



FACULTY & STAFF MEETING MINUTES

Date: August 17th, 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

Purpose of Meeting

- ✓ Administration provided faculty and staff with an update regarding the upcoming ABHES re-accreditation site visit and reviewed expectations for preparation.
- ✓ Faculty were reminded that the site visit is an important part of the institution's accreditation process and that program personnel should be prepared to assist the visiting team, answer questions related to their areas of responsibility, and provide requested documentation.

Site Visit Schedule & Classroom Expectations

- ✓ Faculty were advised that the ABHES team does not want examinations to be in progress during the days of the site visit.
- ✓ Faculty should be prepared to discuss their courses, teaching methods, assessment practices, laboratory instruction, and student support.
- ✓ Classrooms and laboratories should be organized, professional, and appropriately equipped for scheduled instruction.

Student Information & ABHES Surveys

- ✓ Students will be surveyed and/or interviewed as part of the ABHES site visit process. Students should be informed of the upcoming visit and provided with applicable ABHES contact information as required.
- ✓ Faculty were reminded that student contact information maintained by the institution must be current. Students should be reminded to notify administration of any changes to their contact information, including changes to their phone number, email address, or other applicable information, so institutional records can be updated prior to the visit.



Student & Clinical Oversight

- ✓ Program Directors and applicable faculty were reminded to remain familiar with student academic and clinical progression.
- ✓ Program faculty and/or clinical coordinators should be prepared to discuss clinical placement, student monitoring, clinical hours, competencies, evaluations, communication with clinical affiliates, and how student progress is monitored.

Faculty Availability & Interviews

- ✓ Faculty and Program Directors were advised that members of the ABHES visiting team will request interviews during the site visit. Faculty should be available as requested and prepared to discuss their role, qualifications, courses, program responsibilities, and student support.
- ✓ Faculty should answer questions based on their direct knowledge and responsibilities and seek clarification, when necessary, rather than speculate regarding matters outside of their role.

Final Preparation & Action Items

- Do not schedule examinations during the ABHES site visit
- Ensure classrooms, laboratories, equipment, and instructional materials are organized and ready.
- Remind students to notify administration of changes to their contact information.

Meeting Concluded

FACULTY AND STAFF MEETING

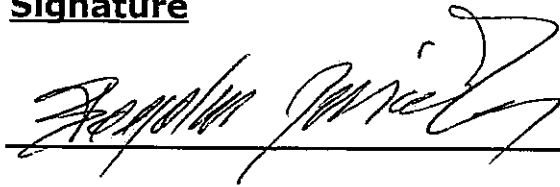
Date: August 17th, 2026

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Name

Signature

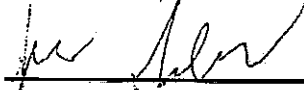
Bogdan Jasinski



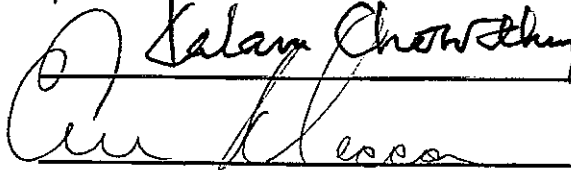
Tarek Halim



Jess Scherr

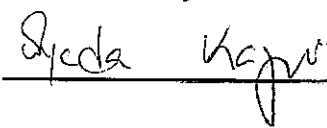


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