

**KENNEBEC VALLEY COMMUNITY COLLEGE**  
**FAIRFIELD, MAINE**



Date: 4/13/2018  
 Time: 8:00am  
 Place: Frye Conference Room

Present: Lila Myers Graduate, Paula Dube Employer, Kathy Englehart Sponsor Administration, Kurt Klappenbach Sponsor Administration, Jessica Moody Graduate, Laurie Alexander Employer, Shea Gilbert Employer, Courtney Daggett PA Physician, Karen Dostie Employer, Samantha Gayton Student, Jeff Sneddon Sponsor Administration, Ann Walker Faculty Program Chair, Brittany Newby Faculty Program Coordinator

Absent: Sydney Caldwell Student, Clay Landry Community Member, Marilyn Kenyon Retired Employer, Belinda Fletcher Employer, Moriah Smith Graduate / Employer, Robin Doody Employer, Roberta Santilli Student Navigator, Barbara McCutcheon Community Member, Susan McLeod Employer, Thomas Beard Employer, Sarah Roberts Physician, Richard Hopper Sponsor Administration

TOPIC	DISCUSSION	ACTION
The meeting was called to order at 8:01	Introduction of committee members.	
Old Business	None	
Review and Approve October 2017 Minutes		Minutes were accepted as written, with the correction of background checks not being included in financial aid - only the CMA exam will be included.
TAACCCT IV Grant	The TAACCCT IV Grant ends June 30 <sup>th</sup> , 2018. The grant has contributed significantly to the Medical Assisting program, including but not limited to: supply budget, equipment purchases, additional staffing to support students (student navigator, another full time faculty) curriculum development and the Medical Assisting Simulation Lab.	
Curriculum Development	Changes are being made to increase enrollment and to place more qualified graduates into the community. We have been approved through MCCS and CAAHEP for the Medical Assisting Certificate. All courses will remain the same, the order of course delivery will be changed. All MAS courses will be frontloaded into the curriculum, allowing the students to graduate with a certificate in Medical Assisting and to sit for the CMA (AAMA) exam after one year. The	

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Maine Quality Center	<p>students will then have the option to complete an associate in applied science degree once the MAS courses have been completed.</p> <p>The Medical Office Specialist (MOS) certificate has been approved as well as the Phlebotomy certificate curriculum updates. MAS110 Medical Documentation and MAS220 Pathophysiology are currently being developed.</p> <p>The MOS and Phlebotomy programs both have pathways to Medical Assisting developed for students to continue their education if they desire.</p> <p>Ann has reviewed the CCMA curriculum and determined students could be awarded credits for prior learning to transition into the CMA (AAMA) credential. Students will be responsible for providing evidence of successful completion and clinical hour documentation.</p> <p>Redington and Maine General are both still considering clinical ladders. Inland has established clinical ladders for medical assistants.</p> <p>Advisory committee members recommended incorporating resume and interviewing skills into the curriculum. Committee recommendations were to have students perform mock interviews and record themselves. Other recommendations were to review the importance of researching organizations prior to interviews along with reviewing common interview questions.</p> <p>Kathy Englehart spoke on behalf of the MQC funding to offer a cohort of 20 students to complete the MAS certificate at no charge. Recommendations were made to consider 8 week modules versus the traditional semester. Studies have shown that working students are more successful with modules. Jeff Sneddon will be qualifying the students for the 12-month certificate and working with local employers and Career centers. KVCC will review the curriculum and course expectations with the applicants to ensure they are prepared.</p> <p>The organization (MQC) would assist in training pre hire or new hire within 6 months free of charge to the organization. Employers also have opportunities to receive funding for incumbent workers that need to have new regulation training depending on the amount of employees that need to receive training. Training can consist of: leadership, clinical, medical, etc.</p> <p>Employers with questions regarding training provided through the Maine Community College System for new and current workers are recommended to contact Jeff Sneddon at</p>	<p>Brittany and Ann will forward the advisory committee the MAS110 and MAS220 syllabi along with all course pathways.</p> <p>Identify the adult education locations that are offering the CCMA in the state and offer them the pathways for the KVCC medical assisting program and pathway.</p> <p>Ann will be incorporating interviewing into MAS101 Introduction to Medical Assisting.</p> <p>Ann will distribute the information regarding the program and application information to advisory committee members once the documents are available.</p>

TOPIC	DISCUSSION	ACTION
Other Business  Meeting Adjourned at 9am.	453-5127 or <a href="mailto:jsneddon@kvcc.me.edu">jsneddon@kvcc.me.edu</a>  None	

Recorded by: Brittany Newby  
Approved by: Ann Walker