**Medical Office Program Advisory Committee Work Plan**

**2012-13**

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| **Annual Goal Area** | **Strategies** | **Timeline** | **Advisory Committee Member Participation** |
| **CURRICULUM**  **Goal(s):** |  |  |  |
| 1. Review Business-Medical Office Technology Programs and Curriculum. | Review and provide input into recommended changes to the BMED program and curriculum. | Dec. 2012 | All |
| 1. Review limited entry and sequencing of courses in Business-Medical Office Tech. program. | Review proposal from the dean, faculty and advisors regarding limited entry and sequencing of courses. | Dec. 2012 | All |
| **FACILITIES & EQUIPMENT**  **Goal(s):** |  |  |  |
| 1. Evaluate program equipment needs to ensure that students are adequately prepared for responsibilities in the medical office and/or hospital. | Provide input into program’s 3-5 year equipment plan. | June 2013 | All |