

**KENNEBEC VALLEY COMMUNITY COLLEGE  
FAIRFIELD, MAINE**



Date: 11/13/2015  
Time: 8:00am  
Place: Frye Conference Room

Present: Robin Doody Employer, Shea Gilbert Employer, Stacey Zach Student, Betsy Priest Sponsor Administration, Paula Dube Employer, Keith Sullivan Graduate, Barbara Larsson Sponsor Administration, Kurt Klappenbach Sponsor Administration, Jessica Moody Student, Brittany Newby Faculty Program Coordinator, Ann Walker Faculty Program Director

Absent: Marilyn Kenyon Retired Employer, Laurie Alexander Employer, Robyn Beaulieu Employer

| TOPIC                                      | DISCUSSION  | ACTION   |
|--|---|--|
| The meeting was called to order at 8:04am. |   |  |
| Review of last minutes 3/27/2015           |   | Minutes were accepted.   |
| Introduction of committee members          |   |  |
| TAACCCT IV Grant                           | Ann reviewed the TAACCCT IV Grant positions, Kurt Klappenbach the grant manager and Brittany Newby the medical assisting program coordinator. Kurt discussed clinical efficiency, office coding, medical assisting simulation lab, and advisory committee members recommendations for the MA program, improving clinical experiences overall and doubling the number of medical assisting graduates.  |  |
| Medical Assisting Simulation Lab           | Ann announced that the medical assisting simulation lab has been started. Ann provided the members with the draft plans for the layout of the office.   | The committee members were very pleased and feel as though this will be a great contribution to the program. |
| President Hopper                           | President Hopper discussed the importance of the advisory committee role to the KVCC graduates and the community. The TAACCCT IV Grant writing and decisions were to reinvest in our economy. The medical assisting career is a great choice with a variety of career options. Our goal is to be able to compete with other colleges and to attract students by working with employers and improving our curriculum. President Hopper recommended that the committee members view the medical assisting simulation lab prior to leaving and also that we take a community | The advisory committee members viewed the simulation lab prior to leaving campus.                            |

| TOPIC   | DISCUSSION   | ACTION  |
|---|--|---|
| How can we improve the medical assisting program? | <p>photo once the simulation lab is complete.</p> <p>Members recommended improving the transition from being a student to being an employee. Things to consider were multitasking capabilities, time management, job shadow, and being familiar with the variety of job responsibilities.</p>  | <p>Ann will look into incorporating a job shadow into the curriculum, the members felt this was a good idea and are willing to accept students. Brittany and Ann are both looking into simulation education to improve the curriculums experiential learning once the simulation lab is complete.</p> |
| Curriculum Development                            | <p>MAS 114 Law and Ethics – Online<br/> Mas 116 Introduction to Professional Administrative Management – Hybrid<br/> MAS 121 Medical Terminology – Online and Hybrid<br/> MAS 212 Introduction to Health Insurance and Claims Processing – Hybrid<br/> The Medical Assisting Program has incorporated an evening option<br/> Updated EHR Neehr Perfect</p> <p>Ann and Brittany reviewed the new Mindtap program through Cengage Learning, that has been incorporated into MAS 121 – Medical Terminology and that it will be incorporated into two other classes this semester.</p> | <p>The committee members were pleased to hear the curriculum changes. No other recommendation noted</p>   |
| Newly acquired lab equipment                      | <p>Siemens Clinitek Status + Analyzer<br/> Welch-Allen EKG machine<br/> Blood Pressure Simulator<br/> 2 Dell computers<br/> 2 Desks<br/> 2 Phlebotomy simulators</p>   | <p>The committee members were pleased to hear that the medical assisting students are being exposed to the equipment. They had no further recommendations for equipment that the medical assisting program should obtain.</p>   |
| Program Needs                                     | <p>Community member for the Advisory Committee<br/> Physician – Francisca Osagie has moved out of state</p>  | <p>The committee members had no recommendations at this time they will</p>  |

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|--------------------------|---|---|
| Accreditation<br>Awarded | Ann announced that the medical assisting program has been awarded accreditation until 2023. | investigate possibilities.<br><br>The committee members were pleased.<br><br>Meeting adjourned at 9:15. |

Recorded By: Brittany Newby  
Approved By: Ann Walker