<div align="center">

Advisory Committee Fall 2022 Agenda
Medical Assisting
-Century City Center- Joe Chat Sumner Conference Room
-October 19, 2022 – 3:00pm

</div>

Welcome and Introductions ....Adrianna Caballero

Purpose of Advisory Committee ....Bettye Hutchins

Election of Vice-Chair, and Recorder...Bettye Hutchins

Chair ……………………………………………………………. Jamesa Shumpert

Old Business/ Continuing Business ....Jamesa Shumpert

> **CHAIR:** (If there is **NO Old Business**) **"No Old Business/Continuing Business."** (Then move to the next item
>> on the agenda)
>
> **CHAIR:** (If there IS **Old Business/Continuing Business**) (First read old business/continuing business or have
>> **INSTRUCTOR** expound) (Then ask) **"Is there any discussion or recommendations?"**
>>> (Allow discussion. If there is none, move to the next agenda item listed.)

New Business ....Jamesa Shumpert

❖ **Review program outcomes, assessment methods/results, and workplace competency**

CHAIR: (To COMMITTEE MEMBERS) **"Please review the program outcomes listed below. This is the time for you to make recommendations. The program outcomes reflect the "big picture". They are generalized but need to reflect the program's knowledge, skills, and abilities. Will the faculty member briefly review the program outcomes with the committee?"**

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 relations 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 from
6. Understands and explains the cardiovascular system

Approve program outcomes

CHAIR: "Do I have a motion to approve the program outcomes as is (or with updates as discussed)."

COMMITTEE MEMBER: "I (state name) move that the program outcomes be approved "as presented" (or "with discussed updates.")
COMMITTEE MEMBER: "I (state name) second the motion."

CHAIR: "We had a motion and a second. Those supporting the motion that we approve the Program Outcomes as is (or with discussed updates) say "I".
CHAIR: "Those opposed, say "no".
CHAIR: "The motion has passed (or not passed). We will (or will not) approve the program outcomes as presented."

Approve assessment methods and results

Chair: **The assessment methods and results should address how the instructor is making sure students are achieving the program outcomes. Would the faculty member like to explain the assessment methods and results in more detail?**

I utilize homework, quizzes, open floor discussions, and a final to assess their progress. There is an occasional pop quiz here and there as well.

CHAIR: "We need a motion to approve the assessment methods as is (or with discussed changes)"
COMMITTEE MEMBER: "I (state name) move that the assessment methods be approved "as presented" (or "with discussed updates.")
COMMITTEE MEMBER: "I (state name) second the motion."
CHAIR: "We had a motion and a second. Those supporting the motion that we approve the assessment methods as is (or with discussed updates) say "I".
CHAIR: "Those opposed, say "no".
CHAIR: "The motion has passed (or not passed). We will (or will not) approve the assessment methods as presented."

Approval of workplace competency (course or exam)

Chair: **The workplace competencies map back to the program outcomes and how the students can demonstrate all program outcomes. Will the faculty member please tell us about the competency and how the students have performed on the competency?**

Workplace Competency: Course or Licensure exam	Number of students who took the course or licensure exam	Results per student	Use of results
1. Certified Phlebotomy Technician	3	3	n/a
2. Certified Clinical Medical Assistant	3	2	Student wasn't allowed to retake CCMA exam due to cheating on her CPT

CHAIR: "We need a motion to approve the workplace competency as is (or with updates as discussed)."
COMMITTEE MEMBER: "I (state name) move that the workplace competency be approved "as presented" (or "with discussed updates.")
COMMITTEE MEMBER: "I (state name) second the motion."
CHAIR: "We had a motion and a second. Those supporting the motion that we approve the workplace competency as is (or with discussed updates) say "I".
CHAIR: "Those opposed, say "no".
CHAIR: "The motion has passed (or not passed). We will (or will not) approve the workplace competency as presented."

Program Specific Accreditation Information and Requirements (if applicable)

❖ **Review program curriculum/courses/degree plans**

CHAIR: (To **INSTRUCTOR**) "Below are recommended changes for 2023-24. Would the program instructor like to elaborate on the changes below? (There may be no changes.)"

INSTRUCTOR to **COMMITTEE MEMBERS:** (Update members.)

n/a

Medical Assisting, Level 1 Certificate

CIP 51.0801

Instructional Location – Vernon Campus and Century City Center
CERTIFICATE OF COMPLETION (Probable Completion Time – 9 months or 32 Weeks)

Major Requirements (28 SH)

Fall I Block

MDCA 1205	Medical Law And Ethics	2
MDCA 1309	Anatomy and Physiology for Medical Assistants	3
MDCA 1313	Medical Terminology	3

Fall II Block

MDCA 1302	Human Disease/Pathophysiology	3
MDCA 1321	Administrative Procedures	3
LEAD 1100	Workforce Development with Critical Thinking	1

Spring I Block

MDCA 1348	Pharmacology and Administration of Medications	3

PLAB 1323	Phlebotomy	3

Spring II Block

MDCA 1254	Medical Assisting Credentialing Exam	2
MDCA 1260	Clinic-Medical/Clinical Assistant	2
MDCA 1317	Procedures in a Clinical Setting	3
	Total Credit Hours:	**28**

Course descriptions and learning outcomes were provided in a separate document.

❖ **Approve program revisions (if applicable)**

> **CHAIR: "We need a motion to approve the program revisions as is (or with updates as discussed)."**
> **COMMITTEE MEMBER: "I (state name) move that the program revisions be approved "as presented (or with discussed updates.)"**
> **COMMITTEE MEMBER: "I (state name) second the motion."**
> **CHAIR: "We had a motion and a second. Those supporting the motion that we approve the Program Revisions as is (or with discussed updates) say "I".**
> **CHAIR: "Those opposed, say "no".**
> **CHAIR: "The motion has passed (or not passed). We will (or will not) approve the program revisions as presented."**

❖ **Approve 2022-2023 SCANS, General Education, Program Outcomes, and Institutional Outcome Matrices.**

> **CHAIR: "The detailed student learning outcomes located in each course lead back to the Program Outcomes. We will now review and approve the following matrices. Would the faculty member please discuss the matrices with the committee?"**
>
> **INSTRUCTOR: "The program has to work under three umbrellas: 1. Local or Vernon College, 2. State or THECB-Texas Higher Education Coordinating Board, and 3. Federal. To ensure the Program is following all rules and regulations, we use matrices to map the requirements back to the courses."**

SCANS Matrix: The SCANS (Secretary's Commission on Achieving Necessary Skills) Matrix represents the 8 Federal requirements that must be taught. The matrix shows how we are mapping them back to each of the courses in the program.

Program: Medical Assisting		Credential: Certificate of Completion
Award: Medical Assisting		
Cip: 51.0801		

LIST OF ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES									

SCANS COMPETENCIES								Course Number	Course Title
1	2	3	4	5	6	7	8		
X	X		X	X	X	X		MDCA 1205	Medical Law and Ethics
X	X			X		X		MDCA 1309	Anatomy and Physiology for Medical Assistants
X	X		X	X		X	X	MDCA 1313	Medical Terminology
X	X			X		X		MDCA 1302	Human Disease/Pathophysiology
X	X	X	X	X	X	X	X	MDCA 1321	Administrative Procedures
X	X	X		X	X	X		MDCA 1348	Pharmacology and Administration of Medications
X	X		X	X	X	X		PLAB 1323	Phlebotomy
X	X	X		X				MDCA 1254	Medical Assisting Credentialing Exam
			X	X	X	X		MDCA 1260	Clinic – Medical/ Clinical Assistant
X	X	X	X	X	X	X	X	MDCA 1317	Procedures in a Clinical Setting
X	X		X	X	X	X		LEAD 1100	Workforce Development with Critical Thinking

							8. BASIC USE OF COMPUTERS
						7. WORKPLACE COMPETENCIES	
					6. PERSONAL QUALITIES		
				5. THINKING SKILLS			
			4. SPEAKING AND LISTENING				
		3. ARITHMETIC OR MATHEMATICS					
	2. WRITING						
1. READING							

General Education Matrix: The General Education Matrix is state-mandated. You will see the 6 requirements that the college is tasked with teaching and how they map back to the courses.

Program: Medical Assisting	Credential: Certificate of Completion
Award: Medical Assisting	
Cip: 51.0801	

LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES								
SCANS COMPETENCIES						Course Number	Course Title
1	2	3	4	5	6		
X	X	X		X	X	MDCA 1205	Medical Law and Ethics
X	X	X			X	MDCA 1309	Anatomy and Physiology for Medical Assistants
X	X	X			X	MDCA 1313	Medical Terminology
X	X	X			X	MDCA 1302	Human Disease/Pathophysiology
X	X	X	X	X	X	MDCA 1321	Administrative Procedures
X	X	X	X	X	X	MDCA 1348	Pharmacology and Administration of Medications
X	X	X	X	X	X	PLAB 1323	Phlebotomy
X	X		X	X	X	MDCA 1254	Medical Assisting Credentialing Exam
X	X	X	X	X	X	MDCA 1260	Clinic – Medical/ Clinical Assistant
X	X	X	X	X	X	MDCA 1317	Procedures in a Clinical Setting
X	X	X	X	X	X	LEAD 1100	Workforce Development with Critical Thinking

					6. PERSONAL RESPONSIBILITY
				5. SOCIAL RESPONSIBILITY	
			4. TEAMWORK		
		3. EMPIRICAL AND QUANTITATIVE SKILLS			
	2. COMMUNICATION SKILLS				
1. CRITICAL THINKING					

Program Outcomes Matrix: The Outcomes Matrix represents the Vernon College mandated requirements. They are the Program outcomes just approved and how they map back to the courses.

Program: Medical Assisting							
Award: Medical Assisting Certificate of Completion						**Credential: 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		X	X			MDCA 1205	Medical Law and Ethics
X			X		X	MDCA 1309	Anatomy and Physiology for Medical Assistants
X			X		X	MDCA 1313	Medical Terminology
X			X		X	MDCA 1302	Human Disease/Pathophysiology
X	X	X	X	X		MDCA 1321	Administrative Procedures
X	X	X	X	X	X	MDCA 1348	Pharmacology and Administration of Medications
X	X	X	X	X	X	PLAB 1323	Phlebotomy
X					X	MDCA 1254	Medical Assisting Credentialing Exam
X	X	X	X	X	X	MDCA 1260	Clinic – Medical/ Clinical Assistant
X	X	X	X	X	X	MDCA 1317	Procedures in a Clinical Setting
						LEAD 1100	Workforce Development with Critical Thinking

					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 relations 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.					

Institutional Outcomes Matrix: The Institutional Outcomes Matrix represents the Vernon College mandated requirements. This matrix represents how the program outcomes map back to the institutional outcomes/general education outcomes.

Program: Medical Assisting						Credential: Certificate of Completion
Award: Medical Assisting Certificate of Completion						
Cip: 51.0801						

LIST OF ALL COURSES REQUIRED AND OUTCOMES						
Outcomes						**General Education Outcomes**
1	2	3	4	5	6	
X	X			X	X	1. CRITICAL THINKING
X	X	X	X	X	X	2. COMMUNICATION SKILLS
	X			X	X	3. EMPIRICAL AND QUANTITATIVE SKILLS
X	X	X		X		4. TEAMWORK
X	X	X	X	X		5. SOCIAL RESPONSIBILITY
X	X	X	X	X		6. PERSONAL RESPONSIBILITY

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 relations 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.

CHAIR: "**The floor is open for discussion and recommendations.**" (Allow discussion)
CHAIR: "**We need a motion to approve all matrices as is (or with updates as discussed)."**
COMMITTEE MEMBER: "**I (state name) move that the matrices be approved "as presented" (or "with discussed updates.")**
COMMITTEE MEMBER: "**I (state name) second the motion."**
CHAIR: "**We had a motion and a second. Those supporting the motion that we approve the matrices as is (or with discussed updates) say "I".**
CHAIR: "**Those opposed, say "no".**
CHAIR: "**The motion has passed (or not passed). We will (or will not) approve the matrices as presented."**

❖ **Program statistics: Graduates (from previous year/semester), current majors, current enrollment**

- Program Statistics:
  - Graduates 2021-2022: 3
  - Enrollment Summer 2022: 0
  - Majors Fall 2022-2023:12
  - Enrollment Fall 2022: 12

❖ **Local Demand**

CHAIR: "**To meet the needs of the community, VC would like for you to elaborate on the following**":

- What are the current job openings?
- What are future job openings within the next year?
- If you have hired a VC graduate, were they prepared for the industry?

❖ **Evaluation of facilities, equipment, and technology. Recommendation for the acquisition of new equipment and technology**.

CHAIR: "If you have not done so, the faculty would be happy to show you the lab facilities after the meeting."

If there are any funds left from Perkins, I am looking at purchasing a new centrifuge since ours is no longer working well.

CHAIR: **"Any discussion or recommendations for new equipment?"**

❖ **External learning experiences, employment, and placement opportunities**

Faculty: "Vernon College offers a job board on the website. Businesses can contact Chelsey Henry, Coordinator of Career Services, chenry@vernoncollege.edu, to add jobs or you can post yourself. VC also subscribes to a service called GradCast. Within this program, over 600,000 business and industry contacts are available to the graduates to send up to 100 free resumes within a set zip code. If you would like to have your business as part of that database, please contact Harli Adams, hadams@vernoncollege.edu."

Placement Rate of Program Completers by Reporting Year [1]											
	2016-2017			2017-2018			2018-2019			3-Year Average		
Program	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%
51080100-Medical/Clinical Assistant	10	12	83.33%	5	5	100%	7	7	100%	22	24	91.67%

The instructor inserts any data that might be newer than the stats above.

CHAIR: "Is there any further discussion?"

❖ **Professional development of faculty and recommendations**

> **CHAIR:** (To **COMMITTEE MEMBERS**) **"Please take this time to review the professional development opportunities the faculty has taken or will take advantage of."**

I attended Catholic Charities kNOw poverty luncheon and the Great Teaching Round Up in Kerville.

> **CHAIR:** <mark>**"Are there any recommendations for additional professional development?"**</mark>

❖ **Promotion and publicity (recruiting) about the program to the community and business and industry**

> **CHAIR:** (To **COMMITTEE MEMBERS**) **"Please take this time to review the Promotion and publicity opportunities that those leading the program have taken advantage of.**"

>> <mark>Every year the students and I advertise two phlebotomy events.</mark> The public comes in to help the students get the sticks they need in order to graduate. Each time a volunteer is stuck they get their name in a "hat" for a drawing. The students and I also go to surrounding businesses for these gift cards and we have a great turnout on both ends.

> **CHAIR:** "<mark>Are there any recommendations?"</mark>

❖ **Serving students from special populations:**

CHAIR: (To **COMMITTEE MEMBERS**) **"Please note the federal definition of special populations below. Would the faculty member like to discuss services below for students who qualify?"**

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, and 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 population's new definitions:
   a. Individuals with disabilities;
   b. Individuals from economically disadvantaged families, including low-income youth and adults;
   c. <mark>Individuals preparing for nontraditional fields;</mark> 0:3
   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).

❖ **<u>Comprehensive Local Needs Assessment (Discussion led by Bettye Hutchins):</u>**

-Labor Market Outlook

Occupation	TWC Target Occupation	Share of local jobs (%)	Quality Index (-5 to 5)	Demand Index (-5 to 5)	Quality and demand quadrant	National Median Wage ($)	Local Median Wage ($)	Projected national growth 2019-2029 (%)	Projected state-level growth 2018-2028 (%)
Other Healthcare Support Workers	Yes	0.8758 15931	-0.775071 233	4.30090575	Low quality - High demand	16.5847 3234	16.58473 234	13.53117343	13.4751773
Health Support Technicians	Yes	0.5114 18684	-0.329955 514	1.720069021	Low quality - High demand	17.12	14.43716 981	6.887164829	8.192090395

-Living Wage

Occupational Code	Occupation	Prevailing Hourly Wage	Prevailing Annual Wage
31-9092	Medical Assistants	$ 12.26	$ 2 5,506.00

    <u>CHAIR</u>: "Is there any further discussion?"

Adjourn
    <u>CHAIR</u>: "The meeting is adjourned at (TIME AM/PM)."