

**Minnesota West Community & Technical College  
Occupational Therapy Assistant Advisory Board Committee  
Minutes of Meeting #3  
Monday, November 7, 2022, meeting mostly in-person, Zoom option available**

Committee Member Name	Present – Yes or No
Anna Sandager, Program Director	Yes
Amber Garcia, Fieldwork Coordinator	Yes
Tammy Vig, Glacial Ridge	Yes, Via zoom
Corey Wynia, Sanford Luverne	No
Cristin DeLong, Big Stone	No
Autumn Ronglien, Big Stone	Yes, Via zoom
Janelle Saufley, Prairie	Yes
Kristy Barenklau, Sanford Sioux Falls	Yes
Brenda Hulstein, retired Pipestone County Med Center - Avera	Yes
Paige Crosby, South Shore & Crossroads	No
Roshay Gath, Worthington Public Schools	No
Trista Jacobs, YMCA Worthington	No
Jackie Otkin, Dean of Allied Health	Yes

Agenda Item	Item Summary	Discussion/Action/Decision	Responsible Party	Status/Due Date
Welcome <ul style="list-style-type: none"> <li>• Thank you for your time!</li> <li>• Role and purpose of Advisory Board</li> <li>• Adding to or leaving the board</li> </ul>	<ul style="list-style-type: none"> <li>• Any updates to contact information?</li> <li>• Provide your current working address for mailings</li> <li>• Conversation with a PT about joining the board</li> <li>• If you have an individual in mind who you feel would be a strong addition to the board, feel free to share their name with us. Also, if you would like to</li> </ul>	Discussed the role of the advisory board as helping us learn/know current practice. You are our eyes and ears in the field.  <b>Please provide Anna with a current address that you'd like any mailings sent to. We'll be sending you an</b>	All          All	N/A          By Nov 18th

	leave the board, for any reason, please email Anna.	open house invitation and a Christmas card!		
Old Business <ul style="list-style-type: none"> <li>Feb 2022 meeting minutes</li> </ul>	<ul style="list-style-type: none"> <li>Review of last meeting's minutes</li> </ul>	(See copy of Feb 2022 minutes)	Anna	Approved
Accreditation Updates <ul style="list-style-type: none"> <li>Candidacy Application</li> <li>What's next</li> </ul>	<ul style="list-style-type: none"> <li>Some feedback was provided in June for the candidacy application submitted in April</li> <li>Fixed and resubmitted application at the end of June</li> <li>Received notification in September that we were granted candidacy status with zero concerns</li> <li>Currently admitting students into May cohort</li> <li>Accepting applications for August 2023 cohort</li> <li>Self-study due November 2023</li> </ul>	ACOTE requested additional information regarding our teaching contracts and how we are working toward increasing our knowledge of mental health and pediatrics, included a plan for ongoing continuing ed and searching for shadowing options	Anna	Also discussed toward end of meeting, see notes
New Business <ul style="list-style-type: none"> <li>Finalizing OTA spaces</li> <li>Marketing efforts have picked up</li> </ul>	<ul style="list-style-type: none"> <li>Tour 501, 602, and 604</li> <li>Noticing that Lake Area has a lab space similar to ours</li> <li>We are participating in Scrubs Camp with Sanford Worthington and have a community open house on Dec 7<sup>th</sup></li> <li>Feel free to share the open house flier with anyone you think might be interested</li> </ul>	Tour of rooms. Accreditation clarification for board.	Anna & Amber	N/A

	<ul style="list-style-type: none"> <li>• Had an article in the Worthington Globe</li> <li>• Considering doing a video interview with a practicing OTA to describe their regular type of day – any volunteers or ideas of who might be willing?</li> </ul>		All – if you know of an OTA who may be willing to participate in this short video – please let us know.	By Nov 18th
Fieldwork/Partnership Updates	<ul style="list-style-type: none"> <li>• The fieldwork placement options continue to grow</li> <li>• Briar Cliff OTD (collaboration with OTD students on projects, interdisciplinary day, student-run clinic in Sioux City); Anna has volunteered to be a fieldwork educator for a level II OTD student in the future, Amber is serving on their advisory board</li> <li>• Game Plan 4 Hope (open to playing a role in our course content)</li> <li>• Healing Path (eagerly hoping for any OT expertise in her mental health practice)</li> <li>• Rock County Opportunities (open to playing a role in our course content)</li> <li>• Exploring other non-traditional options</li> </ul>	<p>Janelle may have contact information on Amber at AgCo. Also recommended contacting SWMH as they often referred peds mental health to Prairie Rehab</p> <p>Introduced new relationship with MN Dept of Human Services</p>	Amber	Ongoing
Curriculum updates	<ul style="list-style-type: none"> <li>• Will be distributing edited course outlines (again) as we move content</li> </ul>	<b>IMPORTANT: If you weren't present, email Anna the top 3 things you</b>	All	By Nov 18th

	<p>standards around (keep an eye on your email)</p> <ul style="list-style-type: none"> <li>Let's move around! Please contribute the top 3 things you feel an OTA should know for each environment you work in</li> <li>Collaborate on course topics (work off hard copies)</li> </ul>	<p>feel an OTA should know to be successful in <b>each</b> setting you work in. For example, the top 3 things for the outpatient setting, the top 3 things for home health, etc. depending on where you see patients.</p>		
Frequently Used Assessments, Other Educational Needs	<ul style="list-style-type: none"> <li>Any additional equipment needs that you think we should invest in? Currently working with local resources (Prairie Rehab) on modality training ideas</li> </ul>	Briefly covered during tour	All	As needed
Budget	<ul style="list-style-type: none"> <li>We are in FY23, ordering last of the supplies and classroom equipment</li> <li>Working with the IT department to locate teaching technology</li> </ul>	Briefly reviewed budget, technology options	Anna	Ongoing
Advisory Board potential contributions	<ul style="list-style-type: none"> <li>Advisory board members as a resource for guest speaking, panel discussion, other ideas/ways you think you could or would like to contribute to the student learning?</li> <li>Peds therapists – do you think we could shadow you doing pediatric and/or school-based OT?</li> </ul>	<p>All – we would love to incorporate you into our courses. Please consider where you would feel most comfortable contributing and let us know. This group is full of talented OTs and OTAs, and we are excited to share that with our students!</p> <p>Autumn-Therapeutic Pain Specialist; also sees pediatric patients and will be in touch if there are patients who would be</p>	Anna & Amber	By Nov 18th

		<p>agreeable to our additional presence</p> <p>Other pediatric therapists, if you think one of us could shadow you for a session or day (whatever you/your patients are comfortable with), please let us know.</p> <p>Ashley at Prairie does peds, is out on Maternity Leave until January</p>		
<p>Any other business?</p> <p>Wrap-Up</p>	<ul style="list-style-type: none"> <li>• A picture before you go!</li> </ul>	<p>Thank you all for attending!</p> <p>Discussion of doing more in-person advisory board meetings as it was felt that it was beneficial to be in person. An option might be to do the fall meeting in-person and the spring meeting online. Open to thoughts and ideas.</p>	<p>Anna &amp; Amber</p> <p>All</p>	<p>N/A</p> <p>Before spring meeting</p>