



FACULTY & STAFF MEETING MINUTES

Date: July 28th, 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

Program Curriculum Documents

- ✓ Administration advised faculty that the Program Curriculum Google Drive link was distributed on July 28. Required curriculum documents should be uploaded by July 31, 2026.
- ✓ Faculty were reminded to carefully review course codes and course names to ensure they match across curriculum documents and accurately reflect the applicable program curriculum.

Outstanding Faculty Documentation

- ✓ Outstanding faculty requirements were reviewed as part of continued ABHES preparation. Faculty were reminded to submit any outstanding ABHES Faculty Data Sheets and professional development/CEU documentation previously requested.
- ✓ Faculty were also reminded to complete the assigned MCI in-service presentations distributed by email on July 24 before the links expire. Completion documentation will be maintained as applicable.

Program Outcomes – 2026–2027 Reporting Period

- ✓ Program personnel were asked to review applicable graduate lists and assist with obtaining current graduate employment information for outcomes reporting.
- ✓ When contacting graduates, personnel should request appropriate employment verification or a job offer letter. Employment information should include the facility/hospital name, complete facility address, hire date, start date, and job title.
- ✓ Accurate graduate employment documentation should be maintained to support institutional and programmatic outcomes reporting.

Meeting Concluded

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MCI Faculty/Staff

Signature

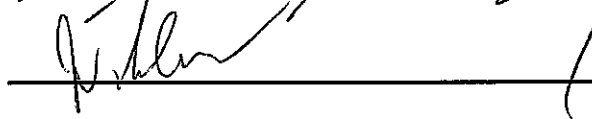
Christina Boyle



Bogdan Jasinski



Jess Scherr



Dr. Tarek Halim



Dr. Kalam Chowdhury



Dr. Syeda Kazmi



Dr. Nivedita Kumar



Erica Mosca

