



Respiratory Therapy Advisory Board Meeting

08/05/25 2 pm (Executive Conference Center)

Meeting Minutes

Members Present:

Maryann Capp (Public Member), Nicole Cottrell (WVU - Reynolds), Marybeth Emmerth (WVNCC Program Director), Stephen Fox (Dasco), John Gale (Select Specialty – Wheeling), Rick Haines (WVU - WMC), Dr. Angela Hawk (WVNCC VP of Learning), Cala Paige Lawson (WVU Children’s), Ralph Lucki (Advisory Board Chair), John Modra (WVNCC Division Chair), Rick Pancake (WVU – Wetzel County Hospital), Desiree Poach (WVU – Ruby), Lynn Swider (WVU – Wheeling), Dr. Vipin Villgran (WVU – Wheeling)

Members Absent:

Jennifer Alley (Marietta Memorial), Joe LaSalle (Trinity Medical Center)

Agenda Item	Discussion	Action
	<p>Meeting called to order at 2:00 pm</p> <p>Welcome and Introductions of New and Returning Members</p>	<p>Called by Ralph Lucki</p>
<p>Advisory Board Handbook and the Role You Play in the Program as Members of the Board</p>	<p>The members present were asked to do a quick review of the handbook. It will be used as an internal assessment tool.</p>	<p>Marybeth asked that they fill out the surveys and turn it in at the end of the meeting.</p>

Inform the Advisory Board of the Progress Occurring with Starting the Program.	<p>Our letter of intent was approved at the summer CoARC meeting in July. We were assigned a program number, and assigned a referee, Dr. Brian Carlin, from AGH.</p> <p>When the application was submitted, we included a mock schedule that had East Ohio Regional Hospital on it. Marybeth had to redo all of the clinical schedules and sent them to Dr. Carlin who approved them.</p> <p>Dr. Carlin looked through the application and approved it to be put on the July agenda. In April we received permission to start filling in the self-study though it cannot be submitted until we have approval. We are pretty far through it. It needs to be reflected in the meeting that we discussed the goals, curriculum etc. needed for the self -study.</p> <p>MB 's Personal deadline to submit self-study is end of September. If it goes as planned and gets submitted, the self-study will go to CoARC and then it goes back to Dr. Carlin. He has six weeks to approve it and to ask for additional information. If he says it's fine after the six weeks, then we get to start requesting the site visit. Marybeth is hoping to get the site visit in December or early January because she wants to be on the March 26 meeting agenda, so it can go for complete review and given provisional accreditation.</p>	

	<p>Marybeth has started purchasing equipment and would be happy to accept donations.</p> <p>While we are waiting for the site visit, we need to get all of our syllabi together and have a copy of our contracts available for review. Lisa is currently working on these.</p> <p>Discussion on Dasco and if we have an affirmation agreement that is for a homecare facility.</p>	<p>Dr. Hawk and John Modra will check into this for the committee.</p>
<p>Discuss and Vote on the Program’s Goals and Standards Developed for the PSSR.</p> <p>A. Match the NBRC Test Matrix</p>	<p>Marybeth informed everyone that the exam matrix will be changing in January 2027, and Desiree and Paige were at the summer forum and stated that it was SRO at that particular talk. Desiree has the PowerPoint from that meeting, and asked if anyone wanted it. Marybeth asked the committee if they wanted her to inform them of what was being added or removed. Desiree interjected and stated that for 2027, students will have the option of taking the old or new exam. MB was given the old test matrix to match; but as the curriculum will be developed, we are going to put it to the new matrix because our first graduates will not be until 2028 and will be testing under the new matrix. Marybeth had to go through all the matrix areas and indicate what courses and clinical rotations went with</p>	<p>Desiree will email the PowerPoint presentation from the summer forum to Ralph.</p>

<p>B. Match with the School's Mission and Department Vision.</p>	<p>each of them. Discussion on the changes that are coming to the NBRC test. Everyone agreed that our program goals are still aligned with the School's mission and department vision.</p>	<p>A voice vote was taken and all 14 members in attendance voted in favor.</p> <p>Marybeth asked the group to let her know in the next week if these goals match with their departments as well and if they have something they feel should be added.</p>
<p>Seek Input of the Technical/Essential Functions Needed for a Respiratory Therapist.</p>	<p>Discussion on student technical standards. These goals match the exam matrix for the NBRC. Marybeth stated that Goal 1 is required by all the programs in the country, and then you can have optional goals.</p> <p>Marybeth added two optional goals:</p> <p>1) To prepare the graduate to develop therapeutic goals of respiratory basic care across the life span.</p> <ul style="list-style-type: none"> • This is necessary because respiratory therapists treat adults, pediatrics, neonates, and geriatric patients in the home as well as acute-care hospitals, LTACS and with all of our rotations, Marybeth thought it would be good to have a goal that addressed this need. <p>2) To provide graduates to fulfill the employment needs of RC professionals within</p>	

	<p>the local, regional, and national service areas.</p> <ul style="list-style-type: none">• This covers the reasons why the team was created and why all of you answered the survey about your needs.• Hopefully, we are going to fulfill the needs of the professionals within the local, regional, and national service areas. Marybeth believes this goal matches the school's mission which is to provide people within the area an affordable education that they can then have a profession that allows them to support their families.• We will be measuring this by making sure the student can assess the patient with both subject and objective data, and planning the appropriate therapeutic interventions. Then, being able to implement the intervention, and evaluate the intervention's effectiveness. This contributes to IIIIE of the matrix.• Angela asked if as we get closer to submitting the self-study, the goals in the matrix will be aligned to an assessment plan. Marybeth stated that she had met with Wendy Doolin and she helped her write the separate sub-goals. Every single syllabus needs	
--	--	--

	to show where we are addressing these areas.	
Clinical Instructor/Preceptor Handbook Discussion. Seek Site Input and Begin to Identify Site Clinical Preceptors	<p>Marybeth stated that this is a work in progress. As clinical affiliates, team members will receive a copy of the handbook. Paid preceptors will also be given a copy of the handbook.</p> <p>Team members will be asked to recommend any of their staff members they feel would make a good clinical instructor, because we will eventually be hiring them for one day a week for clinical rotations. They will be onboarded as a college employee. The accreditors (CoARC) require inter-rater liability, so anybody who is checking a student off on a skill will need to be doing it the same. Inter-rater training will be offered. Marybeth feels that students get a better clinical rotation when it is a staff member who knows the facility.</p>	The group was asked to review this at their leisure and get back with Marybeth with their thoughts about the handbook.
Solicit Help in Obtaining Equipment, Recruiting Potential Students/Scholarships or Third-Party Comments to CoARC	<p>We would appreciate any help in obtaining equipment and recruiting students and new scholarships.</p> <p>Marybeth stated that we are allowed to go live with the webpage and catalog as long it says we are seeking accreditation. Since Northern's catalog is a live document, it would be difficult to do this. The program's curriculum will go to the Curriculum Committee during the Fall semester and will</p>	

	<p>respiratory therapist would need. The problem is if they decide to get a bachelor's degree, this course may not transfer to some schools.</p> <p>Marybeth would like the team members to think about this for the future. Do they know of any bachelor completion programs and where they are located? Do we need to look at this in the future and possibly change our math class?</p>	
Questions? Comments?		Ralph noting no questions called to adjourn the meeting.
Adjournment	The meeting was adjourned at 3:15 pm.	