

Advisory Committee Fall 2011 Semi-Annual Meeting Minutes
Surgical Technology Program
Vernon College

CHAIRPERSON: Julie Koetter, RN	MEETING DATE: October 19, 2011	MEETING PLACE: Century City Campus Room 100
RECORDER: Becky Awtrey, RN	MEETING TIME: 4:30 PM	PREVIOUS MEETING: April 13, 2011

MEMBERS PRESENT:	MEMBERS ABSENT:	OTHERS PRESENT:
Name and Title	Name and Title	Name and Title
Anne Dabovich, RN United Regional	Cary Thompson, RN/CST Kell West Regional Hospital	Jeff Feix, CST, CSFA, LVN Program Coordinator/Instructor
Becky Awtrey, RN United Regional	Dr David Huang Orthopedic Surgeon	Shana Munson, Associate Dean of Career and Technology Edu.
Julie Koetter, RN United Regional	Diana Henson, RN United Regional	Sharon Winn, Assistant to the Dean of Instructional Services
Nick Thornton, CST United Regional	Diane Bass Johnson Community Representative	Dr Gary Don Harkey, Dean of Instructional Services
JoAnn Nolan, RN Kell West Regional Hospital		
Rhona Pate, CST Kell West Regional Hospital		
Terry Porter, CST Orthopedic Clinic		
Sherri Boswell Student Representative		

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Purpose of Advisory Committee	Information	Shana Munson
Election of Chair and Recorder	Discussion/Action	Jeff Feix
Reading of Previous Minutes	Minutes approved as presented	Julie Koetter
Old Business:		
Workplace Competencies, Program Competencies, and SCANS Rating Chart	Information	Jeff Feix
Continuing Business:		
AAD Program	Information, Discussion, Action	Jeff Feix/Julie Koetter
6 th Core Curriculum Implementation	Information	Jeff Feix
Associate Degree	Information	Shana Munson
New Business:		
Program statistics: Graduates, majors, enrollment	Information/Discussion	Jeff Feix
Review goals and objectives	Information/Discussion	Jeff Feix
Program revisions and curriculum/course review	Information/Discussion	Jeff Feix
Evaluation of facilities, equipment, and technology	Information/Discussion	Jeff Feix


Agenda Item	Action, Discussion, or Information	Responsibility
Advice on selection and acquisition of new equipment and technology	Information/Discussion	Jeff Feix
Recruitment and retention of the underrepresented gender in gender-biased programs	Information/Discussion	Jeff Feix
Other: STSA Activities	Information	Jeff Feix
Adjourn	Action	Julie Koetter

MINUTES

Key Discussion Points	Discussion
Purpose of Advisory Committee	Shana Munson explained purpose of advisory committee. Members introduced themselves and the community they represented.
Election of Chair and Recorder	Julie Koetter was elected Chair with Becky Awtry being elected as Recorder by mutual consent.
Old Business:	
Workplace Competencies, Program Competencies, and SCANS Rating Chart	Jeff provided members an update on the implementation of the SCANS rating chart in the program syllabi. The surveys the members completed were utilized in establishing the competencies required of local employers for program graduate
Continuing Business:	
AAD Program	Jeff provided the members with an update on continued low enrollment in the AAD Program. He also explained the problems with receiving graduate and employer surveys along with a graduate who did not sit for the CST exam. He reported no applications to date for the spring 2012 semester. Dr Harkey explained the mission of Vernon College was to serve the local service area and not offer online degrees to out of service area students. Jeff reminded committee members the AAD Program was started to offer local surgical technologists an avenue to sit for the CST exam and to date, three graduates of the AAD Program have been local. Anne Dabovich made the motion to move the AAD Program to Inactive Status in May 2012, JoAnn Nolan seconded, motion passed. The advisory committee action will be forwarded to the Vernon College Academic Council for approval. Jeff will notify ARC/STSA in May 2012 of the Inactive Status for the AAD Program when all current students have completed and graduated.
6 th Core Curriculum Implementation	Jeff reported he is in the process of implementing the new core curriculum that is required for all CAAHEP accredited programs by January 2013.
Associate Degree	Shana reported the college is exploring the idea of generic associate degree that would allow for specialization in certain fields as surgical technology. The Texas Higher Education Coordinating Board would have to approve adding the degree and the college will continue to explore this option.
New Business:	
Program statistics: Graduates, majors, enrollment	Jeff provided the committee data on the current class and historical data on enrollment and retention in the traditional and AAD programs. Accreditation standard is 70% retention and both programs are combined for reporting purposes with an 88% retention rate. The traditional class had 12 students start and 11 finished. No recommendations were made for changing retention efforts.

Key Discussion Points	Discussion
CST exam results	Jeff provided the committee with data on the CST exam results from the recent class. Accreditation standard is 70% pass rate. The traditional class pass rate of 45% was discussed with Jeff providing a plan of action to increase review sessions in the summer semester and students taking both versions of the practice exam before sitting for the CST exam. The members agreed with the plan of action.
Review goals and objectives	The committee reviewed goals and objectives with no changes/updates suggested.
Program revisions and curriculum/course review	<p>Jeff provided members with current revisions underway in implementing the new core curriculum. Course syllabi and lesson plans have been updated to reflect the new curriculum. Members were provided with content that has been deleted, added, and the new clinical case requirements. At the end of the 2011/2012 academic year the new curriculum will be fully implemented ahead of the January 2013 deadline.</p> <p>He also provided the members with the schedule changes for the summer semester and it will result in a \$5.00 increase in the special fee to cover two practice exams, the study guide, and CST exam fee for each student.</p> <p>The members also reviewed the new textbook <i>Alexander's Surgical Procedure</i>. Jeff explained the textbook is geared towards the surgical technologists specifically and pointed out key learning tools with the text. He explained he wanted to add the text for the surgical procedures courses to improve the curriculum delivery and preparation for the CST exam. Jeff also noted this is the first textbook added to the program since 2005.</p> <p>The committee agreed with the revisions underway and the new textbook by mutual consent.</p>
Evaluation of facilities, equipment, and technology	<p>Members were provided an inventory list of equipment and technology currently available to the surgical technology program. Jeff explained some equipment would be removed from the inventory since the program no longer teaches CPR and vital signs skills. Recent acquisitions of equipment were reviewed with no suggestions made to change current technology, facilities, or equipment.</p> <p>Dr Harkey provided an update on the relocation of the surgical technology lab and program office due to construction underway at Century City.</p>
Advice on selection and acquisition of new equipment and technology	Jeff provided members with the current plan for new equipment for the clinical lab. He is obtaining bids and plans to acquire the new equipment so it can be utilized by the current class. He also expressed his appreciation for donations of supplies and equipment from the clinical sites. Members agreed with the plan for new equipment.
Recruitment and retention of the underrepresented gender in gender-biased programs	Jeff reported he continues to recruit male and minority students and the college continues to provide assistance in recruiting male students. Currently 25% of the students are male and this meets the Texas Higher Education Coordinating Board requirements. No recommendations were made for recruitment and retention of the underrepresented gender population.
Other:	Jeff provided members with an update about the program student association activities. Students are fundraising to attend the May 2012 AST National Conference in Washington, DC. He also reported the STSA volunteered with other Vernon College students in a Vernon College Day of Service. The group worked with Habitat for Humanity on Saturday, October 15, 2011.

Key Discussion Points	Discussion
Adjourn	Meeting adjourned by mutual consent at 5:40 PM

RECORDER SIGNATURE: 	DATE: 4/8/11	NEXT MEETING: Program updates will be sent to committee members in Spring 2012; next meeting will be Spring 2012.
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