



Medical Assisting -MINUTES
April 17, 2025, at 5:30 PM
Zoom

Members Present: Karin LaValla (Committee Chair), Business Services Consultant, WorkSource; Sean Moore (Vice-Chair), Senior Project Manager, Workforce SW WA; Karen Cabrera-Rodriguez, Medical Assistant, Kaiser Permanente

Guests: Mallorie Quiring, MA Student, Clark College; Kenisha Williams, MA Student, Clark College

Members Absent: Eric Gonzales, Medical Assistant, Vancouver Clinic; Pepper Miller, Medical Assistant, PeaceHealth Family Medicine of SW Washington; Devon Ebbing, MD, Pediatrician, Vancouver Clinic

Labor Representative: Labor recruitment attempted

Clark College: Sarah Kuzera, Director of Medical Assisting & Practicum Coordinator, Clark College; Scot Headley, Dean of Business and Health Sciences, Clark College; Elizabeth Flores, Advisory Coordinator, Clark College; Monica Pope, Selective Admissions Program Manager, Clark College; Jessica Hash, Academic Advisor, Clark College; Alejandra Maciulewicz-Herring, Instructor, Clark College

The meeting began at 5:30 PM

NEXT MEETING DATE

The committee will meet next on Thursday, October 9, 2025.

MINUTES OF THE PREVIOUS MEETING

The minutes from the previous meeting on February 6, 2025, were approved.

COLLEGE UPDATES

Scot acknowledged Sarah and the program's success in the recent accreditation site visit and shared that Sarah has been nominated as an accrediting site visitor.

Scot has discussed that the college is in budget season, there are challenges, but the college expects to work with a flat budget at best.

Scot shared that the college has seen increased enrollments in comparison to the previous spring.

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Scot announced that the Surgical Tech program will launch in Fall 2025 and is pleased to share that the first cohort is already full. The program is currently focused on securing placement sites, finalizing clinical preparations, and preparing the classroom facilities.

Scot spoke about efforts to collaborate with local high schools and strengthen partnerships with both schools and local employers to support student success. These initiatives may also provide students with opportunities to earn college credit.

Scot shared that the college is in the final stages of selecting permanent replacements for two Vice President positions—Human Resources and Student Affairs.

DEPARTMENT UPDATES

Sarah discussed that MGMT 107 is only being offered in the BUS/MGMT programs, however, it is a required course for the MA program. Only two substitute courses are being considered.

Sarah welcomed committee feedback on potential curriculum changes to the associate degree path.

Sarah shared that Drew Johnson recommended the BUS 211 course for MA students.

Sarah provided the course descriptions and credits for committee review.

Sarah shared the details of the MGMT 110 course and welcomed committee feedback on whether the program should provide student options or provide a recommendation to the IPT committee to make a change in the program.

Sean noted that hard and soft skills in the workforce are highly sought and favored in BUS 211.

Sarah shared that the program is evaluating fall projections. Additionally, the program is working partnering with ESD 112 to build connections.

Scot shared that the 5-credit course seems more comprehensive.

Sean recommended that the program ask for externship and community partners' feedback.

Karin recommended a review of writing mechanics covering grammar, punctuation, and sentence and paragraph structure. Students practice writing effective business letters, documentation, supervisory reports, office memoranda, and bulletins.

Sean is in favor of business communications and writing.

Curriculum Change to AAT – Phlebotomy Track

Sarah noted that when students take MA 124 instead of CMST&210, they fall short of the 90-credit requirement by 3 credits. She asked whether students should take 3 credits of keyboarding to meet the requirement, or if there might be another course that would be more beneficial.

Sean recommends the 5-credit course, and proficiency in Microsoft Office is important for the workforce. Sean suggested that students take the proficiency and the 1-credit keyboarding course.

Karen emphasized that proficiency in Microsoft Office is more valuable than keyboarding skills.

Karin stated that anything that will aid with professional communication is important. Karin shared that job seekers are struggling with this and have gotten the same feedback from employers across the board.

Sarah asked if students should take 3 credits of BUS 149, as that would fulfill the deficiency.

Monica noted CTEC 101 has 2 credits and is a good general essential.

Scot noted that if a change is needed, we shouldn't hesitate to create a new course focused on customer-facing careers in Medical Assisting or to tailor an existing one. Local employers have emphasized the importance of teaching students how to effectively engage with patients, both in written and verbal communication. As such, there's a recommendation to expand the current Therapeutic Communication course to a 4-credit offering that encompasses all forms of communication—written, oral, and supervisory. These are essential skills for any entry-level Medical Assistant. This expansion would also involve updating course objectives and enriching the existing content to better align with industry expectations.

Sean is in favor of Scot's suggestions as it builds a stronger student. Sean asked if conflict management is taught within the program.

CURRENT ENROLLMENT

Sarah shared that there are currently 32 students in the program. The 21 students enrolled will be on their externships in July.

- 9 enrolled in CP
- 7 enrolled in AAT BUS
- 16 enrolled in AAT PHLE

Sarah discussed the number of students interested in various health care institutions. Rebound reached out to the program and communicated student success recently and offered to onboard additional students. The program is working with OHSU for an affiliation agreement, which allows for a paid externship for students. This is in conjunction with OHSU, the initiative of Learn as You Grow.

FUTURE ENROLLMENT

Sarah shared that 22 MA Assistant applications on file are paid and submitted.

- 5 CP
- 6 AAT BUS/MGMT
- 8 AAT PHLE

Additionally, 13 students are being tracked and have selected MA as their program of choice, but have not applied or paid the fee, yet are close to completing prerequisites.

Alejandra shared that there are around 20 junior and senior high school students interested in the program.

ARTICULATION AGREEMENT

Sarah noted that it serves as a barrier by not attempting to articulate this course with high schools.

Sarah shared that there is only one course in the prerequisite list for the program that is currently not articulated in local high schools, such as the MA123 course. Sarah discussed potential challenges without the articulation.

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Sarah welcomed committee feedback on the articulation agreement. The program would like to work on pushing articulation in partnership with high schools that are willing to work with the program on this.

Sean is in favor of removing barriers so the program can fill the courses.

Sarah discussed that students are participating in the upcoming healthcare pathway camp.

Sarah announced the current Maxine Williams scholarship fund by the American Association of Medical Assistants, and the program has encouraged students to apply.

Sarah announced that Karin LaValla will meet with MA students next week to discuss resources.

Sean discussed that the Vancouver Clinic needs Medical Assistants.

The meeting adjourned at 6:32 PM

Prepared by Elizabeth Flores