

**Franklin County Career and Technology Center
FALL OCCUPATIONAL ADVISORY COMMITTEE REPORTING FORM**

PROGRAM AREA: **VETERINARY ASSISTING**

MEETING DATE: 10/5/2017 **START:** 6:15 **ADJOURN:** 7:35

COMMITTEE CHAIRPERSON: Tina Roles

COMMITTEE MEMBERS/GUESTS ATTENDING:

Tina Roles, CVT
Lisa Cook, CVT
Jamie Kasarda, CVT
D. Kolish, shelter manager
Shaina Ferguson, Part-Owner Two Top Farm
Makenzie Crook (student)
Selina Horst (student)

BRIEF MEETING SUMMARY

Members discussed minutes from last meeting- this included articulations and placement of students on Co-Op/ Internship experiences- which has helped reduce class size. Members also looked through our new Program of Study task list, and NOCTI testing materials. Facility/ supplies-wise, members were content with everything. We added centrifuges and an autoclave to our two and five year list in case they break down in the years to come. We also discussed the possibility of an additional blood analyzer down the road. Until further research is done, we plan on keeping this off our equipment list. Our new computer software and therefore new grading percentages were described, and CTSO events were discussed.

ADMINISTRATIVE RESPONSE:

Good participation and representation from the veterinary community. We are excited about are vet assisting students being able to participate in the NOCTI assessment and are happy that workplace experiences are occurring with our students. Recent articulation agreement with Harcum College is a testament to the quality of program that we offer. Physical size of classroom remains a concern but is more manageable if Coop/externship opportunities continue.

Tina Roles, CVT

SECRETARY/CHAIRPERSONS SIGNATURE

SECTION 1: APPROVAL OF MINUTES OF LAST MEETING

PLEASE CHECK ONE OF THE ITEMS LISTED BELOW:

- The minutes of the last meeting are approved as presented.
- The minutes of the last meeting are approved with the following changes.

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SECTION 2: REVIEW OF RECOMMENDATIONS FROM LAST MEETING

- Committee members looked through projects displayed by the students. They were then introduced to Makenzie and Selina who discussed the program, SkillsUSA participation in the Community Service competition, and their participation in internship/ Co-Op experiences. Committee members were pleased to hear the number of students (5) out on internships/ Co-Ops, and how well it was going for them (students are at Best Friends Animal Hospital, Lincoln Way Animal Hospital, CVAS, Dream Farms Heifer Raising Service, and Franklin Veterinary Associates. The minutes of last meeting were approved, and three points were discussed further. One topic dealt with articulation. Harcum College's Animal Center Management program, as well as Lancaster CTC's Veterinary Technology Associates Program are quite likely able to articulate with the program. Tina suggested we contact York's YTI campus which has a Veterinary Technology program. A second point was our NOCTI test being administered this Fall, as well as our new POS task list. Committee members were pleased with the task list and were excited to see how students will perform on the NOCTI test. Lastly, we discussed our successful placement of 5 students on either Co-Op or internship sites. Members were pleased with the variety and happy to hear all that the students are learning and participating in at the sites. Tina also brought up Kingsbrook Clinic in Frederick, MD as a possible site for placements. The committee was very pleased with how the program is going and are excited to continue supporting the shop.

SECTION 3: FACILITIES

FACILITIES REPORTING FORM:

	<u>Satisfactory</u>	<u>Unsatisfactory</u>
1. The room provides the most advantageous use of space available	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Room lighting is adequate for the the health and safety of the students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. The room/lab areas are clean	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Tools and equipment are arranged in an orderly and task-appropriate manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. The area has adequate storage facilities for permanent and consumable supplies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Panic buttons are in operating condition.	<input type="checkbox"/>	<input type="checkbox"/>
7. Strategic floor areas are properly lined	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Strategic floor areas are free of obstructions	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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|--|-------------------------------------|--------------------------|
| 9. There are adequate storage facilities for flammable and toxic materials. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 10. There is adequate ventilation for flammable and toxic materials | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 11. Fire extinguishers are visible, accessible, properly maintained and adequate in number | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 12. Classroom space for instruction in related theory is adequate. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 13. The classroom/shop/laboratory temperature is comfortable | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. The classroom/shop/laboratory is large enough for the number of students served | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 15. Persons with disabilities are accommodated in the classroom/shops/laboratory | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 16. Students have appropriate access to to equipment and supplies | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 17. As much as possible, the laboratory area mirrors the accommodations found in the workplace | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR UNSATISFACTORY ITEMS:

1. Panic button= not applicable; strategic numbers are placed on floor to designate dog space, microscope number, and grooming kit number; Having 5 students consistently out of the shop has really helped with class size-space ratio.

