

**Advisory Committee Fall 2017 Annual Meeting Minutes  
Vocational Nursing, Room CCC Boardroom  
Vernon College-Century City**

CHAIRPERSON: Peggy Kaufmann		
MEETING DATE: October 5, 2017	MEETING TIME: 12:00 p.m.	MEETING PLACE: CCC - Boardroom
RECORDER: Reisa Johnston		PREVIOUS MEETING: November 16, 2016

**MEMBERS PRESENT:**

**MEMBER'S ABSENT:**

**OTHERS PRESENT:**

Name, Title, Company	Name, Title, Company	Name, Title, Company
Peggy Kaufmann, LVN, North Texas State Hospital	Kitty Howard, Deputy Director, Texas Workforce Commission	Sherrie Denham, MSN, RN, Director of Vocational Nursing
Reisa Johnston, Vernon College (adjunct) LVN	Connie Skidmore, RN, DON, Texhoma Christian Care Center	Shana Drury, Associate Dean of Instructional Services, Vernon College
Erin Lindsey, North Texas State Hospital, RN/Nurse educator	Michelle Ayers, Chillicothe Hospital, Director of Nursing, RN,	Jean M. Castle-Wade, Administrative Assistant to the Associate Dean of Instructional Services, Vernon College
Lori Page, Retired (adjunct for Vernon College), RN Angel's Home Health	Raquel Gray Munday Nursing Center Director of Nursing, RN	Dr. Dusty R. Johnston, President Vernon College
Julie Smajstrla, Seymour Hospital, RN		Dr. Mary Rivard, Director of Nursing / Instructor Vernon College
		Kasey Humphries, RN, CE Coordinator Allied Health Vernon College
		Pam Rotz, Assistant Coordinator, Instructor Vernon College

**AGENDA**

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Sherrie Denham
Purpose of Advisory Committee	Information	Shana Drury
Election of Vice Chair and Recorder	Action	Peggy Kaufmann
Approval of Minutes from the Last Meeting	Action	Peggy Kaufmann
Old Business: None	Information/Discussion	Peggy Kaufmann
Continuing Business: None	Information/Discussion	Peggy Kaufmann

New Business:	Information/Discussion	Peggy Kaufmann
Review program outcomes, assessment methods, workplace competency and results	Information/Discussion	Peggy Kaufmann
Approve program outcomes	Information/Discussion	Members Present
Approve assessment methods and results	Information/Discussion	Members Present
Approve course/exam of workplace competencies	Information	Peggy Kaufmann
Review program curriculum/courses/degree plans	Information/Discussion	Peggy Kaufmann
Approve program revisions (if applicable)	Action	Members Present
Review Secretary's Commission on Achieving Necessary Skills (SCANS), General Education, and Program Outcomes Matrices	Information/Discussion	Peggy Kaufmann
Approve SCANS, General Education and Outcomes Matrices	Action	Members Present
Program statistics: Graduates, majors, enrollment	Information/Discussion	Peggy Kaufmann
Local Demand for program	Information/Discussion	Peggy Kaufmann
Evaluation of facilities, equipment, and technology	Action/Information/Discussion	Members Present
Recommendations of selection and acquisition of new equipment and technology	Action/Information/Discussion	Members Present
External Learning experiences, employment and placement opportunities	Information	Peggy Kaufmann
Professional development of faculty and recommendations	Action/Information/Discussion	Members Present
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Information/Discussion	Peggy Kaufmann
Serving students from special population	Information	Peggy Kaufmann
Program Accreditation Information and Requirements	Information/Discussion	Peggy Kaufmann
Adjourn	Action	Peggy Kaufmann/Members Present

