

**Medical Assistant Program Advisory Committee Tuesday, December 10, 2013**

**Committee Members Present-** Debra Mueller, Crystal Martinez, Natalie Anderson, Jamie Suazo, Louann Urban

**Committee Members Absent:** Chad Hess, Cynthia Nicolay, Hannah Trent, Dr. Arguello, Bonnie Housh

**Guests:** Mary Chavez, Dean of Health & Public Safety

**Minutes taken by:** Kathy Maurello



	<b>Agenda Item &amp; Presenter</b>	<b>Discussion Points</b>	<b>Action Item</b>
1.	<b>Welcome &amp; Call to Order</b> Kathy Maurello	Kathy Maurello called the meeting to order and welcomed all committee members. Introductions: Mary Chavez- Dean of Health and Public Safety division. Debra Mueller, working Registered Medical Assistant for Parkview Family Medicine. Crystal Martinez- part time instructor for MOT 130 Billing and Coding. Natalie Anderson- student. Jamie Suazo- Student. Louann Urban- Student. Kathy Maurello- Chair for Medical Assistant Program.	
2.	<b>Expectations of Committee Members</b> Kathy Maurello	Kathy Maurello informed the committee the purpose of our advisory meetings. To stay compliant with the state, we are required to hold two meeting a year. Kathy went through the bylaws handout given to each member of the committee. <ul style="list-style-type: none"> <li>◆ Discussed the appointed terms is for at least two years.</li> <li>◆ Discussed the importance of attendance</li> <li>◆ Non-voting members include faculty/instructors, students. Voting members consist of the community members.</li> <li>◆ Discussed the duties of the chair and secretary</li> </ul>	
	<b>Committee Elections</b> Kathy Maurello	Kathy Maurello informed the committee that the chair of this committee was appointed by Kathy when trying to get the committee formed. We needed to have a chair in place prior to getting this program approved through the state. <ul style="list-style-type: none"> <li>◆ No voting took place due to not enough voting members present.</li> </ul> Will discuss at the next meeting.	
	<b>Program Updates</b> <ul style="list-style-type: none"> <li>➤ Curriculum changes</li> <li>➤ Degree option</li> <li>➤ Program Statistics</li> <li>➤ 5 Year Plan</li> </ul>	Kathy Maurello talked about the program. <ul style="list-style-type: none"> <li>◆ 3 semester long, certificate option only at this time. Application process to get accepted, 1<sup>st</sup> come, 1 serve at this time, when the program continues to get more competitive, will look into interview or GPA qualifications. Back ground checks and drug</li> </ul>	

	<p>➤ <b>Assessment of Student Learning</b>  ➤ <b>Move to St. Mary Corwin</b>  Kathy Maurello &amp; Mary Chavez</p>	<p>screens are required prior to starting the program. Students are required to submit immunizations records prior to starting the summer semester for their Internships. All students watch a blood borne, fire and electrical safety video. Goal is to have all students prepared prior to entering clinicals.</p> <ul style="list-style-type: none"> <li>◆ The program is currently a certificate option; we are currently in the process of getting a degree option for students. We have added five general education courses to meet the requirements of a degree. We are adding MAT 107, ENG 121 or 131, two Arts &amp; Humanities, and 1 Social &amp; behavior course. Hope to have approved prior to graduation in May 2014.</li> <li>◆ For program statistics, the program had 22 students apply, 20 students were accepted, and 15 Students started in Fall 2013. We have 13 females and 2 males on the Pueblo Campus. Students are primarily located in Pueblo, a few traveling from Walsenburg and Canon city. Wide range of ages and ethnic origins on both campuses. Our SCCC campus has 13 Students with 1 male.</li> <li>◆ Kathy discussed our 5 year plan. Went over our mission statement, strengths, weakness, and opportunities to get better and grow. Spent more time on our goals that we want to achieve in the next 5 years, including starting this advisory board committee, developing contracts within the community to have students do their internships, and develop an exit survey to see where we can improve on students learning.</li> <li>◆ Kathy discussed PCC's SLO's (student learning outcomes). The MA program has 6 items that can be assessed at any time. We will focus on two items, which we will give a report at the end of the year, then reassess to see how the program can get better. The program will include the SCCC campus for next year's reporting.</li> <li>◆ Kathy and Mary discussed the program moving to St. Mary Corwin. Surge tech program and polysomnography will be housed from Corwin.</li> </ul> <p>Mary spoke about the simulation that is currently on the 6<sup>th</sup> floor of the hospital.</p>	
3.	<p><b>College Updates</b>  Mary Chavez</p>	<ul style="list-style-type: none"> <li>◆ Mary gave updates about the college including the following: TAA grants, energy grants, Perkins funding, total of 56 million in grant funding. The college currently offers 18 health programs with fire and law academy. Mary spoke about prior learning counting toward college credit. The 13 colleges are trying to get a Bachelor of applied Science programs approved at the community college level. Dental hygiene will be the first program to start this new option. Hoping to start in in the Fall of 2015.</li> </ul>	

4.	<b>Clinic Updates</b> Kathy Maurello	<ul style="list-style-type: none"> <li>◆ The program is currently working on getting contracts established with different doctor's offices so students have a facility to do their internship this summer. Primarily focusing on family practice. Deb Mueller thought this would be a great learning experience to focus on family medicine.</li> </ul>	
5.	<b>Student Representative Comments</b> Natalie Anderson, Jamie Suazo, Louann Urban	<ul style="list-style-type: none"> <li>◆ Students talked about their experience in the program so far. They are enjoying classes and looking forward to the Spring semester. They have experience polycom to our branch campuses; it is preferred not to have polycom for any more classes. Overall, students have positive outlook for program.</li> </ul>	
6.	<b>Updates from Committee Members</b> Debra Mueller	<ul style="list-style-type: none"> <li>◆ Deb Mueller gave advice to the student's; she has over 20 years of experience with the Health field. Be compassionate and listen to patients.</li> </ul>	
7.	<b>Good of the Order</b> Adjourn meeting	<ul style="list-style-type: none"> <li>◆ Meeting was adjourned at 7:00pm</li> </ul>	