

**KENNEBEC VALLEY COMMUNITY COLLEGE  
FAIRFIELD, MAINE**



Date: 4/29/2016  
Time: 8:00am  
Place: Frye Conference Room

Present: Shea Gilbert Employer, Stacey Zach Student, Lila Myers Student, Betsy Priest Sponsor Administration, Paula Dube Employer, Kurt Klappenbach Sponsor Administration, Jessica Moody Student, Laurie Alexander Employer, Brittany Newby Faculty Program Coordinator, Ann Walker Faculty Program Director

Absent: Robin Doody Employer, Keith Sullivan Graduate, Barbara Larsson Sponsor Administration, Marilyn Kenyon Retired Employer, Robyn Beaulieu Employer, Courtney Daggett PA Physician, and Clay Landry Community Member

TOPIC	DISCUSSION	ACTION
The meeting was called to order at 8:05am		
Introduction of committee members		
Review of last minutes 11/13/15		Minutes were accepted.
TAACCCT IV Grant	Kurt Klappenbach the TAACCCT IV grant manager discussed the \$400,000 spent on the medical assisting program - curriculum, salary of the program coordinator and student navigator, supplies, equipment and the simulation lab. An audio and video system will be placed in the simulation lab. The grant has hired a student navigator to assist with retention for three programs (medical assisting, mental health and sustainable design and build).	
Introduction of new members	Ann introduced the new members, Lila Myers first year KVCC Student, Courtney Daggett Physician, and Clay Landry Community Member.	
Review 2015 MAERB Annual Report	Ann asked the committee members to review the 2015 Medical Assisting Education Review Board (MAERB) annual report. The information within the reports is based on surveys that are mailed to the graduates and employers of recent graduates. Ann discussed the mock exams for the CMA exam with preparation in clinical, general and administrative areas as well as resistance from students about the structure of exams (enforcing critical thinking and the best answer). KVCC's average attrition is 35% and the	Shea and Paula recommended that we send the employer surveys directly to them to ensure they are being sent to the correct location, filled out and returned. The committee members

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	<p>medical assisting program is consistently below 10%.</p>	<p>agree with the current structure of the exams. The majority of the healthcare profession exams are similar and enforce critical thinking. The committee members believe this is the best way to prepare them for the CMA exam and careers in healthcare.</p>
<p>Program goals and student learning outcomes</p>	<p>Committee members reviewed the program goals and student learning outcomes. Ann asked for recommendations or updates that should be made.</p>	<p>Correct typo on section V. line 1 Skills necessary to for fill – Fulfill.</p>
<p>Curriculum development</p>	<p>Ann reviewed the program of study with committee members, both day and evening programs. MAS116 Introduction to Professional Administrative Management has been changed to the fall semester for first year students as an introductory class. Mindtap is incorporated within this course as well as a new textbook. MAS121 Medical Terminology is offered as online, hybrid, or in class and Mindtap is incorporated. MAS114 Law and Ethics is online and has been changed to the Spring semester. MAS115 Medical Assisting Clinical Theory is offered both in the day and evening as well as MAS 117 Medical Assisting Clinical Lab. MAS 211 Insurance Coding for a Medical Office, Mindtap is incorporated. MAS 212 Introduction to Health Insurance and Claims Processing is offered as a Hybrid and Mindtap is incorporated. ENG 219 Professional Writing has replaced ENG108 Technical Writing.</p>	<p>Lila Myers, current student feels as though Mindtap has allowed her to be more prepared for exams.</p>
<p>Job shadow recommendations</p>	<p>Ann asked the committee members to review the job shadow application for recommendations.</p>	<p>The committee members will provide Ann with contact information for the job shadows. The committee members recommended making a checklist for a quick evaluation of student engagement and overall job shadow experience.</p>
<p>Program requirements</p>	<p>The Medical Assisting Education Review Board updated the standards from 2008 to 2015. Ann will send all committee members the new standards to review.</p>	<p>Ann will distribute to committee members by email.</p>

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Adjunct faculty	Ann asked the committee members if they are aware of anyone who would be interested in becoming adjunct faculty for MAS 211 Insurance Coding for the Medical Office and MAS212 Introduction to Health Insurance and Claims Processing.	Committee members requested the job description. Ann will send the committee members a copy of the job description via email.
Personnel Program Resource Survey	Ann asked committee members to complete the Personnel Program Resource Survey.	
Increase enrollment	Ann asked the committee members for recommendations on increasing enrollment. 48 Medical Assisting students are needed to keep a full time coordinator. 39 Medical Assisting students are currently enrolled (first and second year students) for 2015-2016.	<p>Committee members recommended visiting the local schools 8<sup>th</sup> – 12<sup>th</sup> grade to educate the schools and guidance counselors on programs that KVCC has to offer.</p> <p>Meeting adjourned at 9:34.</p>
Medical Assisting Simulation Lab Tour	Committee members were given a tour of the new MASL. The lab is approximately 90% complete.	Committee members were impressed with the space and design. They believe this will assist the students in feeling more prepared for the healthcare environment when entering clinical sites.

Recorded By: Brittany Newby  
Approved By: Ann Walker