

Advisory Committee Spring 2018 Semi-Annual Meeting Minutes
Surgical Technology Program
Vernon College-Century City Center Room: 115

CHAIRPERSON: Delayne Crow		VICE-CHAIRPERSON: Shane Smith
MEETING DATE: March 27, 2018	MEETING TIME: 4:00 PM	MEETING PLACE: CCC—Rm 115
RECORDER: Alvita Foster		PREVIOUS MEETING: October 24, 2017

MEMBERS PRESENT: MEMBER'S ABSENT: OTHERS PRESENT:
Circle members present/delete when typing up minutes those who were absent

Name, Title, Company	Name, Title, Company	Name, Title, Company
Becky Awtrey, RN/Retired Surgical Services United Regional	Amanda Crow, RN Surgical Services Manager United Regional	Jeff Feix, CST/CSFA, LVN, FAST Program Coordinator/Instructor
Bonnie Beavers, RN OR Manager Kell West Regional Hospital	Dr. David Huang, MD Orthopedic Surgeon	Shana Drury, Associate Dean of Instructional Services
Shane Smith, Higginbotham Insurance & Financial Public Member	Terry Porter, CST Orthopedic Clinic	Mollie Williams, Administrative Assistant to the Associate Dean of Instruction
Delayne Crow, CST/CSFA, LSA Labor & Delivery—United Regional	Marlee Rater-Scrogum, CST Surgery Kell West Regional Hospital	Karen McClure, Allied Health Faculty Assistant
Alvita Foster, CST/CSFA Surgical Services United Regional	Dr. Phillip Stephan, MD Texoma Plastic Surgery	
Kelley Jaramillo Current Student Representative		

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Delayne Crow
Review of Minutes from Last Meeting	Information	Members Present
Old/Continuing Business:	Old/Continuing Business	
Program Effectiveness Plan	Information/Discussion	Delayne Crow
New Business:		
Program Statistics: Graduates, majors, enrollment	Information/Discussion	Delayne Crow
2016/2017 Graduate and Employer Surveys	Information/Discussion/Action	Members Present
External learning experiences, employment, and placement opportunities	Information/Discussion	Delayne Crow

Professional development of faculty	Information/Discussion	Delayne Crow
Promotion and publicity about the program to the community and to business and industry	Information/Discussion	Delayne Crow
Needs of students from special populations	Information/Discussion	Delayne Crow
Program Handbook	Information/Discussion/Action	Members Present
Other: STSA	Information/Discussion	Delayne Crow
Adjourn	Action	Chair/Members Present

MINUTES

Key Discussion Points	Action, Discussion, or Information
Welcome and Introductions	Delayne welcomed the members present and Shana Drury introduced Mollie Williams, administrative assistant to the Associate Dean of Instruction.
Review of Minutes from the Last Meeting	Delayne asked the committee to review the minutes from the meeting on October 24, 2017 that were approved electronically. The members reviewed the minutes with no comments or questions.
Old/Continuing Business:	Delayne moved to old/continuing business.
Program Effectiveness Plan (PEP)	Delayne moved to the PEP for the 2017/18 academic year. He asked Jeff to update the committee on the document. Jeff reviewed the plans of action that were approved in Fall 2017 and reported they have been implemented and completed. The new shelving has been purchased and is in use in the lab along with the purchase of a new back table and reconditioned laparoscopic instruments. No recommendations for revising the PEP were made.
New Business:	Delayne moved on to new business.
Program Statistics: Graduates, majors, enrollment	Delayne asked Jeff to elaborate on the current enrollment. Jeff reported 14 students are still enrolled in the program and expected to graduate in August. He reported one student withdrew from the program in February due to personal issues not related to the program or college.
2016/2017 Graduate and Employer Surveys	Members present were provided employer and graduate survey data for the past six years. Both surveys require an 85% satisfaction rate with a 50% return rate. Graduate survey data reflected a 100% satisfaction rate with a 92% return rate. Jeff reported one graduate has not returned their survey to date. Employer survey data reflected a 100% satisfaction rate with a 69% return rate. Jeff reported the four employer surveys not returned were from the graduates that had moved out of the service area. Shane asked if email had been used and Jeff reported he had emailed one survey at the employer's request, then followed that up with another email, but to date the survey wasn't returned. Jeff asked the members present if there any recommendations to the survey process and none were voiced. Becky made the motion to maintain the current survey process, Shane seconded. Motion passed.
External learning experiences, employment, placement opportunities	Delayne asked Jeff to elaborate on the current external learning experiences. The clinical facilities were discussed with Wilbarger General Hospital (WGH) currently not being utilized. Jeff reported the OR Manager position is still being filled on an interim basis, no CSTs work in the hospital, and there has been other staff turnovers to include the Nurse Educator. Becky provided feedback on her experiences as a consultant for WGH. The members present agreed for Jeff to continue communication with WGH with the goal of students returning when the learning environment improves. Other external learning experiences to include the Texas State Assembly workshop in March, AST National Conference in May, and local

	opportunities at United Regional with cadaver labs were discussed. Jeff asked members present concerning placement opportunities with Kell West and United Regional reporting positions available. Jeff also reported the program will continue to begin the placement process at the start of the last semester in June. No recommendations were made to change the current external learning experiences or placement process.
Professional Development of Faculty	Delayne asked Jeff to elaborate on the information provided. Jeff's 2017 professional development activities and the 2018 to date or planned activities were discussed. Members present discussed the millennial student learner challenges for faculty and current teaching strategies being implemented. No recommendations were made concerning professional development of faculty.
Promotion and publicity about the program to the community and to business and industry	Jeff explained the information provided to the members related to current promotion and publicity about the program to business and industry. Jeff and the current students have participated in making a Vernon College commercial, middle and high school tours. He went on to say Friday, April 7 the college will have 250 high school juniors and seniors attending Preview Day at the Century City Center. Jeff and the students will spend the morning participating in Preview Day. Shana elaborated on a community event June 9 th to be held in the CCC parking lot. The college will promote the programs and learning opportunities while also providing activities for kids. No recommendation was made to change the current promotion and publicity process.
Needs of students from special populations	The definition of special populations was provided in the meeting information. The members present and Jeff discussed that most students in the program fall into one or more of the categories of being special needs. He went on to state the biggest problems most students face is financial problems. No recommendations were made for changing the current processes for meeting the needs of students from special populations.
Program Handbook	Delayne asked Jeff to explain what revisions had been made to the program handbook. Members referred to the program handbook as Jeff provided the page numbers of the program costs, electronic devices policy, drug screens, and background checks. These sections were the only part of the handbook that needed revision. Members present agreed with the current revisions and did not offer any additional revisions. Shane made the motion to approve the program handbook for 2018/2019, Bonnie seconded, motion passed.
Other: STSA	Jeff reported the STSA has been actively fundraising and have community service events scheduled in April with Habitat for Humanity and the Humane Society. He said nine of the fourteen students will be able to attend the AST National Conference in Orlando, FL.
Adjourn	Members present agreed to adjourn at 4:50 PM.

RECORDER SIGNATURE: <i>Alvita Foster</i>	DATE: 9 - 10 - 18	NEXT MEETING: TBD Fall Semester 2018
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