

**KENNEBEC VALLEY COMMUNITY COLLEGE  
FAIRFIELD, MAINE**



Date: 11/9/2018  
Time: 8:00am  
Place: Frye Conference Room

Present: Lila Myers Graduate, Holly Vanadestine Student, Laurie Alexander Employer, Jessica Moody Graduate, Shea Gilbert Employer, Courtney Daggett PA Physician, Robin Doody Employer, Susan McLeod Employer, Thomas Beard Employer, Jeff Sneddon Sponsor Administration, Ann Walker Faculty Program Chair, Brittany Newby Faculty Program Coordinator

Absent: Paula Dube Employer, Kathy Englehart Sponsor Administration, Karen Dostie Employer, Clay Landry Community Member, Marilyn Kenyon Retired Employer, Belinda Fletcher Employer, Moriah Smith Graduate / Employer, Barbara McCutcheon Community Member, Thomas Beard Employer, Sarah Roberts Physician, Richard Hopper Sponsor Administration

TOPIC	DISCUSSION	ACTION
The meeting was called to order at 8:05	Introduction of committee members.	
Old Business	Interviewing and resume development was added to MAS 234 in place of MAS 101. Students will be going to clinical in MAS 234 and interviewing skills will fit better within the curriculum.	
Review and Approve October 2017 Minutes		Minutes were accepted as written.
Curriculum Development	<p>Certificate in Medical Assisting Program Status: 19 students - 5 withdrew - 1 will transfer in the spring The students that withdrew were for a variety of reasons: change of program to phlebotomy, transportation complications, attendance, and personal reasons.</p> <p>Committee members recommend making a job shadow a requirement. Ann and Brittany expressed that it is in the entrance requirements as highly recommended. Members also recommended incorporating an attendance policy that states if students miss 3 or more classes they will be asked to withdraw from the program and repeat the course(s).</p> <p>Certificate in Medical Assisting Module Proposal: Ann and Brittany shared with the members a draft module schedule for review and recommendations. Kathy Englehart recommended modules, due to research showing students have been more successful focusing on fewer classes at one time. Committee members recommended showing the</p>	<p>Ann and Brittany will update the attendance policy in all MAS courses.</p> <p>Ann and Brittany will survey the first medical assisting certificate students to see what their obstacles were and</p>

TOPIC	DISCUSSION	ACTION
	<p>schedules to this years graduates asking for feedback.</p> <p>Second year students will be going into clinical in January. This will be the last cohort with an AAS degree. Students will have the opportunity to continue on the associates degree after the completion of the certificate.</p> <p>Medical Assisting Certificate students will be starting clinical in May. Ann asked committee members if accommodating students during the summer will be a concern. The employers stated they do not see student placement being a problem.</p> <p>MGMC Express Care - Brittany asked about the student medical assistants working in an express care setting and how it would compare with an office setting. Susan McLeod stated she would investigate both Augusta and Waterville express care locations and determine the procedures that students can complete from the clinical checklist.</p> <p>Ann asked clinical site managers and practitioners about our students' preparedness. The advisory committee members feel that our students are well prepared. The only obstacle can be full time working students and finding enough time to satisfy clinical hours (222). It is important for students to attend clinical the entire day to see the full spectrum from opening to closing the office.</p> <p>There were no applicants for an 18/19 cohort. Committee members would like us to send the course outline and description because they still feel that there is interest within the employers.</p>	<p>ask for recommendations regarding the schedules.</p> <p>Ann will send the clinical checklist to Susan and she will check with both express care locations.</p> <p>Ann will forward the Medical Office Specialist information to committee members via email.</p>
Medical Office Specialist Certificate		
Maine Quality Center	<p>The MQC Medical Assisting Certificate cohort has 15 students. Jeff spoke about the program and how we are unsure about the sustainability of funding. This program will need to present the outcomes prior to the approval of any additional funding.</p>	
Other Business	<p>Surveys</p> <p>None</p>	
Adjourned at 9:15am.		