



Medical Assisting - MINUTES
Thursday, February 8th, 2024, at 5:30 PM
Zoom

Members Present: Jim Winter, Sean Moore, Pepper Miller, Karin LaValla, Devon Ebbing, KaCey Casewell, Eric Gonzales

Members Absent: Lynsey Benton

Clark College: Scot Headley, Sarah Kuzera, Justin Stokes, Stacey, Andreana DiGiorgio, Olga Lyubar, Jessica Hash, Kathy C, Aaron Campbell, Alex Kison, Karen Cabrera-Rodriguez, Alejandra Maciulewicz, Elizabeth Flores

The meeting began at 5:35 PM.

NEXT MEETING DATE

Thursday, May 2nd, 2024, at 5:30 AM via Zoom.

MINUTES OF THE PREVIOUS MEETING

The minutes from November 16th, 2023 were approved.

COLLEGE UPDATES

Introductions were made.

Scot announced a new search for the Vice President of Instruction. Tina Redd has stepped in as the interim dean.

Scot discussed the strategic planning process and will share more updates at the spring meeting.

Scot submitted reports to the state board regarding the local needs assessment for Career and Technical Education funding. Scot will receive feedback and edits for the reports. The funding can be used for various purposes.

Scot shared that the Surgical Tech program has been approved at the state level, and Beth Jochim has done a great job getting the program implemented.

Scot shared updates regarding the Surgical Tech Director job hiring. There have been three recruiting rounds, and the search is ongoing to fulfill a diversity component. This job position is being offered for a tenure track position.

Scot noted the Surgical Tech program will commence its fall 2024 cohort.

ELECTION OF OFFICERS

Andreana nominated Karin LaValla as committee chair. Sean Moore volunteered as vice chair. The committee approved the election of officers.

DEPARTMENT UPDATES

Sarah shared that the self-study is due on June 21st, 2024.

Sarah shared that the Healthcare Pathways Camp will be from June 24th to 26th, 2024.

Olga shared information regarding the three-day Healthcare Pathways Camp.

Sean inquired about the marketing material and when it will be available.

Olga shared that marketing material will be available at the end of February.

Sarah shared the MA pinning ceremony on August 21st, 2024. Sarah welcomed all members to attend.

Andreana will share the invitation for the pinning ceremony.

Sarah shared that the program received a high-demand grant for the 2023-2025 academic years. She also discussed the latest job postings for a full-time Medical Assisting recruiter and adjunct instructor, which can be found on the Clark College website under careers.

REVIEW BOARD SITE VISIT

Sarah notified the committee that The Education Review Board site visit will be on Monday, October 21st, and Tuesday, October 22nd, 2024. Two surveyors will visit the college and would like to meet the advisory committee.

Sarah asked the committee if they would be available to meet in person on Monday, October 21st, 2024.

GRADUATE UPDATES

Sarah announced the 2023 graduates.

- 10 students graduated.
- 7 students took and passed the CMA exam.
- 1 student took and did not pass the exam.
- 2 have not taken the CMA exam.
- 6 are working in an MA or equivalent profession.

Karin asked if students had voiced barriers to taking the CMA examination.

ENROLLMENT UPDATES

Sarah shared there are 26 students enrolled in the program.

Sarah discussed Medical Assisting applications.

- 36 Medical Assisting applications on file.
- 19 students are being tracked as having chosen the program as their path but have not applied or paid the fee. They are taking the Allied Health prerequisite courses.

Sarah shared the acceptance and consignment letters will be mailed out soon.

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Alejandra emphasized additional marketing and noted it would be helpful to emphasize that the evening cohort is only offered in the fall.

Sarah mentioned that the program's Certificate of Proficiency will begin in the fall of 2024.

Additionally, the clinical practicum externship will not be offered online.

Karin stated a lot of people are inquiring about Phlebotomy training.

Andreana mentioned that increased marketing for the Phlebotomy program and additional marketing would be beneficial.

INDUSTRY UPDATES

Karin discussed how WorkSource serves the local community and supports their career pathways.

Karin shared that WorkSource has grant funds for childcare assistance that will pay up to \$7,500 in reimbursements for each participant and tuition assistance.

The meeting was adjourned at 6:45 PM

Prepared by Elizabeth Flores