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| **PROGRAM COMMITTEE NAME**:  | Mortuary Science  |
| **CHAIRPERSON:** | Chuck Robertson  |
| **MEETING DATE:** | 11/15/11 | **MEETING TIME:**  | 6:00 p.m.  | **MEETING PLACE:** | The Plaza Restaurant  |
| **RECORDER:** | Kim Lacey, Executive Secretary  | **PREVIOUS MEETING:** | 3/31/11 |
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| **MEMBERS PRESENT** |
| ***List all members of the committee, then place an X in the box left of name if present*** |
|  | **NAME** | **TITLE** | **EMPLOYER INFO** | **PHONE** | **EMAIL** |
| X  | Jason Brooks  | Regional Representative  | Funeral Directors Life Insurance Company (FDLIC) | 1.800.692.9515 |  |
| X | Gary Cogburn  | Funeral Director  | LaGrone-Blackburn & Shaw Funeral Home | 806.372.3233 | doublesuds@juno.com  |
| X | Doug Carmichael  | Owner | Carmichael-Whatley Funeral Home | 806.665.2323 |  |
| X | Chuck Robertson  | Owner  | Robertson Funeral Home | 806.874.3515 | crobertson@robertsonfuneral.com  |
| X | Chad Rhynhart | General Manager  | Memorial Park Funeral Home | 806.374.3709 |  |
| X | Ken Kirkland | Location Manager  | Memorial Park Funeral Home | 806.374.3709 |  |
| X | Brant Davis | Funeral Director  | Brown Funeral Home | 806.273.7555 |  |
| X | Melissa Unfred | Student Representative  | N/A | N/A |  |
|  | Charlie Cox | Owner | Cox Funeral Home | 806.354.2585 |  |
|  | Sharon Eytcheson | Funeral Director  | Hereford Heritage Funeral Home | 806.364.2211 | herefordheritage@aol.com  |
|  | Robert Green | Funeral Director  | Schooler Funeral Home | 806.352.2727 |  |
|  | Garre LaGrone | Owner | LaGrone-Blackburn Shaw Funeral Home | 806.372.3233 |  |
|  | Brad Boxwell | Owner | Boxwell Brothers Funeral Home | 806.355.8156 |  |
|  | Keith Bassett | Owner  | Bassetts’ A to D Mortuary Services | 806.353.4944 |  |
|  | Benny Miller | Owner  | Miller Mortuary Services | 806.763.9411 |  |
| **EX-OFFICIO’S PRESENT** |
| X | Scott Rankin  | Program Director  | Amarillo College | 806.356-3631 | jsrankin@actx.edu  |
| X | Bill Crawford  | Dean, Health Sciences | Amarillo College | 806.354.6070 | wecrawford@actx.edu  |
| X | Cherie Clifton  | Advisor, Health Sciences | Amarillo College | 806.354.6007 | caclifton@actx.edu  |
| X | Becky Burton  | Career Clusters | Amarillo College | 806.354.6099 | bkburton@actx.edu  |
| X | Dr. Barnett  | Instructor/Biology Department  | Amarillo College  | 806.371.5199 | mdbarnett@actx.edu  |
| **AGENDA ITEM** | **ACTION DISCUSSION INFORMATION** | **RESPONSIBILITY** |
| Call to order & Introductions  | Chairperson, Robertson, welcomed everyone to the meeting and introductions were made around the table. |  |
| Minutes | The minutes of the March 31, 2011, were approved as written.  | Committee Members |
| Health Science Advisor | Clifton reported that spring registration started on Monday, and there are many inquiries from students interested in the Mortuary Science Program. The Christmas party for AC’s West Campus will be on November 29th and everyone is invited. Fall graduation is December 10th at 10: a.m., at the Civic Center. | Cherie Clifton |
| Career Clusters  | Burton gave the committee the history of Career Clusters and how it will affect AC and the Mortuary Science program. Career Clusters, is a national education model, which requires the every health science program add two courses that are common in all health sciences courses. The two courses chosen are Medical Terminology I and Anatomy & Physiology I. The Mortuary Science program will adhere to these changes through the Curriculum Committee at Amarillo College. | Becky Burton  |
| Student Representative  | Unfred reported that classes are going well. She is excited that Sigma Phi Sigma will soon be activated. Students are busy putting together a Mortuary Science group page…it is still in test mode with seven students. Unfred added that Mr. Rankin has improved the student/instructor communication gap that was an issue. She added that Mr. Rankin is very easy to get in touch with and has an open-door policy.  | Melissa Unfred |
| Old Business | Nothing to report. |  |
| Director’s Report  | Rankin reported that the program is doing well and he has been enforcing what is already in place; as far as communicating with the Registrar’s Office, Advising & Counseling, and what the admission requirements are for incoming students, which helps for better management of students. Currently, there are 15 students in the Associate Degree program with 4 of those students doing both the A.A.S. and CERT. There are 67 students enrolled in the certificate program, and 12 of those students will graduate this December. For the spring semester, there are 8 new students coming in with an additional 12 students that have made contact with Mr. Rankin but are lacking additional paperwork. Rankin will be taking a trip in April for the American Board of Funeral Services Education on Accreditation. Physical Plant is ready to finish up the Embalming Lab which will allow more training for the students. Rankin added that he is currently working on a new student orientation concept; add more on-site courses to the curriculum; tours for interested students; and adding a full-time faculty position to the program. Rankin is teaching four courses in the program this semester. The program also has several part-time instructors: Ms. Hughes, Ms. Meehan, Ms. and Ms. Labouff. Dr. Barnett is a full-time instructor for Amarillo College, and is teaching Thanatochemistry for the program. Also, Dr. Dolby is a full-time instructor for Amarillo College and is teaching Workplace Microbiology for the program.  | Scott Rankin |
| Affiliation Reports  | Rankin is in the process of making sure the program is in compliance with annual inspections to clinical sites, and preceptor training with annual meetings.  | Scott Rankin |
| Deans Report  | Crawford thanked everyone at the meeting for their support of the program. He also gave kudos to Rankin for stepping into the program director’s position and doing an excellent job! | Bill Crawford  |
| Adjournment | Being no further business the meeting was adjourned at 7:30 p.m. |  |
| **Chairperson Signature: Chuck Robertson**  | **Date: 11/15/11** | **Next Meeting: Spring 2012** |