

Advisory Committee Fall 2015 Semi-Annual Meeting Minutes  
Surgical Technology Program  
Vernon College

CHAIRPERSON: Becky Awtrey		
MEETING DATE: Thursday November 5, 2015	MEETING TIME: 4:00 PM	MEETING PLACE: Century City Campus Room 115
RECORDER: Alvita Foster		PREVIOUS MEETING: Thursday April 16, 2015

MEMBERS PRESENT: Name, Title, Company	MEMBERS ABSENT: Name, Title, Company	OTHERS PRESENT: Name, Title, Company
Shane Smith, Higginbotham Insurance & Financial, Community Representative	Amanda Crow, Surgical Services Manager United Regional	Jeff Feix, CST, CSFA, LVN, FAST Program Coordinator
Tammy Ferguson, RN, Surgery Manager, Wilbarger General Hospital	Bonnie Beavers, RN OR Manager Kell West Regional Hospital	Dr. Gary Don Harkey, Dean of Instructional Services
Becky Awtrey, RN United Regional (Retired)	Dr. David Huang, MD Orthopedic Surgeon	Donna Egoavil, Administrative Assistant / Associate Dean of Instructional Services
Debra Stunson, RN, Education Coordinator United Regional Sitting in for Amanda Crow	Dr. Jerry Myers, MD, CEO Kell West Regional Hospital	LeAnn Scharbrough, Advancement Specialist- Recruiting
Alvita Foster, CST United Regional	Rhonda Pate, CST Kell West Regional Hospital	Melissa Moore, Early College Start Coordinator
Terry Porter, CST Orthopedic Clinic		Kasey Humphries, Coordinator Allied Health, Continuing Education
Madison Lewis, ST Student Representative		Karen McClure, Allied Health Faculty Assistant

**AGENDA**

Agenda Item	Action, Discussion, or Information	Responsibility
<b>Welcome and Introductions</b>	Information	Jeff Feix
<b>Purpose of Advisory Committee</b>	Action	Dr. Gary Don Harkey
<b>Election of Officers</b>	Action	Jeff Feix
<b>Review of Minutes from the Last Meeting</b>	Action	Jeff Feix
<b>Old Business:</b>	None	Becky Awtrey
<b>Continuing Business:</b>	Information/Discussion	Becky Awtrey
<b>Associate in Applied Science Degree</b>		
<b>New Business:</b>		Becky Awtrey
<b>Program statistics: Graduates, majors, enrollment</b>	Information/Discussion	Becky Awtrey/Jeff Feix

Agenda Item	Action, Discussion, or Information	Responsibility
Programs Retention Outcomes	Information	Jeff Feix
CST Examination Outcomes	Information/Discussion	Becky Awtrey
Review goals and objectives	Information/Discussion	Becky Awtrey/Jeff Feix
Program revisions and curriculum/course review	Information/Discussion/Action	Becky Awtrey/Jeff Feix
Evaluation of facilities, equipment and technology	Information	Becky Awtrey/Jeff Feix
Advice on selection and acquisition of new equipment and technology	Information	Jeff Feix
Recruitment and retention of the underrepresented gender in gender-bias programs	Information	Jeff Feix
Other	Information	Jeff Feix
Adjourn	Action	

#### 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	Dr. Gary Don Harkey explained purpose and importance of an advisory committee. Their input ensures the college is maintaining the most current practices and direction in the Surgical Technology field.
Election of Officers	Terry nominated Becky for chair and Alvita for recorder. The committee agreed unanimously.
Review of Minutes from the Last Meeting	Becky ask the committee to review the previous minutes. There were no objections to the minutes as previously approved.
Old Business:	None
Continuing Business:	Associate in Applied Science Degree
	Becky moved to continuing business. Jeff updated the committee on the Associate in Applied Science Degree. The degree is listed in the current college catalog and ARC/STSA has been advised of the degree addition. Jeff also reminded the committee the admissions policy would need to be revised in the future as the Certificate of Completion Award will be eliminated and the AAS Degree being the only award for completion.
New Business:	
Program statistics: Graduates, majors, enrollment	Becky moved to program statistics. 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 2014-2015 class had 14 of 15 complete with a 93% retention rate. Retention has been above 70% for the past 8 years. There are currently 8 students in the program – 8 females. Application numbers were lower this year; there were only 2 male applicants. The committee discussed the current rise in production in our local area, could be affecting the number of male applicants as well as a continued nationwide decline in community college enrollment. No recommendations were made at this time.
Programs Retention Outcomes	Jeff provided a handout from the Accreditation Review Council entailing Outcome Change-Retention Rate and Schedule of Fees Change. For

