

Advisory Committee Fall 2014 Semi-Annual Meeting Minutes
Surgical Technology Program
Vernon College

CHAIRPERSON: Amanda Crow		
MEETING DATE: Thursday, October 23, 2014	MEETING TIME: 4:00 PM	MEETING PLACE: Century City Center Room 115
RECORDER: Becky Awtry		PREVIOUS MEETING: Tuesday, April 29, 2014

MEMBERS PRESENT:

OTHERS PRESENT:

Name, Title, Company	Name, Title, Company	Name, Title, Company
Rhonda Pate, CST Kell West Regional Hospital	Amanda Crow, Surgical Services Manager United Regional	Jeff Feix, CST, CSFA, LVN, FAST Program Coordinator
Becky Awtry, RN United Regional	Terry Porter, CST Orthopedic Clinic	Dr. Gary Don Harkey, Dean of Instructional Services
Brandy Gilchrist, RN, Interim Manager Wilbarger General Hospital	Dr. David Huang, MD Orthopedic Surgeon	Shana Munson, Associate Dean of Instructional Services
Shane Smith Community Representative	Marlee Rater, ST Student Representative	Jackie Polk, Counselor Student Services
Dr. Jerry Myers, MD, CEO Kell West Regional Hospital		LeAnn Scharbrough, Advancement Specialist- Recruiting
Bonnie Beavers, RN OR Manager Kell West		Donna Egoavil, Administrative Assistant / Associate Dean of Instructional Services
		Karen McClure, Allied Health Faculty Assistant
MEMBERS ABSENT:		
Delayne Crow, CST, CSFA, LSA United Regional L&D		
Deirdre Robertson, CST United Regional		

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Election of Chair and Recorder	Action	Jeff Feix
Approval of Minutes from the Last Meeting	Action	Amanda Crow
Old Business:		Amanda Crow
Continuing Business:		Amanda Crow
New Business:		Amanda Crow
Program statistics: Graduates, majors, enrollment; list of graduates	Information	Amanda Crow/Jeff Feix
CST exam results	Information/Discussion	Membership
Curriculum Decisions:		
Review goals and objectives	Information/Discussion/Action	Amanda Crow/Membership


Program revisions, curriculum/course review	Information/Discussion/Action	Amanda Crow/Membership
Workplace competencies	Information/Discussion/Action	Amanda Crow/Membership
Evaluation of facilities, equipment, and technology	Information/Discussion	Membership
Advice on selection and acquisition of new equipment and technology	Information	Membership
Recruitment and retention of the underrepresented gender in gender-biased programs	Information	Jeff Feix/LeAnn Scharbrough
Other:	Information	Jeff Feix
Adjourn:	Action	Amanda Crow

MINUTES

Key Points	Summary of Action, Discussion, Information/Responsibility and Plans for Follow-up and Reporting
Purpose of Advisory Committee	Dr. Gary Don Harkey explained the purpose and importance of the advisory committee. Their input ensures the college is maintaining the most current practices and direction in the Surgical Technology field.
Election of Chair and Recorder	Amanda Crow elected chair and Becky Awtrey elected recorder by unanimous consent.
Approval of Minutes from the Last Meeting	Amanda requested the committee review the minutes from the last meeting. Brandy made the motion to approve the previous minutes and Dr. Myers seconded. The membership agreed unanimously.

