

FACULTY & STAFF MEETING MINUTES

Date: February 4th, 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

Clinical Updates

- ✓ The purpose of the meeting was to review current clinical placements, student clinical progression, clinical site availability, and clinical education needs. Program personnel discussed current and upcoming student placements and identified any concerns or barriers that may affect students' ability to complete required clinical experiences.

Student Clinical Placement Review

- ✓ Program personnel reviewed students who are currently in clinical, preparing for placement, and/or awaiting placement.
- Student clinical readiness and completion of required clearance documentation.
- Current and anticipated clinical site availability.
- Student placement schedules and anticipated start dates.
- Student travel/location considerations and site requirements.
- Students awaiting placement or experiencing placement delays.
- Communication with clinical sites regarding onboarding and student acceptance.
- Need for additional clinical affiliations or placement opportunities.
- Program personnel will continue communicating with students and clinical affiliates regarding placement status and requirements.

Clinical Site Oversight

- Current clinical affiliates were reviewed to ensure sites continue to provide appropriate learning opportunities for students.
- Clinical Coordinators were reminded to maintain communication with clinical sites and obtain feedback regarding student attendance, professionalism, performance, and progression.
- Any concerns reported by a clinical affiliate should be communicated to the Program Director and addressed with the student promptly. Clinical site visits/evaluations and applicable affiliation documentation will continue to be maintained according to program and institutional requirements.

Student Clinical Progress & Documentation

Students currently participating in clinical education were reviewed as applicable. Program personnel discussed the importance of routinely monitoring:

- Clinical attendance and completed hours.
- Required competencies and procedures.
- Clinical evaluations and preceptor/instructor feedback.
- Student progression toward clinical requirements.
- Missing or incomplete clinical documentation.
- Academic, attendance, professionalism, or performance concerns that could affect clinical progression.

Clinical Coordinators and applicable program personnel will continue reviewing clinical documentation and following up with students and sites when missing information or concerns are identified.

Clinical Concerns & Student Support

- Students experiencing difficulty with clinical placement or performance will be addressed individually. Program personnel will provide counseling, guidance, remediation, or other appropriate support when concerns are identified.
- Clinical concerns should be documented and communicated among the appropriate Program Director, Clinical Coordinator, faculty, administration, student, and/or clinical affiliate as applicable.

Clinical Placement Planning

- Upcoming cohorts and future clinical placement needs were discussed. Program personnel will continue evaluating the number and availability of clinical sites in relation to anticipated student placement needs.
- Additional clinical affiliates will be pursued when necessary to support adequate placement opportunities and student progression.

Meeting Concluded

FACULTY AND STAFF MEETING

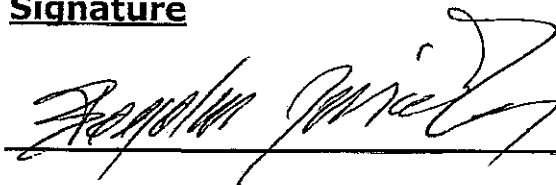
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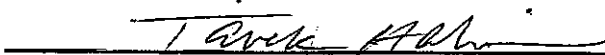
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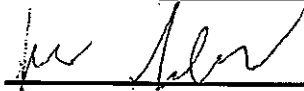
Bogdan Jasinski



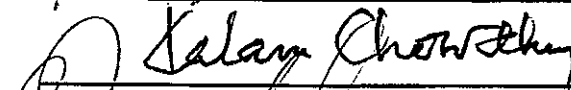
Tarek Halim



Jess Scherr



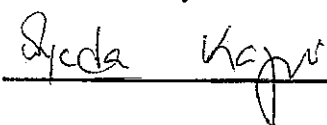
Kalam Chowdhury



Erica Mosca



Syeda Kazmi



Nivedita Kumar



Christina Boyle

