

Amarillo College Business and Leadership Councils will ensure to comply with GIPWE Advisory Committee Meeting Minutes by incorporating the following agenda items into the meeting minutes. For more information about the characteristics of these committees, review pps. 7-8 in the [GIPWE](#).

- (1) Identification of committee members (**name, title, and affiliation**);
- (2) Indication of the committee members' presence or absence from the meeting;
- (3) The names and title of others present at the meeting;
- (4) The signature of the recorder; and
- (5) Evidence that industry partners have taken an active role in making decisions that affect the program as outlined below:
 - a. Evaluating the goals and objectives of the program curriculum;
 - b. Establishing workplace competencies for the program occupation(s);
 - c. Suggesting program revisions as needed;
 - d. Evaluating the adequacy of exciting college facilities and equipment;
 - e. Advising college personnel on the selection and acquisition of new equipment;
 - f. Identifying local business and industry leaders who will provide student with wor-Obased learning experience, employment, and placement opportunities;
 - g. Assisting in the professional development of faculty;
 - h. Assisting in promoting and publicizing the program to the community and to business and industry; and
 - i. Representing the needs of students from special populations as defined in Perkins V.

For recorders/notetakers

Please review the guidelines above and below as you prepare the agenda and/or minutes.

If a motion is made, make note in the section of who made the motion, who seconded, and include results of vote.

If there is no motion or action taken on a discussion or a point in the agenda, note "no action or vote taken" in the section.

Signatures and Routing

Upon completion of the minutes, please send them to advisory board/BLC chair and program chair and/or program coordinator for review and signature. *Include the meeting agenda with the minutes.* Afterwards, send it to Dean for review and final initial before you submit to the library for the electronic archives.

Instructions for Advisory Board / BLCs

Chairperson – appointed by program manager (someone outside of Amarillo College)

Recorder – person taking notes from meeting

Members – Include all members of committee; place an **X** to left of name if present.

Ex-Officio – Include all other people present. AC faculty, staff, and guests are ex-officio; they do not vote on motions.

“Program Name”
Business and Leadership Council Meeting Minutes

CHAIRPERSON: Miri Cook		
MEETING DATE: April 2, 2025	MEETING TIME: 6:00 AM	MEETING LOCATION: AC WC Allied Health Bldg. Room 170
RECORDER: Janet Barton		PREVIOUS MEETING: March 6, 2024

MEMBERS PRESENT: (P = Present) Add nonmembers to bottom of table with heading “Others Present.”

P	Name and Title (List all)	Business Affiliation	Email	Best contact number
x	Miri Cook RN	Northwest Texas Hosp. Surgery Center	Miri.cook@nwths.com	806-570-2234
x	Paulina Perez CST	Northwest Texas Hospital	Paulinacoin23@gmail.com	806-471-2824
x	Cara Segura CST	Quail Creek Surgical Hospital	NA	Na
x	Ashley Hamrich CSFA	Northwest Texas Hospital Surgery Center	Ashleymamrich5@gmail.com	806-626-1457
x	Ryan Terry – OR Manager	Baptist St. Anthony’s Hospital	Ryan.terry01@bsahs.org	806-223-3963
x	Dacia Valentine CST (Zoom)	Golden Plains Hospital	Dacia.valentine@goldenplains.com	806-886-1891

Advisory Board / Business and
Leadership Council

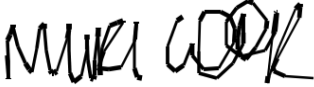



Surgical Technology

Date April 2nd, 2025 @ 6:00 AM

x	Dr. Potter (Zoom)	Physician/Surgeon		
x	Orion Herrera CST	Baptist St. Anthony's Hospital	Herrera.orion@yahoo.com	832-310-7884
	NA	Panhandle Surgical Hospital		
	NA	Panhandle Surgical Hospital		
	William Wheeler	Public Member		806-676-1945
x	Melinda Jones	AC/BSA		806-584-4578
x	Ben Segura	AC/Dr. Marupudi		806-640-4107
x	Judith Lopez	AC/ Amarillo Spine Center		806-336-1643

