

Advisory Committee Spring 2019 Semi-Annual Meeting Minutes  
Surgical Technology Program  
Vernon College-Century City Center      Room: 115

CHAIRPERSON: Shane Smith		VICE-CHAIRPERSON: Amanda Crow
MEETING DATE: April 18, 2019	MEETING TIME: 4:00 PM	MEETING PLACE: CCC—Rm 115
RECORDER: Alvita Foster		PREVIOUS MEETING: November 6, 2018

MEMBERS PRESENT:                      MEMBER'S ABSENT:                      OTHERS PRESENT:


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, Dean of Instructional Services
Shane Smith, Higginbotham Insurance & Financial	Dr. Phillip Stephan, MD Texoma Plastic Surgery	Mollie Williams, Administrative Assistant to the Dean of Instruction
Delayne Crow, CST/CSFA, LSA Labor & Delivery—United Regional	Alvita Foster, CST/CSFA Surgical Services United Regional	Karen McClure, Allied Health Faculty Assistant
Terry Porter, CST Orthopedic Clinic		Dr. Elizabeth Crandall, Vice- President of Instructional Services
Karly Patty Current Student Representative		Dr. Dusty Johnson, President
Marlee Rater-Scrogum, CST Kell West Regional Hospital		Holly Scheller, Coordinator of Marketing and Community Relations
		Chelsey Henry, Career Services Coordinator

MINUTES

Key Discussion Points	Action, Discussion, or Information
<b>Welcome and Introductions</b>	Jeff welcomed the members and college personnel present then asked everyone to introduce themselves.
<b>Old/Continuing Business:</b>	
Program Effectiveness Plan (PEP)	Shane began with the PEP for the 2018/19 academic year. He asked Jeff to update the committee on the document. Jeff reviewed the graduate and employer survey data that was added to the PEP. Members had no questions. <b>Becky made a motion to approve the revised PEP, Marlee seconded, motion passed.</b>
<b>New Business:</b>	
Program Handbook	Shane asked Jeff to update the members on the program handbook. Jeff explained the handbook had no revisions and the only section that might change before the start of the fall semester is the financial costs. Members

	present did not suggest any revisions. <b>Bonnie made the motion to approve the program handbook for 2019/2020, Marlee seconded, motion passed</b>
External learning experiences, employment, placement opportunities	Shane asked Jeff to elaborate on the current external learning experiences, employment, and placement opportunities. Jeff reviewed the clinical facilities of United Regional—surgery, labor & delivery, and sterile processing, Kell West Regional Hospital, and Texoma Plastic Surgery. He asked members present concerning placement opportunities with Kell West and United Regional reporting positions available. Jeff also referred to meeting with the Coordinator of Career Services, Chelsey Henry recently to discuss program placement processes. No recommendations were made to change the current external learning experiences or placement process.
Professional Development of Faculty	Shane asked Jeff to elaborate on the professional development information provided. Jeff's 2018 professional development activities were discussed which were listed as 72.5 hours of continuing education. The college requires a minimum of 22 hours for full-time faculty. No recommendations were made concerning professional development of faculty.
Promotion and publicity about the program to the community and to business and industry	At the start of the meeting today, Holly showed members the ST Program Video that was recently completed with Perkins funding. The video included students from the last two classes with Jeff and Delayne participating in making the video. Holly said the video would be used by recruiters when making presentations to the community and local schools. She also said it was currently on the VC Facebook page and would be put on the ST Program webpage. Shane asked Jeff to explain the items listed in the agenda. Jeff explained that he and the students participated in Preview Day with local high schools recently with 380 students attending. Next week the students and Jeff will participate in the WFISD College and Career Day at the new Career Education Center. The WFISD said up to 1300 students will participate in the event. The program lab is used for tours throughout the year by admission recruiters. Jeff also said an Allied Health Job Fair was discussed among the program coordinators and Chelsey for the future. 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. This year 10 of the 12 students in the program received scholarships in the fall to offset costs. No recommendations were made for changing the current processes for meeting the needs of students from special populations.
2017/2018 Graduate and Employer Surveys	Members present were provided employer and graduate survey data for the past five years. Both surveys require an 85% satisfaction rate with a 50% return rate. <b>Graduate survey data reflected a 100% satisfaction rate with a 93% return rate. Employer survey data reflected a 100% satisfaction rate with a 92% return rate.</b> Jeff explained one graduate and one employer survey had not been received, but he recently resent the surveys, If they are returned the data might change slightly. He also explained the requirements for a satisfactory survey and the form used is provided by the ARC/STSA. Jeff also said he has inquired about using an online form, but currently ARC/STSA requires the paper form with signatures. Members were provided all the surveys to review and Shane commented on the positive employer surveys. Shane asked the members present if there any recommendations to the survey process and none were voiced. <b>Marlee made the motion to maintain the current survey process, Terry seconded. Motion passed.</b>

Other: STSA	Shane asked Karly to provide an update on the STSA activities. She discussed the volunteer activity with Habitat for Humanity, attending the Texas State Assembly workshop, along with the upcoming garage sale to fund the seven students attending the AST National Conference in May. Jeff also made comments about the positive impact of the STSA for the program students.
Adjourn	Members present agreed to adjourn at 4:39 PM.

RECORDER SIGNATURE: 	DATE: 05/14/19	NEXT MEETING: TBD Fall Semester 2019
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