

Occupational Therapy Assistant Advisory Committee

Minutes of Meeting #1

Tuesday, August 24, 2021 from 12:00-1:00 via Zoom

Committee Member Name	Present – Yes or No
Tammy Vig	Yes
Corey Wynia	Yes
Cristin DeLong	No
Autumn Ronglien	Yes
Janelle Saufley	No – sick
Kristy Barenklau	Yes
Brenda Hulstein	Yes
Cory Greenway	Yes
Paige Crosby	Yes
Jackie Otkin	Yes
Anna Sandager	Yes

\*Carrie Kesteloot from SWSC reached out and is longer able to participate and no one else available to take her spot. Will check back with SWSC for Feb meeting.

Agenda Item	Item Summary	Discussion/Action/Decision	Responsible Party	Status/Due Date
Welcome <ul style="list-style-type: none"> <li>• <b>THANK YOU</b></li> <li>• Introductions</li> <li>• Attendance</li> <li>• Review of Advisory Committee's</li> </ul>	<ol style="list-style-type: none"> <li>1. PD and Dean introduction.</li> <li>2. Member names, titles, and work locations.</li> </ol>	Review <i>Current Members</i> document, any changes or additions required?  Review of advisory committee and how the mission, vision, and values tie into our work.	Anna/Jackie	Please notify Anna soon if any changes should be made to the Current Members document.

<p>Role and Purpose</p> <ul style="list-style-type: none"> <li>MN West's Mission, Vision, and Values</li> </ul>				
<p>Announcements</p> <ul style="list-style-type: none"> <li>Ground Rules</li> </ul>	<p>Discuss and agree upon ground rules for the committee (Proposed rules: equal participation, sharing ideas freely, providing constructive feedback and suggestions, staying on track and on time, and being concise)</p>	<p>Reviewed proposed rules. No additional discussion.</p>	<p>Anna</p>	<p>All in favor; motion passed.</p>
<p>Program Director's Update</p>	<ol style="list-style-type: none"> <li>Hiring of program director</li> <li>Move to Worthington campus</li> <li>2 years of teaching = goal for students to start May 2023</li> <li>Accreditation process <i>See ACOTE Timeline document</i></li> <li>Purchasing of materials <i>See Inventoried items 8.19.21 list</i></li> <li>Admission criteria/TEAS requirement</li> <li>Upcoming steps</li> </ol>	<p>Reviewed ACOTE timeline and projected sequence of events.</p> <p>Discussion of the TEAS exam and using it for the OTA application with a score of 58.7 or higher. Will commit to using it for at least the first cohort and revisit after.</p>	<p>Anna/Jackie</p>	<p>All in favor of using the TEAS; motion passed.</p> <p>Continue to assess use of TEAS as the first cohort begins using it.</p>

		<p>Continue working with admissions group to finalize application process.</p> <p>Considering use of OTACAS as an AOTA endorsed admissions process – no other members have used it or heard of it.</p> <p>Provided update from ACOTE regarding email received 8/24/21 stating they are not in compliance with the US Dept of Education’s regulations. Anna will attend a meeting tomorrow to better understand what this means.</p>		<p>Anna will provide an update regarding ACOTE after 8/25/21 ACOTE meeting.</p>
Administration Update	COVID policies for students	MNSCU is not currently mandating students to be vaccinated. Some fieldwork sites do require it and students will be expected to comply with fieldwork vaccination requirements unless they have religious or medical exemption. No additional comments or questions from committee.	Jackie	This is an ongoing and fluid situation; will continue to provide updates as circumstances change.
Old Business	N/A			
New Business	1. Updated learning outcomes <i>See OTA Learning Outcomes document</i>	Learning outcomes and course outlines were approved in early 2020. Anna made some slight changes and is presenting again for approval.	Anna/Jackie	All agreed with updated learning outcomes, curriculum sequencing, fieldwork

	<p>2. Course outlines <i>Review OTA Course Outlines</i></p> <p>3. Curriculum design and sequencing <i>See Updated OTA spring 2023 class sequencing document</i></p> <p>a. Dropping 2 extra fieldworks</p> <p>b. Establishing prerequisite course expectations: Biol 2201, Psych 1150, Psych 2215, and Engl 1101. HC 1180 (Med Term) and Biol 2202 are integrated into the OTA curriculum.</p>	<p>Reviewed the new curriculum sequence. There were 2 extra level I FWs listed that Anna removed, also separated out existing level I FWs from specific coursework. Also established prerequisite course material.</p> <p>For example: OTAC 2035 was separated out of a specific course (ie peds) to enable more fieldwork options.</p>		<p>changes, and prerequisite courses; motion passed.</p>
<p>Areas of Need</p>	<p>1. OTA library/reference resources</p> <p>a. Currently have 6 books in hardcopy</p> <p>b. Development of an OTA</p>	<p>We already have access to some really nice resources like AJOT articles, Occupational Therapy International, Physical and Occupational Therapy in Geriatrics, etc.</p>	<p>Anna/Jackie</p>	<p>If anyone has particular resources they believe should be included, please email Anna.</p>

	<p>specific resource through MNWest's library system to include online and hardcopy resources</p> <p>c. Any suggestions or ideas of resources to include?</p> <p>2. Hiring of a fieldwork coordinator/faculty. Job link: <a href="#">Minnesota West Community &amp; Technical College Portal   Occupational Therapy Assistant Instructor (peopleadmin.com)</a></p> <p>3. Donated items. If anyone has extra, no longer used, or items they're replacing, please keep us in mind as they may be things we could use for classroom teaching purposes.</p>	<p>Encouraged sharing of this position to anyone of interest. There are currently no applicants.</p>		<p>Hoping to hire by October 15<sup>th</sup>.</p>
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<p>Adjournment</p>	<p>Wrap-up and discuss best times/ways to meet</p> <p>Anticipated next meeting will be in February</p>	<p>Accessing OneDrive was successful for everyone at the meeting.</p> <p>Anna has access to a Microsoft Teams group that we could use as well. Not sure if everyone has access to Microsoft Teams though.</p> <p>Agreement that the virtual 12-1 time works best for the majority of people.</p> <p>Will plan for the next meeting in February. Anna will send out invites again.</p>	<p>Anna</p>	<p>Everyone should check to see if they have access to Microsoft Teams. Kristy B and Cory G both have it. Might be an easier way to review/discuss documents.</p>
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