Old Business:	None
Continuing Business:	Associate in Applied Science Degree
New Business:	
Program statistics: Graduates, majors, enrollment; list of graduates	Jeff provided the committee data on the current class and historical data on enrollment and retention in the program. Accreditation standard is 70% retention. The 2013-2014 class had 9 of 12 complete with a 75% retention rate. Retention has been above 70% for the past 8 years. There are currently 15 students in the program - 13 females and 2 males. No recommendations were made for changing retention efforts.
CST exam results	Jeff provided the committee with data on the CST exam results from the recent class. Accreditation standard is 70% pass rate with 100% participation. The 2014 class had a 100% pass rate with 100% participation, 9 students tested and all 9 passed. This marks the second year in a row with 100% of students passing. Jeff provided feedback on how well the class scored on each of the 8 content areas tested. As a whole, the 2014 class scored better than any class previously on the CST Exam. Vernon College Surgical Technology Program was recognized as a Certificate of Merit Program by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) for the 2013 100% pass rate. The members made no recommendations for change.
Curriculum Decisions:	
Review goals and objectives	Amanda requested the committee review the prepared documentation for the proposed program goals and outcomes. Dr. Harkey informed the committee of changes in the Texas Higher Education Coordinating Board (THECB) and Legislative action related to college outcomes. In addition the Southern Associations of Colleges and Schools (SACS) which provides accreditation for the college has certain requirements for college and individual program outcomes. Jeff provided the committee with the Accreditation Review Council on Surgical Technology and Surgical Assisting (ARC/STSA) interpretation guide on program goal and outcomes. Members discussed the Proposed Program Goal and Program Outcomes and unanimously agreed updates were necessary. They also agreed that cognitive (knowledge), psychomotor (skills) and affective (behavior) leaning domain language needs to be incorporated to meet ARC/STSA recommendations. Bonnie made the motion and Brandy seconded to change the program goal and outcomes. The committee agreed to the changes unanimously and made no further recommendations at this time.
Program revisions, curriculum/course review	Jeff and administration developed a plan for AAS to align VC with the recently updated CAAHEP Standards of Accreditation. Beginning in 2021 the minimum degree for completion should be an Associate's degree. The committee discussed the proposed degree plan, Amanda suggested replacing Government with Psychology into the general education requirement. Dr. Myers suggested keeping government as he felt it was an important aspect of the student's education. The committee decided to change the general education requirements to list GOVT 2305 or PSYC 2301 to give students a choice in the direction they want to take. Becky made the motion and Terry and Dr. Huang simultaneously seconded to have the administration apply to the THECB and Academic Counsel start the process of implementing the Associates Degree in Surgical Technology.

Workplace competencies	Amanda ask the committee to review the updated Program Outcomes, General Education Outcomes and Scans Matrixes. Jeff explained the documents map program outcomes to the individual program courses, VC general education outcomes to the individual program courses, and the SCANS (Secretary's Commission on Achieving Necessary Skills) competencies to the individual program courses. Members reviewed the updated documents presented and agreed on the competencies and outcomes for the program. Shane made the motion and Brandy seconded to approve the updated Program Outcomes, General Education and Scans Matrices.
Evaluation of facilities, equipment, and technology	Jeff conveyed that the condition of the facilities and equipment are in good shape. His only concern was the laparoscopic scopes and instrumentation we are using are very outdated and might not last until 2021. The technology with laparoscopy and robotics has advanced rapidly in recent years. Amanda said they were receiving new back tables in 2015. She is going to seek approval for donation from United Regional to VC. Bonnie is checking to determine if Kell West may have a Dyonics tower they could donate. The committee agreed unanimously to keep VC on the radar if they have any equipment or supplies they could donate to the program.
Advice on selection and acquisition of new equipment and technology	Jeff expressed how beneficial the lab is for our currently enrolled students. The lab continues to be an excellent recruiting tool for prospective students taking tours. There was no Perkins Grant funding allotted to Surgical Technology this academic year. No recommendations from the committee were made at this time.
Recruitment and retention of the underrepresented gender in gender-biased programs	Jeff reported that the best recruiting tool continues to come from our past graduate's promotion of the program. At recruiting events, he has enlisted male and female graduates of the program to participate when possible. Jeff represented the Surgical Technology Program at Search My Future and Café con Leche this year. The Sophomore Round-up will be held on November 7 th . The college is anticipating that over 200 area students will participate. VC, partnering with Region 9, will be hosting GenTX in May 2015. This year's event will include Juniors as well as Seniors from 12 counties located in our service area. Dr. Myers suggested involving the local male private scrubs and CST sales representatives to help recruit the male population. LeAnn reported that she promotes the program when attending college fairs and conducting high school tours at the college. No current 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 have been very busy this year. During Surgical Technologists Week in September, they delivered 120 goodie bags to the three clinical sites. A STSA Halloween Party with the West Texas Children's Home will take place on October 29 th . Jeff and the students will dress in costumes to deliver big buckets of candy to 26 children and staff along with decorating donated pumpkins. An STSA Frito Chili Pie and raffle will be held on November 5 th . The students are expecting a good crowd. The students are currently selling salsa, chili fixing's and poinsettias to raise the needed funds to attend the March 2015 Texas State Assembly Workshop and Business Meeting in Ft. Worth, TX. The students will continue raising money to attend the AST National Conference in San Antonio in May 2015.
Adjourn	Meeting adjourned by mutual consent at 5:05 PM

RECORDER SIGNATURE: 	DATE: 11/25/14	NEXT MEETING: Spring 2015
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