

Casper College Health Science Simulation Center Grant Management Team Minutes October 2012 - June 2015



Casper College Health Science Simulation Center Grant Management Team Minutes for the Health Science Simulation Center by [Casper College](#) is licensed under a [Creative Commons Attribution 3.0 Unported License](#).

This product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

Meeting #2: October 8, 2012

- I. Call to Order/Minutes
- II. Assignment of FPO (1st grant modification)
- III. Grant Packet
 - ✓ A. Page 1-2: Payment Management
 - ✓ B. Page 4: Grant Agreement Notification of Award/Obligation
 - a. Grant identifying information
 - b. Regulations and cost principles
 - C. Page 8-9: Administrative Costs
 - ✓ D. Section 2-Pages 1-49: Grant Solicitation
 - ✓ E. Part 1-Statement of Work: Proposal *Technical Proposal*
 - ✓ F. Part 2-Budget Information
 - ✓ G. Part 3- Assurance and Certifications (submitted with proposal)
 - ✓ H. Part 4-Special Conditions
 - a. Budget flexibility: can increase or decrease single line item by 20% except salary, wages and fringe.
 - b. List of Code of Federal regulations (CFR)
 - c. Indirect Cost Rate (ask FPO if we need to send a copy)
 - ✓ I. CFR 170: Reporting
 - ✓ J. CFR Subtitle A, Chapter 1 and Part 25: Central Contractor registration
 - ✓ K. Confidential Information
 - a. Participants must sign a release
 - b. Participants must give a SSN for tracking/assignment of unique identifier
 - c. What are the CC policies and procedures for confidential information
 - d. Participant information must be kept in a locked file
 - e. Grantee must permit ETA to make onsite inspections
 - L. FPO: Edgar Garcia
 - ✓ a. Equipment: Awardee must submit a detailed description list to the FPO for review within 30 days of the grant agreement award letter (October 30)
 - ✓ b. Reports:
 - 1. Quarterly Financial Reports/Quarterly Narrative Reports
 - (a) Reporting Quarters and Dates: reports due 45 days after the end of each reporting quarter.

Report Quarter End Dates	Report Due Dates
June 30	August 14
September 30	November 14
December 31	February 14
March 31	May 14

- c. Consults, Rebates
 - d. Publicity
 - e. Public Announcements
 - f. Executive Order 12928
 - g. Procurement
 - h. Veteran's Priority (TEGL No.10-09) Handout
 - i. Audits
 - j. Salary and Bonus Limitations (Training and Employment Guidance Letter No. 5-06) Handout
 - k. Intellectual Property
 - l. Evaluation, Data and Implementation
 - m. ACORN Prohibition TEGL No. 8-09
 - n. Age Discrimination
 - o. Flood Insurance
 - p. Architectural Barriers
 - q. Drug-Free Workplace
 - r. Limited English Proficiency
 - s. Seat Belts, Executive Order 13513, 13333
 - t. Special Requirements for Conferences and Conference Space
- IV. Scheduled Management Meetings
- V. Adjourn

Grant Meeting Notes

Meeting #2: October 8, 2012

The TAACCCT management meeting was called to order with the following people in attendance: Dr. Tammy Frankland, Dr. Tim Wright, Dr. Laura Driscoll, Kathy Nottingham, and Katie McMillan.

We have received our grant pact on Friday, October 5th. An FPO has been assigned to our grant. Edgar Garcia will serve as our direct contact with DOL.

The group reviewed the grant packet. Kathy will take care of the payment/reimbursement contacts so that we are set up to receive grant funds. Within the scope of "Payment Management", we discussed administrative costs; budget information; and special conditions/budget flexibility. In addition, Katie has checked on our current status with the Central Contractors registration and reported that we are current with all of the required information.

Other topics discussed included the reporting criteria. We all understand that this is required on a quarterly basis and will be the responsibility of the Project Director with guidance from the grant's office. We completed reading through all of the material.

DOL also requires that we have an equipment list submitted to the FPO by October 30th for review. Equipment includes anything over \$5,000.00 with a life of more than one year. Dr. Frankland will make sure this task is completed within the designated timeline.

Questions that the group had regarding this packet will be directed to Mr. Garcia through Dr. Frankland. These questions include:

- Do the assurances and certifications need to be sent to Mr. Garcia with an original signature?
- Can we start the hiring process for the Project Director?
- Can we begin the process of hiring an architect for the modifications to the sim lab area?

We will meet with Lynnde Colling, Mike Sawyer and Paul Christman to complete a walkthrough of the proposed sim lab area. It is imperative that we stay within our budget for this part of the project.

Our next management meeting will be Monday, October 22, 2012 at 11:00 AM in the Grant's Office.

Meeting Adjourned.

Meeting #3: October 22, 2012

- I. Call to Order/Minutes

- II. Member Reports
 - A. Tammy
 - 1. Contact with FPO

 - 2. Progress on Job Descriptions/Timeline

 - 3. Progress on Grant Activities

 - B. Kathy
 - 1. Set up for financial management

 - 2. Other

 - C. Other Discussion

- III. Paul: Bidding Process; timeline; RFPs

- IV. Other Business
 - outside evaluator*

- V. Adjourn: Next meeting – Monday, November 5th, 2012

Handwritten note: "end of line"

Handwritten signature: "Kathleen Baker"

Meeting #3: October 22, 2012

The TAACCCT management meeting was called to order with the following people in attendance: Dr. Tammy Frankland, Dr. Tim Wright, Dr. Laura Driscoll, Kathy Nottingham, Paul Christman, and Katie McMillan.

Dr. Frankland gave a report on grant progress. She has been in contact with the FPO, Edgar Garcia, keeping him updated on the time frame of grant activities. Paul Christman, Director of Purchasing attended the meeting to explain the RFP process. We were able to shorten this process for the architect's since one had been completed according to CC policy in early October. Tammy selected two companies to submit bids for the structural modifications for the simulation lab – Amundsen and Statewide. Tammy will work with Mike Sawyer, Facilities Operations Director and with the architects so that all required components of the lab are included in the drawings and bid.

Dr. Frankland also reported that there was a current advertisement for the Project Manager position. The advertisement for a clerical position with technical knowledge will be advertised before the end of the year. She would like the new Project Manager to assist in the hiring of this position. The faculty position will be advertised next year for hire in July or August.

The purchasing of equipment was discussed. There are only three major vendors that can provide this type of equipment: Laurdal, Gaumard, and METI. All three have agreed to bring their equipment to Casper College for a demonstration. Tammy will make sure they understand that CC will not reimburse their travel expenses. Laurdal has already made their presentation. Gaumard will be here November 8th and METI will present on November 9th. They understand that the three companies will be given this opportunity.

Tammy reported that she had visited Sheridan's sim lab and the one currently being built at CWC. She will also visit the simulation lab at Ames Community College in Greeley, Colorado. She has collected information from these programs that will help in the CC simulation lab planning.

In other news, the FPO has extended our date for the submission of the equipment list. This list requires detail in what we will purchase, a detailed description, and the cost.

Kathy Nottingham, Associate Controller and the financial manager for this grant reported that all the financial requirements have been set up on the web and she has been issued a password to access materials for draw downs and financial reports.

Our next management meeting will be Monday, November 19th, 2012 at 11:00 AM in Gateway 310.

Meeting Adjourned.

Simulator Lab Suggestions

Have Network, Audio and Video cables ran directly from the Patient Simulator location to the Control room.

Be sure and avoid any type of " wireless " connections from the Simulator to the control room.

The Simulators will have a wireless unit built into the Patient Simulator and this is OK. Make sure that the Patient Simulator Wireless unit can " talk to " or " Reach " the control room reliably. That way you will only need one computer\Laptop per Patient Simulator, instead of having one computer near the Simulator, and then use another computer to " remote in " to control the first computer.

Make sure the Patient Simulators have " voice " capability built into the Patient Simulator. This will allow a more realistic environment with the Nursing Students, instead of hearing the Patients response from a set of external speakers.

Get high resolution Color PTZ (Pan-Tilt-Zoom) cameras. I would look at SONY Brand cameras, since they have worked so well here.

Talk to the system designers and see if they can use built-in microphones in the ceiling, instead of using wireless microphones and receivers. This will alleviate a great many problems with the sound system.

See if the air compressor units for the simulators can be located remotely (so you do not have to hear them running during the scenarios). Some Patient Simulators have air compressors built in, so those cannot be located remotely, however the SimMan patient simulators do have external air compressors.

Make sure that your video capture system DOES NOT use FTP protocol to transfer the large 1.0 Gig or more video files from the control room to your video storage server. Make sure the use SMB (or other faster) protocol. FTP will take 45 minutes to move a 30 minute video to a server, where SMB will move it in 45 seconds.

angled glass (ask Mike McLemore)

R
Kara

162-453

Facilities

1. Will this center require new construction, renovation or expansion?
2. How many beds or workstations do you want to have in this center? How much square footage is allocated for this center? (**Note:** *Simulation in Nursing Education* recommends approximately 85 square feet per teaching unit or bed station to allow up to four students to work together.)
3. How many faculty and trainees use (or will use) the center and how often? Please give an estimate of the maximum number of faculty and trainees onsite at any one time and at full capacity.
4. What A/V requirements are needed for each bed / room? A/V needs are determined by understanding what the customer's simulation plans are and what A/V is important to capture. (Discussion may also include specific skills, leadership and prioritization, team collaboration, etc.)
5. What is your ratio of workstations to teaching aides or equipment or of beds to manikins (current and/or future)?
6. Have you identified your needs for maintenance, custodial, security and IT functions re: care of facilities, systems, supplies, procedures, etc.? Do you have secured storage locations available for equipment, product components, accessories and consumable supplies? Please describe any special considerations that you are aware of at the present time.
7. If you plan to leave out equipment (rather than storing it away), who will be responsible for security and control of access to facilities?

Here are a few examples of possible Breakout Session topics and the issues that might be discussed in each group:

- **Facilities & Layout** – square footage, equipment, storage, overall design of the center; feel of the center (academic, clinical, colors, lighting, windows, etc); adjacencies & proximities (what should be next door, nearby); style of learning (classroom, learning lab, internal/external flow of spaces, storage etc)
- **Infrastructure & Technical Requirements** – electricity, wiring/cabling, water, simulated medical gases, A/V, Internet, etc.
- **Educational Services** – what is needed in the classroom
- **Faculty** – what faculty needs to properly deliver curriculum to students, ie, office space, etc.
- **Effective Student Learning** – what students need to do their jobs properly
- **Support Services** – normal care of buildings, systems already in place, what will be needed to properly care for/maintain the center
- **Practitioners (if using facility)** – here's what our jobs require, here's what we wish we had access to in the simulation center.

Group re-convenes and Facilitators from each Breakout session give brief reports with recommendations, input & discussion

Set date for follow-up meeting by Steering Committee and Core Project Team.

Create-a-Lab Specifications

Space allocation:

- 8 X 9 feet per bed
- No more than 4 students per bed, 2-3 is optimal
- 11 X 11 feet *at least* for SimMan
- 14 X 14 for enclosed ICU or ER
- 16 X 16 for enclosed OR

Electrical outlets (quad plug) every 4 feet
For Critical Care, 3-4 sets of double plugs needed

If plumbing unavailable, use wall mounted waterless hand cleaner

Doors into lab need to be at least 43" wide to accommodate beds. Most beds are 42" wide.

Plastic boxes are useful for supply storage. If building shelving, purchase your boxes first so shelves can be built to appropriate size.

Extending counter tops at least 8" on cabinetry will allow students to use counter space as desk top, with storage below.

Tall "wardrobe" storage, at least 32" deep is useful for storage of linen, baby manikins or task trainers in cases. In a storage closet, consider leaving @ 2' of space from the floor up to store cases and larger items. If storing med/isolation/crash carts in closet, start shelving above these.

Work stations in the middle of a lab can be built 6 feet long with casters added so they are mobile with manikin storage underneath. We have pictures of functional storage designed by lab coordinators that can be e-mailed.

For those items that we do not sell, i.e. headwalls, curtains, chart racks, etc, we have a reference list available for you.

Multiply # of students per class by 23 to get @ square footage of room needed for instruction.



Laerdal[™]
helping save lives

Considerations while building out a lab:

Compressed Air:

Laerdal SimMan, SimBaby and SimNewB can be operated via a compressor provided by Laerdal or via compressed wall air. If compressed air is chosen you will need to purchase a Laerdal Regulator, item # 381220 and have a minimum of 70-120psi. See the attached diagram "Regulator user instructions"

Electrical:

All Laerdal products that require electricity operate via standard 120V. Your consideration should be the location of plug in units including drop down from the ceiling as well as in the floor.

Considerations for Physical Plant Space:

- Create realistic training environment; mirror the trainees work environment
- Stock lab with equipment and supplies used in hospitals and patient care environments
- Allow 8x9 feet per bed unit
- Allow 3-4 trainees per bed
- Direct lighting above each bed
- Wire lab for multi-media use to demonstrate videos/dvd's etc.
- Sink and storage cabinets
- Area for charting, documentation & care planning (i.e. nurses station)
- Operating headwalls with suction and compressed air capabilities
- PTZ cameras with suspended microphones
- Adequate electrical outlets (6-8 plugs at each station)

Nursing Station:

- Allow students to chart electronically
- Students can utilize the nurse's station for self directed interactive learning such as Micro-Simulation
- Work station for Lab Coordinator
- Storage for Multi-Media equipment such as (DVD, VHS, etc)

Skills Training Area:

- Allow flexibility in skills training room- ability to utilize room for small lectures, computer use, etc
- Sink for hand washing & an area for disposal of fluids used with task trainers (IV arm, bleeding modules, etc)
- Adequate cabinets with labels for storage of task training equipment

ICU Training Area:

- Provide equipment that is utilized in an actual Intensive Care Unit (i.e. defib unit, crash cart, ventilator, feeding pump, IV pump, etc.)
- Provide operating headwalls for realism
- Consider chase in floor for compressed gas lines and data cables to prevent trip hazards
- PTZ and fixed cameras with suspended microphone
- Capability of using wireless microphone

OR Training Area:

- Utilize Equipment that is used in a "true" OR environment (surgical lights, OR table, anesthesia machine, ventilator, etc) Explore refurbished equipment options.
- Scrub Sink
- PTZ and fixed cameras- camera placement is a key consideration. Do not place cameras near fluorescent lighting.
- Suspended microphone- capability of wireless microphone

Control Room:

- Allow for additional cooling for equipment
- Control Room should be close proximity to simulation room
- One way glass
- Lighting that can be dimmed
- Several instructors utilizing control room simultaneously can result in added noise

Debriefing Room:

- Approx 220 sq ft
- Multi-media equipped
- Internet connections
- Multi Functional (i.e. skills training, small classroom)
- Wireless capabilities as well as adequate dataports for computer use

Classroom:

- Adequate electrical outlets and data port outlets for laptop usage
- Wire for Multi-Media use
- Ability to view simulations in "real time"
- Flexibility
- Area in front of classroom for simulation demonstration
- Ability for teleconference

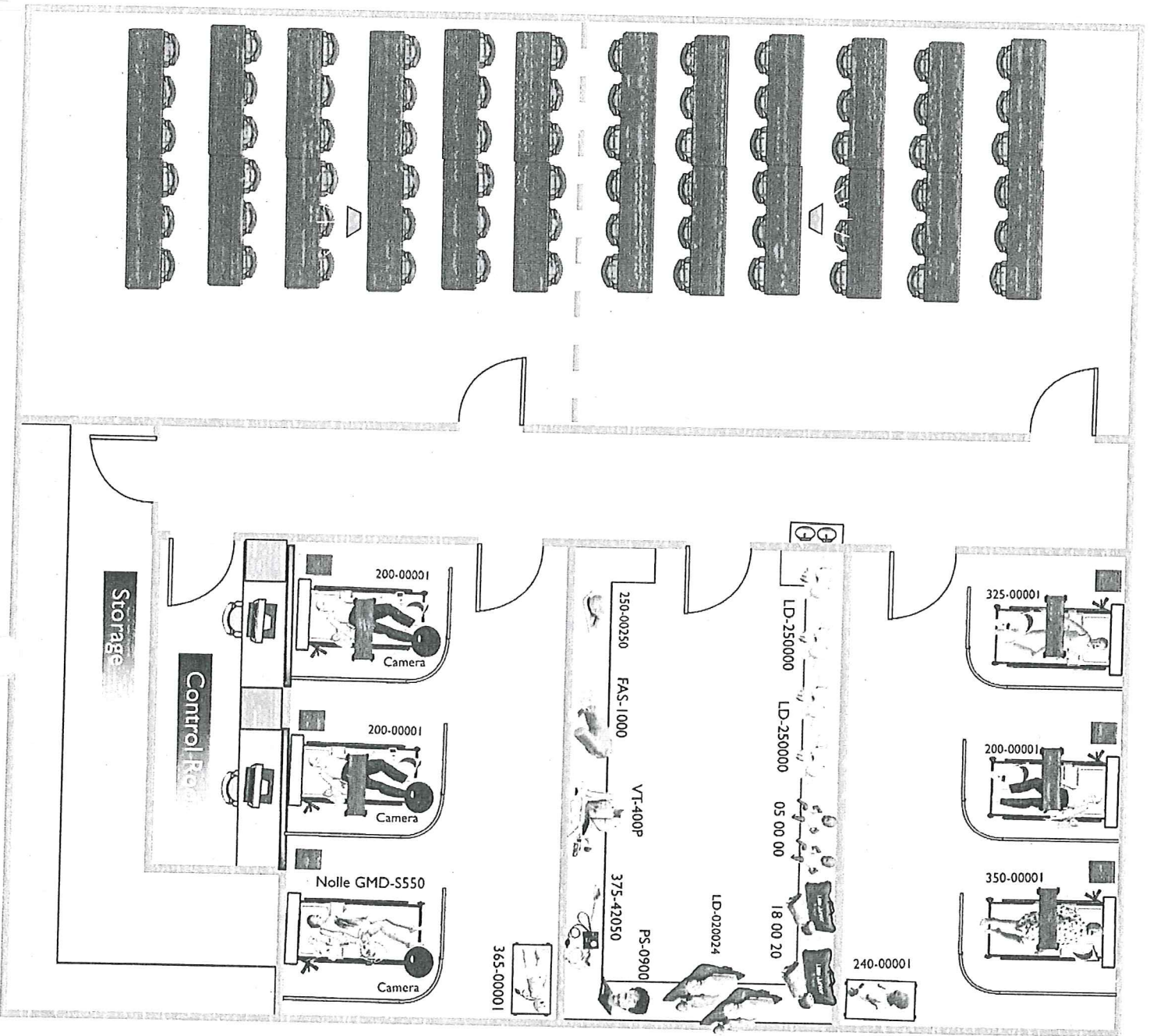
Computer Labs:

