

**Advisory Committee Spring 2014 Semi-Annual Meeting Minutes
Surgical Technology Program
Vernon College**

CHAIRPERSON: Julie Koetter, RN (Acting for Roberston)	MEETING DATE: April 29, 2014	MEETING PLACE: Century City Campus Room 115
RECORDER: Becky Awtrey, RN	MEETING TIME: 4:00 PM	PREVIOUS MEETING: November 7, 2013

MEMBERS PRESENT:	MEMBERS ABSENT:	OTHERS PRESENT:
Name and Title	Name and Title	Name and Title
Julie Koetter, RN United Regional	Dr. David Huang, MD Orthopedic Surgeon	Jeff Feix, CST, CSFA, LVN, FAST Program Coordinator
Becky Awtrey, RN United Regional	Terry Porter, CST Orthopedic Clinic	Dr. Gary Don Harkey Dean of Instructional Services
Delayne Crow, CST, CSFA, LSA United Regional L&D	Deirdre Robertson, CST United Regional	Shana Munson, Associate Dean of Career and Technical Education
Rhonda Pate, CST Kell West Regional Hospital	Diane Bass-Johnson Community Representative	Donna Egoavil, Instruction Services Administrative Assistant
Amanda Crow, Surgical Services Manager United Regional	Nick Thornton, CST United Regional Physicians Group	Karen McClure Allied Health Faculty Assistant
Kelby Cobb Student Representative	Tami Ferguson, RN Wilbarger General Hospital	
	Anne Dabovich, RN United Regional	

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Reading of Previous Minutes	Minutes approved with clerical change	Julie Koetter
Old Business:		
AAD Program Inactive Status	Information/Discussion	Jeff Feix
Continuing Business:		
Transition to the Associate Degree	Information	Jeff Feix
New Business:		
Program statistics: Graduates, majors, enrollment	Information/Discussion	Jeff Feix and Julie Koetter
2011/2012 Graduate and Employer Surveys	Information/Discussion	Jeff Feix
2012/2013 Job Placement Statistics	Information/Discussion	Jeff Feix
External learning experiences, employment, and placement opportunities	Discussion	Julie Koetter
Professional development of faculty	Information	Jeff Feix
Promotion and publicity about the program to the community and to business and industry	Information/Discussion	Jeff Feix
Needs of students from special populations	Information	Jeff Feix
Other:		
ARC/STSA Annual Report and Resource Update	Information	Jeff Feix

Agenda Item	Action, Discussion, or Information	Responsibility
STSA Activities and Trip	Information	Jeff Feix
Adjourn	Action	Julie Koetter

MINUTES

Key Discussion Points	Discussion
Old Business:	
AAD Program to Inactive Status	<p>Jeff reported the AAD Program will be officially on Inactive Status as of August 2014. ARC/STSA have been officially notified that Vernon College intends for the program to remain Inactive.</p>
Continuing Business:	
Transition to Associate Degree	<p>Jeff reported to the committee to keep compliant with accreditation standards, VC must offer an associate degree by 2021. Jeff and the committee discussed implementing the degree in the 2015/2016 academic year. The committee entertained the idea of slowly transitioning general education courses into pre-requisite requirements to the program. The committee thought this would help eliminate a drop in enrollment to the program. It was also agreed by the members that the certificate of completion would be phased out as the general education requirements are required. Jeff explained the certificate of completion could not be used after 2021 with the associate degree being the minimum degree awarded for completion of the program. Jeff and Dr. Harkey will proceed with the process of college and state coordinating board approval for the associate degree and report back to the committee in Fall 2014.</p>
New Business:	
Program statistics: Graduates, majors, enrollment	<p>Jeff provided the committee data on the current class and historical data on enrollment. The current class has 9 students after starting with 12. One student dropped before Christmas due to personal reasons and two students dropped in the spring semester. The current class has 3 males and 6 females with two females and one male dropping.</p> <p>Jeff explained to the committee the information pertaining to the clinical agreement with Dr. Stephan is currently being looked at by the doctor's attorney. He also reported that 12 clinical slots are currently available. The annual report to ARC/STSA is due Thursday, and the program will start taking applications May 1st for the next class.</p> <p>Discussion concerning clinical site availability and current employment opportunities was held. Amanda stated they will have one opening at United Regional and Rhonda included there are at least two openings' at Kell West. Jeff reported there is one student currently seeking employment in Louisiana, he has reached out to his colleagues there to help her find a job there locally. He has been maintaining contact with his network for potential employers for the current class in Texas and Oklahoma. He will also seek potential employers while at the AST National Conference. Dr. Harkey stated this would be a good time reach out to Kell West and Electra Hospital for prospective clinical sites.</p> <p>The committee recommended by mutual consent if additional clinical slots become available for the 2014/2015 academic year the program should return to a maximum enrollment of 15 students.</p>

