

New Business:		Rita Gauthier
Review program outcomes, assessment methods, and results	Information	Rita Gauthier
Approve program outcomes and assessment methods	Action	Members Present
Review program curriculum/courses/degree plans	Information/Discussion	Rita Gauthier
Approve program revisions (if applicable)	Action	Members present
Review SCANS and Gen Ed outcomes matrices	Information/Discussion	Rita Gauthier
Approve SCANS and Gen Ed outcomes matrices	Action	Members Present
Review verification course/exam of workplace competencies	Information/Discussion	Rita Gauthier
Approval of course/exam of workplace competencies	Action	Members Present
Approve changes (if applicable)	Action	Members Present
Program statistics: Graduates, majors, enrollment	Information/Discussion	Rita Gauthier
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	Rita Gauthier
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Discussion/ Information	Rita Gauthier
Serving students from special needs	Information	Rita Gauthier
Adjourn	Action	Rita Gauthier /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	Dr. Gary Don Harkey 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	Kasey Humphries explained the positions and asked for nominations for Chair. Rita Gauthier volunteered for Chair. Reisa Johnston volunteered for Vice Chair and Alex Horvath volunteered for Recorder. The committee

	agreed unanimously.
Approval of Minutes from the Last Meeting	The Chair asked the committee to review the previous minutes and they did. Dr. Harkey suggested in the future sending off the minutes after the recorder signed them while the conversation was fresh in the minds of the members. The committee agreed. Michelle McDonald made a motion to approve the last meetings minutes and Alex Horvath seconded. The committee agreed unanimously.
Old Business: (if any, otherwise type None)	Rita Gauthier stated that there was no old business.
Continuing Business: (List if any, otherwise type None)	The Chair noted that there was no continuing business.
New Business:	None
Review program outcomes, assessment methods, and results	Rita Gauthier asked members to review the program outcomes, assessment methods, and results and they did. Christina Feldman reminded the committee that the program was now a THECB (Texas Higher Education Coordinating Board) approved program as of 2016-2017 as discussed in the previous meeting and that the committee would need to re-approve the learning outcomes. Dr. Gary Don Harkey expressed the need to reword the outcomes as a verb. The committee had a discussion and agreed. Christina Feldman ensured the committee that she would make the discussed changes. In regards to outcome number seven, Sukie Desire inquired about the number of tries the student has to successfully complete the 100 Venipuncture sticks + 25 capillary sticks. Amber Miller stated that students have the entire training for the 100 successful sticks and 2 sticks per try. Suki Desire expressed that as an employer, it would be helpful if there was more EMR (Electronic Medical Records) and terminology training. The committee had a discussion and agreed that including more EMR training would benefit students and employers. The members had no other suggestions/recommendations.
Approve program outcomes and assessment methods	The Chair asked members to approve program outcomes and assessment methods as presented with corrections. Alex Horvath made a motion and Michelle McDonald seconded. The entire committee agreed.
Review program curriculum/courses/degree plans	Rita Gauthier asked the committee to review the program curriculum, courses, and degree plans and they did. Rita Gauthier asked how many hours were added to the program. Christina Feldman updated the committee on the courses and hours since the program's THECB approval on September 1, 2016. Dr. Harkey asked how the change affected the enrollment. Kasey Humphries stated that the numbers increased from 8 last year to 12 this year. The committee had a discussion and were pleased with the progress. Amber Miller stated that the course syllabi for MDCA 1064 had the learning outcomes backwards and needed to be updated. Christina Feldman ensured it would be updated. Amber Miller asked how VC came up with clinical hours. Christina Feldman expressed that the hours were mandated through the state. The committee had no 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 Michelle McDonald seconded. The committee agreed unanimously.
Review SCANS and Gen Ed outcomes matrices	Rita Gauthier asked members to review and discuss each matrix and they did. Christina Feldman explained the purpose of the three matrices.

