

Advisory Committee Meeting Minutes

<b>PROGRAM COMMITTEE NAME:</b>		Mortuary Science			
<b>CHAIRPERSON:</b>		Chuck Robertson			
<b>MEETING DATE:</b>		11/6/12	<b>MEETING TIME:</b>	6:00 p.m.	<b>MEETING PLACE:</b>
<b>RECORDER:</b>		Kim Lacey, Executive Secretary 806.354.6055 <a href="mailto:kslacey@actx.edu">kslacey@actx.edu</a>		<b>PREVIOUS MEETING:</b> 11/15/11	
<b>MEMBERS PRESENT</b>					
<b>List all members of the committee, then place an X in the box left of name if present</b>					
	<b>NAME</b>	<b>TITLE</b>	<b>EMPLOYER INFO</b>	<b>PHONE</b>	<b>EMAIL</b>
X	Chuck Robertson	Vice President	Robertson Funeral Home	806.664.1141	<a href="mailto:c.robertson@amaonline.com">c.robertson@amaonline.com</a>
X	Jake Minton	Manager	Minton-Chatwell Funeral Home	806.898.4398	<a href="mailto:Jakemint1@gmail.com">Jakemint1@gmail.com</a>
X	Patricia Garcia	Funeral Director	Schooler Funeral Home	806.584.6685	<a href="mailto:patrica.garcia@carriageservices.com">patrica.garcia@carriageservices.com</a>
X	Bonnie Pennington	Manager	Schooler Funeral Home	806.584.6685	<a href="mailto:bonnie.pennington@carriageservices.com">bonnie.pennington@carriageservices.com</a>
X	Dr. Kopenits	Professor	Amarillo College	806-371.5491	<a href="mailto:mskopenits@actx.edu">mskopenits@actx.edu</a>
X	Matt Smith	Student Representative	Amarillo College	325.370.0475	<a href="mailto:frybartlett@gmail.com">frybartlett@gmail.com</a>
	Jason Brooks				
	Garre LaGrone				
	Chad Rhynert				
	Brad/Bart Boxwell				
	Lynn Rector				
	Matt Miller				
<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/Counselor	Amarillo College	806.354.6007	<a href="mailto:caclifton@actx.edu">caclifton@actx.edu</a>
<b>AGENDA ITEM</b>		<b>ACTION DISCUSSION INFORMATION</b>			<b>RESPONSIBILITY</b>
Welcome & Introductions		Rankin welcomed everyone to the meeting and introductions were made.			
Minutes		Robertson, Chairperson, went over the November 15, 2011 minutes with the committee. The minutes were approved with no corrections.			Chuck Robertson
H.S. Advisor/Counselor		Clifton reported that she is learning the acceptance process for Mortuary Science. Rankin added that Clifton does an excellent job! Currently there are 11,500 students at Amarillo College. Fall commencement is Saturday, December 15 at the Civic Center. This program will have several graduates this fall.			Cherie Clifton
Student Representative		Smith reported that Amarillo College, all departments, has been great to work with. Smith graduated from a school in San Antonio with a certificate in Mortuary			Matt Smith

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	<p>Science. He will graduate with his Associate Degree from Amarillo College in May 2013. Smith is a non-traditional student and he would like to see more classes offered on a Monday and a Tuesday, and a Wednesday and a Thursday with Friday's being no classes. Smith travels back and forth from New Mexico and lives in a travel trailer during the week, then goes home and works on the weekends. The online classes are nice, but he feels he learns more with face-to-face instruction. Smith added that the equipment in the program should be updated to meet industry standards.</p>	
Director's Report	<p>Rankin reported that things are going well in the program. He hired Brant Davis, full-time faculty, and he is doing very well. Davis has 23 years experience at Brown's Funeral Home and brings compassion and integrity to the program. Rankin thanked Dr. Kopenits for a job well done teaching the anatomy course. Rankin would like to bring the program back to the campus for some in-house lecture and labs. He feels that students have a lack of respect for online classes and classes held on campus would be more productive. There are 75 students in the certificate program and 20 students in the Associate Degree program. The deadline for the spring of 2013 was November 5<sup>th</sup> and 40 applications were processed. New student orientation will be held on campus and is scheduled for January 10<sup>th</sup> and 11<sup>th</sup> ....this orientation is mandatory. There were 12 graduates for the Certificate program and 8 graduates for the Associate Degree program. This December's graduation there will be 11 graduates for the Certificate program and 3 for the Associate Degree program. Rankin feels that the pass rates are down due to the fact that the students are not taking the program seriously and not studying the way they should. Also, students who fail two courses in the Associate Degree program will be removed from the program. Students should be held accountable. The committee agreed that students should be held accountable too. The committee also agrees that students should be having on campus courses as well. Rankin would like to offer the embalming class on campus. He will be requesting three cadavers, and one of those cadavers will be used for embalming only. Rankin has put together a preceptor training manual for all embalming sites (accreditation requirement). Rankin will inspect each embalming site and will go over the training manual with each preceptor. The accreditation site-team visit will be March 3-5, 2013. The site team will want to meet with the advisory board on Monday, March 4 at noon (lunch will be provided). Please mark your calendar! The Texas Funeral Director's Association's Legislative Committee is looking into discussing with the Texas Funeral Service Commission about the possibility of re-evaluating the provisional licensee being required to serve prior to going to school. Currently, the provisional licensee must be currently enrolled in an approved Mortuary School or have completed an</p>	Scott Rankin

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	approved Mortuary School. Of course, this only pertains to those seeking licensure in the State of Texas. It would not affect the 'out-of-state' students. Rankin would like the advisory board opinions outside of the meeting at a later date.	
Affiliation Report	Rankin reported that he is in the process of updating affiliation agreements.	Scott Rankin
Dean of Health Sciences	Rowh spent the last month meeting with all the department directors in Health Sciences. When he met with Scott and Brant there was some concern and discussion of the program needing updated equipment. Rowh gave everyone a copy and discussed the Amarillo College No Excuse Belief System: <i>Student Success and Completion</i> .	Mark Rowh
Other Business	Davis stated that he is very glad to be at Amarillo College and enjoys the students. He feels that he can help the students understand the importance of compassion in this field of work.	Brant Davis
Adjournment	Being no further business the meeting was adjourned at 8:00 p.m.	
<b>Chairperson Signature: Chuck Robertson</b>		<b>Date: 11/6/12</b>
		<b>Next Meeting: Fall 2013</b>