Members Present	**Vernon College Faculty/Staff**
Suki Desire	Andrea Sanchez
Sarah Long	Bettye Hutchins
Tim Gardner	Zachary Nguyen-Moore
Lisa Harrington	Andrea Mirasol
Jocelyn Ott and Tom Ostovich (TWC)	Delilah Fowler
	Rance Clark

Members Not Present
Xochitl Pruit
Deepika Dollini

Welcome and Introductions ....Andrea Sanchez
Andrea Sanchez welcomed the committee and introduced those present to introduce themselves.

Purpose of Advisory Committee ....Bettye Hutchins
Bettye Hutchins explained the purpose and importance of advisory committees and the role they play at Vernon College.

Election of Vice Chair, and Recorder ....Bettye Hutchins
Bettye Hutchins explained the duties of Vice-Chair and Recorder and invited volunteers and nominations for those roles.
Volunteer for Vice-Chair – Sarah Long
Volunteer for Recorder – Suki Desire

Chair ………………………………………………………………. Andrea Sanchez (acting)

Old Business/ Continuing Business ....Chair
Andrea Sanchez asked if there was any old business to discuss. With no old business, Andrea moved on to new business.

New Business ....Chair

❖ **Review program outcomes, assessment methods/results, and workplace competency**

Andrea Sanchez began by reviewing the following program outcomes.

Program Outcomes

1. Utilization of basic medical terminology regarding the human body in relation to functions and systems as well as medical office environments.

2. Proficiency in medical office operations and procedures.
3. Demonstrates efficiency in human relation skills; not limited to customer service, teamwork, employee relationships, diverse work environments/relationships, and all other professional relationships regarding the medical environment.
4. Recognizes and practices professional conduct, ethics, and patient confidentiality.
5. Applies theory, concepts and skills during clinical experience following all rules and regulations associated with the occupation and the business/industry.
6. Understands and explains the cardio vascular system

Approve program outcomes

After review, Andrea asked if there were any suggestions. With no further discussion, Andrea asked for a motion to approve the program outcomes as presented.
Sarah Long made a motion to approve.
Suki Desire seconded the motion.
The motion passed and the committee approved the program outcomes as presented.
Andrea then moved on to assessment methods.

Approve assessment methods and results

Andrea Sanchez continued on to review the following assessment methods and results.

In all courses, students will be assessed at the end of the chapter(s)/unit with homework, tests, and a comprehensive final at the end of each course. For a majority of the courses, they are required to participate in lab. Lab is where they can apply what they have learned from the book or the procedures that are being taught. They also have a clinical externship of 48 hours they have to complete during the last portion of the program, including 100 venipuncture and 25 capillary sticks.

After review, Jessica asked if there were any suggestions. With no further discussion, Jessica asked for a motion to approve the assessment methods as presented.
Sarah Long made a motion to approve.
Tim Gardner seconded the motion.
The motion passed and the committee approved the program outcomes as presented.
Andrea then moved on to assessment methods.

Approval of workplace competency (course or exam)

Andrea Sanchez continued on to review the following workplace competency.
In the past academic format of Medical Assisting, EKG was not part of the curriculum; students of the new CE format will now be receiving certifications for M.A., EKG, and Phlebotomy. Suki Desire asked about the amount of hands-on training students will receive for EKG; Rance Clark and Andrea Sanchez explained there will be two months of training focused on EKG. Suki also asked if there was going to be much training taking vitals and Andrea reiterated the students will be extensively trained and will practice taking each other's vitals as well as manual BP readings. Andrea and Bettye Hutchins went on to describe the Coordinating Board approval

process beginning with this advisory committee meeting. Sarah Long asked what the required qualifications for instructor would be; Andrea stated that while an RN certification was preferred, LVN would be acceptable. The option for day/evening classes as well as hybrid offering were discussed. Suki Desire asked why combine medical assisting with phlebotomy; the idea was to make our graduates more desirable hires. Andrea asked the committee if they thought that was accurate; Tim Gardner and Lisa Harrington confirmed they believe those with more certifications would be more desirable and any added experience is a positive trait. Lisa and Suki stated that they have had some issues in the past with hires from online-only programs lacking certain skills; Andrea said that we will be focusing intently on varied clinical experience for our program. Suki reinforced how important it is for medical assistants today to have a broad skill set with a noticeable lack of LVNs in the field; she then showed concern regarding inefficient/deficient clinical experience in some programs and Bettye, Andrea, and Rance went on to explain our extensive practicum process including the focus on accountability as well as use of clinical site evaluations and sign-off sheets for on-site trainers. Andrea reviewed current CE financial aid options including funding from TWC, plus options being reviewed for additional future financial aid. The total costs of the program in academic vs. CE format were compared and discussed at length.

