

Advisory Committee Fall 2013 Semi-Annual Meeting Minutes
Surgical Technology Program
Vernon College

CHAIRPERSON: Deirdre Robertson, CST	MEETING DATE: November 7, 2013	MEETING PLACE: Century City Conference Room 115
RECORDER: Julie Koetter, RN	MEETING TIME: 4:00 PM	PREVIOUS MEETING: May 2, 2013

MEMBERS PRESENT:

MEMBERS ABSENT:

OTHERS PRESENT:

Name and Title	Name and Title	Name and Title
Dr David Huang, MD Orthopedic Surgeon	Becky Awtray, RN United Regional	Jeff Feix, CST, CSFA, LVN Program Coordinator/Instructor
Deirdre Robertson, CST United Regional	Delayne Crow, CST, CSFA, LSA United Regional L&D	Dr Gary Don Harkey, Dean of Instructional Services
Rhonda Pate, CST Kell West Regional Hospital	Diane Bass Johnson Community Representative	Sharon Winn, Assistant to the Dean of Instructional Services
Terry Porter, CST Orthopedic Clinic		Shana Munson, Associate Dean of Career and technical Education
Julie Koetter, RN United Regional		Jackie Polk, Counselor Student Services
Tami Ferguson, RN Wilbarger Gen OR Manager		Karen McClure Allied Health Secretary
Nick Thornton, CST United Regional Physicians Grp		
Anne Dabovich, RN United Regional		
Kelby Cobb Student Representative		

AGENDA


Agenda Item	Action, Discussion, or Information	Responsibility
Purpose of Advisory Committee	Information	Dr Gary Don Harkey
Election of Chair and Recorder	Discussion/Action	Jeff Feix
Reading of Previous Minutes	Minutes approved as presented	Deirdre Robertson
Old Business:		
None		
Continuing Business:		
None		
New Business:		
Program statistics: Graduates, majors, enrollment	Information/Discussion	Jeff Feix
Review goals and objectives	Information	Jeff Feix
Program revisions and curriculum/course review	Information/Discussion/Action	Jeff Feix
Evaluation of facilities, equipment, and technology	Information/Discussion/Action	Jeff Feix
Advice on selection and acquisition	Information/Discussion	Jeff Feix

Agenda Item	Action, Discussion, or Information	Responsibility
of new equipment and technology		
Recruitment and retention of the underrepresented gender in gender-biased programs	Information/Discussion	Jeff Feix
Other: STSA Activities	Information	Jeff Feix
Adjourn	Action	Deirdre Robertson

MINUTES

Key Discussion Points	Discussion
Purpose of Advisory Committee	Dr Gary Don Harkey explained purpose and importance of advisory committee. Members introduced themselves and the community they represented.
Election of Chair and Recorder	Deirdre Robertson was elected Chair with Julie Koetter being elected as Recorder by mutual consent.
Old Business:	
	None
Continuing Business:	
	None
New Business:	
Program statistics: Graduates, majors, enrollment	Jeff provided the committee data on the current class and historical data on enrollment and retention in the traditional program. Accreditation standard is 70% retention. The 2012-2013 traditional class 11 of 13 completed with 85% retention rate. All AAD students have matriculated through the program and the AAD Program is on Inactive Status that will become permanent in August 2014. Pre-Requisites have definitely helped with retention. There are currently 12 students in the program, 8 females and 4 males. No recommendations were made for changing retention efforts.
CST exam results	Jeff provided the committee with data on the CST exam results from the recent class. Accreditation standard is 70% pass rate. The 2012 traditional class pass rate as of July 31, 2013 was 90%. Vernon College Surgical Technology Program was recognized as a Certificate of Merit Program. The 2013 class had a 100% pass rate. 11 students tested and all 11 passed. This marks the first time VC ST has completed with 100% of students passing. Jeff provided feedback that the new core curriculum implemented and textbooks have the students' right where they need to be on the CST Exam. The members made no recommendations for change.
Review goals and objectives	The committee reviewed goals and objectives with no changes/updates suggested.
Program revisions and curriculum/course review	Jeff reminded committee the core curriculum changes were implemented last year. After reviewing the current curriculum Jeff sought input from the committee members, the committee did not recommend any changes to the curriculum at this time. As of Fall 2013 the State of Texas only allows one assessment test to be used to determine Texas Success Initiative (TSI). Any potential students for the 2014 class will be required to take the New TSI assessment test. Jackie discussed and clarified questions pertaining to the new exam and the committee agreed to make the changes to reflect the New Assessment test in the 2014-2015 catalog by mutual consent.
Evaluation of facilities, equipment,	Jeff discussed the condition of the facilities and equipment are in good

Key Discussion Points	Discussion
and technology	shape. Jeff informed the committee that we had duplications on some units and ask permission to trade out for needed back tables; tables 13, 14 and 15 need replacing. The committee agreed unanimously to trade equipment. The committee discussed the future possibility of Graham, Electra or Olney being clinical sites. Jeff is currently pursuing other avenues for slots for clinical sites. Jeff continues to have discussions with a local Plastic Surgeon and Deirdre suggested a local Dermatologist for slots in their offices as well.
Advice on selection and acquisition of new equipment and technology	Jeff expressed how beneficial the lab is for our currently enrolled students. The lab has been an excellent recruiting tool for prospective students taking tours. There was no Perkins Grant funding allotted to Surgical Technology this academic year.
Recruitment and retention of the underrepresented gender in gender-biased programs	Jeff reported he continues to recruit male and minority students. The best recruiting tool is coming from our past graduates promotion of the program. Dr. Harkey expressed there has been a large push in all aspects of college recruiting. Vernon College created a Recruiting and Marketing Task Force that has now become a permanent committee. Surgical Technology was represented at the WFISD Career Night on November 7 th . The Sophomore Round-up will be held on November 15 th with the college anticipating over 200 area students to participate. No current recommendations were made for recruitment and retention of the underrepresented gender population.
Other:	Jeff provided members with an update about the program student association activities. Students have been very busy this year. The STSA Halloween Party with the West Texas Children's Home on October 29 th was a great success, Jeff and the students dressed in costumes delivered huge buckets of candy to the children and staff. STSA is spearheading a Coat Drive for Needy Families as well. Students are fundraising, STSA Frito Chili Pie and raffle will be held on November 20 th , and the students are expecting a good crowd. The students are currently selling salsa, hot sauces, chili fixing's and poinsettias to attend the March 2014 AST State Business Meeting in Ft. Worth, TX. If enough money is raised all 12 of the students want to attend the AST National Conference in Denver in May. He reported the Accreditation fee increased \$500.00 from the previous \$1500.00 to \$2000.00 for the upcoming year. Jeff informed the committee of the revisions from CAAHEP the biggest change being all programs will award no less than a minimum of AAS upon program completion by 2021. Jeff and administration will develop a plan for AAS and return to the advisory committee for input.
Adjourn	Meeting adjourned by mutual consent at 5:02PM

RECORDER SIGNATURE: 	DATE: 12/17/13	NEXT MEETING: Program updates will be sent to committee members in Spring 2014; next meeting will be Spring 2014.
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