

Committee Members Present: Diana Montoya, Raeann Quintana, Jeanine Watson, Paul Radway, Kendyl Ingram, Mary Chavez, Cindy Miller, Elizabeth Riffle

Committee Members Absent: Patty Erjavec

Guests:

Minutes taken by: Bonnie Housh

Agenda Item	Discussion Points	Decision/Action Item
Welcome & Introduction	<p>Diana welcomed the group to the first meeting of the Surgical Technology Advisory Board. Members introduced themselves.</p>	
Committee Constitution and Bylaws	<p>Diana explained the make-up of the committee as required by ARC/STSA , CTE and CCCS. A student will be added to the committee for the next meeting.</p> <ul style="list-style-type: none"> • Purpose of the committee is to help with student outcomes, program goals and curricula. • Committee review the constitution and bylaws • The appointment of terms was discussed. Mary suggest to have a 3 year term with 2 term limits and have new members come on board next year – so board members are rotating on and off instead of a new board every 3 years. • Dr. Radway moved the appointment of terms be changed to 3 years with a 2 term limit. Cindy seconded the motion. Members approved the motion. • Board officers – President: Diana nominated Jeanine Watson – the board approved; Diana nominate Bonnie Housh for secretary – the board approved • Board agreed to meet a minimum of twice a year; however, would meet more often this first year. The next meeting will be planned for the third week of October. • Elizabeth Riffle made a motion to accept the constitution and bylaws; Kendyl Ingram seconded; board approved motion. 	
Surgical Technology Program	<p>Diana gave an update on curriculum sheet, discussed course descriptions and objectives. She developed the curriculum using current accreditation standards. Curriculum was approved by PCC Curriculum Committee March 2014 and by the State Curriculum Committee April 2014.</p> <ul style="list-style-type: none"> • Prerequisites for the program are to help with program retention; for the first year only one or two of the prerequisites were waived for a few 	

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	<p>students – this allowed for more students to be accepted into the first year cohort.</p> <ul style="list-style-type: none"> • Program will have a Fall start. The second year will have a second year group and a new first year group. • Core requirements – first two semesters concentrate on the instrumentation and case studies • Third semester (summer) will be an eight week clinical rotation • Fourth and fifth semester – clinical rotations with a Capstone course the final semester to prepare students for board exam. Diana would like to implement call into a clinical rotation. • Kendyl was concerned about being an instructor and a preceptor. There are no rules against it, but Mary felt there could be issues with students. • Cost of the program is approximately \$9100.00 in tuition and books. • Funding – Amendment 50 grant funds \$61,000.00 was used to purchase equipment (table, microscope, manikins, second laparoscope). • Carl Perkin’s federal grant funds may be used for innovated or start-up of a program. For the first year pay personnel salary. Once the program is approved, Perkin’s monies will pay for equipment and consumables for an additional 2 years. • Program promotion – message on electronic sign at CB building; addition information on PCC website; announcement on Pandora radio. Diana would like to promote the program at area high schools, attend student and career fairs. Also, met with Bill McAuffle, Health Academy director. • Staffing – Diana is department chair and is working on accreditation. Kendyl has been hired as part-time instructor and will be helping with labs. • Parkview and SMC are on board as clinical sites for students. • ARC/STSA program accreditation – Diana is completing the self-study and will submit the application. If any program is more than 50% offsite (PCC) HLC must visit the off campus site. HLC visit is scheduled for a site visit. Fall semester lecture classes will be held at on campus and labs will be held at SMC. Spring 2015 the program will be 100% at SMC – lab on the second floor and lecture classes on the sixth floor. ARC/CST requires 120 cases for clinical – minimum 30 cases general with 20 in first scrub and max 10 in second scrub position. 90 cases in specialties, 60 in first scrub and 30 in second scrub position. Endoscope-second scrub not mandatory; vaginal not required but five count towards count. Curriculum competencies were 	

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	<p>mapped using current accreditation standards.</p> <ul style="list-style-type: none"> • Diana would like to the Advisory board to help with curriculum or student needs when completing clinical rotations – to improve the students experiences in the Surg Tech program. 	
Next meeting	Set for October 20, 2014 - 4:00 pm at SMC.	
College update	<p>Mary gave a college update.</p> <ul style="list-style-type: none"> • Grants – Perkin’s, Amendment 50, 3 trade adjustment grants through the Department of Labor. PCC is the lead in 2 energy grants that end this year. CHEO grant – EMS, HIT and PSG. However, PSG program is on hold. Rad Tech is now a part of the CHEO grant. The CHEO grant is used to develop courses online or a hybrid format with weekend labs. • Third round Department of Labor grant for Advanced Manufacturing to develop transcripts for prior learning based on years of experience. • A fourth round Department of Labor grant possible in October and will be tied back to CHEO to promote BAS. CCCS may offer a BAS if there is not a conflict with an four year university. • Dental Hygiene and water management will be the first career and technology program to offer a BAS. Grant will be used to develop the leadership curriculum for BAS. Dental Hygiene AAS (licensed) will take additional leadership, management, public health, teaching or work for vendor to sell (BAS) • Health and Public Safety Division has 18 programs. This includes Cosmetology, Law Enforcement and Fire Science. Physical Education is also in division, but does not have a degree program. • Expansion to SMC – 6400 is Nursing sim lab which is used by Nursing, Respiratory, and EMS. Two of the sims labs have a live feed.6300 will have 2 classrooms, Med Assisting Lab, OTA/PTA lab. 2200 will have the Surg Tech lab and a cadaver lab housed in two cath labs. • Pink house on Orman and Emerson will be used by FST, LEA, EMS, OTA and PTA. • April capstone event at Orman house in April 2014 included FST, EMS – PCC’s Fire truck and ambulance was used. The house will continue to be used for the capstone event 	
	Jeanine adjourned the meeting.	