



## Moore Norman Technology Center Advisory Committee Minutes

<b>Meeting called by:</b>	Kim Shannon and Dana Miles	<b>Type of meeting:</b>	Fall Advisory Board
<b>Date of meeting:</b>	10-28-10	<b>Time of meeting:</b>	4:30 pm – 6:30 pm
		<b>Meeting Place:</b>	North Dining/H316

**In Attendance:** Michael Foli, Myrna Moore, Dianne Baker, Phyllis Michaud, Patricia Via, Cheryl Bonsall, Bridgette McInroe, Leigh Ramsey, Traci Boren, Nancy Jones, Jeff Barlow, Stephanie Simon, Crystal Springsteen

Dinner buffet was served to all members beginning at 4:30 p.m. in the North Dining room.

### **Welcome and Introductions:**

- Self introductions were made by each member and MNTC staff
- Kim asked all members to sign in and if there were any changes to contact information to write it on roster.

### **Old Minutes**

- There were no changes made to previous meeting minutes.

### **Reports from HOSA Nationals:**

- 5 students were able to attend Nationals in Orlando, Florida.
- Biomedical Debate Team won 1<sup>st</sup> place, Extemporaneous Poster won 3<sup>rd</sup>, and Clinical Specialty won 2<sup>nd</sup>.
- Everyone that attended National was supplied with a 2 day pass to Universal Studios. Dana said that this was successful and was a lot of fun.

### **CST results from 2009-2010 graduating class:**

- 17 graduates took the CST exam on the last day of school. The instructors knew the results within 3 days of students taking the exam. 13 of them passed with a pass rate of 76%. The national average has been 60-65% over the past few years.
- Kim asked members if there is anything extra that they can do to increase pass rate. They always strive for 100%.
- Kim talked about a student that had graduated 8 years ago. She said that he has worked at the same job for the last 8 years and let his license laps. She said she explained to him that it is going to cost him \$500 to re-take. He asked how he could renew it. So encourage CST's to keep current.

### **ARC—STSA National Accreditation Site Visit**

- A few weeks before school started, the National Accreditation board sent an email to Kim that said they would be here for their national site visit on September 3, 2010. Kim included a letter from ARC/STSA for the members to read. Kim explained that they didn't have much time to prepare for the visit but it all came together and went very well.
- Below is what we received from the ARC this week about our accreditation status:
  - **Strengths:**
    1. Lab and classroom facilities are outstanding.
    2. The faculty is dedicated to the success of the students.
    3. Students are very supportive of the program and stated that they feel the program is the best in the area.
  - **Concerns:**
    1. Standard III.A. Program resources must be sufficient to ensure the achievement of the program's goals and outcomes. Resources include, but are not limited to: faculty, clerical/support staff, curriculum, finances, offices, classroom/laboratory facilities, ancillary student facilities, clinical affiliations, equipment/supplies, computer resources, instructional reference materials, and faculty/staff continuing education.
    2. Office space for the program director and faculty are neither sufficient to adequately advise students nor to store student records.

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3. Please submit a plan of action and a timeline for implementation to provide appropriate faculty office space and equipment to address the needs of the surgical technology program.
4. They are looking at an office area to take care of this issue. As soon as we have a plan we will submit it in writing to the ARC-STSA. This has to be resolved and received in their office by December 20. Then they will forward their findings to CAAHEP who will review all the data and grant us a renewal of our accreditation. The longest they will grant is a 10 year renewal which is what we received at our last visit.

#### **New Class Statistics**

- Dana introduced Bridgette McInroe and Cheryl Bonsall from the 2010-2011 class. She told the members that they still have 20 out of 20 students.
- This school year class started 1 week earlier than the rest of the students. Everyone seems to be doing very well.
- Clinicals will start November 29

#### **HOSA – Upcoming Events, Competitions**

- This class will compete in the state HOSA events from April 13-15. Most students will take preliminary exams in February, but the physical competitions and awards will be in April. Every student must take the Kaiser Permanente exam.
- Kim asked if anyone would like to judge any of the competitions. She explained that there was a list of HOSA competitions in their packet.

#### **Equipment Needs/Requests/Purchases**

- Kim and Dana would still like to have a cystoscope, ureteroscope, or a resectoscope. The committee was asked if they could have their GU rep call or if they have a broken one that they would like to donate to the school. It would help out in our last advisory meeting.
- Mike Foli asked why in the past we don't have the students be required to bring their own laptops to use in class. Stephanie responded to this question: a lot of the students do not have computers or laptops of their own. 20 new laptops were purchased for the classroom. Each student now has a laptop with WIFI to use at all times during class. The new IT director has recently made WIFI available to all of our students. This has made taking tests much easier for the students and allows them to do Med Term online. All of the laptops are placed on a cart at the end of the day. This keeps battery life up for the next day. Mike Foli said this will give the students more lab time. Kim said that the students have been able to research now because they have access to Google.
- A few students bring their own laptops to do homework on. They are not able to save to the classroom laptops. Everything must be saved on a flash drive. It was asked if MNTC give flash drives to students. OCCC hands them out on new student day.
- Kim and Dana have requested new student software to give access to an online CST exam review.

#### **Recommendations on purchases from Advisory Committee**

- The committee had no recommendations at this time.

#### **Input from Advisory Committee**

- Nancy Jones asked if the clinical sites have changed. Kim responded that they have lost Shawnee but the rest of them are the same. She said we are not sure how many spots are at Children's or Presbyterian. It is like competing on spots like NESSA. Nancy asked how many facilities are there. There are 16 different facilities. They are as far north as Mercy and Lakeside. She said there are not any further south than Norman. If we get OU then there will be enough sites for all students.
- It was asked how they decide who goes where? They ask the students what their choice would be. They look at the location of where they live and their personality. She said after the students visited the Health Plex, they all wanted to go there but they only have 5 spots available.
- Mike Foli said that their attrition rate is 1.8% and they hire 96% of employees from this program.
- The goal is to get a job, be a safe worker, and have the skills to make a living.
- Myrna Moore graduated from the 1<sup>st</sup> Surgical Technology program at Moore Norman. She said when her Surge Tech class started; they had to start from scratch.
- Mike Foli asked if previous students let their certification lapse could they retake it here. Kim said no, that only the current students can take the CST at MNTC. It was asked if they ever thought about having a 2<sup>nd</sup> class in the evening. Kim explained that there are not enough jobs in the market for an evening class. Jeff Barlow asked if they provide job placement. We explained preparation of resumes, cover letters, and practice interviews.
- The school changed the attendance policy this year. The students are now allowed 12 days per semester and there are no exemptions.
- Mike asked what the selection process is. Kim explained that it is a lot of paperwork and a list of items that they

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must complete. If they cannot pass the abstract reasoning test then they usually cannot see the sterile field. That is why we require average or above average scores. They also must take the compass test and have specific results, or have an ACT score of 19 or better, or completed 12 college credit hours with a 2.5 GPA. This allows each student to be co-enrolled at OCCC where they get up to 41 hours for our class.

**Moved to classroom at 5:30 p.m.**

- Kim and Dana explained how they give an instrument test.
- Kim talked about the snack fundraiser and that the money is used for HOSA, new videos, and the end of the year party.
- Jeff Barlow asked what they do to prepare for employment. On April 22 the students will be training for an interview and on April 29 they will be doing a mock interview and getting feedback from the interviewer. There is a competition for Interviewing Skills in HOSA. They have to write a cover letter, resume, etc.
- The members looked at all of the previous class pictures and toured the lab.

**Next meeting will be in April, 2011**

**Meeting adjourned at 6:10 p.m.**

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