


Advisory Committee Meeting Minutes

PROGRAM/COMMITTEE NAME:		Mortuary Science			
CHAIRPERSON:					
MEETING DATE:	6-28-18	MEETING TIME:	12:00.	MEETING PLACE:	
RECORDER:	Janet Barton – Executive Secretary			PREVIOUS MEETING:	
West Campus “C” Bldg. Room 101					
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	Mike Roberts	Owner	Parkside Chapel	806.223-3688	parkside@wttt.ent
X	Jake Minton		Minton-Chatwell F.H.	898-4398	jakemint1@gmail.com
X	Roger Allen		Lagrone-Blackburn Shaw F.D.		roger.allen@carriageservices.com
	Robert Green		Schooler/Angel Funeral Homes		Robert.green@carriageservices.com
X	Candice Shafer	GM	Cox Funeral Home	806.567-1334	shafer_candace@yahoo.com
X	Eric Shafer		Shaffer Mortuary Services	806-584-8489	Ejs1989@yahoo.com
X	Doug Carmichael		Carmichael-Whately	806.806-663-	dcarmichael@cableone.net
	Alana Winegart		Winegeart Funeral Home – Pampa		winegeartfuneral@yahoo.com
X	Lynn Rector		Rector Funeral Home	806-674-1314	Lrector0804@gmail.com
	Brant Davis	Program Director	Amarillo College	806.354.6035	bedavis@actx.edu
X	Patricia Garcia	Faculty	Amarillo College		patricia.garcia@actx.edu
X	Mark Rowh	Dean, Health Sciences	Amarillo College	806.354.6070	merowh@actx.edu
X	Javier Herrera/Sandra	Advisor	Amarillo College	806.354.6007	jherrera@actx.edu / s0053236@actx.edu
	Dr. Tamara Clunis	Interim VP	Amarillo College	806.371.5429	ttclunis@actx.edu
X	Kim Crowley	Assoc. Dean of Health Sciences	Amarillo College		kcrowley@actx.edu
X	Melissa Burns	Director of CHCE	Amarillo College		M0084211@actx.edu
	AGENDA ITEM	ACTION DISCUSSION INFORMATION			RESPONSIBILITY
	Welcome & Introductions	Welcome and introductions			Roger Allen
	Approval of Minutes	Mike Roberts Motion, Candace 2nd			Roger Allen

Advisors	Javier helping students with admission making sure they get everything completed and turned in for the Mortuary Science program. Had about 10 or 15 students trying to get enrolled. Usually visit over phone. Have a few face to face. Have student flying in from Oregon that day to get in the program. Question asked if now is the time to sign up. Yes do now. Earlier the better. Sandra mentioned a lot of classes are full. Candace asked about background process. Javier mentioned a background check is run on all. Candace wants to make sure students who come in are safe. Feels in past, had some students who were not acceptable. Candace stated she had a student come talk to her and the student stated she has 3 felonies but was told she should still be able to be in program. Javier mentioned background is part of the application process. Discussion on backgrounds and importance of making sure students are safe. New legislation that institutions are required to make sure students are aware from the beginning that they may not be eligible for a license based on background.	Javier/Sandra
Director's Report	Implementing a lot of changes. Added online collaborations with instructors/students. Ramped up exams...more rigorous. Working on online training for Brant and Patricia. Using MATS for students. Allows students to study the questions that are on the Board exams. Previously scores low. Currently around 75 to 80%. AC has allowed Patricia and Brant to travel to learn more about online instruction. How to better make students feel they are not by themselves. We are redesigning courses, exams and discussions to align with Board exams. Working with consultant for assistance. Have a lot of support from administration to increase success. Roger asked if there are any suggestions. States he did Provisionals at the same time going to school. Now students, graduate, complete Provisionals for about a year. Lose knowledge. MATS vital to success. Patricia mentioned she did Provisionals same time as classes. Candace mentioned having study groups...beneficial. Patricia stated they started online collaboration to better prepare students. Gave example of a student who failed mid-term. Now they get online with study guides, go around and make sure they all have correct answers. Use Blackboard Collaboration. Small group from here. A lot from across the country. Within 50 mile radius have students come here to take test. Not required, but Patricia prefers. Talked about Proctors for the testing.	Patricia Garcia
Affiliation Report	Candace asked how many embalming graduates we have. Patricia mentioned 13. Discussion on Certification versus Associate Degree. Maybe easier to get Certificate 1 st then go back and take embalming to get Assoc. Degree. (This discussion was after meeting had been adjourned.	

Student	NA	
Melissa Burns CHCE	Provide CEs to groups who may need Cont. Ed Credits. Funeral Directors get CEs online. Melissa mentioned would love to help them out with CEs if interested.	Melissa Burns
VPAA Report	Dr. Clunis not able to be here. Kim thanked the committee for attending and helping our students. Administration is 100% dedicated to the Mortuary Science program and moving it forward. Bringing new pedagogies in spring and summer in regards to teaching online, re-inventing program. A lot of work being done. Dr. Clunis wants AB meetings to be collaborative between Affiliations and College. Encourages them to work with Brant and Patricia to improve program. Patricia mentioned so much of her learning was from the preceptors. They are so important to the students. Told committee how much she appreciates them and the work they do with students. Roger mentioned he doesn't think students understand how much Time the job will take. They think it is 8 to 5 job. Kim stated she hopes affiliations will be able to see all of the work being done. Patricia asked group to bring concerns to her. Don't have to wait until AB Meetings.	Kim Crowley
Dean Report	Mark, Thanked everyone for attending. Agreed with comments Kim made. Report due September 1st then will be going to Salt Lake City.	Mark Rowh
Adjournment	Motion Lynn Rector, 2 nd Mike Roberts	
Date: 6-28-18	Executive Secretary Signature: 	Next meeting: TBD

ADVISORY COMMITTEE MEMBERS

Program: Mortuary Science

Year: Summer 2018

Program Director: Brant Davis

Committee Chair:

Name	Title	Company	Phone	E-Mail
Roger Allen		LBS		roger.allen@carriage.com
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