Committee:

Date:

Time:

Location:

The Meeting Agenda integrates the discussion topics with the Academic Plan. Please use the Work Plan boxes on the right hand side to take notes and record any assigned actions that arise from the meeting.

**Work Plan Action Items**

* New tenure track MA instructor approved and potentially hired for the fall term
* New MA curriculum beginning in the fall term.
* 2 students stepped out due to medical reasons
* 23 of 27 students interviewed with Vancouver Clinic for practicum placement in early February.
* Remaining students will be interviewing at other locations soon
* Need for two day cohorts and an evening cohort?
* Need for additional members of the advisory board?
* A second MA degree with a healthcare management emphasis?
* 23 of 28 are working as Medical Assistants
* 24 of 28 passed their CMA exam
* 1 passed the NCCT exam
* 1 has not obtained certification
* New President of Clark College named



## Meeting Guidelines!

* The meeting is run by the committee Chair or Vice Chair
* The meeting will be more effective if the committee is engaged and participates in discussion
* Motions must be proposed, seconded and voted on: you can vote in favor, oppose or abstain.
* Please respect the schedules of members and keep to time