- Self Directed Learning
- Headphones available for stations that have programs with audio capabilities

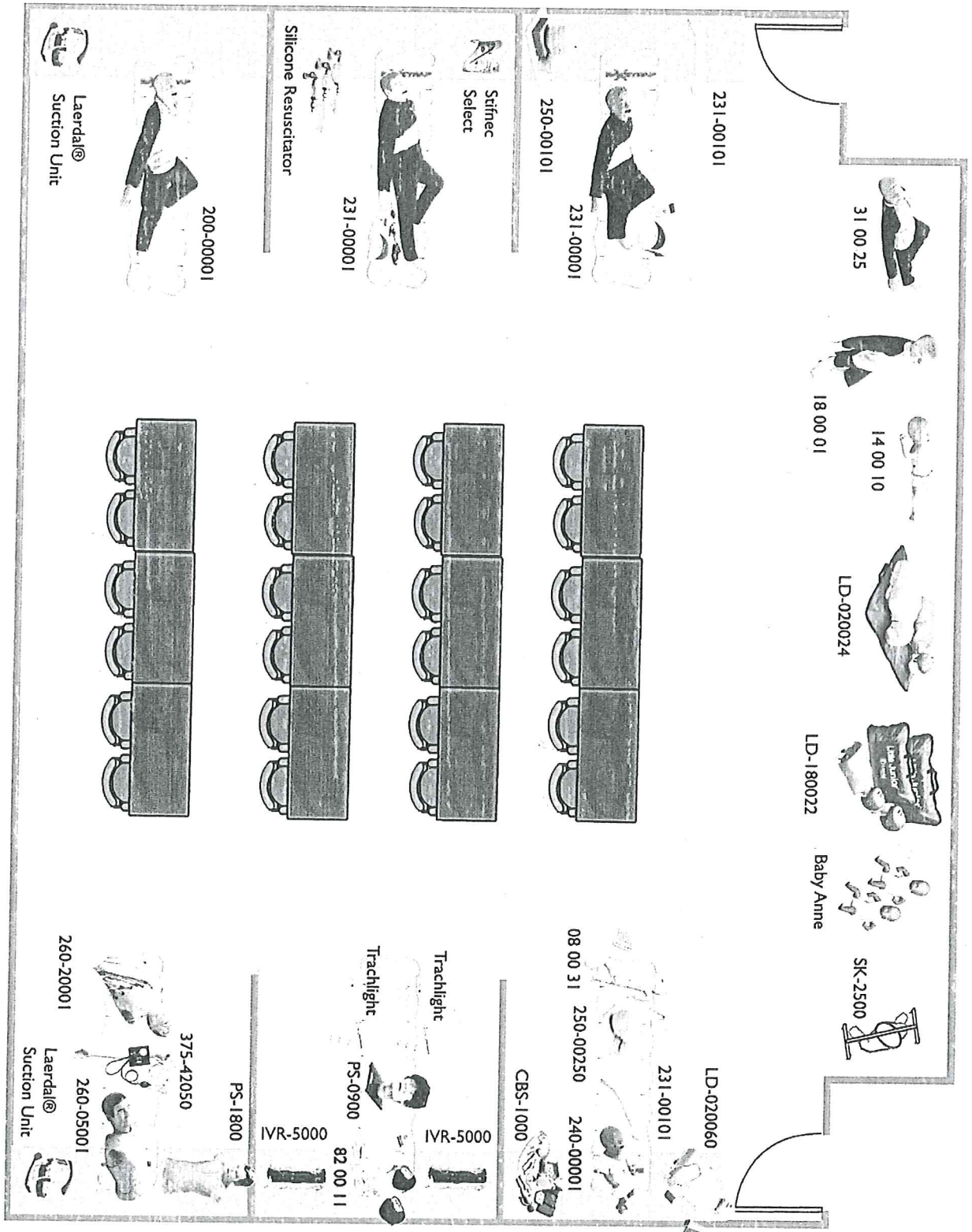
Storage:

- Ideal storage is 35% of overall space
- Allow for equipment and supplies to be easily accessed
- Provide adequate power
- Utility sink
- 48" doors
- Adequate manikin storage (pictures can be provided)
- Consider peg boards and hooks for equipment that can be hung on a wall (i.e. crutches, walkers, canes, etc)

Audio Video System:



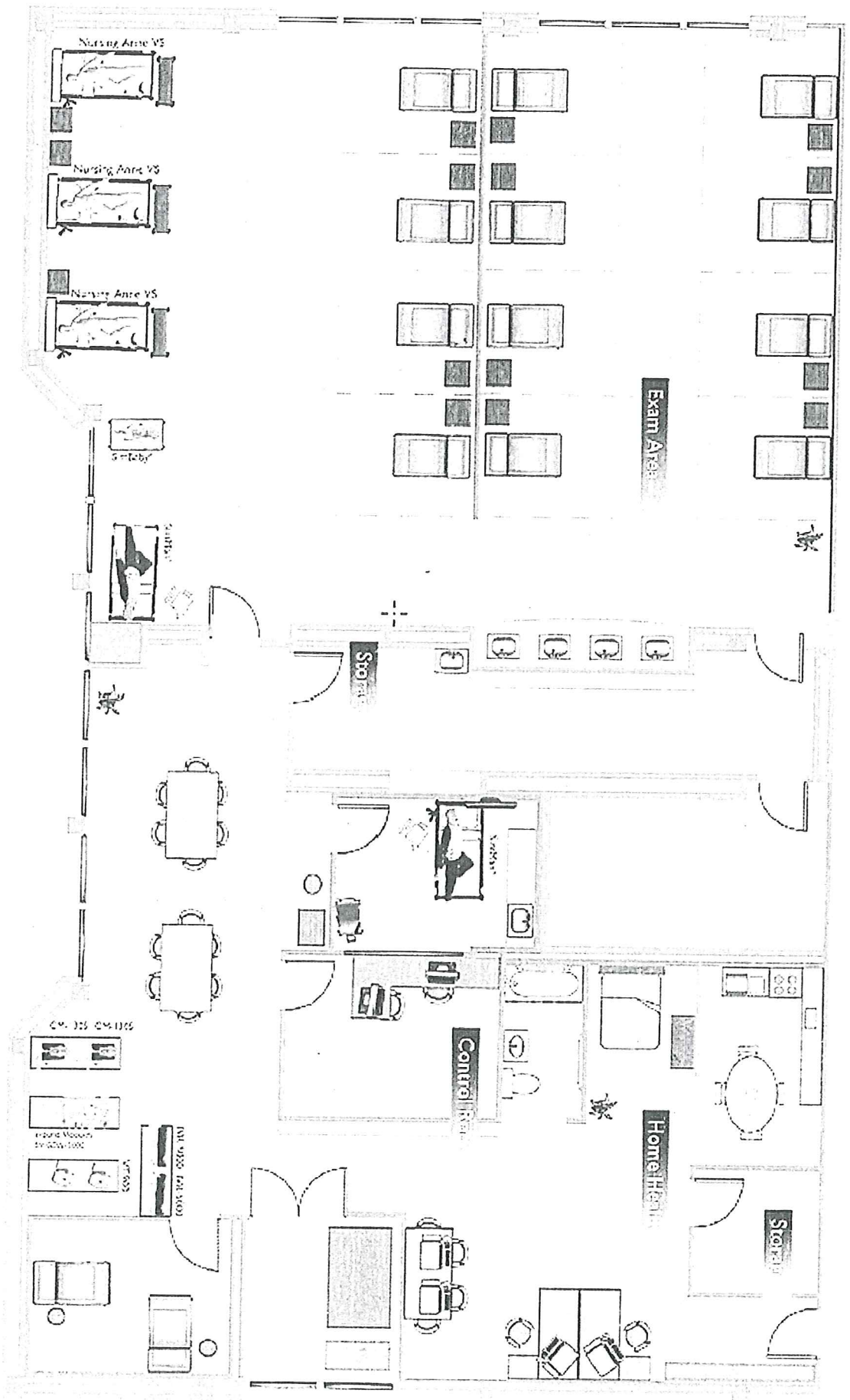
Laerdal
 hel save lives



Approximate building size: 34' x 24'

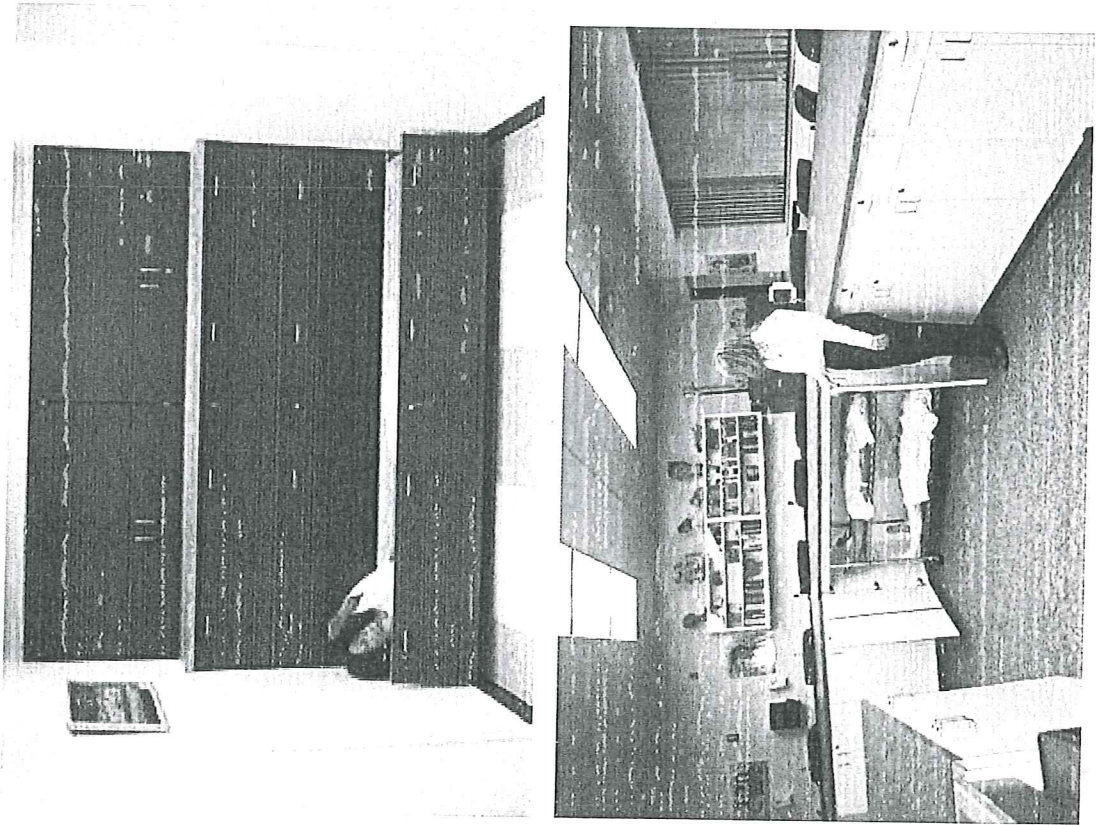


Laerdal
helping save lives



Laerdal
helping save lives

Storage



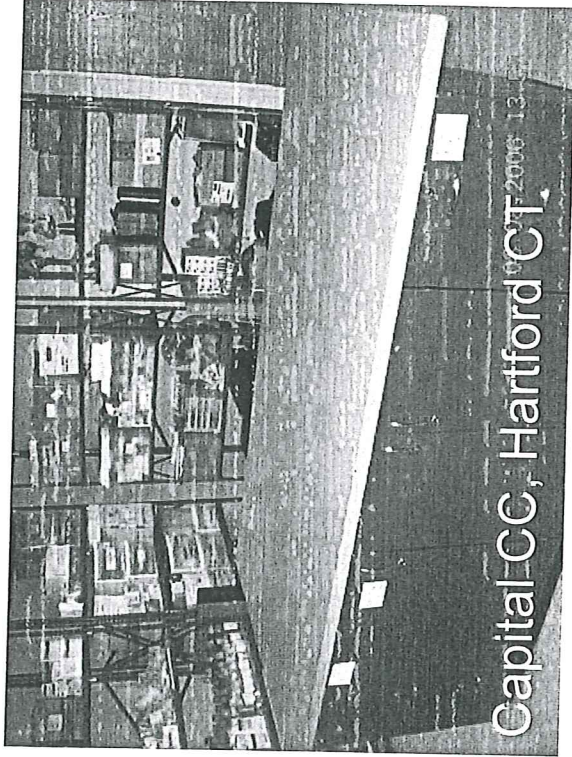
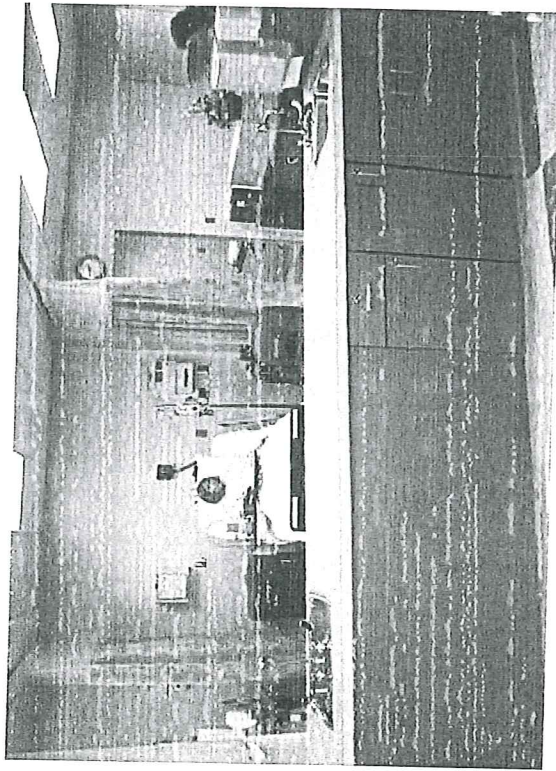
- Ideal storage is 10-15% of overall space
- Allow for equipment and supplies to be easily accessed
- Provide adequate power
- Utility sink
- 48" doors
- Adequate manikin storage
- Consider peg boards and hooks for equipment that can be hung on a wall (i.e. crutches, walkers, canes, etc)



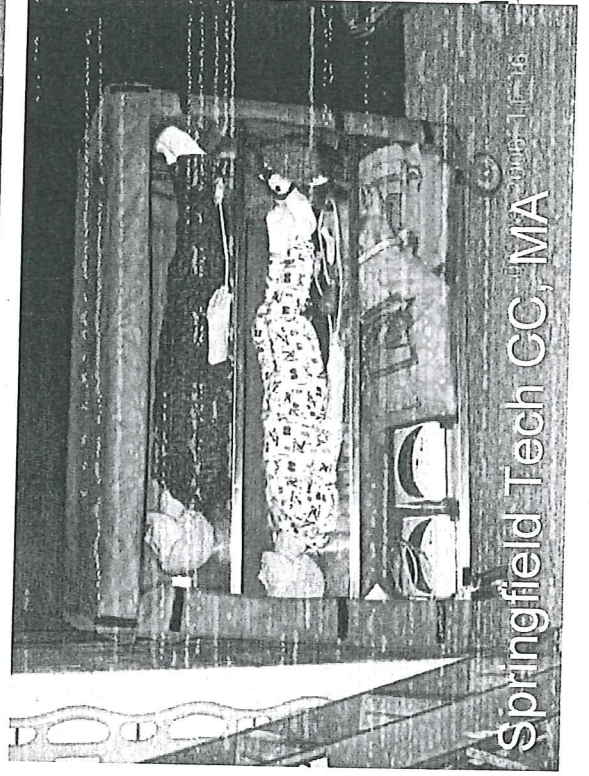
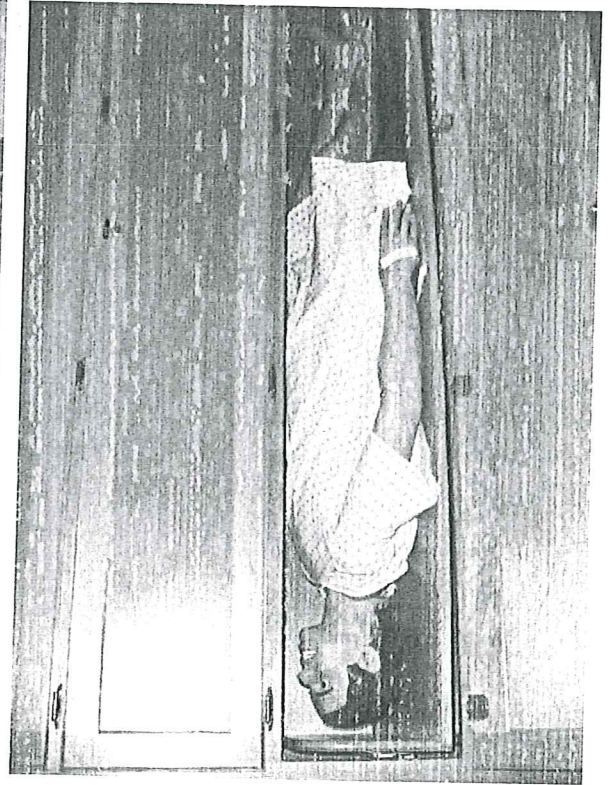
Laerdal

