













Advisory Committee Minutes

PROGRAM COMMITTEE		Mortuary Science Medical Services Professions				
CHAIRPERSON:		Mike Roberts				
MEETING DATE:		11-	MEETING TIME:	6:00 PM	MEETING PLACE:	West Campus Building C
RECORDER:		Sherrie S. Nunn, Administrative Systems Specialist, ssnunn@actx.edu			PREVIOUS MEETING:	11-03-2015
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	Roger Allen	Funeral Director	LaGrone Blackburn Shaw		roger.allen@carriageservices.com	
X	Chase Brooks	Funeral Director	Brooks Funeral Home		Chase.brooks@live.com	
X	Gary Cogburn	Funeral Director	Lagrone Blackburn Shaw		Gary.cogburn83@gmail.com	
X	Jake Minton	Manager	Minton-Chatwell		jakemintl@gmail.com	
	Luis Mendoza	Funeral Director	Morrison's		lmendoza@morrisonfuneraldirectors.co	
	Brad/Bart Boxwell	Owner	Boxwell Brothers	355-8156	brad@boxwellbrothers.com	
	Matthew Miller	Owner	Miller Mortuary Services	763-9411	millermortuary@gmail.com	
	Candice Shafer	General Manager	Cox Funeral Home	354-2585	Shafer_candace@yahoo.com	
	Chad Rhynehart	General Manager	Memorial Park Funeral Home	374-3709	Chad.rhynehart@dignitymemorial.com	
	Chuck Robertson	Vice President	Robertson funeral Home	664-1141	c.robertson@amaonline.com	
	Tyler Carver	Owner	A to D Mortuary	353-4944	atodmortuary@yahoo.com	
	Doug Carmichael	Owner	Carmichael & Whatley Funeral	665-2323	d-carmichael@carmichael-whatley.com	
	Mike Roberts	Owner	Parkside Chapel	363-2300	parkside@strt.net	
	Lynn Rector	Owner	Rector Funeral Home	674-1314	lrector@amaonline.com	
	Bonnie Pennington	General Manager	Schooler Funeral Home	584-6685	Bonnie.pennington@carriageservices.co	
EX-OFFICIO'S PRESENT						
X	Scott M. Edwards	Part Time Instructor	Amarillo College		m0214617@actx.edu	
X	Tim Bartlett	Student Rep	Amarillo College		tkb33@yahoo.com	
X	Melissa Burns	CCHcE – Education Coordinator	Amarillo College		mdburns@actx.edu	
X	Dana Burgin	Student Rep	Amarillo College		danaburgin@gmail.com	
X	Shawna Lopez	Pharmacy Tech Program Director	Amarillo College		smlopez@actx.edu	
X	Javier Herrera	Advisor	Amarillo College		jfherrera@actx.edu	
X	Mark Rowh	Dean Health Sciences	Amarillo College		merowh@actx.edu	
x	Kim Crowley	Assoc Dean Health Sciences	Amarillo College		kacrowley@actx.edu	
AGENDA ITEM		ACTION DISCUSSION INFORMATION			RESPONSIBILITY	
Welcome and Introductions		Brant Davis, Introductions and welcome 6:05 PM			Brant Davis	
Approval of Minutes		The minutes of the 11-3-2015 - Approval – minutes received in email – skipped over approval.			Brant Davis	
Health Science Advisor		Advisor reported enrollment up 3% in the fall – want to carry over that rise to Spring 2017			Javier Herrera	

Student Report	<p>Tim Bartlett – student rep stated it is a good program, students just need to do the work</p> <p>Dana Burgin – stated she was apprehensive at first, instructor made it easy; wants to do things right, ask questions and for direction; appreciates the instructors; stated Javier was great, had nothing negative to say.</p>	<p>Tim Bartlett</p> <p>Dana Burgin</p>
Affiliation Reports	Affiliation in attendance stated everything was going well.	Committee
Director's Report	<p>Brant Davis reported that the self-study will be reaccredited for Spring 2017; pass rates must be on the website and accessible to interested students; all classes will be on-line. There must be strong clear communication with all clinical sites; instructors need to go into courses and streamline the curriculum to be more precise; AC needs to look at the possibility for providing cremation CEs – Edmond, OK is currently the closest place; these CEs will also need to be part of licensure for AC; Possible use of stand-alone facility – if a student cannot get into a clinical site as students do have emergencies come up.</p> <p>AC needs to look at possible younger student base – the average student is 42; 2 kids; FT job and expanding in a different ways.</p> <p>Brant also stated that the program goals are important – matters of the heart; it's a personal job; trust is a definite need;</p> <p>Student orientation is Thurs night @ 5:00, Friday until 3:45 – speakers are being brought in to discuss dress code, tattoos & piercings, etc.; trying to make sure that the student is a fit for the line of work; mortuary isn't for everyone.</p> <p>Brant stated that he has an open door policy, phone conversations, office hours, etc. available to discuss with students;</p> <p>For future students – clinical notebooks must be correct</p> <p>American Board of Funeral Standards are the governing agency;</p> <p>WOW Values lead to completion rate of 70%; Clinical sites are so important to the success of the students;</p> <p>AC will have 9 graduates for Fall; 1 graduate from the Summer; 8 will have job placements;</p> <p>Brant feels program is on the right path, but there is still work to do</p> <p>74 is lowest passing score in class and state boards; Tightening up some of the grading will help to prepare students;</p> <p>We currently have 5 students from the Amarillo & surrounding area as well as 8 out of state students; 3 clinical classes (2 funeral directing) (1 embalming)</p> <p>Student clinical cases for each of these classes (1310 / 1260 / 2260 are 10 / 10 / 15 respectively and these numbers make it difficult for some students to finish</p> <p>Shawna Lopez reported that during the Anatomy and Physiology class for some students she is creating a support group – someone to watch kids, give a ride if needed, etc... like the online students are sitting in an actual classroom for 4 hours.</p> <p>Local completing students usually stay in the Amarillo area – the job market is not saturated.</p>	Brant Davis
Other Business	No other business	

VPAA Report	No comments needed as Perkins funding was not awarded	
Dean Report	No comments	
Adjournment	Being no further business the meeting adjourned at 7:30 PM	
Date: 11-10-2016	Executive Secretary Signature: 	Next Meeting: FALL 2017

Thursday, November 10, 2016

PRINT NAME	SIGNATURE	FACILITY	TITLE	EMAIL
1. Scott M. Edwards, Jr		YOS	Instructor	mce2146170@actx.edu
2. Melissa Burns		AC	Educ. Coord.	mburns@actx.edu
3. Roger Allen		LaGrone Blackburn Shaw	Fun. Director	roger.allen@carriagelines.com
4. Tim Barthett		AC - Bogawell	Student	tkb33@yahoo.com
5. Dana Burgin		AC	Student	danaburgin@gmail.com
6. Chase Brooks		Brooks Funeral Home	Funeral Director	chase.brooks@live.com
7. Shawna Lopez		AC	Pharmacy Technology Advisor	smlopez@actx.edu
8. Javier Herrera		AC	Advisor	jfherrera@actx.edu
9. Mark Nowh		AC	Dean	mnowh@actx.edu
10. Gary Coaburn		LaGrone Blackburn	F.D	gary.coaburn@actx.edu
11. JAKE MINTON		A MINTON-CHART	MGR	jake.minton@gmail.com
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