Key Discussion Points	Discussion
2011/2012 Graduate and Employer Surveys	<p>Accreditation standard is 85% satisfaction with a 50% return rate. Jeff reported the Graduate Survey return rate was 53% with a 100% satisfaction rate. He reported 8 of 15 surveys from the class were returned. No plan of action was recommended with satisfaction rate remaining high and return rate acceptable.</p> <p>Employer survey return rate was 100% with a 100% satisfaction rate. Since 2 graduates were not employed in the field, 13 surveys were sent to program employers.</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>
2012/2013 Job Placement Statistics	<p>Accreditation standard is 80% employed within six months. Jeff reported a total of 8 of 11 graduates employed at least once within six months of graduation for a placement rate of 91%. He reported of the remaining 3 graduates 2 are continuing their education and 1 is employed outside the field.</p> <p>No plan of action was recommended for placement rates as they have consistently remained above 80%.</p>
External learning experiences, employment, and placement opportunities	This area was discussed during the clinical site availability and current employment opportunities discussion.
Professional development of faculty	<p>Jeff provided a handout of his current and future professional development activities for the 2013/2014 academic year.</p> <p>No recommendations were made for additional professional development.</p>
Promotion and publicity about the program to the community and to business and industry	<p>Jeff reports he has made numerous visits and used email with phone calls to hospitals in the region. In Spring of 2014 the college hosted "Search My Future" at the CCC to recruit more male applicants, Jeff's program received the most participants. Jeff had both male and female gender represented at the event with former students Deirdre and Daniel participating. On May 2nd in conjunction with Region 9 VC participated in Gen TX a statewide, grassroots movement promoting a culture of college and career readiness. The event was extremely successful. All of Jeff's students volunteered to help with tours of the school. The program also continues to participate in the many tours of the new allied health wing with community groups and local schools.</p> <p>No recommendations made at this time to change promotion and publicity about the program.</p>
Needs of students from special populations	Jeff explained the current class does not have any students with special needs.
Other:	
ARC/STSA Annual Report and Resource Update	<p>Jeff reports he has been working on the annual report this week and the deadline for submission is Thursday, May 1st.</p> <p>Jeff reports he is considering changing the study guide used for the certification exam. AST failed to update the questions in their guide. The new study guide package includes a CD comprised of 1700 practice questions. The study guide was used last year and students reported the questions were more in alignment with the certification test versus the AST study guide. The committee agreed the new study guide would</p>

Key Discussion Points	Discussion
	<p>enhance the students learning capabilities.</p> <p>No recommendations made at this time by the committee.</p>
STSA Activities and Trip	<p>Jeff provided the committee with a list of activities the student association has participated in including all 11 attending the Texas State Assembly Business Meeting and Workshop in March 2014. He also reports 8 students will attend the AST National Conference in Denver the end of May.</p> <p>Pinning ceremony will be held Friday, August 8 at the Century City Campus in Wichita Falls. Jeff will send invitations to the committee in August.</p>
Adjourn	Meeting adjourned by mutual consent at 4:50 PM

RECORDER SIGNATURE: 	DATE: 6/10/14	NEXT MEETING: Program updates will be sent to committee members in Fall 2014; next meeting will be Fall 2014.
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