

New Business:		Chair
Review program outcomes, assessment methods, and results	Information	Chair
Approve program outcomes and assessment methods	Action	Chair/Members Present
Review program curriculum/courses/degree plans	Information/Discussion	Chair
Approve program revisions (if applicable)	Action	Members present
Review SCANS, Gen Ed, and Outcomes matrices	Information/Discussion	Chair
Approve SCANS, Gen Ed, and Outcomes matrices	Action	Members Present
Review verification course/exam of workplace competencies	Information/Discussion	Chair
Approval of course/exam of workplace competencies	Action	Members Present
Review student handbook	Information/Discussion	Chair
Approve changes (if applicable)	Action	Members Present
Program statistics: Graduates, majors, enrollment	Information/Discussion	Chair
Evaluation of facilities, equipment, and technology	Action	Members Present
Recommendations of selection and acquisition of new equipment and technology	Information/Discussion/Action	Members Present
External Learning experiences, employment and placement opportunities	Information	Chair
Professional development of faculty and recommendations (if applicable)	Information/Discussion/Action (if applicable)	Chair/Members Present
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Discussion/ Information	Chair
Serving students from special needs	Information	Chair
Adjourn	Action	Chair/Members Present

MINUTES

Key Discussion Points	Action, Discussion, or Information
Welcome & Introductions	Mary Rivard welcomed and thanked the advisory members for their willingness to serve. Everyone introduced themselves and stated their positions and the agency they represented. Note: Each committee member was emailed a packet which included all documents that would be reviewed and discussed.
Purpose of Advisory Committee	Shana Drury explained the purpose and importance of an advisory committee and how their input guarantees that the college is maintaining the most current practices, direction and equipment. The committee ensures that the skills knowledge and abilities taught are pertinent to the field to produce

	the graduates that employers would like to hire in the Associate Degree Nursing field.
Election of Chair, Vice Chair and Recorder	Mary Rivard explained the responsibility of each office and asked for nominations or volunteers. Lourdes Cardenas volunteered for Chair, Connie Carter-Barnes volunteered for Vice Chair, and Paula Parks volunteered for Recorder. The committee agreed unanimously.
Approval of Minutes from the Last Meeting	Lourdes Cardenas asked the committee to review the previous minutes and asked for any changes. Andrea Anderle made a motion and Andy Kumor seconded to approve the minutes from the last meeting. The committee agreed unanimously.
Old Business: (if any, otherwise type None)	The Chair asked Mary Rivard to give an update on old business. Mary explained that the committee did not have a quorum for the last two meeting meetings so she requested meetings/votes via email. Mary updated the committee on the results.
Continuing Business: (List if any, otherwise type None)	Lourdes Cardenas asked Mary Rivard to give an update on the continuing business. Mary informed the committee of the resignations, new hires and criminal background checks.
New Business:	
Review program outcomes, assessment methods, and results	The Chair asked members to review the program outcomes, assessment methods, and results and they did. Mary Rivard noted that out of the 180 students enrolled for fall 2016, 4 students have dropped. Lourdes Cardenas asked why the 4 dropped. Mary stated that the students were not passing. Lourdes then asked what process is set in place for students who are having difficulty. Mary explained the students are assigned an advisor that they see twice a semester in addition to personal tutoring, Net Tutor, their instructors, and all have an open door policy. Lourdes Cardenas asked if there was a way to track the students using Net Tutor. Mary Rivard noted that it is possible. Sabre Sharp added that VC remains active in the process to inspire the student's success. Lourdes Cardenas asked if the instruction was interactive. Mary Rivard stated that the instructors utilized a variety of interactive teaching techniques to enhance learning. Lourdes Cardenas asked what Mary was doing to attract local students into the program. Mary stated that if the student lives in VC service area, he/she receives points. The discussion ensued with the members regarding the honesty of their residence and how to maintain integrity. No recommendations were made at this time. Mary Rivard explained that the program outcomes are based on the NCLEX RN test requirements for licensure and that the HESI exam is the assessment method. She added that 72 of 78 seniors passed in spring 2016 and the remaining 6 passed in the summer semester. The committee made no recommendations.
Approve program outcomes and assessment methods	Lourdes Cardenas asked members to approve program outcomes and assessment methods as is. Andrea Anderle made a motion and Paula Parks seconded to approve the outcomes and assessment methods as is. The committee agreed unanimously.
Review program curriculum/courses/degree plans	The Chair asked the committee to review the program curriculum, courses, and degree plans. Mary Rivard reminded the committee that the syllabi was sent to them via email and that no major revisions have been made. The committee reviewed the course outline and degree plan for both Generic and LVN transition. Members had a discussion. The committee made no recommendation to change program outcomes at this time.
Approve program revisions (if applicable)	Lourdes Cardenas asked members to approve program revisions as is. Paula Parks made a motion and Andy Kumor seconded to approve the program revisions as is. The committee agreed unanimously.
Review SCANS and Gen Ed outcomes matrices	The Chair asked members to review and discuss the matrices. Shana Drury explained the purpose of each of the matrix. Connie Carter-Barnes asked if

