

**BUSINESS TECHNOLOGY MEDICAL OFFICE**

**ADVISORY COMMITTEE MINUTES**

**Wednesday 3rd November 2016**

**Time: 5:30 pm – 7.00pm \* Scarpelli Hall, Room 102**

**Members Present**: April Gapsch, Committee Chair, PeaceHealth; Stefanie Tolliver, Committee Vice-Chair, The Vancouver Clinic; Leslie Hinton, Cascadia Tech Academy; Andrina Kalita, The Vancouver Clinic; Virdie Shrei RHIT, Providence

**Members Absent**: Sarah Emerson, CMA, The Vancouver Clinic; Melanie Johnston, PeaceHealth; Clay Foster, MHA, Rebound Orthopedics;

**Clark College**: Sunnie Elhart-Johnson, Department Head & Instructor; Nikki Danforth, Instructor; Olga Lybar, Adjunct Instructor; Shelley Ostermiller, HEOC Advising; Nichola Farron, Secretary Senior - Advisory Committees

**Guests**: Kate Stengel, Tony Heresa, Kylie Carick, Steven Wolff: Students in the Program; Morgan Berg, Advocate/Employee Rep

Committee Chair April Gapsch called the meeting to order at 5.36pm and introductions were made, including new Instructor Nikki Danforth.

Approval of Previous Meeting Minutes

*The minutes of May 4th 2016 were presented: Stefanie proposed a motion to approve as written, this was seconded by Andrina and unanimously approved.*

Next Meeting Date

The committee will meet again on Wednesday 3rd May 2017 at 5.30pm

Office of Instruction Updates

Nichola made the following announcements:

The theme “Transformation” is being used to describe two large intersecting initiatives. One is the Academic Plan, which will guide Clark’s programs and student services over the next five years. The first goal of the plan is to implement Guided Pathways, the second large initiative.

All Washington State community colleges will implement Guided Pathways. This is aligning schedules and building program *pathways* that have clearer more defined structures, saving students time and money getting to graduation. Training for advisory members on Guided Pathways will be on March 24.

Specific *transformations* that advisory members will see this year include a *r*edesign of the meeting agenda format. This provides faculty and committees with a connection to the academic plan and will streamline the meeting while including committee work plan activities. The committee composition will now include students and Clark Alumnae. Students will be able to earn a small stipend and a letter of recommendation for their attendance and participation. Piloted this year, we hope that students will be a regular and vital presence on every committee in the future.

Transforming the role of committee members, from just meeting attendees to being a part of our learning community. Not just trainings, the series of Business and Community Learning events on campus are set up to be quick and friendly ‘lunch and learn’ opportunities. FREE and open to the public, the workshops will be scheduled from 11:30 a.m. to 1:30 p.m., and held in the Gaiser Student Center, allowing people to attend on their lunch hour. Food is available in the carts on campus, and guests are welcome to bring their brown bag. Additional information to follow in emails.

* Friday December 9th Advocacy
* Friday February 24th Millennials in the Workforce
* Friday March 24th Pathways
* Friday May 19th The Power of Completion

An evening event will be planned in the Spring to thank our advisory committee members for their time and expertise. Look for information during winter term.

A complete computer systems upgrade to campus registration, human resources and finance systems. The ‘go-live’ date for will be January 30. It will not impact the advisory committees, but it will impact campus business so there will be a moratorium on advisory meetings from mid-January to mid-February.

The new Bachelor of Applied Science in Applied Management (BASAM) is accepting students beginning winter term 2017. For additional information go to: <http://www.clark.edu/academics/programs/bus/basam/index.php>

Student Presentations

Sunnie shared with the committee that there is a new initiative to bring students together with Advisory Committees more: as such, 3 students were invited to give short presentations. The 3 were selected by their peers to present to the committee.

The following presentations were given:

Kylie Carick: ObGyn Coding – the coding variations across different stages and conditions of pregnancy etc.

Steven Wolff: ‘What if I told you?’ – a presentation on sugar and the benefits of the Ketogenic Diet

Tony Heresa: Presentation on the benefits of medical ‘hot-spotting’, emerging from efforts in Camden, NJ

The Committee thanked the students for their presentations and asked various questions about the content.

Stefanie also took the opportunity to ask how students responded to the budget changes etc. at the college. Steven responded that it was certainly a testing period as his original hopes of entering the MRAD program were derailed by the program elimination: however, the atmosphere has settled considerably since that time and the students are working hard.

Amendments to Medical Assistant AAT:

The committee discussed the continued shortage of MAs in the industry: Stefanie and Andrina highlighted the hiring challenges at the Vancouver Clinic as there are not enough qualified candidates.

Sunnie outlined that both Nikki and herself had looked at refining the AAT curriculum.

The following changes were proposed (also: see document attached to minutes):

1. **Inclusion of ENG101 English Composition as an alternative to BTEC107 and PTWR135**

The Committee agreed that it was essential that MAs have necessary English skills for the role, and this alternative was also a good fit for those re-entering education after workplace experience.

1. **Substitution of BTEC147 Professional Self-Development (2 credits) with BTEC 148 Business Professional Self Development (3 credits)** – this is based on the new title and course clarification
2. **Removal of FACPR032 First Aid and Health Care Provider CPR (1 credit)**– Nikki outlined that CPR will now be included in Labs, and the Department is currently piloting running it concurrently. The removal of this course allows for the credit balance to be maintained following the BTEC substitution.

The Committee then discussed other potential changes: there had been some suggestion of removing the Keyboarding class and instead run a test for students to determine their level, but both the industry members and student representative felt this was essential to the program. In addition, Katrin, as a current student, proposed that there would be a benefit to linking English and computer skills.

There was also discussion about shortening the completion time for the certificate in response to student feedback. However, both Andrina and April cautioned against the potential diminishment in the quality of graduates if that were to occur. Andrina continued that one of the hiring parameters is to check if student has completed college: this provides an advantage and improves retention.

*The committee voted on the 3 proposed changes detailed above: Stefanie made a motion to approve the curriculum changes, this was seconded by Virdie and unanimously approved.*

SWOT Report Feedback

Sunnie outlined the SWOT process that had been undertaken at the College, and indicated that there would be discussions about future program developments.

Sunnie asked the committee members to provide her with data or supporting information that they may have access to that would demonstrate the importance of the program, and the persistent employment requirements for graduates in this area. This was highlighted as particularly important as the data accessed for the College report may not be comprehensive as to the breadth of the profession.

The committee agreed to provide Sunnie with feedback by Monday 7th November.

April adjourned the meeting at 7.06pm

Prepared by Nichola Farron