



**MA -MINUTES**  
**October 9, 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; Devon Ebbing, MD, Pediatrician, Vancouver Clinic; Mallorie Quiring, CMA (AAMA)

**Guests:**

**Members Absent:** Karen-Cabrera Rodriguez, Medical Assistant, Vancouver Clinic; Pepper Miller, Medical Assistant, PeaceHealth Family Medicine of SW Washington; Jim Winter (Community Member), Employee Benefits Consultant, Cadence Insurance, A Gallagher Company

**Clark College:** Sarah Kuzera, MA Department Chair, Clark College; Scot Headley, Dean of Business & Health Sciences, Clark College; Elizabeth Flores, Advisory Coordinator, Clark College; Olga Lyubar, HIM Department Chair, Clark College; Monica Pope, Credential Evaluations-Program Manager A, Clark College; Alex Kison, Career Services-Workforce and Student Engagement

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The meeting began at 5:32 PM, and a quorum was met.

**NEXT MEETING DATE**

The committee will meet next on April 16, 2026.

**MINUTES OF THE PREVIOUS MEETING**

The minutes from the previous meeting on April 17, 2025, were approved.

**COLLEGE UPDATES**

Scot discussed the upcoming site accreditation visit.

**PROGRAM UPDATES**

**MA124 Credit Review**

Sarah discussed the recent review of the MA124 Therapeutic Communication course credits. Initially, the program was advised to increase course credits due to a perceived deficiency in one of the degree paths. However, it was later discovered that there was no actual lack of credits — one course, Medical Reimbursement, had not been properly transposed into the degree path, which caused the discrepancy.

In the MA Phlebotomy path, students who did not take the equivalent of CMST 210 (Therapeutic Communication – 5 credits) appeared to be short by 2 credits, but this was due to the missing transcription of the Medical Reimbursement course.

### **VOTE**

The program has decided to move forward with increasing the credits for **MA124 Therapeutic Communication from 2 to 4 credits** to strengthen the curriculum.

- **Motion:** Karin moved to approve the increase.
- **Second:** Devon seconded.
- **Vote:** Motion unanimously approved.

The program will submit this change to the Instructional Planning Team, Curriculum Committee, and Outcomes Assessment for review and approval. The update will include revisions to course outcomes to incorporate medical scribing as a component of communication training.

### **AI and Scribing Discussion**

Karin asked whether the use of AI in medical offices would affect the scribing requirement. Sarah responded that more information is forthcoming, noting that AI integration currently appears to be more focused on provider documentation.

Devon added that at the Vancouver Clinic, there has been a strong push toward AI adoption. DAX systems (a form of AI) are being implemented, and while Medical Assistants' roles may shift, external scribes are expected to phase out gradually. Providers who choose not to document manually will likely need to use AI-assisted systems like DAX.

### **Curriculum Change: AAT Business/Management Track**

Sarah shared that the Business Department will no longer offer MGMT 107 – Supervisory Communication (Written) after this term, as the Medical Assisting program was the only one still requiring it.

Sarah shared that in collaborative discussions with Drew Johnson, Department Chair for Business, and the Advising Office, to identify a suitable substitute course. A new course has been approved as a replacement for MGMT 107 for students on the Business/Management track.

### **Current Enrollment & Future Projections**

Sarah reported the following enrollment figures:

- **Total current students: 25**
  - 5 in the Certificate of Proficiency
  - 10 in the AAT Business Management track
  - 10 in the MA Phlebotomy track

All students, regardless of whether they pursue the certificate or degree path, complete the certificate program component.

Four students will begin externships in January. Site assignments are still being finalized, and community partners are being contacted.

Karin expressed interest in connecting with the four students beginning externships to explore possible support resources during their transition.

### **Future Enrollment**

The program is seeing a significant increase in applications:

- Total completed applications: 29
  - 2 for Certificate of Proficiency
  - 7 for AAT Business Management
  - 20 for MA Phlebotomy

Additionally, 22 students are currently taking prerequisites and have indicated Medical Assisting as their intended program but have not yet submitted their application fee.

Sarah noted that the Spring cohort will be larger than last year's, and the Fall evening cohort was also larger than the previous Spring's.

Karin offered to connect with the four students who are completing externships in January.

### **Annual Report**

Sarah reported that the annual report for the Medical Assisting Education Review Board (MAERB), which oversees third-party accreditation, has been submitted to the case manager at MAERB. The report is due October 31, but early submission allows for preliminary review and corrections. Beginning this cycle, annual reporting will transition from February to October, meaning the program will now report data from the previous academic year each Fall.

Report highlights:

- 2024 Graduates:
  - 3 students are continuing their education in allied health programs.
  - 8 students are not currently working in medical assisting roles.
- Exam Performance: Participation and pass rates remain above the national average.
- Retention: The program maintains high retention and strong employer satisfaction. Employer surveys are distributed once graduates' employment is confirmed, as required for accreditation.

Karin requested to connect with non-employed graduates to explore possible support or opportunities.

### **Career Services Update:**

Alex shared that Clark College Career Services will host a Healthcare Pathways Career Connect Event on October 30, 1–2:30 PM at the Cannell Library, Clark College main campus.

### **Articulation with High Schools**

Sarah shared that the program was approached by the Evergreen School District regarding a potential articulation agreement for high school courses related to Medical Assisting.

Currently, two prerequisite courses are not articulated:

- Legal Aspects of the Medical Office
- Composition or Professional Technical Writing

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Without articulation, students must complete both courses before program acceptance, which can create barriers. Establishing articulation agreements would allow qualified students — particularly Running Start students who have already completed general education requirements — to transition more easily into the program.

Sarah noted that such agreements could help boost enrollment, and the program hopes to extend this partnership to other local districts.

### **New Student Announcement**

Sarah shared that Ashley Kesler joined the committee as a student representative in Spring.

### **Phlebotomy Discussion**

Karin noted the apparent increase in students pursuing phlebotomy and asked if that trend is reflected in employment opportunities.

Sarah confirmed that there is indeed an increase in students choosing the MA Phlebotomy path, as well as growth in allied health enrollments overall.

Karin offered to reach out to employer partners to explore possible externship or employment opportunities for students completing the program.

The meeting adjourned at 6:28 pm

Prepared by Elizabeth Flores