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| <input checked="" type="checkbox"/> Sandra Bauman, Dean/CEO                       | <input checked="" type="checkbox"/> Rebecca Davidson |
| <input checked="" type="checkbox"/> Robyn Kiesling, Exec. Dir. Gen Ed & Transfer  | <input type="checkbox"/> Jacob Horn                  |
| <input checked="" type="checkbox"/> Michaela Parker, Director OTA Program (Chair) | <input checked="" type="checkbox"/> Katelyn Houtz    |
| <input checked="" type="checkbox"/> Melinda Martin, AFWC OTA Program              | <input checked="" type="checkbox"/> Jerilyn Lecce    |
| <input checked="" type="checkbox"/> Kylie Carr, Gen. Ed. Division Manager         | <input checked="" type="checkbox"/> Jennifer McPhie  |
| <input checked="" type="checkbox"/> Kris Goss, Director Library Learning Hub      | <input checked="" type="checkbox"/> Katie Quigley    |
|   | <input checked="" type="checkbox"/> Sara Schweitzer  |
|   | <input checked="" type="checkbox"/> Lisa Sommers     |
|   | <input type="checkbox"/> Chesney Ward                |

## **Advisory Council Agenda:**

### **1. Welcome and Introductions**

- Welcome from Program Director
  - Michaela introduces herself
- Introductions of the Helena College team and council members
  - Everyone went around and introduced themselves
  - A quick timeline was given to the group about how this program started and where it is going
    - Michaela came to Robyn back in 2021 about the idea of this program
    - 2023: Application for the sprint degree was submitted to MUS/OCHE
    - July 2024: Michaela hired; July 2025: Melinda hired

### **2. Program Updates**

- Current student enrollment and admissions updates
  - Applications for students will open at the end of August and will close at the beginning of November
  - Interviews will be conducted to pick the first cohort of students [total of 15]
  - The first cohort will start in January 2027, and the second cohort will start in January 2028
- Curriculum sequence
  - Degree map was shared with the advisory council, showing the courses taken each semester
  - Once students are accepted into the program, this will be a full-time commitment for them for 4 consecutive semesters
  - At the end of the program, students will be ready to take the national OT board exam to earn their COTA certification

- **ACOTE accreditation updates**
  - January 2026: NWCCU accreditation approved the degree; March 2026: application for ACOTE accreditation was put in, and results for pre-accreditation will come back to us in August
- **Classroom renovations**
  - The lab and office spaces are in full swing of renovations
  - The lab space will be ready by the middle to end of summer, including many different tools and areas to prepare the students for many different situations they may face out in the field
- **Recruitment and marketing efforts**
  - This spring semester has been a very busy time for both Michaela and Melinda in working to promote the program to the public and statewide. They will continue their efforts over the summer and the fall semester.
    - Information sessions
    - HOSA visits and High School visits
    - TV Ad to run for the next 6 months

### **3. Fieldwork and Community Partnerships**

- **Review of Level I and Level II fieldwork placements**
  - Level I: This is for exposure to all different areas, such as pediatrics and adult care. This is short being this course is held during the summer, but mostly students will be observing with a little bit of actual participation.
  - Level II: 2 8-week placements, including midterm evaluations. This is the opportunity for the students to learn what their role would be as an assistant to the OT in the field.
- **Discussion of workforce needs**
  - Now our new program would like to ask the council what they think we are missing or what changes they see happening soon that could affect our students.

### **4. Industry Feedback**

- **Skills employers are seeking in OTA students and graduates**
  - Soft skills – professionalism
  - Documenting while treating a patient
  - There are specific training people need when working in a catholic school
  - Remind students that changes will always be happening in the field, and that is where their creativity and resources come in handy when dealing with certain cases/patients.
- **Technology, documentation, and practice changes impacting OT services**
  - Assistive technology – always changing and growing
  - There are a lot of different technology services [apps on your phone to help with dyslexia] that are changing and advancing all the time. These tools can be super helpful and provide resources for the students to whom they can reach out for this information.

### **5. Open Discussion / Questions / Tour**

- Everyone was able to tour the new space, and some stuck around to ask questions after the tour.