

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

CHAIRPERSON: Amanda Crow		
MEETING DATE: Thursday, April 16, 2015	MEETING TIME: 4:00 PM	MEETING PLACE: Century City Center Room 115
RECORDER: Deirdre Robertson acting for Becky Awtrey		PREVIOUS MEETING: Thursday, October 23, 2014

**MEMBERS PRESENT:**

**OTHERS PRESENT:**

Name, Title, Company	Name, Title, Company	Name, Title, Company
Amanda Crow, Surgical Services Manager United Regional	Deirdre Robertson, CST, CSFA Texoma Plastic Surgery	Jeff Feix, CST, CSFA, LVN, FAST Program Coordinator
Shane Smith Community Representative	Rhonda Pate, CST Kell West Regional Hospital	Dr. Gary Don Harkey, Dean of Instructional Services
Tammy Ferguson, RN, Surgery Manager Wilbarger General Hospital	Marlee Rater, ST Student Representative	Shana Drury, Associate Dean of Instructional Services
		LeAnn Scharbrough, Advancement Specialist- Recruiting
		Donna Egoavil, Administrative Assistant / Associate Dean of Instructional Services
		Karen McClure, Allied Health Faculty Assistant
<b>MEMBERS ABSENT:</b>		
Becky Awtrey, RN United Regional	Dr. Jerry Myers, MD, CEO Kell West Regional Hospital	
Dr. David Huang, MD Orthopedic Surgeon	Bonnie Beavers, RN OR Manager Kell West	
Terry Porter, CST Orthopedic Clinic		

**AGENDA**

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome and Introductions		Jeff Feix
Approval of Minutes from the Last Meeting	Action	Amanda Crow
<b>Old Business:</b>		
	None	Amanda Crow
<b>Continuing Business:</b>		
Associate of Applied Science Degree Implementation	Information/Discussion	Amanda Crow
<b>New Business:</b>		
Program statistics: Graduates, majors, enrollment	Information	Amanda Crow/Jeff Feix

2012/2013 Graduate and Employer Survey	Information/Discussion	Amanda Crow/Jeff Feix
2013-2014 Job Placement Statistics	Information/Discussion	Amanda Crow/Jeff Feix
External learning experiences, employment, and placement opportunities	Information/Discussion	Amanda Crow
Professional development of faculty	Information	Amanda Crow
Promotion and publicity about the program to the community and to business and industry; nontraditional recruiting	Information	Amanda Crow
Other	Information	Jeff Feix
Adjourn	Action	Amanda Crow

## MINUTES

Key Points	Summary of Action, Discussion, Information/Responsibility and Plans for Follow-up and Reporting
Welcome and Introductions	Amanda Crow, Chair, called the meeting to order. Jeff introduced new/returning member Tammy Ferguson who returned as Surgery Manager at Wilbarger General Hospital. In the absence of Becky Awtry, Deirdre Robertson volunteered to be the recorder for this meeting, the committee accepted.
Approval of Minutes from the Last Meeting	Amanda requested the members to review the fall minutes. Shane made the motion to accept the minutes and Deirdra seconded. Motion passed.
Old Business:	There was no Old Business
Continuing Business: Associate of Applied Science Degree Implementation	<p>The committee received an update on the progress with the Associate of Applied Science Degree. Shana explained how the degree was pending the approval of the THEBC. The coordinating board is expected to approve the degree, however the process is slow and no definite date is established to receive the approval. The degree plan will be in the fall 2015/2016 catalog with the notation it is pending approval from the THECB. Depending on approval the degree can be awarded in December 2016 or if approval takes longer, May 2016. Members of the committee were positive on the progress of the degree approval process. Some already qualify for the degree along with a large percentage of program graduates.</p> <p>Jeff asked Dr. Harkey how the large number of graduates could apply for the degree since current catalog verbiage states a graduate must be enrolled in the semester they graduate. Dr. Harkey informed the committee he and the Dean of Admissions, Joe Hite discussed options on implementation and this issue. The decision was made to remove that specific verbiage from the catalog, VC does not charge a graduation fee, but will implement a "diploma fee" to cover the cost of the degree audits and diplomas issued. Jeff reported he will communicate with the committee on the progress of the approval and determine the necessary information to be reported to CAAHEP. The committee expressed satisfaction with the AAS degree plan progress/implementation.</p>

