

<b>DATE:</b> JUNE 1, 2021	<b>PLACE:</b> Zoom	<b>CONVENED:</b> 7:10PM	<b>CONCLUDED:</b> 8:30PM
<b>ATTENDEES:</b>	Tami Pitcher, Erin Carr, Bonnie Peterman, Sara Cunningham, Grace Fitzgerald, Shannon Smith, Marin Rogers, Anthony Speposh, Patricia Munk, Erika Klarr		<b>ABSENT:</b> Dr. Shackelford, Dr. Jill Loveless, (will meet with and send meeting minutes)
<b>BY PHONE:</b>			
<b>MINUTES RECORDED BY:</b>	Sara Cunningham		
<b>NEXT MEETING</b>	Spring 2022		
<b>ITEM</b>	<b>DISCUSSION</b>		
<b>1. COVID-19 update</b>	<ul style="list-style-type: none"> <li>• Tami spoke about both 2020 and 2021 cohorts graduating on time and meeting all case requirements.</li> <li>• College is continuing to wear masks throughout the summer and will evaluate again before fall semester</li> </ul>		
<b>2. Life Skills Class</b>	<ul style="list-style-type: none"> <li>• Tami spoke about the Life Skill's class that was implemented in ST IV to improve interview skills To see if this Concern about students interview skills, implement life skills class teaching interview techniques (from last year's meeting)</li> <li>• Bonnie said that she did not include in this past years graduating class. The students developed a resume and worked on interview skills.</li> <li>• Tami asked Erika Smith (Nurse Manager at Wheeling Hospital for feedback from interviews. Erika shared that the skills have improved.</li> </ul>		
<b>3. Declining Enrollment</b>	<ul style="list-style-type: none"> <li>• Tami spoke about rebuilding the program; most of the high schools still would not let us visit due to COVID19. Did make it to Bridgeport, Wheeling Central, Wheeling Park, Wetzel JVS, Jefferson JVS</li> <li>• Held two Open Houses through zoom, only one ST interested student attended.</li> <li>• Suggestion to visit job fairs last year, but these were limited due to COVID19. We will try to attend, as they are available.</li> <li>• Tami asked for suggestions for retention. Six students withdrew from the program from 2022 graduating class. Some personal issues, some just did not want to do it. We have not heard any negativity about the program or how it is structured. We hold interviews prior to acceptance to the program. Candidates answer questions on what a ST does daily to try to see if it is for them.</li> <li>• Shannon Smith asked if we let candidates job shadow. Erin Carr expressed that we have done it in the past at East Ohio, but due to COVID19 and immunization requirements at certain hospitals, we really are not able to do it. Shannon expressed that she would make sure, but it should not be an issue and we could possibly use WVU Wetzel for that purpose.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Eight completed applications for program. Deadline is June 24</li> </ul>
<b>4. Program goals/review/assessment</b>	<ul style="list-style-type: none"> <li>• Goals are to increase enrollment, retention, and certification pass rates met</li> <li>• Tami spoke on implementing a curriculum change to the program: The students currently are in the lab the first semester and then clinical the second semester. With the limited time in the lab/classroom, it only allows for the completion of 2 surgical specialties. It was proposed to have the students complete 2 full semesters in the lab and start clinical at the hospital in the summer. All members were asked for their opinion of this proposal and were in agreement with this curriculum change. The change will go through the curriculum committee and was approved. It will go into effect the 2021-2022 school year.</li> </ul>
<b>5. Program Budget</b>	<ul style="list-style-type: none"> <li>• The budget is sufficient to maintain program resources. Capital budget was approved to purchase new scrub sinks in Wheeling. For both Weirton and Wheeling campus: Bookwalter System Retractor, Orthopedic Stryker Drill sets, Laparoscopic Simulator, Mock Anesthesia Machine. We received all of these items and used the fall/spring semesters for first year students.</li> </ul>
<b>6. Classroom facilities and classroom equipment</b>	<ul style="list-style-type: none"> <li>• The facilities are sufficient to maintain resources. Upgrade of equipment as stated above. We received a Perkin's grant to purchase a new manikin for both Weirton and Wheeling campus. A positioning manikin can actually put in different positions. The manikin has drop in gallbladder and appendix. When mock procedures are performed in the lab, can suction. We were also able to purchase a suction machine with this grant. Would like to have carpet (in Wheeling) and TV monitors added to replace the projectors in both Wheeling and Weirton. Weirton's classroom and lab are in the same room. Weirton's classroom was scheduled to be painted last fall, but has not been completed. Wheeling's classroom was painted. The carpet in the Anatomage room and offices would help with the acoustics in the room (constant blowing sound). Will look into being able to upgrade this year. Would also like to purchase new instruments and sets. Lab supplies are gone through quickly. Would like to add this to student fees, but this is only updated every two years.</li> </ul>
<b>7. Student and faculty computer resources</b>	<ul style="list-style-type: none"> <li>• Computer resources are sufficient at this time. Scheduling of computer cart with chrome books becomes difficult due conflicts with other programs. A lot of work and all testing is done on computers in the classroom. We now ask that the students have a computer prior to acceptance to the program. All first year students brought computers and would like to continue making this a requirement. Sara spoke about the Anatomage table that we is now available in both Wheeling and Weirton. The Anatomage table has live cadavers loaded to have better understand anatomy. Tami spoke on how it is especially helpful when covering Orthopedics and the GI tract. The PeriOp simulator was purchased through a grant. This is an oculus headset with live surgeries recorded to pass instruments giving the feeling of being in the actual operating room. Hardware was purchased, and the software was purchased per student. This will be charged every year. Student fees are only updated every two years. We will have figure out how we will pay for the new cohort.</li> <li>• Touch Surgery, an app that is free to the students that goes through steps of procedures. Students like this app and the program will continue to use.</li> </ul>

