

**Medical Assisting Advisory Committee  
Fall 2024 Minutes  
November 5, 2024 - Noon  
CCC Joe Chat Conference Room**

**Members Present**

Lisa Harrington  
Sarah Long  
Suki Desire  
Paige Rask

**Vernon College Faculty/Staff**

Bettye Hutchins  
Zachary Nguyen-Moore  
Andrea Sanchez  
Allana Lee  
Delilah Fowler  
Rae-Yanne Preville

**Members Not Present**

Tim Gardner  
Xochitl Pruitt  
Rachel Strickland

Welcome and Introductions .....Nicholas Pruitt  
*Andrea Sanchez welcomed committee members and invited all to introduce themselves.*

Purpose of Advisory Committee .....Bettye Hutchins  
*Bettye Hutchins reviewed the purpose and importance of advisory committees and the role they play at Vernon College.*

Election of Vice-Chair, and Recorder .....Bettye Hutchins  
*Bettye Hutchins explained the roles of vice chair and recorder and invited the committee to volunteer or nominate others for these roles.*

*Chair – Sarah Long  
Volunteer for Vice Chair – Lisa Harrington  
Volunteer for Recorder – Suki Desire*

*With no old business to review, Sarah Long moved on to discuss new business.*

**A. Review program outcomes**

*Sarah Long asked Rae-Yanne Preville to review the program outcomes listed below.*

**Program Outcomes**

1. Utilization of basic medical terminology regarding the human body in relation to functions and systems as well as medical office environments.
2. Proficiency in medical office operations and procedures.
3. Demonstrates efficiency in human relation skills; not limited to customer service, teamwork, employee relationships, diverse work environments/relationships, and all other professional relationships regarding the medical environment.
4. Recognizes and practices professional conduct, ethics, and patient confidentiality.

5. Applies theory, concepts and skills during clinical experience following all rules and regulations associated with the occupation and the business/industry.
6. Understands and explains the cardio vascular system

**Program outcomes mapped to courses**

Program: Medical Assisting							Credential: Certificate of Completion	
Award: Medical Assisting Certificate of Completion								
Cip: 51.0801								
LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES								
Outcomes						Course Number	Course Title	
1	2	3	4	5	6			
		X				LEAD1000	Workforce Development with Critical Thinking	
X	X	X	X	X	X	ECRD1011	Electrocardiography	
X		X	X			MDCA1005	Medical Law & Ethics	
X			X		X	MDCA1009	Anatomy & Physiology for MA	
X			X		X	MDCA1013	Medical Terminology	
X	X	X	X	X		MDCA1021	Administrative Procedures	
X	X	X	X	X	X	MDCA1048	Pharmacology & Administration of Medications	
X	X	X	X	X	X	PLAB1023	Phlebotomy	
X	X	X	X	X	X	MDCA1060	Clinical – Medical/ Clinical Assistant	
					6. Understands and explains the cardiovascular system.			
					5. Applies theory, concepts and skills during clinical experiences following all rules and regulations from Vernon College, the clinical site, and state regulations			
					4. Recognizes and practices professional conduct, ethics, and patient confidentiality.			
					3. Demonstrates efficiency in human relation skills; not limited to customer services, teamwork, employee relationships, diverse work environments/ relationships, and all other professional relationships regarding the medical environment.			
					2. Proficiency in medical office operations and procedures.			
1. Utilization of basic medical terminology regarding the human body in relation to functions and systems as well as medical office environments.								

### **1. Approve program outcomes**

*Sarah asked if there were any questions or comments. With no additional discussion, she asked for a motion to approve the program outcomes as presented.*

*Suki Desire made a motion to approve.*

*Sarah Long seconded the motion.*

*The motion passed and the committee approved the program outcomes as presented.*

*Sarah then moved on to assessment methods.*

### **B. Assessment methods and results**

*Sarah Long asked Rae-Yanne Preville to review the assessment methods.*

In all courses, students will be assessed by utilizing end of chapter(s)/unit with homework, tests, and a comprehensive final at the end of each course. For a majority of the courses, they are required to participate in lab. Lab is where they can apply what they have learned from the book or the procedures that are being taught. They also have a clinical externship of 48 hours they have to complete during the last portion of the program, including 100 venipuncture and 25 capillary sticks.

### **1. Approve assessment methods and results**

*After review, Sarah asked if there were any questions or comments. With no additional discussion, Sarah asked for a motion to approve the assessment methods as presented.*

*Suki Desire made a motion to approve.*

*Lisa Harrington seconded the motion.*

*The motion passed and the committee approved the assessment methods as presented.*

*Sarah then moved on to workplace competency.*

### **C. Workplace competency (course or exam)**

*Sarah Long asked Rae-Yanne to review the following workplace competency information.*

*Vernon College approved the Medical Assisting program to be moved to Continuing Education. The first cohort will begin on October 29, 2024. When the committee meets in Fall 2025, there will be data to share regarding the success of the students enrolled.*

### **Verification of workplace competencies:**

Examination or certifications: **The medical assisting students will take all three certification exams through National Healthcare Association (NHA). The EKG exam will be given one week prior to the completion of the program. Students will then take the Phlebotomy and Medical Assisting exams at the end of their program. In order for the students to test for those two exams, they will need to complete the clinical requirement of the program. All three exams can be held at Vernon College with a trained and certified proctor. Please see attachments for program outline, cost breakdown, and required book list for the program.**

**\*\*This data will be available in Fall 2025 once the students have completed their program and taken their licensure exams.**

Workplace Competency: Course or Licensure exam	Number of students who took course or licensure exam	Results per student	Use of results
1. Electrocardiography (EKG)			
2. Certified Phlebotomy Technician (CPT)			
3. Certified Clinical Medical Assistant (CCMA)			

**1. Approval of workplace competency**

*After review, Sarah asked if there were any questions or comments. With no additional discussion, Sarah asked for a motion to approve the workplace competency as presented.*

*Lisa Harrington made a motion to approve.*

*Suki Desire seconded the motion.*

*The motion passed and the committee approved the workplace competency as presented.*

*With no applicable program specific accreditation, Sarah then moved on to review program curriculum/courses/degree plans.*

**D. Program Specific Accreditation Information and Requirements (if applicable)**

N/A

**E. Review program curriculum/courses/degree plans**

*Sarah Long asked Rae-Yanne to review the curriculum, courses, and degree plan.*

# Medical Assisting, Certificate of Completion

**CIP 51.0801**

Instructional Location – Century City Center

**CERTIFICATE OF COMPLETION** (Probable Completion Time – 6 months)

## Major Requirements (28 SH)

### *Fall I Block*

LEAD1000	Workforce Development with Critical Thinking	32
MDCA1005	Medical Law & Ethics	32
MDCA1009	Anatomy & Physiology for MA	48
MDCA1013	Medical Terminology	32
MDCA1021	Administrative Procedures	48
PLAB1023	Phlebotomy	48
ECRD1011	Electrocardiography	32
MDCA1048	Pharmacology & Administration of Medications	64
MDCA1060	Clinical – Medical / Clinical Assistant	48
	<b>Subtotal:</b>	<b>384</b>

### **1. Approve program revisions (if applicable, if no revisions skip)**

*After review, Sarah asked if there were any questions or comments. With no additional discussion, Sarah asked for a motion to approve the curriculum/courses/degree plans as presented.*

*Lisa Harrington made a motion to approve.*

*Suki Desire seconded the motion.*

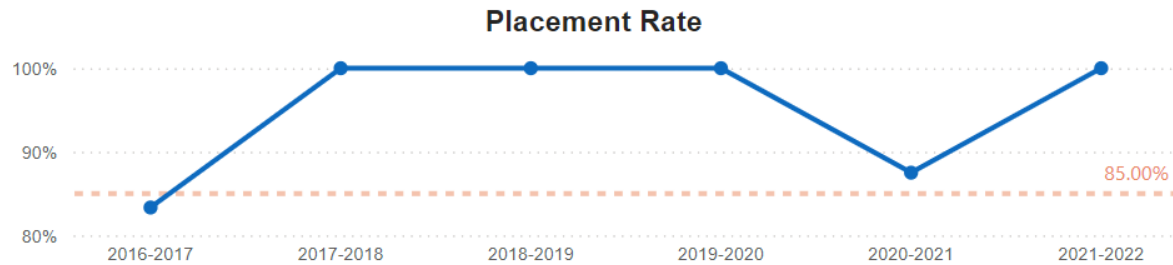
*The motion passed and the committee approved the curriculum/courses/degree plans as presented.*

*Sarah then moved on to statistics.*

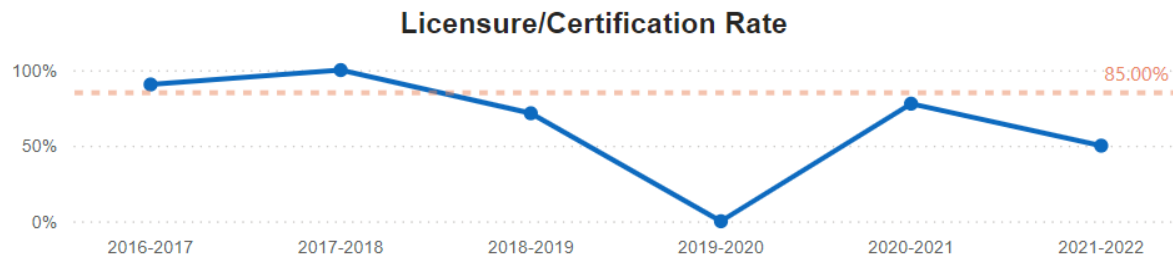
## F. Statistics:

*Andrea Sanchez stated that program statistics for the Medical Assisting program through Continuing Education will be available at the Fall 2025 advisory meeting with the first cohort data.*

**Program Completer Placement Rate** - % of program completers who are employed or pursuing additional education within one year of graduation.



**Licensure/Certification Rate** - % of students who successfully passed a licensure/certification examination in a given academic year.



*After reviewing statistics, Sarah moved on to Local Demand/CLNA Survey.*

### **G. Local Demand/Labor Market Outlook**

*Sarah Long asks Bettye Hutchins to review the following labor market outlook information and questions whether the data provided is accurate. Bettye next asks questions from the Comprehensive Local Needs Survey, collecting information used in reporting to the state.*

Occupation	National Median Wage	State Median Wage	Local Median Wage	Current /Projected Job openings (annual)	Projected Growth (annual)
Medical Assistant	\$36,914/annual \$19.23/hr	\$36,914/annual \$19.23/hr	\$33,212/annual \$17.30/hr	47 (region) 11,638 (state)	1.33% (region)

\*Labor Market Outlook ( O\*NET )

*After the CLNA survey, Sarah then moved on to review facilities, equipment, and technology.*

### **H. Evaluation of facilities, equipment, and technology. Recommendation for acquisition of new equipment and technology.**

*Sarah Long asked Andrea to review the following information regarding facilities, equipment, and technology.*

*Various tools and technology were discussed and recommended including EKG Machine, Stethoscopes, BP cuffs, telemedicine software/equipment, otoscopes, etc. Andrea discussed the possible use of a True Grant to fund some equipment. Sarah Long said she could likely donate scrubs, stethoscopes, and BP cuffs to the program.*

*After review, Sarah asked if there was any suggested equipment to look into for the program. With no further discussion to be had, Sarah moved on to professional development.*

### **I. Professional development of faculty and recommendations**

*Sarah Long asked Andrea to review professional development. It was suggested the instructor seek additional training regarding telemedicine instruction.*

Our instructor is Rae-Yanne Preville. She has been working extremely hard over the last couple of months preparing for the first cohort. She does not have professional development at this time to share.

## **J. Promotion and publicity (recruiting) for the program**

*Sarah Long asked Andrea to review promotion methods. Bettye Hutchins added information regarding marketing efforts funded by the Office of Instructional Services as well as the duties of the CTE Navigator in visiting area junior highs, high schools, and community events. After review, Sarah asked if there were any comments or suggestions. With no further discussion, he then moved on to special populations.*

Facebook/Twitter ads

Commercial in the Spring

Vernon College has a brand new digital sign that was used in promoting the Medical Assisting program. Most of the applicants that applied came in because they saw the information on the digital sign.

## **K. Serving students from special populations:**

*Sarah Long asked Andrea to review the definitions of special populations and the services available to those who apply. Bettye Hutchins goes on to expand on the services covered by the college and it's various departments, including emergency aid funding and a new food pantry located in each campus.*

Vernon College is an open enrollment college. The Proactive Assistance for Student Services (PASS) department offers many services for documented disabilities such as but not limited to quiet testing, longer testing times, interpreters, and special equipment.

Vernon College has a program titled "New Beginnings" for students who qualify to receive transportation, childcare, and/or textbook loans. Perkins funding is also offering assistance to break down barriers such as uniform, supply, equipment costs.

Peer to Peer mentoring, tutoring (online and in person), resume building, student success series, and counseling are just a few of the other options/services available to students.

### **1. Special populations new definitions:**

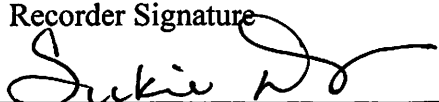
- a. Individuals with disabilities;
- b. Individuals from economically disadvantaged families, including low-income youth and adults;
- c. Individuals preparing for non-traditional fields; For the 2024 – 2025 program there are 11 females / 1 male
- d. Single parents, including single pregnant women;
- e. Out-of-workforce individuals;
- f. English learners;
- g. Homeless individuals described in section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
- h. Youth who are in, or have aged out of, the foster care system; and
- i. Youth with a parent who—



- i. is a member of the armed forces (as such term is defined in section 101(a)(4) of title 10, United States Code);
- ii. is on active duty (as such term is defined in section 101(d)(1) of such title).

*Sarah Long asked if the committee had any further action, discussion or recommendations.*

*With no further discussion to be had, Sarah adjourned the meeting at 12:58PM.*

Recorder Signature 	Date <i>5/20/2025</i>	Next Meeting: Fall 2025
---	--------------------------	-------------------------