

FACULTY & STAFF MEETING MINUTES

Date: September 10th, 2025

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

Program Effectiveness Meeting

- The purpose of the meeting was to review current clinical placement activity and program outcomes and to ensure Program Directors and faculty remain actively involved in evaluating student and program performance. Administration discussed the importance of documenting ongoing review of outcomes as part of the institution's Program Effectiveness Plan (PEP), continuous improvement efforts, and accreditation compliance.

TOPICS:

Clinical Placement Updates

- Clinical placement status and current site availability were discussed for applicable programs. Program personnel reviewed placement needs, site limitations, and potential delays that could affect students' ability to progress through required clinical experiences.
- Faculty and Program Directors were reminded to communicate clinical placement concerns promptly and continue identifying opportunities for additional clinical affiliations.
- Continued monitoring of students awaiting placement was emphasized.

Program Outcomes Review

- Program outcome data was reviewed, including retention, credentialing examination results, and graduate employment/placement. The established benchmark of 75% or higher was used when reviewing applicable outcomes.
- The DMS and CVS programs demonstrated stability in rates and data verification is still in progress.
- The Surgical Technology program demonstrated generally strong historical outcomes, with reported averages of approximately 91% retention, 85%/93% credentialing, and 90% placement for the cohorts presented.
- Sterile Processing Technology outcomes were also reviewed. Overall averages presented were approximately 78% retention, 79% credentialing, and 64% placement. Faculty discussed that retention and credentialing were at or above the identified benchmark overall, while graduate placement remained an area requiring continued attention.

- Medical Assistant program has had no enrollment and no data for comparison. If enrollment does not increase, ABHES will require the program to be discontinued.

Areas of Concern & Continuous Improvement

- Faculty and administration discussed areas requiring continued monitoring, including clinical placement delays, graduate employment placement, student retention, and credentialing outcomes.
- Program personnel discussed the importance of early identification of students who may be at risk academically or clinically and continued support for graduates preparing for credentialing examinations and seeking employment.
- Clinical site availability was also identified as an important area for continued attention. Program Directors and applicable faculty will continue assisting with clinical relationships and identifying placement opportunities when possible.

Action Items / Follow-Up

- Continue monitoring clinical placement status for all applicable students.
- Continue outreach and development of clinical site opportunities.
- Monitor retention, credentialing, and placement outcomes by program and cohort.
- Follow up with graduates regarding employment status and maintain appropriate placement documentation.
- Continue providing support and guidance for credentialing examination preparation.
- Review outcomes that fall below established benchmarks and identify appropriate improvement strategies.
- Program Directors and faculty will continue providing input regarding clinical placement and program effectiveness.
- Outcomes and action steps will continue to be reviewed as part of the institution's ongoing Program Effectiveness Plan and continuous improvement process.

Meeting Concluded

FACULTY AND STAFF MEETING

Date: 9/10/25

Location: Conference Room

Time: 2:30

Name

Signature

Bogdan Jasinski

Bogdan Jasinski

Tarek Halim

Tarek Halim

Jess Scherr

Jess Scherr

Kalam Chowdhury

Kalam Chowdhury

Erica Mosca

Erica Mosca

Syeda Kazmi

Syeda Kazmi

Mohsina Kaderi

Nivedita Kumar

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Christina Boyle

Christina Boyle