Minutes	
Key Discussion Points	Discussion
Introductions:	Introductions of the committee were completed
Old Business:	Miri asked for Approval of previous minutes from 2024 - Ryan Terry 1 st , Ashley Hamrich 2 nd , all approved
Advising:	Amanda Mckee – Amanda stated they have been very busy registering students. Helping out on Washington Street Campus. Application deadline is April 25 th .
Student Report	Celest Ostercamp – Student Representative – Clinicals are going well. Celest stated she is looking forward to seeing the Simulation Center.
Affiliation Reports:	<p>Miri – NWTH – Miri stated the students are doing a good job.</p> <p>Paulina – NWTH – stated she has not worked with students much. Nick and Lori are doing great. Both employed.</p> <p>Panhandle Surgical Hospital – No report</p> <p>Cara Segura -Quail Creek Hospital - Cara stated the students are doing good. They are able to pass instruments with no issues. Cara mentioned the hospital does not have any travelers; they have two openings.</p> <p>Orion Herrera –BSAHS - No report</p> <p>Dr. Potter – Welcomed having students in surgeries. Enjoyed teaching.</p> <p>Ryan Terry – BSAHS – Ryan stated they have several open positions. Should have a couple more opening. They will accept students.</p> <p>Dacia Valentine – Golden Plains Hospital - Currently they do not have any students and don't have openings for students.</p>
AC Reports – Kim Boyd – Dean of Health Professions Melissa Burns – Continuing Healthcare Education	<p>Kim mentioned the new Simulation Center. John Smoot is the Director. We should have Audio/Visual in about three weeks. We will possibly start having the BLC meetings in the Sim Center for some programs. There will be two surgical areas and classes will be held in the Sim Center.</p> <p>Melissa Burns – Melissa stated they have a lot of conferences coming up. Lisa mentioned the four-week Periop class...basically trained others. Lisa also stated she liked the CNOR class.</p>
Program Director Report Lisa McKay	Lisa stated the Surgical Tech program implemented the Core Curriculum 7 th Ed. As of August 2024. Website had information that was incorrect. It showed we still offered the certification. That has been corrected. The program only offers an Associate of Applied Science degree. Students attend in fall, spring, and summer semesters that focus on surgical technology courses

	<p>and clinical rotations. This was reinstated after a year of trying to condense the program into two semesters. Feedback from clinical sites and employers indicated the two-semester format indicated students were not prepared. Based on this, the committee chose to return to the three-semester format. Students participate in a clinical orientation in small groups which covers the operating room process, equipment, supplies and patients journey from surgery to post-Anesthesia care. The program offers several in-service sessions each year on new equipment and supplies along with guest speakers. Following a list, students are trained on supplies. Teaching according ARON standards and AST. Lisa reviewed the Surgical Technology Outcomes: Started with twenty students, 16 graduating, 88% pass rate. The student surveys are good. Almost all of the students have jobs and clinical placements are good. Ben and Melinda maintain the credentialing. They get CEUs for attending in service events. Clinical placements are going well. Clinical sites have provided positive feedback about the students. Several students have secured employment at BSA and NWTXH. Lisa stated they have updated the clinical notebook and handbook. They are excited about the simulation center. Surge tech has received donations and new equipment. All supplemental staff hold PRN Positions at facilities and maintain CEUs through in-services and AST membership. In addition, Hanna was able to attend the AST Instructors Forum in February.</p> <p>Other business – Lisa announced to the committee that she is retiring in December of 2025.</p>
Other:	<p>Ben Segura mentioned the Men in Healthcare Event. He really enjoyed being a part of the event. Lisa stated the students were very engaged. Kim stated that for the simulation center, we can use a go pro camera and video surgeries, respiratory events, and other programs to use as a recruiting event. We will be able to use these in the immersive room.</p>
Adjourn:	<p>Meeting was adjourned at 6:38 AM</p>

Committee Chairperson: 	MEETING DATE: 4-2-25 05/19/2025	NEXT MEETING:
Recorder's Signature: 	05/19/2025	
DEPARTMENTAL CHAIRPERSON SIGNATURE: 	DATE: 05/19/2025	
DIVISION DEAN'S SIGNATURE 	DATE: 05/19/2025	

**SURGICAL TECHNOLOGY
ADVISORY BOARD MEETING
AGENDA 4-2-2025**

1. Welcome & Introductions –Chair Person – Miri Cook
2. Approval of Minutes -
3. Health Science Advisor Report – Amanda Mckee
4. Affiliation Reports –
 - a. Northwest Texas Hospital surgery center
 - b. NWTH
 - c. PSH
 - d. Spine center
 - e. Quail
 - f. BSA
 - g. PSH
 - h. David Potter MD -
 - i. BSA
 - j. Golden Plains Hospital
5. Dean of Health Sciences – Kim Boyd
6. Continuing Healthcare Education – Melissa Burns
7. Simulation Center – John Smoot
8. Director's Report – Lisa McKay
 - a. Accreditation Report
 - b. AC Strategic Plan –
 - c. Program Data
9. Clinic Report –
10. Other Business
11. Adjournment

