

## **EDUCATIONAL ADVISORY COMMITTEE**

An Educational Advisory Committee (EAC) shall be formed with its goal to continually evaluate, advance, and further develop Regional West Medical Center School of Radiologic Technology. The EAC will ensure that the high standards of the Program are maintained while also assuring that the Standards of the JRCERT, federal rules, and state rules / regulations are followed.

Responsibility: Program Administration, Department Director, Staff Members, Students  
Standard: Administration

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The EAC shall oversee all operations of the Program and shall meet on a quarterly basis to review operations of the Program. The Committee shall be composed of at least the following members:

### Regular members

1. Program Director
2. Chief Clinical Preceptor
3. Imaging Services Administration Representation
4. Clinical Staff Representation
5. Didactic Instructor Representation
6. Public member

### Ex Officio members with voting privileges

Student Representation (one first year student and one second year student)

Other members of the faculty may also be included.

A quorum of four regular members is necessary in order to hold a meeting.

The overall duties of the EAC shall include the following:

1. Establishment of the following committees
  - a. Interview committee with the responsibility to:
    - Interview specific applicants and complete an evaluation form for each candidate
    - Review questions used for interviews
  - b. Policy committee with the responsibility to:
    - Review Program policies and procedures making corrections and/or updates to comply with JRCERT Standards, federal and/or state regulations or sponsoring institution policies

- Review Program articulation agreements making corrections and/or updates to comply with JRCERT Standards, federal and/or state regulations or sponsoring institution policies
  - Make new policy recommendations to EAC
  - Review annually, drug free campus policy pertaining to:
    - The prevention of the use of controlled substances by students and staff
    - Determine the effectiveness of this policy
  - Implement such changes to the Program as are deemed needed
  - Periodically review the mission statement, goals and policies of the Program according to policy.
- c. Outcomes committee with the responsibility to:
- Review student learning outcomes and report findings to the EAC
  - Evaluate the effectiveness of the Program by using the following evaluation tools:
    - Exit interviews
    - Follow up of postgraduates and their employers
    - Program completion rate
    - ARRT Radiography Exam results
    - Program Assessment
    - Ongoing Program evaluations
    - Review Program effectiveness, and report findings to the EAC
  - Make recommendation for Program improvements and new policies to the EAC
2. Upon the recommendation of the Program Director appoint an admission coordinator with the responsibility to:
- Evaluate applications of applicants for completion of prerequisites
  - Communicate with applicants about needed prerequisites
  - Communicate with applicants about interview date and time
  - Communicate with applicants selected and alternates
3. Assurance that the students receive the quality of education necessary to become a radiologic technologist.
4. Assurance that the students meet or exceed the terminal competencies specified by the Program.
5. Assurance that the Program meets or exceeds the JRCERT Standards for Radiography.
6. Provide for corrective action against a student for inappropriate academic, financial, or personal conduct as identified by policy.
- Ensure the disciplinary sanctions described in the policy are consistently enforced.

7. Review students' evaluation of instructors / preceptors to assure a level of expertise is maintained.
8. Review input from the communities of interest for the Program and former students and their employers in the continuing development of the Program.
9. Provide for continuing development of the Program curriculum and clinical experiences.

Student members of the EAC will not participate in student selection, occasions of corrective action of a student, or other incidents concerning current students.

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Signature  
Stephanie Cannon, MSRS, RT(R)(ARRT)  
Program Director

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Signature  
Joshua Lively, MHA, BSRT(R), RT (R)(VI)(ARRT)  
Director of Imaging Services

Reviewed: 7/31/01, 3/26/03, 8/12/08, 6/9/11, 3/29/12, 1/13/17, 1/12/18, 1/17/19, 4/2/20  
Revised: 09/22/88, 12/12/94, 12/28/99, 5/8/00, 6/26/01, 12/31/01, 5/31/04, 3/19/06, 6/9/11, 3/29/12,  
2/21/13, 2/7/14, 1/23/15, 1/29/16, 9/30/21, 2/3/2022, 3/31/23