## MINUTES

Key Discussion Points	Action, Discussion, or Information
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Welcome & Introductions	Sherrie Denham welcomed and thanked the advisory members for their willingness to serve and noted that the meeting was held in the CCC boardroom. Sherrie explained that a Vice Chair will be elected this year to replace the Chair next year and a Recorder will be elected. Everyone introduced themselves and stated their positions and the agency they represented. Note: Each committee member was given a packet which included all documents that would be reviewed and discussed.
Purpose of Advisory Committee	Shana explained the purpose and importance of an advisory committee and how their input guarantees that the college is maintaining the most current practices, direction and equipment. The committee ensures that the knowledge, skills and abilities taught are pertinent to the field to produce the graduates that employers would like to hire in the Licensed Vocational Nursing field.
Election of Chair, Vice Chair and Recorder	Lori Page nominated Erin Lindsey for Vice Chair position. Erin Lindsey was elected by acclamation. Lori Page nominated Reisa Johnston for recorder. Reisa Johnston was elected by acclamation. The committee agreed unanimously. Shana Drury explained that the committee needs to follow the Roberts Rule of Order and gave a brief description.
Approval of Minutes from the Last Meeting	Peggy Kaufmann asked the committee to review the previous minutes. Lori Page made a motion to approve last meetings minutes as is and Erin Lindsey seconded. The committee agreed unanimously.
Old Business:	There was no old business. No suggestions were made.
Continuing Business:	There was no continuing business. No suggestions were made.
New Business:	
Review program outcomes, assessment methods, and results	Peggy Kaufmann asked members to review the program outcomes, assessment methods, and results. The committee members reviewed and discussed them. Sherrie informed the committee of the current practices and standards of the program. The program outcomes match the NCLEX licensure exam. The assessment methods are vast and encompassing... exams, skill assessments, quizzes, essays, clinical rotations, etc. The NCLEX is the final assessment and also serves as the workplace competency for the LVN program. The department is able to review the student's scores to see what outcome(s) needs to be strengthened.
Approve program outcomes	Peggy Kaufmann asked members to approve program outcomes as is. Lori Page made a motion to approve the outcomes and assessment methods as is. Reisa Johnston seconded. The committee agreed unanimously.
Approve assessment methods	Peggy Kaufmann asked members to approve program assessment methods as is. Erin Lindsey made a motion to approve the outcomes and assessment methods as is. Reisa Johnston seconded. The committee agreed unanimously.
Approval of course/exam of workplace competencies	Peggy Kaufmann asked members to approve the workplace competencies as is. Erin Lindsey made a motion to approve the outcomes and assessment methods as is. Reisa Johnston seconded. The committee agreed unanimously.
Review program curriculum/courses/degree plans	Peggy Kaufmann asked the committee to review the program curriculum, courses, and degree plans. Members had a discussion. Sherrie covered the discrepencies in the catalog from 75% to 78% which will be changed. The committee made no recommendation to change program outcomes at this time.
Approve program revisions	Peggy Kaufmann asked members to approve the program revisions. Reisa Johnston made a motion to approve the program revisions and Erin Lindsey seconded. The committee agreed unanimously.

Review SCANS, Program Outcomes, and Gen Ed outcomes matrices	Peggy Kaufmann asked Sherrie to explain the three matrices. Sherrie explained the skills covered in the matrices and how they related to the teaching and who they are incorporated into the program. Shana stated the SCANS are federally mandated and Gen Ed matrix is state mandated. The program outcome matrix is the local outcomes and are integrated into the program.
Approve SCANS and Gen Ed outcomes matrices	Peggy Kaufmann asked members to approve the three matrices as. Lori Page made a motion to approve the SCANS, Program Outcomes, and Gen Ed outcomes matrices. Erin Lindsey seconded the motion. The committee agreed unanimously.
Program statistics: Graduates, majors, enrollment	Peggy Kaufmann asked member to review the program statistics: Graduates 2017-2018: The LVN Program anticipates 30 students will graduate in December 2017 from the Century City day class that started spring of 2017. The LVN Program is hopeful that 14 students from the Seymour fall 2017 day class, 52 students from the Century City fall 2017 day class, and 27 students from the Vernon fall 2017 day class will graduate in August 2018. The LVN Program is hopeful 11 students from the Vernon night class and 24 students from the Century City night class will graduate in August 2018 Majors: One hundred seventy nine students claimed Vocational Nursing as their major during 2016-2017. Ninety-three students claimed Vocational Nursing as their major during Fall 2017-2018. We had 93 new students enter the program Fall 2017.
Local Demand	Peggy Kaufmann asked members to review the local demand for the program. Sherrie there is no problem with employing students. There have been several requests recently for employees from the program. Peggy Kaufmann and Erin Lindsey stated there is a great need for nursing employees at their agencies and the program produces good potential employees.
Evaluation of facilities, equipment, and technology	Peggy Kaufmann asked Sherrie to go over the facilities and equipment. Sherrie asked if there are any members who would like to tour the facilities. Erin Lindsey and Peggy Kaufmann requested tours of the facilities. Sherrie stated there has been new items added: The LVN Program recently received funding through the Perkins grant for 3 cardiac and pulmonary auscultation mannequins. Each campus received one mannequin. The LVN Program received funding through the Perkins grant for 3 new hospital beds. Each campus is to receive a new hospital bed. The Century city campus submitted paperwork for a mini grant to obtain new IV arms.
Recommendations of selection and acquisition of new equipment and technology	Peggy Kaufmann asked Sherrie to cover the equipment and technology. Sherrie stated there has been several acquisition with the Perkins Grant. Sherrie stated there is a new mental health software program which might be a good addition to the program. The software is interactive and allows the student to respond to and interact with several different types of mental disorders. Julie Smajstrla and Erin Lindsey requested additional information on the webinar/software program on mental health.
External Learning experiences, employment and placement opportunities	Peggy Kaufmann asked the members to review the external learning experience.