helping save lives

Storage

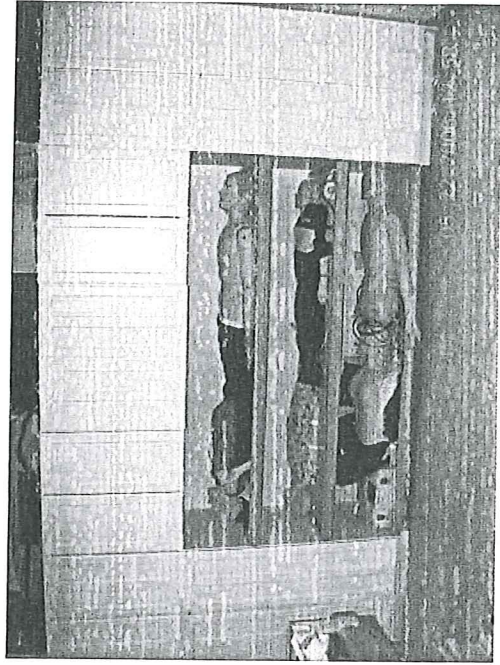
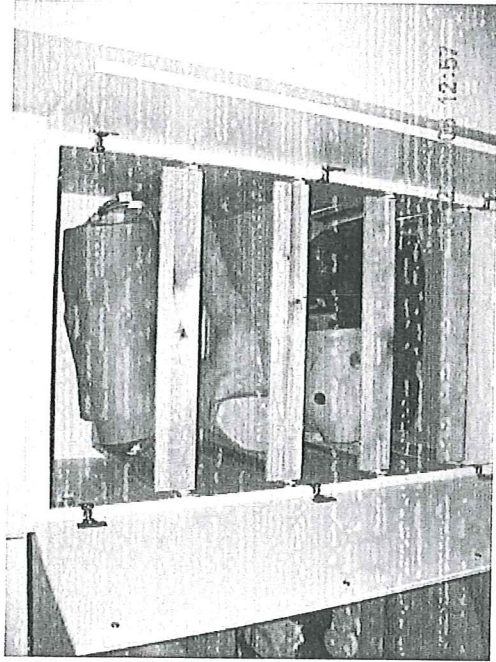
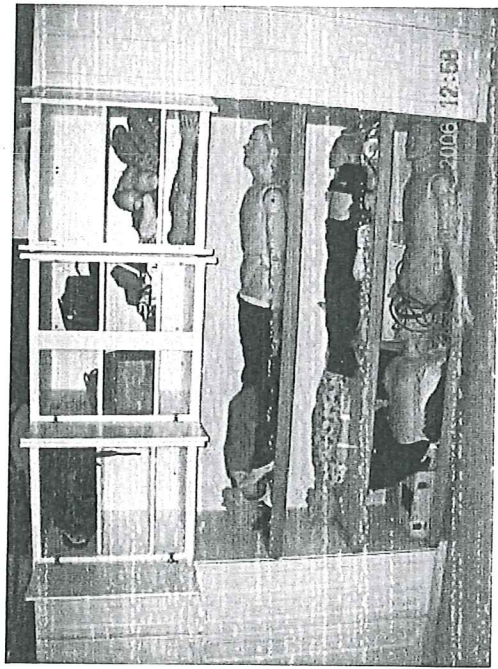


Capital CC, Hartford CT, 2006-13



Springfield Tech CC, MA, 2006-14-15

Storage



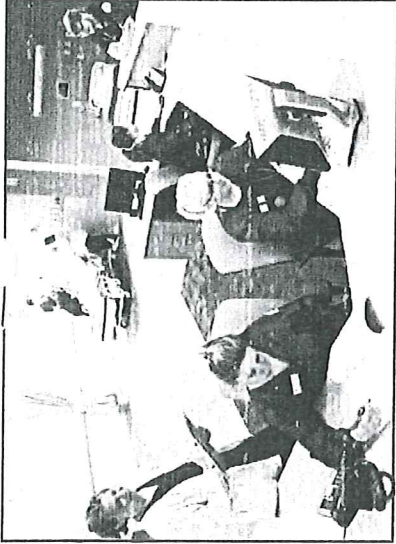
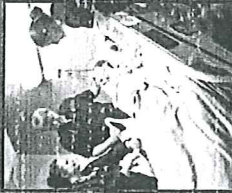


An education center designed to develop & reinforce clinical skills as well as build new skills to help keep pace with changes in the health care industry.

Why Simulation?

Simulation is a guided education technique that recreates a clinical environment and gives the learner exposure to high-risk scenarios without putting actual patients at risk.

Learners practice on high-fidelity manikins that appropriately respond physiologically to the selected treatment.



WSC Partners

- Northern Wyoming Community College District – Sheridan College
- Sheridan Memorial Hospital



*Your Health
is Heart*

Contacts

Crissy Hunter, MS, RN

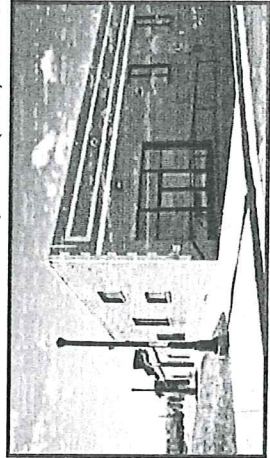
Director/Nurse Educator

Sheridan College – (307) 674-6446 ext. 3317

Nancy Hooge, MS, RN

Nurse Educator

Sheridan Memorial Hospital – (307) 672-1021



Wyoming Simulation Center

245 Broadway Street, Suite 107 • Sheridan, WY 82801
(307) 674-1470 • wyosimcenter@sheridan.edu



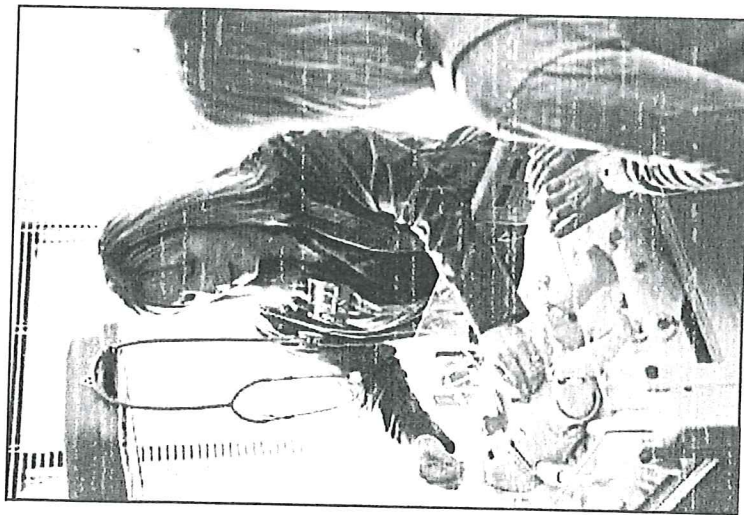
**Promoting...
Patient Safety**

**Enhancing...
Clinical Skills**

**Enriching...
Student and Health
Care Professional's
Knowledge & Skills**



Clinical Education for Health Care Students and Professionals: Learning in a Dynamic Environment



Simulation, in a safe, controlled, environment of suspended reality enhances acute critical thinking processes and the corresponding psychomotor skills that are necessary to develop and maintain well-rounded, confident and competent clinical staff.

Our Mission: Excellence in patient care achieved through excellence in education.

Our Vision: Improving Patient Safety Through the Use of Simulation Technology.



Promoting patient safety by incorporating different forms of simulation including:

- **Standardized Patient Simulation:** The use of individuals trained to play the role of patients, families or others.
- **Human Patient Simulation:** Using high-fidelity simulators- manikins that breathe with breath sounds, heart tones and palpable pulses- for defined learning events. The manikin has a monitor that can display EKG, pulse oximetry, blood pressure, arterial wave forms etc. Procedures that can be performed include bag-mask ventilation, intubation, defibrillation, chest tube placement and cricothyrotomy –the possibilities are endless!
- **Task Trainer Simulation:** Manikins specially designed for clinical tasks such as NG tube placement, ostomy/wound care, tracheostomy and much more!

The Wyoming Simulation Center offers:

Our state-of-the-art center features computer driven patient simulators to virtually replicate any patient event including specific age-based (newborn, pediatric, adult, labor & delivery mom, and geriatrics) scenarios.

We offer trainings that are applicable to clinical students, new graduates, as well as the experienced clinical professional.



Customized training opportunities for individual and teams are also available.

Our center features a 6 bed patient ward with nursing station, functioning medication room with Pyxis, 1 pediatric room, 2 high-fidelity rooms and a 24 seat classroom environment. Our high-fidelity rooms are video/audio wired for capturing events to assist in the debriefing process post scenario.

W S C

INSIDE THIS ISSUE:

Sheridan College	2
Sheridan Hospital	2
Why Simulation	3
The Future	3
Special Thank-you's	3

About us...

The Wyoming Simulation Center is an education center designed to develop and reinforce clinical skills as well as build new skills to help keep pace with changes in the health care field.

Our state-of-the-art center is approximately 5,000 sq. feet and features computer driven patient simulators to virtually replicate any patient event including specific age-based (newborn, pediatric, adult, labor & delivery mom, and geriatrics) scenarios.

We offer trainings that are applicable to clinical students, new graduate, as well as the experienced professional.

Customized training opportunities for individuals or groups

are also available.

Our center features a mock-hospital 6 bed patient ward with nursing station, function-



ing medication room with Pyxis, a pediatric room, 2 high-fidelity rooms, and a 24 seat classroom environment. Our high-fidelity rooms are video/audio wired for capturing events to assist in the debriefing process post scenario training

Our vision is to improve patient safety by incorporating different forms of simulation including:

- Standardized patients
- Human Patient Simulators
- Task Trainers
- Role-Playing

The different types of simulation used enables us to individualize trainings as needed, as well as to enhance critical thinking and judgment skills in turn promoting patient safety.

Our Partnership

The Wyoming Simulation Center is a joint partnership between Sheridan College and Sheridan Memorial Hospital. This center is a great example of two entities in Sheridan working side by side for the betterment of the community as a whole...



Nursing Students Engaged



Simulation is a teaching strategy aimed at providing realistic learning opportunities through the use of technology – in this case, high fidelity simulation manikins that have lifelike qualities. Simulation in nursing education is supported by the National Council of State Boards of Nursing as a way to supplement experiences student nurses usually obtain in hospital settings and to enhance their competency as they prepare to enter the work force. Ongoing research supports the role of simulation

as a way to help students integrate theory and practice.

The nursing program at Sheridan College consists of 4 semesters where students are engaged in didactic and clinical experiences. Each nursing student spends a portion of their scheduled clinical time each semester at the Wyoming Simulation Center. Here, they are exposed to a variety of clinical situations (a birthing patient, a post-operative patient, a trauma triage experience) preparing them to safely

care for any/all types of patients they may face in real world nursing.

Simulation allows nursing students opportunities to experience critical situations they may never experience as a student. It allows for hands-on experience in a safe, controlled environment in which to learn.

“Tell me, and I will forget. Show me, and I may remember. Involve me, and I will understand.”

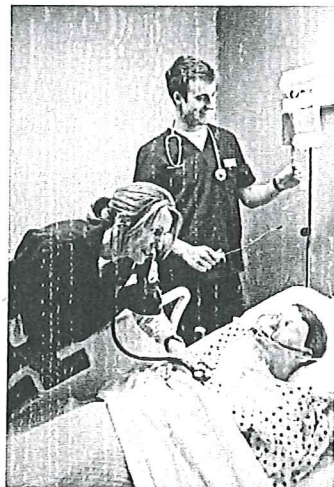
- Confucius, 450

BC

Sheridan Memorial Hospital

Sheridan Memorial Hospital uses the Wyoming Simulation Center as a site for its continuing education courses (ACLS, PALS, TNCC), as well as for their annual department competencies. Each month a different department participates in training to promote patient safety. The Women’s Health department participated in a high-risk delivery with a birth-

ing manikin, the ICU department underwent a trauma simulation, and the medical-surgical department dealt with a post-operative orthopedic complication. These simulation experiences enhance acute critical thinking processes and the corresponding psychomotor skills that are necessary to develop and maintain well-rounded, confident and competent clinical staff.



Why Simulation



Simulation is a teaching strategy aimed at providing clinical learning opportunities through the use of technology. Simulation experiences are made to resemble clinical practice as closely as possible. Unlike a classroom setting or a paper-and-pencil test, simulation allows learners to function in an environment that is as close as possible to an actual clinical situation and provides them an opportunity to "think on their feet, not in their seat."

At Wyoming Simulation Center we are about:

- Promoting patient safety
- Enhancing clinical skills
- Enriching student & health care professional's knowledge & skills

Our Vision: *Improving Patient Safety Through the Use of Simulation Technology.*

Our Mission: *Excellence in patient care achieved through excellence in education.*

The Future....

To become a Regional Simulation Training Center for many types of healthcare organization such as:

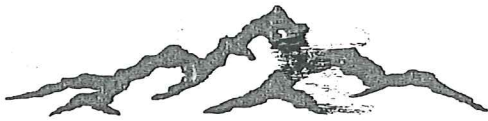
- Acute Care Hospitals
- Long-Term Nursing Care Homes
- Emergency Services
- Nursing Programs

A Special Thank-You

On behalf of all our contributors, THANK YOU!

- Whitney Benefits
- Sheridan College
- Sheridan Memorial Hospital
- B.F. & Rose Perkins Foundation
- Frederic & Harriet St. Clair Thorne-Rider Foundation
- Herbert G. and Dorothy Zullig Foundation

Thank You



Wyoming Simulation Center



245 Broadway
Suite 107
Sheridan WY 82801

Phone: 307-674-1470
Fax: 307-675-1954
E-mail: wyosimcenter@sheridan.edu

Check us out on our website:
<http://www.sheridan.edu/site/wyomingsimulationcenter>

A state-of-the-art simulation center made possible by a unique partnership between Sheridan College and Sheridan Memorial Hospital.

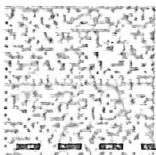
Our Mission: *Excellence in patient care achieved through excellence in education.*

Our Vision: *Improving patient safety through the use of simulation technology.*



Casper College
Tammy Frankland, Dean
125 College Dr.
Casper WY 82601

Sheridan WY 82801
Suite 107
245 Broadway
Center



MAILED IN WYOMING ZIP CODE 82801
JUL 24 2000
0002002569



Meeting # 4: November 5, 2012

I. Call to Order/Minutes

II. Reports

A. Paul – RFPs

- 1. Architect
- 2. Equipment — Nov 27th 2pm
- 3. Outside Evaluator

(double check)

B. Tammy

- 1. Equipment Demonstrations
- 2. Hiring Process
- 3. Other Details

C. Other

III. Other Business

A. Meetings in 310 have been scheduled for:

- November 19th
- December 3rd
- December 17th
- January 8th

B. What is the next step?

C. Who should attend next meeting?

IV. Adjourn: Next meeting – Monday, November 19th @ 11:00 in GW 310

Casper College: TAACCCT

Meeting Minutes

December 17, 2012

Present: Dr. Tammy Frankland, Dr. Tim Wright, Dr. Laura Driscoll, Paul Christman, and Rachel Chadderdon

Dr. Frankland called the meeting to order and introduced Rachel Chadderdon as the new Project Manager for the Sim Lab. Today is her first day!

Dr. Frankland reported on grant progress. The equipment list and request must be submitted no later than December 28th to our federal project officer. One item still under consideration is the purchasing of extended warranties for years two and three for the mannequins. The consensus was to determine if the cost of the warranties is valid and if these could be purchased after the first year rather than upfront. Rachel will call references and Gaumard to find out this information.

Dr. Frankland also reported that she would like to move forward with the proposal from Gaumard for the mannequins. She stated this decision is based on the fact that they are much less expensive than those from Laerdal or METI and she believes they are a company that will be much more responsive to work with. We will however be using Laerdal for upgrading the five existing mannequins as that is the only option for these upgrades. Paul indicated he would need a half page justification for why these choices are being made and Dr. Frankland will provide this for him. We anticipate that once the equipment list is approved the order will be placed in March.

The RFP process for the third party evaluator will start in January.

Dr. Frankland provided an update on the Building Modification Request. After much back and forth it appears that the format and detail of the request was finally accepted and we are now waiting to hear back from the FPO on approval of the request in order to move forward with the remodel. Amundsen Associates has been chosen as the architect and the construction for the remodel will be done internally. IT will be completed externally as it will be important to have this completed to the specifications for the Sim Lab equipment.

Being no further business, the meeting adjourned. The next Grant Management Team meeting will be on Monday, January 7, 2013 at 11 am in Gateway 310.

Casper College: TAACCCT

Meeting Minutes

January 7, 2013

Present: Dr. Tammy Frankland, Dr. Tim Wright, Dr. Laura Driscoll, Paul Christman, Kathy Nottingham, Katie McMillan, and Rachel Chadderdon

Rachel called the meeting to order and the minutes from December were reviewed.

Rachel reported that we received news on December 18th that the request for the remodel work has been sent to the national office and we should hopefully receive formal approval this week. The equipment list was also submitted on December 19th for approval and we are waiting to hear on that as well. The equipment list included the purchasing of extended warranties for years 2-3 on the mannequins as Rachel received feedback from other organizations that the warranties were well worth the cost.

In regards to the “re-purposing” of the space for the Sim Lab, Paul said that once we receive approval he can get information turn around in 1-2 days for the contract with the architect firm. We will need to determine how many meetings it may take to get the final plans and then get with Physical Plant to determine how much time they will need.

