



**SAMPLE MINUTES FROM
SURGICAL TECHNOLOGY ADVISORY COMMITTEE
(date of meeting)**

Present:

Meeting was called to order at 7:45 a.m. by:

Individuals in attendance:

List names of attendees

Quorum was met.

Approval of Minutes:

March minutes were approved as written.

Perkin's Grant Request for AY 2000-01:

Request for Perkin's Grant money was submitted to the V.P. of Health. \$15,500 was requested to purchase surgical instruments in the cardiovascular, eye, and ENT surgical specialties.

Preceptor Workshop:

The preceptor workshop was held April 15th. Three surgical technologists attended the workshop. Future events funded by the program will be examined in detail to determine interest by the area surgical technologists in order to better use the budget money. It is highly unlikely other events for surgical technologists will be offered in the future due to a lack of interest.

Class Size, AY 2000-01:

In the last meeting it was presented that the class size for AY 2000-01 could be substantial. After looking at the computerized student files the numbers have been adjusted. Due to the inability of many of the students to pass Anatomy & Physiology I or II, the number of students entering the program in the fall semester is estimated to be 7 to 10.

Next Meeting:

July 10 at 7:30 a.m.

Meeting adjourned at 8:30 a.m.

Respectfully submitted,

(name of program director)