

Clark College Advisory Committees - Agenda

Committee: **Medical Assistant
Advisory Committee Meeting**

Date: **Wednesday, March 2nd, 2022**

Time: **5:30-7:00pm**

Location: **Zoom Online**

The Meeting Agenda integrates the discussion topics with the Academic Plan. Please use the Work Plan boxes on the right hand side to take notes and record any assigned actions that arise from the meeting.

Work Plan Action Items

Meeting Administration (5-10 mins)	<ul style="list-style-type: none">•Welcome and Introductions•Approval of previous meeting minutes•Set next meeting dates•Announcements from the college and/or department	Item: Action:
Academic Plan Goal	<ul style="list-style-type: none">•Evening grant approved by SBCTC. Program slated to begin core curriculum in fall, 2022. Prerequisite courses offered online in spring and summer.	Item: Appreciate all the letters from community partners. Now we need students from you 😊 Action: Position will be posted for a full-time temporary medical assisting instructor.
Academic Plan Goal	<ul style="list-style-type: none">•Instructional Planning Team approved second associate degree track (business/management "emphasis") Can begin offering option in fall, 2022	Item: Can now offer associate degree paths to 60 more students per year. Action: Advising will begin offering this as an option for all students.
Academic Plan Goal	<ul style="list-style-type: none">•Spring term has 7 (maybe more) students approved to begin current AAT track. Over 30 students with current applications but unable to begin due to non-completion of prerequisite courses.	Item: Action: Working with advising to offer some exceptions to incomplete foundational (prerequisite) courses to allow them entry.
Academic Plan Goals	<ul style="list-style-type: none">•Met with Cascadia Technical Academy. Provided a checklist for students to follow to begin in fall, 2022.	Item: Action: Clark College Advising/Enrollment met with students there and awaiting final numbers for students who have applied for fall cohort start.

Meeting Guidelines!

- The meeting is run by the committee Chair or Vice Chair
- The meeting will be more effective if the committee is engaged and participates in discussion
- Motions must be proposed, seconded and voted on: you can vote in favor, oppose or abstain.
- Please respect the schedules of members and keep to time