Upcoming deadlines are as follows:

- January 31st - grant modifications which include revision to work plan, evaluation and budget narrative
- February 14th – Quarterly Narrative Progress Report (QNPR) and Financial Report for the October – December 2012 period

Rachel and Paul discussed the schedule for drafting the RFP for the Third Party Evaluator. Rachel will provide necessary criteria and information to Paul by January 14th and the goal will be to have the RFP out by the week of January 14th with a deadline of February 12th for receipt of proposals.

Kathy reported that she has the coding for expenses related to the grant and also has information on the financial reporting. She and Rachel will meet prior to the February 14th reporting deadline to discuss the process.

Tammy reported that the posting of the faculty position will be completed the week of January 14th with a start date in spring. The hiring of the clerical position will be done once the faculty position is on board.

The group determined that moving to a monthly meeting schedule was appropriate at this time so starting in February the Grant Management Team meetings will be held on the first Monday of the month at 11 am in GW 310. It was also discussed that we need to ensure representation from our business partners – Workforce Services and Wyoming Medical Center. Rachel will contact Ken Johnson, the Veteran’s Coordinator with Workforce Services, to determine his interest and

availability. Tammy said she believes Davina Drazick with the hospital will be able to serve in this capacity.

Being no further business, the meeting adjourned. The next Grant Management Team meeting will be on Monday, February 5th at 11 am in Gateway 310.

Casper College: TAACCCT

Meeting Minutes

February 4, 2013

Present: Dr. Tammy Frankland, Dr. Tim Wright, Dr. Laura Driscoll, Paul Christman, Kathy Nottingham, Katie McMillan, Ken Johnson and Rachel Chadderdon

Rachel called the meeting to order and introduced Ken Johnson who has joined the Grant Management Team. Ken is the Veterans Representative for the Wyoming Department of Workforce Services. Rachel also reported that Davina Drazick with Wyoming Medical Center will also be joining the GMT, but she was unable to attend today.

The minutes from January were reviewed. Tammy moved and Katie seconded the motion to approve the minutes as presented. Motion carried unanimously.

Rachel reported that approval was received on January 10th for the re-purposing of the space for the Sim Lab and that she and Tammy met with the architects and engineers in late January to begin the design process. We have narrowed the plans down to two options – one with a central control room and one with two separate control rooms. We prefer the one with the two separate control rooms as this provides more space and does not require demolition. We are waiting on input from some additional faculty members before we officially move forward with this particular plan.

Rachel said she will also be meeting with Mike Sawyer later in the week to discuss the project, how to expense/charge items to the grant and determine an estimated start and completion time.

The required grant modifications for the Statement of Work changes to the project evaluation plan, program outcomes, program deliverables, project timeline, and budget realignment have been made and submitted to the Department of Labor. Rachel said she is unsure how long it will take for these to be processed and approved. She will email the revised Statement of Work and Budget to Ken and Katie.

Paul reported that the RFP for the Third Party Evaluator has been posted. The deadline for proposals is February 26th at 2 pm. Rachel said that according to our grant application we will need two people from the GMT (in addition to Tammy, Kathleen Thatcher and herself) to serve on the review committee. Katie and Laura both volunteered and Paul indicated he would assist as needed.

Rachel said we are still waiting on equipment approval but are moving forward with the RFP process so we will have bids and can begin ordering once we receive approval. Paul has begun the draft RFP for the debriefing room but will probably need some additional information to complete it as well as some information on sole source justification for the Pyxis Medstation. Rachel will work on developing the specs for the debriefing room and will do some research on Pyxis.

The faculty position is posted and will be open until March 13th.

Rachel and Kathy met prior to the meeting to discuss how to track and account for leveraged resources, indirect costs, and program vs. administrative expenses. They have most of the information they need and will be finalizing and submitting the report prior to the February 14th deadline. Rachel indicated that she has been working on the Quarterly Narrative Program Report (QNPR) but she wants to be sure she has not missed any items related to the work plan and other project activities as it covers the October through December period and she was not involved at that time. She will work with Tammy and Katie to ensure all items are addressed.

Rachel said one of the next priority areas will be to start developing the tracking procedures for the identified participants in the program. There is some very specific demographic information that will need to be collected as well as employment and wage information upon completion. Ken was unsure if the Wyoming at Work database has been changed to include the ability to track individual student participants. Rachel will talk with Bev Dye in CC's Adult Learning Center to find out if they have been able to use the system in this manner.

Rachel asked everyone to review the draft Duties and Responsibilities document she created for the Grant Management Team. This document will serve as basic overview of the membership and expectations of the GMT. It will also be considered a deliverable developed under the grant and will be reviewed and made publically available at the end of the grant. Please send her any additions, comments, etc. and we will approve this document at the next meeting.

Being no further business, the meeting adjourned. The next Grant Management Team meeting will be on Monday, March 4th at 11 am in Gateway 310.

Casper College: TAACCCT Grant Management Team

Meeting Minutes

April 8, 2013

Present: Dr. Tammy Frankland, Paul Christman, Kathy Nottingham, Katie McMillan, Ken Johnson, Davina Drazick and Rachel Chadderdon

Excused: Dr. Tim Wright, Dr. Laura Driscoll

Rachel called the meeting to order and welcomed, Davina Drazick with Wyoming Medical Center. Davina is a nurse educator and coordinates the WMC sim lab.

The minutes from February were reviewed. Tammy moved and Ken seconded the motion to approve the minutes as presented. Motion carried unanimously.

Rachel reported that she spoke with Robin Johnson and the remodel is on track and materials have been ordered. 90% of the framing is complete, HVAC, plumbing and duct work is being roughed in this week; next week electrical will be roughed in. Robin stated that the June 1st completion date is still feasible “give or take a few weeks.” Tammy said we really need to emphasize that June 1st completion is critical and Rachel will keep working with them to ensure we meet the deadline.

The required grant modifications for the Statement of Work changes to the project evaluation plan, program deliverables, project timeline, and budget realignment are still pending. Rachel said our Federal Project Officer (FPO) has explained that they are running slow due to the high number of modification requests. The corrected outcomes have been approved.

Paul reported that the re-bid RFP for the Third Party Evaluator was posted and the deadline for proposals is April 9th at 2 pm. We issued this re-bid RFP because we only received two proposals in the previous round and felt that they were much too large in scope. Therefore, the criteria and the scope of work required of the evaluator were better defined. To date we have not received any proposals. If for some reason we do not have any by the deadline Paul indicated we can then negotiate contracts with any company.

The bids for the control rooms/debriefing room and the Pyxis machine have been awarded and equipment has been ordered.

The interview committee completed interviews with 4 candidates for the faculty position for the sim lab. An offer was made and we are waiting on acceptance. Tentative start date for the position is June 3rd.

Rachel reported that the process for selecting participants is starting and she is starting to collect rosters of students that will be in each program starting in the fall. She will be working with the various program directors to assess students and determine who might be a good fit as a “participant.” She also has a list of identified veterans and will cross reference them with the health science students. For a comparison group we will be looking at participants receiving single program simulation curriculum this next school year compared to the interdisciplinary

curriculum in the subsequent school year. We also still plan to collect data on current students who will be entering their second program year in 2013-2014 and how they experience with the simulation compares to their previous program year.

Rachel also said that we will be collecting some very general surveys on students to start assessing their current employment status and then once they are selected as a participant we will inquire a bit further to assess wage information. Ken suggested she contact Joan Fogle and/or Connie Simmons at the Department of Employment to inquire how we may be able to track students through their system or access wage data.

Rachel also reported that she once again spoke with Bev Dye in the Adult Learning Center regarding how the tracking ABE/GED students through the Wyoming at Work system. The State ABE office will track students and provide some sort of report to Casper College, but she thinks it will be pretty general and won't show data on individual students. There is no current agreement or contract between Casper College and the Department of Workforce Services as far as any one knows, but rather it is an agreement between DWS and the state ABE office. Rachel will follow up with Marsh Hess at the state office to see if she can find out more details.

Rachel handed out a working copy of the Work Plan and called attention to highlighted areas that might need adjusted start/end dates. Much of the adjustments can be accounted for in the quarterly federal reports and she will keep the team updated on progress.

Rachel asked everyone to review the draft Duties and Responsibilities document she created for the Grant Management Team. This document will serve as basic overview of the membership and expectations of the GMT. It will also be considered a deliverable developed under the grant and will be reviewed and made publically available at the end of the grant. Tammy moved and Ken seconded the motion to approve the document. Motion carried unanimously.

The clerical position for the sim lab will be posted later this spring or early summer with a potential start date in July.

The next federal reporting deadline is May 14th for the January – March 2013 period. Rachel is currently working on collecting documentation for leveraged funds. She will send out the in-kind form to Ken and Davina so they can complete for their time spent on the GMT.

Being no further business, the meeting adjourned. The next Grant Management Team meeting will be on Monday, May 6, 2013 at 11 am in Gateway 310.

Casper College: TAACCCT Grant Management Team
Meeting Minutes

May 6, 2013

Present: Dr. Tammy Frankland, Kathy Nottingham, Katie McMillan, Ken Johnson, Dr. Laura Driscoll, and Rachel Chadderdon
Excused/Absent: Dr. Tim Wright, Paul Christman, and Davina Drazick

Rachel called the meeting to order and welcomed everyone.

The minutes from April were reviewed. Katie moved and Tammy seconded the motion to approve the minutes as presented. Motion carried unanimously.

Rachel reported that after a couple of glitches with equipment specs and cabinets the remodel is on track. She spoke with Robin Johnson this morning and he indicated that everything is moving forward and there does not appear to be any issues as this time. We are cautiously optimistic that the completion date still stands for the first part of June.

The required grant modifications for the Statement of Work changes to the project evaluation plan, program deliverables, project timeline, and budget realignment are still pending. Rachel said she has inquired about the scheduling of upcoming training and/or evaluation conferences, but our Federal Project Officer does not have any details yet. There is a conference call scheduled at 12:30 pm on May 7th and she is hoping that some additional information might be provided at that time.

We have awarded the contract to Edvantia for our Third Party Evaluator and are currently negotiating the contract. Rachel stated that she feels good about working with this company and their revised proposal came in right at budget.

Rachel reported that David Bodily has accepted the position as Faculty – Nurse Educator for the Sim Lab and he will start June 3rd. He comes to us from Western Wyoming Community College and has a strong simulation and IT background. The clerical position will be posted by May 15th with a tentative start date of July 1st. Katie said she will contact Chauncy in HR to see what might need to be done for classification of this position.

Rachel has a list of identified veterans and is cross referencing them with the health science students as well as assessing PELL grant information, GED status and non-traditional student information. She is also working with program directors to assess students and determine who might be a good fit as a “participant.” She has collected survey data from students in the following programs: Nursing (1st and 2nd semester and new fall cohort), Medical Lab Technician, and Pharmacy Technician. She will be working with OTA, Respiratory, and Radiography this summer to assess their students, and will focus on Athletic Training/PE and Paramedic Tech in the fall.

Rachel has a call into Marsha Hess with the State ABE office to find out more information on the data being collected from community colleges in regards to employment and wage data on

ABE/GED students. Laura said she has learned that the agreement is between the Community College Commission and Workforce Services rather than between with the ABE office. She indicated that there was an original effort to collect data on all students; however, college presidents did not want to sign letters of commitment because they were uncomfortable with the data being kept for more than one year. Under the current agreement, the ABE office will provide data to the Commission who then provides the data to DWS. So, we are still missing a link that would collect data on our students and/or participants. Laura feels that this data would be very helpful to collect as students would be tracked through their social security numbers and the information would be much more accurate and valid than the current system of trying to contact students post-graduation and have them report on their employment and wage information. Laura suggested that she and Tammy bring this up and Dean's Council to see if there might be a way to generate support for this type of reporting.

Rachel said she spoke with Joan Fogle with the Department of Employment, and Joan suggested she contact Tom Gallagher in their Research and Planning division to see about how our participants may be able to be tracked through DWS to access employment and wage data.

Rachel said they just found out about an opportunity from Open Professionals Education Network (OPEN) which will provide free services aligned with our DOL grant requirements to help us meet our grant deliverables. They are hosting a kick-off conference Jun 20-21 in Minneapolis, and the Bill & Melinda Gates Foundation is providing support to fund one person to attend (flight, hotel, and food). A second person can also attend but will need to cover their expenses. Rachel will discuss with Tammy to determine if both she and David will attend. Tammy said that she and David will be attending a simulation conference in July that will focus on inter-professional curriculum development.

Rachel and Kathy submitted the Quarterly Narrative Progress Report and the financial report for the January – March period. The next federal reporting deadline is August 14th for the April - June 2013 period. Lynn Cook is sending Rachel monthly expenditure reports related to the remodel and Rachel is reconciling and verifying expenses with Kathy. All seems to be in order and in line with the budget.

Rachel suggested, and all agreed, that after the June meeting, we move to a quarterly meeting schedule for the Grant Management Team.

Being no further business, the meeting adjourned. The next Grant Management Team meeting will be on Monday, June 3, 2013 at 11 am in Gateway 310.

Casper College: TAACCCT Grant Management Team

Meeting Minutes

June 3, 2013

Present: Kathy Nottingham, Ken Johnson, Dr. Laura Driscoll, David Bodily and Rachel Chadderdon

Excused/Absent: Dr. Tammy Frankland, Dr. Tim Wright, Paul Christman, Katie McMillan and Davina Drazick

Rachel called the meeting to order and introduced David Bodily as the new faculty for the Sim Lab.

The minutes from May were reviewed. Ken moved and Laura seconded the motion to approve the minutes as presented. Motion carried unanimously.

Rachel reported that we are on track with the remodel work and great progress has been made. We have pushed back a week for completion by the end of next week (June 14th) for the majority of the work as Kb Port is scheduled to do their install and training the week of June 17th.

Rachel indicated she still has received no information on the status of the required grant modifications for the Statement of Work changes to the project evaluation plan, program deliverables, project timeline, and budget realignment. She, Tammy and Kathleen participated in a conference call on May 7th and there was not much light shed on the process, but rather the discussion focused more on compliance findings and best practices from Round 1 grantees. However, it did confirm for us that we are on track and have good processes in place for grant management and fiscal tracking to avoid the common findings. Rachel also participated in an evaluation conference call on May 22nd and during this call they did indicate that the required grant and evaluation training will take place either late July or early August. Our contact person with Edvantia (our third-party evaluator) was also on this call and we just received their signed contract and will be setting up our initial meeting this month.

Rachel reported that the Sim Lab Office Assistant position is posted and will close June 15th. To date we have 3 applicants and anticipate interviews at the end of the month.

Laura reported that she and Tammy did bring up the idea at Dean's Council of collecting data on our students and/or participants via social security number through the workforce system. She said that the idea was met with enthusiasm, as the information would be more accurate and valid than the current system of trying to contact students post-graduation and have them report on their employment and wage information. However, it is now a question for Dr. Nolte to determine if we get this accomplished. Rachel will reach out to Tom Gallagher in Research and Planning at DWS and see if she can get his take on the ability to track students through the system.

The summer/fall schedule for conferences, equipment installation and training is as follows:

- June 17 – Kb Port Install (Control Rooms, Debriefing Room)
- June 19-21 - OPEN Conference in Minnesota (Rachel and David attending)

- July – Gaumard training TBD
- July 22-26 – Simulation Conference in California (Tammy and David attending)
- End of July/First part of August – Evaluation/Grantee Training in Washington, DC (attendees TBD)
- August 19-20 – Pyxis Install and Training
- September 13 – Laerdal SimPad Training

The next quarterly federal reports are due August 14th. Kathy said that we need to track and charge Tammy's time at the simulation conference in July as indirect costs rather than leveraged funds so we are able to draw from this line item in the budget.

Being no further business, the meeting adjourned. The next Grant Management Team meeting will be on Monday, June 3, 2013 at 11 am in Gateway 310.

Casper College: TAACCCT Grant Management Team
Meeting Minutes

September 9, 2013

Present: Kathy Nottingham, Ken Johnson, Dr. Laura Driscoll, Dr. Tammy Frankland, Paul Christman, Katie McMillan, David Bodily, Guadalupe Kerr and Rachel Chadderdon
Excused/Absent: Dr. Tim Wright and Davina Drazick

Rachel began by welcoming everyone to the Health Science Simulation Center and David provided a tour of the new facility and demonstrated the functionality of the mannequins. Upon completion of the tour, the regular business meeting commenced.

The minutes from June were reviewed. Laura moved and Ken seconded the motion to approve the minutes as presented. Motion carried unanimously.

Rachel reported that the official new name of the Sim Lab is the Health Science Simulation Center. We are currently working with Public Relations for appropriate signage, brochures and other promotional materials. Rachel will also work with Darian to update the website. We want to keep a consistent theme throughout all materials.

Rachel introduced Guadalupe Kerr as the new Simulation Assistant. Lupe was previously the Office Assistant for the School of Health Science and has now transitioned to the Simulation Center. We are thrilled to have her on board.

Rachel reported that we finally received notification on June 13th that the required grant modifications for the Statement of Work changes to the project evaluation plan, program deliverables, project timeline, and budget realignment had been approved. According to our FPO one item that caused the delay of this request was that the national office wanted to make sure that we were well aware of the difference between program and admin cost. Rachel stated she makes continued efforts to assure our FPO that both she as Project Manager and Casper College's Associate Controller, Kathy Nottingham, have participated in all the fiscal/admin webinars addressing the topic and we continue to review the materials and transcripts to ensure our understanding. We also meet at least quarterly to review all expenses and verify the allocation of the expenses to program and admin costs. We have reviewed our indirect cost rate pool and are confident that we will not be charging more than 10% in admin costs to the grant. We truly believe we both understand the difference.

Rachel stated the first year of the grant will wrap up at the end of September and that we are on track with our work plan and things are really starting to come together and will be ramping up as students are beginning to utilize the Sim Center. Our first year Annual Progress Report is due in November and she is working on ensuring all the data points will be covered. There is a webinar in October for additional technical assistance on submitting this report. This first year will not have much data as students have just started but it will be a good first run to find out where we may need to improve data collection.

