

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

<b>CHAIRPERSON:</b> Becky Awtrey		
<b>MEETING DATE:</b> Tuesday April 19, 2016	<b>MEETING TIME:</b> 4:00 PM	<b>MEETING PLACE:</b> Century City Campus Room 115
<b>RECORDER:</b> Alvita Foster		<b>PREVIOUS MEETING:</b> Thursday November 5, 2015

<b>MEMBERS PRESENT:</b>	<b>MEMBERS ABSENT:</b>	<b>OTHERS PRESENT:</b>
<b>Name, Title, Company</b>	<b>Name, Title, Company</b>	<b>Name, Title, Company</b>
Shane Smith, Higginbotham Insurance & Financial, Community Representative	Dr. David Huang, MD Orthopedic Surgeon	Jeff Feix, CST, CSFA, LVN, FAST Program Coordinator
Tami Ferguson, RN, Surgery Manager, Wilbarger General Hospital	Dr. Jerry Myers, MD, CEO Kell West Regional Hospital	Shana Drury, Associate Dean of Instructional Services
Becky Awtrey, RN United Regional		LeAnn Scharbrough, Advancement Specialist- Recruiting
Bonnie Beavers, RN OR Manager Kell West Regional Hospital		Melissa Moore, Early College Start Coordinator
Alvita Foster, CST United Regional		Karen McClure, Allied Health Faculty Assistant
Terry Porter, CST Orthopedic Clinic		
Amanda Crow, Surgical Services Manager United Regional		
Rhonda Pate, CST Animal Services, Animal Care Coordinator		
Delayne Crow, CST, CSFA, LSA United Regional L&D ST Coordinator		
Madison Lewis, ST Student Representative		

**AGENDA**

<b>Agenda Item</b>	<b>Action, Discussion, or Information</b>	<b>Responsibility</b>
<b>Welcome and Introductions</b>	Information	Becky Awtrey
<b>Review of Minutes from the Last Meeting</b>	Information	Jeff Feix
<b>Old Business:</b>	None	Becky Awtrey
<b>Continuing Business:</b>		
<b>Associate in Applied Science Degree</b>	Information	Becky Awtrey
<b>New Business:</b>		Becky Awtrey

Agenda Item	Action, Discussion, or Information	Responsibility
Program statistics: Graduates, majors, enrollment	Information/Discussion	Becky Awtrey/Jeff Feix
2013/2014 Graduate and Employer Surveys	Information/Discussion	Jeff Feix
2014/2015 Job Placement Statistics	Information	Becky Awtrey
External learning experiences, employment and job placement opportunities	Information/Discussion	Becky Awtrey/Jeff Feix
Professional development of faculty	Information/Discussion	Becky Awtrey/Jeff Feix
Promotion and publicity about the program to the community and to business and industry	Information	Becky Awtrey/Jeff Feix
Needs of students from special populations	Information	Jeff Feix
Program Handbook	Information/Discussion	Jeff Feix
Other: 3-DMED Laparoscopic Torso/Learning Activates	Information	Jeff Feix
STSA Activities		
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.
Review of Minutes from the Last Meeting	Becky moved to approve the minutes as written. Jeff reported the minutes passed electronically via email. The committee agreed by mutual consent the minutes were correct.
Old Business:	None
Continuing Business:	
Associate in Applied Science Degree	Becky moved to Associate of Applied Science Degree Implementation. Jeff reported to the committee since the implementation of the Associate Degree there have been 29 degrees awarded to date. He stated there will be several in the current class graduating with the AAS.
New Business:	
Program statistics: Graduates, majors, enrollment	Jeff reported of the 8 female students that started in August 2015 that 6 are still enrolled. 1 student failed microbiology in the fall and 1 student dropped in the spring. The current students are doing well in both classroom and clinical with some progressing faster than others, but he reports this is normal.
2013/2014 Graduate and Employer Surveys	<p>Accreditation standard is 85% satisfaction with a 50% return rate for both Graduate and Employer Surveys.</p> <p>Jeff reported the Graduate Survey return rate was 89% with a 100% satisfaction rate. 9 graduate surveys were sent out with 8 being returned. No plan of action was recommended for graduate surveys.</p>

