

Advisory Committee Meeting Minutes

PROGRAM COMMITTEE NAME:		Mortuary Science			
CHAIRPERSON:		Mike Roberts			
MEETING DATE:	11.3.15	MEETING TIME:	6:00 p.m.	MEETING PLACE:	West Campus "C" Bldg. Room 101
RECORDER:	Keri Shelburne, Executive Secretary 806.354.6055 kshelburne@actx.edu			PREVIOUS MEETING:	4.7.15
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	Bonnie Pennington	General Manager	Schooler Funeral Home	806.584.6685	bonnie.pennington@carriageservices.com
	Lynn Rector	Owner	Rector Funeral Home	806.674.1314	lrector@amaonline.com
X	Mike Roberts	Owner	Parkside Chapel	806.363.2300	parkside@wtrt.ent
X	Doug Carmichael	Owner	Carmichael & Whatley Funeral	806-665.2323	d-carmichael@carmichael-whatley.com
X	Tyler Carver	Owner	A to D Mortuary	806.353.4944	atodmortuary@yahoo.com
	Chuck Robertson	VP	Robertson Funeral Home	806.664.1141	c.robertson@amaonline.com
X	Jake Minton	GM	Minton-Chatwell Funeral Home	806.898-4398	jakemint1@gmail.com
	Chad Rhynhart	GM	Memorial Park Funeral Home	806.374.3709	chad.rhynhart@dignitymemorial.com
	Candice Shafer	GM	Cox Funeral Home	806.354.2585	shafer_candace@yahoo.com
	Matthew Miller	Owner	Miller Mortuary Services	806.763.9411	millermortuary@gmail.com
	Brad/Bart Boxwell	Owner	Boxwell Brothers	806.355.8156	brad@boxwellbrothers.com
X	Scott Rankin	Program Director	Amarillo College	806.356.3631	jsrankin@actx.edu
X	Brant Davis	Faculty	Amarillo College	806.354.6035	bedavis@actx.edu
X	Mark Rowh	Dean, Health Sciences	Amarillo College	806.354.6070	merowh@actx.edu
	Debby Carey	Advisor	Amarillo College	806.354.6007	dacarey@actx.edu
	Dr. Kopenits	Faculty	Amarillo College	806.371.5491	mskopenits@actx.edu
X	Dr. Deborah Vess/Susie Wheeler	VPAA	Amarillo College	806.371.5226	d0551113@actx.edu
X	Chester Beavers	Student Rep	Amarillo College	N/A	N/A
X	Nancy Davis	Student Rep	Amarillo College	N/A	N/A
AGENDA ITEM		ACTION/DISCUSSION INFORMATION			RESPONSIBILITY
Welcome & Introductions		Roberts, Chairperson, welcomed everyone to the meeting and introductions were made.			Mike Roberts
Approval of Minutes		The minutes of the 4.7.15 were approved with no corrections.			Mike Roberts
Health Science Advisor		ABSENT			Debby Carey

Student Representative	Both students expressed that they were very appreciative of the program and the faculty. Reported that everything was going very well, clinicals are running smoothly. Both students will graduate in May. Great discussion between students and affiliates concerning the program being online. Students expressed that if the program was not offered online and only on campus, this would have been a barrier for them to enroll in the program.	Chester Beavers & Nancy Davis
Director's Report	Associate Degree: 46 students currently enrolled. Planning on 9 graduates in December. Certificate: 38 students currently enrolled. Planning on 11 graduates in December. Rankin reported that online enrollment is the program strength and that the clinical portion is critical. Program changes: For the 60 hour curriculum, the following pre-requisites will be required for Fall 2016: English 1301, General Psychology and Math. Associate program-there will be one time entry per year, in the Fall. Embalming Clinical offered in the Fall only. National Board Review offered in the Spring only. Rankin reported on the new centralized application process for incoming Fall 2016 students. Rankin asked the committee to send them scenarios at the clinical sites and they will incorporate them into the course material. Rankin asked the committee questions concerning how they felt about having students come in for a second orientation and about having finals on campus. Responses were concern about the cost of travel for students if making this mandatory. Rankin addressed the committee concerning that the program is on administrative probation until Mr. Rankin completes his last 2 courses to receive his master's degree. "The COA expects the probation status to be rectified by the start of the Spring 2016 semester. Upon receipt of evidence of the completion of the Master's degree and payment of the Administrative Probation fee of \$75.00, the probation status will be lifted." Rankin is enrolled in final 2 courses & will finish by December. Rankin emphasized that this is not an academic probation on the students.	Scott Rankin
Affiliation Report	The affiliations in attendance said that the students are doing a good job.	Committee
VPAA Report	Wheeler commended Rankin on recruiting females into the program. Wheeler asked the committee for volunteers to meet with her and answer some questions.	Susie Wheeler
Dean Report	Rowh thanked everyone for their support of the program and for attending the meeting. Rowh provided a handout and discussed the No Excuses in Action 20/20 plan to the committee.	Mark Rowh
Adjournment	Being no further business the meeting adjourned at 7:35 p.m.	Mike Roberts
Date: 11/4/15	Executive Secretary Signature: 	Next meeting: FALL 2016