Kathy has put together an approximate budget to actual of grant expenditures through September. We are over budget on equipment by approximately \$10,000, which we knew would be the case as we added an additional mannequin, the cost of the birthing mannequin increased, and we added an archiver for the control room to assist in the IT infrastructure for the Sim Center. However, we are well under budget for the remodel by approximately \$150,000. We have also discovered that in order to have full customizable functionality of the Pyxis Medstation, we will need to purchase an additional piece of equipment called a console (essentially a computer network). The cost is \$17,500 and we feel that it is necessary and with the cushion we have from being under budget with the remodel we do have the funds. Before purchasing we will need to submit a request to DOL and have it approved so David has provided rationale to Rachel and she will prepare the official request for Dr. Nolte's signature and then will submit the request to DOL. Another area of the budget where adjustments need to be made is in the indirect charges. This amount was incorrectly calculated in the original budget and needs to be decreased by approximately \$350,000. We will need to see if we can possibly reallocate this amount to other line items of the budget. If not, it will have to remain unexpended and eventually be returned to DOL.

As we close out this first year and reconcile all remodel expenses, Rachel and Kathy will review the budget and determine where we will need to realign funds to cover all the above mentioned items. Once this is complete we will submit the request to DOL so we make sure everything is covered at once. Hopefully, the turn-around time will be quicker than it was previously, but the sooner we do this the better.

Rachel met with Tony Glover and Tom Gallagher with Research and Planning at DWS about the possibility of tracking our participants through their system so we can determine employment and wage information. It appears that due to the size of our sample this may not be feasible with the systems they have set up. There is also a 5 month lag on wage info after the end of the quarter so this might be a challenge with our reporting deadlines. As a result we most likely will need to rely on self-reporting and surveys from the students.

Rachel received confirmation that the Department of Labor has indefinitely cancelled the grantee conference that was supposed to take place over the summer. To date there are no plans for DOL sponsored training or technical assistance other than webinars. She and David did however attend the Open Professionals Education Network (OPEN) Kick-off Conference June 20-21 in Minneapolis. This conference was a great opportunity to network with other TAACCCT grant recipients and receive training and information on the resources available to grantees from Creative Commons/OPEN for implementing the Creative Commons open licensing (CC BY) requirement and best practices in open policy and open educational resources adoption that are aligned with our DOL grant requirements to help us meet our grant deliverables. This conference was sponsored by the Gates Foundation and was not organized by DOL/ETA.

Edvantia, our third party evaluator, has begun work and they have reviewed and offered comments on our 2nd quarter report. They really do want to assist us in our data collection to ensure we are effectively meeting the parameters of the grant. We have a call scheduled this week to prepare for the annual report and will further discuss survey and data collection methods.

Rachel reported that by utilizing basic self-reporting surveys on whether they are currently working and/or have dependents, as well as veteran status and Pell grant eligibility, she is very close to having the first year's cohort of grant participants selected. She hopes to finalize the list in the next few weeks so students can be contacted and we can begin tracking their progress.

David and Lupe will be traveling to Waco, TX next week with Gaumard which will provide an intensive hands-on training with the mannequins. Rachel will be heading to Topeka, KS for a TAACCCT Conference hosted by Washburn University. This is NOT a DOL sponsored event but rather a grantee sponsored effort to bring together Round 1 and Round 2 grantees to learn from one another.

The next quarterly federal reports, as well as the Annual Progress Report, are due November 14th.

Being no further business, the meeting adjourned. The next Grant Management Team meeting will be on Monday, December 2, 2013 at 11 am in Gateway 310.

Casper College: TAACCCT Grant Management Team

Meeting Minutes

December 2, 2013

Present: Kathy Nottingham, Ken Johnson, Dr. Laura Driscoll, Dr. Tammy Frankland, Paul Christman, David Bodily, and Rachel Chadderdon

Excused/Absent: Katie McMillan, Dr. Tim Wright and Davina Drazick

Rachel called the meeting to order and the minutes from September 9, 2013 were reviewed. Laura moved and Ken seconded the motion to approve the minutes as presented. Motion carried unanimously.

Rachel discussed the Year One Evaluation report submitted by our Third Party Evaluator, McREL (formally Edvantia). We have a conference call planned with them on Wednesday at 10 am to provide any feedback and discuss next steps for Year 2. This first year there is not much data to review and evaluate so the report primarily focuses on the implementation phase of the project. Rachel did call everyone's attention to the items in the work plan that McREL has marked as "completed" but with minor delays. She assured everyone that these delays were essentially due to bureaucratic procedures on the part of DOL and out of our control. We had a significant delay in receiving approval for grant modifications and equipment requests which then delayed the hiring of staff and faculty as well as the procurement of equipment. She also wanted everyone to be aware that while the original completion date for completion of the lab modifications was June 30th, she has kept this item in an "on-going" status. All modifications were essentially completed by the end of July, however as the Simulation Center is used by students and faculty, we continue to discover additional items that need to be added or adapted. So, in an effort to continually enhance the space she does not want to indicate this item as complete as we may still need to incur expenses in this line item of the budget and do not want there to be any issues with DOL as to why funds are still being spent if we indicated the task has been completed.

One of the areas that we are continuing to work on is the workforce data collection piece. Overall it seems this is a challenging area for all grantees. Rachel reported that she does have a potential resource with a company called America's Job Link Alliance (AJLA). She has a sample contract agreement that she will send to Paul and Lynnde for their review and feedback. Essentially they have the capability to match our participants with wage information based on social security numbers. We would provide the data each quarter, they request the information from the Wage Record Interchange System (WRIS), and then return the wage reports to us in aggregate form (they cannot provide individual level data). All information would be transmitted and stored securely, would meet federal requirements, and they indicated the turn-around time each quarter is fairly short. They charge a fee of \$100/hour with a maximum fee of 10 hours per quarter. Rachel feels this could be a very cost effective way to manage this aspect of the data reporting.

Rachel also reported that she did have another conversation with Tom Gallagher at the Research and Planning office of the Department of Workforce Services about doing this same type of data collection. She said it is very difficult to get a straight answer out of them, but Tom indicated

they are working on some MOUs with other colleges to do this work, and that he would share them with her once they get approval from the Attorney General's office. She anticipates however their fees for doing the work will be substantially higher and there may be quite a lag in obtaining the data reports from them. She will keep everyone updated as more transpires in this area.

In our grant it is stated that we would have discussions on giving credit for individual work experience or other competencies. However, Tammy has indicated that after various meetings, it has been determined that Wyoming statute will not allow this. Rachel indicated that the Northern Wyoming Community College District (Sheridan College), a Round 3 TAACCCT grant recipient, indicated they are planning to align non-credit seminar training and military training with academic credits through credit for prior learning. They also indicated they are doing CLEP exams and Prior Learning Assessments (PLA) to advise students and place them at the appropriate starting point for their college plan. This is something Casper College does as well, so we just need to follow up on the academic credit for prior learning piece. Rachel asked Tammy and Laura if they knew if anything in this area has changed or if the statutory limitations only apply to Casper College. To their knowledge this has not changed and Tammy said she would find information on the statute and send it to Rachel and Laura.

At this point there are not any major adjustments needed for the work plan as we move into the second year of the grant. In regards to budget adjustments and realignment there is still the issue of reallocating approximately \$350,000 from the indirect cost line item. We originally discussed moving this amount into equipment and Rachel and David have been discussing what items might be needed along with the addition of the the Pyxis console. At this point with the exception of some additional cameras, supplies, and miscellaneous smaller technology items there is really nothing at or above \$5,000 that is necessary. They will further explore the possibility of adding two additional simulators to the Center. Once this is finalized, Rachel will submit the new equipment request and budget modification and we will hopefully receive approval in a timely manner.

David reported that the Simulation Center is fully operational, but not yet optimized. Students and faculty are utilizing it as designed and planned and we have not come across anything out of the ordinary. There are inevitable technical issues that he continues to troubleshoot, but all in all things are going very well. Tammy said she is working with faculty from the Intro to Acting class for students to come in and do voice recordings for the simulators.

Rachel, Tammy and David are meeting with the graphic designer (Evan Fife) from PR later in the afternoon to discuss logos, signage and promotional materials that are needed for the Sim Center. We have several events after the first of the year and it will be very important to have this material.

Rachel reported that she has collected information from all students and the first cohort of 121 participants has been selected. Various demographic data has also been collected (see attached) and this information has been submitted in the Annual Performance Report (APR). The first year of this report is very basic as we do not yet have workforce data on the student participants.

Next year's report will be much more comprehensive and will include data on program completion, program exit, wage and employment data.

David and Lupe traveled to Waco, TX late in September to participate in an intensive hands-on training with the Gaumard patient simulators. Rachel attended a TAACCCT Conference in September hosted by Washburn University in Topeka, KS. This is NOT a DOL sponsored event but rather a grantee sponsored effort to bring together Round 1 and Round 2 grantees to learn from one another. The information and resources we have gained as a result of these various training opportunities have proved to be very valuable.

Upcoming events after the first of the year include:

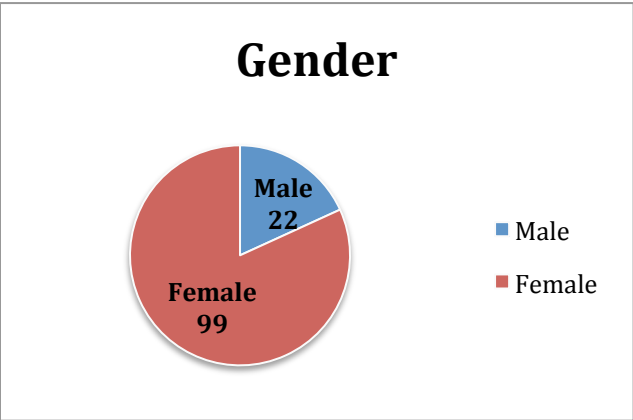
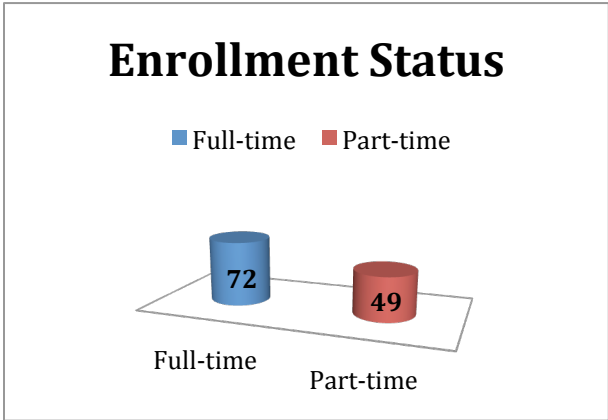
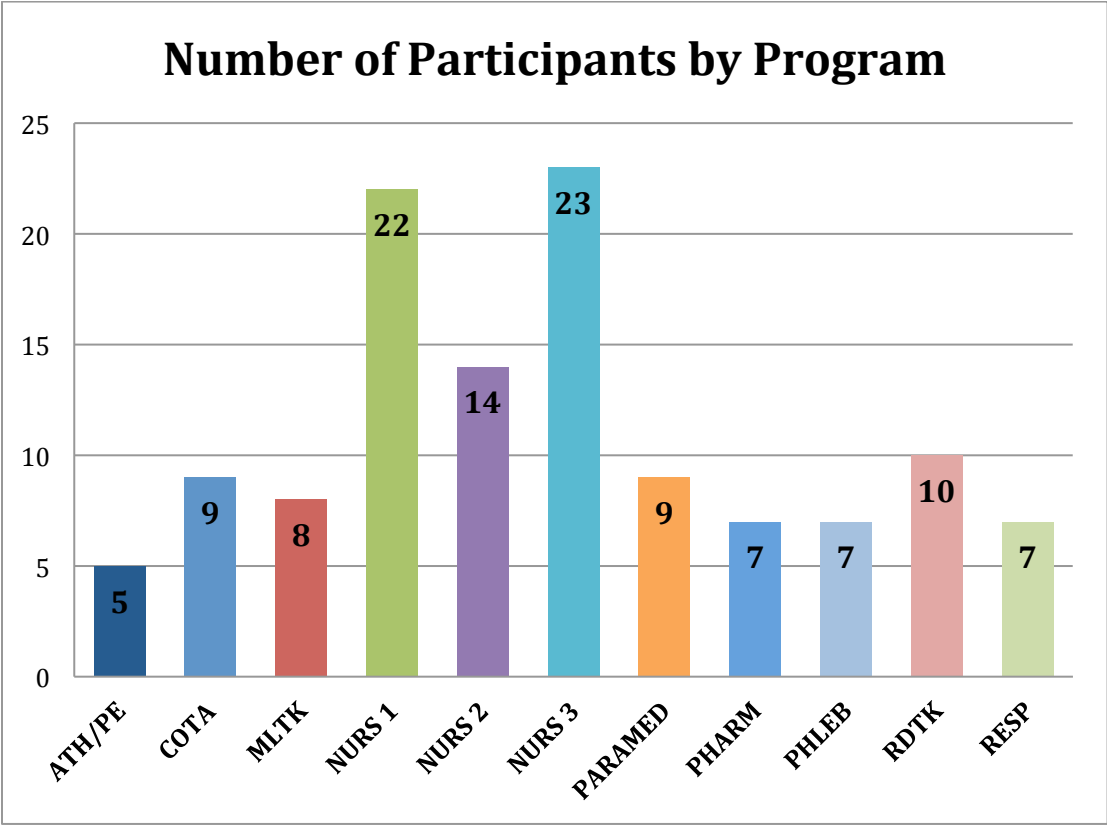
- February 6th - Health Science Open House
- February 19th - High School Healthcare Career Fair
- February 24 – 28 - Simulation Consultant/Trainer Sandy Swoboda, RN MS FCCM, who currently serves as Sim Team and Research Program Coordinator from John Hopkins University School of Nursing and School of Medicine will be here training staff/faculty

The next quarterly federal reports for the period ending December 31, 2013 are due February 14, 2014. Rachel is planning to work with Lupe to do some cross training in this area so that in the event Rachel is unavailable the reports can still be completed in a timely manner and meet the federal deadlines.

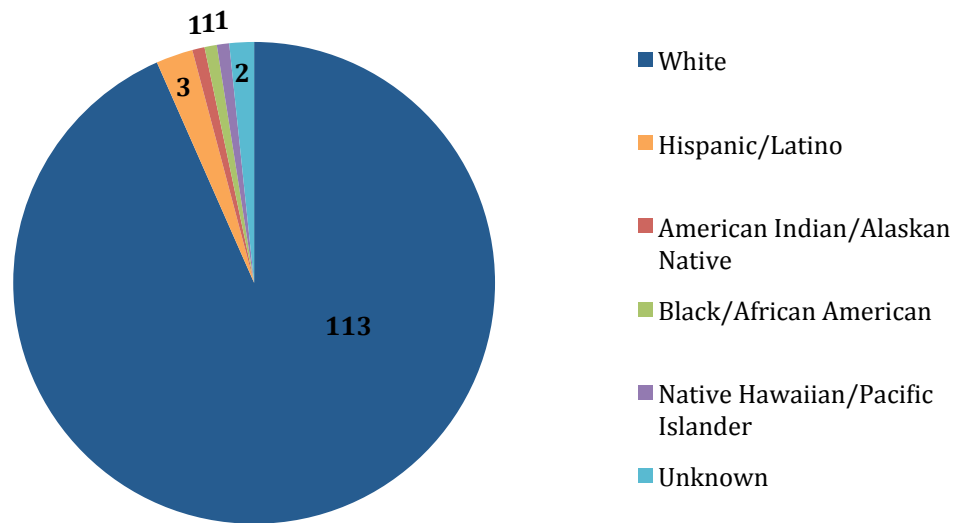
Being no further business, the meeting adjourned. The next Grant Management Team meeting will be on Monday, March 3, 2014 at 11 am in Gateway 310.

TAACCCT Grant Participants – Year 1 2013-2014 Cohort

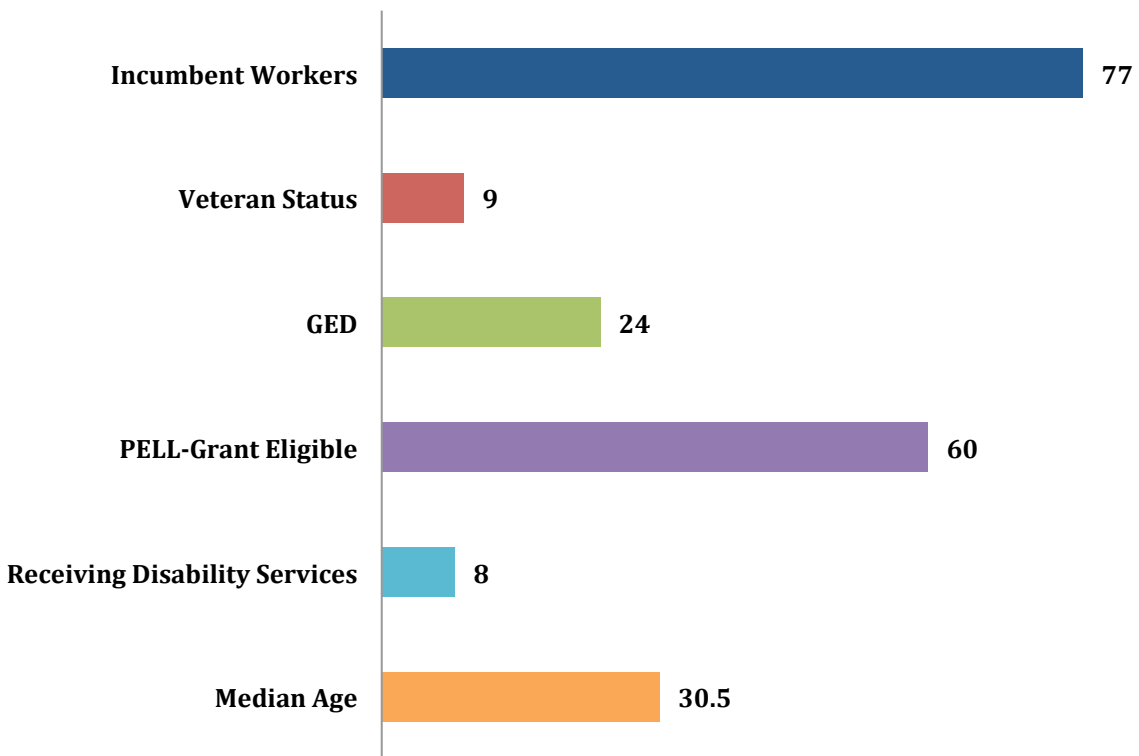
Total Participants = 121



Participant Ethnicity



Other Demographics



Casper College: TAACCCT Grant Management Team Meeting Minutes

March 3, 2014

Present: Kathy Nottingham, Katie McMillan, Dr. Laura Driscoll, Dr. Tammy Frankland, Dr. Tim Wright, Paul Christman, David Bodily, and Rachel Chadderdon

Excused/Absent: Davina Drazick and Ken Johnson

Rachel called the meeting to order and the minutes from December 2, 2013 were reviewed. Tammy moved and Laura seconded the motion to approve the minutes as presented. Motion carried unanimously.

