

**MINUTES**  
**Funeral Service Education Advisory Committee**

Date: Thursday, October 29, 2009  
 Time: 6:00 p.m.  
 Place: Room 117 Central Campus  
 Recording secretary: Dr. William Thompson

Members present: Mr. Eason Andrews, Ms. Roslyn R. Green, Ms. Agnes M. H. Hunter, Mr. Robert Malone, Mr. Perry Pinkard, Mr. Martin J. Powers, Mr. Allen Rice, Mr. Phil Skeen, Mr. Dennis Trahan, Mr. Michael P. Williams, Ms. Tracy Charles, Ms. April Odom. Dr. William Thompson,

Members not present: Mr. Jim Baldwin (excused), Mr. Bobbie Brown (excused), Mr. Gary Cooper (excused), Mr. Mark Craddock (excused), Ms. Kathy Griffin, Mr. E. R. Hudson, Ms. Capricia Hunter (excused), Mr. Alfred Stallworth, Ms. Beverly Thompson (excused), Dr. Harold Toliver

Guests: Mrs. Carole J. Banks, Mr. P. J. Blocker, Ms. Darline Laffitte, Dr. Latitia McCane

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
I. Call to Order		Dr. William Thompson called the meeting to order at 6:00 p.m.  Item VII was revised to include students' ideas and special presentations.
I. Meditation		Ms. Darline Laffitte delivered a very inspirational meditation
I. Self-introductions		Dr. Thompson extended greetings and appreciation to all for their participation in the meetings. Each participant introduced themselves.

I. Comments		<p>Dr. Thompson explained that minutes from the April luncheon meeting were not kept so that confidentiality was insured for interviews of Advisory Committee members conducted by members of the ABFSE visiting team.</p> <p>Dr. Thompson identified comments related to the Advisory Committee written in the visiting team's <i>Confidential Report</i> (p. 5) and read item 2, "The strong support of the College and the FSE Program by an active and involved Program Advisory Committee that is representative of the profession is commendable (p. 16).</p>
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<p>I. Programmatic improvement</p>	<p>Dr. Thompson addressed recent changes in personnel within the FSE program.</p> <p>Ms. Laffitte addressed the college's recent transition in online delivery systems from eCollege to Blackboard and some of the challenges associated with that change. Ms. Laffitte explained that the functionality of Blackboard was more complicated and that more time was needed .</p> <p>Ms. Banks spoke to the development of FSE courses for online delivery and conventions for writing multiple-choice test items.</p> <p>Dr. Thompson showed a lesson plan, described its parts and usefulness as well as how it links instruction to the syllabus.</p> <p>In addition, Dr. Thompson gave to members of the Advisory Committee a copy of the recently revised Survey of Graduates form.</p>	<p>Course syllabi were last reviewed in 2004 by the Advisory Committee.</p> <p>Review of current course syllabi and lesson plans will be reviewed by the Advisory Committee beginning with the April 2010 meeting.</p>
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<p>I. Goals for Advisory Committee for 2009-2010</p>	<p>The Advisory Committee discussed:</p> <p>the status of the Mobile-Baldwin Funeral Directors Association and alternatives;</p> <p>the reorganization of the FSE Symposium;</p> <p>The locations for possible field trips for FSE students.</p>	<p>Mr. Trahan will inform Dr. Thompson of meetings of the Florida Independent Funeral Directors so that students may attend.</p> <p>The committee recommended that the FSE Symposium be reorganized. Members indicated their willingness to serve as guest speakers as well as to financially support the activity.</p> <p>The committee recommended the Alabama Department of Forensic Sciences, the University of South Alabama Medical College, and a jazz funeral in New Orleans as field trip activities for students.</p>
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<p>I. New or other business</p>	<p>Ms. Tracy Charles and Ms. April Odom, FSE student representatives to the FSE Advisory Committee, presented eight ideas for the improvement for Bishop State's Funeral Service Education Program (see attachment). Those ideas are:</p> <p>I. Students would like to see the director of the program assist with placement of apprentices in funeral homes.</p>	<p>Dr. Thompson explained that information on apprenticeships is published in the <i>General Catalog</i>. In addition, students are advised of apprenticeship requirements as part of academic advisement.</p> <p>Notices for apprenticeship positions received by the FSE Program Director are posted for students' review and filed with the college's job-placement coordinator.</p> <p>Dr. Thompson further explained that apprenticeships are an entity that exists between an apprentice, a licensed embalmer and/or funeral director, a funeral home, and the state board of funeral service. The college is not a licensed funeral provider and does not provide embalming or funeral services; therefore, apprenticeships can not</p>
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I. Adjournment		Meeting was adjourned at 9:00 p.m.
I. Refreshments		Participants enjoyed casual conversation and food catered by Honey Baked Ham.