

TECHNICAL PROGRAM REVIEW COMMITTEE

2007-2008

April 30, 2007 3:00 p.m.

The Committee convened at 3:00 p.m.

**Present:**

Dr. Barbara Cordell, ADN Director  
Bobby Yarborough, RN, LVN Instructor  
Dawn Barnes, RN, ADN Instructor  
Ann Morris, Associate Dean - Distance Learning  
Brandy Stamps, RN, LVN Instructor  
Bernice Cole, ADN Secretary – Notetaker

Members Absent: Dr. Joe Shannon, Dr. Bob Wilkins

Preparation for SACS Review : The technical review format is taken from the GIPWE, chapter 3. The committee needs to develop a procedure for reviewing each department, determine what they need to bring to the review and schedule a date to start all of this since the date for completion of this process is May 15<sup>th</sup>, 2008.

Bring the following:

1. Advisory Board minutes and list of members for the last 10 years. Members should be industry based. Faculty and staff should not be listed as part of the board; they would be considered ‘guests. OTA and EMT should have their own Advisory Board.
2. WECM approval form for each program
3. Workforce data (prior to starting program, plus current)

Ann Morris reported that the SACS review is conducted online. Documentation needs to sent by CD electronically.

Facilitate student progress by the following:

1. HESI exams for each semester
2. Clinical Evaluations
3. Comprehensive HESI exams

Other avenues to facilitate progress would be by tutoring, mentoring, and reviewing the survey from employers after their graduation.

Each program will use pages 2-4 of the WECM manual for the Technical Review.

A quality enhancement policy will be developed through faculty input to produce a plan. The committee will be looking for examples of Minutes in the correct format. They need to be prepared so it can be sent electronically.

A webpage will be setup to list all degree programs and link to formats

Each department will fill out the scans matrix for each department refer to page 47 of GIPWE.

Review courses on VCT as an example because those have already been approved.

Make sure that for each curriculum outline there are not “hidden prerequisites”. Dr. Cordell gave an example.

Student Success Plan – Each student needs to be TSI (Texas Success Initiative) complete. When a student applies to Panola they are assessed for correct placement; whatever degree is declared, a copy of the assessment results is sent to that department for follow up if they apply to that program.

Make a webpage and list departments that are compliant first as an example.

Link documents to a timeline.

Thursdays set aside for Reviews.

Next meeting is scheduled for May 17<sup>th</sup>, in the ADN Conference Room from 3:00 to 4:00.

Mary Johannasen will be invited to see the process then plan for LVN Review on June 7<sup>th</sup> at 3:00.

The meeting was adjourned by Dr. Cordell at 4:10 p.m.

Submitted by

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Bernice Cole  
Notetaker