<b>New Business:</b>	
Program statistics: Graduates, majors, enrollment; list of graduates	Jeff reported the 15 students that started in August 2014 are still enrolled with the 2014/15 class on track to have 100% retention. The current students are doing well in both classroom and clinical with some progressing slower than others, but he reports this is normal. There were no recommendations made by the committee.
2012/2013 Graduate and Employer Survey	<p><b>Accreditation standard is 85% satisfaction with a 50% return rate for both Graduate and Employer Surveys.</b></p> <p>Jeff reported the Graduate Survey return rate was 82% with a 100% satisfaction rate. He reported 9 of 11 surveys from the class were returned. No plan of action was recommended after committee discussion on graduate surveys.</p> <p><b>Employer Survey return rate was 75% with an 83% satisfaction rate.</b> 8 employer surveys were sent out with 6 being returned. 2 graduates are continuing their education and 1 graduate is not employed in the field. Employer surveys were not sent to the one not employed in the field. Jeff reported 5 of 6 were satisfied with one employer outside the local area reporting low scores. The graduate did not display team skills or professional communication skills. This graduate is still employed at this facility and it has been 18 months since being hired. Jeff reported some of the comments made by the evaluator were about certain work habits/skills that is difficult to ensure graduates will maintain those habits/skills upon employment/practice.</p> <p>Amanda inquired how the below standard satisfaction rate will impact program accreditation. Jeff explained he has to document the low rate and it is only 2% below standard. The lower number of graduates has an impact and if the return rate was lower it would have been a lower satisfaction rate. Shane wanted to know what type of questions the survey asked of the employers and how satisfaction rate was determined. He also inquired about how the surveys are hand delivered to local employers. Jeff explained the survey return rate is higher with local employers having representation on the committee and delivering them has increased the return rate in recent years. The survey questions and comment section was explained as well.</p> <p>Jeff explained these outcomes will be reported on the Annual Report to the ARC/STSA due on May 1, 2015. He has to submit minutes from this and the fall meeting on that report. Jeff will report the low number of surveys returned, only one being not satisfied, and the program has met this standard the previous two years along with any recommendations from this committee. He reminded the committee of the August 2013 Standards and Guidelines revisions with any of the five outcomes not meeting standard could trigger a random site visit. He does not anticipate this issue resulting in that type of a site visit, but the program can have the random continuing accreditation site visit between now and December 2016.</p> <p>Local employers present expressed satisfaction with graduates and agree no plan of action is necessary at this time to improve satisfaction or return rates.</p>
2013/2014 Job Placement Statistics	<p><b>Accreditation standard is 80% employed within six months.</b></p> <p>Jeff reported a total of 8 of 9 graduates employed at least once within six months of graduation for a <b>placement rate of 89%</b>. He reported the 1 remaining graduate has relocated to Colorado. The graduate was required to register as a CST in Colorado and had an 8 week waiting period before</p>

	<p>the state will allow him to seek employment. Jeff is continuing to remain in contact with this graduate and his network of CST's in the Denver area to assist this graduate in finding employment.</p> <p>No plan of action was recommended for job placement rates as they have consistently remained above 80% with an 89.5% average rate over the last seven years.</p>
External learning experiences, employment, and placement opportunities	<p>The committee discussed the benefits of waiting until the current students have finished the full clinical rotations before starting the task of placement. Jeff reported he will begin the job placement process in June for students to update their resumes and begin online applications. Prior to admission to the program, current students were made aware some would have to relocate and the current class has four military connected students that will relocate. Jeff informed the members that tomorrow, April 17<sup>th</sup> a recruiter is traveling from Lubbock to meet the students and inform them of CST opportunities in Lubbock. The facility is offering a sign on bonus and relocation assistance.</p> <p>Jeff reported the new clinical agreement with Dr. Stephan and his plastic surgery center has been a positive impact for the program and students. The scheduling of clinical days and his surgery schedule at his office and the two local hospitals is still a work in progress.</p>
Professional development of faculty	<p>Jeff provided a handout of his current and future professional development activities for the 2014/2015 academic year. He was elected Treasurer in March 2015 for the Texas State Assembly of AST and a Delegate to the 2016 AST National Conference.</p> <p>The committee made no recommendations on the professional development of faculty.</p>
Promotion and publicity about the program to the community and to business and industry; nontraditional recruiting	<p>For the second year in a row, on April 22, Fowler Elementary will send 95 2<sup>nd</sup> graders for a small tour and monkey clinic. The ST students will assist in the event as Jeff reports this was a positive event for the students last year.</p> <p>May 1<sup>st</sup> VC will have Gen Tex day for area high school juniors and seniors to promote Vernon College and CTE programs. LeAnn said we are expecting more than 300 area students. The ST students will participate by helping give tours, performing mock surgical procedures and assisting students in the parking lot booth.</p> <p>Amanda reported URHCS is now conducting Career Day/Job Shadowing with the high school seniors including Surgical Technology as one of the fields of choice.</p> <p>Jeff reported Dr. Myers at Kell West asked for photo for a webpage on their website promoting the partnership with the ST Program.</p> <p>No recommendations were made regarding promotion and publicity of the program.</p>
Needs of students from special populations	<p>Jeff explained the current class does not have any students with needs from special populations. The committee discussed the special populations and the college and program have policies/procedures in place to meet these needs when necessary.</p>
Other	<p>Amanda ask about the STSA. Jeff provided the committee with information outlining activities the student association has participated in including all 15 attending the Texas State Assembly Business Meeting and Workshop in March 2015. He also reports 7 students will attend the AST</p>

	<p>National Conference in San Antonio during May.</p> <p>Jeff and Marley performed a demonstration with the new laparoscopic tower, monitor, light source, endoscope, and camera VC was able to purchase with re-allocated Perkins Grant funds. Bids for new equipment were too high and refurbished equipment was able to be obtained for funds available with the old equipment being traded in with the purchase. This meets the future need to update this equipment Jeff informed the committee of in October 2014.</p> <p>Dr. Mark Suggs has offered a hospital bed and anesthesia machine to VC and Jeff will continue to coordinate this donation with him.</p>
Adjourn	Meeting adjourned by mutual consent at 4:40 PM

RECORDED SIGNATURE: 	DATE: 4-29-15	NEXT MEETING: Fall of 2015
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