Rachel reported that in December we requested and were approved a budget realignment and acquisition of additional equipment. The budget realignment involved decreasing the Indirect Cost line item by \$353,524 and reallocating this amount to other direct cost line items in the budget. The revised budget was shared with everyone and as of 1/31/14 there is approximately \$1 million remaining in grant funds through the 9/30/16 period. This is aligned with our current activities and we are on track with expenditures.

This budget realignment is providing us with a reallocation of funds to support the Project Manager position through the fourth and final year of the grant as this was not previously budgeted. Funds are also being used to contract with America's Job Link Alliance (AJLA) for workforce data collection as well as a contract with a software development firm to design a system that will house our simulation learning units and curriculum. The re-alignment is also providing the acquisition of the following new equipment items:

- Pyxis Console – to upgrade our current Pyxis MedStation which will enable us significant flexibility in creating, changing or updating clinical scenarios and teaching examples.
- Two additional Gaumard Mannequins (a newborn and a 5-year old) – the addition of these pediatric simulators will enable us to address the limited pediatric clinical rotations for students.
- Portable recording equipment for use with additional mannequins and off-site simulations.

Sandy Swoboda, RN, MS, FCCM, Simulation Team and Research Program Coordinator from John Hopkins University School Nursing, conducted a week-long training February 24-28, 2014. Faculty and staff participated in content sessions and workshops over the course of the week that focused on Simulation Education, Scenarios and Debriefing, Scenario Building and Inter-professional Simulations. Much of what was learned from Sandy is already beginning to be implemented and necessary adjustments are being made to the Sim Center as a result of the principles and techniques she discussed. Some highlights are as follows:

- We can engage and educate learners most effectively in smaller groups.
- Use of the observation role facilitates the logistics of sessions with larger class sizes.

- Debriefing is where critical learning is promoted.
- Critical learning diffuses across learner roles -- observers learn as effectively as "hands-on."
- An effective debriefing structure ensures coverage of concepts and promotes consistency.

David is continuing to work with faculty to implement new scenarios and will be sharing with all faculty and staff the learning materials and resources from the training.

David reported that we have entered into a contract agreement with Pegasus for development of a database system that will enable our faculty to create Simulation Learning Units (SLUs) that can be stored in a secure system in order for the curriculum to be copied, adapted and shared across faculty and for multiple people. Our lesson plans continue to evolve and we need a system that provides flexibility and customization that is not available with existing commercial products. This system will also allow us to publish the SLUs as required under the grant requirements.

In the PR and Marketing realm, we printed an initial brochure for the Sim Center which was used at our open house and high school career fair in February. However, we had to use stock photos as ones taken by the professional photographer were not yet available. We are planning to revise the content of the brochure and update it with new photographs at a later date so it better reflects our goals for outreach. Various signage for the Sim Center has been installed and the area is looking more and more professional! Furniture for the waiting area is due to arrive this month as well.

Rachel reported that we have our first summary evaluations from the fall semester from both the faculty and student perspective. 45 students and 13 faculty completed end of semester evaluations and the results represent 6 of our 8 programs (Medical Lab Tech and Pharm Tech started in the spring semester). The majority of all responses fell at the high end of the scale indicating that what we have initially done with the scenarios is working for both faculty and students. Their comments are continually reviewed and adjustments and improvements made as necessary. We are still working on how to extract the data out from Moodle so we can better manipulate into a visually usable format.

Rachel indicated that she has just become aware that McREL our external evaluator has had some staffing and funding changes. They have assured us that this will not affect the quality or quantity of their evaluation services. However, Rachel does have some questions as to why exactly these changes occurred and will be requesting follow up information in regards to who will be taking over the work that was originally assigned to staff that is no longer with the organization. A conference call is scheduled for 2pm on March 3rd to address these concerns and to request contract addendums and revised work plans if necessary. Otherwise all work with McREL is on schedule.

We have finalized our agreement with America's Job Link Alliance (AJLA) for the workforce data reporting requirements of the grant. Rachel is working with their staff to determine the process for submitting the data on our students in a secure manner so they can match our participants with wage information based on social security numbers. The first data file will be

sent later this month and she is looking forward to seeing how the reports are returned and how the data is presented.

As most everyone knows, Lupe Kerr has accepted a new position in the School of Health Science as the Academic Assistant. This means we will be hiring and training a new Simulation Assistant and are hopeful that job will be posted very soon. We are sad to see Lupe leave us in the Sim Center, but are thrilled that she is still part of the Health Science family. She has done amazing work for us and it will be very hard to fill her shoes.

Upcoming events this spring include:

- David will be traveling to Boise, ID April 24 – 27 for the Exploring New Ideas in Simulation conference.
- Rachel and Kathy will be traveling to Dallas, TX April 29 – May 1 for a DOL sponsored TAACCCT Technical Assistance and Training Meeting.
- Quarterly financial and program reports are due May 14th.

Being no further business, the meeting adjourned. The next Grant Management Team meeting is scheduled for Monday, June 2nd, 2014 at 11 am in Gateway 310.

Casper College: TAACCCT Grant Management Team Meeting Minutes

June 2, 2014

Present: Kathy Nottingham, Katie McMillan, Dr. Laura Driscoll, Ken Johnson, David Bodily, and Rachel Chadderdon
Excused/Absent: Dr. Tammy Frankland, Dr. Tim Wright, Paul Christman, and Davina Drazick

Welcome and Call to Order

Rachel called the meeting to order and the minutes from March 3, 2014 were reviewed. David moved and Laura seconded the motion to approve the minutes as presented. Motion carried unanimously.

Grant Status and Program Updates

Rachel handed out a spreadsheet of grant expenditures as of May 31, 2014. Expenses are on track and there is approximately \$1,189,965 remaining in the budget through September 30, 2016. There is still a significant amount of unexpended funds in the “other” category and Rachel said she will be discussing strategies with Tammy and David as to how best to utilize the funds in preparation for the next academic year. Tammy submitted a renovation request to remove/remodel the existing bathrooms in the Sim Center but was unsure if it would receive approval. David inquired if grant funds could be used to remodel the existing bathroom space in the event it is not approved. Rachel stated she will find out the status of the existing request and discuss this possibility with both Tammy and Mike Sawyer. She also stated that as we are coming up on the start of the 3rd year of the grant, and the final programmatic year, there will be limitations as to use of these funds, so she will inquire as to final dates for purchasing equipment and conducting any types of remodeling.

Rachel and Kathy discussed the grantee meeting they both attended the end of April in Dallas, TX. While much of the information presented was not new, it was a great refresher and confirmed that we are in fact managing our grant efficiently and effectively. We also had the opportunity to meet our Federal Project Officer, Ed Garcia. He indicated that we are doing a great job and are considered a low risk grantee. As a result he also mentioned that our site visit will most likely be scheduled toward the end of the grant period.

David reported that he attended a simulation conference in Boise, ID in April. He said that based on what he learned during this event, we are doing things well in our simulation activities and that we are fairly unique due to the integration of our program with all eight of the health science programs. He would really like to have faculty attend some targeted conferences like this one. He said these are also great events to generate some publicity for the Simulation Center.

David also reported that the work being done by Pegasus to build a database system to house our Simulation Learning Units (SLUs) was completed in May. This type of system does not exist out in the industry which is why we went in this direction with Pegasus. At this time he has not done

extensive work with the system to test the workflow but feels the core functions as outlined in their statement of work have been satisfactorily completed and it will meet our open source requirements of the grant. He does anticipate there will be some additional expenses related to hosting the system and additional enhancement or changes that will need to be made once he has had a chance to fully test it.

Rachel has been talking with Sheridan College about their Credit for Prior Learning (CPL) process and they sent her their CPL program guide, which she has shared with both Tammy and Laura. There is still some confusion as to why we were under the impression that Wyoming statute did not allow CPL, but Rachel is reviewing the information from Sheridan College as well as other resources focused on competency based learning and prior learning assessment. While we still may not be able to implement any CPL for our current TAACCCT grant participants it may be something the college can look into for future programs.

Evaluation and Outcomes

The HSSC will be open and available this summer and David has 20 days amended to his contract for the summer months. Currently, Respiratory Therapy is the only program scheduled for summer simulations. As we gear up for fall there will be selecting our next cohort of participants and inter-professional simulation scenarios will be incorporated into the sessions.

At the conclusion of the spring semester, Rachel reported that we conducted faculty and student end of semester evaluations as well as our first end of program evaluations for those students completing their respective programs. Very similar to the fall results, 45 students (18 whom are grant participants) and 14 faculty completed end of semester evaluations and the results represent 6 of our 8 programs. The end of program evaluation was completed by 28 students, of whom 13 are grant participants. The responses again fell at the high end of the scale indicating that students and faculty are finding value in the simulation activities. We continue to review individual responses and comments as well as course specific evaluations to make adjustments and improvements. We are also continuing to work on a method to export the survey data from Moodle into an Access database so it can be further manipulated to compare and contrast against programs and program years.

Work with our third party evaluator, McREL, continues and is on schedule. Rachel will be sharing the student and faculty survey data with them. We have a conference call scheduled on June 23rd to discuss additional data collection methods and timelines, and will discuss the time frame for their site visit which will most likely occur in the fall.

Rachel submitted our first participant file to AJLA for wage data; however we had very few students who had exited early enough to have wages available for the March 31st quarter. According to AJLA it usually takes several quarters before wages become available for those who have exited the program. We anticipate that the next two quarters (6/30/14 and 9/30/14) will have more data available.

Other Business

The Simulation Assistant job posting closes on June 6th and currently there is only one applicant. Rachel is hopeful that there will be several more applicants by the close date, but does have some concerns if we need to extend the date. We will be entering into the final programmatic year on October 1st and will only be able to fund this position with grant funds through September 30, 2015, which may make potential candidates hesitant to apply. But, we will keep our fingers crossed that we will have a good slate to interview starting the week of June 16th.

David and Rachel continue to participate on the committee for the Wyoming Council on Women's Issues (WCWI) Career Fair. The theme of this year's conference is "Women in Education, Science and Technology – WEST" and the event will take place on campus Friday, September 19th. The HSSC will play a large part in the break-out sessions and David indicated he will need many adult volunteers to help guide students through the facility.

Upcoming events this summer include:

- David will be traveling to Philadelphia July 10-13 for a Sim Ops Conference.
- Tammy is attending a Simulation Conference in Las Vegas July 14-18.
- Quarterly financial and program reports are due August 14th.

Being no further business, the meeting adjourned. The next Grant Management Team meeting is scheduled for Monday, September 8th (due to Labor Day on September 1st), at 11 am in Gateway 310.

Casper College: TAACCCT Grant Management Team Meeting Minutes

September 8, 2014

Present: Dr. Tammy Frankland, Paul Christman, Kathy Nottingham, Katie McMillan, Dr. Laura Driscoll, Ken Johnson, David Bodily, Kimberley Grant and Rachel Chadderdon

Excused/Absent: Dr. Tim Wright and Davina Drazick

Welcome and Call to Order

Rachel called the meeting to order and the minutes from June 2, 2014 were reviewed. David moved and Ken seconded the motion to approve the minutes as presented. Motion carried unanimously.

Grant Status and Program Updates

Rachel introduced Kimberley Grant the new Simulation Assistant. Kim started on June 23rd and has hit the ground running.

Rachel handed out a spreadsheet of grant expenditures as of August 31, 2014. Expenses are on track and there is approximately \$1,053,776 remaining in the budget through September 30, 2016. We do still have some under-expended line items and David, Tammy and Rachel have assessed the need for additional equipment and supplies. Any new equipment must be approved and purchased prior to September 30, 2014. Rachel submitted an additional equipment request to DOL for an additional female simulator as well as enhancements to one of our existing mannequins. The request was approved in August and the purchasing process has been completed. These items are due to arrive in October.

Rachel reported that any funds for repurposing of space had to be expended within the first 18 months of the grant, so we will be unable to use any unexpended funds these types of activities from here on out. She also said that she discussed the issue of removal of the bathrooms with Mike Sawyer and the reason the request was declined was due to proximity of the next closest bathroom facilities. Mike said if something changes down the road he would let us know.

Rachel stated that we are wrapping up year two and gearing up for year three and the final programmatic year of the grant. We are collecting information from new students and will be finalizing the new cohort of grant participants over the next couple of months. Activities within the work plan are on track and she does not anticipate any major changes or revisions at this point. Much of the activity moving into this next year will focus on inter-professional scenarios. While we are not in a position where we need to request a non-cost extension, Rachel said she was going to inquire about the process and time frame should we determine that this would be helpful to finish out the program activities and assist with more fully utilizing all funding.

Rachel reported that Health Science has been approved a work study position for 10 hours per week in the Sim Center for this next academic year. We will begin the process of getting the

position posted and hired. This position will be paid from institutional funding and we are hoping to use the time to charge against the indirect program cost of the grant budget.

David reported that operationally the HSSC is increasing its load and faculty is buying into the paradigm of simulation education. He also reported he has not yet been able to test the functionality of the software system Pegasus developed for us. As a result he said he has missed the window for implementing the system this fall, but will be ready for spring semester.

There are also discussions under way to potentially contract with Michael Deal for some outside work on developing a database to house all of our survey data generated from Moodle. By exporting it out into a different database system we will be better able to compare data and manipulate reports in order to more effectively demonstrate the impact the Simulation Center has on student learning outcomes.

Evaluation and Outcomes

The HSSC was open and available this summer and Radiography and Respiratory Therapy both utilized the Sim Center through the summer months. David did planning and orientation sessions with other faculty to prepare for the fall semester. A pilot simulation with the University of North Dakota's Occupational Therapy students and faculty was conducted in September that served as a basic introduction for the students to a clinical simulation lab.

Tammy reported that she and David have co-authored a book chapter which will appear in the edited book, "Interdisciplinary Health Science Simulation Center: Benefits and Challenges," submitted to "Examining the Impact of Community Colleges on the Global Workforce." Both she and David have also been accepted to present at two different conferences in January – Tammy at the Curricula for the 21st Century being held in Florida and David at the International Meeting for Simulation in Healthcare in New Orleans.

David reported that he is also seeking out opportunities for various simulation certifications for staff and will soon be starting the process to apply for provisional accreditation of the HSSC through the Society for Simulation in Healthcare. These are two important strategies that will help build the sustainability of the HSSC.

Rachel reported that our third party evaluator, McREL, will need to postpone their site visit until spring, due to the fact that the evaluator assigned to our project is expecting her first child this fall. The visit is tentatively scheduled for April 7th and she is also planning to have our 2nd year evaluation report completed by October 10th.

Rachel continues to work with AJLA for student wage data. At this point we do not have any data on students who exited in May as there still is a significant time lag between when the participants exit the program and when their wage data is available. This appears to be the norm and we will hopefully have data for the Annual Performance Report which is due November 14th. If we do not, we will report the data we do have and we can always revise the report at a later date if needed.

Other Business

David and Rachel continue to participate on the committee for the Wyoming Council on Women's Issues (WCWI) Career Fair. There has been some concern over lack of participation from the local high schools so it is anticipated that the projected number of attendees will be much lower than planned. Regardless, David has an amazing inter-professional simulation planned, with great support from our faculty, and it is sure to give these young women a great experience.

Tammy attended the Revolutionizing Nursing Education conference held July 14-18 in Las Vegas which focused on inter-professional teamwork and civility in healthcare. David attended the Sim Ops conference in Philadelphia July 10-13 and continues to learn that what we are doing here with our Sim Center is unique and we need to do more to promote and publicize the HSSC as a tremendous asset and resource to both the college and the community.

Upcoming events this fall include:

- Rachel is attending the 2nd Annual TAACCCT On! Conference in Topeka, KS September 29-October 2.
- Annual Performance Report, Quarterly Narrative Report and Financial Report are all due November 14th.

Being no further business, the meeting adjourned. The next Grant Management Team meeting is scheduled for Monday, December 1st, at 11 am in Gateway 310.

Casper College: TAACCCT Grant Management Team Meeting Minutes

December 9, 2014

Present: Dr. Tammy Frankland, Paul Christman, Kathy Nottingham, Dr. Laura Driscoll, Dean Mahaffey, David Bodily, Dr. Tim Wright, Rachel Chadderdon, and special guest Edgar Garcia from the Department of Labor

Excused/Absent: Katie McMillan and Jessica Peterson

Welcome and Call to Order

Rachel welcomed everyone and introduced Edgar Garcia, our Federal Project Officer from Dallas. Edgar is here conducting a programmatic and financial site monitoring visit and will be there through Friday.

Discussion with Edgar Garcia

Edgar explained that the purpose of the review is to assess whether key policies, procedures and systems are in place for effective grant management. As part of this review he will be conducting interviews with grant related staff to discuss program implementation, operation, and reporting requirements in order to assess ongoing activities for enrollment and training.

