

Advisory Committee Meeting Minutes
Vocational Nursing Program
Wichita Falls, Texas
Fall Annual Meeting 11/21/13

CHAIRPERSON: Kitty Howard		
MEETING DATE: November 21, 2013	MEETING TIME: 12 NOON	MEETING PLACE: CCC
RECORDER: Tom Fitzwater PTA		PREVIOUS MEETING:

MEMBERS PRESENT:

OTHERS PRESENT:

Name and Title		Name and Title		Name and Title	
	Walt Cordova LVN University Park Manor				Lynn Kalski, RN, Director LVN Program, Vernon College
	Brent Braswell RN Grace Care Center				Shana Munson Associate Dean of Career and Technical Education , Vernon College
	Tom Fitzwater PTA Health South Rehabilitation Hospital				
	Kitty Howard Deputy Director Workforce Resource of North Texas				
	Jan Oakley RN House of Hope Director of Nursing				

Members Absent: Chad Brownlow, John Vunk , Brenda Evans, Kim Gilbert

Agenda Item	Action, Discussion, or Information	Responsibility
Old Business:	None	
Continuing Business:	C.E. information	Shana Munson
New Business:	None	
Program statistics: Graduates, majors, enrollment	Information	LK and committee
Workplace competencies	Discussion	LK and committee
Evaluation of facilities, equipment, and technology	Discussion	LK and committee
Advice on selection and acquisition of new equipment and technology	None	LK and committee
External learning experiences, employment, and placement	Discussion	Mr. Kalski and those in attendance

opportunities		
Promotion and publicity about the program to the community and to business and industry	information	Mr. Kalski
Professional development of faculty	Information-discussion	LK and committee
Needs of students from special populations	Information-discussion	LK and committee
Curriculum Decisions:	Discussion	LK and committee
Review goals and objectives	Discussion	LK and committee
Program revisions, curriculum/course review	Discussion	LK and committee
Other:	Continuing Education and events	Shana Munson

MINUTES

Key Discussion Points	Discussion
Old Business:	None
Continuing Business:	None
New Business:	<p>Purpose of the advisory committee and meeting presented by Shana Munson</p> <p>Ms. Kitty Howard was elected as committee chair and Tom Fitzwater was elected Recorder by unanimous vote.</p> <p>Minutes from the last meeting were reviewed with not revisions resulting.</p>
Program statistics: Graduates, majors, enrollment	<p>Current student numbers were reported as :</p> <p>Enrollment = 144 with the individual campus locations possessing the following numbers :</p> <p>Vernon = 30 Seymour = 14</p> <p>CCC = 100</p> <p>Graduates for December 2012 = 41</p> <p><i>During the time period from 9/2012 to 8/2013</i></p> <p>The following numbers were reported:</p> <p>Enrolled = 137 Grads = 101 (F= 94 M = 7)</p> <p>Total attendance = 167</p>
Workplace competencies	<p>Printed information regarding Differentiated Essential Competencies (DEC's), SCANS and program outcomes was distributed to the committee.</p> <p>Questions regarding the specific needs of employers were put forth by L. Kalski and the committee responded with input on the following topics.</p> <p><u>EKG</u></p> <p>Proposal to teach EKG administration and limited EKG interpretation was discussed and the committee members verified that this service was contracted to outside agencies. The consensus was that this was not a necessary skill for LVN'S and the equipment for training was too expensive.</p> <p><u>Phlebotomy</u></p> <p>Training in blood drawing was considered. The group again reported that this was outsourced to lab collection services and not considered a necessary skill for LVN'S.</p> <p><u>Computerized charting</u></p> <p>Jan Oakley stated that House of Hope would provide a computer and it would be preferable to teach the students as they came through the facility. Brent Braswell added that computerized charting varied from one facility to another and no single training software could match all of the variations the students would encounter. Discussion followed regarding the generalized computer skills that most students possess.</p>

	<p><u>Lab value interpretation</u></p> <p>Brent Braswell commented that the workplace requires LVNs that can accurately interpret and recognize significant lab values. The group concurred that more training should be emphasized regarding lab value interpretation. The consensus was that an LVN should be capable of recognizing critical and border-line criticality in lab values.</p>
Evaluation of facilities, equipment, and technology	<p>The acquisition of IV infusion pumps (Vernon & CCC) was reported. 3 hospital/LTC beds were added to the nursing lab at the Vernon campus.</p> <p>Medication carts were donated by Grace Care Center and were refurbished for use in medication administration training. The addition of new clinical/lab training for medication administration has enhanced the students' preparation for job related duties.</p>
Advice on selection and acquisition of new equipment and technology	<p>The committee had no recommendations related acquisition of equipment.</p>
External learning experiences, employment, and placement opportunities	<p>The emphasis on Geriatrics and medication administration has directed the external learning experiences over the past academic year.</p> <p>Seeking specific procedures in the area of injections.</p> <p>Immunizations (injections) with Wichita Falls-Wichita County Public Health have been arranged on a preceptorship basis for VN students.</p>
Promotion and publicity about the program to the community and to business and industry	<p><i>Guys' Night Out</i></p> <p>Seeking to generate more interest in healthcare employment in both the adult and high school population</p> <p><i>Sophomore Roundup</i> brought approximately 200 high school students to look at training opportunities including VN.</p> <p>Committee was invited to Pinning at <i>Region 9</i> this December .</p> <p><i>Facebook</i> was implemented to recruit for the August <i>Seymour class</i>.</p>
Professional development of faculty	<p>TAVNE convention was attended by 80% of faculty.</p> <p>Kim Perkins is seeking her BSN.</p> <p><i>"Tour of Texas"</i> from the <i>BON</i> be in Wichita Falls 11-22-13.</p>
Needs of students from special populations	<p><i>Tutoring</i> : Seymour / Wichita Falls Collaborate offers possibilities for online tutoring.</p> <p>PASS center : Vernon/ CCC along with a tutor for the graduating students.</p>

Curriculum Decisions:	Use of personal communication devices is being pursued with the ultimate goal of using these devices as a learning tool. Perkins funding has required alterations to the hours in our program.
Review goals and objectives	Support the NCLEX pass rate and graduate valuable candidates for employment
Program revisions, curriculum/course review	Individualized review of ATI for graduating students. Collaborate (a “blackboard” component) is being examined as a teaching /tutoring tool. Emphasis on medication administration in the LTC
Other : High school training affiliations	Sherrie Denham reported on the process of preparing high school students for transition to Vernon College in health care fields. She reported that 8 area high schools are affiliated with Vernon College and the relationship has been mutually beneficial . She also informed the committee that Vernon College was a regional testing site for CNA.

RECORDER SIGNATURE: <i>Thomas A. Fitzwater</i>	DATE: 12-5-13	NEXT MEETING: Spring 2014
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