

# Minutes of the Spring 2015 Meeting of the SPC Biology/Biotechnology Advisory Board

Date: Tuesday MAR 24<sup>th</sup> 2015 Location: Clearwater campus NM 207

Meeting was called to order at 6:13 PM – Advisory Board Chair, Dr. Guy Bradley will lead the meeting today.

Goal of today's meeting is to understand the specific duties of the Biology/Biotechnology Advisory Committee and to begin developing/implementing a plan to fulfill these duties.

SPC staff Advisory Board ex officio members:

Kathy Siegler- Natural Science professor and instructor in charge of AS Biotechnology program.

Raymond Menard- Natural Science professor

Linda Gingerich- Chair of the Baccalaureate Biology program

Kay Morgan – Career Outreach Specialist

Advisory Board members:

Guy Bradley- PI TRBI- Biomedical Research, Advisory Board Chair

Meghan Gentilini - Morphogenesis

Bob Ulrich- PURE molecular

Alison Williams- Chief of Research VA-Bay Pines (Research Administration)

Michael Shablott – USF Molecular Endocrinology

## Introduction of Committee Members

The chair introduced the committee members and the faculty. Members attending for the first time described their background and interest in participating on the advisory board.

## Approval of the minutes of the previous meeting

The chair provided an overview of the minutes and made a motion to approve them. This motion was seconded by Allison Williams and the remaining board members approved them.

## New Business

### Committee Function

The chair had provided a synopsis of the committee function: Assess the occupational needs of employers; assure that the appropriate technical training and equipment are incorporated into the curriculum so that the occupational needs are met; facilitate the transition of AS Biotech students into BS programs

### Review/Discuss Biotechnology Program's Curriculum

Prior to the meeting Kathy Siegler had provided the current C&I documents for the new courses developed for the AS Biotech program. These were discussed at length. The faculty explained that these were administrative documents and had to contain specific language. The committee will be provided with course syllabi as the individual courses of the program are initiated for the committee's input on how to best facilitate student training. Michael Shablott suggested that the committee determine how to integrate clinical techniques and certifications for students interested in working in the clinical biotech field. It was also suggested that tours of various biotech laboratories be included within the curriculum. It was suggested that this be a component of the Capstone course as this activity would help the student decide on where to do their internship. The chair motioned to approve the current curriculum pending revisions as the individual courses were initiated. Michael Shablott seconded the motion and the motion was approved by the board.

### Review/Discuss adequacy of the facilities and equipment

The faculty provided the board with the status of the laboratory space and equipment. It was decided that the board would visit the laboratory space and equipment at the next meeting since the renovations were not complete at the time of the meeting. Additional discussion on this agenda topic included recruitment of prospective students. The board strongly suggested that the faculty develop a webpage or advertise the program through social media. The faculty explained that the college had set up a Natural Science blog, but that individual programs were not able at this point to set up their own webpage. Kathy Siegler will further investigate this possibility as well as other ways the college is facilitating student recruitment and report back at the next meeting.

**Will graduates possess the knowledge and skills needed by employers?**

The success of the program is dependent upon student skills, which will be assessed during the program by a skills sheet and the satisfactory completion of an internship. The chair tasked the board members with finding internships and fostering stronger community relationships between the AS Biotech program and potential employers. The skills check list and the internship check list are being prepared as part of packet needed for accreditation by the Southern Association of Colleges and Schools (SACS). Kathy Siegler will provide the final approved documents at the next meeting.

**Meeting summary**

The board would like to review the curriculum as the new courses begin so as to assess whether the students will have the skills necessary for employment. The board strongly urges that the program be advertised via webpages and social media. The board members will look to find new employer partners to provide internships and input into the program.

**Old business**

Nothing additional discussed.

**Announcements**

Nothing additional discussed.

**Next meeting**

Fall semester of 2015 preferably at the Clearwater campus so that the laboratory space and equipment can be viewed.

**Meeting adjourned 7:53 PM**