Students who graduated from the Academic program completed in May 2023. Those students had a 100% pass rate and were certified as Phlebotomy Technicians and Clinical Medical Assistants. Students were not trained, tested, or certified in EKG Technician with the Academic program.

Workplace Competency: Course or Licensure exam	Number of students who took course or licensure exam	Results per student	Use of results
1. Certified Phlebotomy Technician (CPT)	6	6 passed	
2. Certified Clinical Medical Assistant (CCMA)	7	7 passed	

After review, Andrea asked if there were any suggestions. With no further discussion, Andrea asked for a motion to approve the workplace competency as presented.
Tom Ostovich made a motion to approve.
Sarah Long seconded the motion.
The motion passed and the committee approved the workplace competency as presented.
Andrea then moved on to accreditation.

Program Specific Accreditation Information and Requirements (if applicable)

Andrea went on to review the following curriculum/courses/certification plans

❖ **Review program curriculum/courses/certification plans**

The medical assisting students will take all three certification exams through National Healthcare Association (NHA). The EKG exam will be given upon completion of the course work. Students will then take the Phlebotomy and Medical Assisting exams at the end of their program. In order for the students to test for those two exams, they will need to complete the clinical requirement of the program. All three exams can be held at Vernon College with a trained and certified proctor.
Please see attachments for program outline, cost breakdown, and required book list for the program.

❖ **Approve program revisions (if applicable)**
  2023-2024

Medical Assisting, Level 1 Certificate

CIP 51.0801

Instructional Location – Century City Center
CERTIFICATE OF COMPLETION (Probable Completion Time – 6 months)

Major Requirements (28 SH)

Fall I Block

LEAD1000	Workforce Development with Critical Thinking	32
ECRD1011	Electrocardiography	32
MDCA1005	Medical Law & Ethics	32
MDCA1009	Anatomy & Physiology for Medical Assistant	48
MDCA1013	Medical Terminology	32
MDCA1021	Administrative Procedures	48
MDCA1048	Pharmacology & Administration of Medications	64
PLAB1023	Phlebotomy	48
MDCA1060	Clinical – Medical / Clinical Assistant	48
	Subtotal:	**384**

Course descriptions and learning outcomes were provided in a separate document.

After review, Andrea asked if there were any suggestions. With no further discussion, Andrea asked for a motion to approve the curriculum as presented.
Suki Desire made a motion to approve.
Lisa Harrington seconded the motion.
The motion passed and the committee approved the curriculum as presented.
Andrea then moved on to the following matrices.

❖ **Approve 2023-2024 SCANS, General Education, Program Outcomes, and Institutional Outcome Matrices.**

Andrea Sanchez and Bettye Hutchins continued on to explain the following matrices.

SCANS Matrix: The SCANS (Secretary's Commission on Achieving Necessary Skills) Matrix represents the 8 Federal requirements that must be taught. The matrix shows how we are mapping them back to each of the courses in the program.

Program: Medical Assisting									
Award: Medical Assisting							**Credential: Certificate of Completion**		
CIP: 51.0801									
LIST OF ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES									
SCANS COMPETENCIES								**Course Number**	**Course Title**
1	2	3	4	5	6	7	8		
X	X		X	X	X	X	x	LEAD1000	Workforce Development with Critical Thinking
X	X		X	X	X	X	X	ECRD1011	Electrocardiography
X	X		X	X	X	X	X	MDCA1005	Medical Law & Ethics
X	X		X		X			MDCA1009	Anatomy & Physiology for MA
X	X		X	X		X	X	MDCA1013	Medical Terminology
X	X	X	X	X	X	X	X	MDCA1021	Administrative Procedures
X	X	X		X	X	X		MDCA1048	Pharmacology & Administration of Medications
X	X		X	X	X	X		PLAB1023	Phlebotomy
			X	X	X	X		MDCA1060	Clinical – Medical/ Clinical Assistant
					8. BASIC USE OF COMPUTERS				
				7. WORKPLACE COMPETENCIES					
			6. PERSONAL QUALITIES						
		5. THINKING SKILLS							

General Education Matrix: The General Education Matrix is state mandated. You will see the 6 requirements that the college is tasked with teaching and how they map back to the courses.

