

Advisory Committee Fall 2018 Semi-Annual Meeting Minutes
Surgical Technology Program
Vernon College-Century City Center Room: 115

CHAIRPERSON: Shane Smith		VICE-CHAIRPERSON: Amanda Crow
MEETING DATE: November 6, 2018	MEETING TIME: 4:00 PM	MEETING PLACE: CCC—Rm 115
RECORDER: Alvita Foster		PREVIOUS MEETING: March 27, 2018

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	Delayne Crow, CST/CSFA, LSA Labor & Delivery—United Regional	Jeff Feix, CST/CSFA, LVN, FAST Program Coordinator/Instructor
Bonnie Beavers, RN OR Manager Kell West Regional Hospital	Marlee Rater-Scrogum, CST Surgery Kell West Regional Hospital	Dr. Elizabeth Crandall, Vice- President of Instructional Services
Amanda Crow, RN Surgical Services Manager United Regional	Dr. Phillip Stephan, MD Texoma Plastic Surgery	Shana Drury, Associate Dean of Instructional Services
Alvita Foster, CST/CSFA Surgical Services United Regional		Mollie Williams, Administrative Assistant Instructional Services
Dr. David Huang, MD Orthopedic Surgeon		Holly Scheller, Coordinator of Marketing and Community Relations
Karly Patty Current Student Representative		Karen McClure, Allied Health Faculty Assistant
Terry Porter, CST Orthopedic Clinic		
Shane Smith, Higginbotham Insurance & Financial Public Member		

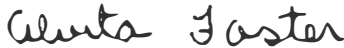
MINUTES

Key Discussion Points	Action, Discussion, or Information
Welcome & Introductions	Dr. Elizabeth Crandall, Vice-President of Instructional Services introduced herself to the committee members and thanked them for serving on the PAC. 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. 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	Shane asked for volunteers or nominations for the positions of Vice-Chair and Recorder. Alvita Foster volunteered to continue as Recorder and Amanda Crow volunteered to be Vice-Chair. Members present agreed by acclimation to the election of Vice-Chair and Recorder.
Old/Continuing Business:	
Program Effectiveness Plan (PEP)	Shane moved to the PEP for the 2018/19 academic year. He asked Jeff to update the committee on the document. Jeff reminded the committee this document was created 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 as necessary. The only change from last year was the program has been provided a work study employee through Financial Aid to convert the program’s student files into electronic form. There were no recommendations from the committee for revisions and the PEP will be updated for the Spring PAC meeting with program outcomes reviewed at that meeting.
New Business:	
ARC/STSA Program Outcomes Review	Shane 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: 2017/2018 Retention Rate 93%. ARC/STSA threshold is 60%. Jeff noted the program retention processes have not changed and this was the second year with a 93% rate. CST Examination Participation/Pass Rates Outcome: 2017/18 Participation Rate 100% and Pass Rate 93%. ARC/STSA threshold is 100% Participation and 70% Pass Rate. Jeff noted the one student who didn’t pass will be retesting at the end of this month. He has been providing additional study material and provided practice exams to assist the student in preparation for the second attempt. The CST exam eight Content Areas were reviewed with all areas above 70%. Jeff noted most content areas improved and the program continues to prepare students for the CST exam with two practice exams and weekly reviews the semester the exam is taken. Graduate Placement Rate: 2016/17 Graduate Placement Rate 100%. ARC/STSA threshold is 80% placement within one year of graduation. Jeff noted all graduates in the year being reviewed were placed with 30 days of graduation. Shane asked the committee if they had any questions about the outcomes presented. There were no questions, Bonnie Beavers made the motion to continue the review and assessment process for the ARC/STSA program outcomes as presented. Becky Awtrey seconded the motion. Motion passed.
Review program outcomes and workplace competencies for the program.	Shane 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. Shane asked members if they had any questions and there were no questions. Dr. Huang made the motion to approve the program outcomes as presented. Amanda Crow seconded the motion. Motion passed.
Approval of assessment methods and results.	Shane asked Jeff to explain the assessment methods and results. Jeff stated the program uses reading and writing assignments, testing with a cumulative final exam for each course. He also reminded the committee of the CST exam preparation he explained earlier. The use of smartphone apps have also

