

**CCPS STEERING COMMITTEE MEETING  
WEDNESDAY, MAY 22, 2013 ~ 1:30-3:30 PM  
NATIONAL UNIVERSITY, 20 RIVER PARK EAST, Room 226**

**Summary**

**1. Welcome and Introductions**

Gloria Fitzgerald welcomed all to the meeting at 1:36 pm and self introductions were made around the room. Lynne Ashbeck was called to a meeting in Sacramento and could not be with us. A thank you was also extended to National University for the room and the refreshments.

**2. Review of Meeting Summaries**

The February 13, 2013 minutes were emailed to the members of the steering committee for review. It was moved and seconded to accept them as presented.

The summary of the special meeting held on March 14, 2013 was sent out to the steering committee for review. It was moved and seconded to accept that summary as presented. It was requested that salient points for possible action be developed and be included in our strategic planning for the next year. Gloria agreed to make certain this is done and presented at the next meeting.

**3. Technology Committee Report**

The Technology task force created at the March 14, 2013 Special Meeting met on April 9. Carla Milton, chair of the group, was unable to attend today's meeting so the report will be deferred until the August meeting.

**4. CCPS SYSTEMS REPORT**

Preceptorship Edit Screen: There has been another field added to the preceptorship edit screen for the hospitals. If a school has selected Preceptorship-Please Specify and they have placed a comment in the comment section where they want to be placed, the hospital can insert the approved placement into the "assigned unit" block. This field will show up on the All Fields export.

Pivot Tables: It was requested that the webmaster look at the possibility of having an export that would automatically convert into a pivot table. After researching this option, it was determined that it would be costly and that as long as the export was converted into an excel spreadsheet a pivot table could be created by any user.

Drop Down Options for Cancelled and Rejected Requests: The webmaster is working on the design for this option. When a school cancels a scheduling request, they will be required to select a reason from the drop down list explaining the cancellation. Similarly, when a hospital rejects a scheduling request, they will be required to select a reason from the dropdown list explaining why they are rejecting the request.

Reasons for Cancellation Suggestions from Schools:

- Collapsed class due to student reduction
- No longer needed
- No faculty member
- Duplicate Entry
- Other – see comment section

Reasons for Rejection Suggestions from Hospitals:

- Conflict with approved request
- Unit Closed
- Unit at capacity
- Unit unavailable on requested day
- Hospital Profile not followed
- Other – see comment section

**5. Budget Report/Invoice Status**

The committee received the budget report. We are currently on target year to date, with all schools and clinical sites responding with payment (or when payment will be received). Kaplan will not be participating after December 2013, but intends to be paid in full by then.

**6. 2014 Memorandum of Understanding (MOU)**

A committee was developed [(Stephanie Robinson (FCC), Mariamma Mathai (FPU), PT Lindsay (CHCC), Alice Fisher (SAMC), Gwen Ross (Clovis Adult) and Cricket Barakzai (CSUF), Gloria Fitzgerald, Chair)] to finalize an MOU for committee action by August meeting. The group will meet in the first part of July to develop the proposal.

**7. American Data Bank**

A report was given by Gloria that the ADB followed up with Cricket at CSUF regarding the 3 students who had not been alerted after the background check, but had a problem at the completion of their program. Cricket reported that she had checked with other background check agencies and they would have had the same search results due to addresses given by the students. The issue was resolved.

Faculty background checks were discussed. The faculty is required to do “Live Scan” which is a much more complete background check than is required for students (done by fingerprints) and is required for employment.

**8. CCPS Issues and Concerns**

The request for Ann Burgess to attend a meeting will be forwarded to her. There was a discussion about current approval status for clinical site rotations. Everyone is pressing ahead as the summer semester starts in a few weeks.

**9. Next scheduled meeting**

Steering Committee meeting: Wednesday, August 14, 2013, 1:30-3:30 pm, National University, room 226

MOU Committee meeting TBA

**10. Adjournment:**

There being no further business at this time, the meeting was adjourned at 2:45 pm.