Advisory Committee Meeting Minutes

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| **PROGRAM COMMITTEE NAME**:  | Sonography |
| **CHAIRPERSON:** | Ora Hodges |
| **MEETING DATE:** | 3/30/12 | **MEETING TIME:**  | 7:30 a.m.  | **MEETING PLACE:** | Allied Health 155 |
| **RECORDER:** | Kim Lacey, Executive Secretary  | **PREVIOUS MEETING:** | 1/14/11 |
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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  | Ora Hodges | Supervisor  | Baptist St. Anthony’s Hosp. | N/A | N/A |
| X | Cindy Brassfield  | Supervisor  | Harrington Breast Center  | N/A | N/A |
| X | Robynn Winegeart | Student Representative  | Amarillo College  | N/A | N/A |
| X | Dale Sell  | Supervisor  | Northwest Texas Hosp. | N/A | dale.sell@nwths.com  |
| X | Linda Leathers  | Supervisor  | Amarillo Diagnostic Clinic | N/A | leathers6@suddenlink.net  |
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| **EX-OFFICIO’S PRESENT** |
| X | Cindy Manchester  | Program Director  | Amarillo College  | 806.356.3613 | ckmanchester21@actx.edu  |
| X | Bill Crawford  | Dean, Health Sciences  | Amarillo College  | 806.354.6070 | wecrawford@actx.edu  |
| C | Cherie Clifton  | Advisor for Health Sciences  | Amarillo College  | 806.354.6007 | caclifton@actx.edu  |
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| **AGENDA ITEM** | **ACTION DISCUSSION INFORMATION** | **RESPONSIBILITY** |
| Call to order & Introductions  | Hodges called the meeting to order and introductions were made. | Ora Hodges |
| Minutes  | The minutes of the January 14, 2011, meeting was approved with no corrections. | All voting members of the committee. |
| Health Science Advisor Report  | Clifton reported that she advises new students interested in any of the health sciences program, excluding nursing. Also enrollment is down college wide by around 5% than last spring. A new program (Student Support Services) offers students unique resources at West Campus. It is one of six of its kind in the nation and designed to help health science majors. It is for first-generation students, low-income students, and students with a registered disability. Summer and fall registration will start April 9. Spring Fling for faculty, staff and students, is April 26 at West Campus with food, fun, games and everyone is invited! | Cherie Clifton |
| Student Representative Report  | Winegeart reported that the students are learning a lot and enjoying their clinical rotations.  | Robynn Winegeart |
| Old Business | Manchester reported that the program is currently in the process of accrediting the program. The clinical sites would like a syllabus or an outline of the Introduction to Sonography course and what the students have learned in their first five weeks before going to clinic. Sells and Leathers wanted a copy of the Health Sciences Careers and Job Availability form given to all new students by Cherie Clifton (Lacey will email that form to those interested following the meeting).  | Cindy Manchester |
| Director’s Report  | Manchester reported that she is very proud of the students and they are doing very well in the Introduction to Sonography course. The students are also doing their five-week rotations at the clinical sites. Currently the program can only take five students. The last year students (One-year Certificate group) will be taking their certification test soon. Manchester is working on getting the VA Hospital, Hereford Hospital and Pampa Hospital as an affiliation.  | Cindy Manchester |
| Affiliation Reports  | Amarillo Diagnostic Clinic – Leathers reported that she loves her student! The student does a great job. She asked that students interested in Sonography do observation time before being accepted into the program. Baptist St. Anthony’s Hospital – Hodges requested that students who are interested in Sonography do observation time before being accepted in to the program.Harrington Breast Center – Brassfield is excited about getting a student in the facility and also asked that students interested in Sonography do observation time before being accepted in to the program.Northwest Texas Hospital – Sell asked if the student(s) could arrive at 8:00 a.m. instead of 8:30 a.m. and Manchester said that could be arranged. He also would like the students to wear clip-on name badges….no lanyards. He also asked that students interested in Sonography do observation time before being accepted in to the program.Women & Children’s Health Clinic – Manchester reported students usually have lots of interaction with different cultures and different experiences at this site and it is going very well.  | Linda LeathersOra HodgesCindy BrassfieldDale Sells |
| Adjournment  | Being no further business the meeting adjourned at 8:30 a.m., and Manchester gave the members a tour of the new sonogrpaphy laboratory.  |  |
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| **Chairperson Signature: Ora Hodges**  | **Date: 3/30/12** | **Next Meeting: Spring 2013** |