

**MINUTES**  
**SURGICAL TECHNOLOGY PROGRAM ADVISORY MEETING**

<b>DATE:</b> JUNE 18, 2019	<b>PLACE:</b> 309EC WVNCC	<b>CONVENED:</b> 4:44	<b>CONCLUDED:</b> 5:30
<b>ATTENDEES:</b>	Tami Pitcher, Denise Miller, Erika Smith, Jill Loveless, Carrie Bouftough, Erin Carr Bonnie Peterman, Sara Cunningham, Erika Klarr, Brooke Callinger		<b>ABSENT:</b> Jennifer Milton, Sherri Alig, Dr. Bailer (will meet with him when returns from vacation to discuss minutes.)
<b>BY PHONE:</b>	Shannon Smith		
<b>MINUTES RECORDED BY:</b>	Erin Carr		
<b>NEXT MEETING</b>	Spring 2019		
<b>ITEM</b>	<b>DISCUSSION</b>		
1. Life Skills Class	<ul style="list-style-type: none"> <li>Concern about students interview skills, implement life skills class teaching interview techniques</li> </ul>		
2. Declining Enrollment	<ul style="list-style-type: none"> <li>Tami spoke about rebuilding the program</li> <li>Recruitment to high schools, job fairs (to reach out to those who want a career change) with set schedule</li> <li>Awareness of WV Invest Grant to potential students</li> </ul>		
3. Program goals/review/assessment	<ul style="list-style-type: none"> <li>Program goals are in line with community needs</li> </ul>		
4. Program Budget	<ul style="list-style-type: none"> <li>The budget is sufficient to maintain program resources. The program purchased a laparoscopic tower for the Weirton and Wheeling campus</li> </ul>		
5. Classroom facilities and classroom equipment	<ul style="list-style-type: none"> <li>The facilities are sufficient to maintain resources. Looking at new scrub sinks</li> </ul>		
6. Student and faculty computer resources	<ul style="list-style-type: none"> <li>Computer resources are sufficient. Implementation of computer testing to replace paper testing. New Anatomage table (Virtual dissect real anatomy) in room 305E</li> </ul>		

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<b>7. Instructional reference material</b>	<ul style="list-style-type: none"> <li>• After practice (secure) exam was taken. Weak areas identified was referenced in The Surgical Technologist A Positive Care Approach. This book will be required and added to the curriculum</li> <li>• Research Peri-op simulator (company that can build surgeries) to purchase</li> </ul>
<b>8. Laboratory facilities</b>	<ul style="list-style-type: none"> <li>• The facilities are sufficient to maintain resources</li> </ul>
<b>9. Lab equipment and instrumentation</b>	<ul style="list-style-type: none"> <li>• Will continue to add instruments, etc. as budget allows</li> <li>• Reach out to central services at Wheeling Hospital for instruments for lab</li> </ul>
<b>10. Lab supplies</b>	<ul style="list-style-type: none"> <li>• Lab supplies are sufficient and ordered when replacement is needed</li> </ul>
<b>11. Library reference resources, materials &amp; data basis</b>	<ul style="list-style-type: none"> <li>• Library resources are sufficient to maintain resources. A makers space is being built to make 3D printing to construct mock organs</li> </ul>
<b>12. Clinical affiliation sites &amp; OR scrub slots</b>	<ul style="list-style-type: none"> <li>• Employers' needs are being met according to positive return surveys</li> <li>• Wheeling hospital suggested a faculty member give an in-service explaining the importance of filling out clinical preceptor evaluation forms. It is scheduled for August 13, 2019</li> <li>• All second years to complete robot modules to be able to participate in robotic surgeries</li> <li>• Suggested to have a Surgical Technologist come speak to first year students before starting clinical rotations in January</li> </ul>
<b>13. Sufficient faculty appointed</b>	<ul style="list-style-type: none"> <li>• Full-time instructor for Weirton campus will be filled.</li> <li>• Look at numbers after final number is determined in Fall for adjunct part-time instructors needed</li> </ul>
<b>14. Sufficient CCST</b>	<ul style="list-style-type: none"> <li>• Program is compliant with CCST</li> </ul>
<b>15. Elected clinical case requirement</b>	<ul style="list-style-type: none"> <li>• Students are pushed and adjusted to meet the required case requirements in specific roles</li> </ul>
<b>16. Assessment Exam-CST participation rate</b>	<ul style="list-style-type: none"> <li>• The program meets the 100% participation rate</li> </ul>

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<b>17. Assessment Exam-CST pass rate</b>	<ul style="list-style-type: none"><li>• The program does not meet the 70% pass rate. The plan of action was discussed as attached to the annual report. It was also discussed how the pass percentage was increased and how it could have affected the outcome.</li><li>• The new clinical binder was approved with the revision of the clinical case studies for better critical thinking skills</li></ul>
<b>18. Graduate Placement</b>	<ul style="list-style-type: none"><li>• The program meets the 80% placement rate</li></ul>
<b>19. Employer Survey Return</b>	<ul style="list-style-type: none"><li>• The program meets the 50% graduate return rate</li></ul>
<b>20. Graduate Survey Return Rate</b>	<ul style="list-style-type: none"><li>• The program meets the graduate return rate</li></ul>
<b>21. Employer Survey Satisfaction Rate</b>	<ul style="list-style-type: none"><li>• The program meets the employer satisfaction rate</li></ul>