

Advisory Committee Spring 2017 Annual Meeting Minutes
 Licensed Vocational Nursing
 Vernon College- Century City Campus

CHAIRPERSON: Kitty Howard		
MEETING DATE: February 20, 2017	MEETING TIME: 12:00	MEETING PLACE: Century City Center, Room 115
RECORDER: Erin Lindsey	VICE CHAIRPERSON: Peggy Kaufmann	PREVIOUS MEETING: November 16, 2016

MEMBERS PRESENT:

MEMBER'S ABSENT:

OTHERS PRESENT:

Name, Title, Company	Name, Title, Company	Name, Title, Company
Kitty Howard, Deputy Director, Workforce Resource of North Texas	Brandy Wallander, LVN Adjunct Instructor, Vernon College	Sherrie Denham, Director of Vocational Nursing/Health Careers, Vernon College
Reisa Johnston, LVN Adjunct Instructor, Vernon College	Tom Fitzwater, Community Representative	Pam Rotz, Vocational Nursing Assistant Director, Vernon College
Peggy Kaufmann, LVN, North Texas State Hospital	Rilda Novak, RN Adjunct Instructor, Vernon College	Shana Drury, Associate Dean of Instructional Services, Vernon College
Lori Page, Adjunct Instructor, Vernon College, Retired CNA, North Texas State Hospital	Jan Oakley, RN, Presbyterian Manor	Donna Egoavil, Administrative Assistant to the Associate Dean of Instructional Services, Vernon College
	Erin Lindsey, RN/Nurse educator, North Texas State Hospital	Melissa Moore, Early College Start Coordinator, Vernon College
	Connie Skidmore, Director of Nursing, RN, Texhoma Christian Care Center	

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Sherrie Denham
Purpose of Advisory Committee	Information	No quorum
Election of Chair, Vice Chair and Recorder	Action	No quorum
Approval of Minutes from the Last Meeting	Action	Members via email
Old Business: (if any, otherwise type None)	Old Business or None	Sherri Denham
Continuing Business: (List if any, otherwise type None)	Continuing Business or None	Sherri Denham
New Business:		
Review program curriculum/courses/degree plans	Information/Discussion	Sherri Denham

Approve program revisions (if applicable)	Action	Members via email
Program statistics: Graduates, majors, enrollment	Information/Discussion	Sherri Denham
Evaluation of facilities, equipment, and technology	Action	Sherri Denham
Recommendations of selection and acquisition of new equipment and technology	Information/Discussion/Action	Sherri Denham
External Learning experiences, employment and placement opportunities	Information	Sherri Denham
Professional development of faculty and recommendations (if applicable)	Information/Discussion/Action (if applicable)	Sherri Denham
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Discussion/ Information	Sherrie Denham
Serving students from special needs	Information	Sherri Denham
Adjourn	Action	Sherrie Denham

MINUTES

Key Discussion Points	Action, Discussion, or Information
Welcome & Introductions	Sherrie Denham welcomed and thanked the advisory members for their willingness to serve. She added that because there was no quorum, she would send out an update letter and request approvals via email. Sherrie then shared the information on the agenda with members present. Note: Each committee member received a packet via email which included all documents that would be reviewed and discussed.
Purpose of Advisory Committee	
Election of Chair, Vice Chair and Recorder	
Approval of Minutes from the Last Meeting	The Director asked the committee to review the previous minutes via email and they did. Sherri asked the members to approve the minutes as is. The committee agreed by majority vote via email to accept the minutes as is.
Old Business: (if any, otherwise type None)	None
Continuing Business: (List if any, otherwise type None)	None
New Business:	
Review program curriculum/courses/degree plans	Sherrie Denham informed the committee members that she would like to propose a \$215.00 course fee increase to VNSG 1122 Vocational Nursing Concepts. Sherri explained that it would be used to consolidate with the RN program to purchase a site license for Nursing Central, a program that has electronic books such as the Tabers Medical Dictionary, Nurse's Pocket Guide, IV Medications, Dose Calculators, Davis's Lab and Diagnostic Tests, Diseases and Disorders, Medline Search, and Medline Journals. Sherrie added that Nursing Central would completely alleviate the nursing student's need to ever purchase another text that is included in the bundle because as long as Vernon College retains a site license, all past students have their Unbound updated as new information occurs for free. Sherrie stated that in addition to being TSI clear, she would like members to

	approve having students take the KAPLAN as an entrance exam.
Approve program revisions (if applicable)	The Director asked the members to approve the \$215.00 course fee increase to VNSG 1122 Vocational Nursing Concepts with the intention of purchasing Nursing Central for students via email vote. The committee agreed by majority vote via email. Sherrie Denham asked members to approve the KAPLAN as an entrance exam via evote. The committee agreed by majority vote.
Program statistics: Graduates, majors, enrollment	Sherrie Denham updated the members in attendance on the pass rate. Pass Rate <ul style="list-style-type: none"> • 2015-2016: 73.1 % • 2016-2017: 74.49 %
Evaluation of facilities, equipment, and technology	The Director informed the committee of the new equipment added. New equipment: <ul style="list-style-type: none"> • Sims Screens • Sims pads Sherrie added that she felt the lab was well equipped.
Recommendations of selection and acquisition of new equipment and technology	No quorum
External Learning Experiences, employment and placement opportunities	The Director informed the members that she and Mary Rivard signed a contract for Promise Healthcare.
Professional development of faculty and recommendations (if applicable)	Sherrie Denham stated that Pam Rotz and Zela Haney will be attending Simulation training in April.
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	The Director updated the members on the promotion and publicity. <ul style="list-style-type: none"> • Spring Fest: April 7, 2017 • Petrolia Career Day • College Day EMPEC • Holiday ISD
Serving students from special needs	Sherri Denham informed the attendees that Octavia Garza at region 9 has partnering with Vernon College to assist students with English as a second language by providing grant money. Sherri stated that she had nine students that were in the qualification process. 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	At one o'clock after briefing the members in attendance, Sherri Denham thanked them and stated that she would email all members an update letter and an e-vote for items needing review/approvals.

RECORDER SIGNATURE: 	DATE: 4-27-17	NEXT MEETING:
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