The site visit began this morning with an entrance meeting which included Dr. Tammy Frankland, Rachel Chadderdon, Kathy Nottingham, David Bodily and Kim Grant. The remainder of today and tomorrow morning will be spent reviewing programmatic aspects of the grant. Wednesday afternoon and Thursday will be dedicated to the financial review with an exit meeting scheduled for Friday morning.

Overall, Edgar expressed that operationally we are doing very well and his purpose is really to find areas where we may have some deficiencies so we can correct and strengthen those procedures to ensure we are in full compliance with all grant regulations.

Business Meeting

The minutes from September 8, 2014 were reviewed. Tammy moved and Laura seconded the motion to approve the minutes as presented. Motion carried unanimously.

Rachel gave a brief overview of grant expenditures through the 11/30/14 period and handed out the spreadsheet. Expenses continue to be in-line with program activities and are on budget. She also reported that we received notification in October that we would be allowed to continue programmatic activities for an additional six months. So, rather than ending these activities as of 9/30/15 we will be able to continue programmatic activities through 3/31/16. Originally the last year of the grant was restricted to final reporting, follow up and evaluation activities. While the

end date for the grant remains 9/30/16, this continuation of programmatic activities will allow the use of grant funds particularly for Kim's and David's salaries for this additional time.

Rachel reported that our year two Annual Performance Report was submitted in November. While we do not have any workforce data at this time, our reported participant outcomes are as follows:

Unique Participants Served/Enrollees = 120

Total Number Who Have Completed a Grant-Funded Program of Study = 37

- Total Number of Grant-Funded Program of Study Completers Who Are Incumbent Workers = 26

Total Number Still Retained in Their Programs of Study (or Other Grant-Funded Programs) = 64

Total Number Retained in Other Education Program(s) = 5

Total Number of Credit Hours Completed (aggregate across all enrollees) = 2676

- Total Number of Students Completing Credit Hours = 111

Total Number of Earned Credentials (aggregate across all enrollees) = 38

- Total Number of Students Earning Certificates - Less Than One Year (aggregate across all enrollees) = 1
- Total Number of Students Earning Certificates - More Than One Year (aggregate across all enrollees) = 14
- Total Number of Students Earning Degrees (aggregate across all enrollees) = 38

Total Number Pursuing Further Education After Program of Study Completion = 4

Total Number Employed After Program of Study Completion = 0

Total Number Employed After Retained in Employment After Program of Study Completion = 0

Total Number of Those Employed at Enrollment Who Receive a Wage Increase Post-Enrollment = 0

Rachel called everyone's attention to the Year 2 Evaluation Report from McREL particularly the recommendation section. McREL indicated that the project team is encouraged to develop additional partnerships with other medical centers and health care providers to provide graduates with a wide array of job placement services. Another suggested area to improve is data collection on student experiences with career guidance and job placement services.

Rachel reported that the preliminary results from our Fall 2014 end of semester evaluations indicate 87 students completed simulation evaluations (21 whom are grant participants), representing 4 out of our 8 programs (Nursing, Paramedic Technology, Pharmacy Tech, and Respiratory Therapy). Additionally, 16 faculty members from 6 out of our 8 programs completed surveys (all but Medical Lab Tech and Pharmacy Tech were represented). This was an increase in both student as well as faculty responses. The Moodle system has had some enhancements that allows for better review of the data, but it still does not export as easily as we would like so we are contacting with Mike Deal to develop a database that will hold all of the information can better compare the survey results across program years.

Rachel also noted that Kim has put together a very informative spreadsheet that indicates the true usage of the HSSC. While there were over 50 simulation sessions this past semester, when you take into consideration how many unique scenarios are part of each session, the number of runs

in each scenario as well as the total runs for the entire session that number increases dramatically to almost 290 scenarios/sessions for the Fall 2014 semester.

David reported that the curriculum is in place for spring semester. He is also exploring the options for accreditation as there are no accredited centers in Wyoming. This semester's focus for grant activities is inter-professional scenarios which are very complex especially logistically. He is looking at setting up a schedule for these one time a week on Fridays so they have the time devoted to set up and implementation that is needed.

Being no further business, the meeting adjourned. The next Grant Management Team meeting is scheduled for Monday, March 2nd in GW 404. This meeting will be a joint meeting of both the Health Science Simulation Center and WY Energy Sector Technology Grant Management Teams.

**Casper College: TAACCCT Grant Management Team – Health Science Simulation Center (HSSC) and Wyoming Energy Sector Technology Program (WEST)
Meeting Minutes**

March 2, 2015

Present: Dr. Tammy Frankland, Dr. Grant Wilson, Paul Christman, Kathy Nottingham, Dr. Laura Driscoll, Dean Mahaffey, David Bodily, Dr. Tim Wright, Rachel Chadderdon, April Smith, Katie McMillan, Rachel Wright

Excused/Absent: Dr. Lesley Travers, Kim Byrd

Welcome and Call to Order

Rachel welcomed everyone and introduced April Smith, Career Navigator for the WEST program.

HSSC

The minutes from December 9, 2014 were reviewed. David moved and Tammy seconded the motion to approve the minutes as presented. Motion carried unanimously.

Rachel gave a brief overview of grant expenditures through the 2/28/15 period and handed out the spreadsheet. Expenses continue to be in-line with program activities and are on budget. She also explained that she has projected out programmatic expenses through the extension period of 3/31/16 and there are sufficient funds for all proposed activities and additional survey and accreditation work. Kathy stated that she does not see any expenditure issues or concerns.

Rachel reported that there were five findings identified during our December site visit. The findings and corrective actions are listed below and our official response was submitted to DOL on February 18, 2015. We received word on February 23, 2015 that all the findings were resolved and closed out. Rachel thanked everyone for the hard work during this process.

Finding #1: Outreach Policy

Casper College is not targeting and recruiting trade impacted workers, veterans, long term unemployed, and underemployed participants.

Corrective Action: Please see the enclosed Outreach, Recruitment and Selection Protocol that has been amended and outlines our policy to specifically target and recruit trade impacted workers and other groups identified in our SOW.

Finding #2: Payroll Supporting Documentation

The program manager is not properly classifying time spent working on administrative versus program functions. Instead, the timesheets appear to be prepopulated based on the administrative cost limit; reflecting ten percent of the manager's time spent on administrative functions and 90 percent on program functions. All of the program

manager's timesheets reflected the same time entries for both administrative and program functions for each month of the grant.

Corrective Action: After further review of the project manager's duties and responsibilities, and in consultation with our FPO, it was determined that none of the project manager's time is administrative per the definition of administrative costs and functions. Therefore all administrative expenditures charged to the grant for the project manager's time was removed effective 12/31/14. The total that had been previously expensed to the grant was \$17,187.17. Should the job functions for this position change, we will ensure that after-the-fact reporting of time be carefully monitored, classified appropriately and reconciled on a quarterly basis.

Finding #3: Veterans Priority of Service

Casper College is not, and does not have a policy for, providing priority of service to eligible veterans and spouses of certain veterans participating in grant-funded activities.

Corrective Action: A written policy has been developed and was approved by the Casper College Board of Trustees at their February 17, 2015 District Meeting. All institutional policies go through a comprehensive review and approval process that engages all employees so they are able to understand and interpret the policy.

Please see enclosed policy titled, "Veteran Priority of Service." Minutes of this meeting will be provided once they are available.

Finding #4: Equal Opportunity Language

Printed outreach material did not contain the required equal opportunity notification or information about technologies for handicapped individuals.

Corrective Action: All existing Health Science Simulation Center brochures have been amended with a label that states, "Casper College is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities." Our PR Department has also been notified of this requirement so any additional print runs of the brochures will include this language.

Finding #5: Incident Reporting Policy (IRP)

Casper College does not have an IRP. The IRP provides a method that allows employees or the public to directly notify the DOL-Office of the Inspector General (OIG) of potential fraud, waste or abuse.

Corrective Action: A written policy has been developed and was approved by the Casper College Board of Trustees at their January 20, 2015 District Meeting. Please see enclosed policy titled, "Fraud Awareness and Reporting." Minutes from this meeting will be provided once they are available.

Rachel reported that all aspects of the work plan are on track. The second cohort of students has been selected and there are a total of 100 being tracked for the 2015-2016 academic year. Please see attached document for demographics of the participants.

David reported he is looking into two options for accreditation for the HSSC – provisional and full. There are application deadlines in May and December this year. He is tentatively planning on pursuing the May deadline for provisional accreditation which will not involve a site visit. Accreditation will help build sustainability particularly for generating usage from outside the college community. There are governance policies, educational programs and other policies and procedures that must be developed in order to apply.

David also stated that the Inter-professional Education (IPE) simulation sessions are being scheduled on Fridays and are on a volunteer basis. These sessions are proving to be very complicated for multi-disciplines but he feels we are on track for our deliverables related to IPE.

WEST

The minutes from the February 2, 2015 meeting were reviewed. Grant moved and Laura seconded the motion to approve the minutes as presented. Motion carried unanimously. Rachel thanked Rachel Wright for taking and producing these minutes.

Rachel handed out the budget to actual as of 2/28/15 for the WEST program. The expenditures to date are mostly related to salaries and benefits and Kathy indicated that all expenses are on track.

The status of the remodel and exact location for the virtual welders is still pending. Rachel and Lesley continue to meet with Mike Sawyer to determine the best use of space and cost effectiveness of the remodel. Grant said the T-Rex should be moved in late April so the space in Career Studies will be available. Rachel expressed that the sooner we can get the remodel finalized the better as we will need to submit the request to DOL and receive approval before any work can be started. She fears that this approval process could take 3 months or longer and we will be in a time crunch to get the work completed before the start of the next school year.

The equipment RFPs have been posted for Electronics, Diesel and Welding and proposals have been received for the diesel engine and hydraulic trainers. We will focus on the RFPs for the renewable equipment once we determine whether to pursue the actual Nacelle or to purchase the Nacelle trainer. The college is receiving a donated gearbox from Chevron and a hub from Global Specialized Services.

April gave a brief overview of her activities to date. She has been focusing on meeting with community organizations and providing them information on the WEST program; meeting with faculty and sitting in on classes; working on developing posters and other recruitment materials; working with the admissions team to learn recruiting process. She also participated in the robotics competition, which generated a potential student for the GIS program and is participating in a job fair hosted by the local workforce center tomorrow that focuses on veterans.

Rachel reported that the PR department is not able to help us with the online orientation video but have given us a name of a local videographer. Rachel will contact him to discuss the project, costs and availability.

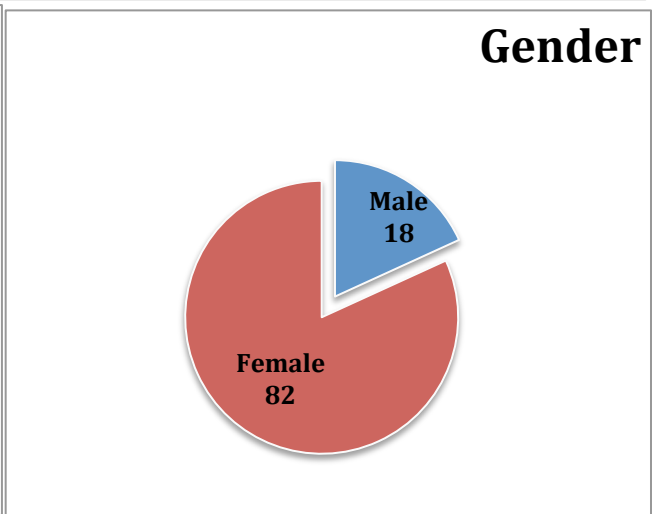
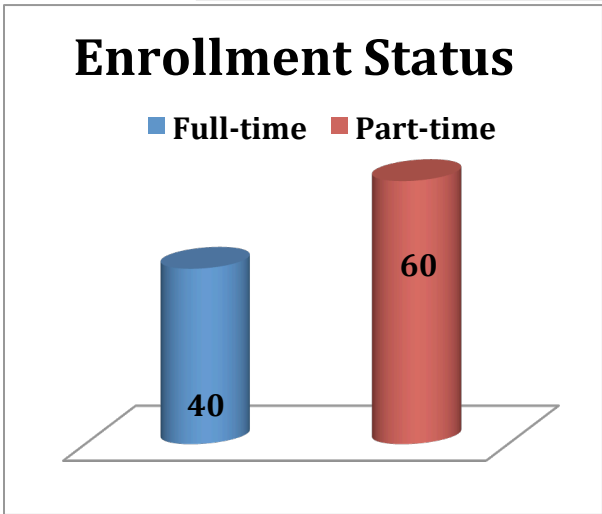
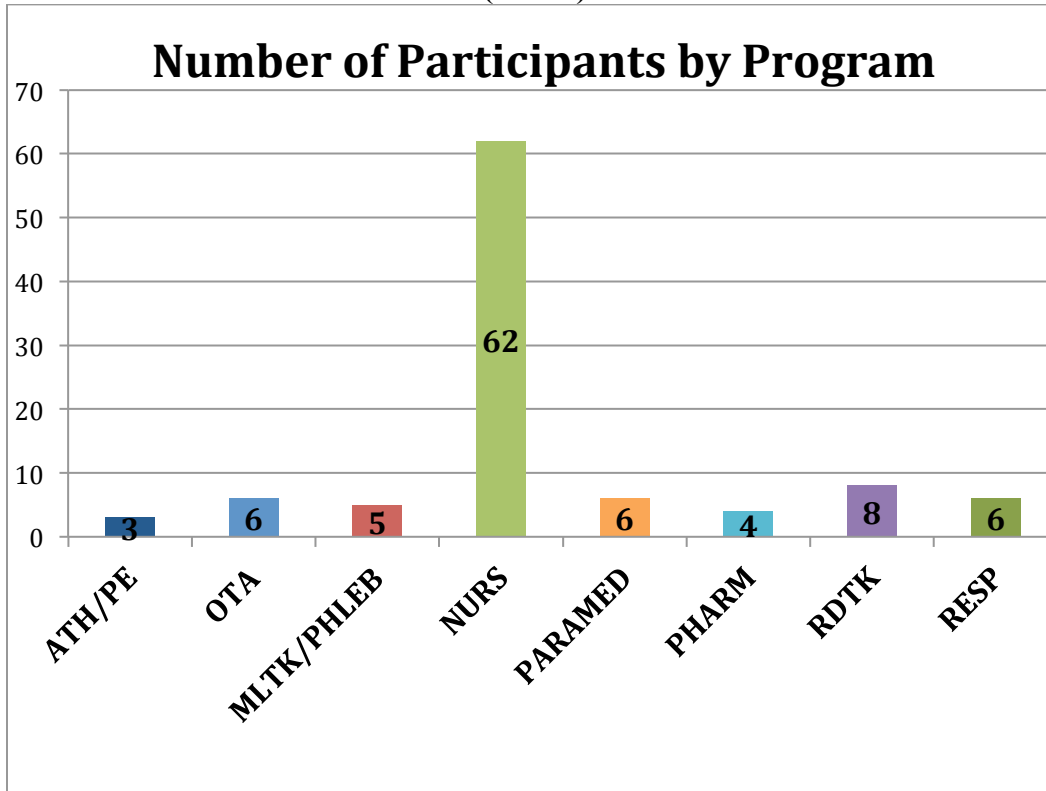
Rachel stated progress is needed in the areas of credit for prior learning and learning strategies. Tammy inquired whether or not there are any Wyoming statutes or Higher Learning Commission regulations that would prohibit awarding CPL. Another question is whether CPL would be Pell eligible. Those present did not think there were any restrictions, but we will need to check into the Pell grant question. Grant indicated that it will be critical to have faculty involved in the CPL process so the learning outcomes are clearly defined and can be objectively assessed for portfolio reviews. He also suggested that the Deans will have to drive the process and that hopefully Lesley could lead this process. Rachel suggested that we form some small sub-committees to focus on the CPL and Learning Strategies and have a faculty point of contact for the Grant Management Team and she will work with Lesley and Grant to get this accomplished.

Rachel reported that we have two additional businesses that should be approached to become “official” partners – Baker Hughes and Chevron. We also need to have another gathering of all the partners on more of a work level to start addressing curriculum and outcomes.

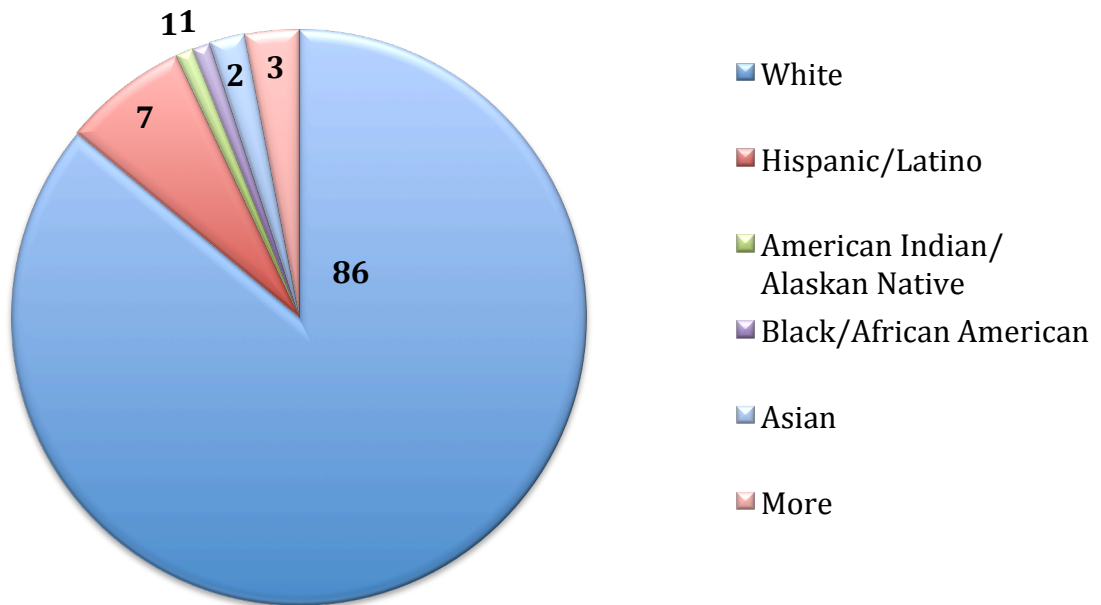
Rachel said she would like to start looking into some data tracking software programs that would be very beneficial for TAACCCT reporting and overall for other grants the college is responsible for. It was suggested that Katie, Laura, and Rachel meet with Ken to discuss what might be possible.

