, and advising opportunities were reviewed. The possibility of providing monthly additional laboratory sessions for unemployed graduates was discussed as a way to allow graduates to maintain and strengthen their skills while seeking employment.
- Graduate employment tracking was also reviewed, with continued follow-up needed to obtain updated employment information and documentation from graduates.

6. Faculty Development

- Faculty were reminded of continued professional development expectations, including applicable CME and faculty development activities.

7. Open Discussion & Action Items

- Faculty and Clinical Coordinators were provided an opportunity to raise additional questions and concerns. Low gainful employment/graduate placement was identified as an ongoing challenge requiring continued attention.

- Program personnel will continue working collaboratively to strengthen graduate employment outcomes, maintain clinical placement opportunities, monitor student progress, and address applicable accreditation action items.

Closing:

- Continue clinical placement and graduate employment monitoring
- Complete accreditation-related action items
- Maintain appropriate clinical documentation
- Continue faculty professional development
- Continue student/graduate support efforts

Meeting Concluded



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Monthly Faculty Meeting Attendance Record

Date: Thursday, November 20, 2025

Time: 1:00 p.m.

Venue: MCI Meeting room.

#	Name	Signature
1.	Michelle Martin	Michelle Martin
2.	Amy Kaudsen	Amy Kaudsen
3.	Christina Boyle	Christina Boyle
4.	JAT Walker	JAT Walker
5.	Syeda Khar Online	Syeda Khar
6.	Kalam Chowdhury	Kalam Chowdhury
7.	Tarek Halim	Tarek Halim
8.	Bogdan Jasiński	Bogdan Jasiński
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