SECTION 4: EQUIPMENT AND SUPPLIES

A. EQUIPMENT AND SUPPLIES REPORTING FORM:

- | | <u>Satisfactory</u> | <u>Unsatisfactory</u> |
|--|-------------------------------------|--------------------------|
| 1. The supply of tools and equipment is adequate to implement the curriculum | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Equipment and tools meet current industry standards and are appropriate for teaching the occupational skills for that business/industry | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. The condition of the equipment indicates proper care and maintenance | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Equipment should meet OSHA safety standards with respect to guards, shields, grounding, etc | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Safety protection (safety glasses, shields, etc.) is provided and instruction in the proper use of them is provided | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6. Supplies are adequate to implement program objectives | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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|--|-------------------------------------|--------------------------|
| 7. An inventory of equipment is maintained by the teacher or other staff member | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8. A schedule for repair and replacement of equipment, tools and supplies is maintained | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9. A security system for the use of tools, equipment and supplies is maintained | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 10. Material Safety Data Sheets (MSDS) are provided for each flammable, toxic or explosive material as recommended by OSHA | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR UNSATISFACTORY ITEMS:

1. Binders of equipment maintenance and inventory were provided; sharps are locked in drawers/ cabinets.

B. RECOMMENDATIONS ON EQUIPMENT AND SUPPLIES

- 1.) What additional equipment is recommended to meet current industrial/occupational skill standards?
 - Members are very happy with the equipment and supplies we have. The only piece of equipment that was discussed was a Complete Blood Chemistry analyzer (another machine that analyzes blood, but serves a different purpose). We discussed how this would be beneficial because another brand of machine could be introduced to students, and they could see yet another real world connection to analyzing blood (platelet counts, WBC and RBC counts, hematocrit value, etc.). Lisa will contact a variety of companies to discuss prices as well as issues with maintaining this type of machine over long breaks (winter/ summer).
- 2.) What equipment is recommended for replacement within the next two years?
 - Centrifuge if needed.
- 3.) What equipment is recommended for replacement within the next five years?
 - Autoclave if needed.
- 4.) Other recommendations:
 - None!

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. We've added a centrifuge and autoclave, just in case they wear down in 2-5 years.

C. UPDATE FIVE YEAR EQUIPMENT LIST FROM DISCUSSION AND ATTACH TO THIS DOCUMENT:

SECTION 5: GENERAL DISCUSSION

LIST ITEMS FOR DISCUSSION NOT COVERED IN OTHER AREAS:

- Skyward
 - New Grading system, parent contact about grades, new percentages to factor into grade: 60% knowledge; 15% skills; 25% ethics.

- CTSO update: continuing FFA and HOSA; discussed SkillsUSA- CVAS competition.
- Numbers
 - 1st semester 6-5-12: 23; 2nd semester 11-5-6: 22
- Additions to the committee.
 - Suggestions include Daniel Oliver from Greencastle Vet; Dr. Crouse from St. Thomas.
 - Lisa will adjust the current OAC roster to remove members who haven't been attending nor shown interest in the program.

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Members were very happy with everything that's going on in the program.

FIVE YEAR EQUIPMENT LIST

	<u>Item</u>	<u>Justification/Why is it needed?</u>	<u>QTY</u>	<u>Unit Cost</u>	<u>Total Cost</u>
2017-18					
	1 Emily K9 Positioning Manikin Animals	Expand and improve CTE program	5	3,035	15,175
	2 Blood Analyzer	Expand and improve CTE program	1	12,500	12,500
	3				
	4				
	5				
Current 2017-18					
	1 Centrifuges	Replace existing machines if needed	2	345.24	690.48
	2				
	3				
	4				
	5				
2018-19					
	1 Autoclave	Replace existing machines if needed	1	5,000	5,000
	2				
	3				
	4				
	5				