

IACCC

Intercollegiate Academic Clinical Coordinators Council

<http://iaccc.wildapricot.org>

Meeting Minutes January 9, 2015

Program Announcements

- APU-- Completed their CAPTE visit in early December and awaiting final results which will come out in April
- CSULB--
- CSUN-- Writing Self Study for upcoming CAPTE visit; looking for new faculty member
- Cerritos-- Hosting a CI Training Course on campus on February 27-28, 2015
- Chapman--
- Concorde GG –
- Concorde NH -
- LLUD —
- MSMU—
- USC—
- Western—

Standing Updates

CI Training (Karen, Val)

- 2015 Scheduled Courses:
 - Loma Linda University is scheduled for January 25-26, 2015 (54 participants)
 - Cerritos College is scheduled for February 27-28, 2015 (7 participants). Registration closes 1/30.
- Process Update:

Please be aware of a new process being in place for ordering of course material. APTA can no longer accept via email or fax our credit card form for the manual order. *(Due to requirements for Payment Card Industry (PCI) compliance, APTA cannot receive payment forms by e-mail or fax. Any e-mails that have payment information in the body of the message or as an attachment will automatically be rejected by APTA's e-mail firewall.)* Credit Card forms now have to be mailed which means when registration closes...it closes! No late registrants anymore. Possible "Get around": order a few APTA vs non-APTA set of paperwork available for late adds.

 - Val Teglia suggested to speak with APTA first to make sure it is ok
 - Group approved this from IACCC Budget; Karen to follow up
- Potential Facilities:
 - As always we are looking for facilities to host this course for 2015.
 - Karen has reached to the facilities that sponsored 2 years ago to see if there was an interest but to date there have not been any firm commitments

CEU Update (Dorcas, Laurie, Sundeep)

- Cost to submit CEU application on-line is \$75
- Dorcas is requesting using PayPal for payments
 - Sheryl will go to PayPal account and add a link for this
 - Link is through the WildApricot software, so people will need to pay via WildApricot
 - Dorcas will remind Sheryl this week in order help facilitate

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Scholarship (Wendy, Grace, Theresa)

- 2015 Scholarship Applications due in January (NOW) via electronic submission to Grace, Wendy & Theresa
 - If possible, they would like all parts of the application to be in one PDF file so that the committee can review them more easily.
- Each school can provide 2 students for consideration
- Students must have completed at least one 5-week (or greater) internship in order to qualify
- Patti Nakagawa is looking into who will be on the scholarship committee this year.

IACCC/CEF Annual Meeting (Sharon, Janet, Nina, Corina)

- Date: Thursday, March 26, 2015
- Time: 9 am – 4 pm
- Location: Western University Campus
- Content:
 - Morning: Disabilities piece via specialist w highlight on rules & regs w relation to students
 - Nana Sadamura – consultant with expertise in learning disability & assessment, skills development, etc
 - Please have response to areas of interest e-mail to Janet by next Friday, January 16th.
 - Afternoon: Ethics with Student Scenarios
 - Terry Nordstrom – already approved for CEUs; Janet will contact Terry to confirm
- Other items:
 - Brochure: Sheryl Low provided template to Janet; goal to get brochure completed within next 3-4 weeks in order to have brochure out by Feb 1st
 - CEUs: need to be approved – Dorcas needs 30 days
 - Website Registration: Committee will look into this possibility?
 - Confirmations & Registration: Wendy & Grace
 - Food Coordination:
 - IACCC group to bring items for breakfast & snacks
 - Order-in for lunch via Panera Bread would be good if possible. Janet can offer 2-3 options, people order and bring \$\$ to verify order and pay (Grace can coordinate lunch orders)
 - Publicity: Send brochure as PDF via e-mail with minutes; mail distribution from IACCC & CEF members
 - CEF participation: members help on day of event with sign-ins, snack set up, lunch order confirmations, etc

CEF Meetings

- Valeria C. has contacted Patti Nakagawa regarding 2015 Meeting Schedule
- Patti would like to wait to set dates for CEF meetings until after Education Summit Recap Meeting and once IACCC confirms date for IACCC/CEF Annual meeting; Val Teglia concurred
- Sheryl suggested that maybe first meeting of the year for CEF be during lunch at IACCC/CEF Meeting
 - Valeria C. will contact Patti and suggest

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IACCC Webpage (Valeria Dimas)

- Valeria Dimas still needs a picture (head shot) for the website of each IACCC member. Please submit ASAP
 - Thank you to those who have already provided
 - Valeria Dimas to send out reminder e-mail for picture to those she is still missing

