

Santa Ana College
Occupational Therapy Assistant Program
Professional Advisory Committee Meeting
May 17, 2013
Minutes

Present: Michelle Parolise, Debbie Hyman, Chris Murphy, Ruth Sun, Susan Dubois, Allison Walz, Kathy Sanders, Roger Kim, Elizabeth Russell, Katie Gundersen, and Radhika Hattiangadi

- I. Enrollment - Enrollment remains high and the program is full through Fall 2014. There has been some problem with students wanting to defer starting the program for various. After discussion it was agreed that students can only defer 1 time.
- II. Update of selective admission:
 1. Based on the recommendations from the last advisory committee, the rubric for grading the in-class essay was revised and shared with the group. The committee approved the revised rubric.
 2. Debbie share her proposed form the essential functions of the COTA. The committee provided significant input and the form will be revised.
 3. Debbie and Michelle discussed using certified background check for all students entering the program. This system would maintain online files for background check, TB screening, immunizations, CPR, and liability insurance. The committee was in agreement with this plan.
- III. Fieldwork: Debbie shared a form created to allow clinical instructors an outline of what is covered in the program. The committee gave suggestions and the form will be revised.
- IV. Student survey - The alumni was surveyed using survey monkey with a good response. The results were shared with the committee.
- V. Michelle provided an update from the AOTA program directors meeting.