

Re-Accreditation Committee Meeting
Friday, November 3, 2006, 9:00 AM

Members Present: David Fike, Jack Stanley, Judy Jackman, Alan Kee, Preston Childress, Lisa Meehan

Members Absent: Michael Kopenits

Mortuary Sciences Dept. – Self Study Report

- Preston passed out to everyone the Mortuary Science Dept. Self Study Report – titled: American Board of Funeral Service Education Accreditation Standards. Mortuary Sciences pre-report has to be done by mid December and has to meet Accreditation Standards. **Preston asked what everyone to look at the Amarillo College pass rates for the National Board Exams. Judy indicated the pass rates were in Section 11.6.1.**
- Preston indicated that he is waiting on the Appendix, and asked what everyone thought about adding the page numbers to the report. **Jack said that page numbers should be added because it will make it easier for people to put their finger on the information that they are looking for. Preston asked it should be done by sections? Jack felt the report isn't large enough to do by sections, that page numbers would be best. He also indicated that each section should start a new page don't start a section on a back page, and insert a colored blank sheet of paper in between sections. It might a good idea to include links to the server in the report.**
- David said to be prepared to describe what the Self Study Committee has done and that each Dept. does exactly the same thing. Danita is going to have a meeting with the Self Study Committee soon.
- The Funeral Board Commission will be here on February 4, 5, and 6, 2007 and the Advisory Board will meet with them, then the exit interview will be conducted on Feb. 6th in the afternoon. **Jack asked Preston if he had recorded any of his classes on DVD's because it would be an additional bonus, and showing student participation in the classes would be helpful, and the DVD would be a good tool to give to them. It would also help make the Self Study Report look more professional. Judy asked if there was going to be a meet and greet with the people from the Funeral Board Commission and Preston indicated that some may or may not want to do this, usually they want a working lunch with the Advisory Board.**

- Preston said he had two issues in the Self Study that he wanted to discuss:
 1. Registrar's office (4.4) Diane is working on transcript issue. **Jack Stanley suggested that a letter from Amarillo College Mortuary Sciences Dept. could be attached to the transcript along with a Dept. seal on the letter. If you don't have a seal you could have a seal made for the Mortuary Science Department. David asked you set the standards the Committee on Accreditation? Jack indicated the Accreditation Board goes over everything with a fine tooth comb. There is an internal debate between Mortuary School and State of Texas Certificate vs. a Degree in Mortuary Sciences.**
 2. The problem with Amarillo College transcripts is that when issuing an Associate Degree - all hours do not show up on the transcript. The transferred hours from other colleges do not show up on the transcript. Diane is checking on this issue. **Judy asked if you could just provide two transcripts from both colleges. Preston said he'd get with Danita and look the transcript issue over.**
- The Funeral Board Commission we be at Amarillo College to look at the Mortuary Sciences Self Study Program on February 4, 5, and 6th. Dr. Paul Matney and Dr. David Fike will be in attendance at the Exit Interview. **Jack Stanley suggested that the members of the board conducting the review should have computer access. It would be good to have them set up in a room over by Dr. Matney's office in the Lynn Library. I would contact the Library and have them reserved the for the board members use. The difficult part is checking on everyone's schedule to make sure they are available.**
- The next meeting is scheduled for Monday, November 13, 2006.