

Advisory Committee Fall 2017 Annual Meeting Minutes
Medical Assistant
Vernon College – Century City Center
Joe Chat Sumner Board Room (115)
Thursday, October 12th, 2017, 5:30 p.m.

CHAIRPERSON: Harleigh Fowler		
MEETING DATE: October 12, 2017	MEETING TIME: 5:30 PM	MEETING PLACE: Century City Center, Joe Chat Sumner Board Room (115)
RECORDER: Traci Preston	VICE CHAIR PERSON: Alex Horvath	PREVIOUS MEETING: November 10, 2015

MEMBERS PRESENT:

MEMBER'S ABSENT:

OTHERS PRESENT:

Name, Title, Company	Name, Title, Company	Name, Title, Company
Sukie Desire, Office Manager, Dr. Desire	Julie Fullerton, Medical Assistant Dr. Horvath	Christina Feldman, Director of Continuing Education, Vernon College
Kristin Cummins, WIOA Case Manager Workforce Commission	Reisa Johnston, LVN Instructor, Vernon College	Kasey Humphries, RN Continuing Education Coordinator Allied Health, Vernon College
Polly Bryant (for Xochitl Pruit), Region 9 Navigator		Shana Drury, Associate Dean of Instructional Services, Vernon College
Harleigh Fowler, Phlebotomy Instructor, Vernon College		Jean M. Castle-Wade, Administrative Assistant to the Associate Dean of Instructional Services, Vernon College
Alex Horvath, Business Office Manager, Dr. Horvath		Justin Veitenheimer, Catholic Charities Education Specialist
Traci Preston, CMA Medical Assistant, Dr. Ved Ganeshram MD		
Liz Andrews, Student Vernon College Medical Assisting		
Anna Dallas, CCMA Medical Assistant, United Regional Physician's Group		
Corrina Burros, LVN, Assisting Instructor, Vernon College		

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Kasey Humphries
Purpose of Advisory Committee	Information	Shana Drury, Associate Dean
Election of Chair, Vice Chair and Recorder	Action	Kasey Humphries
Approval of today's meeting minutes	Information	Harleigh Fowler

Approval of Minutes from the Last Meeting	Action	Harleigh Fowler
Old Business: (if any, otherwise type None)	None	Harleigh Fowler
Continuing Business: (List if any, otherwise type None)	None	Harleigh Fowler
New Business:		
Review program outcomes, assessment methods/results, and work place competencies	Information	Harleigh Fowler
Approve program outcomes	Action	Members Present
Approval assessment methods and results	Action	Member Present
Approval of course/exam of workplace competencies	Action	Member Present
Review program curriculum/courses/degree plans	Information/Discussion	Harleigh Fowler
Approve program revisions (if applicable)	Action	Members present
Review SCANS and Gen Ed outcomes matrices	Information/Discussion	Harleigh Fowler
Approve SCANS and Gen Ed outcomes matrices	Action	Members Present
Program statistics: Graduates, majors, enrollment	Information/Discussion	Harleigh Fowler
Local Demand	Information/Discussion	Harleigh Fowler / Members Present
Evaluation of facilities, equipment, and technology	Action	Members Present
Recommendations of selection and acquisition of new equipment and technology	Information/Discussion/Action	Members Present
External Learning experiences, employment and placement opportunities	Information	Harleigh Fowler
Professional development of faculty and recommendations (if applicable)	Information / Discussion	Harleigh Fowler / Members Present
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Discussion/ Information	Harleigh Fowler
Serving students from special needs	Information	Harleigh Fowler
Adjourn	Action	Harleigh Fowler /Members Present

MINUTES

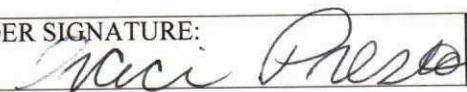
Key Discussion Points	Action, Discussion, or Information
Welcome & Introductions	Kasey Humphries welcomed and thanked the advisory members for their willingness to serve. Everyone introduced themselves and stated their positions and the agency they represented. Note: Each committee member received a packet via email which included all documents that would be reviewed and discussed.

Purpose of Advisory Committee	Shana Drury, Associate Dean of Instructional Services, explained the purpose and importance of an advisory committee and how their input guarantees that the college is maintaining the most current practices, direction and equipment. The committee ensures that the skills knowledge and abilities taught are pertinent to the field to produce the graduates that employers would like to hire in the Medical Assisting field.
Election of Chair, Vice Chair and Recorder	Sana Drury explained the positions and asked for nominations for Chair. Harleigh Flower was elected Chair by acclamation. Alex Horvath was elected Vice Chair by acclamation. Traci Preston was elected Recorder by acclamation. The committee agreed unanimously.
Approval of Minutes from the Last Meeting	The Chair asked the committee to review the previous minutes. Harleigh Flower asked for a motion to approve the last meeting minutes. Alex Horvath made the motion to approve. Sukie Desire seconded the motion. The committee agreed unanimously.
Old Business: (if any, otherwise type None)	Chair stated there is no old business.
Continuing Business: (List if any, otherwise type None)	The Chair noted that there was no continuing business.
New Business:	
Review program outcomes, assessment methods/results, and workplace competencies	Harleigh Flower asked the committee members to review the program outcomes, assessment methods/results and workplace competencies. Kasey Humphries asked all present to review the program outcomes, assessment methods/results and workplace competencies. Christina Feldman stated the goals and outcomes started in 2014 with the only changes being the verbiage to signify the action of the students at the end of the program. If there is something that needs to be changed please comment but remember the outcomes need to be broad based. As you continue to read, the assessment methods state the testing and materials used in the program. The workplace competences, which include the documentation given to you at the beginning of the meeting (see attached documentation). These attachments cover the clinical hours and the three tests. The tests are given at the end of the program and are national/international tests. The tests travel with the students and cross the boarders. For those not familiar with the program there are three areas of testing, Certified Medical Assisting, Phlebotomy, and EKG. Those certifications come from this program. Christina Feldman asked the committee for any questions and/or recommendations. Traci Preston stated there needed to be more training on the EMRs which was noted by Christina Feldman. Christina Feldman noted the differences in software programs used by various agencies for EMRs. The members had no other suggestions/recommendations.
Approve program outcomes	The Chair asked members to approve program outcomes as presented. Alex Horvath made a motion and Kristen Cummins seconded. The committee agreed unanimously.
Approval assessment methods and results	The Chair asked members to approve the assessment methods/results as presented. Sukie Desire made a motion and Traci Preston seconded. The committee agreed unanimously.
Approval of course/exam of workplace competencies	The Chair asked members to approve workplace competencies as presented. Corrina Burros made a motion to approve the workplace competencies as presented. Anna Dallas seconded the motion. The committee agreed unanimously.
Review program curriculum/courses/degree pans	Harleigh Flower asked the committee to review the program curriculum, courses, and degree plans. Christina Feldman the next set of information, page 9, is what we have in our course catalog. That is how we are listing the Medical Assistant program. The information provides the classes, descriptions, hours provided, the total number of hours for the program. The condensed syllabus follows with the student learning outcomes for each course. Christina Feldman asked for any questions, additions, deletions, and recommendations. Liz Andrews requested the chapters in Medical Terminology and Anatomy and Physiology work together to line up the learning so that

	it is more cohesive between both courses. The committee had no other recommendations.
Approve program revisions (if applicable)	The Chair asked members to approve program curriculum, courses and degree plans with updates discussed. Sukie Desire made a motion to approve the program revisions and Kristin Cummins seconded. The committee agreed unanimously.
Review SCANS and Gen Ed outcomes matrices	Harleigh Flower asked members to review and discuss SCANS and Gen Ed outcomes matrices. Christina Feldman explained the purpose of the three matrices. The SCANS are the federal requirements and how they are mapped into the courses. The Gen Ed has six requirements and how they map back into the course. The Outcomes matrix has the student learning outcomes. Christina Feldman asked for recommendations. Liz Andrews pointed out a discrepancy with the outcomes which says there are 8 approved but there are only 7 listed. Liz Andrews stated on number 7 of the outcomes for Phlebotomy it says there needs to be 100 venipuncture sticks and 25 capillary sticks. Whereas in the course descriptions it says 100 capillary sticks and 25 venipuncture. Christina Feldman stated the numbers will be corrected. Shan Drury stated there are seven program outcomes listed but there should be eight. Shana Drury stated this will be corrected by the time the minutes are electronically approved by the committee. The committee had no additional recommendations.
Approve SCANS and Gen Ed outcomes matrices	Harleigh Flower asked members to approve the three matrices as presented with corrections. Alex Horvath made a motion to approve the three matrices and Anna Dallas seconded. The committee agreed unanimously.
Program statistics: Graduates, majors, enrollment	<p>Harleigh Flower, Chair, read the following statistical information on the program:</p> <p>2016-2017 Medical Assisting had 11 students complete the program 10 tested in May of 2017.</p> <p>9 of the 10 students passed the national exam for a 90% pass rate for 2016-2017.</p> <p>Within the program they also tested for CPT and CET;</p> <p>10 out of 11 passed the CPT test for 91% pass rate for 2016-2017.</p> <p>10 out of 11 passed the CET test for 91% pass rate for 2016-2017.</p> <p>2017-2018 enrollment is currently at 6 students.</p> <p>Justin Veitenheimer do you know if each one missed by one. Was that the same student or different students? Christina Feldman stated it was different students. Sukie Desire asked why enrollment was down at this time. Christina Feldman and Kasey Humphries stated there is a lack of funding for students in the continuing education programs. Kasey stated the students must use private pay and the workforce commission. Christina Feldman stated students must find alternative means which is not always available. Sukie asked about other programs in the area and if they are completion. Kasey stated the programs differ greatly in hours and time in program. Kasey stated the other programs may not provide the same training but the cost is equal. Anna Dallas stated she was a CNA before going through the Phlebotomy program. Anna stated she worked for years using a doctor's licensure but did not have her own. Anna stated she went to URHCS and enrolled in an online program. Anna she passed her national certification because of her on-the-job training and her former education. Anna stated if she did not have years of on-the-job training she would not have passed the test. Christina Feldman stated the program provides the training that is not available to the average person who would not otherwise have the opportunity to receive on-the-job training.</p>
Local Demand	Harleigh Flower asked the committee members to talk about the local demand for the program. Kasey Humphries stated seven of ten of the students were employed by the time the program was finished last year. Sukie Desire stated she calls looking for Vernon College graduates to employ at her agency. Kasey Humphries stated she posts all available jobs on the MA website.
Evaluation of facilities, equipment, and technology	Harleigh Flower asked all members if they have toured the facility. Kasey Humphries stated there has not been a tour at this time but will walk the members down to the classrooms after the meeting. Kasey Humphries stated

	<p>there is a much larger classroom/lab and a new bed for the lab. Some mannequins have been acquired. Kasey Humphries applied for a Vernon College Foundation Grant and obtained a "nurse on a stick" for the students. Also purchased were new IV therapy arms. The committee had no further discussion.</p>
<p>Recommendations of selection and acquisition of new equipment and technology</p>	<p>Harleigh Flower asked if there are any recommendations for new equipment or technology from the committee members. Traci Preston stated there needed to be more hands on training with computers. Traci stated the clinics are computer based and even the EKGs are computer driving. Sukie Desire stated the computer classes would be helpful but not prudent time wise. Kasey Humphries stated some of the classes use the online class set up to do homework. Justin Veitenheimer asked what the introduction to computing class is and would it be applicable to the program. It was stated it is a general class and not really medically applicable. Sukie Desire stated there is no longer paper in the medical field and it is computer driven. Alex stated there is a program called Practice Fusion which would be good for students to learn on. Shana Drury stated the acquisition of new equipment and technology was adequately covered by the committee. The committee had no further recommendations.</p>
<p>External Learning experiences, employment and placement opportunities</p>	<p>The Chair, Harleigh Flower, asked the committee to review the external learning experience opportunities. Kasey Humphries stated the program has a large list of clinical sites for students. New this year is the mandatory clinical site, the Community Health Center, because they have so many different practices, women's health, pediatrics, residency, family practice and the lab. Kell West will be added to the list also. Kasey Humphries stated doctors from the Women's Clinic can also be added to the list. Sukie Desire asked to have the students clarify with the clinical site the exact hours they will be working with each site. Christina Feldman stated the students will be prevailed upon to be very clear with the clinical sites in the exact hours they will work. Kasey Humphries stated Harleigh Flower will be the clinical instructor and will make sure the hours are addressed. The committee had no further requests at this time.</p>
<p>Professional development of faculty and recommendations (if applicable)</p>	<p>Kasey stated she attended the TCDC conference in San Antonio which is a continuing education based classes. Kasey stated the conference inspired her and the information gained was filtered to the instructors and the classes. Kasey Humphries is now a CPR certified instructor. The committee had a discussion and made no recommendations. Kasey Humphries stated Corrina Burros has been working on book material. Cassie Shaw is familiar with the book material. Harleigh Flower has been working on Phlebotomy upgrades. Shana Drury confirmed the staff is made aware of in-house trainings.</p>
<p>Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)</p>	<p>Harleigh Flower asked Kasey Humphries to inform the committee on promotion and publicity of the program. Kasey provided members with an update of the program recruitment and promotion.</p> <ul style="list-style-type: none"> • Facebook • Literature • New posters • Fliers • KFDX ad spot • Senior Send Off at Region IX • Career Fairs • Youth Expo Day in September • GenTX Day, now called Spring Fest April 2017 <p>Kasey stated they may be able to implement group pictures and start introducing the students to new students and on KFDX. They will be doing bios for the students. The pictures will be posted on Facebook. The recent group photo received over 1000 likes on Facebook. Liz Andrews requested the program start promoting at SAFB. Shana Drury referred Kasey to Linda Thomas the Vernon College representative at SAFB. The committee had a discussion and made no recommendations.</p>

Serving students from special needs	<p>Harleigh Flower asked Christina Feldman to update the committee on how the program was serving students from special needs.</p> <p>The definition of "special populations" as outlined by Perkins:</p> <ul style="list-style-type: none"> • In referencing "special populations" in the Local Plan and in any other applicable sections of the Application, the Applicant shall use the term to mean: • 1. individuals with disabilities; • 2. individuals from economically disadvantaged families, including foster children; • 3. individuals preparing for non-traditional fields; • 4. single parents, including single pregnant women; • 5. displaced homemakers; and • 6. individuals with limited English proficiency. <p>Christina Feldman stated the students are typically female. We are attempting to reach males and other nontraditional students. Shana stated this program cannot, at this time, move from Continuing Education to a credit program because there is not a need currently. Christina Feldman stated a scholarship exists which is available for any CE program and covers 75% of the program. Christina Feldman stated the scholarship only covers 75% and the student needs to have a buy-in amount for accountability.</p>
Adjourn	<p>Harleigh Flower asked for a motion to adjourn. Justin Veitenheimer made a motion to adjourn at 6:45PM. Alex Horvath seconded. The committee agreed unanimously.</p>

RECORDER SIGNATURE: 	DATE: 1-8-18	NEXT MEETING: Spring 2018
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