



Medical Assisting - MINUTES
Thursday, May 2nd, 2024, at 5:30 PM
Zoom

Members Present: Karin LaValla, Sean Moore, Devon Elizabeth Ebbing

Members Absent: Lynsey Benton, Eric Gonzalez, Pepper Miller, Jim Winter

Clark College: Scot Headley, Sarah Kuzera, Elizabeth Flores, Olga Lyubar, Stacey Ballensky

The meeting began at 5:30 PM.

NEXT MEETING DATE

In-person, Monday, October 21st, 2024, at 5:30 PM to accommodate the review board site visit.

MINUTES OF THE PREVIOUS MEETING

The minutes from February 8th, 2024, could not be approved because the committee did not meet a quorum.

COLLEGE UPDATES

Scot mentioned that the search for the interim Vice President of Instruction is still ongoing.

Scot discussed the upcoming preparation for the Healthcare Career Camp.

Scot discussed the Surgical Tech Program updates and the search for a Surgical Tech Director position.

DEPARTMENT UPDATES

Sarah discussed the review board site visit this fall, 2024. The advisory committee will meet in person this fall on Monday, October 21st, 2024, at 5:30 PM.

Sarah announced a new adjunct instructor and a new recruiter for the program.

Sarah discussed the recruiter's job description and recruitment efforts.

Sarah has announced that the self-study for Medical Assisting is due on June 21, 2024.

Sarah announced the program pinning ceremony is on August 21, 2024.

Sarah shared details about the upcoming Healthcare Pathways camp from June 24-26th, 2024.

ENROLLMENT

Sarah has announced that there are forty active students in the program, with twenty-two students having externships in July. She discussed the placement of those externships.

Sarah discussed the future enrollment of the program. Currently, there are twenty-four applications on file. Sarah emphasized the expected increase in enrollment for the upcoming fall year and the students who are being tracked. She also discussed recruiter involvement in this process for assistance.

MEDICAL ASSISTING CONFERENCE

Sarah discussed the upcoming Oregon Society of Medical Assisting conference next week and offered a free training session for MA students.

INDUSTRY UPDATES

Karin offered to work with students looking for externships and requested the number of graduates. Karin discussed a current grant and extended the information to Medical Assisting students for resources, which will end on September 25th, 2024.

The meeting was adjourned at 6:30 PM.

Prepared by Elizabeth Flores