

**Advisory Committee Fall 2017 Semi-Annual Meeting Minutes
Surgical Technology Program**

Vernon College-Century City Center Room: 115

CHAIRPERSON: Delayne Crow		VICE-CHAIRPERSON: Shane Smith
MEETING DATE: October 24, 2017	MEETING TIME: 4:00 PM	MEETING PLACE: CCC—Rm 115
RECORDER: Alvita Foster		PREVIOUS MEETING: April 11, 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		Jeff Feix, CST/CSFA, LVN, FAST Program Coordinator/Instructor
Bonnie Beavers, RN OR Manager Kell West Regional Hospital		Shana Drury, Associate Dean of Instructional Services
Amanda Crow, RN Surgical Services Manager United Regional		Holly Scheller, Coordinator of Marketing and Community Relations
Delayne Crow, CST/CSFA, LSA Labor & Delivery—United Regional		
Tami Ferguson, RN Surgery Manager Wilbarger General Hospital		
Alvita Foster, CST/CSFA Surgical Services United Regional		
Dr. David Huang, MD Orthopedic Surgeon		
Kelley Jaramillo Current Student Representative		
Terry Porter, CST Orthopedic Clinic		
Marlee Rater-Scrogum, CST Surgery Kell West Regional Hospital		
Shane Smith, Higginbotham Insurance & Financial Public Member		
Dr. Phillip Stephan, MD Texoma Plastic Surgery		

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility

Welcome & Introductions	Information	Jeff Feix
Purpose of Advisory Committee	Information	Shana Drury
Election of Vice-Chair and Recorder	Action	Delayne Crow
Review of Minutes from the Last Meeting	Information	Members Present
Old/Continuing Business:	Old/Continuing Business	
ARC/STSA Random Continuing Accreditation Onsite Evaluation	Information	Jeff Feix
Program Effectiveness Plan	Information/Discussion/Action	Delayne Crow/Members Present
New Business:		
ARC/STSA Program Outcomes Review	Information/Discussion/Action	Delayne Crow/Members Present
Review program outcomes, assessment methods, and results	Information	Delayne Crow
Review verification course/exam of workplace competencies	Information/Discussion	Delayne Crow
Approval of program outcomes, assessment methods, and results	Action	Members Present
Approval of course/exam of workplace competencies	Action	Members Present
Review program curriculum, courses, and degree plans	Information/Discussion	Delayne Crow
Approval program curriculum, courses, and degree plans	Action	Members Present
Approve program revisions (if applicable)	Action	Members Present
Review SCANS, General Education and Program Outcomes matrices	Information/Discussion	Delayne Crow
Approve SCANS, General Education, and Program Outcomes matrices	Action	Members Present
Program statistics: Graduates, majors, enrollment	Information/Discussion	Delayne Crow
Local Demand	Information/Discussion	Delayne Crow
Evaluation of facilities, equipment, and technology	Information/Discussion/Action	Members Present
Recommendations of selection and acquisition of new equipment and technology	Action	Members Present
Recruitment and retention of the underrepresented gender in gender-biased programs	Information/Discussion	Delayne Crow
Program policy revisions—readmission and background/drug screens	Information/Discussion	Delayne Crow/Jeff Feix
ST Student Association	Information	Jeff Feix
Adjourn	Action	Chair/Members Present

MINUTES

Key Discussion Points	Action, Discussion, or Information
Welcome & Introductions	Jeff Feix welcomed and thanked the advisory members for their willingness

	to serve. They introduced themselves and stated their positions and the agency they represented. Jeff informed the committee they would notice a change in some of the advisory committee processes at this and future meetings. Note: Each committee member was given a packet which included all documents that would be reviewed and discussed.
Purpose of Advisory Committee	Shana Drury explained the purpose and importance of an advisory committee. Their input ensures that the college is maintaining the most current practices and direction in the surgical technology field.
Election of Vice-Chair and Recorder	Delayne asked for volunteers or nominations for the positions of Vice-Chair and Recorder. Alvita Foster volunteered to continue as Recorder and Shane Smith volunteered to be Vice-Chair. Dr. Huang made the motion to elect the volunteers, Terry Porter seconded the motion. Motion passed.
Review of Minutes from the Last Meeting	Delayne asked the committee to review the minutes from the meeting on April 11, 2017 that were approved electronically. The members reviewed the minutes with no comments or questions.
Old/Continuing Business:	Delayne moved to old/continuing business.
ARC/STSA Random Continuing Accreditation Onsite Evaluation	Delayne asked Jeff to update the committee on the timeline provided in the meeting packet. Jeff reported the college will be notified two weeks after the November 17, 2017 CAAHEP Meeting of the results of the evaluation, program response, with continuing accreditation with no recommendations for program delivery. Members had no questions and Jeff will notify the committee when the program receives the letter from CAAHEP.
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 reminded the committee this document was created and then by the program and reviewed/approved at the Fall 2016 meeting prior to the ARC/STSA onsite evaluation. He said the document is a "living document" that contains all the required ARC/STSA resources, program related data review and action plans for all areas listed that must be reviewed and documented annually. Jeff will update the document annually for the committee to review/revise/approve. The onsite evaluators complimented the document for detail and demonstration of compliance with programmatic accreditation standards and guidelines. Jeff said the PEP would need to be approved each fall and some specific areas would also be approved separately for college documentation of review/discussion/action. Shane Smith made the motion to approve the 2017/18 PEP as presented, Dr. Huang seconded the motion. Motion passed.
New Business:	Delayne moved on to new business.
ARC/STSA Program Outcomes Review	Delayne asked Jeff to discuss the outcomes being reviewed. Jeff explained the outcomes are also listed on the PEP. The ARC/STSA outcomes being reviewed were Retention, CST Examination Participation/Pass Rates, and Graduation Placement. Retention Outcome: 2016/2017 Retention Rate 93%. ARC/STSA threshold is 60%. Jeff noted the program has received additional scholarship funding through the Vernon College Foundation which will assist more students as financial issues are common related to retention. Shane inquired how many students received scholarships, Jeff said 8 students received scholarships this year with awards from \$500 to \$1250 based on financial need. CST Examination Participation/Pass Rates Outcome: 2016/17 Participation Rate 100% and Pass Rate 77%. ARC/STSA threshold is 100% Participation and 70% Pass Rate. Jeff noted the students who didn't pass missed passing the exam by 3, 4, and 10 questions. Content area was reviewed and with two areas under 70%. He continues to work with the graduates who did not pass and will continue to provide assistance until they

	<p>are successful. He also noted an updated edition of the textbook is being implemented this year with new resources that will be discussed later in the meeting.</p> <p>Graduate Placement Rate: 2015/16 Graduate Placement Rate 83%. ARC/STSA threshold is 80% placement within one year of graduation. Jeff noted the one graduate not placed elected to remain employed outside the field and could not be counted for placement.</p> <p>Delayne asked the committee if they had any questions about the outcomes presented. There were no questions, Dr. Stephan made the motion to continue the review and assessment process for the ARC/STSA program outcomes outlined in the PEP. Amanda Crow seconded the motion. Motion passed.</p>
Review program outcomes and workplace competencies for the program.	Delayne moved to program outcomes and asked members to review the program outcomes. He asked Jeff to explain the data being reviewed. Jeff said the current program outcomes are mapped to the content area on the CST exam. He also noted the program outcomes are in alignment with CAAHEP Standards and Guidelines. Delayne asked members if they had any questions and there were no questions.
Review verification course/exam of workplace competencies	The members agreed that completion and graduation from the surgical technology program and passing the CST exam demonstrate workplace competencies necessary for entry-level surgical technologists.
Approval of program outcomes and workplace competencies for the program.	Delayne asked for a motion to continue the review and assessment process as outlined in the PEP for program outcomes and workplace competencies. Tami Ferguson made the motion, Marlee Rater-Scrogum seconded the motion. Motion passed.
Approval of assessment methods and results.	Delayne asked for a motion to approve the assessment methods and results as discussed earlier and outlined in the PEP. Tami Ferguson made the motion, Shane Smith seconded the motion. Motion passed.
Approval of course/exam of workplace competencies.	Delayne asked for a motion to approve the course/exam for workplace competencies discussed earlier that completion/graduation from the surgical technology program and passing the CST exam demonstrate workplace competencies for entry-level surgical technologists. Marlee Rater-Scrogum made the motion, Dr. Stephan seconded. Motion passed.
Review program curriculum/courses/degree plans	Delayne asked the members to review the program curriculum, courses, and degree plans. He asked Jeff to explain the documents being reviewed. The tracks for the Certificate of Completion and AAS degree were reviewed first. Jeff went on to explain the curriculum and course information along with having all the documents reviewed by the ARC/STSA onsite evaluators available for the members. Jeff said the current curriculum and courses were in compliance with the 6 th Edition of the Core Curriculum for Education in Surgical Technology. All core curriculum required learner outcomes are mapped to the individual course syllabi. Jeff also provided information about the new edition of the textbook and online resources being implemented this academic year. Delayne asked Shana if college administration had an area that need to be reviewed and she stated no. The members were asked if they had any questions and no questions were asked.
Approval of program curriculum/courses/degree plans	Delayne asked for a motion to approve the program curriculum, courses, and degree plans. Dr. Huang made the motion, Dr. Stephan seconded. Motion passed.
Approve program revisions (if applicable)	Delayne asked Jeff if he was recommending any program revisions and he replied no. Delayne asked Shana if the college was recommending any revisions to the program and she said no. Members present made no recommendations for program revisions.
Review SCANS, General Education,	Delayne asked members to review each matrix and Shana to explain the