	<p>been included this year for review of content being tested. Shane asked the committee if they had any questions, there were none. Dr. Huang made the motion to approve the assessment methods and results as presented. Bonnie Beavers seconded the motion. Motion passed.</p>
Approval of workplace competency-CST examination	<p>Shane asked Jeff to tell the committee about the workplace competency and how the students performed. Jeff noted the table included in the documentation that is new this meeting. The table illustrates the content area score on the CST exam for each student. He stated that in addition to reviewing this data in the ARC/STSA program outcomes section of the agenda, the college requires the PAC to review the content area in more detail. The table listed use of the results for improvement in student scores and Jeff noted anatomy and physiology continue to be a weak area not only for the VC program, but also nationally. Shane asked members present if there were any questions, there were none. Dr. Huang made the motion to approve the workplace competency as presented. Bonnie Beavers seconded the motion. Motion passed.</p>
Review program curriculum/courses/degree plans	<p>Shane 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. Jeff said the current curriculum and courses were in compliance with the 6th Edition of the Core Curriculum for Education in Surgical Technology. All core curriculum required learner outcomes are mapped to the individual course syllabi. Each course in the program had a brief explanation of the course syllabi. The members were asked if they had any questions and no questions were asked and no revisions suggested.</p>
Review SCANS, General Education, Program Outcomes, and Institutional matrices	<p>Shane asked Jeff to explain the matrices. He explained the college has to work under three umbrellas. Local or Vernon College rules and regulations, State or Texas Higher Education Coordinating Board rules and regulations, and Federal rules and regulations. He explains the SCANS, General Education, Program Outcomes, and the new Institutional Outcomes matrices and noted how they map to the courses. Shane asked members present if they had any questions and none were asked.</p>
Approval of SCANS, General Education, and Program Outcomes matrices	<p>Shane asked for a motion to approve the SCANS, General Education, Program Outcomes, and Institutional Outcomes matrices as presented. Dr. Huang made the motion to approve all four matrices as presented. Becky Awtrey seconded. Motion passed.</p>
Program statistics: Graduates, majors, enrollment	<p>Shane asked Jeff to expound on the graduates, majors and enrollments. The current enrollment is at maximum capacity of 15 students. Jeff explained the program had 28 qualified applicants for the current class. He reported the 14 graduates in August have all been employed with the exception of the one student who didn't pass the CST exam. There were no questions from the members.</p>
Local Demand	<p>Shane asked the members present if the program still viable and is there a need to continue the program? Members present discussed the need for the program with United Regional and Kell West Regional Hospital both having employment opportunities for graduates. All the graduates from the last class were placed in the local area and Kell West has a CST opening with United Regional having an opening for a CST/CSFA. Members present agreed there is a strong local demand for the program.</p>
Evaluation of facilities, equipment, and technology. Recommendation for acquisition of new equipment and technology	<p>Shane asked Jeff to review the lab inventory list. Jeff reviewed the inventory list and said the program was up to date on equipment, instruments, and supplies. At the current time the program is a few years away from having to replace or update lab equipment and Jeff said the program was in good shape on lab equipment and technology. The members present made no recommendations for acquisition of new equipment and technology.</p>

Recruitment and retention of the underrepresented gender in gender-biased programs	Shane asked Jeff to update the committee on the program's efforts for recruitment and retention of the underrepresented gender. Jeff referred to the list in the meeting documentation detailing the various college efforts to recruit male students for the ST Program. He also asked Holly Scheller to inform the committee of the program spotlight video that will be filmed tomorrow at Century City. Holly explained the program spotlight video would feature male students and Jeff being interviewed. Funding is provided by Perkins Grant funding. The video will be published online through Facebook, program website, and college website.
Surgical Technology Student Association	Jeff reported the STSA is active fundraising selling Salsa and poinsettias to fund their educational conferences. Members also sponsored a Halloween Party with the West Texas Children's Aid Society and volunteered at the Habitat Resale Store. Karly Patty explained how the STSA activities allow for more interaction with faculty outside of the classroom environment.
Adjourn	Members present agreed to adjourn at 4:59 PM.

RECORDER SIGNATURE: 	DATE: 12-4-18	NEXT MEETING: TBD Spring Semester 2019
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