



## **MEDICAL ASSISTING ADVISORY COMMITTEE - MINUTES**

Wednesday, June 1, 2023, 5:30-7:00 pm

Meeting Location: Zoom Online (Audio/Video)

### **Members Present:**

Karin LaValla, Ray Maly, Sean Moore

### **New Members Present:**

**Members Absent:** Norman Berg (Chair), Morgan Berg, April Gapsch, Laurie Helms, Pepper Miller, Lacie Thompson, Stephanie Tolliver

**Clark College:** Patricia Atkinson, Interim Dean of Business & Health Sciences; Heather King, Business & Health Sciences Unit Operations Manager; Sarah Kuzera, Director of Medical Assisting & Practicum Coordinator

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Committee member Karin LaValla called the meeting to order at 5:32 p.m. and introductions were made.

### **MINUTES OF THE PREVIOUS MEETING**

*The previous minutes were not available and will be reviewed at a later meeting.*

### **NEXT MEETING DATE**

The next meeting date for fall term will be determined soon.

### **COLLEGE UPDATES**

Sarah Kuzera shared the following updates:

- Clark is hosting a Healthcare Pathways Camp from June 21-23 where middle and high school students can learn about the different healthcare careers they can pursue at Clark. This camp will include hands-on activities and guest speakers. Olga Lyubar, the Health Information Management (HIM) department chair, has been instrumental in planning this event. Over 100 students have registered so far. Sarah will share the invitation to this event with the committee.

Patricia Atkinson shared the following updates:

- The Board of Trustees approved our equity-focused strategic plan. The College is working to align the other plans - enrollment plan, academic plan, and social equity plan in coordination with the strategic plan to all have an equity focus.

- The contract for the interim Vice President of Instruction has been extended through the end of December. The hiring process to fill the position is expected to happen during the fall term.
- The College is currently going through the hiring process for the Dean of Business and Health Sciences (BHS) as well as the Dean of Basic Education, English, Communications, and Humanities (BEECH). All the instructional dean positions will be filled once these last two deans are hired.
- Funding has been approved by the state legislature and federal government for CTE programs.

### **APPROVED CURRICULUM CHANGES**

The curriculum used to include Professional Technical Writing or Composition I as options for the general education requirement, but when the program was revised to be more streamlined, the department decided to only offer Composition I. After more assessment, the department decided to give the students two options. Since Professional Technical Writing is now more recommended for the field, it has been added back to the curriculum as an option, along with Composition I, and is currently part of the catalog.

### **SITE VISIT WITH MEDICAL ASSISTING EDUCATION REVIEW BOARD (MAERB)**

- The MAERB site visit is scheduled for October 21-22, 2024. Site visits are every ten years.
- The self-study is due June 21, 2024.
- When the surveyors do visit, they like to speak with the students, administration, and occasionally with board members. Sarah will share more information at the next meeting once the details are determined of the site visit.

### **MEDICAL ASSISTANT ADVISORY COMMITTEE**

This committee needs to recruit more members. A provider member has not been present. A doctor is needed on the committee but does not need to be an MD. They can be a physician assistant, nurse practitioner, or a chiropractor. The HIM advisory committee has a retired doctor that is willing to attend, however, the department would like to have two members from each category. If one can't attend, we should still have a quorum. A student member is also needed.

CVs and applications need to be submitted for new members. Elections for officers have not been done in a while, so this will need to be done soon.

### **CURRENT DATA ABOUT THE PROGRAM**

Sarah shared the following program data:

Current Students: **31**

- Certificate of Proficiency – **5**
- Associate of Applied Technology (Business Management) – **4**
- Associate of Applied Technology (Phlebotomy) **22**
  - Summer 2023 – **11** students prepared for externship at The Vancouver Clinic, Kaiser-Permanente, Providence, OHSU, and Lifeline Connections.

- **2022: 27 students completed**
  - Placements – **17**, employed in MA profession or closely related.
    - Two finished the program but are employed in other professions.
    - Some are furthering their education in nursing or as physician assistants.
  - Exams
    - Attempts – **24**
    - Passage – **18**
    - Reviewed other certificate exams other than AAMA and no other exams have been taken.
- Applications on File (applied and paid fee): **20 students**
  - Certificate of Proficiency – **4**
  - Associate of Applied Technology (Business Management) – **3**
  - AAT (unknown) – **2**
  - Associate of Applied Technology (Phlebotomy) – **11**
  - Seeing an increase in early application submissions.

Sarah plans to do more analysis of the recent data to see if the numbers have changed.

### **PINNING CEREMONY**

- Planning to have the pinning ceremony for graduates on August 30 or August 31.
- Eleven students are on track to graduate.
- Invitations will be sent to the advisory committee members soon.
- Considering having the ceremony at Clark College at Washington State University-Vancouver (CCW), instead of on the main campus. Plan to poll the students to see how many people they want to invite to determine space needs.

### **INDUSTRY UPDATES**

Ray reported seeing an improvement in the industry. Wait times are not as long to see doctors. He has run across graduates at clinics, and they seem to be happy with their education and careers. He mentioned that it seems there is more reliance on computers to make appointments and pay bills. This can be a problem for those that are not computer savvy. He also mentioned attending the pinning ceremony at the college and how good it was to see the graduates and their families.

The meeting adjourned at 6:13 p.m.