	<p>Dr. Gary Don Harkey reminded Christina Feldman that the Outcomes Matrix wording needs to be updated to reflect the changes in wording in the program outcomes as discussed under program outcomes. In addition, the one line on the SCANS matrix (Program Competencies...) needed to be removed. Dr. Harkey added that neither change would affect the actual outcomes.</p> <p>The committee had no recommendations.</p>
Approve SCANS and Gen Ed outcomes matrices	<p>The Chair asked members to approve the three matrices as presented with corrections. Michelle McDonald made a motion to approve the three matrices and Alex Horvath seconded. The committee completely agreed.</p>
Review verification course/exam of workplace competencies	<p>Rita Gauthier asked the committee to review verification course/exam of workplace competencies and they did.</p> <p>Christina Feldman informed the committee that the program utilizes exams provided by the National Healthcareer Association.</p> <p>The committee had no recommendations.</p>
Approval of course/exam of workplace competencies	<p>The Chair asked members to approve the course/exam of workplace competencies as is. Michelle McDonald made a motion to approve course/exam workplace competencies as is. Reisa Johnston seconded. The committee agreed universally.</p>
Program statistics: Graduates, majors, enrollment	<p>Rita Gauthier asked Kasey Humphries to expound on the graduates, majors and enrollments and she did.</p> <ul style="list-style-type: none"> • May 16: 8 students completed, seven of whom are presently employed as Medical Assistants • Current 16-17 enrollment: 12 students completing and testing in May • 2015 all but two students passed their CPT, CCMA and CET testing <p>Suki Desire asked if Vernon College had always had a Medical Assisting program. Christina Feldman replied, "No, only three years." Then Christina Feldman updated the committee on the pass rates from 2012 until now using the information from the NHA (National Healthcareer Association).</p> <p>The committee had a discussion and no recommendations were made. (The pass rates were from 2012 (phlebotomy started in 2012). That is 12-13, 13-14, 14-15, 15-16 = 4 years, Medical Assisting numbers began in 2014-2015.</p>
Evaluation of facilities, equipment, and technology	<p>The Chair asked Kasey Humphries to inform the committee on the condition of the lab/equipment/facility and she did. The committee had a discussion and made no recommendations at this time.</p>
Recommendations of selection and acquisition of new equipment and technology	<p>Rita Gauthier asked Kasey Humphries to update the committee on the new equipment for the program. Kasey informed the committee that an EKG machine and thermometers had been purchased with funds provided by Workforce Solutions. A nurse on a stick was purchased using VC online grant funds and phlebotomy arms were purchased using the Medical Assisting supply budget. Kasey also informed the committee that she had requested Perkins funding for the purchase of an injection mannequin. The committee had a discussion. Then Rita Gauthier asked Kasey Humphries what equipment she needed. Kasey expressed that she would like a dummy and some other small supplies. The committee had a discussion and had no recommendations.</p>
External Learning Experiences, employment and placement opportunities	<p>The Chair asked the committee to review the external learning experience opportunities and they did.</p> <p>Sukie Desire asked if the students received more hands-on experience other than scanning documents. Reisa Johnson stated that the students have a variety of learning experiences. Amber Miller reiterated stating she is continually in contact with the students to ensure their learning is diverse.</p> <p>Kasey Humphries stated that the Community Healthcare Center was her best clinical rotation and had plans to make it a mandatory clinical rotation for</p>

	<p>students. The members had a discussion. Amber Miller asked if there was a way of helping the students find employment. Donna Egoavil expressed that VC uses GradCast, a company that help students connect with employers and tracks student's employment history. The committee had a discussion. No recommendations were made.</p>
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	<p>Rita Gauthier 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>Suki Desire asked how the American Commercial College advertised. Kasey Humphries informed the committee of the difference between VC and American Commercial College. Reisa Johnston expressed that past graduates are the best advertisers. The committee had a discussion. Sukie Desire then asked if there was a waiting list of applicants. Christina Feldman stated that there presently was not, but she has a goal of receiving 20 applicants to reach 16 qualified students. The committee had a discussion and made no recommendations.</p>
Serving students from special needs	<p>The Chair asked Kasey Humphries to update the committee on how the program was serving students from special needs and she did.</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>Dr. Harkey informed the committee that VC and Region IX were working on a grant to give assistance to students with English as a second language.</p>
Adjourn	<p>Rita Gauthier asked for a motion to adjourn. Reisa Johnston made a motion to adjourn at 6:45PM. Alex Horvath seconded. The committee agreed unanimously.</p>

<p>RECORDER SIGNATURE: Alex Horvath</p>	<p>DATE: 02/07/2017</p>	<p>NEXT MEETING: Fall 2017</p>
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