

Department of Nursing, Allied Health, Life and Physical Sciences
Mortuary Science Program
Advisory Board Meeting
Tuesday, May 11, 2021

- I. Meeting was called to order at 6:05 PM
- II. Minutes of the November 18, 2020 meeting was emailed to the Advisory board two weeks prior and approved.
- III. Old Business
 - A. The board was updated with information concerning the applications for the upcoming Class of 2023. There are 12 applications currently being reviewed. Students missing requirements (missing courses, LORs, etc.) will be contacted by email. Interviews are scheduled in the upcoming week. More information on the Class of 2023 will be given in the next Board meeting.
 - B. Virtual Learning – the board was informed on exam proctoring by Respondus and Monitor on Blackboard, but live embalming is continuing on-campus. Students must first register with the LiveSafe and 25LIVE apps to trace possible COVID contacts.
 - C. Conferences Attended – The faculty attended the following conferences virtually: CANA Crematory Certification, ABFSE Annual Conference, VA Morticians CEU Seminar. And NFDA Annual Conference
- IV. New Business
 - A. On April 1, 2021 John Kirksey was named Interim Program Director per ABFSE guidelines. The board thanked Dr. Naciem Yousif for his temporary service.
 - B. Dr. Mark Bailey has been hired as the program director. He is scheduled to begin on Oct. 1, 2021 in order to fulfill his prior commitments. He may begin earlier.
 - C. Mortuary Science Program (fall 2021 and beyond) – students of the Class of 2021 are set to take NBS, hopefully within 60 days of graduation. UDC will finance the NBE for those students who do schedule to take the exam within 60 days. Students of the Classes of 2022 and 2023 are currently scheduled to continue virtual learning in the fall 2021 semester. However, should UDC plan to return to face-to-face classes, students must show proof of full vaccination.
 - D. Practicum placements went well for Spring 2021, but the UDC-CC MS programs needs to establish more FH agreements for the Practicum Class (MSTC 206) Currently, Wiseman FH has an agreement with UDC and Hackett’s Funeral Chapel Inc. is in UDC General Counsel and is scheduled for approval over the summer. Belva Jenkins offered Jenkins & Jenkins FH as an additional practicum site.

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Meeting minutes

- E. The board was informed of upcoming meetings/conferences in 2021 – 2022 academic year. These include: the NFDA Convention in Nashville, TN October 17-20, 2021; the NFDMA Convention in Grapevine, Texas July 31 – Aug.4, 2021; and the ABFSE Conference in Dallas, TX April 3 - 9, 2022.
 - F. As mentioned in old business, admissions for the Class of 2023 are now in progress.
 - G. The board was informed that the next self-study report is due September 15th, 2021. The MS faculty has been working on the Assessment plan over the spring semester and are scheduled to work over the summer with UDC administration, MS adjunct faculty, and a consultant. The faculty feel very confident in its successful completion. A site visit will be scheduled in the fall semester. The Advisory Board will be informed during the next meeting.
- V. Archer Harmon from Fairfax Memorial informed the Board of his retirement. He thanked the board for his membership and wished to be removed. The Board thanked him for his dedication and contributions to the MS program over the past few years.
- VI. The meeting was adjourned at 6:50 PM.