

# Clark College Advisory Committees - Agenda

Committee: Medical Assistant Advisory Committee

Date: 10/28/24

Time: 5:30 pm

Location: Zoom

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)

- Welcome and Introductions
- Approval of Previous Meeting Minutes
- Plan the Next Meeting Date
- Ethics Training
- Orientation Training

Action: Elizabeth will conduct the ethics and orientation training.

Action:

College Updates

- Labor Representation

Action: The Dean will discuss college updates and labor representation.

Action:

Department Updates

- Annual work plan.
- Quorum review on the bylaws.

Item: Sarah will review the work plan with the committee and review the bylaws

Action:

MAERB Site Visit

- Results of MAERB accreditation visit

Item: Sarah will review the site visit results with committee.

Action:

Item:

Action: