

**Advisory Committee Fall 2016 Semi-Annual Meeting Minutes
Surgical Technology Program
Vernon College**

CHAIRPERSON: Shane Smith		VICE-CHAIRPERSON: Delayne Crow
MEETING DATE: Tuesday October 25, 2016	MEETING TIME: 4:00 PM	MEETING PLACE: Century City Campus Room 115
RECORDER: Alvita Foster		PREVIOUS MEETING: Thursday April 19, 2016

MEMBERS PRESENT:	MEMBERS ABSENT:	OTHERS PRESENT:
Name, Title, Company	Name, Title, Company	Name, Title, Company
Shane Smith, Higginbotham Insurance & Financial, Community Representative	Amanda Crow, RN, Surgical Services Manager United Regional	Jeff Feix, CST/CSFA, LVN, FAST Program Coordinator
Tammy Ferguson, RN, Surgery Manager, Wilbarger General Hospital		Shana Drury, Associate Dean of Instructional Services
Becky Awtreay, RN		Donna Egoavil, Administrative Assistant / Associate Dean of Instructional Services
Bonnie Beavers, RN OR Manager Kell West Regional Hospital		Melissa Moore, Early College Start Coordinator
Marlee Rater, CST Kell West Regional Hospital		Karen McClure, Allied Health Faculty Assistant
Alvita Foster, CST United Regional		
Terry Porter, CST Orthopedic Clinic		
Delayne Crow, CST/CSFA, LSA United Regional—Labor & Delivery		
Dr. David Huang, MD Orthopedic Surgeon		
Dr. Phillip Stephan, MD Plastic & Reconstructive Surgeon		
Anthony Molina Current Student Representative		

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome and Introductions	Information	Jeff Feix
Purpose of Advisory Committee	Action	Jeff Feix
Election of Officers	Action	Jeff Feix
Review of Minutes from the Last Meeting	Action	Jeff Feix
Old Business:	None	Shane Smith

Agenda Item	Action, Discussion, or Information	Responsibility
Continuing Business:		
Associate in Applied Science Degree	Information	Shane Smith/Jeff Feix
New Business:		
Program Effectiveness Plan (PEP)	Information/Discussion	Shane Smith/Jeff Feix
Program statistics: Graduates, majors, enrollment	Information/Discussion	Shane Smith//Jeff Feix
ARC/STSA Programs Retention Outcomes	Information/Discussion	Shane Smith//Jeff Feix
ARC/STSA CST Examination Program Outcomes	Information/Discussion	Shane Smith//Jeff Feix
ARC/STSA Graduate Placement Outcomes	Information/Discussion	Shane Smith//Jeff Feix
ARC/STSA Graduate/Employer Surveys Outcomes Revision	Information/Discussion/Action	Shane Smith//Jeff Feix
Review goals and objectives	Information/Discussion	Shane Smith//Jeff Feix
Program revisions and curriculum/course review	Information/Discussion/Action	Shane Smith//Jeff Feix
Establishment of Workplace Competencies for the Program	Information/Discussion/Action	Shane Smith//Jeff Feix
Evaluation of facilities, equipment and technology (Including ARC/STSA Program Resources)	Information/Discussion	Shane Smith//Jeff Feix
Advice on selection and acquisition of new equipment and technology	Information/Discussion/Action	Shane Smith//Jeff Feix
Recruitment and retention of the underrepresented gender in gender-bias programs	Information/Discussion	Shane Smith//Jeff Feix
ARC/STSA Random/Continuing On-Site Evaluation	Information	Jeff Feix
Adjourn	Action	Shane Smith

MINUTES

Key Discussion Points	Action/Discussion/Information and Responsibility for Follow-up and Reporting
Welcome and Introductions	Jeff welcomed and thanked the advisory members for their willingness to serve. They introduced themselves and stated their positions and the agency they represented.
Purpose of Advisory Committee	Jeff explained the purpose and importance of the program advisory committee to the college, graduates and to comply with the CAAHEP Standards and Guidelines. The active participation and input ensures the college is maintaining the most current practices and direction in the Surgical Technology field in addition to meeting program accreditation standards.
Election of Officers	Jeff explained the college had revised the advisory committee policy and beginning with this meeting a Chair, Vice-Chair, and Recorder. The Vice-Chair will serve as Chair if the elected Chair is absent and will automatically move up to Chair the next Academic Year. He reported Alvita had agreed to continue as the Recorder. Shane volunteered to serve

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	as Chair and Delayne agreed to serve as Vice-Chair. The committee agreed by acclamation to the election of the officers.
Review of Minutes from the Last Meeting	Shane asked the committee to review the previous minutes. Jeff explained the minutes had been approved by email and were signed. Members were also sent the minutes before this meeting for new members to review past actions. There were no objections to the minutes as previously approved.
Old Business:	None
Continuing Business:	Associate in Applied Science (AAS) Degree
	Shane moved to continuing business. Jeff informed the members the program needed to develop a timeline to eliminate the Certificate Track for Completion and move to the AAS Degree Track as the only completion award by 2021. He asked Shane to delay this discussion until the Spring 2017 PAC meeting due to the long agenda at this meeting and the ARC/STSA On-Site Evaluation on November 4, 2016. Shane moved to new business.
New Business:	
Program Effectiveness Plan (PEP)	<p>Jeff asked the committee to review the Program Effectiveness Plan (PEP). During the preparation for the ARC/STSA On-Site Evaluation he discovered the program was not specifically documenting ARC/STSA required resources assessment plans and outcomes assessment plans. Jeff said the program has evaluated and planned for resources along with assessing outcomes, but it is in the PAC minutes and not as defined for ARC/STSA evaluation. He referred the members to the list of required documentation for the On-Site Evaluation. Jeff created the PEP document from a template on the ARC/STSA website. He said the PEP will serve as a guide for the program to ensure the PAC, ST Program Coordinator, and college administration are consistently assessing specific program accreditation standards being achieved and documented. Jeff sent the PEP to the members last week by email and since then Dr. Gary Don Harkey, Dean of Instructional Services, had a telephone meeting with Jeff to refine the PEP and he pointed out the minor changes that had been made.</p> <p>Jeff recommended the program review the PEP annually at the Fall PAC meeting and all revisions/updates/plans of action would be in red as recommended/required by the ST Program, college administration, CAAHEP, ARC/STSA or other agencies. The PAC will review and take action on items in the PEP as listed in the current document. He pointed out to Shane two ARC/STSA required outcomes assessments have changed and the PAC would be required to vote on that plan of action at this meeting. The committee agreed Jeff would maintain/update the PEP and provide it for review at the annual Fall PAC meeting.</p>
Program statistics: Graduates, majors, enrollment	<p>Jeff reported to the members the current class has 14 students enrolled with 8 females and 6 males. The class is halfway through the first semester and had the first observation clinical last week.</p> <p>Graduates were discussed and the local employers on the committee were surveyed by Jeff. He asked if they had been employing recent/past graduates of the program and will they continue to hire graduates? Bonnie Beavers, Kell West Regional Hospital, Dr. Phillip Stephan, Texoma Plastic Surgery, Tami Ferguson, Wilbarger General Hospital, and Delayne Crow, United Regional Labor & Delivery report they have employed graduates and will continue to employ graduates when they have openings. Alvita reported United Regional Surgery Department has an opening for a CST and they have employed recent/ past graduates.</p>

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ARC/STSA Program Retention Outcomes	<p>The PAC handout contained the program retention history for the past four years. The 2015/16 Class started 8 students and 6 completed for a 2015/16 Program Retention Rate of 75%. The ARC/STSA threshold for minimum Program Retention is 60% and the program has consistently exceeded the ARC/STSA threshold.</p> <p>No action taken: PEP for retention will continue.</p>
ARC/STSA CST Examination Outcomes	<p>Data on the CST exam results from the 2015/16 class was reviewed to include content area scores. All six students sat for the CST examination the week of graduation for a 100% CST Exam Participation Rate. Five students passed for an 83% CST Exam Pass Rate. The ARC/STSA threshold is 100% Participation Rate and minimum of 70% Pass Rate. The program content area demonstrated 68% for Surgical Pharmacology with all other areas above 70%. Jeff reported the graduate who scored the highest score on the CST exam did not master the pharmacology content. The student that did not pass missed a passing score by five questions. He also reported he provided additional resources and assisted the student that did not pass the CST exam prepare to retest. She retested September 23, 2016 and passed the CST exam. The program has met the CST exam participation rate of 100% the past four years and has exceeded the CST pass rate of 70% the past four years.</p> <p>No action taken: PEP for CST exam participation and pass rate will continue.</p>
ARC/STSA Graduate Placement Outcomes	<p>Jeff reminded the committee the graduate placement outcomes had been revised by ARC/STSA for placement within one year of graduation. The PAC had previously reviewed this outcome at the Spring PAC meeting. The 2015/16 class has had five of the six graduates placed locally. The 2014/15 class had 13 of 14 graduates placed within one year for a Graduate Placement Rate of 93%. The ARC/STSA threshold for Graduate Placement is 80% within one year of graduation. The program has exceeded the Graduate Placement Rate for the past four years.</p> <p>No action taken: PEP for Graduate Placement will continue.</p>
ARC/STSA Graduate and Employer Survey Outcomes Revision	<p>Jeff informed the committee of the recent ARC/STSA revision concerning the Employer and Graduate Surveys. Surveys no longer have a timeline mandated by ARC/STSA to be sent and can be sent any time after graduation. The Satisfaction Rate has changed being lowered from 85% to 70%. The Graduate and Employer Survey Forms have been revised. Members were provided copies of the old and new forms. He asked graduates on the committee if four months being employed was adequate time to take the survey and they agreed four months was sufficient. Jeff then asked the employers if six months was adequate to evaluate a graduate and Bonnie said six months was long enough.</p> <p>Jeff explained when graduates move out of the local area the graduate survey is needed first to determine which employer to send that survey. In the past he has been able to remain in contact with graduates and know when and where they become employed.</p> <p>Jeff recommended the PAC approve the program policy revision to send Graduate Surveys four (4) months and Employer Surveys six (6) months after graduation with the new ARC/STSA forms. He explained the timeline would allow for the surveys to be returned and the PAC can continue to assess this outcome at the Spring PAC meeting with the most recent graduating class data. The PEP lists the above recommendation.</p>