Professional development of faculty and recommendations	Peggy Kaufmann asked the members to review the professional development of faculty and recommendations. Sherrie stated there will be members of the staff sent to various conferences covered by the Perkins grant. Sherrie stated there will be some seminars and workshops. Sherrie stated Julie provided observations of the disaster drill and live shooter at Seymour Hospital.
Promotions and publicity (recruiting) about the program to the community/business (gender equity)	Peggy Kaufmann asked the members to review the promotions and publicity within the community/business by the program. Sherrie stated the program participants will be participating in the Maker Faire as well as other recruiting endeavors. Sherrie stated there are good responses to the promotions (recruiting). Sherrie stated there is advertisements on television and staff promotes the program.
Serving students from special populations	Peggy Kaufmann asked the members to review the program's ability to serve the students with special needs or special populations. Sherrie stated there are some students who have special needs with testing which have been addressed. Sherrie stated there are more males in the program at this time and there have been promotions directed towards recruiting male students. Sherrie stated there are several single parent students, pregnant students, and students with limited English usage which are assisted by Region 9. Dr. Johnston stated there is 64% to 66% female enrollment and receiving degrees.
Program Accreditation Information and Requirements	Peggy Kaufmann asked the members to review the program accreditation information and requirements. Peggy asked Sherrie to provide additional information to the members. Sherrie stated based on Board of Nursing first NCLEX test takers. Sherrie stated the LVN program is at full approval with warning and is required to make 80% by December 31, 2017. Sherrie stated the program will make the 80% by the deadline. If the 80% is not met the program will move to conditional which ceases acceptance of new students and requires we test out the remaining students. A new deadline of December 31, 2018 will be instated. Failure to meet the 80% at this time would mean the program would be shut down for revamp and we would need to apply to reopen. We expect to be at full accreditation by the December 31 <sup>st</sup> date. The program outcomes match the NCLEX licensure exam. The assessment methods are vast and encompassing...exams, skill assessments, quizzes, essays, clinical rotations, etc. The NCLEX is the final assessment and also serves as the workplace competency for the LVN program. The department is able to review the student's scores to see what outcome(s) needs to be strengthened.
Program specific information	Sherrie covered the visit from the Board of Nursing and the inspection from the past year. The pass rate has changed and there has been changes in the policies. There have been changes in the testing, handbook, attendance policy, and the grading policies. Student's grades have dropped but are rebounding at this time. All comprehension deleted. Sherrie stated there will be a peer/ faculty review group created for student buy in with the program. Curriculum mapping will begin shortly to cut out redundancies. Admission and review committee will be revamped in the near future and retention will be added. The faculty will work on cohesion and team building skills. Guest speakers will be added via ITV/Pexip. New instructor training will be added. Net tutoring, peer mentoring, English as a second language and in person

	<p>tutoring will be added/upgraded. Grants and financial aid will be reviewed. We have added snacks to the tutoring program which has increased attendance. We will be starting a YouTube channel in the future. Erin Lindsey stated she feels overlearning works in the program and does not want to see redundancies removed. Sherrie stated there is new learning which will apply to the younger students who learn at a different rate/way. Dr. Johnston stated student learning has changed dramatically so the programs are working to address the current learning needs of the current students and future students entering the program. Sherrie stated there is good support from the Board of Nursing, Kasey Humphries, and Mary Rivard.</p>
Adjourn	<p>Peggy Kaufmann adjourned the meeting at 1:12 p.m. The members agreed unanimously.</p>

<p>RECORDER SIGNATURE: Reisa Johnston, LVN</p>	<p>DATE: 10/20/2017</p>	<p>NEXT MEETING: Spring 2018</p>
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