Program: Medical Assisting							
Award: Medical Assisting					**Credential: Certificate of Completion**		
Cip: 51.0801							
LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES							
SCANS COMPETENCIES						**Course Number**	**Course Title**
1	**2**	**3**	**4**	**5**	**6**		
X	X		X	X	X	LEAD1000	Workforce Development with Critical Thinking
X	X		X	X	X	ECRD1011	Electrocardiography
X	X	X		X	X	MDCA1005	Medical Law & Ethics
X	X	X			X	MDCA1009	Anatomy & Physiology for MA
X	X	X			X	MDCA1013	Medical Terminology
X	X	X	X	X	X	MDCA1021	Administrative Procedures
X	X	X	X	X	X	MDCA1048	Pharmacology & Administration of Medications
X	X	X	X	X	X	PLAB1023	Phlebotomy
X	X	X	X	X	X	MDCA1060	Clinical – Medical/ Clinical Assistant
					6. PERSONAL RESPONSIBILITY		
				5. SOCIAL RESPONSIBILITY			
			4. TEAM WORK				
		3. EMPIRICAL AND QUANTITATIVE SKILLS					
	2. COMMUNICATION SKILLS						
1. CRITICAL THINKING							

Program Outcomes Matrix: The Outcomes Matrix represents the Vernon College mandated requirements. They are the Program outcomes just approved and how they map back to the courses.

Program: Medical Assisting							
Award: Medical Assisting Certificate of Completion						Credential: Certificate of Completion	
Cip: 51.0801							
LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES							
Outcomes						Course Number	Course Title
1	2	3	4	5	6		
		X				LEAD1000	Workforce Development with Critical Thinking
X	X	X	X	X	X	ECRD1011	Electrocardiography
X		X	X			MDCA1005	Medical Law & Ethics
X			X		X	MDCA1009	Anatomy & Physiology for MA
X			X		X	MDCA1013	Medical Terminology
X	X	X	X	X		MDCA1021	Administrative Procedures
X	X	X	X	X	X	MDCA1048	Pharmacology & Administration of Medications
X	X	X	X	X	X	PLAB1023	Phlebotomy
X	X	X	X	X	X	MDCA1060	Clinical – Medical/ Clinical Assistant

6. Understands and explains the cardiovascular system.

5. Applies theory, concepts and skills during clinical experiences following all rules and regulations from Vernon College, the clinical site, and state regulations

4. Recognizes and practices professional conduct, ethics, and patient confidentiality.

3. Demonstrates efficiency in human relation skills; not limited to customer services, teamwork, employee relationships, diverse work environments/ relationships, and all other professional relationships regarding the medical environment.

2. Proficiency in medical office operations and procedures.

1. Utilization of basic medical terminology regarding the human body in relation to functions and systems as well as medical office environments.

Institutional Outcomes Matrix: The Institutional Outcomes Matrix represents the Vernon College mandated requirements. This matrix represents how the program outcomes map back to the institutional outcomes/general education outcomes.

Program: Medical Assisting						Credential: Certificate of Completion
Award: Medical Assisting Certificate of Completion						
Cip: 51.0801						
LIST OF ALL COURSES REQUIRED AND OUTCOMES						
Outcomes						**General Education Outcomes**
1	**2**	**3**	**4**	**5**	**6**	
X	X			X	X	1. CRITICAL THINKING
X	X	X	X	X	X	2. COMMUNICATION SKILLS
	X			X	X	3. EMPIRICAL AND QUANTITATIVE SKILLS
X	X	X	X	X		4. TEAM WORK
X	X	X	X	X		5. SOCIAL RESPONSIBILITY
X	X	X	X	X		6. PERSONAL RESPONSIBILITY

					6. Understands and explains the cardiovascular system.
				5. Applies theory, concepts and skills during clinical experiences following all rules and regulations from Vernon College, the clinical site, and state regulations	
			4. Recognizes and practices professional conduct, ethics, and patient confidentiality.		
		3. Demonstrates efficiency in human relation skills; not limited to customer services, teamwork, employee relationships, diverse work environments/ relationships, and all other professional relationships regarding the medical environment.			
	2. Proficiency in medical office operations and procedures.				
1. Utilization of basic medical terminology regarding the human body in relation to functions and systems as well as medical office environments.					