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	Becky made the motion to approve the recommendation for the program policy revision for Graduate and Employer Surveys. Dr. Stephan seconded the motion. Motion passed unanimously.
Review goals and objectives	Shane asked the committee to review the Program Goals and Outcomes. Jeff explained the program goals and outcomes remain the same and are reviewed annually at the Fall PAC meeting. The PEP lists no recommendation for revisions. Goals and objectives reviewed with no revisions recommended.
Program revisions and curriculum/course review	<p>Shane moved to program revisions and curriculum/course review. Jeff provided the members the followings data: College catalog, a Syllabus Brief Summary, and an outline of the program delivery. The Program Outcomes, General Education Outcomes, and SCANS Matrices were also provided for the Certificate and AAS tracks.</p> <p>Jeff and Shana explained in addition to ARC/STSA, the Texas Higher Education Coordinating Board (THECB) and other agencies require this annual review and approval. The SCANS Matrix is required by the Department of Labor. The PEP lists the review of the above data at the annual Fall PAC meeting.</p> <p>Dr. Huang made the motion to approve the data including the Matrices. Terry seconded the motion. Motion passed unanimously.</p>
Establishment of Workplace Competencies for the Program	<p>Shana explained that for various agencies like the THECB and the Department of Labor require establishment of workplace competencies to demonstrate the program meets the requirements for employment in the field of instruction. Jeff asked members if passing the CST examination demonstrated competency for employment as entry-level employment. All members agreed the CST exam demonstrates competency for employment as a surgical technologist.</p> <p>Dr. Stephan made the motion passing the CST examination demonstrates workplace competency for the surgical technologist. Delayne seconded the motion. Motion passed unanimously.</p>
Evaluation of facilities, equipment and technology	<p>The members were provided with the inventory list and evaluation of the facilities, equipment and technology. The lab remains in excellent condition and the program has been updating equipment and instrumentation annually. Jeff explained the power drill and saw system with batteries/charger scheduled for replacement in 2020 needs to be replaced sooner. Shane asked Jeff how much would the replacement be and Jeff has not been able to obtain bids. Vernon College evaluates all labs annually in February and Jeff will request Perkins Grant funding for a refurbished power drill/saw system in 2017/18 funding cycle. Shana said Perkins Grant funds could be available this year depending on the cost. Jeff will seek bids for a refurbished system after the ARC/STSA On-Site Evaluation.</p> <p>Jeff reported to the members he submitted a grant application to Karl Storz Endoscopy for general and gynecological laparoscopic instruments in September. The laparoscopic tower has been updated and a new torso simulator purchased with re-allocated Perkins Grant funding the past two years. The approval process can take up to 60 days and he requested complete sets to match instruments used locally.</p>
Advice on selection and acquisition of new equipment and technology	Members advised Jeff on the power drill/saw systems in use locally during the evaluation of equipment. Discussion about trading in surplus or outdated equipment was held. Almost all of the lab equipment has been

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	<p>purchased with Perkins Grant funds and trading in this equipment may or may not be possible. Alvita made the motion for Jeff to proceed with replacing the power drill/saw system. Terry seconded the motion. Motion passed unanimously.</p>
<p>Recruitment and retention of the underrepresented gender in gender-bias programs</p>	<p>Jeff reported the male student is the underrepresented gender in the field of surgical technology. Perkins Grant funding requires the program to make efforts to achieve 25% representation of this gender. Last year with an all-female class and this year current enrollment with 6 male students the program has a representation of 43%. He went on to explain marketing and recruiting have remained the same. The program has updated the website with the five ARC/STSA outcomes as a recruitment tool. Jeff continues to advise and meet with all students interested in the program. Melissa reports 222 high school sophomores will at CCC for Sophomore Roundup on Friday, November 4, 2016. While this is the same day as the ARC/STSA On-Site Evaluation the program will still be able to participate and have male students participate with the high school students.</p>
<p>ARC/STSA Random/Continuing On-Site Evaluation</p>	<p>On-Site Evaluation Schedule and the list of documents requested were provided to the PAC. Jeff reminded members that they would be receiving a call from the ARC/STSA On-Site Team on November 4, 2016 between 1:00 and 3:00 PM. The individuals contacted by the team were explained and Jeff thanked the PAC for being available to speak with the team on November 4th. He also asked the members to check their email to review and approve the minutes from this meeting so Alvita can sign the document prior to the On-Site Evaluation.</p>
<p>Adjourn</p>	<p>Unanimous adjournment at 5:07 PM from the committee.</p>
<p>DATE: 10-31-16</p>	<p>RECORDER SIGNATURE: <i>Alvita Foster</i></p>