

Advisory Committee Fall 2015 Annual Meeting Minutes
 Vocational Nursing, Room CCC Boardroom
 Vernon College-Century City

CHAIRPERSON: Tom Fitzwater		
MEETING DATE: 11-17-15	MEETING TIME: 12:00 PM	MEETING PLACE: CCC Boardroom
RECORDER: Connie Skidmore		PREVIOUS MEETING: Fall 2014

MEMBERS PRESENT: MEMBER'S ABSENT: OTHERS PRESENT:

Name, Title, Company	Name, Title, Company	Name, Title, Company
Tom Fitzwater, Physical therapy assistant, community representative	Walt Cardova, LVN	Shana Drury, Associate Dean of Instructional Services, Vernon College
Kitty Howard, Deputy Director, Texas Workforce Commission	Ashley Houska, RN, DON, Electra Memorial Hospital	Sherrie Denham, Vocational Nursing Director, Vernon College
Peggy Kaufmann, LVN, North Texas State Hospital	Dianne Stewart, RN, DON, Kell West Hospital	Pam Rotz, Vocational Nursing Assistant Director, Vernon College
Carol Lively, RN, Wilbarger Hospital	Shelly Crabtree, RN, DON, Hospice of Wichita Falls	Melissa Moore, Early College Start Coordinator, Vernon College
Connie Skidmore, RN, DON, Texhoma Christian Care Center		

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Sherrie Denham
Purpose of Advisory Committee	Information	Shana Drury
Election of Chair and Recorder	Action	Sherrie Denham
Approval of Minutes from the Last Meeting	Action	Tom Fitzwater
Old Business: (if any, otherwise type None)	None	Tom Fitzwater
Continuing Business: (List if any, otherwise type None)	Continuing Business or None	Tom Fitzwater
New Business:		Tom Fitzwater
Review program outcomes, assessment methods, and results	Information	Tom Fitzwater
Approve program outcomes and	Action	Tom Fitzwater Members Present


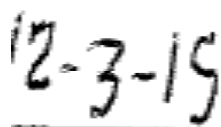
assessment methods		
Review program curriculum/courses/degree plans	Information/Discussion	Tom Fitzwater
Approve program revisions (if applicable)	Action	Members present
Review SCANS and Gen Ed outcomes matrices	Information/Discussion	Tom Fitzwater
Approve SCANS and Gen Ed outcomes matrices	Action	Members Present
Review verification course/exam of workplace competencies	Information/Discussion	Tom Fitzwater
Approval of course/exam of workplace competencies	Action	Members Present
Review student handbook	Information/Discussion	Tom Fitzwater
Approve changes (if applicable)	Action	Members Present
Program statistics: Graduates, majors, enrollment	Information/Discussion	Tom Fitzwater
Evaluation of facilities, equipment, and technology	Action	Members Present
Recommendations of selection and acquisition of new equipment and technology	Information/Discussion/Action	Members Present
External Learning experiences, employment and placement opportunities	Information	Tom Fitzwater
Professional development of faculty and recommendations (if applicable)	Information/Discussion/Action (if applicable)	Tom Fitzwater Members Present
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Discussion/ Information	Tom Fitzwater
Serving students from special needs	Information	Tom Fitzwater
Adjourn	Action	Tom Fitzwater /Members Present

MINUTES

Key Discussion Points	Action, Discussion, or Information
Welcome & Introductions	Sherrie 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	Shana Drury explained the purpose and benefits of advisory committees.
Election of Chair and Recorder	Tom Fitzwater was elected to serve as committee chair and Connie Skidmore was elected to serve as recorder.
Approval of Minutes from the Last Meeting	Sherrie explained that the fall 2014 meeting could not take place due to a lack of quorum. There were no minutes to approve.

Old Business: (if any, otherwise type None)	None
Continuing Business: (List if any, otherwise type None)	None
New Business:	
Review program outcomes, assessment methods, and results	<p>Sherrie explained that program outcomes are to assist in determining health status and health needs of clients, formulation of goals and plan of care, collaborate care with healthcare team, patient and family members, assist in the evaluation of patient response to interventions, provide basic care to multiple individuals, communicate patient data and implement teaching plans for patients and their families.</p> <p>She expressed how student success was determined by using quizzes, tests, return demonstration and competency in the clinical settings.</p>
Approve program outcomes and assessment methods	Program outcomes were approved by unanimous vote.
Review program curriculum/courses/degree plans	Syllabi were handed to the committee members and were reviewed. No recommendations were made.
Approve program revisions (if applicable)	Program curriculum/courses/degree plans were approved as written.
Review SCANS and Gen Ed outcomes matrices	Scans to be sent out electronically for review and vote.
Approve SCANS and Gen Ed outcomes matrices	SCANS were approved electronically.
Review verification course/exam of workplace competencies	The committee reviewed course/exam of workplace competencies.
Approval of course/exam of workplace competencies	Course/exam of workplace competencies approved as written.
Review student handbook	Updated copies of the Fall 2015 Vocational Nursing Student handbook distributed and reviewed.
Approve changes (if applicable)	Members voted and approved the additions to handbook.
Program statistics: Graduates, majors, enrollment	LVN presently has 136 students. We have a class starting in January with 80 applicants.
Evaluation of facilities, equipment, and technology	LVN lab is in good shape, but in need of Simpads.
Recommendations of selection and acquisition of new equipment and technology	Sherrie Denham and her staff recommended that Simspads be purchased for the program. This is a simulation system that allows the instructors to provide scenarios in real-time utilizing the mannequins. Dependent upon student choices the resident (mannequin) will improve or deteriorate. Utilization of simulation may be used in lieu of clinical site training per Board of Nursing. Due to the competitive nature of clinical site usage by LVN's, RN's and CNA's from all area colleges this gives the Vocational Nursing students another tool for success.
External Learning experiences, employment and placement opportunities	All previous LVN class are currently employed. LVN students continue clinical rotations at Texhoma Christian Care Center, Wilbarger General Hospital, United Regional Healthcare System, Promise Hospital of Wichita Falls, Seymour Hospital, Seymour Home Health, Wichita Falls Health Department, Clinics of North Texas, Wichita Home Health, House of Hope,

	Midwestern Healthcare LTC, Hospice of Wichita Falls, Wichita Falls Endoscopy Center, HealthSouth, Red River Hospital and Electra Hospital. Texhoma Christian Care Center, Advanced Care and Rehab, Hospice of Wichita Falls, and Henrietta Care Center have all shown interest in students who have or will complete the programs.
Professional development of faculty and recommendations (if applicable)	Both Sherrie and her staff attended TAVNE in October and a mock trial in November. In the spring Sherrie and her staff plan to attend a simulation mannequin usage seminar in Belton, Texas.
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	The LVN program continues to market and promote through the Vernon College webpage, local fairs, KFDX in the morning interviews, visiting area high schools and other community events. A flier is in development and will be ready by January. We continue to recruit through Vernon's Sophomore Roundup, and GentTX.
Serving students from special needs	Sherrie explained that Vernon College offered reasonable accommodations in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Sherrie refers students to the Special Services Director, Deana Lehman, to arrange necessary services and supplies. Being a predominantly female field, males are considered a special population. We utilize posters, videos, visitation with area high schools to alert males to the opportunities afforded by a career in nursing.
Adjourn	Kitty Howard motioned to adjourn. Peggy Kaufmann seconded the motion. The meeting was adjourned.

RECORDER SIGNATURE: 	DATE: 	NEXT MEETING:
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