Key Discussion Points	Action/Discussion/Information and Responsibility for Follow-up and Reporting
	<p>Employer Survey return rate was 100% with an 89% satisfaction rate. 8 employer surveys were sent out with 8 being returned. 1 graduate is not employed in the field Jeff reported. Employer surveys were not sent to the one not employed in the field.</p> <p>Shane wanted to know how the satisfaction rate was determined on the employer surveys. Jeff explained the survey questions and comment section to the committee. He reported the return rate is higher with local employers having representation on the committee and delivering them by hand.</p> <p>Jeff explained these outcomes will be reported on the Annual Report to the ARC/STSA due on May 2, 2016. The committee stated no plan of action is necessary at this time to improve satisfaction or return rates. Local employers present agreed.</p>
2014/2015 Job Placement Statistics	<p>Accreditation standard is 93% employed within one year of graduation.</p> <p>Jeff reported a total of 13 of 14 graduates employed at least once within one year of graduation for a placement rate of 93%. He reported the 1 remaining graduate has relocated to Indiana. If she becomes employed by August 2016, then the placement rate will be 100% for 2014/15.</p> <p>No plan of action was recommended for job placement rates as they have consistently remained above 80% with an 89% average rate over the last five years.</p>
External learning experiences, employment and job placement opportunities	<p>Becky moved to external learning experiences, employment and job placement. Jeff reported things have been going smoothly at both United Regional and Kell West. He said that it had been a year since VC started clinical rotations at Texoma Plastic Surgery and the new site has proven to be an excellent learning opportunity for the students.</p>
Professional development of faculty	<p>Becky moved to Professional development of faculty. Jeff provided a data sheet to the committee recording his professional development. The committee made no recommendations for professional development.</p>
Promotion and publicity about the program to the community and to business and industry	<p>Becky moved to promotion and publicity about the program to the community and to business and industry. Jeff explained how recruiting had moved to admissions, LeAnn stated the college is still participating in the Sophomore Round Up and GenTX. Jeff reported Michelle Alexander from the marketing department would provide information related to overall marketing efforts for the next meeting.</p>
Needs of students from special populations	<p>Becky moved to serving students from special populations. Jeff gave the definition of special populations.</p> <ol style="list-style-type: none"> <li>1. individuals with disabilities;</li> <li>2. individuals from economically disadvantaged families, including foster children;</li> <li>3. individuals preparing for non-traditional fields;</li> <li>4. single parents, including single pregnant women;</li> <li>5. displaced homemakers; and</li> <li>6. individuals with limited English proficiency.</li> </ol> <p>Jeff reported he refers all students with needs he cannot provide assistance for to the appropriate department/individual. Many students in the</p>

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	program fit in this category and he determines this during the interview and application process. The committee made no recommendation for change.
Program Handbook	Becky Moved to Program Handbook. There were no changes made for the upcoming academic year. Jeff reminded the committee any changes must be submitted to the committee for approval. Jeff asked the committee if they thought the student physical exam should remain as requirement for the program with the other requirements. Discussion by the committee determined to leave the exam in place and not change any admission requirements.
Other: 3-DMED Laparoscopic Torso/Learning Activates  STSA Activities	Becky asked about the STSA. Jeff provided the committee with information outlining activities the student association has participated in including all 6 attending the Texas State Assembly Business Meeting and Workshop in March 2016. He also reports 3 students will attend the AST National Conference in San Diego during May/June. Students have been busy the second half of the year. They conducted a very successful garage sale in March raising over \$1000.00 towards their trip.
Adjourn	Unanimous adjournment at 4:49 PM from the committee.
DATE: 6-14-16	RECORDER SIGNATURE: <i>Alvita Foster</i>