2015 IACCC Meetings:

- In-Person Meetings 4x/year @ APU (9 am – Noon):
 - March/April (Annual IACCC/CEF – TBD)
 - May 8th
 - November 13th
- Web via Adobe Connect (9-11 am): September 11th

Old Business

- NA

New Business

- Utilization of our IACCC Website: distributing e-mails to only those people involved in a particular event/continuing ed class – will work on doing this off-line. Sheryl will follow-up.
- Tutorial for how to access and update website – will cover at IACCC/CEF or contact Valeria Dimas or Val Teglia separately if you would like help with this
- March 1st Mailing: Everyone needs to get Carol clinical start dates and pre-clinical dates for 2016 via e-mail asap so that she can work on getting the 2016 requests out
 - Carol needs: Rotation #, Start & End dates, which sequence (1st, 2nd, 3rd or combo)
 - Needs everything by NEXT week - Friday, January 16th
 - Please DO NOT send duplicate mailings from your own school with request to fill out a commitment form as it confuses the sites
 - Okay to send out date confirmations where it clearly states that they do not need to fill out if they are part of IACCC and that it is for *information only*
 - Carol to refer sites who complain or are confused to contact particular school DCE directly for further clarification
 - We should NOT, as a general rule, require schools to fill out TWO forms – IACCC & School
 - Group agrees to have all “mailings” sent electronically
 - Forms can be posted by Val Teglia & Valeria D. on Wild Apricot IACCC website once they are finalized
- Timing for Slot Confirmations after May meeting: Try to have those confirmations by May 8th meeting
- Clinical Database for 2016: Please log on and double check to see if contact info for DCEs or sites is up to date. Let Carol know if any updates need to be made
- Rotation dates for 2016-2020
 - Would like to move start dates for 2016, 2017 & 2018, one week earlier for Rotations #4-8
 - 2016: Rot 4 start on May 23rd
 - 2017: Rot 4 start on May 22nd
 - 2018: Schools to check on this year
 - Val Teglia will make adjustments and send out new grid with rotation start dates
 - Acknowledge that start/end dates are varying by 1-2 weeks with many schools at this point
 - There is consensus for moving these dates from the group

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- Clinical Education Summit Recap Meetings, Webinar Updates (Val Teglia)
 - Good meetings: Val Teglia recommends collapsing into top 5-6 topics for work groups
 - Setting up a meeting in San Diego for March 4th in the evening
 - Val Teglia can present a summary overview (20-30 minutes) at IACCC/CEF Meeting if needed
 - Cecil Alpasan, CCCE has offered for Val to present at the Cedar Sinai meeting with this recap info
 - Sheryl suggested that we present (or send info e-mail out) to each District meeting in order to get the word out as well
- San Diego schools joining IACCC
 - Kelly Presher @ SDSU (DPT), Christine Valderas @ San Diego Mesa (PTA) & Jim from USA (DPT) are all still interested in participating in our IACCC group. They do not feel a San Diego only consortium is workable at this time.
 - Sheryl suggested we invite these schools to the May 8th meeting
 - Need to discuss further regarding feelings of the group and implications overall for our IACCC group; will wait to hear from Val Teglia on how her discussion (see below) goes before inviting to a meeting.
 - Val Teglia is going to talk further with DCE's from each school:
 - USA DPT – Suggest that Jim share his “list” of clinics and IACCC (Val) can let him know if these slots are participating from IACCC; have this done before they attend a meeting
 - San Diego Mesa – ask how many slots they use per year and what they anticipate using in LA Area
 - SDSU – overall number is currently 20. Max growth per CSU system is limited to 32
- IACCC Membership for new schools in LA area: West Coast, American Career College
 - These schools are still interested in joining IACCC
 - These schools are not yet accredited, will look into timeline and discuss further later
- County of San Diego (CCS and other Sites): Are now requiring a LIVE Scan background checks for students; they are requiring someone at the school to be “the custodian of record” who reviews and clears student records

Standing Items

- Slot Divisions
 - Needs will increase secondary to expanding programs as well as newly established programs
 - Sheryl suggested the need for some strategic planning in regards to this:
 - Sending out a letter to let sites know about increased demand and maybe suggest alternate models (2:1) or encouraging leadership/directors to require mentorship of students from their staff
 - May also be good to discuss at future meetings (combined IACCC/CEF or CPTA/District)
- Slot Givebacks for 2015
 - If schools can, it would be nice to provide givebacks at least 6 weeks prior to start date for a particular rotation
 - Please send to Carol via e-mail after meeting if you have any; there are particular needs for Rot 3, 4 & 5
 -

Next Meeting: March 26th at IACCC/CEF Annual Meeting at Western University

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