



Medical Assisting -MINUTES
October 28th, 2024, at 5:30 PM
Zoom

Members Present: Karin LaValla (Committee Chair), Business Support Team; Sean Moore (Vice-Chair), Business Solutions Consultant; Pepper Miller, Medical Assistant; Eric Gonzales, Medical Assistant; Jim Winter, Employee Benefits Consultant; Karen Cabrera-Rodriguez

Guests:

Members Absent: Lynsey Benton, Medical Assistant; Devon Ebbing, MD

Labor Representative:

Clark College: Sarah Kuzera, Faculty Lead; Scot Headley, Dean of Business & Health Sciences; Jessica Hash, Academic Advising; Monica Pope, Program Manager; Alex Kison, Career Services; Elizabeth Flores, Advisory Coordinator

The meeting began at 5:32 PM

NEXT MEETING DATE

The committee will meet next on Thursday, February 6th, 2024, at 5:30 PM

MINUTES OF THE PREVIOUS MEETING

The minutes from the previous meeting on November 3rd, 2022, June 1st, 2023, February 8th, 2024, and May 2nd, 2024, were approved.

ETHICS TRAINING

Elizabeth conducted the Advisory Committee Ethics Training.

ADVISORY COMMITTEE ORIENTATION

Elizabeth conducted the Advisory Committee Orientation.

COLLEGE UPDATES

Scot shared the success of the program's accreditation site visit.
Scot announced that the College welcomed Dr. Terry Brown the new Vice President of Instruction.

Scot shared recent partnerships with the Educational Serving District 112 to develop high school awareness with Allied Health Programs.

Scot discussed the labor representation and the State updates regarding employer versus employee recruitment and the College is adhering to changes within the State. Scot encouraged members to notify Sarah or Elizabeth if they have committee member referrals.

ACCREDITATION SITE VISIT

Sarah acknowledged the efforts of the College's faculty, staff, and administrators that led to a successful site visit.

Sarah provided a brief overview of the accreditation body and the surveyor guidelines. The program successfully met all the requirements.

The strengths were the program director, faculty, and the advisory committee. There were no deficiencies found.

Sarah announced that the accreditors will accept and move to accredit the program forward and the program should receive a notification sometime in February.

Sarah shared some recommendations from the site visit such as curriculum-based suggestions. The program will continue to review the curriculum outcomes.

Industry Feedback

Sean asked for the enrollment numbers compared to the past year's enrollment.

Sarah noted the enrollment is almost the same and the program will renew the focus on marketing and recruitment.

Sean offered to work with Karin and Sarah to create strategies for connecting students with resources.

Karin inquired about the student interview process. She mentioned her goal of bridging student employment and addressing their needs for success.

Sarah shared that students usually take Zoom interviews for their site externships. The handoff occurs with the employers at the externship site and the program.

Sarah noted the program will discover job placements by the grad surveys or the students will update Sarah via email if they are employed. The program is hoping to find a way to bridge the gap if students are not hired or do not accept employment.

Surgical Tech

Karin asked about the Surgical Tech program updates.

Scot announced that the program's director, Jim Reynolds, was recently hired, and the program expects to welcome its first cohort in the fall of 2025. Currently, the program is accepting applications and allowing students to begin completing their prerequisites.

Scot has met with PeaceHealth to discuss recent grant partnerships, student employment, and externships.

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Scot has shared that the Surgical Tech advisory committee members have donated equipment to the program.

BYLAWS

Sarah presented the bylaws for the committee's review and approval.

WORKPLAN

Sarah presented the 2024-25 work plan.

Curriculum Review

Sarah discussed the program goals for reviewing the program content, and pedagogy. Identifying the strengths and opportunities, in addition to reviewing the relevant clinical skills that are taught in the program.

Clinical Learning Experiences

Sarah shared that a successful update from the site visit was the strong advisory committee component. Additionally, Sarah discussed affiliation agreements and plans to develop new partnerships as well as externship sites.

Facilities and Equipment

Sarah shared a facility's goals to ensure equipment is up to date and the site provides appropriate and effective learning environment.

Sarah asked for committee feedback on the instructional quality & effectiveness goals. And the instructional and learning experience goals.

Marketing/Public Relations Goal

Sarah shared that the Allied Health Department has hired a recruiter under the high-demand grant, recruiting for all Allied Health programs. The program is hoping to market the evening cohort. Scot met with two PeaceHealth administrators to discuss the new Surgical Tech program. Scot noted that PeaceHealth is interested in helping entry-level workers grow into more advanced fields. The efforts aim to work towards developing methodology around tuition reimbursement, scheduling financial aid, advising, and more for incumbent workers.

The meeting adjourned at 6:30 PM

Prepared by Elizabeth Flores