

Advisory Committee Fall 2021 Minutes

Medical Assisting

12:00pm – November 17, 2021 – Virtual via Microsoft Teams

Members present:

Tim Gardner – United Regional Healthcare System
Cynthia Humphery – Workforce Solutions, Proxy for Scott Essary
Ashley Jones – CNT
Jamesa Shumpert – Dr. Jaime Lim
Sarah Long – MSU

Vernon College Faculty/Staff:

Adrianna Caballero
Tracy Catlin
Delilah Fowler
Gregg Chesterman
Shana Drury
Harli Adams

Members not present:

Xochitl Pruitt
Shyla Johnson

Shana Drury thanked the committee for attending via TEAMS and opened the floor for elections for the chair, vice-chair, and recorder.

Chair: Ashley Jones

Vice-chair: Jamesa Shumpert

Recorder: Sarah Long

Ashley Jones began the meeting with the new business since there was no old business to discuss.

New BusinessAshley Jones

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

Ashley Jones asked the committee to review the program outcomes listed below. Ashley asked the faculty member, Adrianna Caballero, to 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 officer 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 from
6. Understands and explains the cardiovascular system

Approve program outcomes

Ashley Jones asked the committee for a motion to approve the program outcomes as presented. Tim Gardner made a motion to approve the program outcomes as presented.

Sarah Long seconded the motion.

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

Approve assessment methods and results

Ashley Jones asked the faculty member, Adrianna Caballero, to explain in more detail the assessment methods and results. Adrianna reviewed the following information.

In all courses, students are assessed at the end of the chapter(s)/unit with homework, tests, and a comprehensive final at the end of the semester. For a majority of the courses, they are required to participate in the lab. The 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 112 hours they have to complete during the last semester, including 100 venipuncture and 25 capillary sticks.

Ashley Jones asked the committee for a motion to approve the assessment methods as presented.

Cynthia Humphrey made a motion to approve the assessment methods as presented.

Sarah Long seconded the motion.

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

Approval of workplace competency (course or exam)

Ashley Jones asked the faculty member, Adrianna Caballero, to tell the committee more 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	6	5	Urge students to utilize tutoring and other student services
2. Certified Clinical Medical Assistant	6	5	Urge students to utilize tutoring and other student services

The one student has not tried to retake however, she had to wait 30 days. Adrianna has tried to make contact with her.

Verification of workplace competencies:

National Credentialing Exams Certified Clinical Medical Assistant (CCMA), Certified Phlebotomy Technician (CPT)

Ashley Jones asked the committee for a motion to approve the workplace competency as presented.

*Cynthia Humphrey made a motion to approve the workplace competency as presented.
Jamesa Shumpert seconded the motion.*

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

❖ **Program Specific Accreditation Information and Requirements (if applicable)**

Adrianna Caballero shared the following information with the committee.

Just to update you – we are still looking into CAAHEP certification to move from NHA (National Healthcareers Association) to AAMA (American Association of Medical Assistants). After the 2021-2022 class graduates, we should have enough data to start the certification process.

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

Ashley Jones asked the faculty member, Adrianna Caballero, to discuss the program's curriculum and degree plans for 2022-2023.

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)**

Ashley Jones asked the committee for a motion to approve the program revisions as presented.

Sarah Long made a motion to approve the program revisions as presented.

Tim Gardner seconded the motion.

The motion passed and the committee approved the program revisions as presented.

❖ **Approve 2021-2022 SCANS, General Education, Program Outcomes, and Institutional Outcome Matrices**

Ashley Jones asked the faculty member to discuss the matrices with the committee.

Shana Drury reviewed the information in the matrices below.

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 1417	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 1417	Procedures in a Clinical Setting
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						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		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
		X				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 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.	

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	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 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.

*Ashley Jones opened the floor to the committee for discussion and recommendations. Hearing none, Ashley asked for a motion to approve the matrices as presented.
Cynthia Humphrey made a motion to approve the matrices as presented.
Sarah Long seconded the motion.*

The motion passed and the committee approved the matrices as presented.

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

- Program Statistics:
 - Graduates 2020-2021: 6
 - Enrollment Summer 2021: 0
 - Majors Fall 2021-2022: 9
 - Enrollment Fall 2021: 9

❖ **Local Demand**

Ashley Jones asked the committee to briefly discuss current job openings or openings in the near future. Is the program still viable and needed in the workforce? For those that hire how many openings have you filled this year?

Ashley stated that Clinics of North Texas has about 6 available positions for either Medical Assistants or LVN, but most of the providers like to hire MA. CNT has been having a huge turnaround.

Tim Gardner stated United Regional Healthcare System is always interested in having students in clinical areas and using that as a “pre-interview” to consider them for employment.

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

Adrianna Caballero discussed the new equipment listed below.

Adrianna is looking at purchasing a 4D human anatomy model with removable organs (torso and head), utilization of this would be for A&P and pharmacology, for utilization of medication administration.

Sarah Long stated she wouldn't mind trying to help Adrianna look into purchasing the 4D human model on a grant. Since Medical Assisting does not go into the depth as far as an LVN it is a harder feat to provide evidence that models like this one are needed in the field.

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

“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 Judy Ditmore, jditmore@vernoncollege.edu.”

Placement Rate of Program Completers by Reporting Year [1]												
Program	2016-2017			2017-2018			2018-2019			3-Year Average		
	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%

❖ **Professional development of faculty and recommendations**

Ashley Jones asked the committee to review the professional development opportunities the faculty have taken advantage of.

Completed required CEU's for renewing my CCMA, CET, and EKG certifications through NHA. Will update my CPR certification at the end of 2021. She is also looking into CPR trainer certification.

Ashley Jones asked if there was any discussion or recommendation for the professional development for the staff and there was none.

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

Ashley Jones asked the committee to review the information below.

Program video
Facebook ads
Commercial in the Spring
Abilene WOW Youth Expo
Archer City Career Fair
High School Tours
CTE Navigator

Ashley Jones asked if there was any further discussion or recommendations and there was none.

❖ **Serving students from special populations:**

Ashley Jones asked the committee to please note the federal definition of special populations below.

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 nontraditional fields; Female 9: Male 0
- 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).

❖ **Comprehensive Local Needs Assessment (Discussion led by Shana Drury):**

-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

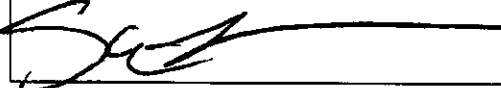
Occupational Code	Occupation	Prevailing Hourly Wage	Prevailing Annual Wage
31-9092	Medical Assistants	\$ 12.26	\$ 2 5,506.00

Shana Drury went through a list of questions regarding the CLNA and access to Vernon College for all participants, not just Medical Assisting students. Discussion ensued about access, marketing, and new occupations/training needs.

Ashley Jones asked if there was any further discussion.

Shana Drury took this time to thank the members of the committee for attending and participating via Microsoft Teams.

Ashley Jones adjourned the meeting at 12:49 pm.

Recorder Signature	Date	Next Meeting: Fall 2022
	1/26/22	