Surgical Technology - Program Advisory Committee

April 2, 2025 @ 6 am

1. Curriculum Review and Updates:

- a. The Surgical Tech program has implemented the Core Curriculum 7th Ed. As of August 1, 2024.
- b. The program now only offers an Associate of Applied Science (AAS) degree, with students attending fall, spring, and summer semesters. These semesters focus entirely on surgical technology courses and clinical rotations. This structure was reinstated after a year of attempting to condense the program into just two semesters. Feedback from our clinical sites and employers indicated that students in the two-semester format were not as well-prepared as previous cohorts. Based on this feedback, the decision was made by the committee to return to the original three-semester format.
- c. Students participate in a clinical orientation in small groups, which covers the operating room process, equipment, supplies, and the patient's journey from Day Surgery to the Post-Anesthesia Care Unit (PACU). (A list of orientation topics is attached and submitted to committee members for review). We welcome any feedback.
- d. The program offers several in-service sessions each year on new equipment and supplies provided by the clinical sites, along with guest speakers. These sessions help keep both students and staff informed about the latest advancements in equipment and supplies.

2. Program Effectiveness and Outcomes:

We are continuing to track Program Effectiveness and Outcomes using the PEP (Program Effectiveness Plan) and the Program Outcomes tool. These resources help us assess student success and program impact.

3. Clinical Site Partnerships:

Clinical placements are going exceptionally well. Our clinical sites have provided positive feedback about the students, and several students have secured employment at BSA and NW. It's exciting to see our students thriving and fully embracing the dynamic environment of the operating room. We love witnessing their growth and development!

4. Faculty Development:

All supplemental staff hold PRN positions at facilities and maintain their CST credentials. The Program Director, who holds a BSN and CST certification, is a full-time faculty member. Faculty and supplemental instructors regularly participate in departmental staff meetings and maintain CEUs through in-services and AST membership. Additionally, Hanna Steadman attended the AST Instructors Forum in February 2025 and shared her learnings with the team.

5. Professional and Ethical Standards:

The Clinical Notebook, and skills competencies have been updated to reflect the latest standards from AST, AORN, and hospital policies. This includes guidelines on operating room practices, such as counting, time-outs, and medication handling, ensuring that our students adhere to best practices in patient safety.

6. Simulation and Technology Integration:

We are excited to announce the opening of our new Surgical Tech Simulation Lab in May 2025. This facility will provide realistic operating room simulation experience, enhancing students' practical skills and readiness for real-world clinical environments.

ADVISORY COMMITTEE MEMBERS

Program: Surgical Technology

Year: Spring 2025

Program Director: Lisa McKay

Committee
Chair:

Name	Title	Company	Phone	E-Mail
✓ Paulina Perez	CST	Northwest	806 471-2824	paulina.coin23@gmail.com
✓ Orion Herrera	CST	BSA	832 310-7984	herrera.orion@yahoo.com
✓ Ben Segura	CST	AC	806-640-4107	beng.segura@gmail.com
Cara Segura	CST	Quail Creek		
✓ Ashley Hamrich	CSFA	NWTHS	(806) 624-1457	AshleyHAMrich5@gmail.com
Melissa Burns	Director	AC	806-352-3650	mlburns@actx.edu
Chuck Miller	Advisor	AC	806-354-6007	cgmcree@actx.edu
Melinda Jones	Ac/ST Instructor	AC	806-584-4578	
Leslie McCaslin	Advising	AC	806-371-5352	leslie.mccaslin@actx.edu
✓ Ryan Terry	OR manager	BSA	806-223-3963	Ryan.Terry01@BSAHS.org
online ✓ Dacia Valentine	CST	Golden Plains Hosp	806-886-1891	dacia.valentine@goldenplains
✓ Dr. Patten	Physician/surgeon			
online				

ADVISORY COMMITTEE MEMBERS

Program: Surgical Technology

Year: Spring 2025

Program Director: Lisa McKay

Committee Chair:

[illegible]