

Advisory Committee Meeting Minutes

<b>PROGRAM COMMITTEE NAME:</b>		Mortuary Science				
<b>CHAIRPERSON:</b>		Bonnie Pennington				
<b>MEETING DATE:</b>		11.11.13	<b>MEETING TIME:</b>	6:00 p.m.	<b>MEETING PLACE:</b>	West Campus "C" Bldg. Room 101
<b>RECORDER:</b>		Kim Lacey, Executive Secretary 806.354.6055 <a href="mailto:kslacey@actx.edu">kslacey@actx.edu</a>		<b>PREVIOUS MEETING:</b>		11.6.12
<b>MEMBERS PRESENT</b>						
List all members of the committee, then place an X in the box left of name if present						
	<b>NAME</b>	<b>TITLE</b>	<b>EMPLOYER INFO</b>	<b>PHONE</b>	<b>EMAIL</b>	
X	Joe Stout	Student Representative	Legacy Funeral Group	432.530.1431	<a href="mailto:stout@legacyfuneralgroup.com">stout@legacyfuneralgroup.com</a>	
X	Bonnie Pennington	General Manager	Schooler Funeral Home	806.584.6685	<a href="mailto:bonnie.pennington@carriageservi">bonnie.pennington@carriageservi</a>	
X	Lynn Rector	Owner	Rector Funeral Home	806.674.1314	<a href="mailto:lrector@amaonline.com">lrector@amaonline.com</a>	
X	Mike Roberts	Owner	Parkside Chapel	806.363.2300	<a href="mailto:parkside@wtrt.ent">parkside@wtrt.ent</a>	
X	Doug Carmichael	Owner	Carmichael & Whatley Funeral	806-665.2323	<a href="mailto:d-carmichael@carmichael-">d-carmichael@carmichael-</a>	
X	Joel Carver	Owner	A to D Mortuary	806.353.4944	<a href="mailto:atodmortuary@yahoo.com">atodmortuary@yahoo.com</a>	
<b>EX-OFFICIO'S PRESENT</b>						
X	Scott Rankin	Program Director	Amarillo College	806.356.3631	<a href="mailto:jsrankin@actx.edu">jsrankin@actx.edu</a>	
X	Brant Davis	Faculty	Amarillo College	806.354.6035	<a href="mailto:bedavis@actx.edu">bedavis@actx.edu</a>	
X	Mark Rowh	Dean, Health Sciences	Amarillo College	806.354.6070	<a href="mailto:merowh@actx.edu">merowh@actx.edu</a>	
X	Cherie Clifton	Advisor	Amarillo College	806.354.6007	<a href="mailto:caclifton@actx.edu">caclifton@actx.edu</a>	
X	Dr. Kopenits	Faculty	Amarillo College	806.371.5491	<a href="mailto:mskopenits@actx.edu">mskopenits@actx.edu</a>	
<b>AGENDA ITEM</b>		<b>ACTION DISCUSSION INFORMATION</b>			<b>RESPONSIBILITY</b>	
Welcome & Introductions		Pennington, Chairperson, welcomed everyone to the meeting and introductions were made.			Pennington	
Approval of Minutes		The minutes of the 11.6.12 were approved with no corrections.				
Health Science Advisor		Clifton reported that the college's enrollment is down by 5% due to better economy, usually means less enrollment. The west campus had their annual blood drive and 22 units of blood were collected!			Cherie Clifton	
Student Representative		Stout reported that the program's new student orientation was very helpful. It gives the students a chance to meet the instructors. Stout passed the state board on his first attempt, but it was a difficult test. He enjoys coming to class on Mondays and Tuesdays.			Joe Stout	

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Director's Reports	<p>Rankin reported that he enjoys teaching online but he also enjoys the face-to-face classes as well. The testing scores of the in-class and online classes are about the same. He added that the program is now degree heavy with students and certificate light with students, and at one time, it was the other way around.</p> <p>Preceptor Training – Ranking visits the embalming sites and goes over the manual with, and what is expected of them to help the students. A preceptor is someone that is a graduate from an accredited associate degree program and dually licensed.</p> <p>Board Exams – The scores were 80% pass rate in 2011, and 36% pass rate in 2012. It seems that students who take the classes seriously and study pass with flying colors. Some, who failed, retook the test for a second time and passed. One student took the national board, and passed, which puts the pass rate for 2013 at a 100%. Rankin has raised the bar and will not allow students to test if they are not ready.</p> <p>Site Team – The accreditation team visited in March 2013. They found several concerns of Standard 11 which includes the progress of the program. Rankin now has the data needed and has plans in place to move forward. Rankin and Rowh went to Austin in October and the program was granted continual accreditation with probation. In April 2014, Rankin will travel to Minneapolis, MN, and will know if accreditation without probation is granted.</p> <p>Application Process - Students will fill out a separate application for the degree program and for the certificate program. Once the student is accepted to either program, a two-day orientation on camps is required.</p> <p>Associate Degree &amp; Certificate Program – Currently there are 45 active students. There are 21 freshmen and 24 sophomores. Five should graduate in December, and 16 should graduate in May. In the certificate program there are 32 active students.</p>	Scott Rankin
Faculty Reports	<p>Davis reported that he teaches totally online. The change from Angel Software to Blackboard Software has been going well. He is every encouraged with his students as they seem to be dedicated.</p> <p>Dr. Kopenits reported that he teaches the Anatomy portion of the program and it seems the students do better when taking the course in-class, rather than taking the online course.</p>	Brant Davis & Dr. Kopenits

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Dean Report	Rowh thanked everyone for their support. He asked the committee if the students had the “soft skills” needed when doing their clinical portion. Those that had students said “yes” they did have the soft skills needed.	Mark Rowh
Affiliation Reports	The affiliations in attendance said that the students are doing fine. They are glad that some of the courses are back on campus.	
<b>Chairperson Signature:</b> <b>Bonnie Pennington</b>	<b>Date:</b> <b>11.11.13</b>	<b>Next Meeting:</b> <b>Fall 2014</b>

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<b>Chairperson Signature:</b>	<b>Date:</b>	<b>Next Meeting:</b>	