	there was a requirement for science. Shana responded no because not every program has a science component.
Approve SCANS and Gen Ed outcomes matrices	Shana Drury noticed that the Program Outcomes Matrix was missing one of the outcomes. She suggested that the three matrices be corrected and sent out electronically for approval. The members agreed unanimously.
Review verification course/exam of workplace competencies	The Chair asked the committee to review verification course/exam of workplace competencies. Shana Drury reminded members that the HESI exam is the workplace competency which maps everything back to the program outcomes. The committee read over the workplace competencies.
Approval of course/exam of workplace competencies	Lourdes Cardenas asked members to approve the course/exam of workplace competencies as is. Andrea Anderle made a motion to approve course/exam workplace competencies as is. Paula Parks seconded. The committee agreed unanimously.
Review student handbook	Lourdes Cardenas asked the committee to review the student handbook. Mary Rivard noted there were no major changes, but an addendum was created. Mary informed the members of the items on the addendum.
Approve changes (if applicable)	The Chair asked members to approve the student handbook as is. Andy Kumor motioned and Paula Parks seconded to approve the student handbook as is. The committee agreed unanimously.
Program statistics: Graduates, majors, enrollment	Lourdes Cardenas asked Mary Rivard to expound on the graduates, majors and enrollment. Mary explained that in summer 2016, the program had 6 graduates, this fall there are 351 ADN majors and 275 Pre-nursing majors attending Vernon College. Fall enrollment for the ADN Program is 75 generic juniors and 101 seniors, 52 transition and 48 generic, for a total of 176 enrolled.
Evaluation of facilities, equipment, and technology	The Chair asked Paula Parks to expound on the evaluation, equipment and technology of the J.S. Bridwell Regional Simulation Center. Paula gave the committee an update on the facility. Mary Rivard updated the committee on the Century City Center and Vernon College Campus labs listing the new equipment purchased from Perkins Grants.
Recommendations of selection and acquisition of new equipment and technology	Lourdes Cardenas asked for any recommendations of selection and acquisition of new equipment and technology. A discussion followed regarding Nursing Central. Mary Rivard stated that requiring it would increase fees by \$ 34.00. Mary also noted that the HESI fees would be increasing next year by 3%. Lourdes Cardenas asked for an approval of the fees and the 3% increase HESI fees. Connie Carter-Barnes made a motion and Paula Parks seconded to approve the fee and HESI 3% increase. The committee agreed unanimously. Mary discussed the requirement for laptops or iPads for use when ExamSoft testing begins in the summer 2017 semester. Mary stated that electronic devices are already required for use in the clinical setting but ExamSoft will be device specific. Lourdes Cardenas asked if there was any financial help for those that could not get financial aid. Connie Carter-Barnes asked if the laptop or iPad would be used throughout the program. Mary Rivard stated that laptops or iPads would be used throughout the program and informed the committee of the numerous student resources that were available. Jennifer Brumley asked about the students that do not have laptops. Mary Rivard expressed a desire to find funding to purchase a few laptops to lend out.
External Learning Experiences, employment and placement opportunities	Lourdes Cardenas asked Mary Rivard to update the committee on External Learning Experiences, employment and placement opportunities. Mary Rivard reminded the committee of the list of clinical sites that were emailed to them. The committee reviewed the list and discussed the benefits of each. Lourdes Cardenas asked Mary Rivard about employment placement opportunities. Mary expressed that she has several agencies come talk to seniors in the spring, and some agencies post ads in the student Canvas page.

	Andrea Anderle informed the members that United Regional was expanding their learning experience beginning with the spring 17 grads from Vernon who are hired. The new hires will go directly into a one year internship for additional acute care training and personal skills classes and sign a two year commitment with UR after completion. Discussion ensued regarding intern and externships.
Student Success	Lourdes Cardenas asked Mary Rivard to expound on student success. Mary Rivard stated that the program implemented a four hour pre-class orientation for new students, faculty advising twice a semester to help students remain on course and tutoring through numerous avenues.
Professional development of faculty and recommendations (if applicable)	The Chair asked Mary Rivard to inform the members of any professional development opportunities that she has taken advantage of. Mary Rivard informed the committee that she and Beth Arnold attended Deans and Directors, TOADN, and TCCTA. Bobbie Graf attended a review for the exam to become a Certified Nurse Educator and Jennifer Hatley attended conferences for nursing simulation lab providers.
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Lourdes Cardenas asked Mary Rivard to update the committee on promotion and publicity of the program. Mary provided members with a list of the program recruitment and advertisement which included school tours, GenTX, Career Expo at MPEC, flyers, VC preview day, LVN students. Andy Kumor expressed that he is willing to pass out some of the flyers at United Regional orientation.
Serving students from special needs	Lourdes Cardenas read the definition of special needs and asked Mary Rivard to update the committee on serving students from special needs in the program and she did. Mary expressed a concern with the number of students with service animals. The members discussed the issues that may arise with students with service animals and facility policies, but did not have any recommendations at this time. The definition of "special populations" as outlined by Perkins: <ul style="list-style-type: none"> • In referencing "special populations" in the Local Plan and in any other applicable sections of the Application, the Applicant shall use the term to mean: • 1. individuals with disabilities; • 2. individuals from economically disadvantaged families, including foster children; • 3. individuals preparing for non-traditional fields; • 4. single parents, including single pregnant women; • 5. displaced homemakers; and • 6. individuals with limited English proficiency.
Adjourn	Connie Carter-Barnes made a motion to adjourn. The committee agreed unanimously. The meeting ended at 1:15 PM.

RECORDER SIGNATURE: <i>Pamela Banks</i>	DATE: 11/15/16	NEXT MEETING:
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