After review, Andrea asked if there were any suggestions. With no further discussion, Andrea asked for a motion to approve the matrices as presented.
Sarah Long made a motion to approve.
Suki Desire seconded the motion.
The motion passed and the committee approved the matrices as presented.
Andrea then moved on to program statistics.

❖ **Program statistics: Graduates (from previous year/semester), current majors, current enrollment**

Program statistics are not available as of yet, with this being a new cohort for medical assisting. Andrea continued on to Local Demand.

Program statistics for the Medical Assisting program through Continuing Education will be available at the Fall 2025 advisory meeting with the first cohort data.

❖ **Local Demand**

Occupation	National Median Wage	State Median Wage	Local Median Wage	Current /Projected Job openings (annual)	Projected Growth (annual)
Medical Assistant	$36,914/annual $19.23/hr	$36,914/annual $19.23/hr	$33,212/annual $17.30/hr	47 (region) 11,638 (state)	1.33% (region)

*Labor Market Outlook (O*NET)

*Bettye Hutchins reviewed the O*NET data above and asked more detailed questions regarding need/growth in the medical assisting field as well as average wage data.*

❖ **Evaluation of facilities, equipment, and technology. Recommendation for acquisition of new equipment and technology**.

With facilities and equipment still in the works, Andrea Sanchez moved on to external learning.

❖ **External learning experiences, employment, and placement opportunities**

Andrea Sanchez reviewed external learning information then moved on to Professional Development.

> **Faculty:** "Vernon College offers a job board on the website. Businesses can contact Career Services to add jobs or you can post yourself. VC also subscribes to a service called GradCast. Within this program, over 600,000 business and industry contacts are available to the graduates to send up to 100 free resumes within a set zip code. If you would like to have your business as part of that database, please contact Ms. Bettye Hutchins, bhutchins@vernoncollege.edu."

Placement Rate of Program Completers by Reporting Year [1]

											3-Year Average	
Program												
51080100-Medical/Clinical Assistant												

This program will begin Fall 2024

❖ **Professional development of faculty and recommendations**

With no faculty hired as of yet, professional development was not relevant to this meeting. Andrea Sanchez moved on to promotion and publicity.

❖ **Promotion and publicity (recruiting) about the program to the community and to business and industry**

Andrea Sanchez reviewed current and proposed future marketing and recruiting methods used to promote this and other CE programs.

> Facebook/Twitter ads
> Commercial in the Spring

After review, Andrea moved on to review special populations.

❖ **Serving students from special populations:**

Andrea Sanchez moved on to review the updated definition of special populations and the services and accommodations available to those who apply.

Vernon College is an open enrollment college. The Proactive Assistance for Student Services (PASS) department offers many services for documented disabilities such as but not limited to quiet testing, longer testing times, interpreters, and special equipment.
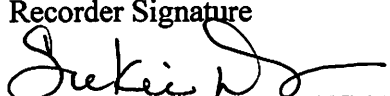
Vernon College has a program titled "New Beginnings" for students who qualify to receive transportation, childcare, and/or textbook loans. Perkins funding is also offering assistance to break down barriers such as uniform, supply, equipment costs.

Peer to Peer mentoring, tutoring (online and in person), resume building, student success series, and counseling are just a few of the other options/services available to students.

1. Special populations new definitions:
    a. Individuals with disabilities;
    b. Individuals from economically disadvantaged families, including low-income youth and adults;
    c. Individuals preparing for non-traditional fields; 0 males / 9 females
    d. Single parents, including single pregnant women;
    e. Out-of-workforce individuals;
    f. English learners;

g. Homeless individuals described in section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
h. Youth who are in, or have aged out of, the foster care system; and
i. Youth with a parent who—
   i. is a member of the armed forces (as such term is defined in section 101(a)(4) of title 10, United States Code);
   ii. is on active duty (as such term is defined in section 101(d)(1) of such title).

After review, Andrea Sanchez asked the committee if there were any other questions, comments or concerns. With no further discussion to be had, Andrea then adjourned the meeting at 1:32pm.

Recorder Signature	Date	Next Meeting: Fall 2024
Jackie N	7/18/2024	