and Program Outcomes matrices	matrices. Shana explained the documents demonstrate the curriculum mapping to the course syllabi as required by the federal government, the Texas Higher Education Coordinating Board, and other agencies related to college accreditation. Matrices included both the Certificate of Completion and AAS degree tracks. Members present made no recommendations for revising the matrices.
Approval of SCANS, General Education, and Program Outcomes matrices	Delayne asked for a motion to approve the SCANS, General Education, and Program Outcomes matrices. Amanda Crow made the motion, Dr. Huang seconded. Motion passed.
Program statistics: Graduates, majors, enrollment	Delayne asked Jeff to expound on the graduates, majors and enrollments. The current enrollment is at maximum capacity of 15 students. Jeff reported the 13 graduates in August have all been employed, 11 were placed locally and two out of the state. Becky asked if they were all employed as scrubs and all 13 are employed as surgical technologists. Jeff also reported the most recent data has 45 students listing surgical technology as their major. Jeff explained to the members that students can list surgical technology as a major and be enrolled in pre-requisite and/or general education courses, but not be enrolled in the program. In 2020 when the Certificate track is eliminated the program will transition to requiring students not enrolled in the program to list Pre-Surgical Technology as their major similar to the Associate Degree Nursing (ADN). Terry inquired about the majors listing as Pre-Surgical Technology and Surgical Technology separately. Shana explained that once the AAS degree is the only option for the program and the program maximum capacity is 15, then the college can only list 15 as a major. The Pre-Surgical Technology major would list the students working through the general education and pre-requisite courses. Shane asked Jeff if he thought having the AAS degree as the only option would impact enrollment. Jeff replied he does not think it will impact enrollment as students are being advised of the degree and a majority of recent program applicants have the general education requirements completed.
Local Demand	Delayne asked Shana if this is related to employment of graduates of the program. Shana replied members, especially employers, as part of the annual evaluation process, need to evaluate if a local demand exists for the program to continue and place graduates. Employers that are members were asked specifically if they see a local demand to continue the program. Bonnie reported Kell West Regional Hospital continues to have a higher volume of cases requiring additional CSTs. She went on to say that even though Kell West Regional Hospital hired the majority of the most recent graduating class, there is a continued demand for the program's graduates. Amanda Crow reported United Regional continues to see a higher volume of cases and a demand for the program's graduates. Tami Ferguson reported Wilbarger General Hospital has a current opening for a CST and has a demand for the program's graduates. Dr. Stephan also stated a demand for the program's graduates. Delayne also said a demand exists in Labor & Delivery at United Regional. The remaining members agreed with employers that a local demand will continue to exist for the program's graduates.
Evaluation of facilities, equipment, and technology	Delayne asked Jeff to review the lab inventory list and the PEP action plan for new shelving in the storage area of the lab. Jeff reviewed the inventory list and said the program was up to date on equipment, instruments, and supplies. A couple items noted for replacement in the current academic year are being evaluated for possible trade-in for additional laparoscopic instruments. The items discussed are not in use for lab instruction and the PEP includes a plan of action for recommendations for facilities, equipment, and technology as needed. Jeff continued that the program is purchasing new shelving this month, as listed in the PEP, for the storage area of the lab, which will allow for more supplies to be available for lab instruction.

	<p>Delayne asked members if there were any questions and with no questions from members, he asked for a motion to continue the evaluation of facilities, equipment, and technology as outlined in the PEP with the plan of action listed. Marlee Rater-Scrogum made the motion, Terry Porter seconded. Motion passed.</p>
<p>Recommendations of selection and acquisition of new equipment and technology</p>	<p>Jeff did not recommend any acquisition of new equipment and technology. Delayne asked members if they had any recommendations that were not outlined in the PEP. Members present had no questions.</p>
<p>Recruitment and retention of the underrepresented gender in gender-biased programs</p>	<p>Delayne reminded the members the male gender is the underrepresented gender for the surgical technology program. He asked Shana to explain college recruitment efforts that were listed in the meeting packet. Shana explained the college recruitment and marketing efforts including using male students in the advertising posters, male graduates attending recruitment events, and the program coordinator being male in recruitment. Jeff and the majority of the class participated in shooting a commercial for the marketing department before the meeting today. The video commercial will be used on several marketing platforms the college utilizes for recruitment. Members present agreed with the current recruitment and retention of the underrepresented gender in gender-biased program efforts.</p>
<p>Program policy revisions— readmission and background/drug screens</p>	<p>Jeff asked for members input on the program policy concerning readmission of students. The current policy allows for students to be readmitted one time if they dropped out due to grades or personal reasons. The policy does not specifically address students who have been administratively withdrawn due to behavior/professionalism issues that resulted in demerits. Jeff sees the potential for this to be a problem in the future if this same student reapplies to the program. He continued that typically he has more applicants than 15 requiring a point system to score applicants fairly. A student who has been withdrawn could score high enough to qualify for readmission. In the past students who have not been accepted have contacted the college administration to appeal their placement in the rankings. If that student scored high enough, they would have an avenue of appeal through Student Services with an academic grievance. Jeff wants to add to the readmission policy that any student administratively withdrawn cannot be readmitted. This would be in the updated program handbook that would be evaluated by members at the 2018 spring semi-annual meeting. Bonnie and Amanda both agreed that students who have been withdrawn in the past for unprofessional behavior should not be readmitted. Shane asked if students are made aware of the demerit policy and the consequences of not following program policy. Kelley, the current student representative, said Jeff makes it very clear at orientation about the demerit policy, it is in the program handbook, and he goes over in detail the first day of class and in clinical packets. Members present agreed the program readmission policy should be amended as Jeff outlined.</p> <p>Jeff then asked for input on background checks and drug screens. Currently Wilbarger General Hospital (WBG) is the only clinical site requiring background checks and drug screens. He reported the most recent class had the background checks performed by WGH and drug screens were performed at their lab. WGH covered the costs associated with both. Jeff asked Amanda and Bonnie what their input was on this for their facilities. Bonnie said in the past a few graduates had misdemeanors come up on employment background checks that the graduate forgot to disclose. This causes the graduate to have to wait six weeks to reapply and disclose the offense that will be found on the background check. Amanda agreed background checks should be done before the program start to ensure who is at the clinical site and with employment. Jeff said background checks could be made part of the program admission process with the student paying for</p>

	<p>the check and submitting the documents with the program application. Jeff said he would ensure the background check would be the same as required by WGH and the students would incur the cost. Shana noted that many of the college programs require background checks and drug screens and the student pays the costs involved. Jeff moved on to drug screens and if the members thought the test should be done before admission to program or at orientation. The ADN Program had the students pay \$40 to be drug tested onsite at the college on the day of orientation. They had one student test positive. Members discussed drug testing and Dr. Stephan mentioned that WGH should not incur the costs. Shane asked Jeff if he thought drug testing would impact enrollment if students tested positive. Jeff said it would not impact enrollment as he usually has alternates. This year he had seven alternates. Dr. Stephan said if it would not impact enrollment, then it should be done. Members present agreed to implement drug testing as part of the program admission process and the test to be done on the day of program orientation. Jeff reminded the committee these were not considered substantive changes to the admission policy as defined by ARC/STSA and these were program level policy changes. He thanked the members for their input and guideline to update both policy revisions.</p>
Surgical Technology Student Association	<p>Jeff reported the STSA is active fundraising selling Salsa and will soon be selling poinsettias to fund their educational conferences. STSA members also participated with Habitat this past Saturday and will be hosting a Halloween Party at the local children's home in Wichita Falls this week.</p>
Adjourn	<p>Members present agreed to adjourn at 5:20 PM.</p>

<p>RECORDER SIGNATURE: <i>Alvita Foster</i></p>	<p>DATE: 11-10-17</p>	<p>NEXT MEETING: TBD Spring Semester 2018</p>
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