	<ul style="list-style-type: none"> <li>• Board Vitals: Erin Carr spoke on the implementation of this certification test prep software that was in the Seminar class of the curriculum. The software was used for six months.</li> </ul>
<b>8. Instructional reference material</b>	<ul style="list-style-type: none"> <li>• Surgical Technology for the Surgical Technologist book to lecture on surgical specialties. The bundle package has been added to the required book list. It includes both the book, workbook (lab manual), and a LMS Mindtap and study guide. Students will receive an access code for length of the program that provides seamless access to resources within our LMS (Blackboard).</li> <li>• Other instructional reference material include: Books:, Surgical Instruments, Surgical Equipment and Supplies, Pocket Guide to the Operating Room, Suture and Surgical Hemostasis, Surgical Notes, and Instrument Flashcards</li> <li>• Current student, Gabrielle Myers spoke on how she is satisfied with the variety of books. In addition, the workbook enables critical thinking.</li> <li>• All ST books for the entire program and under 1000.00</li> </ul>
<b>9. Laboratory facilities</b>	<ul style="list-style-type: none"> <li>• The facilities are sufficient to maintain resources. New equipment as mentioned above.</li> </ul>
<b>10. Lab equipment and instrumentation</b>	<ul style="list-style-type: none"> <li>• Will continue to add instruments, etc. as budget allows.</li> </ul>
<b>11. Lab supplies</b>	<ul style="list-style-type: none"> <li>• Lab supplies are sufficient and ordered when replacement is needed</li> </ul>
<b>12. Library reference resources, materials &amp; data basis</b>	<ul style="list-style-type: none"> <li>• Library resources are sufficient to maintain resources. Tami spoke on how the library worked with us on testing during COVID19. Some students were unable to get internet and needed to use the library. The maker's space to construct 3D printing of mock organs to use in the belly when simulating surgery in the lab.</li> </ul>
<b>13. Clinical affiliation sites &amp; OR scrub slots</b>	<ul style="list-style-type: none"> <li>• Sara Cunningham is our clinical coordinator that works to obtain and maintain clinical sites. She works on a daily basis with educators and student services to complete all student requirements and reporting of absences.</li> <li>• We currently have active students at these facilities: Wheeling: WVU Wheeling Hospital, WVU Wetzel County, WVU Reynolds, and WVU Ruby. Weirton: Weirton Medical Center, East Liverpool, UPMC Children's, Trinity</li> <li>• Employers' needs are being met according to positive return surveys</li> <li>• All students completed robot modules to be able to participate in robotic surgeries with the help of Sherri Alig.</li> <li>• We did not have time last semester to have the guest speaker (working ST) to conduct a question and answer session before the students attend clinical. Implement and will have time with the new curriculum</li> </ul>

<b>14. Sufficient faculty appointed</b>	<ul style="list-style-type: none"> <li>• Look at numbers after final number is determined in fall for adjunct part-time instructors needed.</li> <li>• 3 Full time instructors (Sara Cunningham, Bonnie Peterman, Tami Pitcher)</li> <li>• A possibility Bonnie may be accepting a new position. If this happens, we would like to fill her position</li> <li>• 3 Part time instructors: (Erin Carr, Brooke Calinger, Grace Fitzgerald)</li> </ul>
<b>15. Sufficient Current CST/CSFA/CSA</b>	<ul style="list-style-type: none"> <li>• Program is compliant with Current CST/CSFA</li> <li>• CST: All full time and part time faculty are CST or CSFA certified</li> </ul>
<b>16. Elected clinical case requirement</b>	<ul style="list-style-type: none"> <li>• Students are adjusted to meet the required case requirements in specific roles.</li> <li>• 120 documented cases are required for students to graduate. 90 in various specialties, 30 in general surgery cases. Students use an online app for tracking cases, geo track location if the student travels to a clinical site without an instructor, and a weekly case study is completed.</li> </ul>
<b>17. Assessment Exam-CST participation rate</b>	<ul style="list-style-type: none"> <li>• The program meets the 100% threshold participation rate</li> <li>• 2020: 100%</li> <li>• 2021: 100%</li> </ul>
<b>18. Assessment Exam-CST pass rate</b>	<ul style="list-style-type: none"> <li>• The program meets the 70% threshold pass rate</li> <li>• 2020: 100%</li> <li>• 2021: 91%</li> </ul>
<b>19. Graduate Placement</b>	<ul style="list-style-type: none"> <li>• The program meets the 80% threshold graduate placement in 2021</li> <li>• 2020: 71%</li> <li>• 2021: 91% at this time, still waiting on word for one student</li> </ul>
<b>20. Employer Survey Return</b>	<ul style="list-style-type: none"> <li>• The program meets the 50% graduate return rate</li> <li>• 2020: 100%</li> <li>• 2021: Will be sending out</li> </ul>
<b>21. Graduate Survey Return Rate</b>	<ul style="list-style-type: none"> <li>• The program meets the 50% graduate return rate threshold</li> <li>• 2020: 100%</li> <li>• 2021: 100%</li> <li>• The program meets the 7/10 scoring 3 or greater threshold</li> <li>• 2020: 100%</li> <li>• 2021: 100%</li> </ul>
<b>22. Employer Survey Satisfaction Rate</b>	<ul style="list-style-type: none"> <li>• The program did not meet the employer satisfaction rate scoring 7/10 for 2020</li> <li>• 2020: Only one survey returned 4/7 scored 3 or greater; commented: The employee is timid, is progressing slowly, will be fine with time</li> <li>• This is the first survey that this score has not been met for the program</li> </ul>