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	students entering the program on or after August 1, 2015 the threshold retention rate will be 60%. The remaining outcome thresholds have not changed. In the past, ARC/STSA employer surveys have been sent out 9 months <i>after graduation</i> . Now they will be administered no sooner than 9 months <i>after employment</i> . Jeff and Karen will have to work closer with the employers to scrutinize dates of employment. Jeff will be attending a surgical technology instructor's meeting in Houston in February 2016. He plans to discuss with ARC/STSA staff how programs track employment dates. No recommendations were made for changing retention efforts.
CST Examination Outcomes	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 2015 class had a 100% pass rate with 100% participation, 14 students tested and all 14 passed. This marks the third year in a row with 100% of students passing. Vernon College Surgical Technology Program was recognized as a Merit Program by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) for the 2015, 92% pass rate. A previous graduate sat and failed the exam, therefore affected the 100% pass rate earned by the current class. The members made no recommendations for change.
Review goals and objectives	Becky asked the committee to review the Program Goals and Outcomes. Jeff reminded the committee these outcomes were updated at the Fall 2015 meeting. Members had a discussion and the committee made no recommendation to change program outcomes at this time.
Program revisions and curriculum/course review	Becky asked the committee to review the updated Program Outcomes, General Education Outcomes and Scans Matrices. Members reviewed the documents presented and agreed the competencies and outcomes should stay the same for the program. Dr. Harkey discussed with members a course VC is adding to the VC course inventory. ITSC 1301 and COSC 1301 are basically the same course. ITSC is taught in the high schools as an advanced tech credit. The high school is required to have a credentialed faculty to teach the class so it can articulate to college credit. With COSC 1301 being a pre-requisite for Surgical Technology it would be beneficial to students coming in with the ITSC 1301 credit. The members agreed we should amend the curriculum to state either COSC 1301 or ITSC 1301 for the pre-requisite in the 2016-2017 catalog. Tami made the motion to add ITSC 1301 to the VC catalog for the 2016-2017 academic year. Terry seconded, Becky called for a vote and it was unanimous for approval.
Evaluation of facilities, equipment and technology	Jeff discussed the condition of the facilities and equipment are in good condition. Jeff and the maintenance department will be picking up a surgical table, an anesthesia machine and IV poles on November 19 <sup>th</sup> . The equipment is being donated by Dr. Mark Suggs. The committee stated they would keep VC in mind if they have any equipment or supplies they could donate to the program.
Advice on selection and acquisition of new equipment and technology	Jeff described how the lab continues to be an excellent recruiting tool for prospective students taking tours. He expressed to the committee what a great addition a laparoscopic simulator would be for the students. He stated with the number of laparoscopic surgeries being done in the field today the students would benefit immensely. Jeff has been searching for a used simulator and will keep the committee informed of what he locates. The committee agreed with Jeff's suggestion. He has been experiencing issues with his Surface Pro. Dr. Harkey has placed Jeff in his spot on the replenishment list to be updated. There was no Perkins Grant funding

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	allotted to Surgical Technology this academic year. No recommendations from the committee were made at this time for acquisition of new equipment or technology.
Recruitment and retention of the underrepresented gender in gender-bias programs	Jeff reported that the best recruiting tool continues to come from our past graduates promotion of the program. LeAnn reported that the Search My Future event was cancelled this year; however, a new subcommittee chaired by Amanda Raines is in the process of developing a new event to take its place in June. Melissa reported VC will host the Sophomore Round-up tomorrow November 6 <sup>th</sup> . VC is anticipating over 270 area students for the Century City Campus and 170 have preregistered for the Skills Training Center. VC will be participating in GenTX again in May 2016 which will target high school juniors and seniors. 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. A STSA Halloween Party with the West Texas Children's Home took place on October 29 <sup>th</sup> . Jeff and the students dressed in costumes to deliver big buckets of candy to 18 children and staff along with decorating donated pumpkins. A STSA Frito Chili Pie and raffle will be held on December 2 <sup>nd</sup> the students are anticipating a good crowd. The students are currently selling salsa, chili fixing's and poinsettias to attend the March 2016 Texas State Assembly Business Meeting in Ft. Worth, TX. The students will continue raising money to attend the AST National Conference in San Diego in May 2016.
Adjourn	Unanimous adjournment at 4:57 PM from the committee.
DATE: 12-16-15	RECORDER SIGNATURE: <i>Alvita Foster</i>