Being no further business, the meeting adjourned. The next Grant Management Team meeting for the WEST program is scheduled for Monday, April 6th at 11 am in GW 404. The next meeting for the HSSC will be Monday, June 1st at 11 am in GW 404 (joint meeting with WEST).

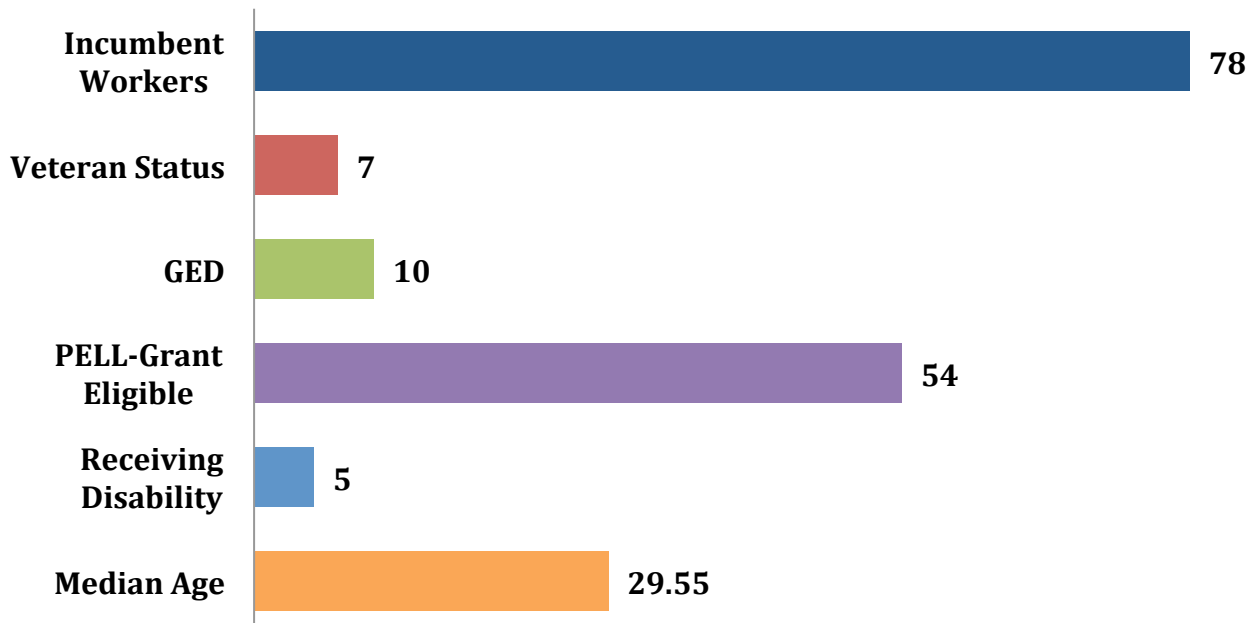
TAACCCT Grant Participants – Year 2 2014-2015 Cohort
Total Participants = 100
(HSSC)



Participant Ethnicity



Other Demographics



**Casper College: TAACCCT Grant Management Team – Health Science Simulation Center (HSSC) and Wyoming Energy Sector Technology Program (WEST)
Meeting Minutes**

June 15, 2015

Present: Dr. Tammy Frankland, Dr. Grant Wilson, Paul Christman, Kathy Nottingham, Dr. Laura Driscoll, Dean Mahaffey (DWS), David Bodily, Rachel Chadderdon, Jennifer Pepple, and Katie McMillan

Excused/Absent: Dr. Lesley Travers, Kim Byrd, Jessica Peterson (WMC) and Dr. Tim Wright

Welcome and Call to Order

Rachel welcomed everyone and introduced Jennifer Pepple who started 4/21/15 in her new capacity as the Career Navigator/Workforce Specialist for the WEST grant.

HSSC

The minutes from March 2, 2015 were reviewed. Tammy moved and Laura seconded the motion to approve the minutes as presented. Motion carried unanimously. Rachel handed out the financials as of May 31, 2015. She mentioned that we have over-expended in the supply line item but she and Kathy will be reviewing the budget and submitting a budget modification to DOL to re-allocate funds and bring the projected budget in line with actual expenditures to support activities through the remainder of the grant period of performance, particularly programmatic work through March 2016.

Tammy reported that she was successful in obtaining institutional support of the Sim Center by securing a \$5,000 operational budget as well as continued funding for the staff and faculty positions.

Rachel stated that we had a site visit on April 7th from Hsiang-Yeh Ho with McREL (our third party evaluator). During this visit Hsiang met with Tammy, David, Rachel and Kim and discussed how we are assessing the impact of the Sim Center on participant outcomes, business partner involvement, sustainability, implementation, and student support. Over the next several months Hsiang will be reviewing our survey results and will develop a staff interview process, which will be taken twice over the next year to better assess business partner involvement. She also suggested a sustainability survey that will be taken in August 2015 and June 2016 by Grant Management Team members as well as other key stakeholders.

David reported that student surveys are still providing strong support of the HSSC, but students are also becoming more critical of the experiences, which is good. We had 50 respondents, representing 4 different programs, to the end of semester survey. Of these 26 were grant participants (24 from cohort 1 and 2 from cohort 2). He also said that this last semester a micro course on Inter-professional Education (IPE) was piloted on a volunteer basis. IPE is the “holy grail” of simulation education and he has been able to get buy in from faculty who have committed to ensuring that every student will experience at least one IPE session this fall. This work is being modeled after best practices and national standards and is being imbedded in current courses.

David also reported that faculty continues to respond positively on the evaluations and he is working on additional training and professional development opportunities. We currently have two people who have received Certified Healthcare Simulation Educator (CHSE) status and two additional faculty are pursuing the certification. David stated that Simulation Education is a growing industry that will be moving toward regulation and trained faculty will be critical in order to meet accountability and standards that are necessary for accreditation. All of this leads to additional revenues streams for sustainability.

And speaking of accreditation, David said we are in a good position for the accreditation process. With accreditation we can offer more clinical hours (as long as we have trained faculty) with simulation, which positions us very well because there is always a struggle with having enough sites to provide these hours. We are also positioned to provide training to outside organizations, which helps with sustainability.

WEST

The minutes from the May 4, 2015 meeting were reviewed. Laura moved and Grant seconded the motion to approve the minutes as presented. Motion carried unanimously.

Rachel handed out the financials as of May 31, 2015 for the WEST program. Equipment purchases were made in May and June for Electronics, Diesel Tech and the GIS programs. Approval for the renovation of Werner Tech for the virtual welders was received May 18th and work has begun and there were some expenses related to the asbestos assessment this month.

We received only one proposal for the welding robot so that will be purchased this week. We received 2 proposals for the equipment for the renewable energy program. These proposals are currently being reviewed and a decision will be made as soon as possible.

We received only 2 proposals for the third party evaluation of WEST program. One firm did not have sufficient experience with these types of programs and the other one was from an experienced evaluator, but their proposed budget included costs such as management fees and indirect costs that we felt were unreasonable and they were not willing to negotiate these costs. Rachel did extensive research on whether these costs are allowable and talked with other grantees as well as staff from DOL. As a result we determined that we are going to re-bid for these evaluation services and will revise our RFP to indicate that we will not consider indirect costs. Rachel will also request an additional extension to September 15th for submission to DOL of our detailed evaluation plan.

To date we still have not received any official word that the required grant modifications and clarifications from the compliance review have been approved. The last correspondence regarding this was June 3rd when we submitted a revised statement of work with start and end dates in the requested format.

Jenn and Rachel attended several different recruitment and outreach events over the last several weeks: Wyoming Energy Summit, Vietnam Veterans Welcome Home Reunion, and orientation sessions at the Adult Learning Center for those interested in obtaining their High School Equivalency Certificate. Jenn also participated in a Career Development Facilitator Course provided by the Wyoming Department of Education.

Rachel reported that May business partner lunch was a great success with representation from many of our partners. We had great interaction and resoundingly heard that 2-year degree programs are a key to employment and these companies are looking for employees with diverse skills across different systems. They also look for soft skills such as communication (oral and written), critical thinking, leadership, and professionalism in addition to the technical skills.

Grant reported that our original intent with this meeting was to have the partners review our learning outcomes for the various courses and provide feedback on what was missing or needed. However, as he reviewed the information and put a draft document together he found that these need to be tightened up internally before we have our business partners provide input. The course outcomes need to be measureable and better defined as many courses have the same outcomes listed. Once this is refined we can send it out to the business partners and determine how best to restructure our courses (short-term targeted, hybrid, online, etc.) to address the needs articulated at the meeting. He also stated that he and Lesley need to work with their faculty to get this accomplished and to help them wrap their heads around how they can be innovative and address these needs. This will also be critical as we move forward with any credit for prior learning initiatives.

Last week Rachel and Jenn both attended the training for Round 4 grantees in Washington, D.C. and Kathy attended a Financial Management Institute in Rapid City. DOL continues to do a good job with these trainings and it helps ensure we are managing our grants effectively. Rachel and Kathy will get together to discuss information learned in regards to the new OMB guidelines and any new policies and/or procedures we may need to implement.

Being no further business, the meeting adjourned. The next Grant Management Team meeting will be Monday, September 14th at 11 am in GW 404. Meetings are now on a quarterly schedule and will be joint meetings for WEST and the HSSC.

**Casper College: TAACCCT Grant Management Team – Health Science Simulation Center (HSSC) and Wyoming Energy Sector Technology Program (WEST)
Meeting Minutes**

September 14, 2015

Present: Dr. Tammy Frankland, Dr. Grant Wilson, Dr. Lesley Travers, Paul Christman, Kathy Nottingham, Dr. Laura Driscoll, Dean Mahaffey (DWS), David Bodily, Rachel Chadderdon, Jennifer Pepple, and guests Melissa Connely, David Arndt, Melissa Grisham, and Liz Ferrell

Excused/Absent: Kim Byrd, Jessica Peterson (WMC), Katie McMillan and Dr. Shawn Powell

Welcome and Call to Order

Rachel called the meeting to order and welcomed everyone. Dean Mahaffey introduced Melissa Grisham and Liz Ferrell from the Wyoming Department of Workforce Services. Melissa works with the Personal Opportunities With Employment Responsibilities (POWER) Program that assures families with a dependent child(ren) are working to become self-sufficient through employment, child support and other resources. Liz works with the youth and adult WIOA programs and the Supplemental Nutrition Assistance Program (SNAP). Dean invited these individuals to the meeting so they can learn about our WEST program and can help as a resource for recruiting participants from our target populations.

Minutes from June 15, 2015 and Financials

The minutes and financials were reviewed. Grant moved and Lesley seconded the motion to approve the minutes as presented. Motion passed unanimously.

Rachel explained that she submitted and was approved a budget modification for the Sim Center grant to reallocate funds to the Equipment, Supplies and Contractual line items from the Other category. Estimated remodel costs were included in the Other line item and because these costs came in under budget we moved funds to align the budget with actual equipment and supplies expenditures, and to focus programmatic work over the next 9 months on building sustainability of the HSSC.

Kathy reported that the HSSC financials have been adjusted with the new amounts in these line items and expenditures are on track with both grants.

HSSC

Rachel handed out a summary of the Health Science Simulation Center Sustainability Report. Our third-party evaluator suggested that this survey be used to assess the sustainability of the Sim Center as part of our evaluation process.

Twelve stakeholders were invited to participate in the survey, which allowed them to rate the extent to which they believe we have processes and structures in place that will increase the likelihood of sustainability for the Sim Center. Of the 12, we had 10 respondents and the survey revealed that on a scale from 1-7 (1 = to little or no extent and 7 = to a great extent) the overall capacity for sustainability was ranked at 6.1. The complete results of the survey will be incorporated into the next annual evaluation report being prepared by McREL.

David Bodily reported that programmatically they are continuing to move along with activities in the Sim Center. He is anticipating that the application for Accreditation will be submitted in December with a site visit scheduled in March. The consultants we are working with for the process agree that we are on track for this timetable.

With the budget modification we are continuing to acquire durable supplies and small equipment that is needed to enhance operations and programs. We also have two additional faculty who are pursuing their Certified Healthcare Simulation Educator (CHSE) certification.

David also said they are implementing Inter-Professional Education (IPE) sessions on Fridays and are really trying to follow best practices in conducting these sessions. The literature continues to support IPE as being critical to simulation education but the challenge lies in how best to implement it. David is planning on conducting pre/post test surveys of students and will present his data and experiences at the Society for Simulation in Healthcare conference in January. He and Tammy also plan to publish the IPE data as there is really nothing out there in this area from the Allied Health and Community College realm. David is also attending training at the Center for Medical Simulation at Harvard Medical School in March and is continuing to promote faculty development opportunities to all who are interested in pursuing further training in simulation education.

WEST

Rachel reported that equipment purchases are complete and items have been received with the exception of the renewable equipment, which is scheduled for deliver in November and the welding robot.

We rebid for the services of a third-party evaluator and had a much better response. As a result we have contracted with Pacific Research and Evaluation. We were also granted an additional extension to September 15th to have our detailed plan submitted to DOL. Rachel reported she has been working with the evaluators and the plan is ready to be submitted.

Rachel also stated that we have not received any additional information in regard to the grant modifications and clarifications that were submitted back in March. Additional information was requested and provided in May and then the same information again in July. As a result our work plan has not been uploaded into the online reporting system, so it makes it challenging to report any detail on our grant activities. However, Rachel assured everyone that she keeps detailed reports and records internally that documents all the necessary data and can be uploaded once the system will allow it.

We have received IRB approval for collection of student data and will be working on participant intake forms and surveys once we get approval from DOL on our evaluation plan.

Jenn reported on the various recruitment and outreach activities she has conducted to date as well as upcoming events through the end of September (see attached). These 25 various events yield an estimated 5,364 contact points for individuals learning about Casper College and the WEST program. Liz Ferrell also suggested contacting Community Transitions (high school to career pathways program in the school district – Nancy Johnson is the contact) and the new job corps facility in Riverton. Liz and Melissa also both discussed that WIOA and SNAP has funding

available that might be able to be used for qualifying individuals to pay for training, education and Work Keys tests.

At this time Melissa and Dave handed out and discussed the draft program outcomes document they put together. Melissa explained they reviewed a publication from the National Network of Business and Industry Associations titled, "Common Employability Skills" and developed 5 general outcomes that followed this framework and addressed the feedback received from our business partners: Personal Skills, People Skills, Applied Knowledge, Workplace Skills, and Employability Skills. The goal is to demonstrate that if these learning outcomes are missing in existing courses, they can easily be modified to ensure that students will be gaining these skills. The next step will be to send this out to faculty and department chairs of the 8 WEST programs for feedback and further development. Tammy suggested that this could possibly be modeled after the Core Performance Standards for all Health Science programs.

Once this is finalized, faculty can begin to look at how best to implement Credit for Prior Learning (CPL) strategies. Dave Arndt and Megan Graham have begun to look at the courses in the Electronics program in which a student could possibly demonstrate prior learning and receive credit by demonstrating proficiency. The suggestion is that as we move forward with CPL we handle it course by course and not at the program level.

Rachel reported that she and Jenn would be attending the TAACCCT On! Grantee Conference in Topeka, KS September 22-25. She is also anticipating upcoming training needs for faculty on their respective equipment.

Being no further business, the meeting adjourned. The next HSSC and WEST Grant Management Team meeting will be Monday, December 7th at 11 am in GW 404.

Recruitment Efforts

Date	Event Type	Target Population(s) Present	Audience #
April 28, 2015	NC Test Fest	Pell Grant	100
June 2, 2015	ALC Orientation - 9am	Non-trad, Pell Grant, HS Equiv.	2
June 2, 2015	ALC Orientation - 1pm	Non-trad, Pell Grant, HS Equiv.	7
June 5, 2015	Vietnam Vet Welcome Home Reunion	Veterans	750
July 2, 2015	Brochure Distribution - Central Casper (34)	Various	50
July 13, 2015	Camp Gear Up - Laramie	Pell Grant	150
July 21, 2015	Radio Advertising	Various	1,000
July 23, 2015	Advising and Registration Day	Various	50
July 24, 2015	Targeted mailing	Various	2,180
July 27, 2015	Direct email	Students	119
August 5, 2015	Postcard delivery on campus	Various	100
August 6, 2015	Advising and Registration Day	Various	50
August 7, 2015	Cowboy Challenge Academy Career Fair - Guernsey	HS Equiv.	31
August 18, 2015	Brochure Distribution - new CC Faculty	General Knowledge	18
August 19, 2015	CC Info Fair	General Knowledge	100
August 24, 2015	ALC orientation	Non-trad, Pell Grant, HS Equiv.	14
August 25, 2015	ALC orientation	Non-trad, Pell Grant, HS Equiv.	18
September 1, 2015	Campus Tour - Cowboy Challenge Academy	HS Equiv.	10
September 3, 2015	Poster delivery - West Casper (15)	Various	10
September 4, 2015	B&I Open House	Students	20
September 15, 2015	Compression Leasing Open House	Business Partners, Various	75
September 20, 2015	Brochure Distribution - T-Bird Trek swag bags	Various	200
September 21, 2015	Wyoming Youth Now Class (DWS)	Non-trad, Pell Grant, HS Equiv.	10
September 24, 2015	CC Veteran's Club meet and greet	Veterans	TBD
September 29, 2015	Chamberlain Business Lecture Series - Johnny Cupcakes	Various	300

Contact points through end
of Sept

5364