

Agenda Item	Action, Discussion, or Information	Responsibility
Needs of students from special populations	Information	Jeff Feix
Other:		
ARC/STSA Annual Report and Resource Update	Information	Jeff Feix
STSA Activities and Trip	Information	Jeff Feix
Adjourn	Action	Deirdre Robertson

MINUTES

Key Discussion Points	Discussion
Old Business:	
AAD Program to Inactive Status	Jeff reported the AAD Program was placed on Inactive Status in August 2012 but remains on the CAAHEP website as Vernon College has 2 years to reactivate the program. Dr. Harkey asked if any local surgical technologist had inquired about the AAD Program. Jeff reported no local residents had contacted the program about an AAD option.
Continuing Business:	
6 th Core Curriculum Implementation	Jeff reported the program submitted the Core Curriculum Comparison and ARC/STSA requested a clarification on the document. The final document was submitted and accepted prior to the January 2013 deadline. After submission ARC/STSA notified the program that the program has demonstrated compliance of implementing the new curriculum.
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 12 students after starting with 13 with one student dropping between the fall and spring semester due to personal reasons. The current class has 2 males and 10 females with one female dropping.</p> <p>Jeff provided the committee with data on potential clinical sites and the lack of clinical sites within 90 miles of Wichita Falls. He has been actively seeking sites to include surgeon's offices and an outpatient eye surgery clinic. He also reported that 12 clinical slots are currently available, the annual report to ARC/STSA is due tomorrow, and the program started taking applications for the next class yesterday; he recommended the committee consider decreasing the enrollment cap to 12 for the 2013/2014 academic year.</p> <p>Discussion concerning clinical site availability and current employment opportunities was held. Jeff reported this is the first year in the 11 year history that multiple job openings were not available in the local area this close to graduation in August. Dr. Harkey asked if the program was seeking employment opportunities outside the local area as a backup in case openings are not available to the current class. Jeff reported 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.</p> <p>Becky Awtrey made the motion to decrease the enrollment cap to 12 for the 2013/14 academic year. Terry Porter seconded, motion carried unanimously.</p>

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2010/2011 Graduate and Employer Surveys	<p>Accreditation standard is 85% satisfaction with a 50% return rate. Jeff reported the Graduate Survey return rate was 71% with a 90% satisfaction rate. He reported 10 of 11 surveys from the traditional class was returned but none from the AAD graduates that year. No plan of action was recommended with satisfaction rate remaining high and return rate acceptable.</p> <p>Employer survey return rate was 72% with an 88% satisfaction rate. Since 2 graduates were not employed and one continued their education 8 surveys were sent to traditional program employers. AAD return rate was zero and Jeff reports this was a problem with both surveys since AAD graduates and employers historically did not return surveys. Satisfaction and return rate has increased the last two years despite the AAD surveys not being returned.</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>
2011/2012 Job Placement Statistics	<p>Accreditation standard is 80% employed within six months. Jeff reported a total of 13 of 15 graduates employed at least once within six months of graduation for a placement rate of 86%. He reported the remaining 2 graduates have not returned their graduate survey sent in February 2012 and have not responded to his phone calls.</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 enrollment cap motion.
Professional development of faculty	Jeff provided a handout of his current and future professional development activities for the 2012/2013 academic year. No recommendations were made for additional professional development.
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 Fall 2012 a “Guys Night Out” was conducted at CCC to recruit more male applicants. 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 tomorrow, May 3. He will complete the report with the new enrollment cap tomorrow.</p> <p>He reports he is still compiling the Update in Resources for ARC/STSA concerning the new allied health wing. He showed the committee the new edition of the AST textbook and study guide which will be used in the 2013/14 academic year along with a new edition of the instrumentation textbook. He also had a new copy of the AST Study Guide for the CST exam which he will use this summer for exam prep. A discussion about Ebooks was held and Jeff reports he will research this</p>

Key Discussion Points	Discussion
	<p>and report back to the committee in the fall.</p> <p>Jeff also showed the committee the new Microsoft Surface Pro tablet that was purchased for the program. He reports he is using it for clinical case coordination to ensure students stay on track to complete the minimum case requirements for graduation. The device also allows him to work from clinical by accessing college email and voicemails.</p>
STSA Activities and Trip	<p>Jeff provided the committee with a list of activities the student association has participated in including all 12 attending the Texas State Assembly Business Meeting and Workshop in March 2013. He also reports 2 students will attend the AST National Conference in New Orleans later this month.</p> <p>Pinning ceremony will be held Friday, August 16 at the Region IX Education Center in Wichita Falls. Jeff will send invitations to the committee in August.</p>
Adjourn	Meeting adjourned by mutual consent at 5:24 PM

RECORDER SIGNATURE: /s/ Becky Awtry	DATE: 5/20/2013	NEXT MEETING: Program updates will be sent to committee members in Fall 2013; next meeting will be Fall 2013.
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